

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

The Student Academic Performance Evaluation (Undergraduate) Regulations (SAPER) is the main policy that regulates the undergraduate 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. 149th on the 8<sup>th</sup> 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)
6. 408th Senate Meeting, 21st November 2014 (S.P. NO. I009/408/2014)
7. 478th Senate Meeting, 25<sup>th</sup> June 2021 (S.P. No. D2095/478/2021)
8. 480<sup>th</sup> Senate Meeting, 27<sup>th</sup> August 2021 (S.P. No. D2136/480/2021)

Student Academic Performance Evaluation (Undergraduate) Regulations 2021 was endorsed in the 478th Senate Meeting on 25<sup>th</sup> June 2021 (S.P. NO. D2095/478/2021) and is effective beginning Semester 1, 2021/ 2022

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

*First Print: 2021*

**STUDENT ACADEMIC PERFORMANCE EVALUATION (UNDERGRADUATE)  
REGULATIONS 2021**

<b>REGULATION NUMBER</b>	<b>REGULATION</b>	<b>PAGE</b>
<b>PART 1 – PRELIMINARY</b>		
1.	Citation	4
2.	Application	4
3.	Interpretation	4
<b>PART II – COURSE REGISTRATION</b>		
4.	Programme of Studies	7
5.	Academic Load	7
6.	Course Registration	8
7.	Non-Registration	8
8.	Drop of Course	8
9.	Course Withdrawal	8
10.	Leave of Absence	9
11.	Withdrawal from the University	9
<b>PART III – COURSE PERFORMANCE EVALUATION</b>		
12.	Grading	9
13.	“I” Grade or Incomplete	10
14.	“IP” Grade or in Progress	10
15.	Repeat of Course	10
16.	Repeat of Passed Course	10
17.	Re-sit	11
18.	Independent Study	11
19.	Auditing	11
20.	Grading for Kulliyyah of Medicine	11
21.	Grading for Kulliyyah of Dentistry	12
22.	Credit transfer	12
23.	Credit Transfer Within IIUM	13
24.	Additional Course Requirements	13
25.	Exemption of Courses	14

<b>REGULATION NUMBER</b>	<b>REGULATION</b>	<b>PAGE</b>
<b>PART IV – ASSESSMENT</b>		
26.	Assessment	14
27.	The Centre of Studies Committee of Examiners	14
28.	Examination Committees	15
29.	End- of- Semester Examination	15
30.	Absence during End-of-Semester Examinations	15
31.	Decentralised End-of-Semester Examinations	15
32.	Special Examination	16
33.	Barring from examinations	16
34.	Official course results	16
35.	Change of grade	16
<b>PART V – ACADEMIC STANDING</b>		
36.	Good academic standing	17
37.	Academic probation	17
38.	Academic dismissal	17
<b>PART VI - READMISSIONS</b>		
39.	Readmission	17
<b>PART VII – STUDY PERIOD</b>		
40.	Minimum study period	18
41.	Maximum study period	18
42.	Maximum study period for Kulliyyah of Medicine and Kulliyyah of Dentistry	18
<b>PART VIII – GRADUATION REQUIREMENTS</b>		
43.	Extension of Study Period	19
44.	Graduation requirements	19
45.	Senate Graduation Committee	19
<b>PART IX – GENERAL PROVISIONS</b>		
46.	Prerogative of the Senate	20

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

The Student Academic Performance Evaluation (Undergraduate) Regulations (SAPER) is the main policy that regulates the undergraduate programmes of the International Islamic University Malaysia. The regulations were first endorsed by the University Senate in its Meeting No. 149<sup>th</sup> on the 8<sup>th</sup> February 1994. The regulations were previously revised in the 408<sup>th</sup> Senate on 21<sup>st</sup> November 2014.

Student Academic Performance Evaluation (Undergraduate) Regulations 2021 was endorsed in the 478<sup>th</sup> Senate on 25<sup>th</sup> June 2021 (S.P. NO. D2095/478/2021) 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 (Undergraduate) Regulations of the International Islamic University Malaysia.

