

## POSTGRADUATE REGULATIONS (REVISED 2020)

PART	POSTGRADUATE REGULATIONS 2015	POSTGRADUATE REGULATIONS (REVISED 2020)
Preliminary	These Regulations shall be known as the POSTGRADUATE REGULATIONS (Revised 2015) of the Islamic University of Malaysia.	These Regulations shall be known as the POSTGRADUATE REGULATIONS (Revised 2020) of the Islamic University of Malaysia.
	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.	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 Centre of Studies of the University.
	‘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;	<b>DELETE</b>
	‘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;	<b>DELETE</b>
	‘Candidate’ means an applicant who is offered a place in a specified programme before enrollment;	<b>DELETE</b>
	‘Classes’ refers to instructional interaction between the academic staff and the student that includes lectures, tutorials and seminars;	<b>DELETE</b>
	‘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;	<b>DELETE</b>
	‘Course Instructor’ refers to the person assigned by the University to teach a course or section thereof;	<b>DELETE</b>
	‘Conditional Pass’ refers to the clause 14.7.3;	<b>DELETE</b>
	‘Conferment of Postgraduate Degree / Diploma’ means the award of the postgraduate degree / diploma after endorsement of the Senate and confirmation in the convocation;	<b>DELETE</b>
	‘Continuing Student’ means a student who is not in the first semester of his studies;	<b>DELETE</b>
	‘Course’ means a defined area of study or a unit of a curriculum comprising several interrelated topics, which are normally offered	<b>DELETE</b>

Preliminary	in a semester with a specific credit hour load and specified code. This includes things such as research, practical training and comprehensive examination;	
		‘Co-supervisor’ refers to a joint supervisor, the one who co-supervises the work of a postgraduate research student.
	‘CPS’ refers to the Centre for Postgraduate Studies;	<b>DELETE</b>
	‘Department’ means an academic unit within a Centre of Studies that manages and monitors certain programmes related to a specified field of knowledge;	<b>DELETE</b>
	‘Executive Programmes’ refers to Postgraduate programmes conducted by Centre with Executive Programmes;	<b>DELETE</b>
	‘Exemption’ refers to the waiver from registering a specific course graduation requirement;	‘Exemption’ refers to the waiver from registering a specific course.
	‘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;	‘External Examiner’ refers to qualified person(s) from outside IIUM who may be appointed to evaluate/s the student’s dissertation/thesis.
	‘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;	<b>DELETE</b>
	‘Full-time Student’ refers to Clause 9.5.1;	<b>DELETE</b>
	‘He / Him / His’ refers to a person of either sex;	<b>DELETE</b>
	‘IELTS’ refers to the International English Language Testing System, which is administered by the British Council;	<b>DELETE</b>
	‘IIUM’ means the International Islamic University Malaysia;	<b>DELETE</b>
	‘Internal Assessment’ refers to Student Admission Committee (‘SAC’);	<b>DELETE</b>
	‘Instructor Study’ refers to the person assigned by the University to teach a course or section thereof;	<b>DELETE</b>
	‘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;	<b>DELETE</b>
	‘Library’ refers to the IIUM library;	<b>DELETE</b>
	‘Master’s Examination Committee (MEC)’ refers to a committee comprising all examiners for a Master’s student’s research work;	<b>DELETE</b>

Preliminary	‘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;	<b>DELETE</b>
	‘New Student’ means a student in his first (short or regular) semester of studies;	<b>DELETE</b>
	‘Offer of Admission’ means the decision of the University to grant an applicant the opportunity to pursue his studies in the IIUM;	<b>DELETE</b>
	‘PAIDE’ refers to Language Proficiency Courses for Postgraduates;	<b>DELETE</b>
	‘Part-time Student’ refers to Clause 9.5.2;	<b>DELETE</b>
	‘Plagiarism’ refers to Appendix 7;	‘Plagiarism’ refers to the ‘wrongful appropriation’ and ‘stealing and publication’ of another author's ‘language, thoughts, ideas, or expressions’ and the representation of them as one's own original work.
	‘Postgraduate Studies / Programmes’ refers to Ph.D., Master’s and Postgraduate Diploma (where relevant) programmes;	<b>DELETE</b>
	‘Prerequisite Course’ refers to specific course required to be completed prior to registering for a relevant postgraduate course/ programme;	<b>DELETE</b>
		‘Professional Doctoral Degree’ refers to a professional doctorate, is designed for working professionals who have practical experience in their field and want to increase their knowledge, advance their careers, and translate their work experience into a higher position of credibility, leadership, and influence.
	‘Programme Required Course’ refers to specific core and elective courses prescribed in the programme of study;	<b>DELETE</b>
	‘Programme’ refers a prescribed curriculum leading to a degree or postgraduate diploma;	<b>DELETE</b>
	‘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;	<b>DELETE</b>
	‘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;	<b>DELETE</b>

Preliminary	‘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;	<b>DELETE</b>
	‘Registration’ means the official recording of a student’s name to study a course;	<b>DELETE</b>
	‘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);	<b>DELETE</b>
	‘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;	<b>DELETE</b>
	‘Research Paper’ refers to research work at the postgraduate diploma level and some Master’s level programmes which must not exceed 25,000 words;	<b>DELETE</b>
	‘Resumption of Studies’ refers to the granting of resumption of studies to a student who has been terminated due to non-registration;	<b>DELETE</b>
	‘SAC’ refers to the Students Admission Committee;	<b>DELETE</b>
	‘SAPER’ refers to the Students’ Academic Performance Evaluation (Undergraduate) Regulations 2015;	<b>DELETE</b>
	‘Student’ refers to a person enrolled / registered in the IIUM to pursue a specific programme of postgraduate study;	<b>DELETE</b>
		‘Supervisor’ refers to a person who directs and oversees the work of a postgraduate research student.
	‘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;	<b>DELETE</b>
		‘Non-Registration’ refers to a student who fails to register any course with no valid reason.
	Termination’ refers to deactivation of a student candidature from the University for other than academic reasons; as deemed fit by the Senate;	‘Termination’ refers to deactivation of a student candidature from the University for other than academic reasons.
	‘TOEFL’ refers to the Test of English as a Foreign Language, which is administered by the Educational Testing Services (ETS);	<b>DELETE</b>

Preliminary	'Transcript' refers to a document issued by the University listing all courses and grades obtained by the student throughout his studies at the IIUM;		<b>DELETE</b>	
	'University' refers to the International Islamic University Malaysia;		<b>DELETE</b>	
Admission Rules	1.1.1.	Master's Programmes General Academic Qualifications	1.1.1. 1.1.1.3.	Master's Programmes General Academic Requirements Fulfilled the necessary requirements and obtained a certificate of APEL A issued by Malaysian Qualification Agency (MQA).
	1.1.2.2.	Obtained a CGPA less than 2.75 but possesses relevant working experience in the field applied.	1.1.2.2. 1.1.2.3.	Obtained a CGPA of 2.50 and not meeting CGPA 2.75 may be accepted subject to rigorous internal assessment such as interview, written exam, pre-requisite; or Obtained a CGPA of less than 2.50 may be accepted subject to a minimum of 5 years working experience in relevant field.
	1.3.	General Admission Requirements for Mature Applicants	1.3.	General Admission Requirements for Applicants With Working Experience
	1.3.1.	He must have at least ten (10) years working experience in a relevant field of his postgraduate studies.	1.3.1.	The applicants' with working experience will be given due recognition by giving credit to the number of years to their non-formal and informal learning. The method of calculation and convergence is as follows: 1 year of experience which is equivalent to 0.05 and 10 years of experience which is equivalent to 0.5 point
	1.3.2.	Pass an interview by a panel from the respective Centre of Studies.	1.3.2.	Pass an interview by a panel from the respective Centre of Studies (if necessary).
	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.	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 enrol into the University as a regular student for a postgraduate programme.

