

## ABOUT INTERNATIONAL ISLAMIC COLLEGE

International Islamic College (IIC) is a private higher education institution in Malaysia, wholly owned by International Islamic University Malaysia (IIUM). It is committed in becoming the preferred educational institution distinguished with overall excellence encompassing academic quality as well as spiritual piety.

IIC is recognized by the Ministry of Higher Education of Malaysia and the Malaysian Qualifications Agency, and is proud to be the first private College offering Open Distance Learning academic programmes.

Here at IIC, we put students' success at the heart of our mission, supporting every student from various backgrounds to achieve outstanding outcomes; preparing our students to thrive in their future endeavour.

### VISION

To be the Premier, Integrated and Sustainable Higher Education Institution



### MISSION

To offer holistic tertiary and vocational education in the region with world-class academic quality.

### UNIQUE SELLING PROPOSITION

Nourishing Humanity Through Integrated Knowledge.

## VALUES

<b>P</b>	Progressive
<b>R</b>	Responsible
<b>I</b>	Integrity
<b>D</b>	Discipline
<b>E</b>	Excellence

## ABOUT FACULTY OF SOCIAL SCIENCES

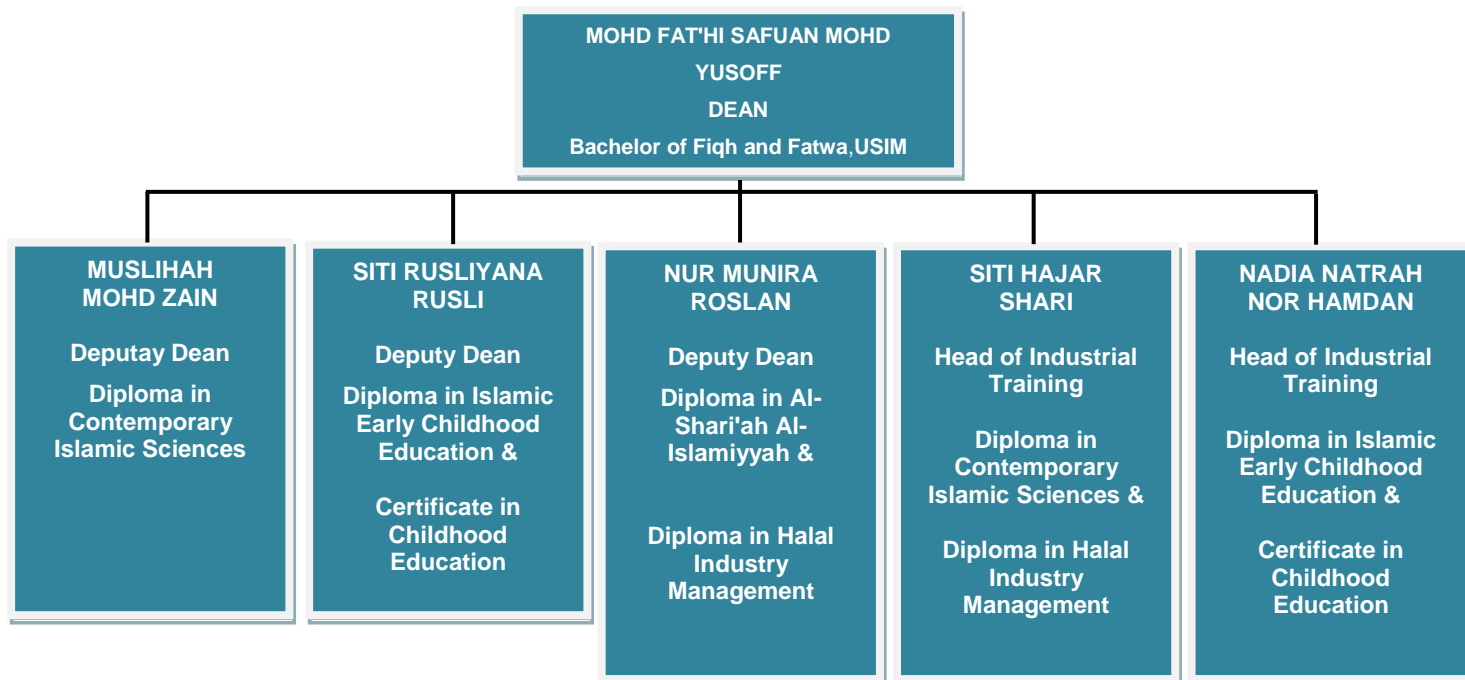
**Faculty of Social Sciences (FSS)** emphasizes on lifelong learning which integrates between the worldly knowledge and the knowledge of the hereafter. The school consists of highly trained lecturers dedicated towards achieving its mission and vision especially in producing global Islamic professionals. The school has always maintained close relationship between lecturers and students. The students are exposed not only to the theoretical part of the knowledge but also to the practical part of the course throughout their academic years.

