

CHANGE OF PROGRAMME REGULATIONS (UNDERGRADUATE) 2021

PREAMBLE

IIUM Change of Programme Regulations (Undergraduate) 2015 is the main policy that regulates the Change of Programme process from one programme of studies to another, whether that is within the same Centre of Studies or to another Centre of Studies. The regulations were conferred under the Memorandum and Articles of Association of International Islamic University Malaysia and were endorsed by the University Senate in its meeting no. 268th/31st May 2002. The regulations were revised several times in 2009 and 2014.

The University Senate endorsed the new Change of Programme Regulations (Undergraduate) 2021 in its meeting no. 484th / 28th January 2022.

International Islamic University Malaysia

CHANGE OF PROGRAMME REGULATIONS (UNDERGRADUATE) 2021

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CHANGE OF PROGRAMME REGULATIONS (UNDERGRADUATE) 2021

The Senate hereby makes the following Regulations:

1. Citation

These Regulations shall be known as the CHANGE OF PROGRAMME REGULATIONS (UNDERGRADUATE) 2021 of the INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA and shall be read together with the Student Academic Performance Evaluation (Undergraduate) Regulation 2021 and Admission Regulations (Undergraduate) 2015.

2. Date of Implementation

These Regulations shall come into force beginning Semester 1, 2022/ 2023.

3. Definition

(1) Change of Programme is a process of transfer from one programme of studies to another within the University, whether that is within the same Centre of Studies or to another Centre of Studies after a student has enrolled in the programme offered by the University. Change of Programme may be allowed upon grounds acceptable to the University.

(2) Change of Offer is a process of transfer from one programme of studies to another within the University, whether that is within the same Centre of Studies or to another Centre of Studies after a candidate has received an offer for a programme but has yet to enrol in the programme offered. Change of Offer may be allowed upon grounds acceptable by the University Admission Committee.

4. Application Criteria

(1) An application for Change of Programme may be considered subject to the following criteria:

- (a) An applicant has completed at least one (1) regular semester of his **offered programme**; and
- (b) The student has attempted no more than 40 credit hours; and
- (c) The student has obtained the minimum CGPA as determined by the respective Centre of Studies (refer to Schedule I). The CGPA will be based on two (2) decimal points only; and
- (d) The student has satisfied the entry requirements of the intended programme, where applicable.

(2) An appeal for Change of Offer will be deliberated by the University Admission Committee subject to the following conditions:

- (a) The candidate has yet to be enrolled at the University;
- (b) The candidate fulfilled the entry requirements of the intended programme; and
- (c) There is the availability of places in the intended programme.

5. The Change of Programme Committee within the University

(1) An application for Change of Programme within the University shall be decided by the University Change of Programme Committee.

(2) Members of the Change of Programme Committee within the University.

- (a) The University Change of Programme Committee shall consist of:
 - (i) The Director or head of the office in charge of academic management and admission of the University, who shall be the Chairman;
 - (ii) The Dean of the Centre of Studies, who may delegate to the Deputy Dean in charge of academic affairs.
- (b) The committee may invite any person to attend the meetings of the Change of Programme, but such person shall have no right to vote.

6. The Change of Programme Committee within the same Centre of Studies

(1) An application for a Change of Programme within the same Centre of Studies shall be decided by the Change of Programme Committee of Centre of Studies based on terms and conditions listed under Clause 7.

(2) Members of the Change of Programme Committee within the same Centre of Studies.

- (a) The Change of Programme Committee within the same Centre of Studies shall consist of:
 - (i) The Dean of the Centre of Studies as the Chairman, who may delegate to the Deputy Dean in charge of academic affairs;
 - (iii) The Deputy Dean in charge of academic affairs of the Centre of Studies;
 - (iii) The relevant Head of Departments.
- (b) The committee may invite any person to attend the meetings of the Change of Programme, but such person shall have no right to vote.

7. Terms and Conditions

- (1) A Change of Programme is allowed once during the student's period of studies.
- (2) Approval of Change of Programme is subject to fulfilment of the requirements as prescribed by the Centre of Studies in Schedule I, II, III, IV, V.
- (3) The maximum period to complete pre-requisite courses of the intended Centre of Studies is two (2) regular semesters.
- (4) An applicant is not allowed to repeat and/or replace pre-requisite courses of the intended Centre of Studies with other courses.
- (5) The credit and grade from each pre-requisite of the intended Centre of Studies core course shall be computed in CGPA as an additional credit and grade.
- (6) All courses taken from the previous programme before the Change of Programme shall remain in the student's academic records and be counted towards CGPA computation in the new programme.
- (7) International students are advised to conform to the Immigration requirements before applying for a Change of Programme.
- (8) Pre-Sessional students are not eligible to apply for the Change of Programme.
- (9) The University Change of Programme Committee reserves the right to provide exemptions to any of the clauses above.

