

## **STUDENT ACADEMIC PERFORMANCE EVALUATION (UNDERGRADUATE) REGULATIONS 2015**

The Student Academic Performance Evaluation (Undergraduate) Regulations (SAPER) is the main policies that regulate the undergraduate programme of the International Islamic University Malaysia. The regulations were conferred by Section 59 of the Constitution of the University. The regulations were first endorsed by the University Senate in their meeting no. 149th on the 08th February, 1994.

The regulations were revised in the following meetings:

1. 272nd Senate Meeting 30th August 2002 (S.P. NO. E808/272 /2002)
2. 303rd Senate Meeting 29th April 2005 (S.P. NO. E1181/303/2005)
3. 354th Senate Meeting 4th December 2009 (S.P.NO. D917/354/2009)
4. 358th Senate Meeting 30th April 2010 (S.P. NO. D917/354/2009)
5. 369th Senate Meeting 6th May 2011 (S.P. NO. D1012/369/2011)

Student Academic Performance Evaluation (Undergraduate) Regulations 2015 was endorsed in the 408th Senate on 21st November 2014 (S.P. NO. I009/408/2014) and is effective beginning Semester 2, 2014/2015.

*Student Academic Performance Evaluation (Undergraduate) Regulations 2015  
International Islamic University Malaysia*

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**STUDENT ACADEMIC  
PERFORMANCE EVALUATION  
(UNDERGRADUATE)  
REGULATIONS 2015**





## **STUDENT ACADEMIC PERFORMANCE EVALUATION (UNDERGRADUATE) REGULATIONS 2015**

In exercise of the powers conferred by the Constitution of the International Islamic University Malaysia, the Senate hereby makes the following regulations –

### **PART I PRELIMINARY**

#### **Citation**

1. These Regulations shall be known as the Student Academic Performance Evaluation (Undergraduate) Regulations 2015 of the International Islamic University Malaysia and shall be read together with IIUM Assessment Policy.

#### **Application**

2. These Regulations shall be applicable to all students pursuing undergraduate programmes in the University.

#### **Date of implementation**

3. These Regulations shall come into force as of 1<sup>st</sup> February 2015.

#### **Interpretation**

4. In these Regulations, unless otherwise stated –

“Academic calendar” refers to one (1) academic year.

“Academic year” means the period during which the University holds classes and assessment activities, consisting of two (2) regular semesters and one (1) short semester (optional). A regular semester runs for seventeen (17) weeks while short semester nine (9) weeks.

“Academic Load” refers to the prescribed quantitative measurement for all learning activities required to achieve the learning outcomes.

“Assessment” refers to a process by which the University certifies that a student has achieved the learning outcomes and academic standards for the programme. Assessment may take a range of forms, both invigilated and non-invigilated; including quizzes, seminars, assignments, projects, practicum, moots, class participation, mid-semester examinations and end-of semester examinations;

“Centre of Studies” includes Kulliyyah, Centre, Institute, or similar agencies which may offer programme of studies / courses and may be subdivided into Departments, Divisions or Sub-Units;

“Centre of Studies Academic Committee” means the committee comprising of the Centre of Studies full time academic staff including the Dean, the Deputy Deans, Heads of Departments, Coordinators of Units and other academic staff (maximum of five) to be nominated by the respective Departments to make decisions on academic matters within the Centre of Studies. The Committee may, if necessary, invite other staff to the meeting;

“Conduct of Examinations” includes the planning, arrangement, execution, supervision and authentication of the examination and its results;

“Contact Hour” refers to the actual instructional interactions between the academic staff and the student measured in terms of hours;

“Course” means a defined area of study or a unit of a curriculum comprising several interrelated topics which is normally offered in a semester with a specific credit hour load and given a code;

“Coursework” means quizzes, tests, research papers, projects and assignments of similar nature that contribute to the final grade excluding the end-of-semester examinations;

“Course Instructor” refers to the person assigned by the University to teach a course or section thereof;

“Credits” refer to a quantitative measurement that represents the learning volume of the academic load to achieve the respective

learning outcomes. The academic load of a course is measured in units per semester.

“Cumulative Grade Point Average” or “CGPA” means the sum of the products of the credits and the quality point equivalent of the grade for all courses taken divided by the sum of all their credits in all semesters up to a point in time. Computation of CGPA includes only courses within the programme requirements as approved by the Senate;

“Curriculum” refers to the sum total of all the courses and such other academic and non-academic requirements as prescribed by the University for the award of a degree;

“Dean” refers to the academic and administrative Head of the Centre of Studies;

“End-of-Semester Examination” means an examination given at the end of the course during the scheduled examination period towards the end of the semester as provided for under Sub-regulation 36(2) or decentralized examination period as referred to under Sub-regulation 36(4);

“Examination” refers to any test, mid-semester and end-of-semester assessments given by a course instructor in compliance with the requirements of the course;

“Examination Venue” refers to any location used for the conduct of examinations.

“Grade” means the final grade of a course based on the total scores awarded;

“Grade-Point-Average” or “GPA” is the average grade of a student for a given semester computed by taking the sum of the products of the credit hour and quality point equivalent of the grade for all courses divided by the total credit hours registered in that semester.

“Graduating Student” means a student who is registered for his final semester of the programme of study pending completion of all course requirements to graduate as provided for under Regulation 80;

“Graduation Semester” refers to the last semester before a student is allowed to graduate;

“Head of Department” refers to the chairperson of an academic department within a Centre of Studies of the University;

“Late registration” refers to a registration for courses made beyond the prescribed period determined by the Senate;

“Learning Outcomes” means a statement on what students should know, understand and can do upon the completion of a period of study;

“Level of study” means classification that indicates the depth of the programme over the years of study required as determined by the Senate;

“Non-registration” refers to failure of registration of courses after the prescribed period of late registration;

“Practical Training” includes internship, industrial training, practicum, attachment and similar courses where students are placed in a setting to familiarise themselves with future working situation, tasks at work, and operations at organisations;

“Programme of Studies” means a prescribed curriculum leading to a degree;

“Quality Point Equivalent” or “QPE” is a numerical equivalent assigned to each course grade for the purpose of calculating grade point average;

“Repeat” means to register for the same course when it is next offered;

“Resit” means the supplementary end-of-semester examination taken by graduating students;

“Semester” means a duration specified by the Senate allocated for lectures, examinations and other instructional activities;

“Senate” means the University Authority which is responsible for the management of academic and students affairs of University;

“Structured Programme” refers to a programme in which courses are not offered in every semester;

“Student” includes any undergraduate student, part-time student, student under distance learning or an off-campus programme, exchange student and non-graduating student of the University;

“Student learning time” is a quantitative measure of all learning activities required to achieve a defined set of learning outcomes. These activities include lecture, tutorial, seminar, practical, self-study, retrieval of information, research, fieldwork, as well as preparing for and sitting of an examination. In general, forty (40) hours of notional student learning time is valued as one credit;

“Take home examination” refers to any examination or assessment where students perform the task away from examination venue;

“Terminated Student” refers to a student who is deregistered from the University due to non-registration of courses;

“University” refers to the International Islamic University Malaysia.

## **PART II COURSE REGISTRATION**

### **Programme of Studies**

5. A student admitted to the University shall follow a specific programme of studies offered by Centre of Studies.

### **Academic Load**

6. The load of any student shall be determined on the CGPA system and range of academic load formulated by the respective Centre of Studies as approved by the Senate as in Schedule I.

### **Minimum academic load**

7. (1) No full-time undergraduate student is allowed to register for an academic load of less than twelve (12) credits or its equivalent in any regular semester except in the graduating semester.

(2) Nevertheless, a student who requests to carry less than the minimum academic load with valid reasons shall get prior approval of the Dean.

### **Maximum academic load**

8. (1) For regular semesters, the maximum academic load of a full-time student shall be twenty-four (24) credits provided the total number of contact hours does not exceed twenty-eight (28).

(2) For short semesters (Semester III), a student may register for a maximum of two (2) courses except for graduating students (final semester) and those who are allowed to carry additional courses as approved by the Dean of the Centre of Studies.

### **Additional courses**

9. (1) A student may take additional courses subject to approval from the Dean of the Centre of Studies.

(2) Results will be reflected in the transcript and computed in the CGPA.

### **Late registration**

10. (1) Late registration is only allowed in the second (2<sup>nd</sup>) week of classes during a regular semester and the last two (2) days in the first week of the short semester subject to the approval of the Dean.

(2) A student who registers late shall be imposed with a fine for a sum as determined by the Senate.

### **Non-registration**

11. A student who fails to register for any course by the fourth (4<sup>th</sup>) week of the new semester with no valid reason as approved by the Dean Centre of Studies shall be terminated from his studies.

### **Leave of Absence**

12. (1) A student who wishes to apply for a leave of absence shall submit an official request to the Dean of the Centre of Studies stating the reasons and justification for leave.

(2) A student may be given up to a maximum of one (1) year leave of absence.

(3) An extension of leave of absence shall require the same approval process and shall further require the approval of the Centre of Studies Committee of Appeals.

(4) The procedure for application for leave of absence is provided in Schedule II.

### **Withdrawal from the University**

13. (1) A student who intends to withdraw from the University shall submit a complete prescribed form to the Dean.

(2) Upon approval of withdrawal from the University, the registered course will be automatically dropped.

(3) A student who withdraws from the University may not be considered for readmission.

## **PART III COURSE PERFORMANCE EVALUATION**

### **Course offering**

14. Any course may be offered in any semester with any number of sections and with any number of instructors as considered appropriate by the Centre of Studies.

### **Class enrollment**

15. (1) The Senate shall determine the minimum and maximum class sizes.

(2) The decision of the Senate is included in the Course Registration Regulations as provided in Schedule I. The Deputy Rector in-charge of academic affairs is authorised by the Senate to grant exception to the Dean of the Centre of Studies to decide on the class size under certain circumstances.

### **Course outline**

16. (1) Each course outline shall contain a general course description, course objectives, learning outcomes, assessment matrix, instructional strategies, student learning time, major and minor topics, breakdown of schedules, references and / or any other requirements as specified by the Senate.

(2) Courses with multiple sections shall have the same course outline.

(3) All course outlines shall be submitted to the Senate for approval.

(4) Each course outline shall be periodically updated. Any change exceeding thirty percent (30%) from the content of the latest endorsed course outline requires approval by the Senate.



### **Class attendance**

17. (1) The Centre of Studies shall monitor the attendance of students.

(2) The attendance requirement of every student in every course shall be determined by Senate.

(3) The attendance requirement for each Centre of Studies is provided in Schedule III.

### **Grading**

18. (1) The grade obtained for each course shall be based on the overall assessment performance comprising the end-of-semester examination and/or coursework. The policy and procedure on academic integrity and honesty is provided in Schedule IV.

(2) The end-of-semester examination shall carry a weightage ranging from forty (40) to sixty (60) percent.

(3) The end-of-semester examination for certain courses may be waived or carry a reduced or increased percentage if the nature of the courses so require as stated in the course outline approved by the Senate.

### **PASS or FAIL grade**

19. (1) A 'PASS' or 'FAIL' grade may be given for practical training and a resit examination;

(2) A student who obtains a 'PASS' grade shall earn the credit hours of the course. A student who obtains a "FAIL" grade is required to repeat the course.

### **Common end-of-semester examinations for multiple section courses**

20. (1) All courses with multiple sections shall have common end-of-semester examinations.

(2) In exceptional circumstances, the Dean of the Centre of Studies may seek the approval of the Deputy Rector in charge of academic affairs to conduct the end-of-semester examinations prior to the scheduled examination period.

### Grading system

21. (1) The following grading system shall be adopted –

Percentage Score	Letter Grade	Quality Point Equivalent	Hours Credited	Hours Earned
85-100	A	4.00	Yes	Yes
75-84	A-	3.67	Yes	Yes
70-74	B+	3.33	Yes	Yes
65-69	B	3.00	Yes	Yes
60-64	B-	2.67	Yes	Yes
55-59	C+	2.33	Yes	Yes
50-54	C	2.00	Yes	Yes
45-49	D	1.67	Yes	No
40-44	D-	1.33	Yes	No
35-39	E	1.00	Yes	No
0-34	F	0.00	Yes	No

(2) Other transcript notations with Quality Points Equivalent (QPE) of zero (0) –

Grade	Interpretation	Hours Credited	Hours Earned
PA/FA	Practical Training / P/F Option Course	Yes	Yes
PR	Pass on Resit	Yes	Yes
FR	Fail on Resit	Yes	No
I	Incomplete	No	No
IP	Course in Progress	No	No
W	Withdrawal with Special Permission	No	No
AU	Audit	No	No
Y	Barred from End-of-Semester Examination	Yes	No
EX	Exempted	Yes	Yes

(3) The Senate may review the grading system from time to time.

### **Minimum passing grade**

22. (1) The lowest grade for a clear pass shall be “C” with a quality point equivalent of 2.00.

(2) A student who fails to obtain a minimum of “C” grade is required to repeat the course.

### **“I” Grade or Incomplete grades**

23. (1) Subject to the approval of the Dean, a course instructor/examiner may assign a temporary grade of “I” (Incomplete).

(2) No “I” grade shall be given to any student in the following cases —

- (a) absence from an end-of-semester examination;
- (b) barred from taking the end-of-semester examination;
- (c) to improve grade;

(3) The student shall fulfill all remaining requirements within the first four (4) weeks of the following semester. Failure to do so will result in the change of grade from “I” to a final grade based on coursework and/ or end-of-semester examination marks.

(4) No student shall have more than two (2) “I”s in any semester unless otherwise approved by the Deputy Rector in charge of academic affairs on the recommendation of the Dean of the Centre of Studies.

### **“IP” Grade or Work In Progress**

24. (1) An “IP” grade refers to work in progress.

(2) An “IP” grade may be given for courses requiring research work or attachment which may exceed one semester. An “IP” grade shall not affect a student’s GPA or CGPA.

(3) The maximum period for the completion of research work or attachment shall be one (1) academic year. However, extension may be allowed with the approval of the Dean.

(4) Should a student fail to complete the research work or attachment within the period specified, the "IP" grade shall be changed to a final grade based on the work already done.

(5) A student on "IP" status is required to register for every regular semester.

### **Repeat of courses**

25. (1) A student who fails in a course, subject to the specific requirements of the Centre of Studies and the curriculum of his programme of studies, may do either of the following —

(a) Repeat the course if it is a required course; or

(b) Repeat the course or replace the course with another course if it is not a required course as determined by the Centre of Studies.

(2) Upon approval of the Dean, a student with a passing grade may repeat a Centre of Studies course once, for up to a maximum of two courses.

(3) The credit and grade from each repeated course shall be computed in the CGPA as an additional credit and grade.

(4) Notwithstanding any other provisions of these Regulations, a graduating student who obtains the minimum CGPA for graduation but fails in any course in the final regular semester (or the final year for structured programmes) may be allowed to resit for that course subject to the following conditions—

(a) the maximum number of resit courses is equivalent to eighteen (18) credit hours subject to the approval of the Dean of the Centre of Studies; and beyond where the approval of the Deputy Rector in charge of academic affairs is required;

(b) the student has not been barred or has not withdrawn from the courses he intends to resit;

(c) the examination is based on a 'PASS' or 'FAIL' rating carrying one hundred percent (100%) of the course grade and does not affect the CGPA.

### **Independent study**

26. (1) A graduating student may undertake Independent Study with the approval of the Dean of the respective Centre of Studies.

(2) Except under special circumstances, with the approval of the Centre of Studies, a student shall not be allowed to undertake Independent Study if the course is already offered in that particular semester.

(3) Independent Study may take the following forms —

(a) regular consultations; or

(b) e-learning which includes e-mail correspondence or any other electronic medium for non-studio/laboratory courses if the total number of credit hours required for graduation is less than twelve (12) and the course instructor agrees with the arrangement.

### **Auditing**

27. (1) A student who intends to audit a course is required to obtain permission from the course instructor.

(2) No credit is allocated for an audited course.

(3) An audited course shall be recorded on the student's transcript with the "AU" grade, which does not affect the student's grade point average.

(4) A student auditing a course is not required to take the end-of-semester examination but must satisfy other course requirements; failing which a "W" status shall be recorded.

(5) No course shall be changed from credit to audit status or vice versa after the deadline set by the Senate. In exceptional circumstances, the Deputy Rector in charge of academic affairs may approve a request for change.

## **PART IV EXAMINATION**

### **The Centre of Studies Committee of Examiners**

28. There shall be a Committee of Examiners for each Centre of Studies as empowered by the Senate. They shall be responsible to the Senate for the conduct of all examinations, the accuracy and validation of course results and grades by performing the following duties and functions –

(a) to appoint members for each Department or each specific area of studies;

(b) to provide overall supervision in the conduct of all examinations in the Centre of Studies;

(c) to ascertain that all examination questions are properly vetted so as to maintain the academic standard required by the programmes in accordance with the standards stipulated in the IIUM Assessment Policy as provided in Schedule V;

(d) to review, confirm and approve final grades submitted by individual course instructors to the Dean of the Centre of Studies; and

(e) to determine the Dean's List.

### **Members of Centre of Studies Committee of Examiners**

29. (1) Members of the Centre of Studies Committee of Examiners shall comprise the following –

(a) The Dean;

(b) The Deputy Deans;

- (c) Department Heads and/or Examination Coordinators; and
- (d) Any other person appointed by the Dean

(2) Notwithstanding sub-regulation 29 (1) the Dean may invite any other person to attend meeting of the Centre of Studies committee of examiners.

### **Chairman of the Centre of Studies Committee of Examiners**

30. The respective Dean of the Centre of Studies shall be the Chairman of the Centre of Studies Committee of Examiners.

### **Secretary to the Centre of Studies Committee of Examiners**

31. The Centre of Studies shall provide the Secretary and the Secretariat for each Centre of Studies Committee of Examiners.

### **Examination Committees**

32. (1) An Examination Committee shall be established at each Centre of Studies and/or department chaired by the Dean or Head of Department respectively.

(2) The committee shall consist of at least three (3) members with the following functions –

- (a) to vet end-of-semester examination questions;
- (b) to review and approve the final grades submitted by course instructors / examiners;
- (c) to submit the final grades to the Centre of Studies Committee of Examiners.

### **Appointment of invigilators**

33. An invigilator shall be appointed by the Rector upon the recommendation of the respective Dean of the Centre of Studies.