At the moment, the school is focusing on four diplomas and one certificate programme which are Diploma in Islamic Early Childhood Education, are Diploma in Islamic Early Childhood Education OLD, Diploma in Contemporary Islamic Sciences, Diploma in Al-Shari'ah Al-Islamiyyah, Diploma in Halal Industry Management, Diploma in Halal Industry Management ODL, and Certificate in Early Childhood Education as its stepping stone for the future development of other programs. The school also offers the MPU required courses and elective courses prepared for all certificate and diploma levels programs.

Besides that, the school is seriously concern about the current issues in the Muslim world. In facing the globalization challenges, our new generations are easily exposed towards negative influences. Some say that moral degradation is due to globalization but we beg to differ. In upholding the objective of college towards creating Islamic professionals, we want our students to move forward in line with globalization. Our strategy is by providing the students with strong foundation in understanding the teachings of Islam. The purpose of our education is to ensure that the students understand the contents of teaching and to enable them to internalize the values practically. In order to achieve this objective, FSS takes effort by organizing Usrah and Ibadah Camp or Intercultural programs.

These programs are considered as graduation requirement for the students. We believe that by organizing such programs, we are able to promote awareness to the students on the beauty of Islam and its role as the way of life; a path toward success. With firm basis in understanding the teachings of Islam, InsyaaAllah our students could hinder themselves from immoral activities.

## ORGANIZATION CHART



## ABOUT DIPLOMA IN CONTEMPORARY ISLAMIC SCIENCES PROGRAMME

**Diploma in Contemporary Islamic Sciences (DIC)** The aim of the program is to produce graduates with who can integrate between Islamic sciences and other skills by offering Islamic studies courses as the core courses and a selection of elective courses from professional fields like business administration, Islamic banking and finance and information technology. The focus of DIC program is to expose the holder about the balance between physical, moral, social, cognitive and spiritual development.

The students are assessed on their ability to demonstrate learning outcomes in both academics and field work, as outlined by the Malaysian National Accreditation Board. This diploma program is special because it combines the Islamic studies courses (Shari'ah, Fiqh and Usul al-din) and other contemporary science courses like business management, banking and Islamic finance, or information technology (IT). Graduates will possess a broad, basic understanding of contemporary Islamic sciences and other skills based on Quran and Sunnah following completion of the Diploma.

### **The Modules you will study**

You will normally study five to six modules in each year. Each course is worth 3 credits and requires you to engage with at least 92 hours of learning time. This time will be spent in class contact (about 42 to 56 hours), private study and assignment preparation.

Each module is assessed through a mixture of written assignments, report, presentations and examinations.

## ENTRY REQUIREMENTS

i. Pass in Sijil Pelajaran Malaysia (SPM) or its equivalent with at least THREE credits AND a pass in ONE (1) of Arabic Language subjects OR ONE of Islamic Studies subjects;

OR

ii. A recognized Certificate in Islamic Studies or its equivalent.

