PROGRAMME STANDARDS:
LAW AND
SHARIAH LAW

This Programme Standards
for **Law and Shariah Law**
serves as guideline for good
practices for **Law and**
Shariah Law programmes
to safeguard the quality
and integrity of the
programmes.

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FOREWORD

The Malaysian Qualifications Agency (MQA), as the sole national higher education quality assurance organisation, regulates quality through the development of quality assurance documents. These documents are Malaysian Qualifications Framework (MQF), Codes of Practice, the Guidelines to Good Practices and Programme Standards, all of which must be used as a reference point in the conduct of a programme of study in Malaysia.

Programme Standards are developed to provide specific guidelines to providers in a particular field or course of study so as to fulfil the MQF requirements. These guidelines, if followed closely and wisely, enable the development and sustenance of programmes quality in Malaysia, thus improve the quality of graduates, and enhance graduates employability and progress.

The Programme Standards for Law and Shariah Law is formulated to stimulate the development of academic programmes in the field of Law and Shariah Law from diploma to the doctoral levels. The Standards comprises of specific guidelines on programme aims and educational objectives, programme learning outcomes, programme design (including a proposed programme structure), students admission criteria, student assessment method, criteria for academic staffs, educational resources and continuous quality improvement.

The panel involved in the development of this Programme Standards represents various stakeholders such as government sectors, private agencies, and higher education providers. To ensure greater acceptance of the document, several stakeholders workshops were held to discuss the reviewed standards. The draft was presented and stakeholders" views are consolidated into this final document.

My deepest gratitude goes to the panel, stakeholders and the MQA officers who have put forth tremendous effort and sacrificed their time in compiling the Programme Standards for Law and Shariah Law.

Congratulations.

Dato' Prof. Dr. Rujhan Bin Mustafa
Chief Executive Officer
Malaysian Qualifications Agency (MQA)
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ABBREVIATIONS

CLP	Certificate in Legal Practice
CGPA	Cumulative Grade Point Average
COPIA	Code of Practice for Institutional Audit
COPPA	Code of Practice for Programme Accreditation
CPD	Continuous Professional Development
IELTS	International English Language Testing System
GGP	Guidelines to Good Practices
GP	Grade Point
HEPs	Higher Education Providers
LL.B	*Legum Baccalaureus* (Bachelor of Laws)
LL.M	*Legum Magister* (Master of Laws)
MOHE	Ministry of Higher Education
MQA	Malaysian Qualifications Agency
MQF	Malaysian Qualifications Framework
MUET	Malaysian University English Test
PhD	Doctor of Philosophy
PS	Programme Standards
SKM	*Sijil Kemahiran Malaysia*
STAM	*Sijil Tinggi Agama Malaysia*
SPM	*Sijil Pelajaran Malaysia*
STPM	*Sijil Tinggi Persekolahan Malaysia*
TOEFL	Test of English as a Foreign Language

1. INTRODUCTION

This Programme Standards for Law and Shariah Law, subsequently referred to as the Standards, is aimed for good practices guidelines in operating the Law and Shariah Law in order to safeguard the quality and integrity of the programmes.

The Standards is developed by a group of expert consisting of practising advocates and academics from both the Civil and Shariah Law disciplines. This document which now becomes the nationally agreed standards for Law and Shariah Law programmes was put before the stakeholders for consultation and feedback.

The Standards recognises that approaches and mechanisms in quality assurance of higher education are often evolving; hence it adopts a developmental, non-prescriptive and non-exhaustive approach. Thus, it sets out general principles that are of interest to a range of stakeholders and should not be seen as an instruction manual, as it does not provide detailed accounts of approaches and procedures.

Higher education providers and academic staff should find this document useful to assess and improve the quality of the Law and Shariah Law programmes they are offering or intend to offer. Needless to say, the concept of quality rests on the principles of peer evaluation and defensibility. Providers using this document must at the same time be aware of the differing needs within the industry on graduates competency and the duties of the stakeholders to provide for the best teaching and learning environment.

The development of curriculum should also take into cognisance the many progresses in legal service and evolution in the society that significantly caused the promulgation of new laws and/or amendments to existing ones as well as the implementation and administration of laws in both the Shariah and Civil systems. The growth undoubtedly has implications on the curriculum design and method of delivery for both Law and Shariah Law education. Some examples of these important developments locally, nationally and globally include:

i. The emergence of alternative dispute resolution as conflict settlement mechanism;

ii. the trend towards globalisation and liberalisation which requires greater understanding of matters such as commercial law, international corporate finance, trade and shipping as well as the need for technological skills, lifelong learning and accepted standards of practice that are congruent with international standards;

iii. the use of *Bahasa Malaysia* in both Civil and Shariah courts;

iv. the increasing use of information communication technology (ICT) in the provision of legal skills and practice. For example online discussion and negotiation, online client portals, online mediation, electronic filing of documents and the creation of e-courts;

v. the emergence of new areas in law such as cyber law, bio-valley issues (patent, genetics, bioethics), privacy, terrorism, mutual legal assistance, extradition, money laundering, international trade and human rights;

vi. the increase of international collaboration causing the creation of numerous international conventions that may require harmonisation of laws;

vii. the increasing interest and development in Islamic law, in addition to Islamic family law such as *muamalat,* Islamic banking and *takaful*;

viii. the trend towards uniformity and appreciation on the role of Islamic law;

ix. the modernisation of Shariah Court and upgrading of Islamic law jurisdiction and administrative sphere that requires the transformation on the governance of the Shariah Courts" officials and Syarie lawyer; and

x. the jurisdictional dispute[1] between Shariah Court and Civil Court and the need to reconcile the two systems requires deep appreciation and understanding by students and graduates in law and shariah law.

All standards and requirements in the Programme Standards reflect the current status in the industry. However, the standards with regards to the Certificate in Legal Practice (CLP) are recommendations resulting from the panel discussion; therefore cannot be taken as the views and policies of the Legal Profession Qualifying Board. The standards outline represents the ideals to which the CLP should comply with.

The standards do not indicate all possible nomenclatures in Law and Shariah Law. The nomenclatures listed are generic such as Bachelor of Laws, that is the main

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[1] Amendment as in MQA Circular Letter No. 3/2015 with reference number MQA.100-1/7/1(9) dated 14th. September 2015 effective on 1st. March 2016 for new programme.

programme which includes the traditional LL.B, Bachelor of Legal Studies and Bachelor of Jurisprudence.

Since the Programme Standards operates as a guideline for Law and Shariah Law programmes only, it is of paramount importance that this document be read with other quality assurance documents and policies issued by the Malaysian Qualifications Agency and related agencies. These include but are not limited to:

i. The Malaysian Qualifications Framework (MQF);
ii. The Code of Practice for Programme Accreditation (COPPA);
iii. The Code of Practice for Institutional Audit (COPIA);
iv. Relevant Guidelines to Good Practices (GGP); and
v. Other Relevant Standards.

2. PROGRAMME AIMS AND EDUCATIONAL OBJECTIVES

The aims of a programme are described in a broad and general statement of learning and teaching intention, encapsulating the general contents and direction.

"A programme"s stated aims, objectives and learning outcomes reflect what it wants the learner to achieve. It is crucial for these aims, objectives and learning outcomes to be expressed explicitly and be made known to learners and other stakeholders alike" (COPPA, 2008, page 10).

DIPLOMA (Level 4, Malaysian Qualifications Framework, MQF)
The programme aim is to produce graduates who possess a satisfactory command of law or shariah knowledge, skills and aptitude to serve the profession, society and the nation. At the same time, possess skills for lifelong learning and career development; and also develop a sense of awareness to uphold rule of law and social justice.

The programme educational objectives of the diploma programme are to produce semi-professionals in Law or Shariah Law who:
  i.   analyse and apply the principles of Law or Shariah Law from its sources;
  ii. lead and engage in teams in problem solving tasks through effective communication;
  iii. utilise ICT to advance their knowledge and skills and to understand business opportunities in the profession; and
  iv. demonstrate ethical and professional values and moral obligations in providing services to the clients and the society as a whole.

BACHELOR'S DEGREE (Level 6, MQF)
The programme aim is to produce graduates who possess sufficient command of knowledge, skills and aptitude in Law or Shariah Law to serve the profession, society, nation and humanity. At the same time, possess skills for lifelong learning and career development; and also develop a sense of awareness to uphold rule of law and social justice.

The educational objectives of the degree programme are to produce professionals in Law or Shariah Law who:

 i. synthesise, apply and organise the principles of Law or Shariah Law from its sources;
 ii. lead and engage in teams in problem solving tasks through effective communication in required languages;
 iii. utilise ICT to advance their knowledge and skills and to explore business opportunities in the profession, locally and globally;
 iv. integrate ethical and professional values and moral obligations in providing services to the clients and the society as a whole; and
 v. understand and able to explain the jurisdictional dispute between Shariah Court and Civil Court.[2]

In addition to the above, the professional year programme educational objectives are to produce professionals in Law or Shariah Law who:

 i. understand fundamental legal principles, practice and procedures of Malaysian law;
 ii. integrate professional value of ethics and professionalism in candidates in accordance with the Legal Profession Act 1976 or Shariah Courts ethical rules;
 iii. meet the expectation of clients, the profession and society;
 iv. demonstrate practical legal skills such as in drafting of pleadings, drafting of contractual documents, advocacy skills, negotiation skills and skills necessary for alternative dispute resolution;
 v. have competency and proficiency in the Civil or Shariah court processes in accordance with the courts practices, rules and procedures or other areas;
 vi. internalise sense of awareness to uphold rule of law and social justice; and
 vii. have motivation to practise and provide legal services to the legal related profession locally or globally.

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[2] *Ibid*, p. 2

GRADUATE CERTIFICATE (CERTIFICATE IN LEGAL PRACTICE) (Level 6, MQF)

The programme aim is to produce graduates who possess sufficient command of knowledge, skills and aptitude in law to serve the profession, society, nation and humanity; and also develop a sense of awareness to uphold rule of law and social justice. The qualification will enable the holders to be eventually admitted as an advocates and solicitors.

The programme educational objectives of the certificate in legal practice are to produce professionals in law who:

i. understand fundamental legal principles, practice and procedures of Malaysian law;

ii. integrate professional value of ethics and professionalism in candidates in accordance with the Legal Profession Act 1976;

iii. meet the expectation of clients, the profession and society;

iv. demonstrate practical legal skills such as in drafting of pleadings, drafting of contractual documents, advocacy skills, negotiation skills and skills necessary for alternative dispute resolution;

v. have competency and proficiency in the Civil court processes in accordance with the courts practices, rules and procedures or other areas;

vi. internalise sense of awareness to uphold rule of law and social justice;

vii. have motivation to practice and provide legal services to the legal related profession locally or globally; and

viii. understand and able to explain the jurisdictional dispute[3] between Shariah Court and Civil Court.

POSTGRADUATE CERTIFICATE AND DIPLOMA (Level 7, MQF)

Law (certificate and diploma) and Shariah Law (certificate)

The programme aim is to produce graduates who possess advanced knowledge in Law or Shariah Law with the ability to critically evaluate, analyse, synthesise and

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[3] *Ibid*, p. 2

conduct research in Law or Shariah Law; and also develop a sense of awareness to uphold rule of law and social justice.

The programme educational objectives are to produce graduates who:
  i. specialise in general or specific areas of Law or Shariah Law;
 ii. possess advanced level of comprehension, research and analytical skills;
iii. are competent in research and writing;
 iv. are able to undertake comparative study of Law or Shariah Law;
  v. can communicate and work effectively with peers and stakeholders;
 vi. are able to manage information for lifelong learning; and
vii. understand and able to explain the jurisdictional dispute[4] between Shariah Court and Civil Court.

Shariah Law (diploma)

The programme aim is to produce graduates who possess advanced command of knowledge, skills and aptitude in Malaysian Shariah Law to serve the profession, society, nation and humanity; and also develop a sense of awareness to uphold rule of law and social justice. The qualification will enable the holders to be eventually admitted as Shariah court officials and practitioners.

