



## **PART I: PRELIMINARY**



## **POSTGRADUATE REGULATIONS**

### **(Revised 2015)**

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

### **PART 1**

#### **PRELIMINARY**

#### **CITATION**

These Regulations shall be known as the POSTGRADUATE REGULATIONS (Revised 2015) of the Islamic University of Malaysia.

#### **APPLICATION**

These regulations shall apply to all postgraduate programmes of the International Islamic University Malaysia at the Postgraduate Diploma, Master and Ph.D. levels. An exception may be granted to some programmes offered by the various institutes / centres of the University

#### **IMPLEMENTATION**

These regulations shall come into force upon approval by the Senate of the International Islamic University Malaysia

#### **INTERPRETATION**

In these regulations, unless otherwise stated:

‘**Abstract**’ refers to a passage that must precede all research works and consists of a brief statement of the problem, a brief explanation of the methods or procedures used and a condensed summary of the findings of the study;

‘**Academic Residence**’ denotes the need for students to be physically available for academic consultation;

‘**Academic Workload**’ refers to the number of actual or equivalent credit hours carried by a student in any given semester;

‘**Academic Calendar**’ refers to one (1) academic year

**‘Academic Year’** means a period consisting of approximately 12 months usually beginning in September and which includes two regular semesters and one short semester;

**‘Accredited Institution’** refers to an institution recognized by the Senate as one of adequate academic standard;

**‘Adjustment Period’** refers to the period at the beginning of each semester as specified by the Centre for Postgraduate Studies (CPS) during which a student can register and drop courses;

**‘Applicant’** means a person who submits an application to the Centre for Postgraduate Studies (CPS) to be considered for admission to the IIUM to pursue a specific programme of study;

**‘Arabic Placement Test (APT)’** refers to the test administered by the Centre for Languages and Pre-University Academic Development (CELPAD) of the University to determine the Arabic proficiency level of the applicant;

**‘Auditing a course’** refers to an arrangement according to which a student may be allowed to register for and attend a course, but is not required to sit for the final examination;

**‘Bilingual Programme’** refers to a programme which uses both English and Arabic as media of instruction;

**‘Candidate’** means an applicant who is offered a place in a specified programme before enrollment;

**‘Candidature’** refers to the status of a registered student;

**‘CCH’** refers to Cumulative Credit Hours, which is the total of credit hours for each course taken in the current and all previous semesters;

**‘Centre of Studies (CoS)’** means a kulliyah, faculty, centre or an institute, which may or may not offer a programme of study;

**‘Centre of Studies Board’** refers to the Centre of Studies’s academic board which is responsible for making decisions on academic matters within the Centre of Studies in line with the policies determined by the Senate;

**‘CGPA’** refers to Cumulative Grade Point Average, which is the sum of the product of credit hours and the quality point equivalent of the grade for all courses taken divided by the sum of all credit hours;

**‘Classes’** refers to instructional interaction between the academic staff and the student that includes lectures, tutorials and seminars;

**‘Conduct of Examinations’** means the planning and arrangement for an examination and also includes the execution, supervision and authentication of the examination and its results;

**‘Contact Hour’** refers to the actual instructional interactions between the academic staff and the student measured in terms of hours;

**‘Course’** means a defined area of study or a unit of a curriculum comprising several interrelated topics which is normally offered in a semester with a specific credit hour load and given a code;

**‘Course Instructor’** refers to the person assigned by the University to teach a course or section thereof;

**‘Comprehensive Examination’** refers to a specific examination or similar assessment a student is required to pass as a condition to graduate or to register for research work;

**‘Conditional Candidature’** refers to the status of a student who has to complete the English/Arabic language requirements and is concurrently allowed to take a maximum of two (2) programme courses;

**‘Conditional Pass’** refers to the clause 14.7.3

**‘Conferment of Postgraduate Degree / Diploma’** means the award of the postgraduate degree / diploma after endorsement of the Senate and confirmation in the convocation;

**‘Continuing Student’** means a student who is not in the first semester of his studies;

**‘Copyright’** means the right to publish or reproduce or to give permission to publish or reproduce intellectual material;

**‘Core Courses’** refers to the courses which a student must register for and pass for the graduation requirement;

**‘Course’** means a defined area of study or a unit of a curriculum comprising several interrelated topics, which are normally offered in a semester with a specific credit hour load and specified code. This includes things such as research, practical training and comprehensive examination;