#### **2. Application**

These Regulations shall be applicable to all students pursuing undergraduate 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 but not limited to 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 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;

“Centre of Studies” may be named as Kulliyah, School, Institute or Centre, and each of the centres of studies shall represent a branch or branches of the unified concept of knowledge based on the basic concept of Islamic principles and philosophy of knowledge and education as prescribed in this Constitution;

“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/block 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;

“Credits 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 award of a degree;

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

“Disciplinary Misconduct” means a misconduct committed under the International Islamic University Malaysia Student Disciplinary 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 of Studies 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 within a Centre of Studies of the University;

“Independent Study” is a form of education offered by the University. It is sometimes referred to as a directed study and is an educational activity undertaken by an individual with little to no supervision;

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

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

“Readmission” refers to the 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;

“Repeat” means to register for a course that already 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 students affairs of the University;

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

“Special Instruments” refers to any assessment use to evaluate/measure student’s competency on the subject matters;

“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**

### **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**

For a regular semester, the minimum academic load of a full-time student shall be twelve (12) credit hours.

A student who requests to carry less than the minimum academic load with valid reasons shall get prior approval of the Dean of Centre of Studies.

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

For a regular semester, the maximum academic load of a full-time student shall be twenty (20) credit hours.

For short semesters (Semester III), a student may register for a maximum of ten (10) credit hours.

A student who requests to carry more than the maximum academic load in any semester with valid reasons shall get prior approval of the Dean of Centre of Studies.

## **6. Course Registration**

- 6.1. A student shall register for courses every semester until graduation requirements are fulfilled.
- 6.2. Course registration shall be done during the course registration period.
- 6.3. Any registration beyond the course registration period is subject to the approval of the Dean of Centre of Studies.

## **7. Non-Registration**

- 7.1. A student who fails to register for any course by the fourth (4<sup>th</sup>) week of the semester shall receive a status of “NR” (Not Registered).
- 7.2. By the twelfth (12<sup>th</sup>) week of the semester, a student who retains NR status shall be terminated (TD) from his studies.
- 7.3. Any terminated students will have to appeal to the Senate for reinstatement.

## **8. Drop of Course**

- 8.1. A student is allowed to drop a course up to the fourth (4<sup>th</sup>) week of a regular semester and up to the fifth (5<sup>th</sup>) day of a short semester.
- 8.2. The new total academic load of the student shall not fall below the minimum academic load requirement after the course is being dropped unless approved by the Dean of Centre of Studies.
- 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 fifth (5<sup>th</sup>) week until the thirteenth (13<sup>th</sup>) week of a regular semester and the second (2<sup>nd</sup>) week up to the sixth (6<sup>th</sup>) week of a short semester.
- 9.2. The new total academic load of the student shall not fall below the minimum academic load requirement after the course is being withdrawn unless approved by the Dean of Centre of Studies.
- 9.3. 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 with the approval from the Dean of Centre of Studies.
- 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 Centre of Studies. 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 or one (1) academic session.
- 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's is causing serious disruption to others or posing a serious risk of harm to themselves or to others.

The member of the Fit for Study Committee should comprise:

Chairperson	Dean of respective K/C/I
Secretary	Representative from Academic Management and Admission Division for cases involving undergraduate, foundation, pre-sessional and bridging students; or Representative from Centre for Postgraduate Studies for cases involving post-graduate students
Member	Legal Advisor
	Head of Academic Management and Admission Division
	Head of Centre for Postgraduate Studies
	Representative from the Office in Charge of Student Counselling
	Chief Medical Officer
	Representative from 'Ilaj and Irshad unit
	Principal of respective Mahallah
	Invited Mental Health Professionals

- 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
P / PA	Pass
F / FA	Fail
RPT	Repeated
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 of Studies, a course instructor/examiner may assign a temporary grade of “I” (Incomplete).
- 13.2. The student shall fulfil 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 the work already done.

**14. “IP” Grade or In Progress**

- 14.1. Subject to the approval of the Dean of Centre of Studies, an “IP” grade may be given for courses which may exceed one (1) semester.
- 14.2. A student with “IP” grade is required to register for the same course for the following semester.
- 14.3. The student shall fulfil the requirement for the course within the period specified. Failure to do so will result in the change of grade from “IP” to a final grade based on the work already done.

**15. Repeat of Failed Course**

- 15.1. A student who fails in a course shall repeat the course if it is a required course.
- 15.2. Courses repeated because of a failure to achieve the minimum grade shall be replaced with the passing grade. The grade that is replaced shall be recorded as "RPT" and excluded from the calculation of CGPA.

**16. 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.

**17. Resit**

- 17.1. A student who fails in any course in the final year may be allowed to Resit for that course with the approval of the Dean of Centre of Studies.
- 17.2. The Resit course will be graded based on the Resit examination/assessment marks only.