## **Notification of examination procedures**

34. An examiner or invigilator shall be notified by the office in charge of academic management and admission on procedures and rules pertaining to the conduct of the examinations.

## **Administrative Order**

35. The conduct of any examination shall follow the rules and procedures provided in the Administrative Order on the Conduct of Examinations as provided in Schedule VI.

## **Administration of examinations**

36. (1) Examinations may be written, oral, practical, or a combination of any of these, as determined in the course outline approved by the Senate.

(2) The time and venue of the end-of-semester examinations are to be scheduled by the office in charge of academic management and admission.

(3) An instructor who is considering a take-home end-of-semester examination shall inform the students at the beginning of the semester. Such an examination shall be administered during the revision week. The submission of examination answers to the examiner shall not exceed a limit of forty eight (48) hours. If the student fails to submit examination answers within the specified timeframe, zero (0) mark will be awarded for the take-home examination.

(4) An end-of-semester examination may be conducted on the last day of class or during the revision period with the approval of the Dean of the Centre of Studies and subject to the consent of all students. This shall be referred to as a decentralized examination. The procedure for conducting decentralized examination is provided in Schedule VII.



## **Irregularities**

37. (1) Where the Dean of the Centre of Studies has grounds to believe that irregularities have occurred in the preparation of any examination, the Dean, at his discretion, may defer the conduct of such an examination and conduct an investigation, the results of which shall be forwarded to the Rector for appropriate action.

(2) In the event that irregularities are found after the conduct of the examination, the results of the original examination shall become null and void. The Dean, in consultation with the Deputy Rector in charge of academic affairs, shall authorise a substitute examination.

## **Implications of cheating in examination**

38. (1) Where the Dean of the Centre of Studies is satisfied that a student has committed a breach under the Student Disciplinary Rules pertaining to examination, the Dean shall instruct a committee appointed by the Disciplinary Authority to conduct an inquiry pertaining to the alleged breach.

(2) If a student is found guilty, the Dean of Centre of Studies shall make the following order –

(a) for bringing in unauthorised materials, he shall be liable for a compoundable offence for a sum of RM200.00 (Ringgit Malaysia two hundred) for each offence as provided under Student Disciplinary Rules.

(b) for attempted cheating, he shall be liable for a minimum punishment of suspension under the Student Disciplinary Rules and shall receive an 'F' grade for the course.

(c) for cheating, a student shall be expelled from the University as provided by the Student Disciplinary Rules and shall receive an 'F' grade for the course.

(3) The Dean shall report the matter to the Senate for action or decision taken under sub-regulation 38(2).

## **Absence during end-of-semester examinations**

39. (1) A student is not allowed to be absent from an end-of-semester examination without a valid reason verified by the relevant authorities within seven (7) days of the scheduled examination.

(2) The Centre of Studies shall record an examination grade based on the coursework marks.

## **Special Examination**

40. (1) A special examination shall be arranged with a prescribed fee for each course for a student who is absent from the end-of-semester examination on reasons acceptable to the Dean of Centre of Studies. Procedures on application for special examination is provided in Schedule VIII.

(2) Any absence mentioned under sub-regulation (1) must be supported by relevant documents and shall be verified by the University authority.

(3) A student may not be allowed to defer special examination of a course and shall be graded on the coursework marks.

(4) The Centre of Studies Committee of Examiners may authorise a special examination up to the fourth (4<sup>th</sup>) week of the following semester unless a leave of absence is granted.

## **Eligibility to sit for examinations**

41. No student shall be allowed to sit for any end-of-semester examination unless –

(a) he is officially registered in such a course; and

(b) he has fulfilled all requirements prescribed by the respective Centre of Studies including attendance.

### **Barring from examinations**

42. The Dean may, upon recommendation of the Head of Department, bar a student from taking the examination in the case where the student fails to meet any of the requirements mentioned under regulation 41 for the eligibility for entry to an examination.

### **Consequence of being barred from examinations**

43. Any student barred from any examination shall automatically receive a 'Y' grade which is equivalent to an 'F' grade, irrespective of coursework performance.

## **PART V END-OF-SEMESTER EXAMINATION PROCEDURE**

### **Examination Supervisor**

44. The Dean of the Centre of Studies is the Supervisor of Examinations who shall be responsible for organising and conducting all examinations, maintaining proper records and making appropriate announcements in connection with the examination.

### **Responsibility of Examination Supervisor**

45. (1) The Examination Supervisor shall be responsible for the security of all examination materials and all matters connected with the arrangement and conduct of the examination which shall be implemented with the strictest of confidence.

(2) The Examination Supervisor shall coordinate with all the respective Heads of Departments for -

(a) the administration, preparation and conduct of examination; and

(b) finalization of examination papers and marking schemes.

## **Examiners of courses**

46. A member of academic staff, or such other qualified person shall be the examiner for the respective course(s).

## **Duties of examiners**

47. (1) An examiner shall ensure that –

(a) all questions conform to the prescribed course outlines;

(b) the marking schemes shall be submitted together with the question paper to the Examination committee of the Department for vetting to ensure standards are maintained and for reference if there are cases of appeal for rechecking;

(c) all questions are properly vetted to maintain the academic standard required by the programmes in accordance with the standards stipulated in the IIUM Assessment Policy as provided in Schedule V.

(2) An examiner shall be present at the examination venue at least for the first half hour of any paper and will ensure that he is readily available throughout the duration of the paper. A candidate may refer to the examiner for clarification on any ambiguity in the question paper.

## **Sealing of question papers**

48. As soon as the question papers are verified by the Committee of Examiners, they shall be printed and sealed. The seal will be opened no earlier than an hour before the commencement of the examination.

## **Duties of Chief Invigilator**

49. (1) Each examination shall be conducted by a Chief Invigilator who is normally assisted by one or more invigilators. The Chief Invigilator shall be responsible for collecting the question papers and attendance sheets from the respective Centre of Studies at least thirty (30) minutes before the examination is due to commence.

(2) The Chief Invigilator and invigilators shall be appointed by and be responsible to the Rector.

(3) Where a course is offered with only one section, the Rector may, upon the recommendation of the Dean of the Centre of Studies, appoint the instructor/examiners of the course as the Chief Invigilator.

### **Identification of candidates**

50. The Chief Invigilator shall ensure the correct identity of all candidates in accordance with the attendance sheet and instruct the candidates to lay on their tables their appropriate identity documents as specified by the University for inspection by the invigilators.

### **Instructions to candidates**

51. The Chief Invigilator shall be responsible for giving the appropriate instructions on the examination rules and procedures to the candidates before the commencement of the examination.

### **Restrictions on entering and leaving examination venue**

52. Except in circumstances permitted by the Chief Invigilator –

(a) No candidate is allowed to present himself for examination later than thirty (30) minutes after the commencement of the examination;

(b) No candidate is allowed to leave the examination venue until thirty (30) minutes have elapsed after the commencement of the examination. Arrangements shall be made so that in case any candidate is allowed to leave the venue for any purpose and return, he will remain under sufficient supervision during his absence. Permission for such arrangements must be obtained from the Chief Invigilator;

(c) No candidate is allowed to leave the examination venue within the last fifteen (15) minutes of the examination or within any specific period towards the end of the examination specified by the Chief Invigilator.

### **Taking articles or items into examination venue**

53. (1) No unauthorized articles or items may be taken by any candidate into or out of an examination venue.

(2) No candidate shall receive any article from any other person while he is in the examination venue except that a candidate may, while he is in the examination venue, receive from the invigilator such articles as may be authorised by the examiner.

### **Communication during examination**

54. (1) No communication by whatever means is allowed between candidates or to any other unauthorized persons during the examination.

(2) Any candidate who wishes to communicate with an invigilator must raise a hand and wait for the instruction from the invigilator.

### **Cancellation or postponement of examination**

55. The Chief Invigilator may cancel or postpone the examination upon consultation with the Examination Supervisor. Examination Supervisor may, in consultation with the Deputy Rector in charge of academic affairs, arrange a substitute examination, under which conditions the original examination becomes null and void.

### **Handling of examination answer scripts**

56. (1) Immediately after the examination, the Chief Invigilator shall hand over the answer scripts to the examiner or his authorised representative.

(2) The Chief Invigilator shall ensure the respective examiners collect the respective answer scripts and the collection being officially acknowledged by the examiners or their authorized representatives.

### **Marking and grading of answer scripts**

57. (1) After marking, an examiner shall hand over the answer scripts and the list of grades to the Head of the Department for validation and storage.

(2) The marked answer scripts shall be kept in safe custody for a period of at least six months after the announcement of the results, after which the Dean of the Centre of Studies may arrange for their necessary disposal.

### **Finalization of examination results**

58. Meetings of the Committee of Examiners shall be called by the Dean to finalise the grades and to make recommendations to the Centre of Studies Committee.

### **Responsibility for the computation of grades**

59. A course instructor shall be responsible for computing the grades of students registered for the course.

### **Submission of results**

60. (1) The course instructor/examiner shall be responsible for entering the course marks and final grades of all registered students into the online system within the time specified.

(2) The procedure to reprimand the course instructor/examiner who does not comply with the deadline for submission of results is provided in Schedule IX.

### **Verification of results**

61. The course instructor/examiner shall verify and submit the grading sheets to the Dean of the Centre of Studies through the Head of Department.

## **Official results**

62. (1) The results for any course shall not be regarded as official until confirmed by the Centre of Studies Committee of Examiners and subsequently endorsed by the Senate.

(2) A student shall be notified of the examination results by the office in charge of academic management and admission. Only grades and not marks shall be released.

(3) Notwithstanding the above, the University reserves the right to withhold the examination results of a student based on the recommendation of the relevant University authority.

## **Change of grades**

63. (1) A student who has reasonable grounds to believe that he has been unjustly graded or there was an error in the marking of his answer script or computing of grades may appeal for rechecking of his answer script. Upon rechecking, a change of grade may happen. The procedure for rechecking of answer script is provided in Schedule X;

(2) An examiner or committee who has reasonable ground to believe that there is an error while marking the answer script or computing the grade may request for a change of grade;

(3) A change of grade that has been confirmed by the Centre of Studies Committee of Examiners shall be endorsed by the Senate.

## **PART VI ACADEMIC STANDING**

### **Good academic standing**

64. (1) A student is on good academic standing if he maintains a CGPA of 2.0 and above.

(2) A student who registers for a combination of proficiency language courses and programme required courses will have his



academic status determined only after he has attempted at least twelve (12) credits of the required courses for the programme.

(3) A student who has obtained a GPA of 3.50 and above and has registered for at least fifteen (15) credits or its equivalent, is eligible for the Dean's List.

### **Academic probation**

65. (1) A student shall be on probation if he fails to earn a CGPA of 2.00 but not less than 1.67 ( $1.67 \leq \text{CGPA} < 2.00$ ) provided that he does not obtain an 'F' grade in more than two (2) Centre of Studies core courses in one semester.

(2) A student on probation shall-

(a) carry an academic load of not more than fifteen (15) credits;

(b) reduce his co-curricular activities; and

(c) undergo counseling and/or remedial programme as required by the Centre of Studies.

(3) A student on academic probation shall receive a written notification of his academic status from the Centre of Studies.

### **Academic dismissal**

66. A student shall be dismissed from the University if-

(a) he obtains a CGPA of less than 1.67;

(b) he fails to earn a CGPA of 2.00 or above while on probation;

(c) he fails (with a grade of 'F') three (3) or more Centre of Studies courses and obtains  $1.67 \leq \text{CGPA} < 2.00$ ; or

(d) he obtains a  $1.67 \leq \text{CGPA} < 2.00$  for the third time which is non-consecutive during his period of studies.

## **Expulsion under Disciplinary Rules**

67. A student who is expelled from the University due to the violation of the relevant disciplinary rules of the University shall not be eligible for readmission.

## **PART VII APPEALS**

### **The Centre of Studies Committee of Appeals**

68. (1) The Centre of Studies Committee of Appeals deals with all appeals from students registered in the programmes offered by the said Centre of Studies subject to the provisions of these regulations.

(2) The Centre of Studies Committee of Appeals shall submit its recommendations to the Senate for endorsement.

### **Members of the Centre of Studies Committee of Appeals**

69. (1) Members of the Centre of Studies Committee of Appeals shall comprise of the following –

(a) the Dean;

(b) the Deputy Dean in-charge of academic affairs;

(c) the Deputy Dean in-charge of student affairs;

(d) head of Unit or Department;

(e) other academic staff members of the Centre of Studies under which the course is in dispute;

(f) two members of the Academic staff of the University who are not the examiner or examiners of the course or any of the courses upon which the appeal is made;

(g) any other member appointed by the Dean.

(2) Notwithstanding sub-regulation (1), the Dean may invite any other persons to attend meetings of the Committee.

### **Chairman of the Centre of Studies Committee of Appeals**

70. The Dean of the Centre of Studies shall be the Chairman of the Centre of Studies Committee of Appeals.

### **Secretary to the Centre of Studies Committee of Appeals**

71. The Centre of Studies shall provide the Secretary and the Secretariat for each Centre of Studies Committee of Appeals.

### **Period to convene Meeting of Centre of Studies Committee of Appeals**

72. The Committee of Appeals shall convene its meeting within two weeks from the end of the period of appeal.

### **Grounds of appeal**

73. An appeal may be made on any of the following grounds –

(a) a student who claims to experience hardship physical or otherwise while sitting for an examination;

(b) a student who has reasonable grounds to believe that he has been unjustly graded or there was an error in the marking of his answer script or computing of grades;

(c) a terminated student who may have valid reasons for not registering for the courses;

(d) a second, third or fourth level student who is dismissed on academic grounds but has valid medical or emergency reasons;

(e) a student who may have sufficient reason to request for an extension of his leave of absence;

(f) a student who may have sufficient and valid reason(s) to request for an extension of his study period.

## **Application procedures**

74. (1) Application of appeal shall be made in writing to the Dean of the Centre of Studies or may take the following forms –

(a) in cases falling under provision 73(a), an appeal, in writing and verified by the Chief Invigilator or a physician recognised by the University, shall be submitted to the Dean of the Centre of Studies within 24 hours after the scheduled examination;

(b) in cases falling under provision 73(b), a formal appeal shall be made to the Centre of Studies. Upon considering the appeal, the Centre of Studies Committee of Appeal may upgrade, retain or downgrade the grade.

(2) A graduating student requesting a rechecking of a course with a grade lower than 'C' shall register for the course. If after the appeal the student obtained a pass, the course shall be dropped.

## **Application for readmission**

75. (1) A first level student with no disciplinary problem who obtains a CGPA of between 1.0 and less than 1.67 may be considered for readmission on a clean slate. The readmission shall be allowed only once.

(2) A student of other level is not eligible for readmission except due to medical or valid emergency reasons. He shall be readmitted into the semester where the CGPA is of good standing.

(3) The procedure for Appeal for Readmission, Leave of Absence and Extension of Study Period is provided in Schedule II.

## **Fresh application for admission**

76. (1) A student who is dismissed may apply for admission into another programme by submitting an application to the office in-charge of academic management and admission.

(2) Application for fresh admission shall be submitted within six (6) months after the announcement of the examination results.

## **PART VIII GRADUATION REQUIREMENTS**

### **Minimum study period**

77. (1) The minimum number of semesters for any student to complete a degree programme in the University is six (6) regular semesters.

(2) For a non-regular student, the minimum period is four (4) regular semesters excluding leave of absence.

### **Maximum study period**

78. The maximum number of semesters for a student to complete a degree programme in the University is twelve (12) regular semesters, excluding leave of absence.

### **Candidates for graduation**

79. (1) A student who has passed all the required courses as prescribed in the programme he is registered in shall be considered as a candidate for graduation, subject to other non-academic requirements of the University.

(2) A graduating student shall submit an application for graduation to the Centre of Studies at least one semester prior to graduation.

### **Graduation requirements**

80. (1) Every degree programme is directly under the responsibility of the Centre of Studies concerned and the completion of each programme rests on the evaluation and recommendation of the Centre of Studies to the Senate.

(2) A graduating student is required to have fulfilled the following—

(a) passed all core and elective courses taken as prescribed in the programme curriculum;

(b) achieved an academic standing with a CGPA of at least 2.00; and

(c) fulfilled other prescribed University requirements.

### **Credit transfer**

81. (1) Subject to approval from the Dean of the Centre of Studies, a student may apply to have his credits for courses taken at other institution or Centre of Studies transferred to his current academic records for the purpose of fulfilling graduation requirements.

(2) The maximum number of credits transferred from outside institutions recognised by the Senate of the University is thirty percent (30%) of the total credit hour requirement of the programme of studies.

### **Exemption of courses**

82. (1) Exemption of courses may be considered by Centre of Studies for any student based on the results of the placement tests.

(2) Credits for exempted courses are counted towards the total credits fulfilled.

## **PART IX GENERAL PROVISIONS**

### **Prerogative of the Senate**

83. (1) The Senate reserves the right to bar, suspend or dismiss any student from the University or any of its classes whenever such action is deemed necessary in the interest of the University.

(2) Notwithstanding these Regulations, the Senate reserves the right to make the final decision on any matter.

(3) In the event of any dispute relating to any section in these Regulations, the interpretation of the Senate shall prevail.

# **SCHEDULE I**

# **COURSE REGISTRATION REGULATIONS**

## **PART I PRELIMINARY**

The Senate shall make the following Regulations:

### **Citation**

1. These Regulations shall be known as the Course Registration Regulations of the International Islamic University Malaysia and shall be read together with Student Academic Performance Evaluation (Undergraduate) Regulations.

