

## **STUDENT ACADEMIC PERFORMANCE EVALUATION (FOUNDATION) REGULATIONS**

The Student Academic Performance Evaluation (Foundation) Regulations (SAPER) is the main policy that regulates the foundation programmes 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. 429<sup>th</sup> on the 25<sup>th</sup> November 2016.

Student Academic Performance Evaluation (Foundation) Regulations 2021 was endorsed in the 481<sup>th</sup> Senate Meeting on 24<sup>th</sup> September 2021 (S.P. NO. 21/481/2021) and is effective beginning Semester 1, 2021/ 2022.

*Student Academic Performance Evaluation (Foundation) Regulations 2021 International Islamic University Malaysia  
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(FOUNDATION)**

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## **STUDENT ACADEMIC PERFORMANCE EVALUATION REGULATIONS 2021 (FOUNDATION)**

The Student Academic Performance Evaluation (Foundation) Regulations (SAPER) is the main policy that regulates the Foundation programmes of the International Islamic University Malaysia. The regulations were first endorsed by the University Senate in its Meeting No. 429<sup>th</sup> on the 25<sup>th</sup> November 2016.

Student Academic Performance Evaluation (Foundation) Regulations 2021 was endorsed in the \*\*\*<sup>th</sup> Senate on \*\*\*\* 2021 (S.P. NO. \*\*\*\*/\*\*\*\*/2021) and is effective beginning Semester 1, 2021/ 2022.

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

### **PART 1 PRELIMINARY**

#### **1. Citation**

These Regulations shall be known as the Student Academic Performance Evaluation (Foundation) Regulations of the International Islamic University Malaysia.

#### **2. Application**

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

#### **3. Interpretation**

In these Regulations, unless otherwise stated:

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

“Academic Records” refers to all records related to academic;

“Assessment” refers to methods or tools 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;

“Change of Programme” is a process of transfer from one programme of studies to another within the Centre after a student has enrolled in the programme offered by the

University. Change of programme may be allowed upon grounds acceptable to the University;

“Centre” refers to the Centre for Foundation Studies, International Islamic University Malaysia;

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

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

“Course” means a defined area of study or a unit of a curriculum comprising several interrelated topics which are 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;

“Course Withdrawal” refers to quitting a registered course after the Drop Only Period;

“Credit Hours” 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/per year;

“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 total of all the courses and such other academic and non-academic requirements as prescribed by the University for the graduation;

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

“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;

“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;

“Examiner” refers to a person assigned by the Centre to set and mark examination related activities to test student's knowledge or proficiency in an area;

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

“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;

“Head of Department” refers to the chairperson of an academic department at the Centre;

“Independent Study” is an option for offering a course by the University. It can be a guided self study under the supervision of a course instructor with proper assessment and grading.

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

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

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

“Repeat” means to register for a course that had already been taken;

“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 student affairs of the University;

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

“University” refers to the International Islamic University Malaysia;

## **PART II COURSE REGISTRATION**

### **4. Programme of Studies**

A student shall follow a specific programme of study offered by the University for an award of a degree.

### **5. Academic Load**

#### **5.1. Minimum Academic Load**

The minimum academic load in a semester shall be twelve (12) credits.

A student may carry less than the minimum academic load with valid reasons subject to approval of the Dean of the Centre.

#### **5.2. Maximum Academic Load**

The maximum academic load of a full-time student in a semester shall be twenty (20) credit hours.

A student may carry more than the maximum academic load with valid reasons subject to the approval of the Dean of Centre.

## **6. Course Registration**

A student shall be registered for courses every semester until graduation requirements are fulfilled.

## **7. Failure to attend registered courses**

A student who fails to attend the registered courses may be subject to barring.

## **8. Drop of Course**

- 8.1. A course may be dropped up to the second (2<sup>nd</sup>) week of semester subject to the approval from the Centre.
- 8.2. The new total academic load of the student shall not fall below the minimum academic load requirement if the course is dropped unless approved by the Dean of the Centre.
- 8.3. The dropped course shall not be reflected in the student's transcript.