## DIC PROGRAMME STRUCTURE AND MODULE OVERVIEW



### FACULTY OF SOCIAL SCIENCES

LIST OF COURSES FOR DIPLOMA IN CONTEMPORARY ISLAMIC SCIENCES (DIC)						
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MPU COMPULSORY COURSES						
NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	MPU2163 OR	MALAYSIAN STUDIES ((To be taken by local student)	3	3	SOSS	
	MPU2133	BAHASA MELAYU KOMUNIKASI 1 (To be taken by International student)			CEL	
2	MPU2213 OR	BAHASA KEBANGSAAN A (To be taken by local student who do not earn credit in Bahasa Mel)	3	3	CEL	
	*MPU2233 OR	PRESENTATION SKILLS				
	*MPU2253 OR	PROCESS WRITING				
	*MPU2263	IT ESSENTIALS				SICT
3	MPU2323 OR	POLITICAL SCIENCE	3	3	SOSS	
	MPU2343 OR	HUMAN RELATIONS			SOM	
	MPU2333	MEDIA AND SOCIETY			SICT	
4	MPU2412 OR	IBADAH CAMP (FOR MUSLIM STUDENTS)	2		SOSS	
	MPU2422	INTERCULTURAL PROGRAM (FOR NON MUSLIM STUDENTS)				
<b>TOTAL CREDIT HOURS FOR MPU COMPULSORY COURSES = 11</b>						
COLLEGE COMPULSORY COURSES						
NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	EIS1231	ENGLISH FOR ISLAMIC STUDIES 1	3	3	CEL	
2	EIS1232	ENGLISH FOR ISLAMIC STUDIES 2	3	3	CEL	EIS1231
3	EIS2233	ENGLISH FOR ISLAMIC STUDIES 3	3	3	CEL	EIS1232
4	CEL3231	BUSINESS COMMUNICATION	3	3	CEL	EIS2233
<b>TOTAL CREDIT HOURS FOR COLLEGE COMPULSORY COURSES = 12</b>						
ELECTIVE COURSES - TO COMPLETE ONLY TWO (2) COURSES						
NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	DOM2234	PRINCIPLES OF ACCOUNTING	3	3	SOM	
2	BUS2233	PRINCIPLES OF MARKETING	3	3	SOM	
3	DEC3233	INTRODUCTION TO E-COMMERCE	3	3	SICT	
4	DMM2232	BUSINESS ETHICS	3	3	SOM	
5	DBE2234	HUMAN RESOURCE MANAGEMENT	3	3	SOM	BUS1234
6	LAW3235	BUSINESS LAW	3	3	SOM	
<b>TOTAL CREDIT HOURS FOR ELECTIVE COURSES = 6</b>						
<b>TOTAL CREDIT HOURS TO COMPLETE PROGRAMME = 92</b>						

CORE COURSES						
NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	DIS1231	INTRODUCTION TO ISLAMIC 'AQIDAH	3	3	SOSS	
2	DIS1232	INTRODUCTION TO SCIENCE OF AL-QUR'AN	3	3	SOSS	
3	DIS1233	INTRODUCTION TO SCIENCE OF HADITH	3	3	SOSS	
4	DIS1234	INTRODUCTION TO FiqH & USUL AL-FiqH	3	3	SOSS	
5	DIS2231	QURANIC RECITATION AND MEMORIZATION	3	3	SOSS	
6	DIS2232	FIQH AL- 'IBADAH	3	3	SOSS	DIS1234
7	DIS2233	BIOGRAPHY OF PROPHET MUHAMMAD S.A.W	3	3	SOSS	
8	DIS2234	ISLAMIC ETHICS	3	3	SOSS	
9	DIS2235	LEGAL TEXTS OF AL-QUR'AN	3	3	SOSS	DIS1232 & ALS1232
10	DIS2236	LEGAL TEXTS OF HADITH	3	3	SOSS	DIS1233 & ALS1232
11	DIS2237	FIQH AL-MU'AMALAT	3	3	SOSS	DIS2232
12	DIS3231	METHODOLOGY OF DA'WAH	3	3	SOSS	DIS2231, DIS2232, DIS2233
13	BUS1231	INTRODUCTION TO BUSINESS	3	3	SOM	
14	QBA1232	BUSINESS MATHEMATICS	3	3	SOM	
15	BUS1234	PRINCIPLES AND PRACTICE OF MANAGEMENT	3	3	SOM	
16	BUS2237	FOUNDATION OF ISLAMIC ECONOMICS	3	3	SOM	DIS2232
17	ALS1231	ARABIC LANGUAGE LEVEL 1	3	3	CEL	
18	ALS1232	ARABIC LANGUAGE LEVEL 2	3	3	CEL	ALS1231
19	DCT1236	IT FUNDAMENTAL	3	3	SICT	
20	PTD3261	PRACTICAL TRAINING	6		SOSS	* Completed all core courses
<b>TOTAL CREDIT HOURS FOR CORE COMPULSORY COURSES = 63</b>						
COLLEGE COMPULSORY COURSES						
NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	EIS1231	ENGLISH FOR ISLAMIC STUDIES 1	3	3	CEL	
2	EIS1232	ENGLISH FOR ISLAMIC STUDIES 2	3	3	CEL	EIS1231
3	EIS2233	ENGLISH FOR ISLAMIC STUDIES 3	3	3	CEL	EIS1232
4	CEL3231	BUSINESS COMMUNICATION	3	3	CEL	EIS2233
<b>TOTAL CREDIT HOURS FOR COLLEGE COMPULSORY COURSES = 12</b>						