The programme educational objectives of postgraduate diploma in Shariah Law are to produce professionals who:
  i. meet the expectation of clients, the profession and society;
 ii. demonstrate practical legal skills such as in drafting of pleadings, drafting of contractual documents, advocacy skills, negotiation skills and skills necessary for alternative dispute resolution;
iii. have competency and proficiency in the court processes in accordance with the courts practices, rules and procedures whether in criminal, civil or other areas;
 iv. have sense of awareness to uphold rule of law and social justice;
  v. are able to write or converse in *Bahasa Malaysia* (*Malaysia* language) proficiently, and able to use basic Arabic and English languages; and
 vi. understand and able to explain the jurisdictional dispute[5] between Shariah Court and Civil Court.

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[4] *Ibid*, p. 2

MASTER'S DEGREE (Level 7, MQF)

The programme aim is to produce graduates who possess advanced knowledge in Law or Shariah Law with the ability to critically evaluate, analyse, synthesise and conduct research in Law or Shariah Law.

The programme educational objectives of master"s degree are to produce graduates who:

i.   apply advanced knowledge in specific or comparative areas of Law or Shariah Law;

ii. have advanced level of comprehension, research and analytical skills to provide quality research and services to the public and private sectors;

iii. continue to advance their knowledge, understanding and abilities by utilising ICT to create business opportunities in the profession, locally and globally;

iv. utilise effective communicative abilities to lead and engage in research teams while exploring solutions to real problems within and across disciplines; and

v.   synthesise and promote ethical and professional values in providing services to the clients and society as a whole.

DOCTORAL DEGREE (Level 8, MQF)

The programme aim is to produce graduates with the ability to carry out advanced research in Law or Shariah Law with the aim of facilitating discovery and contributing to new knowledge and practice.

The programme educational objectives of doctoral degree are to produce graduates who:

i.   develop new and original ideas/*ijtihad* and concepts in Law or Shariah Law or expand and enhance/*tajdid* existing ideas and concepts in Law or Shariah Law;

ii. are able to undertake sound, intensive and in-depth research and writing, for the purposes of academic scholarship and for the benefit of the public and private sectors;

iii. are Legal or Shariah intellectuals who are scholars and point of references; and

iv. synthesise and promote ethical and professional values in providing services to the clients and society as a whole.

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[5] *Ibid*, p. 2

Among the possible job opportunities are as follows:

Government Sector
Assistant Legal Officer
Assistant Shariah Officer
Deputy Public Prosecutor
Federal Counsel
Legal Advisor at Government Department
Judicial and Legal Officer
Shariah Officer at Department of Shariah Judiciary Malaysia
Shariah Officer at State Shariah Courts
Shariah Officer at Department of Islamic Development
Shariah Officer at Attorney General Chamber
Shariah Officer at Ministry of Women and Community Development
Shariah Officer at State Legal Advisor Office
Shariah Officer in Legal Aid Bureau
Shariah Prosecutor

Private Sector
Advisor or Consultant of Shariah Law
Advocate & Solicitor
Human Resource Executive
Legal Counsel at Local, International or Multinational Company
Legal Executive
Shariah Officer in Banking and Financial Institution
Sharie Lawyer

Academic
Lecturer
Researcher

Note**:** The list is not exhaustive, there are other areas that may require candidate with legal training in the future.

3. LEARNING OUTCOMES

Learning Outcomes are detailed statements described in explicit terms of learners" achievement and are achievable and assessable upon completion of a period of study.

"The quality of a programme is ultimately assessed by the ability of the learner to carry out their expected roles and responsibilities in society. This requires the programme to have a clear statement of the learning outcomes to be achieved by the learner" (COPPA, 2008, page. 11).

These learning outcomes should cumulatively reflect the eight domains of learning outcomes, which are significant for Malaysia (MQF, 2007, Para 15, page. 4) and are related to the various levels of taxonomy accordingly, in line with national and global developments.

The eight domains of learning outcomes are:
  i.   knowledge;
  ii.   practical skills;
  iii.   social skills and responsibilities;
  iv.   values, attitudes and professionalism;
  v.   communication, leadership and team skills;
  vi.   problem solving and scientific skills;
  vii.   information management and lifelong learning skills; and
  viii.   managerial and entrepreneurial skills.

DIPLOMA

Upon completion of the programme, graduates should be able to:
  i.   apply and acquire knowledge and understanding of sources and principles of Law or Shariah Law;
  ii.   plan, conduct and conclude scientific investigation in Law or Shariah Law;
  iii.   apply legal or Shariah principles in current legal issues and problems;

iv. demonstrate understanding of professional ethics and moral obligations in the profession;

v. demonstrate appropriate interpersonal and communication skills in dealing with others;

vi. execute and take responsibility for routine tasks;

vii. work as a team with awareness of social and ethical responsibilities;

viii. apply relevant skills for lifelong learning and career development; and

ix. apply managerial and entrepreneurial skills to explore career opportunities in legal or Shariah law profession.

BACHELOR'S DEGREE

Upon completion of the programme, graduates should be able to:

i. illustrate an understanding on the fundamental of legal principles, concepts and theories and authoritative sources of law in Law or Shariah Law;

ii. perform critical, analytical and problem solving skills with the ability to apply relevant principles, concepts and theories in Law or Shariah Law to a given situation;

iii. demonstrate adequate level of proficiency in required languages such as *Bahasa Malaysia*, English Language and Arabic Language (whichever is suitable) and practical skills including communication (oral and written), negotiation, client counselling and interview, mooting and research skills;

iv. explain international development in Law or Shariah Law;

v. build understanding about the working environment of Law or Shariah Law such as in the courts, law firms, corporations and legal aid centres;

vi. display an awareness, and as far as practicable, internalise the ethics and etiquette of the profession, as well as moral obligations to the community and humanity;

vii. apply managerial and entrepreneurial skills to establish career opportunities in legal or Shariah profession;

viii. apply relevant skills for lifelong learning and continuing professional development;

ix. demonstrate understanding of rule of law and social justice; and

x. demonstrate knowledge of jurisdictional dispute between Shariah Court and Civil Court[6].

In addition to the above, graduates in the professional year should be able to:

i. demonstrate an understanding in the value of ethics and professionalism in accordance with the Legal Profession Act 1976 or Shariah Courts ethical rules;

ii. demonstrate reasonable knowledge of practical skills such as drafting of pleadings, contractual documents, knowledge of advocacy skill and knowledge on alternative dispute resolution; and

iii. demonstrate competency in relevant courts procedures concerning civil and criminal action as well as other subject areas.

GRADUATE CERTIFICATE (CERTIFICATE IN LEGAL PRACTICE)

Upon completion of the programme, graduates should be able to:

i. demonstrate an understanding in the value of ethics and professionalism in accordance with the Legal Profession Act 1976;

ii. demonstrate the ability to draft legal documents and opinion;

iii. demonstrate competency in relevant courts procedures concerning civil and criminal action as well as other subject areas;

iv. demonstrate understanding on history, principles, concepts and theories of Malaysian legal system;

v. use both *Bahasa Malaysia* and English languages proficiently in relation to legal matter, both in writing and orally;

vi. demonstrate basic court etiquette and advocacy skills, negotiation skills, client relationship and alternative dispute resolutions;

vii. demonstrate understanding of rule of law and social justice; and

viii. demonstrate knowledge of jurisdictional dispute[7] between Shariah Court and Civil Court.

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[6] *Ibid*, p. 2
[7] *Ibid*, p. 2

POSTGRADUATE CERTIFICATE AND DIPLOMA

LAW (postgraduate certificate and diploma)

Upon completion of the programme, graduates should be able to:
  i. identify, explain and apply the legal principles, concepts and theories in line with Malaysian Legal system and the administration of Islamic law in Malaysia;
  ii. demonstrate the ability to draft legal documents and opinion;
  iii. demonstrate basic court etiquette and advocacy skills, negotiation skills, client relationship, and alternative dispute resolutions;
  iv. demonstrate competency in relevant courts procedures concerning civil and criminal action as well as other subject areas;
  v. use of required languages proficiently in relation to legal matters, both in writing and orally;
  vi. display communication skills and ability to present ideas and solutions;
  vii. demonstrate understanding of rule of law and social justice;
  viii. demonstrate competency as leaders in a team and knowledge of social and ethical responsibilities;
  ix. demonstrate skill to acquire knowledge and information from reliable sources for research, lifelong learning and career development; and
  x. demonstrate knowledge of jurisdictional dispute[8] between Shariah Court and Civil Court.

SHARIAH LAW (postgraduate diploma)

Upon completion of the programme, graduates should be able to:
  i. demonstrate understanding on history, principles, concepts and theories of Malaysian and Islamic legal systems;
  ii. demonstrate an understanding in the value of ethics and professionalism in accordance with the Shariah legal ethics;
  iii. use both *Bahasa Malaysia* and Arabic languages in legal business with basic familiarity of usage in English language;
  iv. demonstrate the ability to draft legal documents and opinion;

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[8] *Ibid*, p. 2

v. demonstrate basic court etiquette and advocacy skills, negotiation skills, client relationship, and alternative dispute resolutions;

vi. demonstrate competency in relevant courts procedures concerning civil and criminal action as well as other subject areas;

vii. demonstrate understanding of rule of law and social justice; and

viii. demonstrate knowledge of jurisdictional dispute[9] between Shariah Court and Civil Court.

MASTER'S DEGREE

Upon completion of the programme, graduates should be able to:

i. develop specialist knowledge in specific area of Law or Shariah Law;

ii. apply advanced level of comprehension, research and analytical skills;

iii. demonstrate competency in research and writing;

iv. exhibit competency to undertake comparative study of laws;

v. demonstrate leadership qualities through communicating and working effectively with peers and stakeholders;

vi. manage information for lifelong learning;

vii. analyse, critique and suggest solutions to issues; and

viii. produce well-researched papers and/or dissertation in accordance with the academic and ethical standards of the institution.

DOCTORAL DEGREE

Upon completion of the programme, graduates should be able to:

i. develop new and original ideas/*ijtihad* and concepts in Law or Shariah Law or expand and enhance/*tajdid* existing ideas and concepts in Law or Shariah Law;

ii. undertake sound, intensive and in-depth research and writing for purposes of academic scholarship;

iii. demonstrate intellectual competency to become a point of reference in the legal field;

iv. adapt practical skills leading to innovative ideas in the relevant field;

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[9] *Ibid*, p. 2

v. display leadership qualities through communicating and working effectively with peers and stakeholders;

vi. appraise problems in the relevant field critically using scientific skills*;*

vii. produce a well-researched paper or dissertation in accordance with the highest academic and ethical standards; and

viii. integrate information for lifelong learning.

4. CURRICULUM DESIGN AND DELIVERY

For the purpose of this Programme Standards document, reference is made to the Code of Practice for Programme Accreditation (COPPA) and in particular, the section on Area 2: Curriculum Design and Delivery.

"The term „curriculum design and delivery" is used interchangeably with the term „programme design and delivery". „Programme" means an arrangement of courses that are structured for a specified duration and the learning volume to achieve the stated learning outcomes to lead to an award of a qualification" (COPPA, 2008, page 12).