## 18. Independent Study

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

## 19. Auditing

- 19.1. A student who intends to audit a course is required to obtain permission from the course instructor.
- 19.2. An audited course shall be graded as “AU”, which does not affect the grade point average.
- 19.3. 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.
- 19.4. A course may be changed from credit to audit status or vice versa up to the fourth (4<sup>th</sup>) week of a regular semester and up to the fifth (5<sup>th</sup>) day of a short semester.

## 20. Grading for Kulliyyah of Medicine

- 20.1. For Kulliyyah of Medicine, the following grading system shall be used:

### Phase I (Year 1 & Year 2):

MARKS / PERCENTAGE SCORE (%)	GRADE	STATUS
80 - 100	P+	Pass with Distinction
50 - 79	P	Pass
0 - 49	F	Fail

### Phase II (Year 3) and Phase III (Year 4 & Year 5):

MARKS / PERCENTAGE SCORE (%)	GRADE	STATUS
70 - 100	P+	Pass with Distinction
50 - 69	P	Pass
0 - 49	F	Fail

- 20.2. A student who fails in one block during each level (year) of study needs to take a remedial examination during the remedial period at the end of each year.

The remedial examination will be graded as follows:

MARKS / PERCENTAGE SCORE (%)	GRADE	STATUS
50 - 100	PR	Pass on Remedial
0 - 49	FR	Fail on Remedial

## 21. Grading for Kulliyah of Dentistry

21.1. For Kulliyah of Dentistry, the following grading system shall be used:

MARKS / PERCENTAGE SCORE (%)	GRADE	STATUS
80 - 100	P+	Pass with Distinction
50 - 79	P	Pass
0 - 49	F	Fail

A student must pass all courses in the Professional Examinations in order to proceed to the next level of study.

21.2. A student who fails in a professional examination is required to sit for a resit examination. The result will be graded as follows:

MARKS / PERCENTAGE SCORE (%)	GRADE	STATUS
50 - 100	PR	Pass on Resit
0 - 49	FR	Fail on Resit

## 22. Credit Transfer

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

### 22.1.1. 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 of Studies.

### 22.1.2. Vertical Credit Transfer

For courses that were taken at a lower qualification level, the maximum number of credits that can be transferred is up to thirty per cent (30%) of the total credit hour requirement of the programme of studies subject to the approval of the Centre of Studies.

22.2. 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 of Studies.
- iii. Be from an accredited programme.

22.3. 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 of Studies.

- 22.4. The approved credits transferred from other institutions shall be assigned as exempted courses with “EX” grade.

**23. Credit Transfer Within IIUM**

- 23.1. A student may apply for transfer of credit from courses taken while attending the Pre-Sessional programmes or Centre for Foundation Studies subject to the approval from the Dean of Centre of Studies.
- 23.2. The approved credits transferred from within IIUM shall be assigned with the original grade of the course.

**24. Additional Course Requirements**

- 24.1. The Centre of Studies may impose an additional requirement for a course such as class attendance.
- 24.2. A student who did not fulfil the additional course requirement by respective Centre of Studies 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.
- 24.3. A student may be excused from course requirements with approval from the Dean of Centre of Studies supported by relevant documents.

**25. Exemption of Courses**

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

**PART IV  
ASSESSMENT**

**26. ASSESSMENT**

- 26.1 A registered student shall be assessed for all courses taken unless he is excluded from assessment.
- 26.2 A student grade in a course is determined by the Assessment Method Weightage in the course outline.

- 26.3 Components of assessment maybe administered in any form and subject to any condition specified in the course outline.

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

There shall be a Committee of Examiners for each Centre of Studies 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 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;
- (d) to review, confirm and endorse final grades submitted by individual course instructors to the Dean of Centre of Studies; and
- (e) to determine the Dean's List.

### **27.1. Members of the Centre of Studies Committee of Examiners**

- (1) Members of the Centre of Studies Committee of Examiners shall comprise the following:
  - (a) Dean;
  - (b) Deputy Deans; and
  - (c) Department Heads and/or Examination Coordinators.
- (2) Notwithstanding sub-regulation 26 (1) the Dean may invite any other person to attend a meeting of the Centre of Studies Committee of Examiners.

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

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

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

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

## **28. Examination Committees**

- 28.1. An Examination Committee shall be established at each Centre of Studies and/or department chaired by the Dean or Head of Department respectively.
- 28.2. The committee shall consist of at least three (3) members from the Centre of Studies 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 of Studies Committee of Examiners.