## STUDY PLAN OF DIPLOMA IN CONTEMPORARY ISLAMIC SCIENCES

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		YEAR 1			YEAR 2			YEAR 3	
		Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	Semester 3	Semester 1	Semester 2
LIST OF SUBJECTS		<b>ENGLISH FOR ISLAMIC STUDIES 1</b> EIS1231 College Course 3 credit hours	<b>ENGLISH FOR ISLAMIC STUDIES 2</b> EIS1232 College Course 3 credit hours PreReq EIS1231	<b>ENGLISH FOR ISLAMIC STUDIES 3</b> EIS2233 College Course 3 credit hours PreReq EIS1232	<b>BUSINESS MATHEMATICS</b> QBA1232 Core Course 3 credit hours	<b>PRINCIPLES AND PRACTICE OF MANAGEMENT</b> BUS1234 Core Course 3 credit hours	<b>FIQH AL-MU'AMALAT</b> DIS2237 Core Course 3 credit hours PreReq DIS2232	<b>BUSINESS COMMUNICATION</b> CEL3231 College Course 3 credit hours PreReq EIS2233	<b>PRACTICAL TRAINING</b> PTD3261 Core Course 3 credit hours PreReq Completed all core courses
		<b>ARABIC LANGUAGE LEVEL 1</b> ALS1231 Core Course 3 credit hours	<b>ARABIC LANGUAGE LEVEL 2</b> ALS1232 Core Course 3 credit hours PreReq ALS1231	<b>INTRODUCTION TO FIQH &amp; USUL AL-FIQH</b> DIS1234 Core Course 3 credit hours	<b>QURANIC RECITATION AND MEMORIZATION</b> DIS2231 Core Course 3 credit hours	<b>ISLAMIC ETHICS</b> DIS2234 Core Course 3 credit hours	<b>POLITICAL SCIENCE</b> MPU2323/ <b>HUMAN RELATIONS</b> MPU2343 / <b>MEDIA AND SOCIETY</b> MPU2333 MPU Course 3 credit hour	<b>FOUNDATION OF ISLAMIC ECONOMICS</b> BUS2237 Core Course 3 credit hours PreReq DIS2232	
		<b>IT FUNDAMENTAL</b> DCT1236 Core Course 3 credit hours	<b>INTRODUCTION TO BUSINESS</b> BUS1231 Core Course 3 credit hours		<b>FIQH AL- 'IBADAH</b> DIS2232 Core Course 3 credit hours PreReq DIS1234	<b>LEGAL TEXTS OF AL-QUR'AN</b> DIS2235 Core Course 3 credit hours PreReq DIS1232,ALS1232		<b>METHODOLOGY OF DA'WAH</b> DIS3231 Core Course 3 credit hours PreReq DIS2231,DIS2232 & DIS2233	
		<b>INTRODUCTION TO ISLAMIC 'AQIDAH</b> DIS1231 Core Course 3 credit hours	<b>INTRODUCTION TO SCIENCE OF AL-QUR'AN</b> DIS1232 Core Course 3 credit hours		<b>BIOGRAPHY OF PROPHET MUHAMMAD S.A.W</b> DIS2233 Core Course 3 credit hours	<b>LEGAL TEXTS OF HADITH</b> DIS2236 Core Course 3 credit hours PreReq DIS1233,ALS1232		<b>ELECTIVE 2</b> Elective Course 3 credit hours	
		<b>MALAYSIAN STUDIES / BAHASA MELAYU KOMUNIKASI 1</b> MPU2163 / MPU2133 MPU Courses 3 credit hours	<b>INTRODUCTION TO SCIENCE OF HADITH</b> DIS1233 Core Course 3 credit hours		<b>BAHASA KEBANGSAAN A / PRESENTATION SKILLS / PROCESS WRITING / IT SSENTIALS</b> MPU2213/ MPU2233 / MPU2253 / MPU2263 MPU Courses 3 credit hours	<b>ELECTIVE 1</b> Elective Course 3 credit hours		<b>IBADAH CAMP INTERCULTURAL PROGRAM</b> MPU2412 / MPU2422 MPU Courses 2 credit hours	
<b>CH</b>	<b>15</b>	<b>15</b>	<b>6</b>	<b>15</b>	<b>15</b>	<b>6</b>	<b>14</b>	<b>6</b>	<b>92</b>