## **9. Course Withdrawal**

- 9.1. A student is allowed to withdraw from a course from the third (3<sup>rd</sup>) week until the eighth (8<sup>th</sup>) week of a semester.
- 9.2. The new total academic load of the student shall not fall below the minimum academic load requirement if the course is withdrawn unless approved by the Dean of the Centre.
- 9.3. No withdrawal application shall be entertained after the eighth (8<sup>th</sup>) week of a semester unless with the approval from the Dean of the Centre.
- 9.4. A "W" grade shall be assigned to course/s that are withdrawn.

## 10. Leave of Absence

- 10.1. A student is allowed for leave of absence with the approval from the Dean of the Centre. Leave of absence shall not be granted after the semester ends.
- 10.2. Leave of absence may be granted for up to a maximum of two (2) semesters.
- 10.3. A student applying for leave of absence shall continue to attend classes until approval of the application.
- 10.4. Leave of absence beyond the maximum shall require recommendation by the Deans' Council and subsequently endorsed by the Senate.
- 10.5. A student may be referred to the Fit for Study Committee to be assessed for an involuntary Leave of Absence in circumstances where the University is concerned that a student is causing serious disruption to others or posing a serious risk of harm to themselves or to others.

The members of the Fit for Study Committee should comprise:

Chairperson	Dean of the Centre
Secretary	Representative from Academic Management and Admission Division
Members	Legal Advisor
	Head of Academic Management and Admission Division
	Office in Charge of Student Counselling
	Chief Medical Officer
	Representative from 'Ilaj and Irshad unit
	Principal of respective Mahallah
	Mental Health Professional

- 10.6 Leave of Absence for mental health reasons is granted on condition that the student's capacity to resume studies should be assessed upon applying to return to the University. This is to ensure that optimal conditions for the student's successful reintegration into the University can be established.

## 11. Withdrawal from the University

A student who intends to withdraw from the University shall notify the office in charge of academic management.

### PART III COURSE PERFORMANCE EVALUATION

## 12. Grading

12.1. The grade obtained for each course shall be based on the overall assessment performance comprising the end-of-semester examination and/or coursework.

12.2. The following grading system shall be used:

Percentage Score	Letter Grade	Grade Point	Status
80-100	A	4.00	Pass
75-79	A-	3.67	
70-74	B+	3.33	
65-69	B	3.00	
60-64	B-	2.67	
55-59	C+	2.33	
50-54	C	2.00	
45-49	D	1.67	Fail
40-44	D-	1.33	
35-39	E	1.00	
0-34	F	0.00	

12.3. Other grade notations with no grade point:

Grade	Interpretation
PA	Pass
FA	Fail
RPT	Repeat
I	Incomplete
IP	In Progress
W	Withdraw
AU	Audit
Y	Fail
EX	Exempted

**13. “I” Grade or Incomplete**

- 13.1. Subject to the approval of the Dean of Centre, a course instructor/examiner may assign a temporary grade of “I” (Incomplete).
- 13.2. The student shall fulfil all remaining requirements within the first two (2) weeks of the following semester. Failure to do so will result in the change of grade from “I” to a final grade based on the completed work.

**14. Repeat of Failed Course**

- 14.1. A student who fails in a course shall repeat the course if it is a required course.
- 14.2. The grade that is replaced shall be recorded as "RPT" and excluded from the calculation of CGPA.

**15. Repeat of Passed Course**

Upon approval of the Dean of Centre of Studies, a student with a passing grade may repeat a Centre of Study course once, for up to a maximum of two (2) courses. The lower grade achieved shall be recorded as "RPT" and excluded from the calculation of grade point average.

**16. Resit**

- 16.1. A graduating student who failed in a course may be allowed to resit subject to the approval of the Dean of Centre.
- 16.2. The student taking resit is graded based on the assessment conducted.

**17. Independent Study**

A student may undertake Independent Study with the approval of the Dean of the Centre.

**18. Auditing**

- 18.1. A student who intends to audit a course is required to obtain permission from the Centre.
- 18.2. An audited course shall be graded as “AU”, which does not affect the grade point average.

- 18.3. 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” grade shall be recorded.