The specific requirements for each level are indicated in this section. However as a general guide, the following should be considered:

 i. a bachelor"s degree of law without the professional year shall be taught with a minimum credits of 120;

 ii. for programmes with the professional years, a minimum of 4 years of study is required with a minimum credits of 160;

 iii. students with credit transfers may do less semesters by virtue of the transfer of credit, subjected to credit transfer policies in place at the time;

 iv. the indicated credits in this section are the minimum benchmarks, nevertheless the law faculty may offer higher credit hours in accordance to the needs of the programmes and specialisation;

 v. the body of knowledge stated in Appendix 2 constitutes the fundamental body of knowledge in the syllabus for all Law or Shariah Law programmes and must be incorporated in the Law or Shariah Law school syllabus;

 vi. the recommended mapping of the body of knowledge to skills is provided in Appendix 3 and demonstrates the requirement of the professions;

 vii. the explanatory notes on skills illustrated in Appendix 4 propose the activities that should take place in imparting the skills that need to be inculcated in the students;

 viii. the recommended mapping of programme learning outcomes to the eight MQF learning outcome domains is illustrated in Appendix 5; and

 ix. the recommended mapping of skills to eight MQF learning outcome domains is illustrated in Appendix 6

In Malaysian HEPs, there are essentially five approaches in which programmes are offered. These are:

i. Single Major

"A programme containing only one main area is named according to its respective area" (MQF, 2007 page. 4). For example, Diploma in Shariah, Diploma in Law, Diploma in Maritime Law, Bachelor of Laws, Bachelor of Law, Bachelor of Shariah Law.

ii. Major - minor

"A major – minor programme that contains at least 25% component in other fields of study is named using the connector „WITH"" (MQF, 2007 page. 4). For example Bachelor of Laws with Business. This is permissible for bachelor"s degree only.

iii. Specialisation

"Programme with specialization in at least 25% of the main field, the specialisation is indicated in brackets" (MQF, 2007 page. 4). For example Bachelor of Laws (International Trade). Degree title Bachelor of Law (Shariah and Civil) is impermissible. Specialisation is permissible for bachelor"s and master"s degree only.

iv. Double Major

"Double major programmes that contain fundamental component of the two main fields with the percentage of 50-50, the qualification is named using the connector „AND"" (MQF, 2007 page. 4). For example Bachelor of Laws and Shariah Law, Bachelor of Shariah Law and Laws. This is permissible for bachelor"s degree only with minimum of 147 credits.

v. Double Degree

A double degree refers to two separate awards which consists of two separate degrees from two discipline areas or two similar areas in the same faculty or in two different faculties at the same university or at a different university, locally or abroad. For example Bachelor of Laws and Bachelor of Business. The policy on double degree programme can be referred to *Surat Makluman Berkenaan Dasar*

Jaminan Kualiti Yang Diputuskan Melalui Mesyuarat Kajian Semula Dasar-Dasar Berkaitan Jaminan Kualiti Bil. 1/2012 – Bil. 3/2013, rujukan (JPT(A)1000/001/013/05 Jilid 3(2)), dated 15th May 2014. This is permissible for bachelor"s degree only with minimum of 174 credits.

For the sample of distribution of credits for a bachelor"s degree, refer to the Guidelines to Good Practices: Curriculum Design and Delivery at page 25.

DIPLOMA

LAW

The diploma programme shall stress on:

i.   acquisition of knowledge in the field of law as prescribed in the body of knowledge;

ii. use of information technology (should be incorporated in all courses)

iii. problem-based learning;

iv. problem solving and communication;

v.   emphasis on character building; and

vi. the aspect of lifelong learning for future career development.

Table 1: Diploma (Law)

Minimum Graduating Credits – 90		
Components	**Percentage (%)**	**Credits**
Compulsory Modules (General* and HEPs modules)	10 – 20	9 – 18
Core	75 – 85	68 – 77
Electives	3 – 10	3 – 9
Total	**100**	**90**

* 9-11 credits as prescribed by the Ministry of Higher Education (MOHE).

SHARIAH LAW

At diploma level the course content is to provide graduates with adequate knowledge and experience in the Shariah Law combining between the theoretical dimension of the Shariah and its application in modern realities with exposure to elementary Law. The course content therefore stresses on the following elements:

i. acquisition of knowledge in the field of Shariah Law and Law as prescribed in the body of knowledge;
ii. emphasis on problem solving and communication;
iii. emphasis on character building based on the Shariah values; and
iv. emphasis on the aspect of lifelong learning for future career development.

The design of the courses is divided into three main components where students have to complete a minimum 90 credit units as suggestion in Table 2.

Table 2: Diploma (Shariah Law)

Minimum Graduating Credits – 90			
Components		**Percentage (%)**	**Credits**
Compulsory Modules (General* and HEPs modules)		10 – 20	9 – 18
Core	Shariah Law	62 – 69	51 – 63
	Law	17 – 23	15 – 21
Electives		3 – 10	3 – 9
Total		**100**	**90**

* 9-11 credits as prescribed by the MOHE.

Recommended delivery methods:

i. Experiential learning
ii. Interactive learning
iii. Lectures
iv. Problem-based learning
v. Tutorials

BACHELOR'S DEGREE

LAW

The Bachelor"s programme shall stress:

i.   Legal methodology (research, critical thinking, reasoning and decision making);

ii. use of information technology (should be incorporated in all courses);

iii. problem-based learning;

iv. public speaking;

v.   comparative analysis of law and practice;

vi. ethics and professionalism;

vii. mooting and mock trials; and

viii. student attachment/placement.

Table 3: Bachelor"s Degree Law (Single Major)

Minimum Graduating Credits – 120		
Components	**Percentage (%)**	**Credits**
Compulsory Modules (General* and HEPs modules)	15 – 25	18 – 30
Core	59.5 – 70	71 – 84
Electives	12.5 – 18	15 – 22[10]
Student attachment/placement ** Note: Student must be given credit for any attachment/placement that they undergo	0 – 5	0 – 6
Total	**100**	**120**

* 12-14 credits as prescribed by the MOHE.

** Student attachment/placement is crucial in the development of students" maturity and experience. Hence, HEPs are encouraged to allocate a minimum number of units for this purpose according to the formula of 1 credit = 2 weeks training.

** Professional year students are required to undertake attachment/placement with minimum of 2 credits before they begin the professional year or during the professional year.

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[10] *Ibid*, p. 2

BACHELOR'S DEGREE (PROFESSIONAL YEAR)

Table 4: Bachelor"s Degree Law (Professional Year)

Minimum Graduating Credits – 40		
Components	**Percentage (%)**	**Credits**
Core	100	40

GRADUATE CERTIFICATE (CERTIFICATE IN LEGAL PRACTICE)

Table 5: Certificate in Legal Practice

Minimum Graduating Credits – 40		
Components	**Percentage (%)**	**Credits**
Core	100	40

Note**:** CLP candidates are required to take an additional 6 credits of general modules U1, as prescribed by the MOHE. This is applicable to those who have not taken U1 modules at the bachelor"s level.

SHARIAH LAW

Bachelor in Shariah Law shall emphasize on the acquisition of knowledge of Shariah laws; acquisition of specialised skills through its rich legal tradition, modern scientific and legal methods, and its application in a dynamic society through the following learning strategies:

i. holistic approach in the study of Shariah and rules of *fiqh* with the stress on the sources, objectives, aims, reasoning, critical thinking and analysis;

ii. emphasises on the use of authoritative sources and references and use of information technology incorporated in all courses;

iii. problem-based learning;

iv. public speaking;

v. comparative analysis of law and practice;

vi. ethics and professionalism

vii. mooting and mock trials;

viii. student attachment/placement; and

ix. emphasis on the enhancement of human personality and character that inculcate Islamic values and proprieties.

Table 6: Bachelor's Degree Shariah Law (Single Major)

Minimum Graduating Credits – 140		
Components	**Percentage (%)**	**Credits**
Compulsory Modules (General* and HEPs modules)	13 – 21	18 – 30
Shariah Law Core	30 – 32	42 – 45
Shariah Law Professional	19 – 26	27 – 36
Law	19 – 26	27 – 36
Electives	5 – 10	7 – 21
Student attachment/placement **	1 – 4	2 – 6
Total	**100**	**140**

* 12-14 credits as prescribed by the MOHE.

** Student attachment/placement is crucial in the development of students" maturity and experience. Hence, HEPs are encouraged to allocate a minimum number of units for this purpose according to the formula of 1 credit = 2 weeks training.

Nomenclature: In order to distinguish from Bachelor of Shariah in Islamic Studies, Bachelor's Degree Shariah in this programme standard may be called as Bachelor of Shariah Law.

Table 7: Bachelor's Degree Law and Shariah Law (Double Major)

Minimum Graduating Credits – 147		
Components	**Percentage (%)**	**Credits**
Compulsory Modules (General* and HEPs modules)	12 – 20	18 – 30
Civil Core	34 – 45	50 – 66
Shariah Law Core	34 – 45	50 – 66
Electives	2 – 8	3 – 12
Student attachment/placement **	1 – 4	2 – 6
Total	**100**	**147**

* 12-14 credits as prescribed by the MOHE.

** Student attachment/placement is crucial in the development of students" maturity and experience. Hence, HEPs are encouraged to allocate a minimum number of units for this purpose according to the formula of 1 credit = 2 weeks training.

Note**:**

i. In order for a graduate of this programme to practice in civil court, the graduate needs to pass the professional year or CLP.

ii. In order for a graduate of this programme to practice in Shariah court, the graduate needs to pass the postgraduate diploma in shariah law.

Example of Nomenclature: Bachelor of Law and Shariah Law

Table 8: Bachelor"s Degree Shariah Law and Law (Double Major)

Minimum Graduating Credits – 147		
Components	**Percentage (%)**	**Credits**
Compulsory Modules (General* and HEPs modules)	12 – 20	18 – 30
Shariah Law Core	29 – 31	42 – 45
Shariah Law Professional	18 – 24	27 – 36
Law	23 – 29**	34 - 43
Electives	5 – 14	7 – 21
Student attachment/placement ***	1 – 4	2 – 6
Total	**100**	**147**

* 12-14 credits as prescribed by the MOHE.

** The percentage of the Law is slightly lower than the Shariah Law Core because the civil law procedural contents are incorporated in the Shariah Law Professional Courses.

*** Student attachment/placement is crucial in the development of students" maturity and experience. Hence, HEPs are encouraged to allocate a minimum number of units for this purpose according to the formula of 1 credit = 2 weeks training.

Note**:** Graduate of this programme should be able to practice in the Shariah court. In order for a graduate to practice in civil court, the graduate needs to pass CLP.

Example of Nomenclature: Bachelor of Shariah Law and Law

Recommended delivery methods for bachelor's degree programme:

i.   Case study

ii. Experiential learning (Field visits)

iii. Interactive learning

iv. Lectures

v.   Problem-based learning

vi. Tutorials

POSTGRADUATE CERTIFICATE (LAW)

Table 9**:** Postgraduate Certificate

Minimum Graduating Credits – 20		
Components	**Percentage (%)**	**Credits**
Core	100	20

Note: This programme can be conducted by law programme only.

POSTGRADUATE DIPLOMA (LAW AND SHARIAH LAW)

Table 10**:** Postgraduate Diploma

Minimum Graduating Credits – 30		
Components	**Percentage (%)**	**Credits**
Core	80 – 100	24 – 30
Electives	0 – 20	0 – 6
Total	**100**	**30**

Note: Candidates of Postgraduate Diploma in Shariah Law must obtain MUET band 2 in order to graduate.

MASTER'S DEGREE

Table 11: Master"s Degree by Coursework

Minimum Graduating Credits – 40		
Components	**Percentage (%)**	**Credits**
Core (Research Method)	10 – 15	4 – 6
Electives (inclusive of research projects)	85 – 90	34 – 36
Total	**100**	**40**

Nomenclature: For example LL.M, Master of Comparative Law

Table 12: Master"s Degree by Coursework with Specialisation

Minimum Graduating Credits – 40		
Components	Percentage (%)	Credits
Core (inclusive of research method and research projects)	25 – 40	10 – 16
Electives	60 – 75	24 – 30
Total	**100**	**40**

Nomenclature: For example LL.M (Business Law), LL.M (Intellectual Property), LL.M (Maritime Law) and LL.M (International Law)

Table 13: Master"s Degree by Mixed Mode

Minimum Graduating Credits – 40		
Components	Percentage (%)	Credits
Core (inclusive of Research Method)	10 – 15	4 – 6
Electives	35 – 40	14 – 16
Dissertation (20,000 to 25,000 words in length)	50 – 70	20 – 28
Total	**100**	**40**

Note:
i. Master"s degree by mixed mode with specialisation, the specialised area should be reflected either in the elective courses or in the dissertation.
ii. Ratio of coursework to dissertation is within the range of 50:50 or 40:60 or 30:70.

