



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونُسُ بْنُ سَيِّدِي إِسْلَامًا، إِنْتَارَا بَعْثًا مُلْكِيًّا

POSTGRADUATE REGULATIONS

Revised 2015



Garden of Knowledge and Virtue

©Centre for Postgraduate Studies, IIUM 2015

First published 2009

This edition published 2015 (IIUM Senate Meeting No. : 416th, 31 July 2015)

Publish by Centre for Postgraduate Studies, International Islamic University Malaysia.

All rights reserved. No part of this book may be reproduced in any form without permission in writing from the publisher, except by a reader who wishes to quote briefly in a review written for inclusion in a magazine, newspaper or journal.

Request for permission should be addressed to the Publisher:

Address: Centre for Postgraduate Studies,
International Islamic University Malaysia, Level 2,
Rectory Building, Gombak,
Selangor Darul Ehsan, Malaysia

Email: cps2u@iium.edu.my

Website: www.iium.edu.my/cps

Font: ITC New Baskerville

Text font size: 10 / Auto

Printed, Cover Design and Layout: Naga Printing Sdn. Bhd.

TABLE OF CONTENTS

PART I: PRELIMINARY	9
Application	11
Implementation	11
Interpretation	11
PART II: ADMISSION RULES	21
1. Admission Criteria	23
1.1. Master's Programmes	23
1.2. PhD Programme	23
1.3. General Admission Requirements for Mature Applicants	24
1.4. Language Requirements	24
1.5. Additional Admission Requirements	28
2. Application for Admission	29
2.1. Application Processing	29
2.2. Application Procedure and Admission Notification	29
2.3. Transfer of Credits	29
2.4. Exemptions	30
3. Enrollment	31
3.1. Time of Enrollment	31
3.2. Status of Enrollment	31
3.3. Deferment of Enrollment	32
4. Registering as Students in Other Institutions	32
5. Fees	33
6. Study Period	33
PART III: REGISTRATION RULES	35
7. Programme Structure	37
8. Types of Courses	38
8.1. Programme-Required Courses	38
8.2. Language Proficiency Courses	38

8.3.	Special Requirement Courses	39
8.4.	Prerequisite Courses	39
8.5.	Audit Courses	40
8.6.	Independent Study	40
9.	Course Registration Policies	41
9.1.	Pre-Registration	41
9.2.	Course Registration	41
9.3.	Adjustment Period	41
9.4.	Withdrawal from Courses	42
9.5.	Academic Workload	43
9.6.	Additional Courses	43
10.	Leave of Absence	44
11.	Fresh-Admission	44
12.	Resumption of Studies	45
13.	Change of Programme	45
PART IV: EXAMINATION RULES		47
14.	Evaluation of Coursework	49
14.1.	Grades and Grade Points	49
14.2.	Incomplete Grade ('I')	50
14.3.	In-Progress Grades ('IP')	51
14.4.	Re-sit Examination	51
14.5.	Special Examination	52
14.6.	Calculation of the GPA (Grade Point Average) and CGPA (Cumulative Grade Point Average)	53
14.7.	Coursework Evaluation Policies	54
14.8.	Appeal for Re-evaluation of Examination Results	56
14.9.	Withholding Final Examination Results	56
15.	Practical Training	57
16.	Comprehensive Examinations	57
17.	Administrative Order for Examination Rules	59
17.1.	Examination	59
17.2.	End-of-Semester Examination	59
17.3.	Appeal	59

PART V: RESEARCH SUPERVISION RULES	61
18. Advisor	63
18.1. Appointment of Academic Advisor	63
18.2. Functions of an Advisor	63
19. Research Supervision	63
19.1. Appointment of Supervisor / Supervisory Committee	63
19.2. Responsibilities of the Supervisor / Supervisory Committee	65
20. Administrative Order for Supervision	67
PART VI: RESEARCH WORK RULES	69
21. Research Work	71
22. Ownership of the Student's Thesis/Dissertation	73
23. Writing Thesis/Dissertation in Arabic	73
24. Master Thesis	74
24.1. Research Proposal	74
24.2. Submission of Master Thesis/Dissertation	75
24.3. Thesis Examination (TE) Grace Period	76
24.4. Examiners for Master Thesis and Dissertation	77
24.5. Responsibilities of Examiners	78
24.6. Evaluation of Master Thesis / Dissertation	78
24.7. Allegation of Plagiarism in Thesis / Dissertation	81
24.8. Master Examination Committee (MEC)	81
25. PhD Thesis / Dissertation	82
25.1. Research Proposal	82
25.2. Submission of PhD Thesis / Dissertation	83
25.3. Thesis Examination (TE) Grace Period	84
25.4. Examiner's for PhD Thesis / Dissertation	84
25.5. Evaluation of PhD Thesis / Dissertation	87
25.6. Allegation of Plagiarism in Thesis / Dissertation	90
25.7. Doctoral Examination Committee (DEC)	90
PART VII: COMMITTEES & DUTIES RULES	93
26. Curriculum Review	95

27.	Board of Studies	95
28.	Centre of Studies Postgraduate Committee (KPGC)	96
29.	University Committee for Postgraduate Studies (UCPS)	97
30.	Students Admission Committee	98
PART VIII: GENERAL RULES		101
31.	Lecture Attendance Requirements	103
32.	Graduation Requirements	103
33.	Conferment of Degree	104
34.	Termination of Candidature	104
35.	Visiting Students	104
36.	Upgrading to Masters Programme to Doctor of Philosophy	105
37.	Academic Residence	105
38.	By-Laws	106
39.	Prerogative of the Senate	106
ARTICLES		107
Article 1	Examination	109
Article 2	End-of-Semester Examination Procedure	117
Article 3	Appeals	125
Article 4	IIUM Assessment Policy	129
Article 5	Administrative Order on the Conduct of Examination	145
Article 6	Ownership	167
Article 7	Procedures for Dealing with Plagiarism	171
Article 8	IIUM Code of Supervision	177