### **Application**

2. These Regulations shall apply to all Undergraduates students pursuing specific degree programmes in the University.

### **Date of Implementation**

3. These Regulations shall come into force as of 1<sup>st</sup> February 2015.

### **Interpretation**

4. In these Regulations, unless otherwise stated:

“Add/Drop Period” refers to a period where a student adjusts his course registration record by registering additional courses or de-registering courses for a particular semester. It normally starts five (5) days before a semester is due to commence and ends in the first week of the semester;

“Adjustment Period” refers to the first week of a regular semester where a student is allowed to make final adjustment to his course registration by adding a course(s) or dropping a course(s) in accordance to his study plan to ensure that he will graduate on time. During this period, the student may apply to register for a course on independent study mode or a class that has already reached its



maximum size or such other similar activities subject to the procedures set by the University;

“Closed Section” refers to a section of a course that has reached the maximum class size;

“Confirmation Slip” refers to a slip containing the details of all courses registered in a semester by a student which is normally printed after the Pre-registration or Add/Drop exercises. It is to be retained by the student as his/her official academic record for the semester. The student shall secure a new confirmation slip every time he makes changes to his course registration;

“Continuing Student” is an IIUM student who has had a course registered in the previous semester and wishes to continue studies in the same degree in the subsequent semester;

“Course Withdrawal” refers to dropping a course after the fourth week up to the tenth week of the regular semester and after the second week up to the end of the third week of the short semester;

“Course Code” refers to specific characters assigned to a course which uniquely refers to a program of study to indicate the subject, level and the course type;

“Credits” refers to a quantitative measurement that represents the learning volume of the academic load to achieve the respective learning outcomes;

“Drop Only Period” refers to a period which starts from the second week until the end of the fourth week of a regular semester and from the fourth until sixth day of the first week of the short semester. A student may be allowed to drop a course during this period provided his total credit registered is above twelve (12). Course(s) dropped during this period shall not be reflected in the student’s transcript;

“Low Enrollment” refers to a section of a course where the number of students registered for is less than 10. This does not apply to Tilawah and classes involving graduating students.

“Matriculated Student” refers to a person who is admitted to any degree programme of the University, has paid the prescribed registration fees as required by the University and registered or enrolled at the University as a student;

“Pre-Registration Exercise” refers to course registration activities of the subsequent semester held for continuing students. It is normally held in the 10<sup>th</sup> – 11<sup>th</sup> week of the current semester;

“Petition” means to request for enrollment in a course which is not offered. Petition is normally allowed during pre-registration period;

“Pre-Registration Exercise” refers to course registration activities for the subsequent semester for continuing students. It is normally held in the 10<sup>th</sup> – 11<sup>th</sup> week of the current semester;

“Pre-Requisite Course” refers to a course that a student has to take and pass prior to taking another course;

“Reserve” means to request for enrollment into a closed section course. Reserve is normally allowed during pre-registration period;

“Section Cancelled” refers to a section of a course which is cancelled by a Centre of Studies after being offered due to unforeseen circumstances such as low enrollment or unavailability of lecturers. In such cases, students may re-register for another available section or another course during the Add/Drop period.

“Sit-in on a class” means to attend a class lecture without official registration;

“Web-Based Add/Drop” refers to the Add/Drop of course activity which is meant for students who need to adjust their course registration prior to commencement of a new semester. The Web-Based Add/Drop exercise is conducted until the end of the first week of the new semester.

## PART II COURSE REGISTRATION PROCEDURE

### Course Code

5. (1) Each course shall be assigned with a code which uniquely refers to a programme of study.

(2) The code shall have a maximum of nine (9) characters including space consisting of letters and digits.

(3) The following guidelines shall be adopted in creating the code —

(a) The first four upper-case alphabetic characters refers to prefix or department abbreviation;

(b) The alphabetic characters shall be followed by a four-digit number. There shall be a space after the characters before the digits;

(c) The first digit of the course code denotes the academic level of the course ranging from zero (0) to five (5);

(d) The second digit denotes the credit value of the course in semester hours;

(e) The third and fourth digits establish the course sequencing and/or distinguish the course from others of the same level and credit value;

(f) A course taught in Arabic Language shall be assigned an 'A' letter at the end of the code. This code shall not have a space between the characters and digits.

### Course Scheduling

6. (1) Classes may be scheduled at anytime as determined by the Centre of Studies except the following time —

<b>Day</b>	<b>Time</b>	<b>Remarks</b>
Everyday	1 pm – 2 pm	Zohor prayer hour
	7 pm – 8 pm	Maghrib prayer hour
Saturday	The whole day	Reserved for courses offered by office in charge of credited co-curricular courses

(2) Classes may be taught through face-to-face conventional method or e-learning approach or a combination of both face-to-face and e-learning methods.

### **Change of schedule or venue**

7. Schedule or venue of classes may be changed after being published to students subject to the following –

(a) The change of schedule or venue is done after the add/drop period;

(b) The recommendation from the Head of Department is obtained;

(c) A unanimous consent between the course instructor and his students is obtained; and

(d) There is no clashes with other courses registered by the students

### **Class size**

8. (1) The minimum class size for a course is ten (10) or as determined by the Senate from time to time.

(2) The normal class size for a course is fifty (50) or as decided by the Centre of Studies depending on the nature of the course.

(3) A Centre of Studies may arrange for a mass lecture course where the class size exceeds fifty (50) as deemed appropriate by the Centre of Studies if the nature of the course so requires. The course instructor may earn an additional teaching load as decided by the Senate.

## Course registration

9. (1) All matriculated students shall register for courses every semester until they fulfill their graduation requirements.

(2) Course registration may be done during the Pre-Registration, Add/Drop and Adjustment periods.

(3) Failure to register for courses or secure the minimum academic load by the fourth (4<sup>th</sup>) week after the commencement of a regular semester will result in termination of studies.

## Academic load

10. (1) The minimum academic load for a self-sponsored student is twelve (12) credits or its equivalent while the minimum load for a sponsored student is fifteen (15) credits or its equivalent.

(2) A student's academic load shall be determined based on the following CGPA range formulated by the respective Centre of Studies as approved by the Senate –

(a) Kulliyah of Architecture & Environmental Design

Range of CGPA	Range of Credit Hours Allowed
$1.7 \leq \text{CGPA} < 2.5$	12 – 15 cr. hrs. or its equivalent
$2.5 \leq \text{CGPA} \leq 4.0$	12 – 21 cr. hrs. or its equivalent

(b) Kulliyah of IRKHS

Range of CGPA	Range of Credit Hours Allowed	
	Non-graduating students	Graduating students
$1.7 \leq \text{CGPA} < 2.5$	12 – 15 cr. hrs. or its equivalent	$\leq 18$ cr. hrs. or its equivalent
$2.5 \leq \text{CGPA} < 3.2$	12 – 18 cr. hrs. or its equivalent	$\leq 21$ cr. hrs. or its equivalent
$3.2 \leq \text{CGPA} \leq 4.0$	12 – 21 cr. hrs. or its equivalent	$\leq 24$ cr. hrs. or its equivalent

(c) Kulliyah of Engineering

(i) Non-graduating students

<b>Range of CGPA</b>	<b>Range of Credit Hours Allowed</b>
$1.7 \leq \text{CGPA} < 2.0$	12 – 15 cr. hrs. or its equivalent
$2.0 < \text{CGPA} < 2.5$	12 – 16 cr. hrs. or its equivalent
$2.5 \leq \text{CGPA} < 3.0$	12 – 18 cr. hrs. or its equivalent
$3.0 \leq \text{CGPA} \leq 4.0$	12 – 20 cr. hrs. or its equivalent

(ii) Graduating students

<b>Range of CGPA</b>	<b>Maximum Credit Hours Allowed</b>
$\text{CGPA} < 2.5$	19 cr. hrs. or its equivalent
$2.5 \leq \text{CGPA} \leq 4.0$	21 cr. hrs. or its equivalent

(d) Kulliyah of Science

<b>Range of CGPA</b>	<b>Range of Credit Hours Allowed</b>
$1.7 \leq \text{CGPA} < 2.5$	12 – 15 cr. hrs. or its equivalent
$2.5 \leq \text{CGPA} < 3.0$	12 – 18 cr. hrs. or its equivalent
$3.0 \leq \text{CGPA} \leq 4.0$	12 – 21 cr. hrs. or its equivalent

(e) Kulliyah of ENMS & ICT

<b>Range of CGPA</b>	<b>Range of Credit Hours Allowed</b>	
	<b>Non-graduating students</b>	<b>Graduating students</b>
$1.7 \leq \text{CGPA} < 2.3$	12 – 15 cr. hrs. or its equivalent	$\leq 18$ cr. hrs. or its equivalent
$2.3 \leq \text{CGPA} < 2.8$	12 – 18 cr. hrs. or its equivalent	$\leq 21$ cr. hrs. or its equivalent
$2.8 \leq \text{CGPA} \leq 4.0$	12 – 21 cr. hrs. or its equivalent	$\leq 24$ cr. hrs. or its equivalent

(f) Ahmad Ibrahim Kulliyah of Laws

<b>Range of CGPA</b>	<b>Range of Credit Hours Allowed</b>	
	<b>Non-graduating students</b>	<b>Graduating students</b>
$1.7 \leq \text{CGPA} < 2.2$	12 – 15 cr. hrs. or its equivalent	$\leq 18$ cr. hrs. or its equivalent

$2.2 \leq \text{CGPA} < 2.5$	12 – 18 cr. hrs. or its equivalent	$\leq 21$ cr. hrs. or its equivalent
$2.5 \leq \text{CGPA} \leq 4.0$	12 – 21 cr. hrs. or its equivalent	$\leq 24$ cr. hrs. or its equivalent

## (g) Kulliyah of Allied Health Sciences

Range of CGPA	Range of Credit Hours Allowed
$1.7 \leq \text{CGPA} < 2.5$	12 – 15 cr. hrs. or its equivalent
$2.5 < \text{CGPA} < 3.0$	12 – 18 cr. hrs. or its equivalent
$3.0 < \text{CGPA} < 4.0$	12 – 21 cr. hrs. or its equivalent

(3) The academic load of a first semester first year student shall be as follows—

Centre of Studies	Credit Hours Allowed
Islamic Revealed Knowledge and Human Sciences	12 – 18 credits or its equivalent
Ahmad Ibrahim Kulliyah of Laws	12 – 21 credits or its equivalent
Engineering	12 – 21 credits or its equivalent
Architecture and Environmental Design	12 – 21 credits or its equivalent
Economics and Management Sciences	12 – 18 credits or its equivalent
Science	12 – 18 credits or its equivalent
Information and Communication Technology	12 – 18 credits or its equivalent
Allied Health Sciences	12 – 18 credits or its equivalent

(4) Notwithstanding sub-regulation 13(1), a sponsored student who is academically weak, facing personal difficulties (such as medical problems or emergencies), or having disabilities may be allowed to register for a minimum of 12 credit hours or its equivalent subject to approval of the Dean of the Centre of Studies. Such approval shall be obtained before the end of the fourth (4<sup>th</sup>) week of a regular semester.

(5) A student who is blocked from course registration due to financial matters may be allowed to sit in on classes up to the fourth (4<sup>th</sup>) week of a regular semester. He shall be registered officially after the fourth (4<sup>th</sup>) week if the University is satisfied with his financial status. However, if the status is unsatisfactory, he may be advised to take leave of absence for the whole semester.

## **Drop only period**

11. (1) A student may be allowed to drop a course from the second (2<sup>nd</sup>) week up to the fourth (4<sup>th</sup>) week of a regular semester and fourth (4<sup>th</sup>) day until sixth (6<sup>th</sup>) day of a short semester with the approval of the Centre of Studies. This period is called Drop only period.

(2) The new total academic load of the student shall not fall below the minimum academic load requirement after the course is being dropped.

(3) The dropped course shall not be reflected in the student's transcript.

## **Course Withdrawal**

12. (1) A student may be allowed to withdraw from a course if he is not able to cope with the demands of the course, provided the academic load after withdrawal does not fall below the minimum load. The course withdrawal is normally held from fifth (5<sup>th</sup>) week until the tenth (10<sup>th</sup>) week of a regular semester and the second (2<sup>nd</sup>) week up to the fourth (4<sup>th</sup>) week of a short semester. A fee of RM300 per course or as decided by the Senate shall be imposed on approved withdrawal cases.

(2) Subject to approval of the Dean of the Centre of Studies and based on valid reasons acceptable by the University, a student may be allowed to withdraw from a course from the eleventh (11<sup>th</sup>) until the thirteenth (13<sup>th</sup>) week of a regular semester and from the fifth (5<sup>th</sup>) until the end of sixth (6<sup>th</sup>) week of a short semester. A fee of RM500 per course or as decided by the Senate shall be imposed on approved late withdrawal cases.

(3) No withdrawal application shall be entertained after the thirteenth (13<sup>th</sup>) week of a regular semester and the sixth (6<sup>th</sup>) week of a short semester unless due to valid medical or emergency reasons.

(4) A "W" Grade shall be assigned to courses that are withdrawn.



(5) Notwithstanding sub-regulations 11(2) and 11(3), a Centre of Studies may allow fee exemption if the course withdrawal is due to valid medical or emergency reasons.

### Level of study

13. The following level of study which is based on the number of credit hours earned shall be adopted –

(a) Kulliyah of Islamic Revealed Knowledge and Human Sciences, Economics and Management Sciences, Information and Communication Technology and Engineering

Level of Studies	Range of Credit Hours Fulfilled (Earned)
1	0 – 30.5
2	31 – 60.5
3	61 – 90.5
4	91 and above

(b) Ahmad Ibrahim Kulliyah of Laws

Level of Studies	Range of Credit Hours Fulfilled (Earned)
1	0 – 33
2	34 – 66
3	67 – 105
4	106 and above

(c) Kulliyah of Architecture and Environmental Design

Programme	Level of Studies	Remarks
Bachelor of Science in Architectural Studies	1	
	2	Completed AAR 1201 Architectural Design 2 (Studio)
	3	Completed AAR 2201 Architectural Design 4 (Studio)
Bachelor of Architecture	4	Completed AAR 3201 Architectural Design 6 (Studio)
	5	Completed AAR 4202 Architectural Design 8 (Studio)
	1	

Bachelor of Quantity Surveying	2	Completed AQS 1200 Principles of Measurement for Building Works 2
	3	Completed AQS 2200 Principles of Measurement of Building Services and External Works
	4	Completed <u>AQS 3271</u> Practical Training
Bachelor of Landscape Architecture	1	
	2	Completed ALA 1202 Landscape Architectural Design 2
	3	Completed ALA 2202 Landscape Architectural Design 4
	4	Completed ALA 3202 Topical Studies
Bachelor of Applied Arts and Design	1	
	2	Completed AAD 1200 Planning Studio 2
	3	Completed AAD 2200 Planning Studio 4
	4	Completed AAD 3200 Planning Studio 6
Bachelor of Urban and Regional Planning	1	
	2	Completed AUP 1202 Planning Studio 2
	3	Completed AUP 2202 Planning Studio 4
	4	Completed AUP 3202 Planning Studio 6

(d) Kulliyah of Education

<b>Programme</b>	<b>Level of Studies</b>	<b>Range of Credit Hours Fulfilled (Earned)</b>
Arabic as a Second Language	1	0 – 37
	2	38 – 78
	3	79 – 115
	4	116 – 141
English as a Second Language	1	0 – 37
	2	38 – 72
	3	73 – 106
	4	107 – 132
	1	0 – 37

Guidance and Counselling	2	38 – 78
	3	79 – 119
	4	120 – 143
Islamic Education	1	0 – 38
	2	30 – 77
	3	78 – 114
	4	115 – 139

## (e) Kulliyah of Pharmacy

Level of Studies	Range of Credit Hours Fulfilled (Earned)
1	0 – 39
2	40 – 81
3	82 – 128
4	129 and above

## (f) Kulliyah of Nursing

Batch	Level of Studies	Normal Subjects + University Required Course	With Subjects that should be Taken at CFS
Current Year 1 and Year 2	1	36	45
	2	71	80
	3	107	110
	4	130	133
Current Year 3 and Year 4	1	32.5	41.5
	2	63.5	69.5
	3	95.5	101.5
	4	118.5	124.5

## (g) Kulliyah of Science

Level of Studies	Range of Credit Hours Fulfilled (Earned)
1	0 – 30
2	31– 60
3	61 – 90
4	91 – 200

(h) Kulliyah of Allied Health Sciences

Programme	Level of Studies	Range of Credit Hours Fulfilled (Earned)
Audiology	1	0 – (34-35)
	2	(35-36) – (73-75)
	3	(74-76) – (107-109)
	4	(108-110) – (138-140)
Dietetics	1	0 – 38
	2	39 – (72-73)
	3	(73-74) – 106
	4	107 – 145
Optometry	1	0 – (35-36)
	2	(36-37) – (72-73)
	3	(73-74) – 108
	4	109 – 138
Radiography and Diagnostic Imaging	1	0 – (39-40)
	2	(40-41) – (77-78)
	3	(78-79) – 105
	4	106 – 139
Biomedical Science	1	0 – 40
	2	41 – 78
	3	79 – 118
	4	119 – 140
Physiotherapy	1	0 – 40
	2	40 – 83
	3	83 – 122
	4	122 – 155

(i) Kulliyah of Medicine

Level of Studies	Course Code	Course Title
1	MED 1113	Normal Structure & Function of the Human Cell, Tissue and Body System
	MED 1213	Normal Response and Process to Diseased State
	MED 1313	Body Reaction to Physical, Chemical and Biological Agents
	MED 1407	<b>Epidemiology &amp; Biostatistics</b>
2	MED 2110	Cardiovascular, Respiratory, Blood and Blood Forming Organs

	MED 2210	The Alimentary and Hepatobiliary Systems
	MED 2310	The Endocrine, Reproductive Urinary Systems
	MED 2410	The Locomotor and Nervous Systems
3	MED 3111	Internal Medicine I
	MED 3211	General Surgery
	MED 3311	Women's Health and Diseases I
	MED 3411	General Paediatrics
4	MED 4106	Community Medicine
	MED 4906	Family Medicine
	MED 4212	Orthopaedics, Traumatology and Rehabilitation
	MED 4306	Elective Posting
	MED 4402	Otorhinolaryngology - Head and Neck Surgery (ORL-HNS)
	MED 4502	Ophthalmology
	MED 4602	Anaesthesiology and Critical Care
	MED 4702	Radiology
	MED 4802	Dermatology
5	MED 5108	Surgery, Trauma-Critical Care
	MED 5208	Psychiatry and Palliative Medicine
	MED 5308	Women's Health and Diseases II
	MED 5408	Internal Medicine II
	MED 5508	Paediatrics including Neonatology

## (j) Kulliyah of Dentistry

Level of Studies	Course
1	General Anatomy and Embryology
	Physiology
	Biochemistry
	Oral Biology - Dental Anatomy - Dental Histology - Oral Anatomy
	*1st Professional Examination – All of the above
2	General Medicine
	General Surgery
	Oral Pathology
	Restorative Dentistry - Conservative Dentistry - Prosthetic Dentistry

	- Endodontics - Fixed Prosthodontics 2nd Professional Examination – All of the above
3	Paediatric Dentistry Orthodontics Periodontics Oral Maxillofacial Surgery Oral Radiology Dental Public Health 3rd Professional Examination – Oral Pathology, General Medicine & General Surgery
4	Restorative Dentistry - Conservative Dentistry - Prosthetic Dentistry - Endodontics - Fixed Prosthodontics Paediatric Dentistry Orthodontics Periodontics Oral Medicine Oral Maxillofacial Surgery Oral Radiology Dental Public Health Promotional Examination - Conservative Dentistry, Prosthetic Dentistry
5	Integrated Dental Practice Restorative Dentistry - Conservative Dentistry - Prosthetic Dentistry - Endodontics - Fixed Prosthodontics Paediatric Dentistry Orthodontics Periodontics Oral Medicine Oral Maxillofacial Surgery Dental Public Health Research Project and Scientific Literature Review 4th Professional Examination – Integrated Dental Practice, Restorative Dentistry, Oral Maxillofacial Surgery, Paediatric Dentistry, Orthodontics, Periodontics, Dental Public Health & Oral Medicine

## (k) Kulliyah of Languages and Management

Level of Studies	Range of Credit Hours Fulfilled (Earned)
1	0 – 30
2	31– 60
3	61– 90
4	91 and above

**Within IIUM Credit Transfer**

14. (1) A student may apply for transfer of credit of courses taken while attending the following programmes if the courses deemed relevant by the Centre of Studies –

- (a) Pre-Sessional; or
- (b) Bridging

(2) A readmitted student may apply for transfer of credit of the following courses –

- (a) Co-curricular courses;
- (b) Tilawah;
- (c) Bahasa Melayu;
- (d) Language Proficiency Course; and
- (e) Language for Academic Writing

(3) A student who passed the Centre for Foundation Studies programme may apply for transfer of credits for relevant courses approved by the Centre of Studies.