Table 14: Master"s Degree by Research

Component	Percentage (%)	Credits
Dissertation (40,000 to 50,000 words in length	100	No given credit value

Note:
i. Students are required to undertake research in a related field of study and submit a thesis.
ii. The programme must include appropriate training in research methodology.

iii. Minimum candidature of 1 year full-time or 2 years part-time (including a pre-requisite paper).

Nomenclature for Master's Degree by Mixed Mode or by Research: For example LL.M, Master of Comparative Law, LL.M (Business Law) LL.M (Intellectual Property), LL.M (Maritime Law) and LL.M (International Law)

Recommended delivery methods for postgraduate certificate, postgraduate diploma and master's degree:
  i.   Case study
  ii. Guest lecture series
  iii. Interactive learning
  iv. Intellectual discourse (Research seminars/workshop)
  v.   Lectures

DOCTORAL DEGREE

Table 15: Doctoral Degree by Coursework

Minimum Graduating Credits – 80		
Components	**Percentage (%)**	**Credits**
Core (inclusive of Research Method)	10 – 15	8 – 12
Electives	45 – 50	36 – 40
Research Projects (40,000 to 50,000 words)	30 – 49	24 – 40
Total	**100**	**80**

Table 16: Doctoral Degree by Mixed Mode

Minimum Graduating Credits – 80		
Components	**Percentage (%)**	**Credits**
Core (inclusive of Research Method)	10 – 15	8 – 12
Electives	22 – 40	28 – 32
Thesis (60,000 to 70,000 words)	50 – 70	40 – 56
Total	**100**	**80**

Note: Ratio of coursework to research is within the range of 50:50 or 40:60 or 30:70.

Table 17: Doctoral Degree by Research

Component	Percentage (%)	Credits
Thesis (80,000 to 100,000 words)	100	No given credit value

Note:

i. Students are required to undertake research in a related field of study and submit a thesis.

ii. The programme must include appropriate training in research methodology.

iii. The HEP must have a set of procedures and guidelines pertaining to;

    a. Minimum and maximum periods of candidature

    b. Format of the thesis.

Recommended delivery methods:

i. Case study

ii. Guest lecture series

iii. Interactive learning

iv. Intellectual discourse (Research seminars/workshop)

v. Lectures

5. ASSESSMENT OF STUDENT LEARNING

"Student assessment is a crucial aspect of quality assurance because it drives student learning and is one of the measures to show the achievement of learning outcomes. The achievement of learning outcomes stipulated for the programme is the basis in awarding qualifications. Hence, methods of student assessment have to be clear, consistent, effective, reliable and in line with current practices and must clearly support the achievement of learning outcomes" (COPPA, 2008, page 15).

The methods of assessment depend on the specific requirements of each module. The specific requirements for each level are as indicated in Table 18. However, as a general guide, the following must be followed:

i.   at each level, depending on the requirement of individual subjects/modules should incorporate both summative and formative assessments;

ii. assessments must comprise continuous and final evaluation;

iii. higher education institutions which run programme in collaboration with institutions of higher education outside of the country must implement continuous assessment internally if the main assessment method of the programme is in the form of final examination only;

iv. knowledge and understanding (the cognitive domain) on theories and practical skills should be assessed through written, oral or other suitable means;

v.   the need to meet the minimum credits for graduation would require students to take and pass corresponding number of courses;

vi. the types of assessments indicated in Table 18 are merely examples. HEPs are encouraged to use a variety of methods and tools appropriate for the assessment of the learning outcomes and competencies; and

vii. problem-based learning should be reinforced with the rubric approach in assessment.

viii. For Diploma levels, at least 80% of the total modules must have final examination in the Final Assessment. For Bachelor"s Degree without professional year levels, at least 70% of the total modules must have final examination in the Final Assessment. For professional year, at least 40% of the total modules must have final examination in the Final Assessment. For Master"s Degree by Coursework/Mixed Mode and Doctoral Degree by

Coursework/Mixed Mode, at least 50% of the total modules must have final examination in the Final Assessment.

Table 18: Assessment Methods

| QUALIFICATIONS | MODULES | | SUGGESTED FORMS OF ASSESSMENT |
	CONTINUOUS ASSESSMENT (%)	FINAL ASSESSMENT (%)	
Diploma	50 – 70	30 – 50	• Collaborative work • Final examination • Oral assessment • Practical assessment • Projects • Written assessment
Bachelor"s Degree	40 – 70	30 – 60	• Collaborative work • Final examination • Oral assessment • Peer review • Practical assessment • Written assessment
	0 – 100	0 – 100	• Student attachment/placement • Projects/Academic exercise
Note for Bachelor's Degree: Institutions conducting external degree programme and collaborative programme with overseas institutions are also required to conduct continuous assessment exercise internally even though it is not a requirement under the collaborative agreement. This continuous assessment is for the purpose of gauging the skills of the students and providing feedback to the students, however the results do not count towards the final overall mark.			
Graduate Certificate (Certificate in Legal Practice)	-	100	Final examination
Postgraduate Certificate and Diploma	40 – 60	40 – 60	• Final examination • Moot/Mock trial

| QUALIFICATIONS | MODULES | | SUGGESTED FORMS OF ASSESSMENT |
	CONTINUOUS ASSESSMENT (%)	FINAL ASSESSMENT (%)	
			• Oral assessment • Written assessment • Student attachment/placement
	0 -100	0 – 100	• Projects/Academic exercise
Master"s Degree by Coursework	50 - 80	20 - 50	• Final examination • Oral assessment • Written assessment
	0	100	• Research projects
Master"s Degree by Mixed Mode	50 – 80	20 – 50	• Final examination • Oral assessment • Written assessment
	0	100	• Dissertation (compulsory)
Master"s Degree by Research	0	100	• Dissertation (compulsory)
Doctoral Degree by Coursework	50 – 80	20 – 50	• Final examination • Oral assessment • Written assessment
	0	100	• Research projects (compulsory)
Doctoral Degree by Mixed Mode	50 – 80	20 – 50	• Final examination • Oral assessment • Written assessment
	0	100	• Thesis (compulsory) • Viva-voce (compulsory)
Doctoral Degree by Research	0	100	• Thesis (compulsory) • Viva-voce (compulsory)

Note**:**

The compositions of dissertation/thesis examiners as prescribed in the Standards: Master"s and Doctoral Degree are as follows:

i. Master"s Degree by Mixed Mode

The dissertation is to be examined by at least 2 examiners.

ii. Master"s Degree by Research

The dissertation is to be examined by at least 2 examiners, 1 of whom is an external examiner.

iii. Doctoral Degree by Coursework

The thesis is to be examined by at least 2 examiners, 1 of whom is an external examiner.

iv. Doctoral Degree by Mixed Mode

The thesis is to be examined by at least 2 examiners, 1 of whom is an external examiner.

v. Doctoral Degree by Research

The thesis is to be examined by at least 3 examiners, 2 of whom are external examiners.

6. STUDENT SELECTION

This section concerns the recruitment of students into the individual programme of studies. In addition to this section, the admission policies of the programme need to comply with the prevailing policies of the Malaysian Ministry of Education (MOHE).

"There are varying views on the best method of student selection. Whatever the method used, the HEP must be able to defend its consistency. The number of students to be admitted to the Programme is determined by the capacity of the HEP and the number of qualified applicants. HEP admission and retention policies must not be compromised for the sole purpose of maintaining a desired enrolment. If HEP operates geographically separated campuses or if the Programme is a collaborative one, the selection and assignment of all students must be consistent with national policies" (COPPA, 2008, page 17).

The standards for the recruitment of students are formulated keeping in mind with the generic national Higher Education policies pertaining to minimum student entry requirement. Higher Education Providers (HEPs) must take cognisance of any specific policies that may apply to their individual institution.

The specific requirements for each level are as indicated in this section. However as a general guide, the following should be considered in student selection:
  i.   that the requirements given in this section are the minimum entry qualifications;
  ii. any exemption provided for entry into a higher level is subject to existing credit exemption policy; and
  iii. the existing policies on Accreditation of Prior Experiential Learning (APEL) must be observed by the applicant and subjected to consent of the Agency or Senate.

DIPLOMA

i. A pass in *Sijil Pelajaran Malaysia* (SPM) with at least credit in any THREE (3) subjects; or any equivalent qualification;
   OR

ii. A pass in *Sijil Tinggi Persekolahan Malaysia* (STPM), with a minimum of Grade C (GP 2.0) in any subject; or any equivalent qualification;
   OR

iii. A pass in STAM with a minimum grade of *Maqbul* (pass);
   OR

iv. A pass in *Sijil Kemahiran Malaysia* (SKM) Level 3 in a related field, and a pass in SPM with a minimum of 1 credit in any subject;
   OR

v. Any qualifications equivalent to Certificate (Level 3, MQF).

BACHELOR'S DEGREE

LAW

MUET band 4
   AND

i. A pass in STPM, with a minimum Grade C (GP 2.0) in any TWO (2) subjects; or any equivalent qualification;
   OR

ii. A pass in *Sijil Tinggi Agama Malaysia (*STAM) with a minimum grade of *Jayyid* (good);
   OR

iii. Any qualifications equivalent to Diploma (Level 4, MQF); or any equivalent qualification;
   OR

iv. Matriculation/Foundation qualification with a minimum CGPA of 2.0 out of 4.0; or any equivalent qualification.

International students are required to have a score of 600 for Test of English as a Foreign Language (TOEFL) **OR** 100 for online TOEFL test **OR** a score of 6.0 for International English Language Testing System (IELTS) **OR** its equivalent.

GRADUATE CERTIFICATE (Certificate in Legal Practice)

Entry requirement as determined by Legal Profession Qualifying Board, Malaysia.

BACHELOR'S DEGREE

SHARIAH LAW

i. A pass in STPM, with a minimum Grade C (GP 2.0) in ONE (1) of the Islamic Studies subjects and in ONE (1) other subjects AND a credit in ONE (1) of the Arabic Language subjects at SPM level; or any equivalent qualification;

   OR

ii. A pass in STAM with a minimum grade of *Jayyid* (good);

   OR

iii. Any qualifications equivalent to Level 4, MQF AND a credit in ONE (1) of the Arabic Language subjects AND ONE (1) of the Islamic Studies subjects at SPM level; or any equivalent qualification;

   OR

iv. Any qualifications in Shariah Law equivalent to Level 4, MQF with a minimum CGPA of 2.5 out of 4.0;

   OR

v. Matriculation/Foundation qualification with a minimum CGPA of 2.0 out of 4.0 AND a credit in ONE (1) of the Arabic Language subjects AND ONE (1) of the Islamic Studies subjects at SPM level; or any equivalent qualification.

International students are required to have a score of 550 for Test of English as a Foreign Language (TOEFL) **OR** 79 for online TOEFL test **OR** a score of 5.5 for International English Language Testing System (IELTS) **OR** its equivalent.

Special evaluation methods (such as interview or aptitude test or both) may be used to select candidates to the bachelor"s degree programme.

Note for bachelor"s degree double degree: Applicant must fulfil both requirements of Bachelor of Law and Bachelor of Shariah Law or any requirements of the other degree.

POSTGRADUATE CERTIFICATE AND DIPLOMA

i. A bachelor"s degree in Law or Shariah or its equivalent;

   OR

ii. A bachelor"s degree or its equivalent with a minimum of 3 years relevant working experience.

MASTER'S DEGREE BY COURSEWORK

i. A bachelor"s degree in Law or Shariah with a minimum CGPA of 2.50 out of 4.0 or its equivalent qualification as accepted by the HEP senate;

   OR

ii. A bachelor"s degree in Law or Shariah below a CGPA of 2.50 out of 4.0 or its equivalent qualification can be accepted, subject to a minimum of 5 years working experience.

