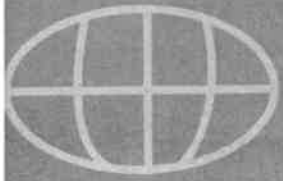




INTERNATIONAL ISLAMIC COLLEGE

الكلية الإسلامية العالمية

KOLEJ ISLAM ANTARABANGSA



**STUDENTS' ACADEMIC
RULES AND POLICIES**

~ STUDENTS' ACADEMIC RULES AND POLICIES ~

PART 1: DESCRIPTION

In the exercise of power conferred by the Constitution of the International Islamic College, the Chief Executive Officer of the International Islamic College in accordance to the respective provisions makes the following Rules:

IDENTIFICATION

1. These Rules and Policies shall be known as **STUDENT ACADEMIC AFFAIRS RULES AND POLICIES** of the **INTERNATIONAL ISLAMIC COLLEGE** and shall be read together with other related by-laws as prepared by the Department/Schools/Centres of IIC from time to time.

APPLICATION

2. These Rules and Policies shall be applied to all registered students of the College and will be abided by and enforced on all parties, internal or external to the College, when dealing with matters pertaining to the students' academic affairs.

DATE OF IMPLEMENTATION

3. These Rules and Policies will be fortified immediately upon approval by the Chief Executive Officer of the College.

INTERPRETATION

4. In these Rules and Policies, unless otherwise stated:

"BOARD OF ACADEMIC" refers to the Board of Academic of the International Islamic College;

"BOARD OF DIRECTORS" refers to the Board of Directors of the Intelmatics Sdn. Bhd.;

"BOARD OF GOVERNORS" refers to the Board of Governors of the International Islamic College;

"CHIEF EXECUTIVE OFFICER" refers to the Chief Executive Officer of the International Islamic College;

"COLLEGE" refers to the International Islamic College;

"COLLEGE BOARD" refers to any of the three top authorised bodies of the College, namely Board of Directors, Board of Governors, and Board of Academic. However, for academic matters, the priority shall be given to the Board of Academic;

"CONDUCT OF EXAMINATION" means the planning and arrangement of examinations and also the execution, supervision and authentication of the examination and its results;

"CONFIRMATION SLIP" refers to a document that details out the course(s) registered for each semester.

“CONTACT HOUR” refers to the time length of the actual official academic interactions between the academic staff and the student, normally measured in terms of hours per week;

“CONTINUOUS ASSESSMENT” means a process of assessing and evaluating student performance and learning achievement in a course at reasonable frequency and in an effective and manageable manner throughout the semester. This includes quizzes, tests, assignments, projects, industrial or practical training, class participation, mid-term examination and end-of-semester examination;

“COURSE” means a defined area of studies or a unit of a curriculum comprising several interrelated topics that are normally offered in a semester with a specific credit hour load and normal given code;

“COURSE COORDINATOR” refers to the administrative head/chairperson of a course(s) offered in each semester;

“COURSE INSTRUCTOR” or **“INSTRUCTOR”** refers to the person appointed by the College to teach a course or a part of a course;

“COURSEWORK” means the totality of course requirements that usually include assignments, tests, presentations, research papers and projects which form the basis for the rest of the course assessment and grades;

“CREDIT HOUR” refers to the perceived weightage of the academic load of a course measured in units per semester. Normally, one credit hour is equivalent to 1 contact hour of lecture, or 1.5 contact hour of tutorial and 2 contact hour for lab session;

“CUMULATIVE GRADE POINT AVERAGE” or **“CGPA”** means the sum of the products of the credit hours and the grade-point for all courses taken divided by the sum of all credit hours earned by a student since the first semester. The computation only includes courses approved by the Department;

“CURRICULUM” means the whole courses and other academic and non-academic requirements of the programme(s) offered at the College, usually arranged in progressive series on a semester basis;

“DEPARTMENT” refers to the Academic Affairs Department of the College (abbreviated as ACAD);

“DEPUTY CHIEF EXECUTIVE OFFICER” refers to the Deputy Chief Executive Officer of the Academic Division of the International Islamic College;

“END-OF-SEMESTER EXAMINATION” means an examination given at the end of the course (i.e. the final examination);

“EXAMINATION” includes any quiz, test, assignment or project given by a course instructor in satisfaction within the requirements of the course;

“EXTERNAL ASSESSOR” means a person, not being a member of the academic staff of the College, who may be appointed by the Chief Executive Officer upon recommendation of the School/Centre for the purpose of assessing the academic standard of the academic programme conducted by the College. In addition, the term may also refer to any person from any external parties appointed by the Government to carry out similar duties at the College;

“EXTERNAL EXAMINER” means a person, not being a member of the academic staff of the College, who may be appointed by the Chief Executive Officer upon recommendation of the School/Centre for the purpose of assisting in the evaluation and examination of students of the College. In addition to that, the term may also refer to any person from any external parties appointed by the Government to carry out similar duties at the College;

“GRADE” means the final grade of a course given based on the total scores awarded for the students’ performance in the course;

“GRADE-POINT” or **“GP”** is the equivalent numerical point assigned to a particular grade obtained for a course. It is a unique and fixed discrete digit that indicates the point obtained for the course grade;

“GRADE-POINT-AVERAGE” or **“GPA”** is the average point assigned to a student’s academic performance for a given semester/period, computed by taking the sum of the products of the credit hour and GP divided by the total credit hours taken during that semester;

“GRADUATION SEMESTER” means the last semester before a student is allowed to graduate from the College;

“GRADUATING STUDENT” means student who is in the last semester before he/she is allowed to graduate from the College;

“HEAD” means administrative Dean, Head or Chairperson of School or the Centre of the College;

“MANAGER” refers to the Manager of the Academic Affairs Department of the International Islamic College.