Admission Rules		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 Rule 1.4.1.3., in accordance with the Centre’s guidelines.		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.																																					
	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.	1.4.1.2.	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.																																					
	1.4.1.3.	The required scores in TOEFL, IELTS or EPT for entry into the postgraduate programmes are as follows.	1.4.1.3.	The required scores in TOEFL, IELTS or EPT for entry into the postgraduate programmes are as follows:																																					
	<table><tr><th>TYPES OF PROGRAMMES ENTRY REQUIREMENT</th><th>MINIMUM TOEFL SCORE (ACADEMIC)</th><th>MINIMUM IELTS SCORE (ACADEMIC)</th><th>MINIMUM SCORE (EPT)</th></tr><tr><td>All Arts Based programmes</td><td>Paper based :550 Computer based :213 Internet based :79</td><td>6.0 Overall band score</td><td>6.0 Overall band score</td></tr><tr><td>All Science and Technology Based programmes</td><td>Paper based :500 Computer based :173 Internet based :60</td><td>5.0 Overall band score</td><td>5.0 Overall band score</td></tr><tr><td colspan="4">EXCEPT ENTRY REQUIREMENTS</td></tr><tr><td>PhD and Master of English Language Studies, English Literary Studies and Applied Linguistic (KIRKHS)</td><td>Paper based :600 Computer based :250 Internet based :100</td><td>7.0 Overall band score</td><td></td></tr></table>	TYPES OF PROGRAMMES ENTRY REQUIREMENT	MINIMUM TOEFL SCORE (ACADEMIC)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)	All Arts Based programmes	Paper based :550 Computer based :213 Internet based :79	6.0 Overall band score	6.0 Overall band score	All Science and Technology Based programmes	Paper based :500 Computer based :173 Internet based :60	5.0 Overall band score	5.0 Overall band score	EXCEPT ENTRY REQUIREMENTS				PhD and Master of English Language Studies, English Literary Studies and Applied Linguistic (KIRKHS)	Paper based :600 Computer based :250 Internet based :100	7.0 Overall band score		1.4.1.3.1. <b>General English Language Entry Requirements</b> <table><tr><th>PROGRAMMES</th><th>MINIMUM TOEFL SCORE (ACADEMIC)</th><th>MINIMUM IELTS SCORE (ACADEMIC)</th><th>MINIMUM SCORE (EPT)</th></tr><tr><td>All Arts Based programmes with English as the medium of instruction</td><td>Paper based :550 Computer based :213 Internet based :79</td><td>6.0 Overall band score</td><td>6.0 Overall band score</td></tr><tr><td>All Science and Technology Based programmes with English as the medium of instruction</td><td>Paper based :500 Computer based :173 Internet based :60</td><td>5.0 Overall band score</td><td>5.0 Overall band score</td></tr><tr><td>All programmes with Arabic as the medium of instruction</td><td>Paper based :425 Computer based :113 Internet based :30</td><td>3.0 Overall band score</td><td>3.0 Overall band score</td></tr><tr><td>*All Programmes</td><td>Paper based :425</td><td>3.0</td><td>3.0</td></tr></table>	PROGRAMMES	MINIMUM TOEFL SCORE (ACADEMIC)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)	All Arts Based programmes with English as the medium of instruction	Paper based :550 Computer based :213 Internet based :79	6.0 Overall band score	6.0 Overall band score	All Science and Technology Based programmes with English as the medium of instruction	Paper based :500 Computer based :173 Internet based :60	5.0 Overall band score	5.0 Overall band score	All programmes with Arabic as the medium of instruction	Paper based :425 Computer based :113 Internet based :30	3.0 Overall band score	3.0 Overall band score	*All Programmes	Paper based :425	3.0
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Admission Rules		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	1.4.1.3.2.	with English as the medium of instruction <i>thesis/ dissertation written in Arabic Language)</i>	Computer based :113 Internet based :30	Overall band score	Overall band score					
		PhD and Master programmes with Arabic as medium of instruction (All CoS)	Paper based : 425 Computer based : 113 Internet based : 30	3.0 Overall band score	3.0 Overall band score		*Approval must be granted from the Senate Sub-Committee for Writing Thesis in Arabic Language EXCEPT programmes of Islamic Revealed Knowledge and Heritage.								
		PhD and Master programmes with “Research Only” mode AND thesis written in Arabic Language (All CoS)	Paper based : 425 Computer based : 113 Internet based : 30	3.0 Overall band score	3.0 Overall band score		<b>Specific English Language Entry Requirements</b> a. Kulliyah of Information and Communication Technology								
		PhD and Master of Arts in Teaching Arabic for Specific Purpose (KLM)	Paper based : 437 - 473 Computer based : 123 - 150 Internet based : 41 - 52	4.0 Overall band score	EPT 4.0, 3.5 (WLS), 4.0 (R)(Local)		<table><tr><th>PROGRAMME</th><th>MINIMUM TOEFL SCORE (ACADEMIC)</th><th>MINIMUM IELTS SCORE (ACADEMIC)</th><th>MINIMUM SCORE (EPT)</th></tr><tr><td>Master of Protective Security Management and Master of Business Intelligence Analysis</td><td>Paper based : R44-47 W43-46 Computer based : R13-15 W13-15 Internet based : R11-13 W10-11</td><td>5.0 Overall band score</td><td>5.0 Overall band score</td></tr></table>	PROGRAMME	MINIMUM TOEFL SCORE (ACADEMIC)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)	Master of Protective Security Management and Master of Business Intelligence Analysis	Paper based : R44-47 W43-46 Computer based : R13-15 W13-15 Internet based : R11-13 W10-11	5.0 Overall band score	5.0 Overall band score
	PROGRAMME	MINIMUM TOEFL SCORE (ACADEMIC)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)											
	Master of Protective Security Management and Master of Business Intelligence Analysis	Paper based : R44-47 W43-46 Computer based : R13-15 W13-15 Internet based : R11-13 W10-11	5.0 Overall band score	5.0 Overall band score											
		PhD and Master of Islamic Revealed Knowledge and Heritage (Arabic Stream) (KIRKHS)	Paper based : 425 Computer based : 113 Internet based : 30	3.0 Overall band score	3.0 Overall band score		Note: R – Reading and W- Writing								
		PhD and Master of Islamic Revealed Knowledge and Heritage (English Stream) (KIRKHS)	Paper based :550 Computer based :213 Internet based :79	6.0 Overall band score	6.0 Overall band score		b. Kulliyah of Education								
		<b>EXCEPT GRADUATION REQUIREMENTS</b>													
		Clinical and Specialist Training programmes in Kulliyah of Medicine (KOM)	Paper based :550 Computer based :213 Internet based :79	5.0 Overall band score	5.0 Overall band score		<table><tr><th>PROGRAMMES</th><th>MINIMUM TOEFL SCORE (ACADEMIC)</th><th>MINIMUM IELTS SCORE (ACADEMIC)</th><th>MINIMUM SCORE (EPT)</th></tr><tr><td>Programmes of Islamic Revealed Knowledge and Heritage with Arabic as a medium of</td><td>Paper based :425 Computer based :113 Internet based :30</td><td>3.0 Overall band score</td><td>3.0 Overall band score</td></tr></table>	PROGRAMMES	MINIMUM TOEFL SCORE (ACADEMIC)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)	Programmes of Islamic Revealed Knowledge and Heritage with Arabic as a medium of	Paper based :425 Computer based :113 Internet based :30	3.0 Overall band score	3.0 Overall band score
PROGRAMMES	MINIMUM TOEFL SCORE (ACADEMIC)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)												
Programmes of Islamic Revealed Knowledge and Heritage with Arabic as a medium of	Paper based :425 Computer based :113 Internet based :30	3.0 Overall band score	3.0 Overall band score												

Admission Rules				instruction or written thesis/ dissertation in Arabic Language <i>(Approval must be granted from the Departments)</i>			
				Programmes of English Language Studies, English Literature Studies and Applied Linguistic Studies <i>(International applicants)</i>	Paper based :600 Computer based :250 Internet based :100	7.0 Overall band score	Not Applicable
				Programmes of English Language Studies, English Literature Studies and Applied Linguistic Studies <i>(Both Local and International applicants graduated from Malaysian Institute of Higher Learning)</i>	Paper based :600 Computer based :250 Internet based :100	7.0 Overall band score	7.0 Overall band score
				d. Kulliyyah of Languages and Management			
				PROGRAMMES	MINIMUM TOEFL SCORE (ACADEMIC)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)
				Master of Arts in Teaching English for Specific Purpose	Paper based :587 Computer based :240 Internet based :95	6.5 Overall band score	6.5 Overall band score
				Master of Arts in Teaching Arabic for Specific Purpose	Paper based : 425 Computer based : 113	3.0 Overall band Score	3.0 Overall band score



