# PART II: ADMISSION RULES

## 1. ADMISSION CRITERIA

### 1.1. Master's Programmes

#### 1.1.1. General Academic Qualifications

1.1.1.1. A relevant Bachelor's degree (honours) from the IIUM or any other accredited institution of higher learning; or

1.1.1.2. Any other certificate that is recognized as equivalent to a Bachelor's degree (honours) or other relevant professional qualifications and experience that are recognized by the Senate of the University.

#### 1.1.2. Specific Requirement

1.1.2.1. Obtained a CGPA of 2.75 and above in a related field; or

1.1.2.2. Obtained a CGPA less than 2.75 but possesses relevant working experience in the field applied.

#### 1.1.3. Research Proposal

1.1.3.1. A suitable Research Proposal is required from 'Master by Research only' applicants.

### 1.2. PhD Programme

#### 1.2.1. General Academic Requirement

1.2.1.1. A relevant Bachelor's degree (as specified in Rules no. 1.1.1 - 1.1.2) and Master's degree from the IIUM or any other accredited institution of higher learning; or

1.2.1.2. Any other certificate that is recognized as equivalent to a Bachelor's and Master's degree or other relevant professional qualifications and experience that are recognized by the Senate of the University.

**1.2.2. Research Proposal**

A suitable Research Proposal is required for Ph.D. applicants.

## 1.3. General Admission Requirements for Mature Applicants

1.3.1. He must have at least ten (10) years working experience in a relevant field of his postgraduate studies

1.3.2. Pass an interview by a panel from the respective Centre of Studies

## 1.4. Language Requirements

**1.4.1. English Language**

1.4.1.1. Applicants are required to provide evidence of having attained the minimum score of the Test of English as a Foreign Language (TOEFL) or of the International English Language Testing System (IELTS) or the IIUM administered English Placement Test (EPT) with the minimum required score or above as listed in the table below, to enroll into the University as a regular student for a postgraduate programme.

Applicants who have achieved the required score for IELTS or TOEFL must make sure that the results are still valid within the prescribed validity period of the relevant examination body.

Applicants for executive programmes shall be required to sit for the EPT. However, the Centres with executive programmes shall decide the status of the applicants who have not met the minimum proficiency standard as stated in Rule1.4.1.3, in accordance with the Centre's guidelines.

1.4.1.2. Exemption from rule 1.4.1.1 may be given to those who have undertaken regular programmes of studies and graduated from universities that use English as the medium of instruction in English–speaking countries or who have graduated from the IIUM in a programme with English as the medium of instruction.

1.4.1.3. The required scores in TOEFL, IELTS or EPT for entry into the postgraduate programmes are as follows.

| Type of Program | Minimum Score (TOEFL) | Minimum Score (IELTS) | Minimum Score (EPT) |
|---|---|---|---|
| Entry Requirement | | | |
| All Arts Based programs | Paper based : 550 Computer based : 213 Internet based : 79 | 6.0 Overall band score | 6.0 Overall band score |
| All Science and Technology Based programs | Paper based : 500 Computer based : 173 Internet based : 60 | 5.0 Overall band score | 5.0 Overall band score |
| EXCEPT | | | |
| Entry Requirement | | | |
| PhD and Master of English Language Studies and English Literary Studies(KIRKHS) | Paper based : 600 Computer based : 250 Internet based : 100 | 7.0 Overall band score | - |
| Master of Education Teaching English as a Second Language (KOED) | Paper based : 600 Computer based : 250 Internet based : 100 | 7.0 Overall band score | 7.0 Overall band score |
| PhD and Master of Arts in Teaching of English for Specific Purposes (KLM) | Paper based : 587 Computer based : 240 Internet based : 95 | 7.0 Overall band score [6.0 (WRLS)] | 7.0 Overall band score [6.0 (WRLS)] |
| PhD and Master of Arts in Teaching of Arabic for Specific Purposes (KLM) | Paper based : 437 - 473 Computer based : 123 - 150 Internet based : 41 - 52 | 4.0 Overall Minimum band 3.5 (WLS) 4.0 (R) | 4.0 Overall Minimum band 3.5 (WLS) 4.0 (R) |
| PhD and Master programs with Arabic as the medium of instruction  PhD and Master programs with "Research Only" mode AND thesis written in Arabic Language | Paper based : 425 Computer based : 113 Internet based : 30 | 3.0 Overall band score | 3.0 Overall band score |
| Graduation Requirement | | | |
| Clinical Specialist Training program (KOM) | Paper based : 550 Computer based : 213 Internet based : 79 | 5.0 Overall band score | 5.0 Overall band score |

1.4.1.4. An offer of admission issued to an applicant who does not satisfy the conditions stipulated in Rule 1.4.1.3 shall remain valid for a period of two (2) years. Should the applicant fail to attain the required scores in TOEFL, IELTS or EPT within the two years, the offer of admission shall be automatically withdrawn.