**‘Coursework’** refers to a mode of study in which a student attends lectures, tutorials and seminars, and is assessed on the basis of assignments, projects, tests and examinations;

**‘CPS’** refers to the Centre for Postgraduate Studies;

**‘Credit Hours’** means the academic load of a course measured in units per semester. For coursework, one credit hour is usually equivalent to one contact hour, which is the actual instructional interaction between the instructor and the student measured in terms of hours;

**‘Curriculum’** refers to the requirement of the programme as approved by the Senate;

**‘Dean’** refers to the administrative Head of a Centre of Studies;

**‘Deferment’** means postponement of enrollment to a later date up to a maximum of one academic year;

**‘Department’** means an academic unit within a Centre of Studies that manages and monitors certain programmes related to a specified field of knowledge;

**‘Dismissal’** refers to termination because of poor / unsatisfactory academic progress as indicated by individual grades in courses, GPA, CGPA or an unfavourable report by the supervisor;

**‘Dissertation’** refers to research work in programmes where both coursework and research are required for graduation;

**‘Doctoral Examination Committee (DEC)’** refers to the highest examining body that assesses the research work of a doctoral candidate, conducts a viva voce and determines whether a research work should be accepted for a degree;

**‘Elective Courses’** refers to a specified list of courses from which a student may choose a minimum number to form his area of specialization and fulfil the graduation requirements of his programme;

**‘English Placement Test (EPT)’** refers to the test administered by the Centre for Languages and Pre-University Academic Development (CELPAD) of the University to determine the English proficiency level of the applicant;

**‘Enrollment’** refers to the process when a candidate registers as a student;

**‘Executive Programmes’** refers to Postgraduate programmes conducted by Centre with Executive Programmes;

**‘Exemption’** refers to the waiver from registering a specific graduation requirement;

**‘External Examiner’** refers to a person, not being a member of the academic staff of the Centre of Studies, who may be appointed by the Senate upon the recommendation of the respective Centre of Studies to assist in the evaluation and examination of students in a programme;

**‘Financial Assistance’** means a scholarship or loan given to a student by the IIUM or any other public or private agency to help the student to pursue his studies in the IIUM;

**‘Fresh-admission’** refers to the granting of fresh admission into a programme for a student who has been previously dismissed or terminated;

**‘Full-time Student’** refers to Clause 9.5.1;

**‘GPA’** refers to Grade Point Average which is the sum of the product of credit hours and the quality point equivalent of the grade for all courses taken divided by the sum of all credit hours of a particular semester;

**‘Grade’** refers to the final assessment of a course, based on the total scores awarded for assignments, tests, etc. and the final examination, expressed in numerical marks and the equivalent characters;

**‘Graduation’** means the completion of studies for the award of a postgraduate degree / diploma;

**‘He / Him / His’** refers to a person of either sex;

**‘IELTS’** refers to the International English Language Testing System, which is administered by the British Council;

**‘IIUM’** means the International Islamic University Malaysia;

**‘Independent Study’** refers a course offered under special circumstances and conditions;

**‘Internal Assessment’** refers to Student Admission Committee (‘SAC’);

**‘IP’** refers to in-progress status of research;

**‘Instructor Study’** refers to the person assigned by the University to teach a course or section thereof;

**‘KPGC’** refers to the Centre of Studies Postgraduate Committee in charge of postgraduate matters within each Centre of Studies;

**‘Leave of Absence’** refers to a period of one or more semesters during which a student has been granted permission to temporarily interrupt / suspend his studies;

**‘Library’** refers to the IIUM library;

**‘Master’s Examination Committee (MEC)’** refers to a committee comprising all examiners for a Master’s student’s research work;

**‘Maximum Study Period’** is the maximum period within which a student must complete his studies, failing which he may be terminated from the University;



**‘Medium of Instruction’** refers to the language in which the programme or course is conducted, which includes the language in which lectures are delivered, and assignments and tests are written;

**‘Minimum Study Period’** is the shortest period within which a student may qualify to be awarded a postgraduate degree / diploma;

**‘New Student’** means a student in his first (short or regular) semester of studies;

**‘Offer of Admission’** means the decision of the University to grant an applicant the opportunity to pursue his studies in the IIUM;