Admission Rules				<table><tr><td></td><td>Internet based : 30</td><td></td><td></td></tr><tr><td colspan="4">Note: W- Writing, L- Listening, S- Speaking and R- Reading</td></tr><tr><td colspan="4">e. IIUM Institute of Islamic Banking and Finance</td></tr><tr><td>PROGRAMMES</td><td>MINIMUM TOEFL SCORE (ACADEMIC)</td><td>MINIMUM IELTS SCORE (ACADEMIC)</td><td>MINIMUM SCORE (EPT)</td></tr><tr><td>Master of Science, Islamic Banking and Finance with Arabic as a medium of instruction (Approval must be granted from the Institute)</td><td>Paper based :425 Computer based :113 Internet based :30</td><td>3.0 Overall band score</td><td>3.0 Overall band score</td></tr></table>		Internet based : 30			Note: W- Writing, L- Listening, S- Speaking and R- Reading				e. IIUM Institute of Islamic Banking and Finance				PROGRAMMES	MINIMUM TOEFL SCORE (ACADEMIC)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)	Master of Science, Islamic Banking and Finance with Arabic as a medium of instruction (Approval must be granted from the Institute)	Paper based :425 Computer based :113 Internet based :30	3.0 Overall band score	3.0 Overall band score
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Admission Rules		<table><tr><td>PhD and Master of Islamic Revealed Knowledge and Heritage (KIRKHS) with written thesis in Arabic Language</td><td>7.0 Overall band score</td></tr></table>	PhD and Master of Islamic Revealed Knowledge and Heritage (KIRKHS) with written thesis in Arabic Language	7.0 Overall band score	1.4.2.1.2.	<b>Specific Arabic Language Entry Requirements</b> a. Kulliyyah of Islamic Revealed Knowledge and Human Sciences <table><tr><td>PROGRAMMES</td><td>IIUM-administered Arabic Placement Test (APT)</td></tr><tr><td>Programmes of Islamic Revealed Knowledge and Heritage with English as the medium of instruction</td><td>5.0 Overall band score</td></tr><tr><td>Programmes of Islamic Revealed Knowledge and Heritage with Arabic as the medium of instruction (<i>thesis/ dissertation written in English Language</i>)</td><td>5.0 Overall band score</td></tr></table> b. Kulliyyah of Languages and Management <table><tr><td>PROGRAMMES</td><td>IIUM-administered Arabic Placement Test (APT)</td></tr><tr><td>Master of Arts in Teaching Arabic for Specific Purpose</td><td>6.5 Overall band score</td></tr></table>	PROGRAMMES	IIUM-administered Arabic Placement Test (APT)	Programmes of Islamic Revealed Knowledge and Heritage with English as the medium of instruction	5.0 Overall band score	Programmes of Islamic Revealed Knowledge and Heritage with Arabic as the medium of instruction ( <i>thesis/ dissertation written in English Language</i> )	5.0 Overall band score	PROGRAMMES	IIUM-administered Arabic Placement Test (APT)	Master of Arts in Teaching Arabic for Specific Purpose	6.5 Overall band score
	PhD and Master of Islamic Revealed Knowledge and Heritage (KIRKHS) with written thesis in Arabic Language	7.0 Overall band score														
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PROGRAMMES	IIUM-administered Arabic Placement Test (APT)															
Master of Arts in Teaching Arabic for Specific Purpose	6.5 Overall band score															
1.4.3.	Malay Language	1.4.3.	Malay Language as Graduation Requirement for International Students													
1.4.3.1.	<p>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.</p> <table><tr><td>Type of Program</td><td>Minimum Score (APT)</td></tr><tr><td colspan="2">Graduation Requirement for International Student ONLY</td></tr><tr><td>PhD and Master programs with Arabic as the medium of instruction</td><td>PASS Level 1 of Bahasa Melayu Introductory course</td></tr><tr><td>PhD and Master programs with “Research Only” mode AND thesis written in Arabic Language</td><td>PASS Level 1 of Bahasa Melayu Introductory course</td></tr></table>	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	PASS Level 1 of Bahasa Melayu Introductory course	1.4.3.1.	All international postgraduate students 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	PASS Level 1 of Bahasa Melayu Introductory course															
2.1.	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.	2.1.	An applicant wishing to enter a graduate programme at the IIUM must submit the online application with all the required supporting documents within the period of time stipulated by the CPS for a specific intake.													

Admission Rules	2.3.1. (c)	The student was on a good overall academic standing in his previous candidature.	2.3.1. (c)  (f)	<b>DELETE</b>  Credits earned are based on transfer of courses from IIUM or other recognized institutions. These credits are calculated in the students' CGPA.
	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.	2.3.3.	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. This 50% is a combination of credit transfer and exemption.
	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.	2.4.4.	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. This 50% is a combination of credit transfer and exemption.
			-	If the University authorities discover that the student has used forged certificates or documents in order to gain entry into the university, the student concerned will be dismissed from the University and the University may at its absolute discretion take appropriate legal action against the student guilty of committing forgery or fraud.
			-	The University may reject any application or cancel any registration based on the results of the health examination and/or evidence of false information in the health examination report or any supporting documents.
			-	<b>FAST TRACK ADMISSION</b> Undergraduate students with the following qualifications can be recruited directly into the Ph.D. programme: i. Students graduated from a Bachelor programme with First Class Honours or its equivalent; or ii. Graduated with a CGPA of 3.67 or its equivalent in an academic programme; and

Admission Rules					iii. The admission is subjected to Centre of Studies approval.
				-	<b>CHANGE OF OFFER</b> A candidate may apply for change of offer before enrolment subject to the following: <ul style="list-style-type: none"> <li>i. Sending letter to Centre for Postgraduate Studies</li> <li>ii. A processing fee of RM100 will be charged</li> <li>iii. The application will be deliberated in the AC Meeting for approval and endorsed by SAC</li> <li>iv. A candidate may be allowed for change of offer only once during his application process.</li> <li>v. Application for change of offer must be submitted before application for Visa Approval Letter (VAL) is submitted to Education Malaysia Global Services (EMGS)</li> </ul>
	6.1.	Depending on the specific programme, the study periods of various postgraduate programmes shall fall within the following minimum and maximum limits:	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

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
Master of Education (Counseling)	Part-time	3	4	6
Clinical Specialist Training Programme	Full-time	4	4	7
Ph.D	Full-time	2	3	6
Ph.D	Part-time	3	6	8

Admission Rules	6.1.1.	The study periods of the Executive programmes are as follows:				6.1.1.	DELETE
		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 Trimester	12 Trimester	16 Trimester		
		Part-time	15 Trimester	15 Trimester	18 Trimester		
Master (MBA & MOM)	Full-time	3 Trimester	4 Trimester	13 Trimester			
	Part-time	6 Trimester	8 Trimester	15 Trimester			
Registration Rules						-	EXTENSION OF STUDY 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.				6.1.3.	DELETE
	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				6.1.4.	Under extenuating circumstances, the Deans’ Council Meeting may approve and endorse the appeal for extension of study beyond maximum study period for the postgraduate students.
	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.				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. These courses must be completed within the first and second semester of the students’ study period.
	7.2.	A good candidate with lesser CGPA will be given a chance to enroll into the postgraduate programme with pre-requisite. He shall not be allowed to do ‘research only’ mode of programme.				7.2.	DELETE
	8.1.4.	Should a student fail a core course as prescribed in Rule 14.1.1., he must repeat it. Should he fail an elective course, he may repeat the course or replace it with another elective in the subsequent semester subject to				8.1.4.	Upon approval from the Dean of the Centre of Studies, a student may repeat and replace a core course and may repeat or replace an elective course with another elective course to improve his/ her CGPA. The