TOTAL CREDIT HOURS COMPLETED :

## ACADEMIC YEAR

### The Academic Calendar

LONG SEMESTER	DURATION (Week)
Study Week	14
End of Semester Examination	1-2

The Programme Academic Year is divided into two semesters which are long and short semester.

SHORT SEMESTER	DURATION (Week)
Study Week	7
End of Semester Examination	1-2

## CORE COURSE SYNOPSIS

### **ALS1231- ARABIC LANGUAGE LEVEL 1**

This course is all about the basic concepts of Arabic language, which include basic words, phrases and sentences, introduction to Arabic syntax and morphology, reading, writing, speaking and comprehension.

### **ALS1232- ARABIC LANGUAGE LEVEL 2**

This course is all about the concepts of Arabic language through Arabic text and Islamic culture, which includes phrases and sentences, Arabic syntax and morphology, reading, writing, speaking and comprehension.

### **BUS1231- INTRODUCTION TO BUSINESS**

This course presents a broad introduction to the functioning of the business enterprises through integrative framework. This course also introduces economics system as well as the essential elements of the business organization to include, operation management, marketing and human resource management.

### **BUS 1234- PRINCIPLES AND PRACTICE OF MANAGEMENT**

This course is an introduction to the theory and practice of management and its application toward meeting modern business challenges and problems. The course will stimulate awareness on the importance of management, its functions, and practices in the organization or working environment. This course will provide an approach that covers the management function i.e planning, organizing, leading and controlling used by managers in the global business environment. The course will cover a very broad subject area for students to start with, before having an in depth comprehending on higher-level courses for business.

### **BUS2237- FOUNDATION OF ISLAMIC ECONOMICS**

This course is an introduction which is designed to provide conceptual understandings of Islamic economics and Islamic banking systems. Thus, enabling students to understand how Islam are linked to economic systems, production, consumption and distribution. Other contemporary Islamic economic issues and methods used in Islamic banking are also discussed.

### **DCT1236- INFORMATION TECHNOLOGY FUNDAMENTAL**

The course begins by providing a general introduction to Information Technology. The students will be exposed to the hardware component that formed a computer such as input devices and output devices. The students will also be introduced to the basic of computer system and all the selected applications.

The students will use the word processor application which covers creating and editing document, formatting and applying additional features to the word document. Spreadsheet application covers creating spreadsheet document, formatting, editing worksheet, creating charts and formatting the chart. Presentation application covers creating new presentation, formatting slide content and applying slide animations and transitions.

The students will be assessed by several tests, lab tests and written examination. At the end of the semester they have to present their presentation document as part of the assessment in order to improve their communication skills.

### **DIS1231- INTRODUCTION TO ISLAMIC 'AQIDAH**

The course aims to develop the students' understanding about the concept of Islamic '*Aqidah* and its characteristics. It also highlights the fundamental principles in different Muslim sects, other religions' belief system and Western ideologies. Both practical and theoretical approaches are applied.

### **DIS1232- INTRODUCTION TO SCIENCE OF AL-QUR'AN**

This course provides detail information about the stages of Qur'anic revelation and the history of its documentation, the *Makki* and *Madani* verses, *Asbab al-Nuzul*, *Qira'at*, *Muhkam* and *Mutashabih*, *Nasikh* and *Mansukh*, *I'jaz al-Qur'an* and *Tafsir*. It also highlights the relationship between the Qur'an and other branches of knowledge such as *Aqidah*, *Fiqh* and Modern Science throughout the discussion of relevant chapters. This course also highlights the perspective of Orientalists upon the Holy Qur'an. Both practical and theoretical approaches are applied.