(4) A student who has been approved for change of programme may apply for transfer of credit for courses taken in his previous programme which are relevant to his new programme subject to approval by the Centre of Studies.





# **SCHEDULE II**

## **APPEAL FOR READMISSION, LEAVE OF ABSENCE AND EXTENSION OF STUDY PERIOD REGULATIONS 2012**

The Senate hereby makes the following Regulations :

### **Citation**

1. These Regulations shall be known as the Appeal for Readmission, Leave of Absence and Extension of Study Period Regulations of the International Islamic University Malaysia and shall be read together with the Student Academic Performance Evaluation (Undergraduate) Regulations (SAPER).

### **Application**

2. These Regulations shall apply to all students pursuing Undergraduate programmes at the University.

### **Date Of Implementation**

3. These Regulations shall come into force on 25<sup>th</sup> May 2012 as endorsed by the Senate.

### **Interpretation**

4. In these Rules, unless otherwise stated:

“Academic Advisor” means an academic staff appointed by the University as such in the respective Centre of Studies;

“Archived” means records that are moved to a separate data storage for long-term reference and are no longer considered active;

“Centre of Studies” includes Kulliyah, Faculty, Centre, Institute, or other similar entities which may offer programmes / courses;

“Clean Slate” means to begin afresh where all previous academic records are archived;

“Committee of Appeal” refers to the committee as prescribed in Clause 60.1 of SAPER;

“Dean” refers to the administrative Head of the Centre of Studies and “Deputy Dean” shall be interpreted accordingly as the Deputy;

“Disciplinary Authority” refers to the Rector or where applicable any person or board delegated by the Rector with disciplinary functions, powers or duties;

“Disciplinary Offence” means a disciplinary offence committed under the International Islamic University Malaysia Students’ Discipline Rules 2004 (Amendment 2006) and any Standing Orders pursuant to the Rules;

“Emergency” refers to any unforeseen or sudden event that requires immediate remedy or action which includes death of close relatives and natural catastrophe;

“Good Academic Standing” refers to a student whose CGPA is 2.00 and above;

“Letter of Fitness” refers to any letter issued by government hospitals or any other agencies recognized by the Senate certifying the stable or good physical condition of a student;

“Readmission” refers to admission of a student into the same programme after being dismissed from the University;

“Regular Semester” refers to Semester 1 and Semester 2 of an academic session.

## **PART I APPLICATION FOR READMISSION**

### **Application Criteria**

5. (1) A level one student with no disciplinary offence who has obtained a CGPA of between 1.00 and less than 1.67 may be considered for readmission on a clean slate. The readmission shall be allowed only once.

(2) A student who is dismissed for academic reasons shall not be considered for readmission except for :

(a) Level one students;

(b) Terminated students due to non-registration, with valid reason(s);

(c) Other level students with medical or valid emergency reasons.

(3) Notwithstanding the above, readmission shall only be granted to a student who is deemed by the Centre of Studies to have the potential to complete his studies within the maximum allowable period.

(4) A student shall not be considered for readmission if he has been found guilty of any non-compoundable disciplinary offence by the disciplinary authority of the University.

### **Readmission Terms**

6. (1) Except for Level One (1) students who may be readmitted on a clean slate, readmission shall resume on good academic standing prior to dismissal.

(2) For the purpose of readmission, the following courses may be transferred:

(a) Co-curricular courses;

(b) Tilawah;

(c) Bahasa Melayu;

(d) Language Proficiency Course; and

(e) Language for Academic Writing

(3) An archived semester shall be counted as part of the period of study.

(a) A readmitted student must obtain a CGPA of at least 2.00 at the end of the semester of readmission, failing which shall result in dismissal;

(b) A readmitted student shall not obtain a 'Y' grade in any course taken in the semester of readmission. A 'Y' grade shall result in his second dismissal at the end of that semester even if the CGPA achieved is 2.00 or higher;

(c) A readmitted student shall attend prescribed activities as specified by the respective Centre of Studies;

(d) Upon dismissal, a dismissed student shall apply for readmission within a maximum period of two regular semesters only. The semester in which the student is not enrolled at the university shall, however, be taken as part of his period of study;

(e) Subject to the recommendation of the Dean of the Centre of Studies, a dismissed student shall only be readmitted in a regular semester.

### **Readmission Procedure : Course Registration**

7. (1) Subject to the determination by the Centre of Studies, a student applying for readmission shall audit between 12 to 15 credit hours in the semester of readmission.

(2) Upon Senate approval of the readmission, the audit status shall be converted to credit status.

### **Readmission Procedure : Processing Fee**

8. The processing fee for readmission is RM300.00 or as specified by the Senate from time to time.

### **Readmission Procedure : Deadline**

9. (1) The application for readmission shall be submitted to the respective Centre of Studies office **no later than** the first week of the semester of readmission. Applications submitted in the second week shall incur a penalty of RM300.00 on top of the normal processing fee.

(2) Applications submitted after the second week of a regular semester shall only be considered for readmission into the subsequent semester subject to the recommendations of the Committee of Appeal of the respective Centre of Studies.

### **Readmission Procedure : Responsibilities of the University officers**

10. For the purpose of the readmission process of a student, the relevant Deputy Dean of the Centre of Studies shall:

(a) facilitate the interview process for the student within the first two weeks of the semester;

(b) facilitate the students to audit courses in the first or second week of the semester, as the case may be;

(c) submit a summary of his assessment of all readmission applications to the Committee of Appeal of the respective Centre of Studies.

### **Readmission Procedure : Result of Readmission**

11. The decision made by the Committee of Appeal of the Centre of Studies shall be forwarded to the Senate for endorsement after which the student shall be informed accordingly by the Centre of Studies.

## **PART II APPLICATION FOR LEAVE OF ABSENCE**

### **Definition**

12. (1) Leave of absence is granted to a student upon application for up to a maximum of two (2) regular semesters upon grounds acceptable to the Centre of Studies and endorsed by the Senate.

(2) Grounds may include the following:

(a) Medical;

(b) Hajj (once);

(c) Renewal of Permanent Residence Permit in the student's country of residence.

(3) An extension of the leave of absence granted under Clause 1.1 shall require the same approval process.

### **Application Procedure**

13. (1) A student who intends to apply for the leave of absence is required to submit the application, with relevant supporting documents, to the Centre of Studies no later than the 12th week of the regular semester. If the document is written in a language other than English, Arabic or Malay, the student concerned must produce a translation and have it verified by the university officers or the relevant foreign embassy.

(2) Leave of absence shall not be granted after the 12<sup>th</sup> week on the grounds that the student is deemed unfit to sit for the end of semester examination except in the following circumstances:

(a) Emergency;

(b) Serious illness;

(c) Any other extenuating circumstances

(3) Subject to the recommendation of the Centre of Studies, a student who is granted medical leave due to prolonged illness is required to produce a certified letter of fitness before being allowed to resume his study;

(4) A student applying for leave of absence shall continue to attend classes until approval of the application.

(5) The administrative fee for an application for leave of absence is RM50.00 or as determined by the Senate from time to time.

### **Tuition Fee Reimbursement**

14. Reimbursement of tuition fees for cases involving leave of absence shall be as follows :

(a) application submitted before the 8<sup>th</sup> week of the semester entitles a 50% reimbursement of tuition fees;

(b) Application submitted after the 8<sup>th</sup> week of the semester entitles no reimbursement of tuition fees.

### **Absence From Class**

15. (1) Upon approval of the Dean of the Centre of Studies, a student who is involved in extracurricular activities may be allowed to miss up to 20 % of class attendance.

(2) A student may apply to be excused from classes up to 10 working days from the Deputy Dean of the Centre of Studies provided that he has valid reason(s) supported by relevant documents.



### **PART III MONITORING SYSTEM FOR STUDENTS WITH ACADEMIC PROBLEMS**

#### **Introduction**

16. The monitoring system is meant for the following categories of students :-

- (a) Students on Provisional Pass (PV) status;
- (b) Students who obtained GPAs of less than 2.00 consecutively (except in Semester 3);
- (c) Re-admitted students during the first two semesters after readmission;
- (d) Undergraduate Students who have exhausted nine (9) semesters of study period;
- (e) Pre-Sessional Students who have exhausted three (3) semesters of study period;
- (f) Bridging Students who have exhausted four (4) semesters of study period;
- (g) Non-graduating students who registered for courses of less than twelve (12) credit hours in a regular semester (Under load);
- (h) Students who repeat courses.

#### **Roles and Responsibilities**

17. (1) The Administrative Officer in charge of academic affairs in the Centre of Studies shall provide the following list of students to the Academic Advisors for close monitoring by the second (2<sup>nd</sup>) week of the semester :

- (a) those who obtained GPAs of less than 2.00 consecutively (except in Semester 3);

(b) those of Undergraduate Programme who have exhausted nine (9) semesters of study period;

(c) those of Pre-Sessional Programme who have exhausted three (3) semesters of study period;

(d) those of Bridging Programme who have exhausted four (4) semesters of study period; and

(e) those who registered for repeat courses.

The lists of students are available in the Examination Module (under 'Monitoring').

(2) The Administrative Officer in charge of academic affairs in the Centre of Studies shall send a letter informing the parents about their child's academic performance by the sixth week of the semester. A copy of the letter shall be sent to the academic advisors for reference.

(3) The Administrative Officer in charge of academic affairs in the Centre of Studies shall provide the list of non-graduating students who are carrying less than twelve (12) credit hours to the University office in charge of academic management for the purpose of termination of studies.

18. (1) The Deputy Dean (Student Affairs) of the Centre of Studies shall monitor the progress of :

(a) students who are on Provisional Pass status; and

(b) re-admitted students during the first two semesters after readmission.

(2) The Deputy Dean (Student Affairs) of the Centre of Studies shall provide the list of re-admitted students to the Office of the Deputy Rector in charge of student affairs to ensure the reduction of the students' involvement in extracurricular activities during the semester of readmission.

19. (1) The Academic Advisors shall monitor closely the academic progress of the following students:

(a) those who obtained GPAs of less than 2.00 consecutively (except in Semester 3);

(b) those of Undergraduate Programme who have exhausted nine (9) semesters of study period;

(c) those of Pre-Sessional Programme who have exhausted three (3) semesters of study period;

(d) those of Bridging Programme who have exhausted four (4) semesters of study period; and

(e) those who registered for repeat courses.

(2) The Academic Advisors shall attend to the inquiries made by the parents on the status of their children.

20. The Centre of Studies Committee of Appeal shall convene at least once in a semester to deliberate on the students' academic progress and make appropriate recommendations and actions based on the students' circumstances. The general guidelines for the actions to be taken are as follows:

NO	TYPE OF PROBLEM	ACTION TO BE TAKEN
1	Medical ground	To refer the student to the University office in charge of health and wellness for further management.
2	Personal problem	To refer the student to the University office in charge of counseling.
3	Academic difficulties	To refer the student to the University office in charge of student learning enhancement for study skills improvement.
4	Financial problem	To refer the student to the University office in charge of sponsorship.

## **PART IV EXTENSION OF STUDY PERIOD**

### **Definition**

21. Extension of study period may be granted to students who have exceeded the maximum study period upon grounds acceptable to the University, which may include the following:

- (a) Medical;
- (b) Financial.

### **Criteria for Appeal**

22. The criteria for appeal shall be as follows :

- (a) CGPA is not less than 2.00;
- (b) Centre of Studies must reasonably believe that the student has the potential to complete his study within the extension period;
- (c) The appeal shall have recommendation from the Centre of Studies.

### **Terms of Application**

23. (1) The appeal for extension of study period shall be made one semester before the expiry of the maximum study period and not later than two weeks after the examination results of the final semester are released.

- (2) Extension of study period is granted only once.

### **Application Procedure**

24. (1) A student who wishes to appeal for an extension of study period shall submit an application form to the Centre of Studies.

(2) The relevant supporting documents shall be attached to the application form. If the document is written in a language other than

English, Arabic or Malay, the student concerned shall produce a translation and have it verified by university officers or the relevant foreign embassy.

(3) An administrative fee of RM100.00 shall be imposed upon submission of the application.

### **Result of Appeal**

25. (1) Appeal for extension of study period shall be deliberated by the Committee of Appeal of the Centre of Studies.

(2) The recommendation shall be forwarded to the Deans' Council and subsequently to the Senate for endorsement;

(3) The student shall be informed of the decision accordingly by the Centre of Studies.



# **SCHEDULE III**

## ATTENDANCE REQUIREMENTS

The Centre of Studies using the authority of Regulation 17 of the Student Academic Performance Evaluation (Undergraduate) Regulations hereby makes the following procedures:

### Eligibility to Sit for Examinations

NO	CENTRE OF STUDIES	MINIMUM ATTENDANCE REQUIREMENT	POWER OF BARRING	MONITORING PROCEDURE	SENATE MINUTE	EFFECTIVE DATE
1	Economics and Management Sciences	80%	Dean	1) Warning at 10 % absence 2) Barring at 20 % absence	Minute 357.07	Semester 1, 2010/2011
2	Islamic Revealed Knowledge and Human Sciences	80%	Dean	1) Warning at 10 % absence 2) Barring at 20 % absence	Minute 357.07	Semester 1, 2010/2011
3	Ahmad Ibrahim Kulliyah of Laws	80%	Dean	1) Warning at 10 % absence 2) Barring at 20 % absence	Minute 360.11	Semester 1, 2010/2011
4	Information and Communication Technology	80%	Dean	1) Warning at 10 % absence 2) Barring at 20 % absence	Minute 360.11	Semester 1, 2010/2011
5	Student Affairs and Development Division	80%	Dean	1) Warning at 10 % absence 2) Barring at 20 % absence	Minute 360.11	Semester 1, 2010/2011
6	Science	80%	Dean	1) Warning at 10 % absence 2) Barring at 20 % absence	Minute 362.05	Semester 1, 2010/2011
7	Centre for Languages and Pre-University Academic Development	80%	Dean	1) Warning at 10 % absence	Minute 364.09	Semester 2, 2010/2011



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				2)Barring at 20 % absence		
8	Architecture and Environmental Design	80%	Dean	1)Warning at 10 % absence 2)Barring at 20 % absence	Minute 367.02	Semester 2, 2010/2011
9	Institute of Education	80%	Dean	1)Warning at 10 % absence 2)Barring at 20 % absence	Minute 369.07	Semester 2, 2010/2011
10	Nursing	80 % for theory classes; and 100 % for clinical attachment	Dean	1)Warning at 10 % absence 2)Barring at 20 % absence	Minute 373.09	Semester 1, 2011/2012
11	Engineering	80 % for theory classes	Dean	1)Warning at 10 % absence 2)Barring at 20 % absence	Minute 386.08	Semester 2, 2012/2013
12	Allied Health Sciences	80%	Dean	1)Warning at 10 % absence 2)Barring at 20 % absence	Minute 408.32	Semester 2, 2014/2015



# **SCHEDULE IV**

# **POLICY AND PROCEDURE ON ACADEMIC INTEGRITY AND HONESTY**

## **PART 1 PURPOSE**

### **Statement of Principles**

1. The International Islamic University Malaysia (IIUM) is an institution of higher learning, which regards knowledge as a trust from *Allah (s.w.t.)*, to be utilised in accordance with His Will and the quest of knowledge is regarded as an act of worship. The University not only provides high-quality education, it also helps inculcate Islamic values, discipline, character and the *Khalifah's* mentality (guardianship and ethical usufructuary of the earth and universe) in all its members. The University is committed to “comprehensive excellence” and high standards of ethical behaviour. It considers academic integrity and honesty essential to searching and learning to search for truth. Anything less than total commitment to honesty undermines the efforts of the entire academic community. Both students and faculty are responsible for ensuring the academic integrity of the university.

### **Integrity from an Islamic Perspective**

2. (1) Integrity (*istiqāmah akhlāqiyah* or *nazāhah*) is an essential moral quality emphasised by both the *Qur'ān* and the *Sunnah* (prophetic tradition). It underscores a serious attitude towards divine commandments and unshakable commitment to moral obligations. It is the outer manifestation of the spiritual maturation and moral discipline of a person. Integrity involves embracing the moral principles outlined by divine revelation in their totality.