Registration Rules		the availability of the course. Failure in the repeat / replacement course shall result in the student's dismissal from the programme.		previous grade achieved shall be excluded from the calculation of CGPA. All courses taken shall be recorded in the transcript. However, this rule is not applicable for research proposal and thesis/ dissertation courses. The repeat or repeat and replace of course shall be done within the study period.
	8.3.3.	Special requirement courses are assessed on a pass/fail basis, the passing mark being 70%. A student is allowed to repeat the course only once.	8.3.3	Special requirement courses are assessed on a pass/fail basis, the passing mark being 70%.
	8.4.4.	All pre-requisite courses are assessed on a pass / fail basis, the passing grade for each course being B. A student who fails a pre-requisite course on his first attempt is allowed to repeat the same course only once. Should he fail the course on his second attempt, he shall be dismissed from the programme.	8.4.4.	All pre-requisite courses are assessed on a pass / fail basis, the passing grade for each course being B. The grade for the pre-requisite courses of diploma or the bachelor level will be based on the grading scale of the course for that level. Courses repeated because of a failure to achieve the minimum grade shall be allowed to be replaced with the passing grade. The lower grade achieved shall be excluded from the calculation of CGPA. This also includes the special requirement and pre-requisite courses that are assessed on a pass / fail basis.
	9.1.	<b>Pre-Registration</b> A continuing student is encouraged to pre-register for courses that he intends to take in the following semester. However, a new student may register for courses during the first week of the semester.	9.1.	<b>Online Course Registration</b> A student is required to register online for courses that he intends to take in the following semester. A new student may register for courses after enrolment.
	9.2.2.	A student shall not be allowed to register after a period of two (2) weeks from the beginning of a regular semester or one (1) week from the beginning of a short semester. A student pursuing an executive programme shall not be allowed to register after a period of three (3) weeks from the beginning of the regular semester.	9.2.2.	A student shall not be allowed to register a course after a period of one (1) week from the beginning of a regular semester or three (3) days from the beginning of a short semester. This rule is not applicable for students by research mode only.
	9.2.3.	A student who has not registered for courses in a semester and has not been granted a leave of absence may be suspended from the programme by the end of the fourth (4) week of a regular semester.	9.2.3.	A student who fails to register any course by fourth (4th) week of the semester with no valid reason shall receive a status NR (Not Registered). During this time,

Registration Rules			9.2.4.	the student must apply for a leave of absence or appeal to register for courses. By twelve (12th) week of the semester, a student who retain an NR status shall be terminated (TD) from studies.
	9.3.	Adjustment Period	9.3.	<b>DELETE</b>
	9.4.5.	Under special circumstances, the withdrawal may be made after the 11 <sup>th</sup> week but not later than the 13 <sup>th</sup> week of the semester subject to UCPS approval. A prescribed fee per course will be charged for the said approved withdrawal. However, a student who withdraws on medical reasons may be waived from paying the fee.	9.4.5.	Under special circumstances, the withdrawal may be made after the 11 <sup>th</sup> week but not later than the 13 <sup>th</sup> week of the semester subject to UCPS approval. A prescribed fee per course will be charged for the said approved withdrawal. However, a student who withdraws on medical reasons may be waived from paying the fee. No withdrawal of courses will be made after the 13 <sup>th</sup> week.
	9.6.1.	A graduating student who has completed all the courses required for graduation with a CGPA of 3.0 or above may register a maximum of six (6) credit hours of additional courses.	9.6.1.	A graduating student may register a maximum of six (6) credit hours of additional courses to improve his CGPA.
	10.1.	A student may apply for leave of absence for a maximum of one (1) academic year throughout his / her study period.	10.1.	A student may apply for leave of absence for a maximum of one (1) academic year throughout his / her study period. The administrative fee for an application for leave of absence is RM50 or as determined by the Senate from time to time.
	10.2.	An application for leave of absence shall be made to the relevant Head of Department / Supervisor and Deputy Dean / Coordinator (Postgraduate Studies) of the respective Centre of Studies for approval and thereafter the Centre of Studies shall submit the decisions to the UCPS for endorsement.	10.2.	An application for leave of absence shall be made to the relevant Head of Department / Supervisor and Deputy Dean / Coordinator (Postgraduate) of the respective Centre of Studies for approval and thereafter the Centre of Studies shall submit the decisions to the UCPS for endorsement.
	10.4. (a) (b) (c)	Leave of absence may be granted for the current semester provided: Circumstances are of a special nature or are beyond the student's control The student's performance is at least satisfactory in the current semester's courses The student's attendance is 80 % and above		<b>DELETE</b>

Registration Rules	10.5.	Leave of absence other than for medical / emergency reasons will be counted as part of the student's duration of study period.	10.5.	Leave of absence may be counted or not counted as part of the student's duration of study period subject to the approval by the UCPS meeting.
	11.1.	A student may be granted fresh-admission only once (1) when he is dismissed due to poor academic performance and does not maintain a CGPA of 3.00 or above.	11.1.	A student may apply for fresh-admission after he is being dismissed due to poor academic performance.
	11.2.	The student should send the appeal for fresh-admission to the CPS through the respective Centre of Studies for recommendation.	11.2.	The student has to submit a new application into postgraduate programme.
	11.3.	The appeal shall be decided by the SAC.	11.3.	The new application shall be decided by the SAC.
	12.	<b>RESUMPTION OF STUDIES</b>	12.	<b>DELETE</b>
	12.1.	A student may be granted resumption of studies if his studies have been terminated due to non-registration. (For a duration of not exceeding 3 years but have not reached the maximum study of period) whilst maintaining a CGPA of 3.00 or above.	12.1.	<b>DELETE</b>
	12.2.	The student should send an appeal letter to the CPS through the respective Centre of Studies for recommendation.	12.2.	<b>DELETE</b>
	12.3.	The appeal shall be decided by the UCPS.	12.3.	<b>DELETE</b>
			-	<b>REINSTATEMENT OF STUDIES</b> Any terminated student due to non-registration of course will have to appeal to the Senate for reinstatement of studies within six (6) months. Any application for reinstatement beyond 6 months will not be entertained. The student should send an appeal letter to the respective Centre of Studies for recommendation. The appeal shall be approved by the DCM and endorsed by the Senate.
	13.1.	A student who has enrolled into the University may apply with valid reasons for a change of programme within the first (1) academic year of his studies, once in his study period. However, a student pursuing executive programme may apply with valid reasons for a change of programme within the first three (3) weeks of the first semester of his studies.	13.1.	A student who has enrolled into the University may apply with valid reasons for a change of programme within the first (1) academic year of his studies, once in his study period. The Centre of Studies may recommend application for change of programme from year two (2) students due to special circumstances.



Registration Rules				Any application for change of programme must fulfil the entry requirements for the new programme applied.
	13.4.	All applications should be submitted before the last day of the 'Add and Drop' period.	13.4.	<b>DELETE</b>
	13.7.	A student may be allowed under exceptional circumstances to change programme subject to approval of the SAC.	13.7	All approved application for change of programme must be endorsed by the SAC.
Examination Rules	14.2.3.	The 'I' grade may be awarded to a student upon the recommendation of the instructor and approval of the KPGC.	14.2.3.	The 'I' grade may be awarded to a student upon the recommendation of the instructor and approval of the KPGC/ Examination Committee.
	14.3.4.	A student who obtained unsatisfactory progress (UP) for two (2) consecutive semesters shall be dismissed from the programme upon the recommendation of the KPGC and endorsed by the Senate.	14.3.4.	A student who obtained unsatisfactory progress (UP) for two (2) consecutive semesters shall be dismissed from the programme upon the endorsement of the KPGC.
	14.4.1.	A graduating student who obtains the minimum CGPA for graduation but fails in one or more two courses will be given a 'Conditional Pass' status and may be allowed to re-sit for that course subject to the following conditions:	14.4.1.	A graduating student who obtains the minimum CGPA for graduation but fails one or more courses will be given a 'Conditional Pass' status and may be allowed to re-sit for that course subject to the following conditions:
	14.7.1.	A student must attain a minimum CGPA of 3.00 to be eligible to graduate. However, a student pursuing Postgraduate Diploma programme must attain a minimum CGPA of 2.5.	14.7.1.	A student must attain a minimum CGPA of 3.00 to be eligible to graduate.
	14.7.3.	A student's status in the programme shall be determined after earning every eight (8) credit hours in the programme. Rule 14.7.2, therefore, is not applicable, and the student will be given 'conditional pass' status. A 'conditional pass' status also will be given to a student who obtained a $CGPA \geq 3.0$ , but fail in one or more courses.	14.7.3.	A student's status in the programme shall be determined after earning every eight (8) credit hours in the programme. Rule 14.7.2, therefore, is not applicable, and the student will be given 'conditional pass' status. A 'conditional pass' status also will be given to a student who obtained a $CGPA \geq 3.0$ , but fail (C- and below) in one or more courses.
	14.7.5.	All grades obtained for repeated / replaced courses shall replace the previous grade and shall be computed in the student's CGPA. However, the old grade shall appear on the student's transcript. The maximum number that may be utilized for repeated or replaced courses is six (6) credit hours or two courses.	14.7.5.	All grades obtained for repeated / replaced courses shall replace the previous grade and shall be computed in the student's CGPA. However, the old grade shall appear on the student's transcript. The repeat or repeat and replace of course to improve grade shall be done within the study period.