## **19. Credit Transfer**

- 19.1. Subject to the approval from the Dean of the Centre, a student may apply to have his credits for courses taken at other institutions, or the Centre transferred for the purpose of fulfilling graduation requirements.

### 19.1.1. Horizontal Credit Transfer

For courses that were taken at the same qualification level (Horizontal Credit Transfer), the maximum number of credits that can be transferred is up to seventy-five per cent (75%) of the total credit hour requirement of the programme of studies subject to the approval of the Centre.

- 19.2. The transferable courses must fulfil the following conditions:
- i. Passed with a good grade and exhibit currency of knowledge.
  - ii. Have a course curriculum that is deemed at least 80% equivalent to the course offered by the Centre.
  - iii. Be from an accredited programme.
- 19.3. The value of the credits transferred shall be similar to or less than the credit of the course offered as deemed appropriate by the Centre.
- 19.4. The approved credits transferred from other institutions shall be assigned as exempted courses with “EX” grade.

## **20. Credit Transfer Within IIUM**

- 20.1. A student may apply for transfer of credit from courses taken while attending any university academic courses subject to the approval from the Dean of the Centre.
- 20.2. The approved credits transferred from within IIUM shall be assigned with the original grade of the course.

## **21. Additional Course Requirements**

- 21.1. The Centre may impose an additional requirement for a course such as class attendance.
- 21.2. A student who did not fulfil the course requirement by the Centre shall be barred from End-of-Semester examinations (if any) and be given ‘Y’ grade which is equivalent to an ‘F’ grade, irrespective of coursework performance.

- 21.3. A student may be excused from course requirements with approval from the Dean of the Centre supported by relevant documents.

## **22. Exemption of Courses**

- 22.1. The Centre may consider exemption of courses for any student based on the results of special instruments endorsed by the Centre Committee of Examiners.
- 22.2. Credits for exempted courses are counted towards the total credits fulfilled.

## **PART IV ASSESSMENT**

### **23. ASSESSMENT**

- 23.1. Registered students shall be assessed for all courses taken unless they are excluded from assessment.
- 23.2. A student's grade in a course is determined by the Assessment Method Weightage in the course outline.
- 23.3. Components of assessment may be administered in any approved form and subject to conditions specified in the course outline.

### **24. The Centre Committee of Examiners**

There shall be a Committee of Examiners for the Centre as empowered by the Senate. The committee 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 examinations in the Centre;
- (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;
- (d) to review, confirm and endorse final grades submitted by individual course instructors to the Dean of the Centre; and
- (e) to determine the Dean's List.

#### **24.1. Members of the Centre Committee of Examiners**

- (1) Members of the Centre Committee of Examiners shall comprise the following:
  - (a) Dean;
  - (b) Deputy Deans; and
  - (c) Department Heads.
- (2) Notwithstanding sub-regulation 25.1 (1) the Dean may invite any other

person to attend a meeting of the Centre Committee of Examiners.

**24.2. Chairman of the Centre Committee of Examiners**

The Dean of the Centre shall be the Chairman of the Centre Committee of Examiners.

**24.3. Secretary to the Centre Committee of Examiners**

The chairman of the Centre Committee of Examiners shall appoint the Secretary and establish a Secretariat for the Centre Committee of Examiners.

**25. Examination Committees**

- 25.1. An Examination Committee shall be established at the Centre and/or department chaired by the Dean or Head of Department respectively.
- 25.2. The committee shall consist of at least three (3) members from the Centre 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; and
  - c) to submit the final grades to the Centre Committee of Examiners.

**26. End- of- Semester Examination**

End-of-Semester Examination shall be held starting from week thirteen (13) of the semester.

**27. Absence during End-of-Semester Examination**

- 27.1. A student is not allowed to be absent from an end-of-semester examination without a valid reason acceptable to the Dean of the Centre.
- 27.2. The Centre shall record an examination grade based on the coursework mark for a student who is absent without valid reason.

**28. Decentralised End-of-Semester Examination**

- 28.1. The decentralised end-of-semester examination shall be conducted anytime from the last day of class until the last day of the examination period.
- 28.2. A course instructor who wishes to conduct a decentralised end-of-semester examination shall get the approval of the Dean of the Centre.
- 28.3. Decentralised end-of-semester examination is mandatory for courses with less than ten (10) students excluding courses which are conducted in multiple sections.