(2) Integrity refers to wholeness and righteousness of character, consistency of word and deed. It implies a moral character which genuinely flows from complete trust in Almighty *Allah (s.w.t.)* and commitment to His revealed way of life. In the Opening Chapter of the *Qur'ān*, which Muslims repeat in every prayer, worshipers ask *Allah (s.w.t.)* to grant them the straight path (*al-sirāt al-mustaqīm*), the path of those who did not earn the wrath of the divine, nor those who have gone astray.” The *Qur'ān* urges the faithful to “enter into Islam

completely” and to commit themselves to the “straight path” and to not digress and stray away from it.

(3) What are the human qualities that allow certain people to pursue a life of integrity? The *Qur’ānic* injunctions show that integrity is a complex notion that combines and connotes several other *Qur’ānic* concepts including: wisdom (*hikmah*) sincerity (*ikhlas*), and good character (*ḥ usn al-khuluq*).

### **Academic Integrity**

3. (1) IIUM Staff Disciplinary Rules 2005 4(2) requires all staff members to be honest, trustworthy and responsible. They must be equally fair and respectful towards each other. Academic integrity, therefore, is defined as commitment to the fundamental values of honesty, trust, fairness, respect and responsibility by all members of IIUM.

(2) Honesty in learning, teaching and research begins with oneself and extends to others. In the quest for knowledge, students and faculty alike must be honest with themselves and with each other. Trust requires the faculty to set clear guidelines for assignments and for evaluating student work. It requires from the students that they prepare work that is honest and thoughtful. Fair and accurate evaluation is essential in the educational process. For students, important components of fairness are predictability, clear expectations, and a consistent and just response to dishonesty. Faculty members also have a right to expect fair treatment, not only from students but also from colleagues and their administration. Students and faculty are also required to respect themselves and each other for extending their boundaries of knowledge, testing new skills, building upon success, and learning from failure. Students show respect by attending class, being on time, listening to other points of view, being prepared and contributing to discussions and performing to the best of their ability. Members of the faculty show respect by taking students’ ideas seriously, providing full and honest feedback on their work and valuing their aspirations and goals. They also show respect for the work of others by acknowledging their intellectual debts through proper identification of sources. Finally, staff and students are equally responsible for upholding the integrity of scholarship and research. To be responsible is to take action against wrongdoings

without fear or favour. They should discourage and seek to prevent misconduct by others.

### **Academic Dishonesty**

4. (1) An act of academic dishonesty disrupts the educational process, compromises trust and brings into question the values which the University upholds. The International Islamic University Malaysia guarantees its faculty members the freedom to undertake scholarly approaches to their disciplines in accordance with professional standards in the classroom, in the laboratory, and in publications. Likewise, it assures students the rights to question, without fear of reprisal, the positions and points of view espoused by faculty. The University, however, expects all its members to maintain the highest standards of academic integrity and to act only in ways that will further the vision and mission of the University. The University is opposed to conduct inconsistent with the values of honesty, trust, fairness, respect and responsibility and will not tolerate any kind of academic dishonesty by its staff or students.

(2) Academic dishonesty interferes with moral and intellectual development, and poisons the atmosphere of open and trusting intellectual discourse. Academic dishonesty includes, but is not limited to, any act of cheating, plagiarism, fabrication, and dissimulation.

### **Sincerity**

5. (1) Sincerity is the most fundamental quality that allows people to live a truthful life, that is, a life in which the individual places the truth over and above personal concerns and interests. A sincere person is a person who means what he or she says and is willing to give up his or her short term comfort and interests for long term interests and eternal happiness by privileging what is right and true. A sincere person is one who intends goodness and is always willing to step back and acknowledge his or her mistakes. The acknowledgement of mistakes, which is the fruit of sincerity, is part of the Islamic virtue of penitence.

(2) The believers are frequently commanded in the *Qur'ān* to maintain an attitude of sincerity and to be true to their covenant with *Allah* (s.w.t.) at all costs. "It is We who have revealed the book to you

in truth: so serve *Allah*, offering Him sincere devotion. To *Allah* (s.w.t) does belong sincere devotion” (*Surah al-Zumar*, 39:3). “And they have been commanded no more than this: to worship *Allah*, offering Him sincere devotion, being True (in faith); to establish regular Prayer; and to practice regular Charity; and that is the Religion right and Straight” (*Surah al-Baiyinah*, 98:5).

(3) The believers are also commanded to be true to their covenant with *Allah* and to fulfill their promises and moral duties:

“O you who believe! Do not knowingly betray *Allah* and His messenger, and the trust given to you” (*Surah al-A’raf*, 7:27). “Among the believers are men who have been true to their covenant with *Allah*: of them are some who have completed their term, while others are still await, but have never wavered” (*Surah al-Aḥzāb*, 33:23).

(4) As servants of *Allah* (s.w.t.), it is the responsibility of the members of the IIUM to be sincere in their dealings with each other. They should strive to develop a healthy academic community which traverses the middle path of rectitude avoiding all forms of the extreme. Staff and students should fulfill their obligations to the best of their ability and maintain an attitude of kindness and fairness so that the ideals of an Islamic university may be realized.

## **Good Character**

6. (1) Integrity is manifested in the fairness and upholding of justice when interacting or communicating with others. It helps the believer to maintain moderation and avoid excesses, and ensures that religiosity and religious devotion extend beyond the rituals and take on a humane orientation.

(2) “It is not virtue that you turn your faces toward the East or the West, but it is virtue to believe in *Allah* (s.w.t.) and the Last Day, and the Angels, the Book, and the Messengers. To spend of the substance out of love for Him, for your kin, for orphans, for the needy, for those who ask, and for the ransom of slaves; to be steadfast in prayer, and practice regular charity. To fulfill the contracts which you have made, and to be firm and patient in pain, adversity, and throughout all periods

of panic; such are the people of truth, the *Allah* fearing” (*Surah al-Baqarah*, 2: 177).

(3) Faith in *Allah*, the Day of Judgment, the angels, the prophets, and the revealed books are not separate from the virtue of charity and the willingness to confront injustice, excesses, and oppression. The moral integrity of the believer compels him or her to embrace all moral virtues in all their manifestations and confront corruption in all its forms. Hence, a profound faith is inseparable from good character. A man asked the Prophet about good character; the Prophet (s.a.w.) recited the verse: “hold to forgiveness, command what is right, and turn away from the ignorant,” (*Surah al-A’ rāf*, 7:199) and then said: “it is to mend ties with relatives who broke their ties with you, and to give those who withdraw support from you, and to forgive those who exploited you” (Reported by Abu Hurairah).

(4) And because good moral practices are the fruits of true and sincere faith, Prophet Muhammad (s.a.w.) defined his mission as the completion of good moral conduct: “I was sent only to bring to perfection the qualities of good character” (Reported by Bukhari). Therefore, when Aishah (r.a), the Prophet’s wife and the person who knew his conduct most intimately, was asked to describe his character, she did not provide a list of ethical principles, but simply described his moral conduct by referring to the moral source that shaped his character: “His character was the *Qur’ān*” (Reported by Muslim).

(5) Human goodness is at once a spiritual quality that must be cultivated through spiritual and moral discipline by following divine revelation and religious teachings, and a natural capacity that is innate to humanity. From the *Qur’ānic* viewpoint there is no contradiction between the two since divine revelation came to affirm, rather than change, the innate nature of human beings, which has in essence spiritual qualities that emanate from the Divine. For this reason, good character is the outer manifestation of the spiritual quality of *taqwā*, or “consciousness of Allah and constant mindfulness of His pleasures and displeasures.”

(6) It is stated in the *Qur’ān* “Verily the most noble of you in the sight of *Allah* is the one with the more *taqwā*.” A man once asked the Prophet, “O Prophet of *Allah* give me your advice:” The Prophet said:



“Be conscious and mindful of *Allah* wherever you are, follow bad actions with good deeds, and maintain good character when dealing with people.” (Reported by Tirmidhi).

(7) In conformity with the moral imperatives of the *Qur’ān*, the IIUM community should strive to maintain excellent conduct, for *Allah* (*s.w.t.*) loves those who do excellent deeds. The staff and students should observe Islamic ethics in their social interactions. In light of the *Qur’ānic* assertions that Muslims constitute “the best community brought forth for mankind” (*Kuntum khayru ummatin ukhrijat li al-nās*) because “they enjoin what is right and forbid what is wrong” (*ta’murūna bi al-ma’ rūf wa tanhauna ‘ an al-munkar*) (*Al-Hujurāt*, 49:13)

### **The Attributes of “People endowed with understanding” (*Ulū al-Albāb*)**

7. (1) One of the attributes of people endowed with sound understanding and true knowledge described in the *Qur’ān* is that they think, ponder and reflect upon the natural phenomena in the universe as signs of *Allah* (*āyāt Allāh*), thereby acknowledging His presence, power and wisdom. They become humbled by their understanding and become mindful of *Allah* in all situations (*Āl Imrān*, 3:190). The IIUM community should emulate the attributes of the *Ulū al-Albāb* as described in the *Qur’ān*, to the best of its ability.

(2) In observing this divine injunction, the believers are urged to have the spirit of patience and perseverance.

## **PART II PREVENTION**

### **Fostering Academic Integrity at IIUM**

8. Academic Integrity is a fundamental cornerstone of IIUM. The perceptions about the quality of IIUM and the value of its degrees are based on the belief that graduates earned their degree honestly and that faculty certified that graduates have knowledge and skills learned through rigorous work guided by high standards of excellence and virtue. It is, therefore, the responsibility of staff and students to

observe the Policy on Academic Integrity for Undergraduate and Graduate Students.

### **Responsibilities of Academic Staff \***

9. (1) It is the responsibility of staff not merely to watch out for violations and report them to the disciplinary board. They must also teach students about the proper standards of academic behaviour. Many students are genuinely confused about what constitutes plagiarism or unauthorized assistance on an assignment. Some of them do not understand why it is so important to cite their sources and include a bibliography. Making discussions of academic integrity an integral part of the curriculum will help students learn crucial skills.

(2) There are many things a lecturer/officer should and can do to foster creation of a community that follows the standards of academic integrity. These are as follows:

(a) To explain in clear terms the importance of academic integrity by repeatedly emphasizing the core values of sincerity and honesty, good character and civility, and repentance;

(b) To treat students as individuals and with respect. Contrary to belief, students respond positively to classes where they see assignments as challenging and relevant, and will return respect by following the rules;

(c) To make sure that the rules for academic integrity are clear and understood. It is a good idea to include a statement about the rules in course outlines syllabi and reviews them in class;

(d) To reduce opportunities to engage in academic dishonesty. This requires paying attention to clear policies, realistic standards for collaboration, adequate classroom management or solid examination security;

(e) To report violations. Failure to report violations may give students the feeling that the core values of academic life, and community life in general, are not worth any significant effort to enforce;

(f) To encourage high standards of academic integrity across the University.

(3) The academic staff is also expected to advise and guide students in relation to their character, behaviour and moral conduct. In short, he is not only a teacher (*Mu'allim*), a scholar (*'Alim*) but also a moral educator (*Murabbi*).

### **Responsibilities of Students**

10. The students are advised to do the following to avoid accusations of academic dishonesty:

(a) Do not use inappropriate and unacknowledged materials, information, or study aids in any academic exercise. The use of books, notes, calculators and conversation with others is restricted or forbidden in certain academic exercises. Their use in these cases constitutes cheating. Similarly, students must not request others to conduct research or prepare any work for them, nor may they submit identical work or portions thereof for credit or honors more than once without prior approval of the instructor;

(b) Do not falsify or invent any information or citation in an academic exercise. The student must also acknowledge reliance upon the actual source from which cited information was obtained. A writer should not, for example, reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself;

(c) Do not knowingly or negligently allow your work to be used by other students or aid others in academic dishonesty;

(d) Do not represent the words or ideas of another as one's own in any academic exercise. Use quotation marks or appropriate indentation to identify direct quotation and cite properly in the text or in a footnote. Acknowledgment is required when material from another source stored in print, electronic or other medium is paraphrased or summarized in whole or in part in one's own words;

(e) Do not deny others access to scholarly resources, or to deliberately impede the progress of another student or scholar;

(f) Do not encourage, enable or cause others to commit a breach of academic honesty. Anyone who aids and abets another in cheating, impersonation, plagiarism, or any other breach of academic honesty is his or herself subject to the penalties outlined in IIUM's policy;

(g) Do report suspected violations. Students should make reports to the instructor of the class while instructors should report suspected violations to the Academic Integrity Committee;

(h) Do be familiar with IIUM Policy on Academic Honesty. Note that a lack of familiarity with the Policy cannot be used as a defense by those accused of academic misconduct.

### **PART III MECHANISM**

#### **Academic Integrity Committee**

11. (1) The Academic Integrity Committee reports to the office of the Deputy Rector in charge of academic affairs. Its members are appointed by the IIUM Senate and are made up of Professors, one student representative, one expert in law, and relevant Deans and Heads of Department. The Term of Appointment for Professors and legal expert will be two years and for student representative one year. The Deputy Rector in charge of academic affairs will provide administrative support.

(2) The purpose of the Academic Integrity Committee is:

(a) To develop guidelines to help faculty educate their students on academic integrity;

(b) To successfully educate faculty on how best to establish a classroom atmosphere that fosters mutual respect and understanding;

(c) To establish a clear policy that will clearly and explicitly outline what faculty should do in instances where a breach in academic integrity occurs;

(d) To review the Academic Integrity Policy and make recommendations for change;

(e) To provide reports to Deputy Rector (Academic and Research), the Office of Student Affairs, and the University Senate at the end of each Semester. These reports will be anonymous and are to be used to provide the Senate with an overall picture of Academic Integrity at IIUM;

(f) To provide education to faculty, staff and administration regarding the implementation of the Academic Integrity Policy;

(g) To promote expectations for academic integrity consistent with University policy and to create a strong culture of academic integrity throughout the entire University community at all levels;

(h) To record all cases of academic dishonesty within the University.

## **PART IV PROCEDURES FOR DEALING WITH BREACH OF ACADEMIC INTEGRITY AND HONESTY**

### **Introduction and Scope**

12. (1) This procedure sets out special provisions for the investigation of allegations of academic dishonesty. It recognizes the complex circumstance in which such investigations are likely to be conducted and seeks to discharge the University's obligations in a fair and sensitive manner.

(2) The procedure is applicable to any person engaged in academic activity under the auspices of the University, either solely or in conjunction with one or more agencies, and includes, but is not limited to, students and staff of the University.

(3) Where it is decided to establish a formal enquiry under this procedure as a result of an allegation of academic dishonesty against a member of the University, the respondent will be advised that the

report of the Inquiry Panel will be used in determining further action (if any) by the University. This may include invoking the relevant Disciplinary Procedure at an appropriate stage such as convening a disciplinary hearing without recourse to further investigations depending on the findings of the Inquiry Panel's report.

## **Academic dishonesty**

13. Academic dishonesty includes, but is not limited to:

(a) **Plagiarism** is defined as—

(i) the act of taking any idea or intellectual property expressed in material form, writing, data or invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or invention; or

(ii) an attempt to make out or the act of making out, in such a way that one is the original source or the author of an idea expressed in material form, writing, data or invention which has actually been taken from some other source.

(iii) A staff or student plagiarises when he—

i) publishes, with himself as the author, an abstract, article, paragraph, phrase, page, statement, scientific or academic paper or book which is wholly or partly written by some other person;

ii) incorporates himself or allows himself to be incorporated as a co-author of an abstract, article, scientific or academic paper, or book, when he has not all made any written contribution to the abstract, article, scientific or academic paper, or book at all;

iii) forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any contribution which may qualify him as a co-researcher or co-author;

iv) extract academic data which are the result of research undertaken by some other person, such as laboratory findings or field work findings, or data obtained through library research, whether published or unpublished, and incorporates those data as part of his academic research;

v) uses research data obtained through collaborative work with some other person, whether or not that other person is a staff member or a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name as sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;

vi) transcribes the ideas or invention of others kept in whatever form whether written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in any other form and claims whether directly or indirectly that he is the author or inventor of that idea or invention or intellectual property;

vii) translates the writing or invention of another person from one language to another whether or not wholly or partly and subsequently presents the translation in whatever form or manner as his own writing or invention; or

viii) extracts ideas from another person's writing or invention and makes certain modifications without due reference or acknowledgement to the original source and rearranges them in such a way that it appears as if he is the inventor of those ideas.

(b) **Cheating** is defined as a purposeful deception in the preparation and/or submission of papers and assignments and in the taking of examinations, tests or quizzes. Cheating includes but is not limited to the following acts—

(i) Giving or receiving unauthorized assistance or using unauthorized material in the examination or in the preparation of a paper for a journal or presentation in a seminar;

(ii) Using any book, paper, document, picture or other things during an examination that are not specifically authorized by the Rector;

(iii) Communicating with any other student during an examination by whatever means;

(iv) Obtaining a copy of an examination before it is officially available or learning an examination question before it is officially available;

(v) Copying another person's answer to an examination question;

(vi) Obtaining assistance by means of documentary, electronic or other aids which are not approved by the instructor;

(vii) Falsification of records, reports, or documents associated with the educational process;

(viii) Changing a score or a record of an examination result;

(ix) Misrepresentation of one's own or another's identity in an academic context;

(x) Submitting work prepared in whole or in part by another person and representing that work as one's own;

(xi) Submitting the work one has done for one class or project to a second class, or as a second project, without the prior informed consent of the relevant instructors;

(xii) Submitting work prepared in collaboration with another or other member(s) of a class, when collaborative work on a project has not been authorized by the instructor;

(xiii) Offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal;



(xiv) Preparing work in whole or in part, with the expectation that this work will be submitted by a student for appraisal;

(xv) Failure to contribute fairly in a group assignment /group work where the person is a member of the group and the workload is to be shared equally.

(c) **Fabrication** is defined as intentional falsification or invention of any information or citation in an academic exercise. This includes but is not limited to:

(i) changing or adding an answer in an examination and resubmitting it to change the grade;

(ii) Reporting experiments, measurements, statistical analyses, tests, or other studies never performed;

(iii) Misrepresentation of data, results, sources for papers or reports;

(iv) Manipulating or altering data or other manifestations of research to achieve a desired result.

(d) **Dissimulation** is defined as disguising or altering one's own actions with the intent to deceive another about the real nature of one's actions concerning an academic exercise. Examples include fabricating excuses for such things as missing classes, postponing tests, handing in late papers, turning in a paper for one class that was originally written for another class (when original work is requested).