**1.4.2. Arabic Language**

1.4.2.1. An applicant intending to pursue a programme with Arabic as the medium of instruction must attain a minimum score of 7.0 in the IIUM-administered Arabic Placement Test (APT) before being allowed to commence his / her postgraduate studies.

| Type of Program | Minimum Score (APT) |
|---|---|
| Entry Requirement | |
| PhD and Master programs with Arabic as the medium of instruction | 7.0 Overall band score |
| PhD and Master programs with "Research Only" mode AND thesis written in Arabic Language | |

1.4.2.2. Exemption from Rule 1.4.2.1 may be given to those who have undertaken regular programmes of studies and graduated from universities that use Arabic as the medium of instruction from Arabic – speaking countries or who have graduated from the IIUM in a programme with Arabic as the medium of instruction

1.4.2.3. An offer of admission issued to an applicant who does not satisfy the conditions stipulated in Rule 1.4.2.1 shall remain valid for a period of two years. Failure to pass the APT within the given two years shall result in the automatic withdrawal of the offer of admission

### 1.4.3. Malay Language

1.4.3.1. All international Postgraduate Students enrolled in programs with Arabic as medium of instruction or programs with "Research Only" mode and thesis written in Arabic are required to register for one (1) introductory course in Bahasa Melayu, as a graduation requirement.

| Type of Program | Minimum Score (APT) |
|---|---|
| Graduation Requirement for International Student ONLY | |
| PhD and Master programs with Arabic as the medium of instruction | PASS Level 1 of Bahasa Melayu Introductory course |
| PhD and Master programs with "Research Only" mode AND thesis written in Arabic Language | |

1.4.4. An applicant pursuing a programme in which the medium of instruction is both English and Arabic must fulfill the requirements stipulated in Rule 1.4.1.3 and 1.4.2.1

1.4.5. A student who does not achieve the required scores will have an option to enroll into Language Proficiency Courses for Postgraduates for a maximum of two (2) years prior to his admission into Postgraduate programme. The above period will not be counted in the overall study period. In such cases, the student will not be allowed to register for any courses of the Postgraduate programme **except** the pre requisite courses with a maximum of 2 courses per semester.

## 1.5. Additional Admission Requirements

1.5.1. If deemed necessary, an applicant may be interviewed and/or required to sit for an entrance test in order to determine his eligibility for admission to a specific programme

1.5.2. The department or Centre of Studies may require the applicant to satisfy additional conditions for admission to a specific programme with the endorsement of the SAC

## 2.    APPLICATION FOR ADMISSION

### 2.1.  Application Processing

An applicant wishing to enter a graduate programme at the IIUM must submit the application with all the required supporting documents to the CPS within the period of time stipulated by the CPS for a specific intake

### 2.2.  Application Procedure and Admission Notification

2.2.1.  All postgraduate applications shall first be reviewed by the relevant departments or Centre of Studies whose recommendations shall be tabled at the SAC for the final decision on the applications. The decision of the SAC will be conveyed to the applicants accordingly.

2.2.2.  Should a candidate who has been accepted for admission fail, within the specific period, to enroll or register for the semester, the offer of admission will lapse unless he applies for a deferment as stated under Rule 3.3.

### 2.3.  Transfer of Credits

2.3.1.  A student who has completed certain postgraduate courses from the IIUM or another accredited institution may apply to transfer credits earned previously to his current programme if the following conditions are fulfiled:

a.   Courses sought for transfer are similar and equivalent to the corresponding courses in the current programme offered at the IIUM

b.   A minimum 'B' grade or its equivalent was obtained in the course sought for transfer

c.   The student was on a good overall academic standing in his previous candidature.

d.   The courses were taken not more than five (5) years before the date of enrollment in his current programme.

e.   Courses or credits sought for transfer must only be credited once and for all.

2.3.2.   Applications for transfer of credits must be accompanied by the relevant supporting documents such as course description and grading system. A student may be interviewed or required to sit for a test, if deemed necessary, by the department, in order to determine his eligibility for the transfer of credits.

2.3.3.   The maximum number of credits that may be transferred is 50 % of the credit hours of the coursework required for the graduation in the current programme.

2.3.4.   Applications for transfer of credits are to be made to the Dean of the Centre of Studies latest by the end of the student's first regular semester of studies at the IIUM.

2.3.5.   All applications for transfer of credits shall be decided by the UCPS on the recommendation of the KPGC.

## 2.4.  Exemptions

2.4.1.   A student may apply for exemption from taking a course required by his programme of study if he has relevant knowledge, qualifications or professional experience in the areas covered in the course as determined by the Centre of Studies.

2.4.2.   Applications for exemptions must be accompanied by the relevant supporting documents. A student may be interviewed or required to sit for a test, if deemed necessary, by the department, in order to determine his eligibility for the exemption.