MASTER'S DEGREE BY MIXED MODE AND BY RESEARCH

i. A bachelor"s degree in Law or Shariah with a minimum CGPA of 2.75 out of 4.0 or its equivalent qualification as accepted by the HEP senate;

   OR

ii. A bachelor"s degree in Law or Shariah not meeting CGPA of 2.75 but above CGPA of 2.50 out of 4.0 or its equivalent qualification may be accepted, subject to the HEP rigorous internal assessment;

   OR

iii. A bachelor"s degree in Law or Shariah below a CGPA of 2.50 out of 4.0 or its equivalent qualification may be accepted, subject to a minimum of 5 years working experience.

Note for Master"s Degree: for specialised LL.M, for example Masters in Construction Law, Intellectual Property or Banking Law, applicants without a Bachelor of Laws can be considered, provided they have a degree and experience in the related field of studies.

DOCTORAL DEGREE BY COURSEWORK, BY MIXED MODE AND BY RESEARCH

A bachelor"s degree in Law or Shariah AND a Master"s degree or its equivalent as accepted by the HEP Senate.

For postgraduate studies, international students are required to have a score of 600 for Test of English as a Foreign Language (TOEFL) **OR** 100 for online TOEFL test **OR** a score of 6.0 for International English Language Testing System (IELTS) **OR** its equivalent.

7. ACADEMIC STAFF

"The quality of the academic staff is one of the most important components in assuring the quality of Higher Education and thus every effort must be made to establish proper and effective recruitment, service, development and appraisal policies that are conducive to staff productivity" (COPPA, 2008, page 21).

The specific requirements for each level are as indicated in this section. However as a general guide, it is important to note that:

i. a faculty should have a minimum of 60% full-time staff who form the core academic resource of the school; and

ii. where applicable, a sufficient number of teacher-practitioner should be appointed.

DIPLOMA

Academic staff qualification

Bachelor"s Degree in related fields

Staff-student ratio

Overall staff-student ratio – 1:25

Minimum number of academic staff – 6

BACHELOR'S DEGREE (Academic Years)

Academic staff qualification

Master"s Degree in the relevant fields

OR

a Bachelor of Laws with 7 years of professional legal experience in the relevant fields.

The Higher Education Providers should demonstrate that they are striving to achieve the following:

i. 30% of academic staff should have a doctorate;

ii. 30% academic staff should have professional qualifications such as an Advocate & Solicitor of the High Court of Malaya, Certificate of Legal Practice/professional

diploma or certificate to qualify as shariah lawyer, legal or shariah officer at the judicial and legal service or other experience related to legal business; and

iii. academic staff should have at least one publication or conference paper per year in journal or conference approved by the HEPs.

For programmes with professional years and the Certificate in Legal Practice (CLP), academic staff must have:

i. Master"s degree with a minimum of 3 years work experience in law;
   OR
ii. Bachelor"s degree with a minimum of 5 years work experience in law;
   OR
iii. Bachelor"s degree with at least CLP or equivalents with a minimum of 7 years work experience.

Staff-student ratio
Overall staff-student ratio – 1:25

Minimum number of academic staff for bachelor"s degree programme (120 credits) – 10
Minimum number of academic staff for CLP – 3

Note for CLP:
Whilst it is noted the HEPs should have full-time lecturers who are advocates, solicitors, judicial and legal officers at the judicial and legal service, it is important that there are part-time lecturers who are in active practice with at least 7 years of experience.

POSTGRADUATE CERTIFICATE AND DIPLOMA
Academic staff qualification

i. A Doctoral degree in law or shariah;
   OR
ii. A Master"s degree in law or shariah with at least 5 years of teaching and research experience or with supervisory experience;
iii. Any additional criteria are subjected to the approval of the HEP Senate.

Note for postgraduate diploma in Shariah Law:

Whilst it is noted the HEPs should have full-time lecturers who had practised as shariah and judicial officers, it is important that they engaged part-time lecturers who are in active practice with at least 7 years of experience.

Staff-student ratio

Overall staff-student ratio – 1:10

Minimum number of academic staff
 i.   post graduate certificate – 3
 ii. post graduate diploma – 4

MASTER'S DEGREE

Academic staff qualification
 i.   A Doctoral degree in law or shariah;
      OR
 ii. A Master"s degree in law or shariah with at least 5 years of teaching and research experience and evidence of publication in refereed journal or with supervisory experience;
      OR
 iii. Bachelor of Laws or Shariah with 12 years of professional legal experience in the relevant fields (not more than 10% of academic staff of the programme);
 iv. Any additional criteria are subjected to the approval of the HEP Senate.

Note: Academic staff should have at least one publication or conference paper per year in journal or conference approved by the HEPs.

Staff-student ratio

Overall staff-student ratio – 1:10

Supervisor-student ratio
 i.   Overall supervisor-student ratio – 1:10 (by coursework and mixed mode)
 ii. Overall supervisor-student ratio – 1:7 (by research)

Minimum number of academic staff – 5 (by coursework and mixed mode)

DOCTORAL DEGREE

Academic staff qualification

i. A Doctoral degree with at least 2 years of experience in teaching and research or as a co-supervisor;

  OR

ii. A Master"s degree with at least 10 years of adequate research and supervisory experience; and

iii. Where a staff does not fulfil the qualification, additional criteria including extensive experience in teaching, research and supervision are required and will be subjected to the approval of the HEP Senate.

Note: Academic staff should have at least one refereed publication per year.

Staff-student ratio

Overall staff-student ratio – 1:10

Supervisor-student ratio

i. Overall supervisor-student ratio – 1:7 (by coursework and mixed mode)

ii. Overall supervisor-student ratio – 1:5 (by research)

Minimum number of academic staff – 10 (by coursework and mixed mode)

Note: Supervisor requirement

i. When there is only one supervisor, the supervisor must be a full-time staff of the conferring HEP.

ii. When there is more than one supervisor, the principal supervisor must be a full-time staff of the conferring HEP.

STAFF DEVELOPMENT

Academic staff are vital to deliver quality programmes and to perform teaching effectively as well as to produce graduates that are employable and acceptable by the industry. As the industry is dynamic and globally influenced, the academic staff need to continually update themselves with changes around the globe. Thus, HEPs must ensure that all academic staff are well-equipped with the latest knowledge and skills in their teaching and learning activities. It is expected that the HEPs should provide the following development programmes, amongst others:

i. Pursuing higher academic and professional qualification.
ii. Continuous Professional Development (CPD)* for full-time staff according to the specialisation needs with at least 40 hours (equivalent to 7 days) of relevant training per year or participation or involvement in their respective fields of expertise.
iii. Training on teaching and learning.
iv. Industry attachments participation.
v. Research, consultation and community service involvement.
vi. Academic staff exchange among HEPs.

*Note: CPD may constitute presentation at conferences, attending professional conferences, recognised academics/professional qualifications, self-directed study, coaching/mentoring/tutoring and participation in professional associations.

8. EDUCATIONAL RESOURCES

"Adequate educational resources are necessary to support the teaching-learning activities of the programme. These resources include finance, expertise, physical infrastructure, information and communication technology, and research facilities. The physical facilities of a programme are largely guided by the needs of the specific field of study" (COPPA, 2008, page 23).

HEPs are required to provide sufficient resources to support teaching and learning in various areas in Law and Shariah Law at various qualification levels. Institutions must ensure that relevant educational resources and training facilities are available to support the learning and teaching activities as required by the respective fields of study. Educational resources recommended for Law and Shariah Law programmes include:

i. Adequate financial resources.
ii. Sufficient qualified experts in various fields.
iii. Adequate provision of administrative support.
iv. Technical support / facilities.
v. Lecture rooms (with sufficient Audio Visual facilities).
vi. Library / resource centre (including on-line resources).
vii. Internet access.
viii. Sufficient access to relevant software according to the needs of the programmes and students.
ix. Computer laboratory.
x. Working space / station.
xi. Moot court.

For postgraduate programmes, additional educational resources recommended include:

i. Relevant online data bases.
ii. Relevant online journals.
iii. Relevant statistical packages.
iv. Relevant qualitative analysis software.
v. Relevant citation and referencing software.
vi. Working space / station with access to the Internet.

9. PROGRAMME MONITORING AND REVIEW

 "Quality enhancement calls for programmes to be regularly monitored, reviewed and evaluated. This includes the monitoring, reviewing and evaluating of institutional structures and processes (administrative structure, leadership and governance, planning and review mechanisms), curriculum components (syllabi, teaching methodologies, learning outcomes) as well as student progress, employability and performance" (COPPA, 2008, page. 27).

In order for enhancement to happen, higher education institutions are required to be consistent and persistent in carrying out programme evaluation and monitoring. These are normally within the ambit of the Senate or its equivalent in the institutions. However, depending on the size and the organisational structure of the institution, a sub-committee of the Senate may be entrusted to carry out this responsibility. This sub-committee is normally known as the Curriculum Committee. Some of the fundamental responsibilities of this committee are:

i.   analyse various aspects of student performance and progression in relation to the objectives and the learning outcomes of the programme;

ii. systematically and independently evaluate the programme using proper mechanisms and resources, including benchmark data, teaching-learning methods and technologies, administration and related educational services;

iii. consult relevant stakeholders such as students, alumni, employers, professional body (as is appropriate) and lecturer-facilitator and obtain feedback;

iv. involve partner(s) where the programme is of a collaborative nature;

v.   identify ways to improve concerns raised and subsequently raise the quality of the programme by using suitable mechanisms such as the SWOT analysis;

vi. provide the evaluation report to the stakeholders or bring to their attention the salient points for their comments and information; and

vii. incorporate the views of the committee as suitable to the programmes.

It is the responsibility of the programme owner and the institution to make the necessary changes and notify relevant authorities of the variation in curriculum (if any), according to existing policies and best practices post the monitoring and review exercise.

10. LEADERSHIP, GOVERNANCE AND ADMINISTRATION

"There are many ways of administering an educational institution and the methods of management differ between Higher Education Providers (HEPs). Nevertheless, governance that reflects the leadership of an academic organisation must emphasise excellence and scholarship. At the departmental level, it is crucial that the leadership provides clear guidelines and direction, builds relationships amongst the different constituents based on collegiality and transparency, manages finances and other resources with accountability, forges partnership with significant stakeholders in educational delivery, research and consultancy and dedicates itself to academic and scholarly endeavours. Whilst formalised arrangements can protect these relationships, they are best developed by a culture of reciprocity, mutuality and open communication" (COPPA, 2008, page 28).

This section provides some salient points on programme leadership in terms of its structure and portfolio. An effective leadership at the programme level is only possible through the embodiment of transparency, accountability, authority and integrity which may include the following:

i. policies and practices of the department that are consistent with the statement of purpose of the HEP;

ii. clearly stated criteria for the appointment and responsibilities of the programme academic leadership;

iii. the governance structures and functions, the relationships within them, and their impact on the programme are clarified and communicated to all parties;

iv. an adequate degree of autonomy given to the programme leadership as a policy-making body in relation to the conduct of the programme and to generate an innovative and creative learning-teaching environment;

v. sufficient mechanisms to ensure functional integration and comparability of educational quality when a programme is conducted in geographically separated campuses;

vi. the provision of adequate systems to consider reviews and feedback from internal and external stakeholders, market needs analysis, and employability projections;

vii. maintaining the principles of governance by representation as is suitable given the institutional structure and ethos;

viii. facilitating effective communication between the programme and the HEP leaderships in relation to matters such as staff recruitment and training, student admission, and allocation of resources using adequate mechanisms and processes;

ix. having in place adequate and periodical evaluation of programme leadership;

x. the provision of appropriate and sufficient administrative support to ensure good management of the programme;

xi. the regular performance review and training of the administrative and management staff of the programme; and

xii. adequate policies and practices concerning the nature and security of student and academic records including rights of individual privacy and the confidentiality of records.

In this programme, academic leadership focuses principally on suitable and qualified persons to manage the programme including curriculum monitoring and review. The leaders of the programme should demonstrate knowledge, professionalism and good ethical values in work practices.

Leaders of the department or a head of a programme should be appointed among academic staff that are qualified to teach at the relevant level.