**29. Special Examination**

- 29.1. A special examination shall be arranged for a student who was absent from the end-of-semester examination on reasons acceptable to the Dean of the Centre.

29.2. A student shall not be allowed to defer special examination without a valid reason acceptable to the Dean of the Centre, or otherwise shall be graded on the coursework marks.

**30. Barring from Examination**

30.1. The Dean of the Centre may bar a student from taking the examination in the case where the student fails to meet any of the requirements of the course.

30.2. A student barred from an examination shall receive a 'Y' grade which is equivalent to an 'F' grade, irrespective of coursework performance.

**31. Official Course Results**

31.1. The grade for any course shall be endorsed by the Centre Committee of Examiners.

31.2. A student shall be notified of the course grade by the office in charge of academic management.

31.3. Notwithstanding the above, the University reserves the right to withhold the course grade of a student based on the recommendation of the relevant University authority.

**32. Change of Grade**

32.1. A student may apply for rechecking of his course grade, and a change of grade may happen.

32.2. Committee of Examiners may initiate rechecking of the course grade in the case of irregularities, and a change of grade may happen.

32.3. Change of Grade shall require recommendation by the Centre Committee of Examiners and subsequently endorsed by the Senate.

**PART V  
ACADEMIC STANDING**

**33. Good Academic Standing**

33.1. A student is on good academic standing if a CGPA of 2.0 or its equivalent and above is maintained.

33.2. A student who has obtained a GPA of 3.50 and above, ~~and~~ has registered for the minimum academic load, and passed all courses taken, is eligible for the Dean's List.

#### **34. Academic Probation**

34.1. A student shall be on probation if a CGPA of 2.00 but not less than 1.67 ( $1.67 \leq \text{CGPA} < 2.00$ ) is earned.

34.2. A student on probation shall carry an academic load of not more than eighteen (18) credit hours.

#### **35. Academic Dismissal**

35.1. A student shall be dismissed from the programme if:

- i. a CGPA of less than 1.67 is obtained; or
- ii. the student fails to earn a CGPA of 2.00 or above while on probation; or
- iii. the student obtains probation for the third time which is non-consecutive during his period of studies;

### **PART VI READMISSIONS**

#### **36. Readmission**

36.1. A student with no disciplinary offence who has obtained a CGPA  $\geq 1.0$  may be considered for readmission with the approval of the Dean of the Centre. The readmission shall be allowed only once.

36.2. Readmission shall only be granted to a student who is deemed by the Centre to have the potential to complete his studies within the maximum allowable period.

36.3. Readmission shall resume on good academic standing prior to dismissal.

36.4. First-semester students may choose to be readmitted on a clean slate.

36.5. An archived semester shall be counted as part of the period of study.

36.6. A readmitted student shall obtain a CGPA of at least 2.00 at the end of the semester of readmission, failing which shall result in dismissal.

36.7. Upon dismissal, a dismissed student may apply for readmission.

## **PART VII STUDY PERIOD**

### **37. Minimum Study Period**

The minimum number of semesters for any student to complete a foundation programme in the University is two (2) semesters.

### **38. Maximum Study Period**

The maximum number of semesters for a student to complete a foundation programme in the University is six (6) semesters, excluding leave of absence.

## **PART VIII GRADUATION REQUIREMENTS**

### **39. Extension of Study Period**

39.1. Extension of study period may be granted to students who have exceeded the maximum study period upon grounds acceptable to the University.

39.2. Extension of study period shall be recommended by the Committee of Appeal of the Centre of Studies and the Deans' Council and subsequently endorsed by the Senate.

### **40. Graduation Requirements**

The completion of the programme by a student shall be endorsed by The Senate Graduation Committee upon recommendation of the Centre.

## **PART IX GENERAL PROVISIONS**

### **41. Prerogative of the Senate**

41.1. 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.

41.2. Notwithstanding these Regulations, the Senate reserves the right to make the final decision on any academic matters.

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