**‘PAIDE’** refers to Language Proficiency Courses for Postgraduates,

**‘Part-time Student’** refers to Clause 9.5.2;

**‘Plagiarism’** refers to Appendix 7;

**‘Postgraduate Studies / Programmes’** refers to Ph.D., Master’s and Postgraduate Diploma (where relevant) programmes;

**‘Pre-registration’** refers to early course registration for the following semester, which takes place usually in the 12th week of the regular semester preceding that semester;

**‘Prerequisite Course’** refers to specific course required to be completed prior to registering for a relevant postgraduate course;

**‘Programme Required Course’** refers to specific core and elective courses prescribed in the programme of study;

**‘Programme’** refers a prescribed curriculum leading to a degree or postgraduate diploma;

**‘Proposal Defense’** refers to presentation of research proposal before registration of research;

**‘Public Access’** means access to any individual or organization, other than the author of the research work, the supervisor / supervisory committee, the examination committee and the CPS;

**‘Q.P.E.’** refers to Quality Point Equivalent which is a numerical equivalent assigned to each course grade for the purpose of calculating grade point average;

**‘Reading List’** refers to a list of books, articles, topics or other reading material that a student is required to read in preparation for the comprehensive examination;

**‘Registration’** means the official recording of a student’s name to study a course;

**‘Regular Semester’** means a semester that consists of 16 weeks of lectures and examinations;

**‘Repeating Course’** refers to a student registering for the same course in a subsequent semester and being assessed as if he were taking a new course (possible for both core and elective courses);

**‘Replacing Course’** refers to a student registering for an elective course as a replacement for another elective course taken earlier to fulfill the minimum number of elective courses required for graduation;

**‘Research Paper’** refers to research work at the postgraduate diploma level and some Master’s level programmes which must not exceed 25,000 words;

**‘Research Proposal’** is a document comprising research objectives, literature review, methodology, hypothesis and problem statements;

**‘Research Work’** refers to a mode of study under which a student carries out research under the guidance of a supervisor and records his findings in the form of a thesis, dissertation or a research paper;

**‘Re-sit Examination’** refers to a final examination of a course, which the student takes for the second time;

**‘Resumption of Studies’** refers to the granting of resumption of studies to a student who has been terminated due to non-registration;

**‘SAC’** refers to the Students Admission Committee;

**‘SAPER’** refers to the Students Academic Performance Evaluation (Undergraduate) Regulations 2015.

**‘Semester’** means a duration specified by the Senate allocated for lectures, examinations and similar instructional activities;

**‘Senate’** refers to the Senate of the IIUM, the highest authority on academic matters in the University;

**‘Short Semester’** means a semester that consists of 8 weeks of lectures and examinations. It is offered during the long vacation and is optional for postgraduate students to register;

**‘Special Examination’** refers to an examination that a student sits for when he has valid reasons for not attending the end-of-semester examination;

**‘Special Requirement Course’** refers to courses prescribed for a student for a specific reason, other than the reason for a prerequisite course, and the course(s) may be taken concurrently with the programme courses;

**‘Student’** refers to a person enrolled / registered in the IIUM to pursue a specific programme of postgraduate study;

**‘Study Period’** refers to a duration within which a student is expected to complete the programme;

**‘Suspension’** refers to a punitive measure in which a student is prohibited from involvement in academic work in the University for a specified period of time;

**‘Termination’** refers to the dismissal of a student for other than academic reasons as deemed fit by the Senate;

**‘Thesis’** refers to research work in a programme where only research is required for graduation;

**‘TOEFL’** refers to the Test of English as a Foreign Language, which is administered by the Educational Testing Services (ETS);

**‘Transcript’** refers to a document issued by the University listing all courses and grades obtained by the student throughout his studies at the IIUM;

**‘Transfer of Credits’** refers to the applicant’s academic credits for courses taken at other recognized academic institutions transferred to his current academic records for the purpose of fulfilling his graduation requirements;

**‘University’** refers to the International Islamic University Malaysia;

**‘University Committee for Postgraduate Studies (UCPS)’** is a University-level committee comprising representatives from each Centre of Studies to discuss and deliberate on various issues related to postgraduate studies;

**‘UP’** refers to ‘Unsatisfactory status’ of research;

**‘Visiting Students’** refers to persons not enrolled in the IIUM as students pursuing a specific programme of study;

**‘Viva Voce’** refers to an oral examination where a student defends his thesis / dissertation in the presence of the Examination Committee.