11. CONTINUAL QUALITY IMPROVEMENT

"Increasingly, society demands greater accountability from the Higher Education Providers (HEPs). Needs are constantly changing because of the advancements in science and technology, and the explosive growth in global knowledge, which are rapidly and widely disseminated. In facing these challenges, HEPs have little choice but to become dynamic learning organisations that need to continually and systematically review and monitor the various issues so as to meet the demands of the constantly changing environment" (COPPA, 2008, page 30-31).

The HEPs are expected to provide evidence of their ability to keep up with changes in the field and with the requirements of stakeholders. These may be demonstrated by, but are not limited to:

i. a curriculum review conducted at least once every three to five years;

ii. quality assessment processes by external evaluators who are specialists in the relevant fields;

iii. linkages with related departments, agencies, professional bodies and industries;

iv. review of the appropriateness and effectiveness of training of staff and students provided by relevant departments, agencies, professional bodies and industries;

v. dialogue sessions with stakeholders at least once every two years;

vi. active participation of academic staff at relevant conferences, seminars, workshops and short courses;

vii. presentations by local or international speakers; and

viii. organisation of conferences, seminars and workshops.

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PANEL MEMBERS

NO.	NAME	ORGANISATION
1.	Nik Ahmad Kamal Nik Mahmod (Prof. Dr.) - **Chairperson**	Universiti Islam Antarabangsa Malaysia
2.	Abdul Rahman Putra Dato" Haji Taha (Datuk)	Lembaga Kelayakan Undang-undang Malaysia
3.	Ahmad Hidayat Buang (Prof. Dr.)	Universiti Malaya
4.	Faridah Jalil (Associate Prof. Dr.)	Universiti Kebangsaan Malaysia
5.	Mohd Naim Mokhtar (Y.A.A. Dr.)	Jabatan Kehakiman Syariah Selangor

BODY OF KNOWLEDGE

LAW

No.	MQF Level	Body of Knowledge
A.	Diploma	1. Constitutional Law 2. Criminal Law 3. Equity and Trusts 4. Family law 5. Land Law 6. Law of Contract 7. Law of Tort 8. Legal Research 9. Malaysian Legal System
B.	**Bachelor's Degree**	
	Bachelor"s Degree	1. Constitutional Law 2. Corporate Law 3. Criminal Law 4. Equity 5. Family Law 6. Public International Law 7. Land Law 8. Law of Contract 9. Law of Probate 10. Law of Tort 11. Legal Method 12. Malaysian Islamic Law in Context 13. Malaysian Legal System 14. Moot
	Note for Bachelor"s Degree: i. In implementing the required body of knowledge, it is not expected that it is represented in a particular course of studies. The body of knowledge may be embedded in more than one course of studies accordingly. ii. Learning outcome for item "x" page 12, "demonstrate knowledge of	

No.	MQF Level	Body of Knowledge
		jurisdictional dispute between Shariah Court and Civil Court" shall be incorporated into at least three body of knowledge, namely, Constitutional Law, Family Law and Malaysian Legal System[11]. iii. Institution that runs external degree programme (For example University of London LL.B external degree programme) and collaboration with overseas universities (For example 2+1 or 3+0 programme) are usually bound by the curriculum of the partners" institutions. However, they are encouraged to offer Malaysian Legal System and Islamic Law in Context to their students and other body of knowledge which is not covered in the partners" set of curriculum.
	Bachelor"s Degree (Professional Year)	1. Alternative Dispute Resolution Procedures 2. Bankruptcy and Winding Up 3. Civil Procedure 4. Civil Trial Advocacy 5. Conveyancing 6. Criminal Procedure 7. Criminal Trial Advocacy 8. Evidence 9. Office and Personnel Management 10. Professional Ethics

C.	Graduate Certificate (Certificate Legal Practice)	1. General Paper:
		  i) Law of Contract
		  ii) Law of Tort
		 2. Criminal Procedure
		 3. Civil Procedure
		 4. Evidence
		 5. Professional Practice:
		  i) Law of Bankruptcy
		  ii) Land Law and Conveyancing
		  iii) Ethics of the Legal Profession
		  iv) Advocacy and Duties of Counsel
		  v) Probate and Administration of Estate

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[11] *Ibid*, p. 2

No.	MQF Level	Body of Knowledge
		6. Malaysian Legal System
		7. Malaysian Islamic Law in Context
		8. Alternative Dispute Resolution Procedures
	Note for Graduate Certificate (Certificate in Legal Practice):	
	i. If graduates pass these bodies of knowledge at bachelor"s degree level they can be exempted from learning the subject that comprises the body of knowledge at CLP level.	
	ii. Learning outcome for item "viii" page 12, "demonstrate knowledge of jurisdictional dispute between Shariah Court and Civil Court" shall be incorporated in Malaysian Legal System or any other relevant body of knowledge[12].	
D.	Postgraduate Certificate	Malaysian Legal System
	Postgraduate Diploma	Other body of knowledge depends on specialisation
	Note for Postgraduate Certificate and Diploma: Learning outcome for item "x" page 13, "demonstrate knowledge of jurisdictional dispute between Shariah Court and Civil Court", for "law (certificate and diploma)" shall be incorporated in Malaysian Legal System or any other relevant body of knowledge[13].	
E.	Master"s Degree	1. Malaysian Legal System (for foreign and overseas graduates)
	Doctoral Degree	2. Research Methodology

SHARIAH LAW

No.	MQF Level	Body of Knowledge
A.	**DIPLOMA**	
	Shariah Core	1. Al-Quran and Al-Hadith
		2. Arabic Language
		3. Fiqh al-Ibadat
		4. Fiqh al-Jinayat

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[12] *Ibid*, p. 2
[13] *Ibid*, p. 2

No.	MQF Level	Body of Knowledge
		5. Fiqh al-Mu"amalat
		6. Fiqh al-Munakahat
		7. Usul al-Fiqh
	Law Core	1. Administration of Islamic Law in Malaysia
		2. Criminal Law
		3. Law of Contract
		4. Malaysian Legal System
B.	**BACHELOR'S DEGREE**	
	Shariah Law Core	1. Al-Qada"
		2. Al-Quran and al-Hadith
		3. Arabic Language
		4. Fiqh al-Ibadat
		5. Fiqh al-Jinayat
		6. Fiqh al-Mawarith
		7. Fiqh al-Mu"amalat
		8. Fiqh al-Munakahat
		9. Maqasid Shariah
		10. Shariah Studies (introduction to shariah and text studies, Maktabah al-Fiqh)
		11. Qawaid Fiqhiyyah
		12. Usul al-Fiqh
	Shariah Law Professional	1. Administration of Islamic Law in Malaysia
		2. Islamic Family Law
		3. Shariah Criminal Law
		4. Procedures in Shariah Court
		5. Islamic Law of Evidence
		6. Islamic Finance
		7. Shariah Skills and Social Awareness
	Law	1. Constitutional Law
		2. Criminal Law
		3. Equity
		4. Land Law
		5. Law of Contract

No.	MQF Level	Body of Knowledge
		6. Law of Tort
		7. Malaysian Legal System
	Note for Bachelor"s Degree:	
	i. In implementing the required body of knowledge, it is not expected that it is represented in a particular course of studies. The body of knowledge may be embedded in more than one course of studies accordingly.	
	ii. Learning outcome for item "x" page 12, "demonstrate knowledge of jurisdictional dispute between Shariah Court and Civil Court" shall be incorporated into at least three body of knowledge, namely, Islamic Family Law, Constitutional Law and Malaysian Legal System[14].	
C.	**Postgraduate Diploma - Shariah**	
	Postgraduate Diploma (LL.B graduates)	1. Arabic Language (Can be exempted if evidence of proficiency can be shown for example graduate of universities that used Arabic as the language of instruction, or credit in Arabic Language at SPM level or any other qualifications as determined by the HEPs)
		2. Islamic Judicial System
		3. Islamic Family Law
		4. Islamic Law of Evidence
		5. Islamic Criminal Law
		6. Islamic Law of Succession
		7. Islamic Civil And Criminal Procedure
	Postgraduate Diploma (Shariah graduates)	1. Islamic Judicial System
		2. Islamic Civil Procedure
		3. Islamic Law of Evidence
		4. Islamic Advocacy
		5. Shariah Criminal Procedure
		6. Student Placement/Industrial Training

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[14] *Ibid*, p. 2

No.	MQF Level	Body of Knowledge
	Note for Postgraduate Diploma: Learning outcome for item "viii" page 14, for "shariah law (diploma)" "demonstrate knowledge of jurisdictional dispute between Shariah Court and Civil Court" shall be incorporated in Islamic Judicial System or any other relevant body of knowledge[15].	
D.	Master"s Degree	1. Islamic Legal Methodology
	Doctoral Degree	2. Research Methodology

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[15] *Ibid*, p. 2

THE RECOMMENDED MAPPING OF BODY OF KNOWLEDGE TO SKILLS

A. LAW

No.	Body of knowledge/Skills	Advocacy	Alternative Dispute Resolution	Application	Drafting	Ethic And Professional Conduct	Interviewing & Advising	Knowledge & Understanding	Litigation Process	Office Management	Opinion Writing	Oral Communication	Problem Solving	Research	Self-management	Thinking and Analytical Skills	Written Communication
A	**Diploma**																
1.	Constitutional Law			/				/				/					/
2.	Criminal Law			/				/				/					/
3.	Equity and Trusts			/				/				/					/
4.	Family law			/				/				/					/
5.	Land Law			/				/				/					/
6.	Law of Contract			/				/				/					/
7.	Law of Tort			/				/				/					/
8.	Legal Research				/						/		/	/		/	
9.	Malaysian Legal System			/				/				/					/
B	**Bachelor's Degree**																
1.	Constitutional Law			/				/					/	/		/	/
2.	Corporate Law			/	/			/			/		/				/
3.	Criminal Law			/				/					/	/		/	/
4.	Equity			/				/					/	/		/	/

No.	Body of knowledge/Skills	Advocacy	Alternative Dispute Resolution	Application	Drafting	Ethic And Professional Conduct	Interviewing & Advising	Knowledge & Understanding	Litigation Process	Office Management	Opinion Writing	Oral Communication	Problem Solving	Research	Self-management	Thinking and Analytical Skills	Written Communication
5.	Family Law			/				/					/	/		/	/
6.	Public International Law			/				/					/	/		/	/
7.	Land Law			/				/					/	/		/	/
8.	Law of Contract			/				/					/	/		/	/
9.	Law of Probate			/	/			/			/		/				/
10.	Law of Tort			/				/					/	/		/	/
11.	Legal Method	/		/	/	/	/				/	/	/	/	/	/	/
12.	Malaysian Islamic Law in Context			/				/			/	/	/	/		/	/
13.	Malaysian Legal System			/				/			/	/	/	/		/	/
14.	Moot	/		/			/	/	/		/	/	/	/	/	/	/
C	**Bachelor's Degree (Professional Year)**																
1.	Alternative dispute resolution procedures	/	/		/			/			/		/			/	/
2.	Bankruptcy and Winding Up			/	/			/	/			/	/			/	/
3.	Civil Procedure			/	/			/	/			/	/			/	/
4.	Civil Trial Advocacy	/		/	/	/	/	/			/	/	/	/	/	/	/
5.	Conveyancing			/				/					/	/			
6.	Criminal Procedure			/	/			/	/			/	/			/	/