(e) **Improper research practices** include the collection, analysis, interpretation and publication of information or data obtained in the scientific laboratory or in the field that has one or more of the following element;

(i) Dishonest reporting of investigative results, either through fabrication or falsification;

(ii) Taking or using the research results of others without permission or due acknowledgement;

(iii) Misrepresentation or selective reporting of research results or the methods used.

(f) **Dissemination of information without permission** that includes submission for publication, publication or dissemination of information or experimental data that was collected with a member of faculty or another student, and other works that involved the participation of a faculty member or another student that should not be submitted for publication or otherwise disseminated without their permission.

(g) **Abuse of confidentiality** is defined as taking or releasing the ideas or data of others that were given with the expectation that they are confidential. This includes but not limited to:

(i) the use of ideas or data obtained via the evaluation of confidential grant proposals, award applications or manuscripts that will be or may have been submitted for possible funding or publication;

(ii) improperly obtaining a password assigned to another or to copy or modify a data file or program belonging to someone else;

(h) **Obstruction of the academic activities of another** means to interfere with the scholarly activities of another in order to harass or gain unfair academic advantage. This includes interference or tampering with experimental data, with a human or animal subject, with a written or other creation (e.g., a painting, sculpture or film), with a substance used for scientific study, or with any other object of study.

(i) **Aiding and abetting** means encouraging, enabling or causing others to do or attempt any of the above.

## Definitions

14. (1) In these Regulations, unless otherwise stated—

“Academic activity” includes research, examination, test, quiz, assignment, laboratory experiment, project and other form of intellectual discourse and knowledge generating exercises.

“Deputy Rector” refers to the Deputy Rector in charge of academic affairs of the University.

“Disciplinary Authority” refers to a person or body assigned to have authority on disciplinary matters by the University Rules and Regulations.

“Disciplinary offence” offences prescribed under the Staff Disciplinary Rules and the Students Disciplinary Rules.

“Grievance Procedure” refers to complaint procedure provided by the University.

“Initiator” refers to person/persons who make the complaint under the Procedure.

“Inquiry” is acts of investigating an allegation of academic dishonesty.

“Member of the University” refers to a person who is either staff or student of the University or who is both a student and staff at the same time.

“Panel of Inquiry” is a committee in charge of investigating any allegation of academic dishonesty.

“Rector” refers to the Rector of the University

“Respondent” person/persons who is/are the subject of complaint under the Procedure

“Staff” is a person who is a permanent, temporary or part time employee of the University

“Senate” refers to the Senate of the University.

“Senior Officer” is a staff who in the opinion of the Deputy Rector has the right knowledge and experience to discharge his or her function effectively for the purpose of the Procedure.

“Student” refers to a full time, temporary or part time student of the University including a student of business centers and the Center for Foundation Studies of the University.

“University” refers to the International Islamic University Malaysia.

(2) The Deputy Rector shall have overall responsibility for ensuring the integrity of any proceedings under this Procedure, and shall determine the procedure to be followed in cases of doubt. He or she may, however, delegate to another senior officer some or all of the responsibilities ascribed to the Deputy Rector in this Procedure. The Deputy Rector may at any stage seek legal advice on any aspect of the proceedings.

(3) The Deputy Rector may also seek independent advice to assist with the decision as to the course of action to be followed in any case. This includes the decision to move straight to disciplinary proceedings and/or to recommend that one or more of the individuals involved be given ‘special paid leave’ pending determination of the allegation. This advice may be sought from Senior Officers, senior members of the academic staff and other members of the University and in exceptional circumstances may include advice from persons external to the University, where judged necessary by the Deputy Rector.

(4) The University has an obligation to investigate all allegations of academic dishonesty as fully, fairly and expeditiously as possible. However, before embarking on any formal inquiry, the University will make such preliminary investigations as may be necessary to satisfy itself that an allegation has not been made maliciously or mischievously.

(5) Individuals tasked with preliminary investigations are under an obligation to ensure that their enquiries are sufficiently full as to allow them to reach well-founded conclusions on the matters they are considering, and that they pursue their enquiries fairly. They are also under an obligation to inform the University at the outset of any personal interest that they might have in the case and which might disqualify them from acting.

(6) The matter will be treated in a confidential manner by those involved. In particular, those responsible for preliminary investigations into any allegation and any subsequently appointed Inquiry Panel, and the Deputy Rector, and anyone from whom she/he seeks advice shall take all reasonable measures to ensure that:

(a) the identity of the initiator is not disclosed to the respondent unless permission has been given by the initiator;

(b) that neither the identity of the initiator nor the identity of the respondent is made known to any third party except:

(i) as may be deemed necessary the purpose of carrying out a full and fair investigation, or

(ii) in the course of action taken for the purpose of carrying out a full and fair investigation, or

(iii) in the course of action taken against an individual who is found to have made a malicious or mischievous allegation.

(7) Similarly, the initiator, the respondent, any witness or other parties to a case should not make any statements about the case - whether orally or in writing - to any third party while the allegation in question is being determined. However, the Deputy Rector shall be authorized to take such action where s/he determines that it is necessary.

(8) Any necessary disclosure to a third party of the identity of the initiator or the respondent shall, wherever possible, be accompanied by an express request that the third party respect the confidentiality of the information so disclosed.

(9) Every effort will be made to ensure that an individual making an allegation of misconduct in good faith is not victimized for having made the allegation. However, action may be taken against anyone who is found to have made a malicious or mischievous allegation.

(10) Every effort will be made to ensure that the respondent shall not suffer any loss of reputation or other loss pending resolution of the matter.

## **Complaint procedure**

15. (1) Allegations of academic dishonesty made by any person about a member of the University should be made or be referred in strictest confidence to the Deputy Rector who will determine the course of action to be followed (if any).

(2) The initiator of the allegation – who need not be a member of the University – shall be asked to set out in writing the basis for their allegation

(3) There shall be a preliminary inquiry into any allegation of academic dishonesty to ascertain whether there is sufficient substance to the allegation as to warrant a reference to the Disciplinary Authority of the University.

## **Preliminary inquiry**

16. (1) Upon receipt of an allegation, the Deputy Rector shall, normally within one week, appoint a Panel of Inquiry. The Panel shall comprise at least three individuals to undertake a preliminary inquiry and shall appoint one of these persons to chair the Panel. Normally the individuals appointed will be senior members of the University's academic staff, two of whom shall normally be drawn from the Centre of Studies concerned (or both). The Chairperson shall normally be a senior member of the University from outside the discipline in which the academic dishonesty is alleged to have taken place. However, the Deputy Rector shall have discretion to invite a person from outside the University, normally a senior member of the academic staff of another university to participate in the investigation.

(2) The Director of the Legal Unit shall be a permanent member of the Panel of Inquiry. In any event that the Director is unable to attend the Inquiry, an officer from the Unit may represent the Director.

(3) The office of the Deputy Rector shall be the secretariat and shall provide the necessary support for the panel.

(4) The Inquiry panel shall be provided with precise terms of reference drawn up by the Deputy Rector and agreed by the Panel Chairperson.

(5) The Chairperson of the Panel will be responsible for the conduct of the proceedings during the inquiry and will determine its procedure and rules. The Inquiry Panel does not have any disciplinary powers.

(6) The Panel may call any person or persons to attend the inquiry in addition to the initiator and the respondent. Any person who is being called to attend the Inquiry is required to do so and the Panel may recommend to the University that a disciplinary action is taken against a staff or student that refused to attend the Inquiry.

(7) Following the inquiry, the Panel's report should be produced in two parts—

(a) Part I sets out the Panel's finding and the relevant facts of the case. This part will be sent to the respondent who may submit proposals for correction of facts. The Panel should decide what weight to put upon such comments and whether or not to make further inquiries;

(b) Part II of the report is then produced. It should contain an opinion as to whether or not the respondent is at fault and may contain recommendations as to disciplinary action or such other recommendations as it sees fit to rectify any misconduct it has found and to preserve the academic integrity of the University for consideration by the appropriate University authorities.

(8) The respondent will not be given an opportunity to comment on Part II but the whole report will be made available to all parties in the event of a disciplinary hearing.

(9) Upon completion of the inquiry, normally no later than one week, the Panel shall submit a report in writing to the Deputy Rector, indicating into which of the following three categories they judge the matter to fall:

(a) the allegation is sufficiently serious and has sufficient substance as to merit reference to the Disciplinary Authority of the University;

(b) the allegation has some substance but the case is of a character such that the allegation can be dealt with and remedied at Centre of Studies;

(c) the allegation is unfounded, either because it is mistaken or because it is judged to be malicious, reckless, frivolous, trivial or otherwise without substance.

(10) Following this initial assessment of the allegation, the Deputy Rector may deem it appropriate to recommend to the Disciplinary Authority that a formal disciplinary hearing should be conducted or instigate another procedure or take no further action.

(11) Following this initial assessment of the allegation, the Deputy Rector shall recommend to the Disciplinary Authority that a formal disciplinary hearing should be conducted if the Panel's report falls under category (a) of paragraph 26; and the Deputy Rector shall refer the matter to the Dean/Director of Centre of Studies if the Panel's report falls under sub-regulation 15(9)(b).

(12) If it is deemed that the allegation is without substance the Deputy Rector will dismiss the matter and no further action will be taken in relation to the respondent.

(13) If it is deemed that the allegation is malicious or mischievous, the Deputy Rector will refer the matter for consideration under the relevant disciplinary procedure in relation to the initiator if he/she is a member of the University. If the initiator is external to the University, legal advice may be sought as to possible remedies.

(14) If the matter is not dismissed, the respondent must be advised immediately in writing of the allegation against him/her and that it is likely that a formal disciplinary hearing (which may lead to serious disciplinary action) will be undertaken. All relevant documents should be disclosed and the respondent should be informed that any comments made by him/her may be placed before the inquiry and/or disciplinary hearing.

(15) In any event, the Deputy Rector shall inform the initiator, in writing, of the outcome of the preliminary inquiry and the action it is then proposed to take. If he/she disagrees with the proposed course



of action to be followed, he/she may request that this be reviewed by the Rector in conjunction with one or more of those listed at sub-regulation 15(9) above.

(16) The Deputy Rector shall convey the Panel's findings under Part I to the initiator, the respondent and such other persons or bodies as he or she deems appropriate.

(17) If the Inquiry Panel finds that the respondent is at fault, a disciplinary hearing under the relevant procedure may be convened by the University. Agreed specialist professional advice will be provided to those hearing the case as necessary.

### **Subsequent action**

17. (1) If following due process, the allegation is upheld, the University may, in addition to any disciplinary action taken against a member of the University—

(a) convey the Inquiry Panel's factual findings to any relevant employer, statutory, regulatory or professional body, any relevant grant-awarding bodies or any other public body with a relevant interest, and the editors of any journals which have published articles by the person(s) against whom the allegation has been upheld;

(b) recommend to the relevant University the revoking of any degree or other qualification which had been obtained, in whole or in part, through proven misconduct in research.

(2) If the allegation has been dismissed, the University shall take appropriate steps to preserve the good reputation of the respondent. If the case has received any adverse publicity, the respondent shall be offered the possibility of having an official statement released by the University to the press or to other relevant parties or both.

(3) The Deputy Rector shall normally inform the Senate of the University of the nature (so as to preserve confidentiality) of any allegation which has been the subject of a formal inquiry, and of the final outcome save that, if the allegation has been dismissed, the

respondent shall have the option of deciding that no such report be made.

### **Representations in relation to the Panel's Report**

18. (1) Any representations by the respondent or the initiator against the facts contained in the Part I report of the Inquiry Panel should be addressed to the Deputy Rector, and normally lodged within seven days of the Panel's report being conveyed to the person making the representations. The Deputy Rector may refer such representations to the Rector of the University, and that the Rector may take such action as he deems necessary including, in exceptional circumstances, the instigation of a new investigation ab initio.

(2) If the respondent and/or initiator is dissatisfied with action taken by the University, it is open to them to use the relevant Grievance Procedure.

# **SCHEDULE V**

## **IIUM ASSESSMENT POLICY**

### **1. Introduction**

The International Islamic University Malaysia (IIUM) recognises that assessment is an integral component of effective teaching and learning. The quality of assessment is vital to the University's claim about the quality of its graduates, which defines the trust and confidence of stakeholders and the general public. It is undisputable that assessment determines the quality of student outcomes. Assessment shapes the learning that will take place; it molds what students will learn and how they will learn it. In a nutshell, assessment is a catalyst for progress and reform in educational practices.

To conduct quality assessment there is a need to develop, document, and establish an Assessment Policy. This policy should aim to inform instructors, students, and stakeholders about the IIUM's approaches to assessment. The policy needs to spell out how the University develops and uses tests, examinations, and other assessment tasks in making decisions about student learning and capabilities. The policy, hence, will enable the University to strategise, benchmark and set standards for the performance, monitoring, recognition, and evaluation of its assessment methods and approaches. This write-up proposes a set of statements for the Assessment Policy, which will guide all faculty members who are engaged in the assessment processes.

### **2. Statement of Assessment Policy**

The International Islamic University Malaysia takes the responsibility for the degrees and other academic qualifications that are awarded in its name. This responsibility inevitably positions assessment as a means for students to demonstrate their achievement of the learning outcomes that have been specified for the programmes and courses. Assessment also serves as a means for instructors to substantiate their professional obligation to satisfy content and performance standards. This position is consistent with the IIUM's vision and mission, in which assessment has been identified as an important thrust of the University's 10-year plan in Teaching and Learning Strategy.

The Assessment Policy applies broadly to all kinds of assessment in the University's undergraduate and postgraduate programmes. Underscored by a set of guiding principles, the policy covers multi-dimensional learning processes, accounting for the commonality, diversity, and distinctiveness of learning outcomes across programmes. Regardless of the method of assessment, the policy is applicable in the development and use of the conventional paper and pencil tests, high-stakes written examinations, computer-based tests, and performance (a.k.a., alternative) assessment. It is designed primarily for tests, examinations and performances that instructors construct and use in measuring, evaluating, and grading their students.

The Assessment Policy, however, is not intended for university-wide standardized testing, namely the English Placement Test (EPT) and Arabic Placement Test (APT). These tests, in fact, should closely observe the Standards for Educational and Psychological Testing (AERA, APA, NCME, 1999) and the revised Code of Fair Testing Practices in Education (JCTP, 2004). In addition, the policy does not cover professional licensure and certifications; nor does it cover the psychometric assessment of students' personalities, attitudes, and aptitudes.

The Assessment Policy addresses the responsibilities of the key players. For the Assessment Policy to be implemented effectively, formal roles and responsibilities are distributed across the University, through the Deputy Rector (Academic and Internationalisation), the University's Quality Assurance Unit, the Kulliyyahs' (including Institutes' and Centres') Deans, Boards of Examiners, Course Coordinators, and individual instructors. Last but not least, students have their part to play in the assessment process; they have rights, which correspond to the University's responsibilities. Students also hold the responsibility of ensuring that they are aware of, and comply with, the assessment requirements that apply to them, and of reporting any anomalies and problems.

### **3. Definition**

The following items are in addition to the terms that have been interpreted in the Student Academic Performance Evaluation Rules (Part I, provisions 4, pp. 8-11).

Assessment is the process by which the University is able to certify that a student has achieved the learning outcomes and academic standards for the programme. Assessment can take a range of forms, both invigilated and noninvigilated.

Formative Assessment occurs during instruction, and its primary aim is to determine whether or not a student has achieved sufficient mastery of specific concepts or skills.

Learning Outcome is set of predetermined learning targets of what a student will know and be able to do at the end of a course or programme. The targets, which would involve the learning of complex, real life behaviours, tasks, and performance, should include the aspects of knowledge and understanding, intellectual abilities, practical skills, attitudes, and generic competencies, which are applicable across domains of learning.

Performance Assessment is the measurement and evaluation of targeted learning behaviours/outcomes, which cannot be directly assessed using time-constrained written tests or examinations.

Summative Assessment takes place at the conclusion of instruction. It has been used primarily in the form of a written test/examination to certify student achievement in particular courses. Summative assessment is least useful in helping students to perform error correction and make progressive improvement.

#### **4. Purpose of Assessment**

The primary purpose of assessment at the International Islamic University Malaysia is to attain higher quality in student learning. In this respect, this policy aims to enable a balanced practice of the assessment of and assessment for learning in the University.

While the assessment of learning offers evidence of student achievement, which is crucial for institutional accountability and public consumption, assessment for learning provides opportunities to trigger students to achieve more (Stiggins, 2002), including the desired generic competency. In other words, assessment should enable the University to audit and certify that a student has achieved

the learning outcomes and academic standards for the grades and qualifications. More importantly, assessment should serve as a powerful tool to enhance teaching and learning.

On the basis of the preceding statement of purpose, the University specifically expects assessment to:

- provide a fair, reliable and valid basis for the assignment of grades or awards for students' work and performance;
- promote students' mastery of concepts and skills by providing adequate modelling, practice, monitoring, and feedback on students' performance;
- direct progressive development of complex learning outcomes, which include the attainment of generic competency, i.e., language competencies, communication, information literacy, research and inquiry, personal and intellectual autonomy, and the understanding of professional, social, moral, and Islamic values through the use of meaningful and authentic assessment tasks;
- record and aggregate student achievements against the predetermined learning outcomes;
- assist instructors in evaluating the effectiveness of their teaching;
- facilitate the review and improve the quality of the curriculum, courses, and programmes; and
- define and protect academic standards deemed necessary for the purpose of accountability.

## **5. Guiding Principles**

This section presents the general principles that will steer all assessment processes in the University. The principles are derived from the published literature and guidelines on best practices of assessment in higher education (e.g., IIUM Strategic Planning, 2003; Malaysian National Qualification Framework, 2003; Mutch and Brown, 2001; Palomba & Banta, 1999; Stiggins, 2002; University of Plymouth, 2002; University of New South Wales, 2003). A detailed description

and discussion of the principles, content and performance standards, and processes and procedures are to be proposed in the subsequent workshops and documentation.