Examination Rules	14.7.6.	A student is allowed to repeat a core course twice. For an elective course, a student can repeat only once and henceforth may only be allowed to replace such a course with another elective course.	14.7.6.	<b>DELETE</b>								
	14.7.8.	Notwithstanding any other provision of these regulations, special permission can be granted by the UCPS to students to repeat a course which they have failed three times provided the CGPA is 3.0 or above.	14.7.8.	<b>DELETE</b>								
	14.7.9.	A student who has exhausted ‘repeat’ and ‘replace’ provision and has completed the course-work required for graduation, but his CGPA is below 3.00, may appeal to the UCPS to take additional courses.	14.7.9.	A student who has completed the course-work required for graduation, but his CGPA is below 3.00, may appeal to the UCPS to take additional courses.								
	14.8.2.	Such an appeal shall be applicable only for the final examination. Any changes in the grade would be based on changes made in marks obtained in the final examination.	14.8.2.	Such an appeal shall be applicable only for the final examination. Any changes in the grade would be based on changes made in marks obtained in the final examination. An appeal for re-evaluation of course offered with no final exam must be on the final written assessment valued at least 30% of the total assessment identified by the lecturer of the course. The appeal must be made to the Centre of Studies immediately after releasing the final result. The availability of this appeal depends on approval from the Centre of Studies.								
	14.8.3.	As a result of an appeal, a change of grade is allowed only if the difference between the original and revised marks is according to the following table: <table><tr><td>Proportion of final examination over total assessment</td><td>40%</td><td>50%</td><td>60%</td></tr><tr><td>Minimum difference between original and revised marks required to change grade</td><td>3 marks</td><td>3.5 marks</td><td>3 marks</td></tr></table>	Proportion of final examination over total assessment	40%	50%	60%	Minimum difference between original and revised marks required to change grade	3 marks	3.5 marks	3 marks	14.8.3.	<b>DELETE</b>
	Proportion of final examination over total assessment	40%	50%	60%								
Minimum difference between original and revised marks required to change grade	3 marks	3.5 marks	3 marks									
15.	PRACTICAL TRAINING		15.	<b>DELETE</b>								
15.1.	In specific programmes, students may be required to undergo practical training in a professional environment. This requirement may be fulfilled within or outside the University, depending on the availability of	15.1.	<b>DELETE</b>									

Examination Rules		vacancies and the relevance of the available position to the student's area of specialization.		
	15.2.	The department shall assign the student to a specific organization for practical training or, alternatively, the student may apply to carry out the practical training in the organization of his/her own choice. Such an application shall be made to the department accompanied by a written consent from an authorized official of the proposed organization.	15.2.	<b>DELETE</b>
	15.3.	The department may require a report from a student at the end of practical training at the organization. The department may also request the student's supervisor in the organization to submit a report of the student's performance during the practical training. Based on these reports, the department shall award the student a 'Pass' or 'Fail' grade.	15.3.	<b>DELETE</b>
	16.5.	A student who fails in the comprehensive examination shall be allowed to repeat the examination only once in the subsequent semester. Should he fail the comprehensive examination on his second attempt, he shall be dismissed from the programme. However, this is not applicable for professional training and research student.	16.5.	<b>DELETE</b>
	16.7.	The KPGC shall, upon the recommendation of the department, approve the appointment of a committee to set the paper(s) of the comprehensive examination and evaluate the answer scripts. The KPGC shall certify and submit the results to the CPS.	16.7.	The KPGC shall, upon the recommendation of the department, approve the appointment of a committee to set the paper(s) of the comprehensive examination and evaluate the answer scripts. The KPGC shall certify results.
	16.8.	Subject to Rules 16.2(c) and 16.2(d), for research only programmes, the assessment of the research proposal defense can be considered as fulfilling the requirement of the comprehensive examination.	16.8.	<b>DELETE</b>
Research Supervision Rules	18.	ADVISOR	18.	<b>DELETE</b>
	18.1.	Appointment of Academic Advisor	18.1.	<b>DELETE</b>
	18.1.1.	The Centre of Studies may assign an advisor for the student once he has enrolled into the University.	18.1.1.	<b>DELETE</b>

Research Supervision Rules	18.1.2.	The appointment of an advisor shall expire once the student is assigned a supervisor.	18.1.2.	<b>DELETE</b>
	18.1.3.	Subject to Rule19.1, an advisor of a student may be appointed as his supervisor for the research work.	18.1.3.	<b>DELETE</b>
	18.2.	Functions of an Advisor	18.2.	<b>DELETE</b>
	18.2.1.	An advisor shall be responsible for guiding and advising a student on all academic matters related to his postgraduate programme prior to the appointment of a supervisor.	18.2.1.	<b>DELETE</b>
	18.2.2.	An advisor shall prepare a progress report on the student's academic progress and submit it to the Centre of Studies postgraduate office through the department at the end of each semester.	18.2.2.	<b>DELETE</b>
	19.1.	Appointment of Supervisor / Supervisory Committee	19.1.	Appointment of Supervisor/ Supervisory Committee
	19.1.1.	Each Master candidate must be supervised by a supervisor and if deemed necessary, the department may recommend or the student may apply for the appointment of a co-supervisor who possesses knowledge that is essential for research.	19.1.1.	A supervisor/ supervisory committee and/or co-supervisor shall be active staff member and assigned to the student. The selection of supervisor/supervisory committee and/or co-supervisor will be based on relevant expertise in line with student's research interest.
	19.1.2.	A PhD candidate must be supervised by a supervisor and a co- supervisor(s) or a supervising committee.	19.1.2.	A PhD candidate must be supervised by a supervisor/supervisory committee and a co-supervisor(s). The supervisor shall guide the student throughout the period of preparing his research proposal and monitor the progress until the thesis is submitted. The Supervisor/supervisory committee, co-supervisor and the student must not have any family relationship (including distant family relationship).
	19.1.3.	Only a Professor or an Associate Professor shall be appointed as the supervisor for a PhD student. An Assistant Professor shall supervise a PhD student provided he/she is a member of the Supervisory Committee. A Supervisory Committee consists of Supervisor as the Chairperson, Asst. Prof. as the Supervisor and Members(s) if deemed necessary	19.1.3.	<b>DELETE</b>

Research Supervision Rules	19.1.5.	If deemed necessary, the department may recommend or the student may apply for the appointment of a field supervisor who possesses knowledge that is essential for the research. Such an appointment shall be made only for a student who is conducting research work outside the IIUM. The field supervisor shall be a staff member of the organization where the student is carrying out his research.	19.1.5.	If deemed necessary, the department may recommend or the student may apply for the appointment of a field supervisor who possesses knowledge that is essential for the research. The field supervisor shall be a staff member of the organization where the student is carrying out his research.
	19.1.7.	The department shall recommend the appointment of a supervisor/ a co-supervisor / supervisory committee for a student upon registration of the thesis / dissertation. The names shall be submitted to the CPS for Senate endorsement.	19.1.7.	The department shall recommend the appointment of a supervisor/supervisory committee and a co-supervisor for a student upon registration of the thesis / dissertation. The names shall be submitted and endorsed at KPGC.
	19.1.8.	In special circumstances, a student may apply only once with genuine reasons to change supervisor, co-supervisor or field supervisor, subject to Rules 19.1.3. to 19.1.7.	19.1.8.	In special circumstances, a student may apply with genuine reasons to change supervisor, co-supervisor or field supervisor, subject to Rules 19.1.4. to 19.1.7.
	19.1.9.	In special circumstances, a supervisor, co-supervisor or field supervisor may apply with genuine reasons to drop a supervisee. Such an application shall be made no later than six (6) months for Master and twelve (12) months for PhD, after the appointment of the supervisor.	19.1.9.	In the event that the assigned supervisor cannot continue to supervise the student, the normal procedure to change the supervisor shall be followed.
	19.1.10.	The KPGC shall have the prerogative to determine the criteria for the appointment of a supervisor / supervisory committee and shall decide on the appointment of all supervisors / supervisory committee members upon the recommendation of the department above and beyond 19.1.4. to 19.1.7.	19.1.10.	The KPGC shall have the prerogative to determine the criteria for the appointment of a supervisor and shall decide on the appointment of all supervisors upon the recommendation of the department above and beyond 19.1.4. to 19.1.7.
			-	Recommendation to appoint a main-supervisor from another Centre of Studies can be made by the main Centre of Studies (where the postgraduate student is attached) or by the postgraduate student and should be accompanied by written consent from the proposed main-supervisor. The appointment must be endorsed by the KPGC of the main Centre of Studies where the postgraduate