No.	Body of knowledge/Skills	Advocacy	Alternative Dispute Resolution	Application	Drafting	Ethic And Professional Conduct	Interviewing & Advising	Knowledge & Understanding	Litigation Process	Office Management	Opinion Writing	Oral Communication	Problem Solving	Research	Self-management	Thinking and Analytical Skills	Written Communication
7.	Criminal Trial Advocacy	/		/	/	/	/	/	/		/	/	/	/	/	/	/
8.	Evidence			/			/	/	/				/	/		/	/
9.	Office and Personnel Management				/					/			/		/		
10.	Professional Ethics			/			/								/		
D	**Graduate Certificate (Certificate in Legal Practice)**																
1.	**General paper**																
	Law of Contract			/				/			/	/	/			/	/
	Law of Tort			/				/			/	/	/			/	/
2.	Criminal Procedure			/	/			/	/		/	/				/	/
3.	Civil Procedure			/	/			/	/		/	/				/	/
4.	Evidence			/			/	/	/		/		/			/	/
5.	Professional Practice																
	Law of bankruptcy			/	/		/		/	/							/
	Land Law and Conveyancing			/	/			/	/				/	/			/
	Ethics of the Legal Profession			/		/		/					/			/	
	Advocacy and Duties of Counsel	/		/		/		/					/			/	
	Probate and Administration of Estate			/	/		/	/				/		/			/

No.	Body of knowledge/Skills	Advocacy	Alternative Dispute Resolution	Application	Drafting	Ethic And Professional Conduct	Interviewing & Advising	Knowledge & Understanding	Litigation Process	Office Management	Opinion Writing	Oral Communication	Problem Solving	Research	Self-management	Thinking and Analytical Skills	Written Communication
6.	Malaysian Legal System			/				/			/	/	/			/	/
7.	Malaysian Islamic Law in Context			/				/			/	/	/			/	/
8.	Alternative dispute resolution procedures	/	/		/			/				/	/			/	/
F	**Postgraduate Certificate**																
1.	Malaysian Legal System			/				/			/			/			/
G	**Master's & Doctoral Degree**																
1.	Malaysian Legal System			/				/				/		/			/
2.	Research Methodology			/		/		/			/	/	/	/	/		/

B. SHARIAH LAW

No.	Body of Knowledge/Skills	Advocacy	Alternative Dispute Resolution	Application	Drafting	Ethic And Professional Conduct	Interviewing & Advising	Knowledge & Understanding	Litigation Process	Office Management	Opinion Writing	Oral Communication	Problem Solving	Research	Self-management	Thinking and Analytical Skills	Written Communication
A	**Diploma**																
	Shariah Core																
1.	Al-Quran and Al-Hadith			/		/		/				/	/			/	/
2.	Arabic Language			/				/				/					/
3.	Fiqh al-Ibadat			/				/			/		/			/	
4.	Fiqh al-Jinayat			/				/			/		/			/	
5.	Fiqh al-Mu"amalat			/				/			/		/				/
6.	Fiqh al-Munakahat			/				/			/		/				/
7.	Usul al-Fiqh			/				/			/		/	/		/	
	Law Core																
1.	Administration of Islamic Law in Malaysia			/				/			/		/	/		/	
2.	Criminal Law			/				/								/	
3.	Law of Contract			/				/								/	
4.	Malaysian Legal System			/				/									
B	**Bachelor's Degree**																
	Shariah Law Core																
1.	Al-Qada"	/	/	/		/		/								/	

No.	Body of Knowledge/Skills	Advocacy	Alternative Dispute Resolution	Application	Drafting	Ethic And Professional Conduct	Interviewing & Advising	Knowledge & Understanding	Litigation Process	Office Management	Opinion Writing	Oral Communication	Problem Solving	Research	Self-management	Thinking and Analytical Skills	Written Communication
2.	Al-Quran and Al-Hadith			/		/		/									
3.	Arabic Language			/				/				/					/
4.	Fiqh al-Ibadat			/				/					/			/	
5.	Fiqh al-Jinayat			/				/					/			/	
6.	Fiqh al-Mawarith			/				/					/			/	
7.	Fiqh al-Mu"amalat		/	/		/		/					/			/	
8.	Fiqh al-Munakahat			/				/					/			/	
9.	Maqasid Shariah		/	/				/					/	/		/	
10.	Shariah Studies (introduction to shariah and text studies, Maktabah al-Fiqh)			/				/			/						
11.	Qawaid Fiqhiyyah			/				/			/		/	/		/	
12.	Usul al-Fiqh			/				/			/		/	/		/	
	Shariah Law Professional																
1.	Administration of Islamic Law in Malaysia		/	/		/		/			/	/		/			/
2.	Islamic Family Law		/	/			/	/					/				
3.	Shariah Criminal Law			/				/	/				/				
4.	Procedures in Shariah Court	/		/		/		/	/				/	/			

No.	Body of Knowledge/Skills	Advocacy	Alternative Dispute Resolution	Application	Drafting	Ethic And Professional Conduct	Interviewing & Advising	Knowledge & Understanding	Litigation Process	Office Management	Opinion Writing	Oral Communication	Problem Solving	Research	Self-management	Thinking and Analytical Skills	Written Communication
5.	Islamic Law of Evidence			/				/					/				
6.	Islamic Finance			/				/						/			
7.	Shariah Skills and Social Awareness	/	/	/	/	/		/			/	/	/		/	/	/
	Law																
1.	Constitutional Law			/				/					/				
2.	Criminal Law			/				/					/				
3.	Equity			/				/					/				
4.	Land Law			/				/					/				
5.	Law of Contract			/				/					/				
6.	Law of Tort			/				/				/	/	/			/
7.	Malaysian Legal System			/				/				/	/	/			/
C	**Postgraduate Diploma (LL.B Graduate)**																
1.	Arabic Language			/				/				/					/
2.	Islamic Judicial System		/	/		/		/	/								
3.	Islamic Family Law		/	/			/	/			/		/				
4.	Islamic Law of Evidence		/	/			/	/			/		/				
5.	Islamic Criminal Law		/	/			/	/			/		/				
6.	Islamic Law of Succession		/	/	/		/	/			/			/			

No.	Body of Knowledge/Skills	Advocacy	Alternative Dispute Resolution	Application	Drafting	Ethic And Professional Conduct	Interviewing & Advising	Knowledge & Understanding	Litigation Process	Office Management	Opinion Writing	Oral Communication	Problem Solving	Research	Self-management	Thinking and Analytical Skills	Written Communication
7.	Islamic Civil and Criminal Procedure	/	/	/		/	/	/	/		/	/	/	/		/	/
	Postgraduate Diploma (Shariah Graduate)																
1.	Islamic Judicial System			/				/	/								
2.	Islamic Civil Procedure																
3.	Islamic Law of Evidence		/	/			/	/			/		/				
4.	Islamic Advocacy	/		/	/	/	/	/	/		/	/	/	/		/	/
5.	Shariah Criminal Procedure	/	/	/		/	/	/	/		/	/	/	/		/	/
6.	Student Placement/Industrial Training							/		/					/		
D	**Master's & Doctoral Degree**																
1.	Islamic Legal Methodology			/		/		/			/	/	/	/		/	
2.	Research Methodology			/		/		/			/	/	/	/		/	

THE EXPLANATORY NOTES ON SKILLS

No.	Skills	Explanatory
1.	Advocacy	Through completion of the course, students will have practiced: i. to behave professionally and comply with the standards of conduct required in court; ii. to present oral submissions; iii. to identify and use appropriate methods to introduce evidence; iv. to deal correctly with exhibits; v. to follow procedures for making objections; vi. to use different questioning techniques in chief examination, cross examination and re-examination; vii. to conduct plea for mitigation. viii. on critical and objective thought and reflection; ix. to organise argument with supporting authority; x. to solve problems through evaluation of information from diverse sources; xi. to communicate effectively both orally and in writing; and xii. to plan and manage time.
2.	Alternative Dispute Resolution (ADR)	Through completion of the course, students will have practiced: i. to identify a range of methods of dispute resolution outside and within court process; ii. to evaluate and advice as to ADR options; iii. to plan for and conduct appropriate ADR; iv. evaluating options and strategies in ADR; v. a basic level of ADR advocacy skills; and vi. drafting simple ADR settlement agreement and ADR findings.
3.	Application	Through completion of the course, students will have practiced to apply legal principles arising from case law and statutory provisions or scholars" opinion to real problems or new situations.
4.	Drafting	Through completion of the course, students will have practice: i. to identify the requirements for the content, format and organisation of a document; ii. to draft in clear and precise language; iii. to distinguish between accurate and imprecise drafting; iv. to recognise, identify and use appropriate legal language; and v. to draft basic legal documents.

No.	Skills	Explanatory
5.	Ethic And Professional Conduct	Through completion of the course, students will have practiced: i. to identify the major responsibilities and privileges associated with being a lawyer in Malaysia; ii. to identify action which may compromise a lawyer"s independence; iii. to identify common responsibility issues arising in legal practice, in dealing with clients, other lawyers, judges and third parties; iv. to identify the resources available to a new practitioner who is requiring assistance in resolving common professional responsibility issues; and v. to explain professional responsibility issues in terms of the rules of professional conduct, and identify and develop ways to solve issues in this area.
6.	Interviewing & Advising	Through completion of the course, students will have practiced: i. to structure a legal interview; ii. to determine the relevant facts; iii. to identify the legal issues; iv. to take instruction; v. to establish professional relationship and develop rapport with a client; vi. to assist clients to reach decisions by rendering clear advise; and vii. to deal with any ethical problems that may arise.
7.	Knowledge & Understanding	Through completion of the course, students will have practiced: i. to demonstrate foundational knowledge and understanding of the key theories and theoretical questions, topics and issues explored in the course; ii. to demonstrate the ability to comprehend and critically analyse theoretical texts, concepts and arguments; iii. to demonstrate the ability to explain, analyse and integrate a range of theories, arguments and perspectives; iv. to familiarise with international and comparative perspectives on law and of international developments in the law; v. to develop and communicate reasoned arguments about questions and issues in relevant field; vi. to work autonomously and collaboratively to solve problems in the relevant field; vii. to apply good standard of citation where appropriate; viii. to recognise the need for, and an ability to engage in lifelong learning; and ix. ability to work in an international context.

No.	Skills	Explanatory
8.	Litigation Process	Through completion of the course, students will have practiced: i. to analyse a mixed mass of fact and law to structure a court case; ii. to analyse the elements of a cause of action or defence in civil proceedings, and the elements of a criminal offence/civil action and defence to it; iii. to determine what evidence might be called to prove those elements; iv. to organise evidence and supporting argument; and v. to determine the strengths and weaknesses of a case.
9.	Office Management	Through completion of the course, students will have practiced: i. to operate systems which promote efficient office, personal and ethical practices; ii. to introduce a new matter or client into an office system and follow subsequent procedures; iii. to understand the importance of effective time recording; iv. to identify file management problems and solutions; v. to understand various billing and costing practices; vi. to interpret and apply the commonly used trust account rules; and vii. to interpret and report on clients" trust ledger entries.
10.	Opinion Writing	Through completion of the course, students will have practiced: i. to write sound legal opinion; ii. to identify and articulate legal principles; iii. to evaluate the significance and implications of legal rules; iv. to provide sound opinion on legal problems; and v. to demonstrate professionalism in providing opinion.
11.	Oral Communication	Through completion of the course, students will have practiced: i. to communicate clearly in *Bahasa Malaysia* and/or English language; ii. to identify the purpose of the proposed communication; iii. to use correct grammar, spelling and language suitable to the purpose of the communication and for its intended audience; and iv. to effectively formulate and present well-reasoned and accurate legal arguments, analysis, advice or submissions.
12.	Problem Solving	Through completion of the course, students will have practiced: i. to solve legal problems; ii. to identify relevant facts;

No.	Skills	Explanatory
		iii. to identify legal, practical, and policy issues and conduct the necessary research arising from those issues; iv. to analyse the results of research; v. to apply the law to the facts; and vi. to identify and evaluate the appropriateness of alternatives for resolution of the issue or dispute.
13.	Research	Through completion of the course students will have practiced: i. to conduct self-directed research; ii. to identify correctly the issue(s) which require researching [and to] identify and retrieve up-to-date legal information, using paper and electronic sources; iii. to interpret and integrate relevant materials from primary and secondary resources; iv. to engage in in-depth analysis that demonstrate creativity and serious thought in the subject area; v. to communicate the finding of the research clearly and persuasively in oral form; and vi. to present appropriate and persuasive written viewpoint.
14.	Self-management	Through completion of the course, students will have practiced: i. to learn and work independently; ii. to attend classes and actively engage in class activities; iii. to reflect on and assess their own capabilities and performance, and make use of feedback where appropriate, to support personal and professional development; iv. to perceive, use, understand, and manage emotions; v. to appreciate diversity and multiculturalism; and vi. self-awareness.
15.	Thinking and Analytical Skills (involving Analysis, synthesis, critical judgment and evaluation)	Through completion of the course, students will have practiced; i. identify and articulate legal issues by way of discriminating between legally relevant and irrelevant; ii. apply legal reasoning and research to generate appropriate responses to legal issues; iii. engage in critical analysis and make a reasoned choice amongst alternatives; iv. think creatively in approaching legal issues and generating appropriate responses, v. to identify flaws in an argument using commentary on a new case or article; and vi. to confront new situations and contribute to the creation of legal solutions and institutions in general and particular cases.