## **29. End- of- Semester Examination**

End-of-Semester Examination shall be held starting from week fifteen (15) of the regular semester or starting from week eight (8) of the short semester.

## **30. Absence during End-of-Semester Examination**

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

## **31. Decentralised End-of-Semester Examination**

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

## **32. Special Examination**

- 32.1. A special examination shall be arranged for a student who is absent from the end-of-semester examination on reasons acceptable to the Dean of Centre of Studies.
- 32.2. A student shall not be allowed to defer special examination without a valid reason acceptable to the Dean of Centre of Studies, or otherwise shall be graded on the coursework marks.

## **33. Barring from Examination**

- 33.1. The Dean of Centre of Studies may bar a student from taking the assessment in the case where the student fails to meet any of the requirements of the course.



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

**34. Official Course Results**

- 34.1. The grade for any course shall be endorsed by the Centre of Studies Committee of Examiners.
- 34.2. A student shall be notified of the course grade by the office in charge of academic management.
- 34.3. 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.

**35. Change of Grade**

- 35.1. A student may apply for rechecking of his course grade, and a change of grade may happen.
- 35.2. Committee of Examiners may initiate rechecking of the course grade in the case of irregularities, and a change of grade may happen.
- 35.3. Change of Grade shall require recommendation by the Centre of Studies Committee of Examiners and subsequently endorsed by the Senate.

**PART V  
ACADEMIC STANDING**

**36. Good Academic Standing**

- 36.1. A student is on good academic standing if a CGPA of 2.00 or its equivalent and above is maintained.
- 36.2. A student who has obtained a GPA of 3.50 and above and has registered for at least twelve (12) credits or its equivalent, and passed all courses is eligible for the Dean's List.

**37. Academic Probation**

- 37.1. 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.
- 37.2. A student on probation shall carry an academic load of not more than eighteen (18) credits.

**38. Academic Dismissal**

38.1. A student shall be dismissed from the University 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;

38.2. Notwithstanding 38.1, a student shall be dismissed from the Dentistry or Medical programme if he/she exceeds the maximum allowable duration of study based on the phases of the study.

**PART VI  
READMISSIONS**

**39. Readmission**

39.1. A student with no disciplinary misconduct who has obtained a CGPA  $\geq 1.00$  may be considered for readmission with the approval of the Dean of Centre of Studies. The readmission shall be allowed only once.

39.2. 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.

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

39.4. Level One (1) students may choose to be readmitted on a clean slate.

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

39.6. 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.

39.7. Upon dismissal, a dismissed student may apply for readmission within a maximum period of two (2) 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 studies.

## **PART VII STUDY PERIOD**

### **40. Minimum Study Period**

The minimum number of semesters for any student to complete a degree programme in the University is four (4) regular semesters.

### **41. Maximum Study Period**

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.

### **42. Maximum Study Period for Kulliyyah of Medicine and Kulliyyah of Dentistry**

The maximum period permitted for a student to complete the Medical and Dentistry Programme is eight (8) years. A student shall be dismissed from the Dentistry and Medical Programme if he has exceeded the maximum allowable duration of study based on the phases of the study.

## **PART VIII GRADUATION REQUIREMENTS**

### **43. Extension of Study Period**

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

43.2. 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.

### **44. Graduation Requirements**

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 Graduation Committee.

### **45. Senate Graduation Committee**

45.1. The Senate Graduation Committee is responsible to verify and endorse the graduation list submitted by the Centre of Studies.

- 45.2. The Senate Graduation Committee Meeting shall consist of the followings:
- i. The Director or head of the office in charge of academic management of the university who shall be the Chairman;
  - ii. Deputy Directors or deputy head of the office in charge of academic management;
  - iii. Officer-in-charge of graduation of the office in charge of academic management who shall be the secretary.
- 45.3. A student who has obtained a final CGPA of 3.50 and above is eligible for the Rector's List.

### **PART IX GENERAL PROVISIONS**

**46.** Centre of Studies may issue guidelines for the implementation of these regulations.

#### **47. Prerogative of the Senate**

- 47.1. 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.
- 47.2. Notwithstanding these Regulations, the Senate reserves the right to make the final decision on any academic matters.
- 47.3. In the event of any dispute relating to any section in these Regulations, the interpretation of the Senate shall prevail.