### **DIS1233- INTRODUCTION TO SCIENCE OF HADITH**

The course aims to develop the students' understanding in sciences of *Hadith* and its development, status, compilation, preservation and also its classifications. The course will deal with the famous *Hadith* treatises, especially the Six *Hadith* Canonical Collections (*al-Kutub al-Sittah*), *al-Muwatta'* of Imam Malik Sunan al-Darimi and *Musnad* Imam Ahmad ibn Hanbal. Both practical and theoretical approaches applied.

### **DIS1234- INTRODUCTION TO FIQH & USUL AL-FIQH**

This course provides general knowledge of the meaning and function of *Usul Fiqh* in regulating the process of *ijtihad*. This course could help students to have a better understanding of some major methodological problems and issues debated in *Usul Fiqh*. It also highlights the practical application of *usul* methodologies which are relevant to their respective fields of specialization.

### **DIS2231- QURANIC RECITATION AND MEMORIZATION**

This course aims at exposing the students about the recitation of the Qur'an. This course is to help the students to have better skills on reciting and memorizing al-Qur'an.

### **DIS2232- FIQH AL-'IBADAH**

This course covers topics such as the meaning of *Ibadah*, its requirements and obligations of the *Fardhu 'Ain* and *Fardhu Kifayah*. It includes both theoretical and practical methods of study.

### **DIS2233- BIOGRAPHY OF PROPHET MUHAMMAD S.A.W**

This course covers topics of the Prophet Muhammad's life before and after Prophet hood and also his life in Mecca and Madinah. It includes both theoretical and practical methods of study.



**DIS2234- ISLAMIC ETHICS**

The course provides student with general understanding on Islamic ethics which focuses on Al-Ghazali's exposition in human psyche and also illustrates the Islamic concepts of virtues and vices with the highlights of practicing Islamic ethics in business. Both theoretical and practical approaches are applied.

**DIS2235- LEGAL TEXTS OF AL-QUR'AN**

The course aims to develop the understanding of the selected Quranic verses which relates to daily business transaction with focusing on the prohibited elements and the Islamic business etiquettes. Both practical and theoretical approaches applied.

**DIS2236- LEGAL TEXTS OF HADITH**

The course develop some understanding of the selected *Ahadith* which are related to Business Transaction in Islam; *halal* earning, *zakah*, *sadaqah*, endowment and gift, financial activities and some selected *Ahadith* on the contemporary issues in the Muslim world. Both practical and theoretical approaches are applied.

**DIS2237- FIQH AL-MU'AMALAT**

This course offers for second year diploma students This course covers areas of *Fiqh Muamalat* compressing them with the relevant and useful knowledge of Islamic transaction for the student's basic understanding in facing the present days. This course also incorporates to some certain extent comparison to the contemporary conventional business practices. It includes both theoretical and practical methods of study.

**DIS3231- METHODOLOGY OF DA'WAH**

The course focuses on the importance of *Da'wah* towards the individual Muslim and the society. In fact this course aims in different approaches of *Da'wah* which can be implemented in the current situation with the references to the *Qur'an* and *Sunnah* of the Prophet Muhammad (p.b.u.h) Both practical and theoretical approaches are applied.

**PTD3261- PRACTICAL TRAINING**

The students will be exposed to the real working environment where they are allowed to practically apply the knowledge gained in all the courses that they have learned in this college. This will ensure that the students have achieved the targets and objectives of the DIC programme.

**QBA 1232- BUSINESS MATHEMATICS**

The purpose of this course is to provide students with basic mathematics skills useful in solving real-life business problems. This course is designed to help students develop the skills needed to perform basic mathematical operations quickly and accurately with the use of a calculator. A variety of topics will be covered with emphasis on whole numbers, decimals, fractions, and percentage. Other topics include applications in payroll, trade and cash discount, mark up and markdown, simple and compound interest. This course will help the students to understand the mathematical tools and techniques that are applicable to the business environment.

## STUDENT COURSE ADVICE ASSISTANCE – DEPUTY DEAN

Student of Diploma Diploma in Contemporary Islamic Sciences (DIC) and IIC in general shall consult Head of Program should they have enquiries of required assistance in choosing and registering new courses for respective semester.