8. Fee for Change of Programme

An administrative fee of RM100, or as determined by the University, shall be imposed upon submission of the application.

9. By-Laws

Each Centre of Studies may make by-laws pursuant to these regulations. Such by-laws shall come into effect upon endorsement by the Senate.

10. Prerogative of the Senate

- (1) Notwithstanding the above regulations, the Senate may grant an exception to any of the regulations stated here.
- (2) In the event of any dispute in connection with the interpretation of these regulations, the interpretation of the Senate shall prevail.

LIST OF SCHEDULES

SCHEDULE I

MINIMUM CGPA REQUIREMENTS

**Subject to fulfilling the entrance requirement of the programme.*

No.	Current Centre of Studies	Centre of Studies applied for																
		AIKOL	KENMS	KICT	KIRKHS	KOE	KOS	KAED	KOM	KOP	KOD	KAHS	KON	KOED	KLM			
1	AIKOL	-	2.50	2.50	3.00	3.00	3.00	2.50	No	No	No	2.50	2.50	2.50	2.50			
2	KENMS	3.00	-	2.50	3.00	2.80	2.50	2.50				2.50	2.50	2.50	2.50	2.50	2.50	2.50
3	KICT	3.00	2.50	-	3.00	2.80	2.50	2.50				No	2.50	2.50	2.50	2.50	2.50	2.50
4	AHAS KIRKHS	3.00	3.00	3.00	-	3.50	3.50	2.50				2.50	2.50	2.50	2.50	2.50	2.50	2.50
5	KOE	3.00	2.50	2.50	3.00	-	2.50	2.50				3.50	2.50	2.50	2.50	2.50	2.50	2.50
6	KOS	3.00	2.50	2.50	3.00	2.80	-	2.50				No	2.50	2.50	2.50	2.50	2.50	2.50
7	KAED	3.00	2.50	2.50	3.00	2.80	2.50	-				50%	2.50	2.50	2.50	2.50	2.50	2.50
8	KOM	60%	50%	50%	50%	50%	50%	50%				-	50%	50%	50%	50%	50%	50%
9	KOP	3.00	2.50	2.50	3.00	2.80	2.50	2.50				50%	2.50	2.50	2.50	2.50	2.50	2.50
10	KOD	60%	50%	50%	50%	50%	50%	50%				3.50	50%	50%	50%	50%	50%	50%
11	KAHS	3.00	2.50	2.50	3.00	2.80	2.50	2.50				3.50	-	2.50	2.50	2.50	2.50	2.50
12	KON	3.00	2.50	2.50	3.00	2.80	2.50	2.50				3.50	2.50	-	2.50	2.50	2.50	2.50
13	KOED	3.00	2.50	2.50	3.00	2.80	2.50	2.50				No	2.50	2.50	-	2.50	2.50	2.50
14	KLM	3.00	2.50	2.50	3.00	3.50	2.50	2.50				2.50	2.50	2.50	2.50	2.50	2.50	-

NO	CODE	CENTRE OF STUDIES	NO	CODE	CENTRE OF STUDIES
1	AIKOL	Kulliyyah of Ahmad Ibrahim Kulliyyah of Laws	8	KOD	Kulliyyah of Dentistry
2	KAED	Kulliyyah of Architecture and Environmental Design	9	KOE	Kulliyyah of Engineering
3	KAHS	Kulliyyah of Allied Health Sciences	10	KOED	Kulliyyah of Education
4	KENMS	Kulliyyah of Economics and Management Sciences	11	KOM	Kulliyyah of Medicine
5	KICT	Kulliyyah of Information and Communication Technology	12	KON	Kulliyyah of Nursing
6	AHAS KIRKHS	AbdulHamid AbuSulayman Kulliyyah of Islamic Revealed Knowledge and Human Sciences	13	KOP	Kulliyyah of Pharmacy
7	KLM	Kulliyyah of Languages and Management	14	KOS	Kulliyyah of Science