2.4.3.   All courses or credits sought for exemption must only be exempted once and for all.

2.4.4.   The maximum number of credits that may be exempted is 50% of the credit hours of the coursework required for the graduation in the current programme.

2.4.5.   Applications for exemptions are to be made to the Dean of the Centre of Studies the latest by the end of the student's first regular semester of studies at the IIUM.

2.4.6.   All applications for exemptions shall be decided by the UCPS on the recommendation of the KPGC.

## 3.   ENROLLMENT

### 3.1.   Time of Enrollment

A candidate must enroll into the University before the commencement of classes in his first semester of study, within a period specified by the CPS. Failure to enroll in the specified period may result in the withdrawal of the offer of admission by the University.

### 3.2.   Status of Enrollment

3.2.1.   A student may choose to enroll for either a full-time or a part-time programme subject to the availability of the desired type of programme. Should a student opt for a full-time programme, he will not be allowed to enroll in another programme concurrently.

3.2.2.   A continuing student may apply to change his status from part- time to full-time or vice versa, once in his study period, subject to the approval of the respective Centre of Studies and endorsement by the UCPS

3.2.3.   A student intending to maintain his employment while studying full-time at the IIUM is required to provide evidence that he has the permission of his employer to pursue his studies on a full-time basis. Otherwise, he must opt for a part-time programme.

## 3.3.  Deferment of Enrollment

3.3.1.   A student who has been issued an offer of admission to pursue his postgraduate studies at the IIUM may apply to defer his enrollment for a maximum of one (1) academic year

3.3.2.   The SAC shall decide on the applications for deferment of enrollment. Should the SAC reject such an application, the student shall be required to enroll on the date originally set by the CPS. Failure to do so may result in the withdrawal of the offer of admission

3.3.3.   The period of deferment shall not be included in the student's total study period. During such a period, a student shall not be entitled to use any University facilities, except consultations relevant to his postgraduate studies at the University

## 4.   REGISTERING AS STUDENTS IN OTHER INSTITUTIONS

4.1.  An IIUM student shall not be allowed to register as a student in any other institution of higher learning during his studies at the IIUM, unless granted permission by the Senate

4.2.  Any student found to have registered for studies at any other institution without obtaining approval from the Senate may be dismissed from the University and denied any fee refunds.

## 5.   FEES

5.1.   A student is required to pay his fees every semester before registration. Students not receiving financial assistance from any organization must present the receipt of payment before they are allowed to register.

5.2.   A student receiving financial assistance from an organization other than the University is required to produce, before enrollment, a letter of guarantee indicating that the organization has agreed to finance his studies at the IIUM.

5.3.   The amount of fees due to be paid by a student shall be specified by the University. The University reserves the right to change the fees whenever necessary.

5.4.   A student who fails to pay the fees within the stipulated period will be subjected to the penalties imposed by the IIUM.

## 6.   STUDY PERIOD

6.1.   Depending on the specific programme, the study periods of various postgraduate programmes shall fall within the following minimum and maximum limits:

| Type of Programme | Type | Minimum Duration (Academic Years) | Normal Duration (Academic Years) | Maximum Duration (Academic Years) |
|---|---|---|---|---|
| Master | Full-time | 1 | 2 | 3 |
| Master | Part-time | 2 | 4 | 5 |
| Master of Education (Counseling) | Full-time | 2 | 3 | 4 |
| Clinical Specialist Training Programme | Full-time | 4 | 4 | 7 |
| Ph.D | Full-time | 2 | 3 | 6 |
| Ph.D | Part-time | 3 | 6 | 8 |

6.1.1.    The study periods of the Executive programmes are as follows:

| Type of Programme | Type | Minimum Duration (Academic Years) | Normal Duration (Academic Years) | Maximum Duration (Academic Years) |
|---|---|---|---|---|
| Postgraduate Diploma (Executive) | Full-time | 1 | 2 | 3 |
| | Part-time | 2 | 3 | 4 |
| Master | Full-time | 1 | 2 | 4 |
| | Part-time | 2 | 4 | 6 |
| Doctorate (DBA) | Full-time | 12 Trisemester | 12 Trisemester | 6 years |
| | Part-time | 15 Trisemester | 15 Trisemester | 8 years |
| Master (MBA & MOM) | Full-time | 3 Trisemester | 4 Trisemester | 3 years |
| | Part-time | 6 Trisemester | 8 Trisemester | 5 years |

6.1.2.    A student who has exhausted the normal study period must apply to the UCPS, upon the recommendation of the KPGC, for an extension of his / her studies. The extension may be granted up to the maximum period.

6.1.3.    For student registered with the Centres with Executive programmes, appeal for extension of study shall be dealt by the respective Centres.

6.1.4.    Under extenuating circumstances, the Senate may, upon the recommendation of the KPGC and Dean's Council consider a student's appeal to extend his studies beyond the maximum study period.

6.1.5.    A semester in which prerequisite or special requirement courses constitute 50% or more of the total workload carried by the students is excluded from his total study period.