Head of Programme also responsible to:

- explain and advice on the course structure
- education Counseling in addition to college counselor
- listen any comment related to programme or courses
- Inform the postponement of classes

### Assessment Plan on Core Subjects

A range of assessments are used including portfolios of work, case studies, reports, essays, open-book and closed-book examinations and presentations to assess the performance of students. They ensure that you experience a wide range of assessment methods. A number of modules make use of both in-course assessments and some form of examination. This helps to ensure that you develop information gathering skills, knowledge and understanding, application, analysis and evaluation of knowledge, presentation and writing skills, as well as ensuring the validity of the assessment process. This variety of assessment methods also allows the programme and module learning outcomes to be assessed in a systematic and appropriate way.

## STUDENT CODE OF CONDUCT

The purpose of the code is to monitor student's discipline. The code divide the offences into two categories, Minor offences and Major Offence

### Minor Offences

- Smoking
- Illegal assemblies
- Breaching traffic rules
- Purposely missing lectures/activities
- Cleanliness
- Contempt of college authority
- Disrupting class, administrative work or activities

### Penalty for Minor Offences

A student who is found guilty for a minor disciplinary offence shall adhere to the following disciplinary procedure.

- a) A written first warning shall be issued and a fine of RM10 shall be imposed by the Disciplinary Unit to the student informing the student of his or her offence and for the students to attend a meeting with the Disciplinary Unit within three days from the date of issuance of the first warning and the fine.
- b) If the student fails to meet with the Disciplinary Unit, a written second warning shall be issued to the student informing the student to meet with the Disciplinary Unit within three days from the date of issuance of the second warning and a fine of RM25 shall be imposed by the Disciplinary Unit.
- c) If the student fails to meet with the Disciplinary Unit for the second time, his or her failure to do so shall be considered as a major disciplinary offence and the student is subject to the punishment under rule 29.

- d) If the student commits the same offence for the third time on separate occasion, a fine of RM50 shall be imposed and a warning in writing shall be issued by the Disciplinary Unit to the student informing the student of his or her offence and for the student to attend a meeting with the Disciplinary Unit within three days from the date of issuance such warning and fine. If the student fails to meet with the Disciplinary Unit, his or her failure to do so shall be considered as a major disciplinary offence and the student is subjected to the punishment under rule 29.
- e) If the student commits the same offence for the third time on separate occasion, the offence shall then be considered as a major disciplinary offence and the student is subject to the punishment under rule 29.

### **Major Offences**

- Reproduction of College Materials
- Indecent Behaviors (\*Married couples please inform College)
- Vandalism
- Gaming
- Theft
- Drugs
- Drunk & Disorderly Behavior

### **Disciplinary Punishment for Major Offences**

A student who is found guilty of a disciplinary offence shall be liable to any one or any appropriate combination of two or more of the following punishment:

- Reprimand (stern warning)
- A fine not exceeding RM200
- Suspension from study for a specified period
- Suspension from any or all of the facilities of the College for a specified period
- Exclusion from any part of the College for a specified period
- Exclusion from the College
- Undergoing counseling session(s)

### ACADEMIC SERVICES

The Academic services of the International Islamic College comprises of three main departments, headed by the Director of Academic. The main objective of these departments is to assist students in academic matters, especially in the relation to academic performance. These departments are actively involved in planning, implementing and monitoring academic policies and procedure to create a conducive, efficient and effective administrative environment for students in the process of learning. These departments are:

- **Scheduling and Examination Department (SED)**

The main function of this department is to coordinate and conduct the centre examination including placement test, processing the results and facilitating appeals for the re-check of answers scripts and re-admission.

- **Admission & Students Records Department (ARD)**

The main function is to manage, select and evaluate applications for admission, while maintaining and updating student's personal files.

- **Academic and Accreditation Department (AAD)**

The main function is to introduce an effective quality assurance management into the college processes and operations including preparing the MQA documentation.