SCHEDULE II

PRE -REQUISITES COURSES AND MINIMUM GRADE REQUIREMENTS

CENTRE OF STUDIES	PROGRAMME	COURSE CODE	COURSE TITLE	MINIMUM GRADE REQUIRED
Ahmad Ibrahim Kulliyah of Laws	Bachelor of Laws (Honours)	LAWS 1320	Malaysian Legal System	B
		SHAS 1350 or SHAA 1351	Islamic Legal System Nizam al-Tashri' al-Islami (Islamic Legal System)	B
Kulliyah of Architecture and Environmental Design	All Programmes	BAAD 1111	Graphic Communication & Presentation	B
		BAAR 1230	Qur'an, Sunnah & Built Environment	B
Kulliyah of Economics and Management Sciences	Bachelor of Accounting (Honours)	ACC 1101	Financial Accounting and Reporting 1	B
		ACC 1211	Management Accounting Fundamentals	B
	Bachelor of Business Administration (Honours)	MGMT 1301	Principles and Practice of Management	B
		ECON 1140	Statistical Methods	B
	Bachelor of Economics (Honours)	ECON 1510	Principles of Microeconomics	B
		ECON 1610	Principles of Macroeconomics	B
	Bachelor of Finance (Islamic Finance) (Honours)	FINC 1301	Foundation of Islamic Finance	B
FINC 1302		Fundamentals of Financial Management	B	

CENTRE OF STUDIES	PROGRAMME	COURSE CODE	COURSE TITLE	MINIMUM GRADE REQUIRED
Kulliyah of Engineering	Bachelor of Mechanical Engineering with Honours	MATH 1310	Engineering Mathematics 1	B
	Bachelor of Aerospace Engineering with Honours	MECH 1301	Statics	B
	Bachelor of Electrical and Electronics Engineering with Honours	MATH 1310	Engineering Mathematics 1	B
		EECE 1311	Electric Circuits	B
	Bachelor of Civil Engineering with Honours	MATH 1310	Engineering Mathematics 1	B
		CVLE 1311	Applied Mechanics	B
	Bachelor of Mechatronics Engineering with Honours	MATH 1310 MECH 1340	Engineering Mathematics 1 Engineering Mechanics	B B
	Bachelor of Manufacturing Engineering with Honours			
Bachelor of Materials Engineering with Honours				
Bachelor of Chemical Engineering with Honours				
Kulliyah of Information and Communication Technology	Bachelor of Information Technology (Honours)	CSCI 1300	Elements of Programming	B
		CSCI 1303	Mathematics for Computing I	B

CENTRE OF STUDIES	PROGRAMME	COURSE CODE	COURSE TITLE	MINIMUM GRADE REQUIRED
AbdulHamid AbuSulayman Kulliyah of Islamic Revealed Knowledge and Human Sciences	Bachelor of Human Sciences (English Language and Literature) (Honours)	ENGL 1020	Introduction to Discourse	B
		ENGL 1110	Literary Genres I: Drama and Poetry	B
	Bachelor of Human Sciences (Psychology) (Honours)	PSYC 1000	Introduction to Psychology	B
	Bachelor of Human Sciences (Sociology and Anthropology) (Honours)	SOCA 1010	Introduction to Sociology	B
		SOCA 1050	Introduction to Anthropology	B
	Bachelor of Human Sciences (Communication) (Honours)	COMM 1000	Introduction to Communication	B
	Bachelor of Human Sciences (History and Civilization) (Honours)	HIST 1000	Introduction to History and Civilization	B
	Bachelor of Islamic Revealed Knowledge and Heritage (Fiqh and Usul Al Fiqh) (Honours)	RKFQ 2070/ RKFQ 2070A	Islamic Jurisprudence/ Al-Fiqh al-Islami: Islamic Jurisprudence	B
	Bachelor of Islamic Revealed Knowledge and Heritage (Qu'ran and Sunnah Studies) (Honours)	RKQS1111A	Ulum al-Qur'an	B
		RKQS1121A	Ulum al-Hadith	B
	Bachelor in Halal Industry Management (Honours)	RKFQ 2070/ RKFQ 2070A	Islamic Jurisprudence/ Al-Fiqh al-Islami: Islamic Jurisprudence	B
		HART 2102	Halal Industry Ecosystem	B