No.	Skills	Explanatory
16.	Written communication	Through completion of the course, students will have practiced: i. to communicate clearly in the *Bahasa Malaysia* and/or English language; ii. to identify the purpose of the proposed communication; iii. to use correct grammar, spelling and language suitable to the purpose of the communication and for its intended audience; and iv. to effectively formulate and present well-reasoned and accurate legal argument, analysis, advice or submissions.

APPENDIX 5

THE RECOMMENDED MAPPING OF PROGRAMME LEARNING OUTCOMES TO THE EIGHT MQF LEARNING OUTCOME DOMAINS

DIPLOMA Programme Learning Outcomes / MQF Learning Outcome Domains		Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
LO1	apply and acquire knowledge and understanding of sources and principles of Law or Shariah Law	/					/	/	
LO2	plan, conduct and conclude scientific investigation of Law or Shariah Law						/		
LO3	apply legal or Shariah principles in current legal issues and problems	/					/	/	
LO4	demonstrate understanding of professional ethics and moral obligations in the profession			/	/				
LO5	demonstrate appropriate interpersonal and communication skills in dealing with others				/	/			
LO6	execute and take responsibility for routine tasks			/	/				

DIPLOMA Programme Learning Outcomes / MQF Learning Outcome Domains		Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
LO7	work as a team with awareness of social and ethical responsibilities				/	/			
LO8	apply relevant skills for lifelong learning and career development		/					/	
LO9	apply managerial and entrepreneurial skills to explore career opportunities in legal or Shariah law profession								/

BACHELOR'S DEGREE Programme Learning Outcomes / MQF Learning Outcome Domains		Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
LO1	illustrate an understanding on the fundamental of legal principles, concepts and theories and authoritative sources of law in Law or Shariah Law	/							

BACHELOR'S DEGREE Programme Learning Outcomes / MQF Learning Outcome Domains		Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
LO2	perform critical, analytical and problem solving skills with the ability to apply relevant principles, concepts and theories in Law or Shariah Law						/		
LO3	demonstrate adequate level of proficiency in required languages such as *Bahasa Malaysia*, English Language and Arabic Language (whichever is suitable) and practical skills including communication (oral and written), negotiation, client counselling and interview, mooting and research skills					/			
LO4	explain international development in Law or Shariah Law	/							
LO5	build understanding about the working environment of Law or Shariah Law such as in the courts, law firms, corporations and legal aid centres		/	/					/
LO6	display an awareness, and as far as practicable, internalising the ethics and etiquette of the profession, as well as moral obligations to the				/				

BACHELOR'S DEGREE Programme Learning Outcomes / MQF Learning Outcome Domains		Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
	community and humanity								
LO7	apply managerial and entrepreneurial skills to establish career opportunities in legal or Shariah profession								/
LO8	apply relevant skills for lifelong learning and continuing professional development							/	
LO9	demonstrate understanding of rule of law and social justice	/		/	/				
LO10	demonstrate knowledge of jurisdictional dispute between Shariah Court and Civil Court[16]	/			/		/		

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[16] *Ibid*, p. 2

BACHELOR'S DEGREE (PROFESSIONAL YEAR) Programme Learning Outcomes / MQF Learning Outcome Domains		Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
LO1	demonstrate an understanding in the value of ethics and professionalism in accordance with the Legal Profession Act 1976 or Shariah Courts ethical rules	/			/				
LO2	demonstrate reasonable knowledge of practical skills such as drafting of pleadings, contractual documents; knowledge of advocacy skill, and knowledge on alternative dispute resolution	/	/						
LO3	demonstrate competency in relevant courts procedures concerning civil and criminal action as well as other subject areas		/						

GRADUATE CERTIFICATE (CERTIFICATE IN LEGAL PRACTICE) Programme Learning Outcomes / MQF Learning Outcome Domains		Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
LO1	demonstrate an understanding in the value of ethics and professionalism in accordance with the Legal Profession Act 1976				/				
LO2	demonstrate the ability to draft legal documents and opinion		/						
LO3	demonstrate competency in relevant courts procedures concerning civil and criminal action as well as other subject areas		/						
LO4	demonstrate understanding on history, principles, concepts and theories of Malaysian legal system	/							
LO5	use both Malay and English languages proficiently in relation to legal matters, both in writing and orally					/			
LO6	demonstrate basic court etiquette and advocacy skills, negotiation skills, client relationship and alternative dispute resolutions			/	/	/			

GRADUATE CERTIFICATE (CERTIFICATE IN LEGAL PRACTICE) Programme Learning Outcomes / MQF Learning Outcome Domains		Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
LO7	demonstrate understanding of rule of law and social justice	/		/	/				
LO8	demonstrate knowledge of jurisdictional dispute[17] between Shariah Court and Civil Court	/			/		/		

POSTGRADUATE CERTIFICATE AND DIPLOMA

LAW (POSTGRADUATE CERTIFICATE AND DIPLOMA) Programme Learning Outcomes / MQF Learning Outcome Domains	Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills

[17] *Ibid*, p. 2

LAW (POSTGRADUATE CERTIFICATE AND DIPLOMA) Programme Learning Outcomes / MQF Learning Outcome Domains		Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
LO1	identify, explain and apply the legal principles, concepts and theories in line with Malaysian Legal system and the administration of Islamic law in Malaysia	/					/		
LO2	demonstrate the ability to draft legal documents and opinion		/						
LO3	demonstrate basic court etiquette and advocacy skills, negotiation skills, client relationship and alternative dispute resolutions				/				
LO4	demonstrate competency in relevant courts procedures concerning civil and criminal action as well as other subject areas		/						/
LO5	use of required languages proficiently in relation to legal matters, both in writing and orally					/			
LO6	display communication skills and ability to present ideas and solutions					/			
LO7	demonstrate understanding of rule of law and social justice	/		/	/				

LAW (POSTGRADUATE CERTIFICATE AND DIPLOMA) Programme Learning Outcomes / MQF Learning Outcome Domains		Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
LO8	demonstrate competency as leader in a team and knowledge of social and ethical responsibilities	/				/			
LO9	demonstrate skill to acquire knowledge and information from reliable sources for research, lifelong learning and career development							/	
LO10	demonstrate knowledge of jurisdictional dispute[18] between Shariah Court and Civil Court	/			/		/		

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[18] *Ibid*, p. 2

SHARIAH LAW (POSTGRADUATE DIPLOMA) Programme Learning Outcomes / MQF Learning Outcome Domains		Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
LO1	demonstrate understanding on history, principles, concepts and theories of Malaysian and Islamic legal systems	/							
LO2	demonstrate an understanding in the value of ethics and professionalism in accordance with the Shariah legal ethics				/				
LO3	use both Malay and Arabic languages in legal business with basic familiarity of usage in English language					/			
LO4	demonstrate the ability to draft legal documents and opinion		/						
LO5	demonstrate basic court etiquette and advocacy skills, negotiation skills, client relationship and alternative dispute resolutions			/	/	/			
LO6	demonstrate competency in relevant courts procedures concerning civil and criminal action as well as other subject areas		/						
LO7	demonstrate understanding of rule of law and social justice	/		/	/				

SHARIAH LAW (POSTGRADUATE DIPLOMA) Programme Learning Outcomes / MQF Learning Outcome Domains	Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
LO8 demonstrate knowledge of jurisdictional dispute[19] between Shariah Court and Civil Court	/			/		/		

MASTER'S DEGREE Programme Learning Outcomes / MQF Learning Outcome Domains	Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
LO1 develop specialist knowledge in specific area of Law or Shariah Law	/	/						
LO2 apply advanced level of comprehension, research, and analytical skills		/					/	
LO3 demonstrate competency in research and writing							/	

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[19] *Ibid*, p. 2

	MASTER'S DEGREE Programme Learning Outcomes / MQF Learning Outcome Domains	Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
LO4	exhibit competency to undertake comparative study of laws	/							
LO5	demonstrate leadership qualities through communicating and working effectively with peers and stakeholders			/		/			
LO6	manage information for lifelong learning							/	
LO7	analyse, critique and suggest solutions to issues		/				/		
LO8	produce well-researched papers and/or dissertation in accordance with the academic and ethical standards of the institution				/				

DOCTORAL DEGREE Programme Learning Outcomes / MQF Learning Outcome Domains		Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
LO1	develop new and original ideas/*ijtihad* and concepts in Law or Shariah Law or expand and enhance/*tajdid* existing ideas and concepts in Law or Shariah Law	/							
LO2	undertake sound, intensive and in-depth research and writing for purposes of academic scholarship		/				/		
LO3	demonstrate intellectual competency to become a point of reference in the legal field			/			/		
LO4	adapt practical skills leading to innovative ideas in the relevant field							/	
LO5	display leadership qualities through communicating and working effectively with peers and stakeholders					/			
LO6	appraise problems in the relevant field critically using scientific skills						/		/
LO7	produce a well-researched paper or dissertation in accordance with the highest academic and ethical standards				/				
LO8	integrate information for lifelong learning							/	

THE RECOMMENDED MAPPING OF SKILLS TO EIGHT MQF LEARNING OUTCOME DOMAINS

Skills / MQF Learning Outcome Domains		Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
1.	Advocacy		/			/	/		
2.	Alternative Dispute Resolution		/		/	/	/		
3.	Application						/		
4.	Drafting		/						
5.	Ethic And Professional Conduct				/				
6.	Interviewing & Advising		/			/			
7.	Knowledge & Understanding	/				/	/	/	

	Skills / MQF Learning Outcome Domains	Knowledge	Practical Skills	Social Skills and Responsibilities	Values, Attitudes and Professionalism	Communication, Leadership and Team Skills	Problem Solving and Scientific Skills	Information Management and Lifelong Learning Skills	Managerial and Entrepreneurial Skills
8.	Litigation Process		/						
9.	Office Management								/
10.	Opinion Writing	/				/			
11.	Oral Communication					/			
12.	Problem Solving						/		
13.	Research							/	
14.	Self-management			/					
15.	Thinking and Analytical Skills (involving Analysis, synthesis, critical judgment and evaluation)	/	/				/		
16.	Written communication					/		/	

GLOSSARY

1) Body of Knowledge — Common intellectual ground that is shared by everyone in the legal and Shariah law profession.

2) Case Study — A descriptive exploratory or explanatory analysis of a case decided by the court, legislation passed by legislature, person, group, institution or event and is used to explore causation in order to find underlying principles.

3) Collaborative Work — Students are divided into groups and they are assigned to do research/task and each group shall submit for assessment a single/common work.

4) Experiential Learning — Students" exposure to law and legal practice outside of classroom.

5) Interactive Learning — Combination of traditional method of teaching and learning and the use of technology via online interaction.

6) In Active Practice — A person who is actively working as an advocate and solicitors or syarie counsel, and shariah judicial and legal officers at the judicial and legal service whether in civil or shariah field.

7) Problem-Based Learning — Teaching and learning method in which students learn about a subject through the experience of problem solving.

8) Professional Year — An additional year where professional courses are taught to enable students to qualify in the legal profession.

9) Related Areas — Any field related to the legal practice and contributes to the enhancement of student learning experience such as arbitration, construction, banking and taxation.

10) Shariah Law — Academic programme for the purpose of professional practice in shariah law.

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