**i. Assessment is valid**

Validity is the extent to which a test, examination, or other assessment task measures what it is supposed to measure, namely the targeted learning outcomes. Valid assessment is standard-based and aligned with learning outcomes. It is based on predetermined and clearly articulated criteria and associated with specifically formulated standards of knowledge, skills, and competencies. Only when the test has been validated can justifiable interpretations and inferences be made about student achievement on the test. It is the responsibility of the test developer (i.e. course coordinator, instructors, and/or examiners) to establish and demonstrate evidence of validity, in particular the content-related validity of a specific examination, test, and other assessment tasks. Therefore, published validation mechanisms, standards, and procedures are to be instituted in each kulliyah/ centre/department to uphold this principle.

**ii. Assessment is reliable**

Reliability refers to the degree to which scores that students have obtained from a test are free from errors. Measurement errors are likely to originate from poorly constructed questions (items), overly difficult and/or easy items, and lack of clear and consistent processes and procedures for the setting, scoring, grading, and moderation of students' responses, answers, and work. Therefore, documented standards, processes, and procedures are to be instituted in each kulliyah/centre/department to minimise measurement errors.

**iii. Assessment is fair**

Fairness is the degree to which the assessment method meets students' rights, responsibilities, and expectations, which have been communicated to (and agreed upon by) them at the onset of the academic session. In the case of assessment other than written tests/examinations, the following criteria are applicable in order to observe this principles:

- Communication about assessment is made explicit, regular, and accessible.



- Reasonable workload, in terms of time on task and proportion of final grade accounted for, is applied.
- Opportunities are given to students to play a part in the selection of the assessment tasks.
- Concrete, immediate, constructive, and informative feedback is used to enhance the fairness of assessment.
- Students' efforts to correct their errors are recognized and graded accordingly.
- In non-routine novel problem-solving situations there may be more than one single correct answer; instructors should be willing and committed to accommodate divergent, yet acceptable solutions to the problem.
- Scoring rubric is used for students to monitor and self-evaluate their performance, and thereby, authenticate the fairness of the assessment.

#### **iv. Assessment is supported by professional collaboration**

Quality assessment only develops and progresses in an environment of professional collegiality. It demands the involvement of peers to review the test specification, test questions, measuring instruments (the test paper), scoring key, and setting standards and cut-scores. Similar rigorous engagement of "experts," i.e. those who are well-versed in the subject matter, are needed in practising the other assessment tasks. In addition, regular, but not necessarily frequent, review by external experts will support the practice of quality assessment.

### **6. Roles and Responsibilities**

The quality assessment process requires substantial contributions from many parties. In the context of the IIUM, the following list proposes the distribution of roles and responsibilities. [Note. The proposal should be read in light of the revised provisions as specified in the IIUM's Student Academic Performance Evaluation Rules (2005, Part III, provisions 22-44)].

### **i. The University**

The IIUM, through the Deputy Rector (Academic and Internationalist), supported by the office of the Director of the Quality Assurance Unit, has the responsibility to ensure that:

a. assessment practices are valid, consistent, and fair across University programmes;

b. assessment processes and procedures are monitored at the level of courses so that the assessment principles and standards are observed;

c. resources are available to provide staff with access to information and expertise on the theory and practices of assessment;

d. related documents and provisions, in particular the Student Academic Performance Evaluation Rules (2005), recommendations of Boards of Studies, Boards of Academic Review, and the periodic reports on Balanced Score Cards are made available, and observed, reviewed and revised, when the need arises.

### **ii. Kulliyahs, Institutes, Centres, and Departments**

Kulliyahs, Institutes, Centres, and Departments through the Deans and Boards of Examiners, and Boards of Appeal are responsible for ensuring that:

a. the Assessment Policy and supplementary documents, including Student Academic Performance Evaluation Rules, handouts, quality processes and procedures, and directives are made available to all faculty members;

b. new staff are informed of, and given opportunities to be trained in the policy, practice, and procedures of assessment;

c. an assessment plan/blueprint for every degree programme, focusing on the relative importance of the learning outcomes—derived from the mapping of the desired attributes of its graduates—is designed and reviewed periodically; the blueprint is to be used as the basis for the development and selection of assessment methods/tasks and the allocation of scores in each course;

d. Kulliyah-wide assessment criteria and performance standards, consistent with the University's Assessment Policy, are subjected to regular environmental scanning, benchmarking, faculty's consensus, and documentation; gap analysis,

e. assessment events are coordinated in order to provide appropriate and reasonable workload across courses;

f. Senate's approval for a significant redistribution of grades is sought, and statistically defensible methods are used when scores are scaled and combined;

g. in addition to the course outline, students are provided in advance with a handout on assessment tasks and events, detailing out what is expected of them in each course;

h. assessment practices, including alternative assessment practices for students with disabilities, are explicit, fair and consistent;

i. students are routinely involved practices in the Kulliyah; in discussions of assessment

j. mechanisms and procedures to address students' grievances and appeals are instituted and made known to stakeholders.

### **iii. Course Coordinators**

The course coordinator has the responsibility to ensure that:

a. policies, practices, and procedures on assessment are adhered to in relation to the course(s) for which he/she is responsible;

b. regular review is conducted of the suitability of the existing assessment approach with the objectives and learning outcomes of the course(s);

c. assessment approach reflects a balanced use of written tests/ examinations and alternative assessment;

d. detailed guidelines of the alternative assessment, which describe the specification of tasks, timelines, scoring rubric, and the distribution of scores for the final grade, are collaboratively developed and shared by instructors who are teaching the course;

e. the course outline and the assessment plan are distributed in the first week of the semester, providing room for negotiations and amendments;

f. scores that students obtain from other assessment tasks are to be recorded online as scheduled, using the University's Continuous Assessment Management (CAM) system;

g. students are made aware of the range of possible formats for the written examination by the instructor(s);

h. all examiners/markers/scorers of the course are appropriately briefed; the score/grade awarded for a piece of work can be defended in terms of the course standards;

i. students have the opportunity to view and discuss their progress and status prior to the end-of-semester examination;

#### **iv. Academic Staff**

Individual members of the academic staff have the responsibility of ensuring that they:

a. are familiar with the University's, kulliyah's, and department's policy relating to assessment;

b. communicate clearly the requirements for assessment to students;

c. perform assessment-related responsibilities as indicated in the Student Academic Performance Evaluation Rules (2005, Part III, provisions 22-44);

d. comply with the policies regarding the submission of scores and grades for examinations, assignments and other assessment items;

e. are allowed to review and revise the assessment criteria and tasks according to procedures set by the respective kulliyah,

f. use alternative assessment to give students the opportunity to demonstrate their learning progress, elicit performance, receive feedback, identify and correct errors, and trigger continuous improvement;

g. are available to students for a reasonable level of consultation and feedback;

h. do not discuss or disclose personal information, including results, about students to anyone who does not have a legitimate right and need to have access to the information;

i. contribute to discussion on student assessment;

## **v. Students**

Students have a right to:

a. be treated fairly and consistently in all aspects of the assessment policy and practices;

b. be informed of all aspects of the assessment policies and practices in each course; including the criteria to be met and penalties for breaches;

c. the timely return of their work on specific assessment tasks, allowing for error correction;

d. information and feedback which prompt them to self-evaluate, adjust, and attune their own performance against the criteria for each course and the performance of other students;

e. be informed of appeal processes. Students have a responsibility to:

a. ensure that they are properly enrolled and that they observe attendance and disciplinary rules; otherwise they may be refused assessment;

b. be aware of the rules of progression and requirements for graduation;

c. inform themselves on the University policies about academic honesty, legitimate cooperation, plagiarism and cheating, and timely submission of work;

d. ensure that they understand the requirements for examinations and other assessment tasks;

e. ensure that the submitted assessment tasks are their own work; group-work is clearly acknowledged;

f. be aware of the means for seeking assistance and advice on assessment, including appeals and dispute resolution;

g. seek advice from the course authorities if they are confident that particular assessment tasks are not fair, either in terms of the workload or proportion of allocated scores;

h. be aware that a major objective of assessment is the promotion of learning; for each course, a reasonable proportion of the final grade comprises scores that they have obtained from alternative assessment tasks;

i. use assessment to develop strategies for learning and self assessment; and

## **7. Implications**

On the basis of the desired attributes of the graduates, there is an urgent need for the development of programme-based learning outcomes, which cover content-specific knowledge and skills, and the generic skills deemed important by stakeholders, employers and significant others; it is to be facilitated by the University's Academic Board. The exercise should lead up to:

a. A series of workshops to be participated in by the course coordinators and resource persons of the respective academic

programmes, aiming at the construction and mapping of the learning outcomes of the courses.

b. Kulliyah-based efforts to link assessment tasks and learning outcomes across courses, which would serve as a framework in the formulation of an assessment plan/blueprint in each programme.

c. The development of well-articulated and shared criteria and performance standards for faculty members, taking into account the commonality and uniqueness of particular programmes.

d. The establishment of empirically sound indicators of assessment practice which are useful for intra- and inter-institution comparisons, the results of which may contribute to the needs of the nation to achieve quality higher education and academic integrity.

e. Continuous training and skill enhancement programmes, especially the inhouse training in knowledge and skills of student assessment.

f. The monitoring and evaluation of assessment performance of lecturers; hence, offering an alternative approach to the assessment of instructors' professional competency (CLA).

g. The evaluation of outcomes of the Assessment Policy in line with the University's vision and mission.





# **SCHEDULE VI**

## **ADMINISTRATIVE ORDER ON THE CONDUCT OF EXAMINATIONS**

### **Interpretation**

1. In these Administrative Order, unless otherwise stated:

“Answer Booklet” refers to a bound publication which commonly having less than twenty (20) pages where examination candidate write their answers for an examination in it. The booklet has a cover page in four different colours;

“Candidate” refers to a registered student who is eligible to sit for an end-of-semester examination;

“Centre of Studies” includes Kulliyah, Faculty, Centre, Institute, or other similar entities which may offer programmes / courses;

“Examination Assistant” refers to a person who works for the University in a temporary capacity at the Centre of Studies where examination related work is processed;

“Examination Operations Room” refers to a dedicated room or venue at a Centre of Studies where examination related work is processed;

“Examination Supervisor” refers to the Dean of the Centre of Studies who shall be responsible for organising and conducting all examinations, maintaining proper records and making appropriate announcements in connection with the examination;

“Examiner” refers to a person assigned by the Centre of Studies to set and mark examination paper to test student’s knowledge or proficiency in an area;

“Invigilator” refers to a person appointed by the Rector upon the recommendation of the respective Dean of the Centre of Studies to watch over students at an end-of-semester examination;

“Reference File” refers to a folder or file containing examination related documents arranged in a convenient order as an information source to be placed at an examination venue;

“Student Disciplinary Rules” refers to the lists of rules that students must follow to ensure a safe and supportive environment to study, learn and socialize. Breach of any of these rules will be subject to the Student Disciplinary Procedure;

“Student Dress Code” refers to the dress code determined by the University;

“Unauthorised Items” refer to the stipulated list of items which may provide assistance to an examination candidate in answering an examination. These items are not allowed to be brought into an examination venue / room. The items include books / notes, bags, pencil box, video camera, camera, mobile phone / PDA, Headphone / Walkman / MP3 and Notebook / Electronic Diary.

“Venue” refers to any areas determined for examinations;

## **PART I EXAMINATION GUIDELINES FOR INVIGILATORS**

### **Venue of Examination**

2. The venue for an examination shall be as stated in the examination timetable.

### **Invigilation Arrangements**

3. (1) The ratio between invigilators and candidates is approximately 1:50.

(2) Examination assistants will be provided to help in the distribution of answer booklets, question papers, reference materials (if any) and other stationery which has been approved by the examiner prior to the examination. At the end of the examination they will help in the collection of the materials as instructed by the invigilators.

(3) Examination assistants are not given any supervisory role, except when authorised by the chief invigilator. However, they are given the authority to ensure that the invigilators fill in the relevant forms in the Reference File before collecting the answer scripts.

### **Identification**

4. All officers and staff on duty must wear a name tag whenever they are in the examination venue.

### **Reference File**

5. A Reference File which contains the following documents shall be made available at every examination venue:-

- (a) Examination timetable
- (b) Invigilation timetable
- (c) Notes for invigilators (*to be read to students*)
- (d) Seating list/plan where relevant
- (e) Administrative order on the conduct of examination
- (f) Attendance Sheets (with seat numbers)
- (g) Relevant Forms on examination details

### **Question Papers**

6. (1) Each of the invigilator in-charge-of the examination venue shall be responsible for the collection of the question papers, except for larger venues or lecture halls where the chief invigilator shall be responsible for the collection of the question papers from the Examination Supervisor at the Examination Operations Room at least forty (40) minutes before the examination is due to commence.

(2) On every envelope the following details shall be recorded:-

- (a) Details of question paper (code, course title, examiner, section)
- (b) Number of candidates, and
- (c) Examination venue and time

### **Answer Booklets / Scripts**

7. (1) An answer booklet shall be distributed to every candidate as specified by the examiner and subsequently an additional answer booklet or loose sheets will be issued upon request. A candidate must use only answer booklets which are of the same colour for a particular examination or as specified by the Centre of Studies.

(2) The chief invigilator / invigilator, where applicable, has to ensure that the number of answer booklets collected matches the number of candidates sitting for the paper. The respective examiner will have to officially acknowledge receiving the respective answer booklets by signing the receipt form/collection of answer booklets/scripts form. When the examiner is unable to collect the answer booklets/ scripts, the dean or his authorised personnel in the Centre of Studies will officially acknowledge collecting such answer booklets/scripts from the chief invigilator.

(3) In cases where the number of collected examination scripts does not match the number of students, it is the responsibility of the chief invigilator to write a full report on the incident to the Dean of the respective Centre of studies within reasonable time.

### **Seating Arrangements**

8. In an examination hall/room where more than one paper is being conducted at the same time, a separate seating location will be arranged. For some papers, a fixed seating arrangement will be implemented, if necessary. The relevant seating plan will be included in the Reference File. The chief invigilator shall be responsible for giving the appropriate instructions to all the candidates before the commencement of the examination.

## **Medical Treatment**

9. In a case where a candidate is deemed to require medical attention, upon instruction by the chief invigilator, the examination assistant shall refer to the Medical officer for appropriate assessment and recommendation. If the candidate is found to be fit, he shall continue the examination at the sickbay in accordance with the prescribed examination rules and regulations.

## **Provision of Materials**

10. The following materials/stationery will be provided by the Office of the respective Centre of Studies at every examination venue:-

- (a) Ball-points (red and blue) and pencils
- (b) Marker Pens
- (c) Cellophane tape
- (d) Scissors
- (e) Stapler
- (f) Thread
- (g) String, and
- (h) Puncher

## **Additional Information**

11. Invigilators who require additional information on conduct of an examination should refer to the authorised administrative officer of the respective Centre of Studies.

## **PART II RESPONSIBILITIES AND DUTIES**

### **Responsibilities**

12. (1) The chief invigilator/ invigilators are appointed by and responsible to the Rector or any other person authorised by the Rector to regulate examinations that are scheduled in the University as specified in the appointment letter.

(2) The chief invigilator may be assigned either;

(a) to the larger venues (as chief invigilator in venue), or

(b) to smaller, separate venues (as chief invigilator on the move).

### **Duties of Chief Invigilator (In Large Venues)**

13. The duties of the chief invigilator are as follows:

(a) To collect question papers from the administrative officer in-charge at least forty (40) minutes before the start of an examination;

(b) To supervise the examination assistants in handing out the examination stationery and to give instructions to them to distribute whatever examination materials that are approved for that particular paper. Examination assistants are not given any supervisory role, except when authorised by the chief invigilator. However, they need to help ensure the relevant forms are duly filled in;

(c) To carry out the general supervision of an examination under his/her control and to ensure that the examination runs smoothly and effectively;

(d) To ensure that there shall be no cheating or copying by candidates, or giving away of answers by any official to any candidate during the examination, and to act immediately when a candidate is found cheating, copying or breaching the Student Disciplinary Rules pertaining to examination;

(e) To supervise all invigilators under his control and to ensure their attendance;

(f) To give appropriate instructions to all invigilators under him and to hand over the question papers to them;

(g) Except in circumstances permitted by the Chief Invigilator, no candidates shall enter the examination venue after thirty (30) minutes of the commencement of the examination or leave the venue fifteen (15) minutes before the completion of the examination;

(h) In the event of unforeseen circumstances, the chief invigilator is authorised to postpone the examination. He shall instruct the invigilators to collect all answer scripts and report the matter to the relevant authorities;

(i) To announce the remaining fifteen (15) minutes of the examination time;

(j) To complete Form EX 'A-E' and ensure that all invigilators have filled in the required information (where applicable) and this shall be submitted to the respective Centre of Studies within 24 hours;

(k) To write a full report on any irregularities during the examination, to the Dean of the respective Centre of Studies;

(l) To be answerable in case of any irregularity arising in the conduct of the examination;

(m) To perform any other duties as may be stipulated by the Rector.

### **Duties of the Chief Invigilator for Multiple Venues**

14. The duties of the chief invigilator for multiple venues are as follows:

(a) To carry out general supervision at several venues and to ensure that the examination runs smoothly and effectively;



(b) In the absence of the assigned invigilator or when necessary, the Chief Invigilator shall collect the question papers, distribute them according to the seating list, make necessary announcements and collect all answer scripts at the end of the examination;

(c) To supervise all Invigilators and note their attendance;

(d) To write a full report on the misconduct of Invigilators, cheating cases and other irregularities and complete EX A and EX B1 Forms in the Reference File.

(Please refer to Part VII – Provision 24 (a) and (b) on handling of cheating cases);

(e) To control and act immediately if any incident occurs during the examination. If, in the opinion of the Chief, it is necessary to cancel or postpone the examination, he/she must instruct the respective Invigilator(s) to collect the scripts already written and report the matter to the Dean of the respective Centre of Studies;

(f) To ensure that all Invigilators observe the examination policies and procedures and carry out their duties as stipulated;

(g) To ensure that the examiner of the respective paper counts and officially acknowledges receiving the answer scripts by completing and signing the Receipt Form provided by the respective Centre of Studies.

### **Duties of the Deputy Chief Invigilator in Large Venues**

15. (1) The Deputy Chief Invigilator in large venues shall assist the Chief Invigilator in the following :

(a) To collect question papers from the Examination Operation Room, as specified in the appointment letter, at least forty (40) minutes before the commencement of an examination;

(b) To supervise all Examination Assistants in handing out permissible materials for the examination;

(c) To supervise all other Invigilators and their attendance;

(d) To monitor the distribution of the question papers by the Invigilators;

(e) To complete the necessary forms/reports as required in the Reference File;

(f) To monitor the overall conduct of the examination, making appropriate announcements and giving instructions and reminders to all candidates;

(g) To report any incident e.g: cheating, attempting to cheat or any other irregularities during the examination.