CENTRE OF STUDIES	PROGRAMME	COURSE CODE	COURSE TITLE	MINIMUM GRADE REQUIRED
Kulliyyah of Science	Bachelor of Biotechnology (Honours)	SBT 1321	Principles of Biochemistry	B
		SBT 1313	Fundamentals of Microbiology	B
		SBT 1322	Cell Biology	B
	Bachelor of Mathematical Sciences (Honours).	SMS 1301	Analytic Geometry	B
		SMS 1302	Calculus I	B
	Bachelor of Science (Applied Chemistry)(Honours)	BSCH 1311	Organic Chemistry I	B
		BSCH 1321	Inorganic Chemistry I	B

SCHEDULE III

INTERVIEW REQUIREMENTS

NO	CENTRE OF STUDIES	PROGRAMME	INTERVIEW (YES/ NO)
1	Ahmad Ibrahim Kulliyah of Laws	ALL	YES
2	Kulliyah of Allied Health Sciences	ALL	YES
3	Kulliyah of Architecture and Environmental Design	ALL	YES
4	Kulliyah of Dentistry	Not Applicable	Not Applicable
5	Kulliyah of Economics and Management Sciences	ALL	NO
6	Kulliyah of Engineering	ALL	NO
7	Kulliyah of Information and Communication Technology	ALL	NO (unless required)
8	AbdulHamid AbuSulayman Kulliyah of Islamic Revealed Knowledge and Human Sciences	Bachelor of Human Sciences (Political Sciences) (Honours)	YES
		Bachelor of Human Sciences (Psychology) (Honours)	YES
		Bachelor of Human Sciences (Sociology and Anthropology) (Honours)	YES
		Bachelor of Islamic Revealed Knowledge and Heritage (Fiqh and Usul al Fiqh) (Honours)	YES
		Bachelor in Halal Industry Management (Honours)	YES

NO	CENTRE OF STUDIES	PROGRAMME	INTERVIEW (YES/ NO)
9	Kulliyyah of Languages and Management	ALL	YES
10	Kulliyyah of Medicine	Not Applicable	Not Applicable
11	Kullyyah of Nursing	ALL	YES
12	Kulliyyah of Pharmacy	ALL	YES
13	Kulliyyah of Science	ALL	YES (Students from AIKOL, KENMS, KICT, KIRKHS, KAED, KOED, KLM)
14	*Kulliyyah of Education	ALL	YES

Kulliyyah of Education

*Application for a Bachelor of Education is required to pass the MEDSI Test.

SCHEDULE IV

ENGLISH PLACEMENT TEST (EPT) REQUIREMENTS

PROGRAMME	WRITING	READING	OVERALL BAND
Bachelor of Islamic Revealed Knowledge and Heritage (Fiqh and Usul Al-Fiqh) (Honours)	5.0	5.0	5.5
Bachelor of Islamic Revealed Knowledge and Heritage (Qur'an and Sunnah Studies) (Honours)			
Bachelor of Islamic Revealed Knowledge and Heritage (Usul Al-Din and Comparative Religion) (Honours)			
Bachelor of Islamic Revealed Knowledge and Heritage in Arabic Language and Literature (Honours)			
Bachelor in Halal Industry Management (Honours)			
Bachelor of Arts (Honours) in Arabic for International Communication			
Bachelor of Arts (Honours) in Malay for International Communication			
Bachelor of Education (Teaching Arabic as Second Language) (Honours)			
Bachelor of Education (Islamic Education) (Honours)			
All English Medium Programme			
Bachelor of Arts (Honours) in English for International Communication	6.0	6.0	6.5
Bachelor of Human Sciences (English Language and Literature) (Honours)			
Bachelor of Education (Teaching English as Second Language) (Honours)			

SCHEDULE V

ARABIC PLACEMENT TEST (APT) REQUIREMENTS

PROGRAMME	OVERALL BAND
Bachelor of Laws (Shariah) (Honours)	6.0
Bachelor of Islamic Revealed Knowledge and Heritage (Fiqh and Usul Al-Fiqh) (Honours)	
Bachelor of Islamic Revealed Knowledge and Heritage (Qur'an and Sunnah Studies) (Honours)	
Bachelor of Islamic Revealed Knowledge and Heritage in Arabic Language and Literature (Honours)	
Bachelor of Islamic Revealed Knowledge and Heritage (Usul Al-Din and Comparative Religion) (Honours)	
Bachelor in Halal Industry Management (Honours)	
Bachelor of Arts (Honours) in Arabic for International Communication	
Bachelor of Education (Teaching Arabic as Second Language) (Honours)	
Bachelor of Education (Islamic Education) (Honours)	