				student is attached. It is also applicable between two departments in the same Centre of Studies.									
Research Work Rules	19.2.9.	To ensure regular contact with the student, overseeing the successful completion of the study plan within a time frame, and submitting the progress report to the CPS through the KPGC, the supervisor / supervisory committee for a Master as well as PhD student shall submit this report every semester from the date of registration of the research work.	19.2.9.	To ensure regular contact with the student, overseeing the successful completion of the study plan within a time frame, and submitting the progress report to the CPS through the KPGC, the supervisor for a Master as well as PhD student shall submit this report every semester from the date of registration of the research work.									
	21.2.	A student pursuing a programme in which research work is optional must inform the department by the end of his first (1) regular semester of his choice to do research work. Once a student declares that he wishes to do research work, he shall not be allowed to change his decision, unless granted permission by the UCPS.	21.2.	<b>DELETE</b>									
	24.1.	Research Proposal	24.1.	Registration of Research									
	24.1.1.	A full-time student pursuing a Master programme that requires research and coursework must register for the research proposal latest by the second (2) regular semesters of his studies. A part-time Master student must register for the research proposal latest by the third (3) regular semesters of his studies. A Master student pursuing a ‘research only’ programme must register the research proposal in the first (1) semester of his study.	24.1.1.	A full-time student pursuing a Master programme that requires research and coursework must register for the research proposal latest by the second (2) regular semesters of his studies. A part-time Master student must register for the research proposal latest by the third (3) regular semesters of his studies. A Master student pursuing a ‘research only’ programme must register the research proposal in the first (1) semester of his study. A student (mix mode) is allowed to register for research in the same semester as research proposal subjected to the passing requirement of research proposal and approval from Centre of Studies.									
	24.3.2.	<div>The maximum period allowed for ‘TE’ status is as follows:<table><tr><th>Mode of Programme</th><th>Period of ‘TE’ Status</th></tr><tr><td>Master’s by Research Only</td><td>Eight (8) months and Two (2) weeks</td></tr><tr><td>Master’s by Coursework and Research</td><td>Five (5) months</td></tr></table></div>	Mode of Programme	Period of ‘TE’ Status	Master’s by Research Only	Eight (8) months and Two (2) weeks	Master’s by Coursework and Research	Five (5) months	24.3.2.	<div>The maximum period allowed for ‘TE’ status is as follows:<table><tr><th>Mode of Programme</th><th>Period of ‘TE’ Status</th></tr><tr><td>Master’s by Research Only</td><td>Additional two (2) months after correction period.</td></tr></table></div>	Mode of Programme	Period of ‘TE’ Status	Master’s by Research Only
Mode of Programme	Period of ‘TE’ Status												
Master’s by Research Only	Eight (8) months and Two (2) weeks												
Master’s by Coursework and Research	Five (5) months												
Mode of Programme	Period of ‘TE’ Status												
Master’s by Research Only	Additional two (2) months after correction period.												

Research Work Rules				Master's by Coursework and Research	Additional one (1) month after correction period.
	24.4.1.	Examiners shall be appointed for each student from the relevant department. If deemed necessary, additional examiners from within or outside the department / Centre of Studies may be appointed based on their fields of expertise.	24.4.1.	The Centre of Studies may obtain the names of examiners from the Database of Examiners. The Database of Examiners is a collective and comprehensive system which consists of names and details of internal and external examiners who are nominated by the different Centre of Studies in the IIUM. Examiners shall be appointed by the Dean of Centre of Studies.	
	24.4.2.	The Centre of Studies should submit the proposed list of examiners to the CPS for Senate endorsement three (3) months prior to the submission of the thesis / dissertation for examination.	24.4.2	<b>DELETE</b>	
	24.4.3.	A student pursuing his Master's programme 'by research only' shall be assigned a minimum of two examiners, one of whom must be an external examiner. An internal examiner shall be appointed from the relevant department / Centre of Studies, whereas an external examiner shall be an individual from outside the Centre of Studies with adequate qualifications and experience. The supervisor shall not be one of the examiners.	24.4.3.	A student pursuing his Master's programme 'by research only' shall be assigned with a minimum of two (2) examiners, one of whom must be an external examiner without viva and with Post Thesis Evaluation Meeting (PTM). For a student pursuing his Master's programme by mixed-mode, the number of examiners shall be two (2) internal including supervisors without viva and without PTM. However, the guideline is subject to specific programme standards and professional body requirements.	
	24.4.4.	The appointment of external examiners for Master 'by research only' shall be recommended by the departments and the KPGC after obtaining consent from the examiners. It must be approved by the Senate through the CPS.	24.4.4.	The endorsement of the list names of the examiners (new or for renewal) can be made at the KPGC level. The University Committee of Postgraduate Studies (UCPS) and Senate will be notified regarding all the endorsements matter. The names will be valid for three years.	
	24.4.6.	If deemed necessary, the KPGC may recommend the formation of a Master Examination Committee (MEC) to carry out the examination procedure of a Master's thesis / dissertation.	24.4.6.	<b>DELETE</b>	

Research Work Rules	24.6.2.	Each examiner shall evaluate and prepare a report indicating areas in the research that need revisions and submit it to the department not later than one (1) month after he has received the thesis / dissertation from the department. The report shall also grade the thesis / dissertation into one of the following categories: <div><div>i. Pass</div><div>ii. Pass with minor revisions to be completed in one (1) month</div><div>iii. Pass with major revisions to be completed in three (3) months</div><div>iv. Re-submission with or without viva-voce in six (6) months</div><div>v. Failure</div></div>	24.6.2.	Each examiner shall evaluate and prepare a report indicating areas in the research that need revisions and submit it to the department not later than one (1) month after he has received the thesis / dissertation from the department. The extension of fourteen (14) days is granted for the Master’s Thesis (by research mode). The report shall also grade the thesis/dissertation into one of the following categories:												
				<table><tr><th>Category</th><th></th></tr><tr><td>(a) Pass</td><td>The thesis/ dissertation require minimal improvement in spelling, grammar and syntax only.</td></tr><tr><td>(b) Pass with minor revision to be completed in one (1) month</td><td>The thesis/ dissertation requires reforming of chapters, improvement in research objectives or statements, insertion of missing references, amendment of inaccurately cited references and minimal improvement in spelling, grammar, syntax and presentation are required.</td></tr><tr><td>(c) Pass with major revision to be completed in three (3) months</td><td>Major revision of the literature, methodology, data analysis and overall improvement in the thesis/ dissertation.</td></tr><tr><td>(d) Re-submission with or without viva-voce in six (6) months</td><td>Not meeting the scope and objective of the research, obvious flaws in methodology requires additional data collection. The candidate has to revise and resubmit the thesis/ dissertation of further examination.</td></tr><tr><td>(e) Failure</td><td>When a thesis/ dissertation is so fundamentally flawed in conception, methodology,</td></tr></table>	Category		(a) Pass	The thesis/ dissertation require minimal improvement in spelling, grammar and syntax only.	(b) Pass with minor revision to be completed in one (1) month	The thesis/ dissertation requires reforming of chapters, improvement in research objectives or statements, insertion of missing references, amendment of inaccurately cited references and minimal improvement in spelling, grammar, syntax and presentation are required.	(c) Pass with major revision to be completed in three (3) months	Major revision of the literature, methodology, data analysis and overall improvement in the thesis/ dissertation.	(d) Re-submission with or without viva-voce in six (6) months	Not meeting the scope and objective of the research, obvious flaws in methodology requires additional data collection. The candidate has to revise and resubmit the thesis/ dissertation of further examination.	(e) Failure	When a thesis/ dissertation is so fundamentally flawed in conception, methodology,
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(e) Failure	When a thesis/ dissertation is so fundamentally flawed in conception, methodology,															