Service Hours	:	8.30am – 5.30 pm
Venue	:	Level 1, West Wing, Academic Division – SED & ASR Level 2, West Wing, Academic Division - AMQC

### TAN SRI DATO' SERI SANUSI JUNID LIBRARY

The library in IIC is known as Tan Sri Dato' Seri Sanusi Junid Library. The TSDSSJ Library that provides resources, services, and other related facilities include the discussion room, carrel desk, reading area, locker and etc to meet the teaching and learning. The services provided include as below:

- Circulation & Information Counter
- Discussion Room
- Reading Area
- Carrel Tables
- Activity Room
- Computer Lab and Internet Wireless
- Past Year Exam Paper Collection (PYEP)
- Online Public Access Catalogue (OPAC)
- Lockers

**Operating Hours:**

DAY	TIME
Monday - Friday	8.30am – 5.30pm
Monday – Friday (Ramadan)	8.30am – 4.30pm
Saturday, Sunday	CLOSED
Public Holiday	CLOSED

Venue: Level 1, West Wing, Tan Sri Dato' Seri Sanusi Junid Library

**IT DEPARTMENT**

Consultation Service: Service desk:

- Helping user solve problem and providing phone or direct consultation
- Creating user account, changing password, data request
- Troubleshooting all computer and network issue

**Operation Hours:**

Day	School Hour	Holiday
Monday to Friday	8:30am – 5.30pm	Closed
Saturday	Closed (*standby mode as per request)	Closed
Sunday	Closed (*standby mode as per request)	Closed

**Internet Services**

Operation hour: 24 hours

Regulation of Internet surfing

- College shall not be held accountable for user's misconduct on Internet surfing.
- Internet users shall not arbitrarily changes computer IP address, without permission from computer center network administrator or residential advisor.
- Internet users shall not develop their own website, which may be misused
- Slow down the speed of the network.

Venue: Ground Floor, East Wing, IT Department

**STUDENTS AFFAIRS AND DEVELOPMENT DEPARTMENT (STADD)**

The main objective of this division is to create awareness among the students on their role and functions as future leaders. It comprises of the following departments:

**Counseling Service (Student Counseling Office)****Objectives:**

- a. To enhance students' self-understanding, problem-solving ability, social relationship, self-discovery to become independent.
- b. To assist students in searching a job according to their strengths and interests to achieve their own goals in career development.

- c. To ensure the welfare and the wellbeing of the student is well taken care off.

Venue: Level 3, East Wing, Students Affairs and Discipline Division

**Student Service Categories:**

**a. Individual and group counselling services**

Provide individual and group counseling to facilitate students to achieve self-understanding and self-growth in both life and work.

**b. Job searching/hunting**

Assist students in searching jobs based on their strengths and interests.

**c. Job searching information websites & notice boards**

Provide information of job vacancies and recruitments in the community.

**d. Seminars & workshops**

Invite guest speakers or specialists to give talks and share their experiences with students.

**Student Off-campus Accommodation:**

Current IIC accommodation is provided by RG Hostel Management (RGHM) which also IIC's strategic business partner. IIC and RGHM work very closely to ensure students' accommodation, and welfare off campus is well taken care off. The current locations of RGHM accommodations service are as follows:

NO	HOSTEL
1.	M3 Mall Apartment
2.	Hostel Meranti
3.	Sentul Junction Residency

Transportation buses service is provided for students. Bus trips are based on the schedule of their respective classes.

**Student Development Assistance**

IIC offers various short courses or additional classes to build students' skills in various fields. Some courses are offered for free. The courses and extra classes are including:

- a. Workshops learning techniques
- b. Academic skills workshops such as writing skills, a study and the like.
- c. Personal development workshops such as Public Speaking, Grooming and Development, time management and etc.
- d. Technical assistance using the computer
- e. Seminars, Forums and Workshops organized from time to time on issues about their area of specialization, education and other issues.

Besides that, students can get academic advice through a variety of ways. IIC will provides an opportunity for students and open a discussion with students through individual and group meetings with the lecturer, course coordinator or Dean, who are scheduled each semester. These meetings aimed to get students respond directly and discuss the progress of students on academic matters. Apart from meetings, any student can make an appointment with the lecturer, course coordinator or Dean to discuss any problem

## **FINANCIAL SERVICES BY PTPTN**

Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) has listed IIC as Grade 'A' college since 2004. This is due to the fact that IIC has fulfilled and met the PTPTN requirements in terms of application, distribution of offer letters, confirmation of status as well as confirmation of payment to the students' accounts.

## **OTHER FACILITIES**

- i. Cafeteria
- ii. Futsal Court
- iii. Badminton Court
- iv. Netball
- v. Music Lounge
- vi. Gym
- vii. Wireless Point / Computer Lab
- viii. Matric Card
- ix. Musolla
- x. IIC Great Hall

## **STUDENT RECEIVED**

**NAME:**

**DATE:**