(Please refer to Part VII – Provision 24 (a) and (b) on handling of cheating cases);

(h) To monitor the submission of answer scripts by all candidates at the end of the examination, as well as monitoring of the signing of the Ex D Form by the examiner upon collecting the answer scripts.

(2) The Deputy Chief Invigilator shall act as the Chief Invigilator in his absence.

### **Duties of the Invigilator in Large Examination Venues / Rooms**

16. The duties of invigilators in large examination venues / rooms are as follows:-

(a) To assist the Chief Invigilator in the conduct and supervision of the examination;

(b) To report for duty to the Chief Invigilator at the prescribed time to receive instructions;

(c) To collect the question papers (together with the list of candidates) from the Chief Invigilator and subsequently distribute them;

(d) To check that the candidates, upon entering and leaving the examination venue, do not bring items other than required writing materials, and do not take out used or unused answer booklets;

(e) To verify the identity of the candidate using the appropriate document e.g. matriculation card. For veiled female students, visual (facial) identification is necessary;

(f) To collect the attendance slips which have been correctly filled in and check them against the attendance sheet. Any absentee has to be immediately reported to the Chief Invigilator;

(g) To hand over the Attendance Slips to the Chief Invigilator for his/her inspection;

(h) To supervise candidates closely in all examinations and provide services when necessary;

(i) To supervise strictly any candidate who is given permission to leave the examination hall/room for any reasonable purpose;

(j) To supervise candidate who is given permission to leave the examination venue for any valid reason;

(k) To ensure and maintain a proper and conducive environment at the examination venue;

(l) To report to the Chief Invigilator if there is any candidate who needs medical attention or is found to have breached the Student Disciplinary Rules pertaining to examination;

(m) To help the examiner to count the examination scripts;

(n) To perform other duties as stipulated by the Chief Invigilator.

## **Duties of the Invigilators in Small Examination Venues/ Rooms**

17. The duties of invigilators in small examination venues / rooms) are as follows:-

(a) To collect question papers from the Centre of Studies office respectively, and to report for duty at the examination room at the specified time;

(b) To be responsible for the distribution of question papers (to be placed alongside the answer books) and the collection of answer scripts;

(c) To collect the attendance slips and ensure that the details have been filled in correctly, and to mark the attendance of the candidates in the attendance sheets and mark sheets;

(d) To ensure that there shall be no cheating or copying, or attempt to cheat or copy by candidates, and to act immediately when candidates are found cheating, copying, attempting to cheat or copy, or breaching the examination regulations. If circumstances arise, in the case of cheating, which in the opinion of an Invigilator at an examination, render necessary the cancellation or postponement of the examination, he/she must, as soon as possible, collect the scripts already written and report the matter to the Chief Invigilator on the Move. If, in the opinion of an Invigilator at an examination, circumstances arise which render the examination unfair to any candidate, he/she must report the matter to the Chief Invigilator on the Move.

(Please refer to Part VII – Provision 24 (a) and (b) on handling of cheating cases);

(e) To report to the Chief Invigilator on the Move or Dean of the respective Centre of Studies if there are any irregularities;

(f) To announce the time fifteen (15) minutes before the examination ends;

(g) To ensure that the number of answer books collected matches the number of candidates sitting for that paper.

### **PART III ARRIVAL TIME**

18. The Chief Invigilator and Invigilators must report for duty at the examination venue not later than half an hour before the scheduled time for every examination.

### **PART IV PROCEDURES**

#### **Distribution of Question Papers**

19. Invigilators shall ensure that:-

(a) The correct question papers are distributed to the correct section and candidates;

(b) Each copy of the question paper shall be placed face down on top of each examination table;

(c) Extra copies of the question papers shall be put into the original envelope and handed over to the Chief Invigilator.

#### **Candidates' Time of Entry**

20. The Chief Invigilator shall:-

(a) Ensure that Invigilators and Examination Attendants have taken their place as directed before the start of the examination;

(b) Call in candidates to take their respective place in the examination venue not later than ten (10) minutes for small venue before the commencement of the examination.

#### **Checking the Candidates Upon Entry and Exit**

21. The Invigilators shall:-

(a) Take their position at the entrance(s) to the venue not later than ten (10) minutes before the examination is due to commence;

(b) Ensure that candidates enter one by one when the instruction is given;

(c) Ensure that every candidate who enters has a Matriculation Card and an Examination Timetable Slip;

(d) Ensure that every candidate who enters does not bring along with him/ her any unauthorised items that could help the candidates in any manner, or any means of communication. Any candidate who has these items must leave such items outside the examination venue. Only pens, pencils, rulers, calculator, drawing instruments and other approved materials can be taken into the examination venue;

(e) Take their position at the door of the examination venue when the instruction to stop writing is given;

(f) Ensure that candidates, on leaving the examination venue, do not take out with them any answer books (used or unused) that are distributed during the examination.

### **Checking Attendance**

22. Invigilators shall be responsible for the following:-

(a) To collect all the attendance slips from candidates;

(b) To arrange these attendance slips in ascending order of the Matriculation Numbers;

(c) To mark the attendance sheets by using the attendance slips as reference;

(d) To report the names of candidates who are absent to the Chief Invigilator; or to fill in the relevant forms (EX A – EX E) in the Examination Reference File (where applicable);

(e) To hand over to the Chief Invigilator the attendance slips and attendance sheets (where applicable).

## **Counting the Examination Scripts**

23. Invigilators shall be responsible for collecting the examination scripts from the tables, for counting them, and for recording the number of collected scripts in the Ex-D Form.

### **PART V INSTRUCTIONS TO EXAMINERS / AUTHORIZED CENTRE OF STUDIES PERSONNEL**

24. (1) The respective examiner/coordinator of the course shall be present within the first 30 minutes of the examination to answer any queries related to the question paper or to correct any errors in the question paper. However, the respective examiner/coordinator of the course of the paper shall not act in any manner to assist candidates in answering their papers, such as explaining a word or translating a question.

(2) The examiner or authorized Centre of Studies personnel must be present at the end of every examination to collect the examination scripts.

(3) The examiner or authorized Centre of Studies personnel will count the examination scripts and the collection will be officially acknowledged by signing the receipt form.

(4) In exceptional or emergency cases, the Invigilator may hand over the answer scripts to the staff of the respective Centre of Studies who is on duty at the respective venue, for safekeeping. However, the examiner of the paper, shall collect the scripts from the respective Centre of Studies office on the following working day.

### **PART VI DISCIPLINARY ACTION FOR BREACH OF RULES AND REGULATIONS BY CANDIDATES**

25. (1) Any act of cheating or attempt to cheat, or any act of copying or attempt to copy in any examination or any act to cause or attempt to cause leakage of examination questions or a part thereof is a

serious offence. The maximum penalty imposed on candidates found guilty of this offence is dismissal from the University as provided in the Student Disciplinary Rules.

(2) Any breach of examination instructions, rules and regulations or parts thereof is a serious disciplinary offence, and candidates found guilty of such an offence shall be subjected to disciplinary proceedings as provided in the Student Disciplinary Rules.

## **PART VII GUIDELINES FOR ACTION TO BE TAKEN IN THE CASE OF CHEATING OR COPYING**

26. In the event that a candidate is caught or suspected of cheating or copying, the chief invigilator/ invigilator(s) shall:

(a) confiscate the candidate's answer script(s) and question paper(s), together with the evidence (e.g. handwritten notes, book, calculator case). The candidate shall then be given a fresh answer booklet and question paper to continue answering;

(b) write a full report on the incident in the Reference File and hand over the confiscated evidence to the Dean/ Director of the respective Centre of Studies to be forwarded to the office in charge of legal matters.

## **PART VIII RULES AND REGULATIONS FOR CANDIDATES**

27. (1) Only candidates who are registered for the course and not disqualified from the examination or any part thereof are allowed to enter the examination venue.

(2) No candidate is allowed to present himself/herself for any examination later than thirty (30) minutes after the commencement of the examination.

(3) Candidates are not allowed to take into the examination venue unauthorized items.



(4) Candidates shall not take out of the examination venue, any answer booklets (used or unused) or question papers in cases where answers are written on the question paper itself.

(5) Candidates are not allowed to leave the examination venue within half an hour after the examination has commenced, or within the last fifteen minutes before the end of the examination.

(6) In ordinary circumstances, candidates are not allowed to be given any additional time except if allowed by the Dean of the respective Centre of Studies.

(7) Candidates must observe and obey all instructions given by the Chief Invigilator or Invigilators in the conduct of the examination.

(8) Candidates are to observe the University Dress Code.

## **PART IX INSTRUCTIONS TO CANDIDATES**

28. (1) No candidate shall sit for an examination unless he/she has been duly registered for the course.

(2) Candidates are advised to go through the examination timetable carefully. Any additional instructions or changes to the timetable will be announced through the Student Portal. Candidates who missed the examination due to negligence (not checking the changes in the timetable), will not be given a substitute examination.

(3) Only candidates with valid Matriculation Cards will be allowed into the examination venue. Candidates without Matriculation Cards will not be allowed into the venue unless some proof of identification is produced.

(4) Candidates are required to have their examination slips with them as proof of eligibility to sit for the examination.

(5) Candidates will not be permitted to sit for their examination if they appear thirty (30) minutes after the commencement of the examination.

(6) Candidates who are barred from any examination shall be deemed to have failed their examination.

(7) Candidates who are absent without valid reasons acceptable to the University authorities will be graded based on the coursework marks of the course.

(8) Once candidates have taken their seats, they shall -

(a) Fill in the attendance slips and leave them on the right-hand corner of the table;

(b) Place their Matriculation Card and examination slip on top of the attendance slips for Invigilators' inspection. The attendance slips shall be collected by the Invigilators;

(c) Take back their respective Matriculation Cards after they have been checked by the invigilators.

(9) Candidates must fill in all information required (eg. Matric no, section no, desk no, examiner's name, etc) on the cover page of every answer booklet used. Candidates are not permitted to write their names on the answer booklets.

(10) Candidates must follow all instructions printed on the answer booklet. Candidates are warned not to tear out pages from the answer booklets or write their answers on other pieces of paper. All answer booklets, whether used or unused, must be left behind in the examination venue.

(11) Unauthorised items cannot be taken into the examination hall except for stationery that is permitted by the Chief Invigilator. While in the examination venue, candidates must not receive unauthorized items from anyone.

(12) The Chief Invigilator/Invigilator shall announce the end of an examination after which all candidates must stop writing.

(13) Candidates are responsible for placing all examination scripts on the table or as specified by the Chief Invigilator, at the end

of the examination to be collected by the Invigilators. Any misplaced answer script will not be accepted for marking.

### **III Health/Emergencies**

29. (1) Any student who misses an examination because of ill-health or unforeseen circumstances must submit official evidence from IIUM Health Centre/Medical Officer of Government Hospitals to the Dean of the respective Centre of Studies within 1 (one) week of the date of absence from the examination.

(2) For the purpose of the end-of-semester / resit / special examination, the University will accept only medical reports issued by IIUM Health Centre/Medical Officer of Government Hospitals.

### **Sickbay Facilities**

30. Students who need the facility should contact the respective Centre of Studies or the Supervising Medical Officer, Health Services within one day of the examination.

### **Students with Disabilities**

31. Students with disabilities who need special arrangements or accommodation in the conduct of examination shall contact the Centre of Studies for the arrangement. Relevant supporting document(s) may be provided to support the application.



# **SCHEDULE VII**

## **PROCEDURES ON DECENTRALIZATION OF END-OF-SEMESTER EXAMINATION**

### **Condition for Decentralized Examination**

1. (1) The total number of student in the course shall not exceed **150**.

(2) The scheduling is done by the course instructor / examiner in consultation with the students. A consensus of all students should be secured. Application where the consensus form is not signed by each and every student who is officially registered for the course will not be considered.

(3) Students shall not be burdened with more than two (2) papers during this period.

### **Period to Conduct Decentralized Examination**

2. (1) The approved decentralized examination may be conducted on the last day of class or during the revision period.

(2) The date, time and venue of the decentralized examination shall be updated in the Examination System.

### **Procedures to Conduct The Decentralized Examination**

3. (1) A letter of notification, application to conduct decentralized examination and students' consensus forms shall be circulated at least 2 months prior to the examination week to get feedback from course instructors / examiners who are interested to conduct decentralized examination. The information will enable the Centre of Studies to prepare examination timetable where these courses will be excluded in the timetabling.

(2) A course instructor / examiner who wishes to conduct a decentralized examination shall submit the application form together with the list of students' consensus to the Head of Department for recommendation and to the Dean of the Centre of Studies for approval.

(3) The booking and arrangement of venues and other facilities shall be coordinated by the Centre of Studies.

(4) The examination results shall be submitted within the stipulated period.





# **SCHEDULE VIII**

## **PROCEDURES ON APPLICATION FOR SPECIAL EXAMINATION**

### **Eligibility**

1. A student is not allowed to be absent from end-of-semester examination without valid reason verified by the relevant authorities within seven (7) days of the scheduled examination.

### **Application Deadline**

2. The application for special examination shall be submitted to the Dean of respective Centre of Studies office within seven days of the date of the schedule examination.

### **Processing Fee**

3. A processing fee of RM 100.00 (Ringgit Malaysia Hundred) per paper or as specified by the Senate from time to time shall be imposed to those student who is absent for the end-of-semester examination due to approved personal reasons acceptable to the University authorities such as performing umrah, marriage or other reasons which are not due to negligence or disciplinary grounds could be considered for a special examination.

### **Application Procedure**

4. (1) The student shall present his ground of application for special examination with verified supporting document to the Dean of the respective Centre of Studies for approval.

(2) Student need to make the payment for special examination if required.

(3) Centre of Studies may authorize a special examination up to the fourth week of the following semester unless leave of absence is granted.

(4) The results of appeal shall be submitted to the Centre of Studies Committee of Examiners for deliberation and later to the Senate for endorsement.



# **SCHEDULE IX**

**PROCEDURES TO REPRIMAND COURSE INSTRUCTOR /  
EXAMINER WHO DOES NOT COMPLY WITH THE DEADLINE  
FOR SUBMISSION OF RESULTS**

The Senate hereby makes the following procedures :

**Citation**

1. These procedures shall be known as the Procedures to Reprimand Course Instructor / Examiner who does not Comply with the Deadline for Submission of Results of the International Islamic University Malaysia and shall be read together with the Student Academic Performance Evaluation (Undergraduate) Regulations (SAPER).

**Application**

2. These procedures shall apply to all Undergraduate programmes at the University.

**Date of Implementation**

3. These procedures shall come into force effective Semester I, 2008/2009 as endorsed by the Senate on **16<sup>th</sup> October 2008**.

**Procedure**

4. (1) Warning letters shall be issued by the Centre of Studies to the course instructors / examiners who do not comply with the deadline for submission of results based on the guidelines provided.

(2) In the absence of the Dean of the Centre of Studies, the issuance of warning letters may be delegated to the Head of Department and Deputy Dean, depending on the seriousness of the case.

(3) The following guidelines shall be adopted by the Centre of Studies :

## (a) First time

<b>RANGE OF OVERDUE</b>	<b>DESCRIPTION</b>	<b>ACTION</b>
1 – 3 days	Within the period of generation of CGPA	Warning letter from the Head of Department
4 – 7 days	Before the commencement of new semester	Warning letter from the Deputy Dean (Academic Affairs)
8 – 12 days	Within the first week of the new semester	Warning letter from the Dean
More than 12 days	Second week of the semester onwards (after the deadline for all applications)	Warning letter from the Deputy Rector (Academic and Research)

## (b) Second time

<b>RANGE OF OVERDUE</b>	<b>DESCRIPTION</b>	<b>ACTION</b>
1 – 3 days	Within the period of generation of CGPA	Warning letter from the Deputy Dean (Academic Affairs)
4 – 7 days	Before the commencement of new semester	Warning letter from the Dean
8 – 12 days	Within the first week of the new semester	Warning letter from the Deputy Rector (Academic and Research)
More than 12 days	Second week of the semester onwards (after the deadline for all applications)	<ul style="list-style-type: none"> <li>• Warning letter from the Deputy Rector (Academic and Research).</li> <li>• The copy of the warning letter will be kept in the staff member's record of service.</li> </ul>

(c) Third time and above

The case will be forwarded to the Staff Disciplinary Board for disciplinary action. The penalties may include the following :

- (i) Deferment of salary payment
- (ii) No salary increment for the year



# **SCHEDULE X**

## **PROCEDURES ON APPEAL FOR RECHECKING OF ANSWER SCRIPT**

### **Eligibility**

1. A student who has grounds to believe that he has been unjustly graded or there was an error in the marking of his answer script or computing of grades may appeal for rechecking of his answer script.

### **Appeal Deadline**

2. The appeal for rechecking of answer script shall be submitted to the respective Centre of Studies office no later than one week after the commencement of new semester. Any appeal submitted after the deadline will not be entertained.

### **Processing Fee**

3. A processing fee of RM50.00 (Ringgit Malaysia Fifty) per paper or as specified by the Senate from time to time shall be imposed.

### **Appeal Procedure**

4. (1) The student shall present his ground of appeal on the course grade he disputes to the Dean of Centre of Studies for approval.

(2) If there is miscalculation or any other technical error, the correction shall be done by the Dean and reported back to the Senate for endorsement.

(3) If the existing grade awarded to the student is in order but the student wishes his/her paper to be reexamined, he shall submit the appeal to the Centre of Studies Committee of Appeals through the Dean of Centre of Studies.

(4) The list of appeal cases shall be submitted to the Head of Department who shall recommend the appointment of two independent examiners to recheck the scripts.

(5) In order to streamline the marking and to guide the independent examiners, all question papers shall be accompanied by the answer scheme.

(6) The previous grade obtained by the student shall not be disclosed to the independent examiners.

(7) The results of appeal shall be submitted to the Committee of Appeals for deliberation and later to the Senate for endorsement.

(8) The Centre of Studies Committee of Appeals shall be convened within two (2) weeks after the end of the period of appeal.