Research Work Rules					analysis and / or overall conducts that even major revision would not redeem it, incompleteness, plagiarized work.
	24.6.6.	Once the student has made all revisions in accordance with the examiners reports, the main supervisor for revision shall certify that the thesis/dissertation is of acceptable standard in terms of content, quality and presentation style, and the steps according to Rules 24.6.10. to 24.6.16. should be followed.	24.6.6	Once the student has made all revisions in accordance with the examiners reports, the supervisor for revision shall certify that the thesis/dissertation is of acceptable standard in terms of content, quality and presentation style, and the steps according to Rules 24.6.10. to 24.6.16. should be followed.	
	24.6.8.	The KPGC may require the student to defend his thesis / dissertation in a re-viva-voce / public seminar. The KPGC accordingly shall have the prerogative to determine the category (a) / (b) / (c) / (e), not (d) of Rule 24.6.2. under which the research should fall, subject to Rules 24.6.4 to 24.6.6 or 24.6.9.	24.6.8.	<b>DELETE</b>	
	24.6.13.	The Centre of Studies Postgraduate Office shall send to the CPS the grades awarded by the KPGC for the thesis / dissertation.	24.6.13.	The Centre of Studies Postgraduate Office shall update the grade for the thesis / dissertation endorsed by the KPGC into the postgraduate system.	
	24.6.15.	The CPS will forward one hardcover copy to the Centre of Studies, supervisor and send one hardcover as well as the electronic copy of the thesis / dissertation to the library.	24.6.15.	The CPS will forward the softcopy of the thesis / dissertation to the library.	
	24.6.16.	The CPS shall table the grade awarded for the research to the Senate for final endorsement.	24.6.16.	<b>DELETE</b>	
	24.7.	Master Examination Committee (MEC)	24.7.	<b>DELETE</b>	
	24.7.1.	Members of the MEC shall be as follows: a. Dean of CoS or a representative as Chairperson; b. All appointed examiners; c. Supervisor (if deemed necessary by the chairperson).	24.7.1.	<b>DELETE</b>	

Research Work Rules	24.7.2.	The attendance of all appointed examiners in the viva voce is essential unless otherwise agreed by the Dean of CoS.	24.7.2.	<b>DELETE</b>
	24.7.3.	The functions of the MEC shall be as follows: a. The MEC shall function as the highest examining body for master research work and shall determine whether the research work is of an acceptable standard or not. b. The MEC shall conduct the viva voce of the master candidate. c. The MEC shall prepare a report containing the assessment of the MEC members and indicate are as in the research work that needs revisions or corrections. d. In cases of plagiarism, the MEC as the highest examining body for Master research shall convene to deliver the final decision on the thesis or dissertation after receiving the advice from the University's Committee for Academic Integrity.	24.7.3.	<b>DELETE</b>
			-	Post Thesis Evaluation Meeting (PTEM)
			-	Members of the PTEM shall be as follows: a. Head of the Department as Chairperson; b. Supervisor(s) or representative (s) c. Internal examiner(s) (if deemed necessary) d. External examiner (if deemed necessary) e. Student
			-	A PTEM consisting of the examiner(s) and the student shall be held in the presence of the Head of Department and supervisor(s) or their representatives to inform the student of the result of the thesis evaluation.
				The functions of the PTEM shall be as follows: a. The PTEM shall function as the highest examining body for master research work and shall determine whether there search work is of an acceptable standard or not.

Research Work Rules				b. The student shall be called for defense during PTEM (if deemed necessary). c. Chairman of PTEM shall prepare a written report of the meeting. d. In cases of plagiarism, the PTEM as the highest examining body for Master research shall convene to deliver the final decision on the thesis or dissertation after receiving the advice from the University's Committee for Academic Integrity.
	25.1.	Research Proposal	25.1.	Registration of Research
	25.2.1. (c)	The Doctoral candidate shall be required to submit as many copies of the research work in temporary binding to the Centre of Studies Postgraduate Office as there are appointed examiners. The CPS shall send one (1) of the research work to each of the appointed examiners.	25.2.1. (c)	The Doctoral candidate shall submit a softcopy of the research work to the Centre of Studies.
	25.4.1. (b)	The Centre of Studies should submit the proposed list of examiners to the CPS for Senate endorsement four (4) months prior to the submission of the thesis / dissertation for examination.	25.4.1. (b)	Examiners shall be appointed by the Dean of Centre of Studies.
	25.4.1. (c)	An internal examiner of who must be either a full Professor or of Associate Professor rank (or equivalent) shall be appointed from the relevant department / Centre of Studies, whereas an external examiner shall be an individual from outside the University with adequate qualifications and experience.	25.4.1. (c)	An internal examiner who is not a full Professor or of Associate Professor rank (or equivalent) can be appointed based on the expertise relevant to the research work.
	25.4.1. (d)	The appointment of all examiners for doctoral candidates shall be recommended by the KPGC one month after receiving intention to submit thesis form from the student. The form with the names of examiners should be submitted to CPS for Senate endorsement.	25.4.1. (d)	The appointment of all examiners for doctoral candidates must be endorsed by the KPGC after receiving intention to submit thesis form from the student.
	25.4.1. (e)	The appointment of the external examiners shall be made in accordance with the criteria approved by the Senate.	25.4.1. (e)	<b>DELETE</b>

Research Work Rules	25.4.1. (f)	A former staff of the University may be appointed as the external examiner after a minimum period of three (3) years from the date he left the University.	25.4.1. (f)	A former staff member of the University may be appointed as the external examiner 6 months from the date he has left the University.
	25.4.2. (a)	For a PhD programme, the Centre of Studies Postgraduate Committee shall nominate an External Examiner and request his consent to serve. However, the appointment is subject to the Senate endorsement.	25.4.2. (a)	<b>DELETE</b>
	25.4.2. (b)	The External Examiner shall submit the report to the Dean, CPS. He should attend the viva voce or the oral examination (in the case of local External Examiners).	25.4.2. (b)	<b>DELETE</b>
	25.4.3. (c)	The External Examiner must not be or have been closely associated with the doctoral candidate as a colleague, research collaborator, co-author, employer, teacher, supervisor, or the like. Nor should he be a former student research supervisor or current or recent research collaborator of the supervisor / supervisory committee members.	25.4.3. (c)	The External Examiner must not have any family relationship (including distant family relationship) with the student and the supervisor/co-supervisor.
	25.4.3. (f)	The External Examiner must not be a close relative of the candidate or members of the supervisory committee.	25.4.3. (f)	<b>DELETE</b>
	25.6.1.	Each examiner shall be required to prepare a report on the research and submit it to the Dean of the CPS within a maximum period of three (3) months from the date they receive the research. The report shall indicate areas in the research that need revision (if any) and the evaluation of the research according to the following categories: a. Pass; b. Pass with minor revisions to be completed in Six (6) months; c. Pass with major revisions to be completed within the minimum period of six (6) to maximum period of twelve (12) months; d. Re-submission with or without viva to be completed within the minimum period of twelve (12) to maximum period of eighteen (18) months;	25.6.1.	Each examiner is required to prepare a report on the research and submit it to the Dean of the CPS within forty-five (45) days from the date they receive the research. The extension of fourteen (14) evaluation days is granted for the Doctoral Thesis / Dissertation. The report shall indicate areas in the research that need revision(if any)and the evaluation of the research according to the following categories: a. Pass; b. Pass with minor revisions to be completed in Six (6) months; c. Pass with major revisions to be completed within the minimum period of six (6) to maximum period of twelve (12) months; d. Re-submission with or without viva to be completed within the minimum period of

Research Work Rules		e. Failure.		twelve (12) to maximum period of eighteen (18) months; e. Failure.
	25.6.8.	One copy of the temporary bound Thesis / Dissertation should be submitted to the CPS to be checked for conformity to the format stipulated in 'The IIUM Thesis / Dissertation Manual'. Once approval for permanent binding is obtained, student should submit to the CPS three (3) copies of his research work in permanent hardcover binding and one electronic copy saved in an appropriate storage device / medium.	25.6.8.	The student shall obtain approval from the Centre of Studies for conformity to IIUM Thesis format. Once approval is obtained, the Centre of Studies will submit the approved softcopy full thesis/dissertation to CPS.
	25.6.9.	The CPS will forward one hardcover copy to the Centre of Studies / Institute, supervisor and send one hardcover as well as the electronic copy to the library.	25.6.9.	<b>DELETE</b>
	25.6.10.	The CPS shall table the grade awarded for the research work to the Senate for final endorsement.	25.6.10.	<b>DELETE</b>
	25.7.1.	Members of the DEC shall be as follows: a. Deputy Rector (Academic and Planning) or a representative as Chairperson; b. All appointed examiners; c. Supervisor (if deemed necessary by the chairperson); d. Chairperson of the KPGC or representative; e. Dean of the CPS or representative from the CPS as Secretariat;	25.7.1.	Members of the DEC shall be as follows: a. Deputy Rector (Academic and Industrial Linkages) or a representative as Chairperson; b. All Appointed Examiners; c. Dean of CPS or representative from the CPS as Secretariat; d. The Dean of the Centre of Studies or his / her representative (as an observer); and e. Supervisor (s) (as an observer)
	25.7.3. (c)	The DEC shall prepare a report containing the assessment of the DEC members and indicate areas in their search work that needs revisions or corrections.	25.7.3. (c)	The DEC shall prepare a report containing the assessment of the DEC members and indicate areas in their search work that needs revisions or corrections. Chairman of DEC shall prepare a written report of the meeting.

Committee and Duties Rules	29.1. (c)	The UCPS shall consist of the following members: Deputy Dean/ Deputy Director (Research and Postgraduate/ Academic/ Students Affairs) of Centre of Studies or representative	29.1. (c)	The UCPS shall consist of the following members: Deputy Dean (Postgraduate)/ Director/ Deputy Director Centre of Studies or representative
	(d)	Deputy Director Dean (Postgraduate and Research) of CELPAD	(d)	Director/ Deputy Director of CELPAD
	(e)	Secretary of the Senate	(e)	Secretariat CPS
	30.1. (a)	The SAC shall consist of the following members: Deputy Rector (Academic and Planning);	30.1. (a)	The SAC shall consist of the following members: Deputy Rector (Academic, Planning and Industrial Linkages)
	(e)	Secretary to the Senate	(e)	Secretariat CPS
			-	<p><b>CPS ADMISSION COMMITTEE</b></p> <p>Establishment of Committee</p> <p>a. The Admission Committee shall consist of the following;</p> <ol style="list-style-type: none"> <li>The Dean of Centre for Postgraduate Studies as chairman;</li> <li>Deputy Deans of CPS;</li> <li>Director or Deputy Director (Administration) of CPS;</li> <li>Assistant Director for Admission of CPS as the secretary.</li> </ol> <p>b. If the Dean of CPS is unavailable, he may assign any members of the meeting to preside the meeting.</p> <p>c. The chairman may invite any other officers of the university to attend the meeting.</p> <p>Functions of the Committee</p> <ol style="list-style-type: none"> <li>To recommend to the Student Admission Committee (SAC) any policy and procedure pertaining to admission of students including tuition, admission and other related fee;</li> <li>To recommend and approve list of applicants for admission;</li> <li>To recommend and approve list of applicants for appeal for admission, deferment, change of programme and change of offer;</li> </ol>

Committee and Duties Rules				<p>d. To notify the SAC on all decision made in the AC meeting.</p> <p>Meetings</p> <p>a. To be held once a month;</p> <p>b. To hold a special meeting, if deemed necessary.</p>
			-	<p><b>SENATE GRADUATION COMMITTEE MEETING</b></p> <p>Establishment of Committee</p> <p>a. The Senate Graduation Committee shall consist of the following;</p> <ol style="list-style-type: none"> <li>i. The Dean of Centre for Postgraduate Studies CPS) as chairman;</li> <li>ii. Deputy Deans of CPS;</li> <li>iii. Director/ Deputy Director (Administration) of CPS;</li> <li>iv. All Senior/ Assistant Directors of CPS;</li> <li>v. Assistant Director of Graduation, CPS to act as the secretary;</li> <li>vi. At least two Deputy Dean (Postgraduate) representing Centre of Studies (when necessary).</li> </ol> <p>b. If the Dean in-charge of CPS is unavailable, he may assign any members of the meeting to preside the meeting.</p> <p>c. The chairman may invite any other officers of the university to attend the meeting.</p> <p>Functions of the Committee</p> <p>a. To recommend and approve list of graduating students recommended by Centre of Studies;</p> <p>b. To notify the Senate all decision made in the Senate Graduation Committee Meeting.</p> <p>Meetings</p> <p>To be held once or twice in a month or if deemed necessary.</p>
Committee and Duties Rules				

General Rules	32.1. (g)	All PhD students are required to have at least one (1) paper accepted in a journal prescribed by their respective Centre of Studies upon submission of their thesis or dissertation.	32.1. (g)	<p>All PhD students are required to meet the standard criteria of publication at all Centres of Studies, based on the Publication Equivalence (PE) as follows:</p> <table><tr><td>Master by Coursework and Research</td><td>Master by Research Only</td><td>Ph.D. by Coursework and Research/ Industrial / Clinical</td><td>Ph.D. by Research Only</td></tr><tr><td>Not Applicable</td><td>Minimum PE is 0.6</td><td>Minimum PE is 1 (1 PE from indexed journal)</td><td>Minimum PE is 2 (1 PE from indexed journal + 1 PE from any combination of publications)</td></tr></table> <p><u>Publication Equivalence (PE)</u></p> <table><tr><td>Type of Publications</td><td>PE Value</td></tr><tr><td>Indexed Journal</td><td>1</td></tr><tr><td>Non-indexed Journal</td><td>0.7</td></tr><tr><td>Indexed Conference Proceeding</td><td>0.6</td></tr><tr><td>Poster and Non-indexed conference proceeding</td><td>0.3</td></tr></table>	Master by Coursework and Research	Master by Research Only	Ph.D. by Coursework and Research/ Industrial / Clinical	Ph.D. by Research Only	Not Applicable	Minimum PE is 0.6	Minimum PE is 1 (1 PE from indexed journal)	Minimum PE is 2 (1 PE from indexed journal + 1 PE from any combination of publications)	Type of Publications	PE Value	Indexed Journal	1	Non-indexed Journal	0.7	Indexed Conference Proceeding	0.6	Poster and Non-indexed conference proceeding	0.3
	Master by Coursework and Research	Master by Research Only	Ph.D. by Coursework and Research/ Industrial / Clinical	Ph.D. by Research Only																		
	Not Applicable	Minimum PE is 0.6	Minimum PE is 1 (1 PE from indexed journal)	Minimum PE is 2 (1 PE from indexed journal + 1 PE from any combination of publications)																		
	Type of Publications	PE Value																				
	Indexed Journal	1																				
Non-indexed Journal	0.7																					
Indexed Conference Proceeding	0.6																					
Poster and Non-indexed conference proceeding	0.3																					
32.3.	Changes in the graduation requirements of a programme shall be recommended by the Centre of Studies Board and approved by the Senate.	32.3.	Changes in the graduation requirements of a programme shall be recommended by the Board of the Centre of Studies and endorsed by the Senate Graduation Committee Meeting.																			
33.1. (b)	If the conferment of the degree / postgraduate diploma upon him has been endorsed by the Senate.	33.1. (b)	If the conferment of the degree / postgraduate diploma upon him has been endorsed by the Senate Graduation Committee Meeting.																			
34.2.	The candidature of a student may be terminated upon the recommendation of both the approval by KPGC and UCPS and with the approval of the Senate, if his general performance is found to be unsatisfactory.	34.2.	<b>DELETE</b>																			
35.	VISITING STUDENTS	35.	<b>DELETE</b>																			



General Rules	35.1.	Non-IIUM students may apply to register for or audit specific courses in the IIUM or for technical attachments and consultation.	35.1.	<b>DELETE</b>
	35.2.	Applications must be made to the University at least one month before the beginning of the semester in which they wish to commence their studies at the IIUM.	35.2.	<b>DELETE</b>
	35.3.	The approval of the application is the prerogative of the Dean of the respective Centre of Studies and the Dean of the CPS.	35.3.	<b>DELETE</b>
	35.4.	All registered courses shall be graded accordingly and a transcript of the courses taken shall be issued by the CPS.	35.4.	<b>DELETE</b>
	36. (a)	UPGRADING FROM MASTERS PROGRAMME TO DOCTOR OF PHILOSOPHY Having achieved a CGPA of at least 3.67 at the bachelor's degree;	36. (a)	UPGRADING FROM MASTERS PROGRAMME TO DOCTOR OF PHILOSOPHY <b>DELETE</b>
	37.1.	Students pursuing a postgraduate programme under 'research only' should fulfill the suggested academic residence requirement.	37.1.	All postgraduate students (Master and PhD) doing full research do not have any academic residence requirements. However, they must fulfil the minimum period for residence requirement at the discretion of the relevant Centre of Studies.
			-	<b>OTHER TYPES OF POSTGRADUATE DEGREE PROGRAM</b> The Centre of Studies may offer these types of postgraduate programs a. Joint Degree b. Dual Degree c. Double Degree d. Professional Doctoral Degree
			-	<b>POSTHUMOUS DEGREE</b> A posthumous degree is an award given by the university to a student who passed away during his/her study in the university. The University authority may grant degrees posthumously if the official determines that a deceased student has completed sufficient

General Rules				coursework to be awarded a degree. The Senate will have the authority to grant the deceased student a degree posthumously.
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*Endorsed by Senate Meeting 468<sup>th</sup> / 28 August 2020*