“PROGRAMME” means a prescribed curriculum assigned for the award of an academic qualification (e.g. certificate, diploma);

“SEMESTER” refers to a duration specified by the Board of Academic allocated for lectures, examinations and similar academic activities, but may also include a vacation period where the context applies;

“STUDENT” refers to any person officially registered with the International Islamic College as a student;

“SPECIAL EXAMINATION” refers to an examination set for student who applied for course(s) exemption/transfer of credit or any other assignment given by a Course Coordinator in satisfaction within the requirements of the course.

PART II: CONDUCT OF ACADEMIC COURSE(S)

COURSE OFFERING

5. The Department may offer any course in any semester in any number of groupings with any number of instructors as deemed appropriate.

COURSE OUTLINE

6. Each course shall have an accepted Course Outline which shall be followed by all course instructors of every group of the same course. The Course Outline must be submitted to the Deputy Chief Executive Officer before the end of the first week of every semester, respectively. Each Course Outline must be continuously updated and must contain the following:
 - (i) Course Name and Code
 - (ii) Course Status and Pre-requisites (if any)
 - (iii) Credit and Contact Hour of the Course
 - (iv) Name of Course Instructor(s)
 - (v) General Course Description/ Synopsis
 - (vi) Course Objective(s)
 - (vii) Method of Assessment and Grading
 - (viii) Major and Minor Topics
 - (ix) Breakdown of Class Schedules throughout the Semester
 - (x) Course Textbooks and References

COURSE PRE-REGISTRATION

7. All students are required to pre-register course(s) that they are going to take in the following semester, ONLY on the day(s) assigned.
8. Students are required to pre-register according to the minimum or maximum workload subjected to "Provision 49 and 55". Upon approval for additional workload, students are allowed to register the additional course(s) during Add Session, provided that the sections offered for the course(s) is still available.
9. Failure to register on the assigned pre-registration day(s) may result:
 - (i) Students will be fined RM50.00
 - (ii) Students will have no course(s) registered for the following semester.
10. No new courses/sections will be offered for the following semester other than courses/sections offered during the pre-registration day(s)
11. For graduating students, if the course(s) required for graduation is/are not offered in the following semester, you are required to consult with your respective Head of Schools/Centres.
12. Students who are on practical training are required to register courses(s) (if any) by submitting the Pre-registration Form to the Department before the semester ends.
13. Students are not required to pre-register the following courses:
 - (i) Practical Training (PTD5261)
 - (ii) Ibadah Camp (ICD5201 / ICD5200) – Only for practical students
 - (iii) Usrah Programme
14. Students are required to collect their confirmation slips on the first day of each semester commence. A fine of RM10.00 per day or a maximum of RM50.00 will be imposed to students who failed to collect the slips on the designated day without proving a valid reason. For reprinting of confirmation slip(s), an extra charge of RM2 per print will be imposed.

COURSE MARKING

15. The marking scheme of a course is the prerogative of the respective course instructor with the advice of the Department, subject to the following:
- (i) The marking scheme shall be standardized and similar for all students of the same group in the course;
 - (ii) The evaluation of a student grade shall be objectively based on the overall performance of the respective student in the coursework and end-of-semester examination, unless otherwise decided;
 - (iii) For normal group, the end-of-semester examination shall carry a weight ranging from 40% to 60% of the grade. The rest shall be accumulated from other examination(s) conducted before the end-of-semester examination;
 - (iv) For independent study, the marking can be based on continuous assessment or an end-of-semester examination which carries a weight of 100% (subject to the approval of the Dean of the School/Centre);
 - (v) The course is not taken on a pass/fail basis; and
 - (vi) No objection is made by the Dean of the School/Centre and/or other higher College authorities.
16. The course instructor handling a specific course for a given semester shall be fully responsible in the computation of student marks that are officially registered in the said course and group. The course marks shall be entered in an official marking sheet and submitted to the Department before the end of the first week of the semester vacation.

END-OF-SEMESTER EXAMINATION RESULTS

17. Students are required to collect their result slips on the first day of each semester commence. A fine of RM10.00 per day or a maximum of RM50.00 will be imposed to students who failed to collect the slips on the designated day. For reprinting of confirmation slip(s), an extra charge of RM2 per print will be imposed.
18. Subject to "Provision 30", students may be allowed to apply for re-sit or recheck of their end-of-semester examination results.
19. In the absence of the Board of Academic endorsement for the student's end-of-semester examination results, the slips will be distributed with the condition of subject to the Board's approval. The endorsed results will be acknowledged as the official results.
20. The College has the right to block student's final examination results and class confirmation slip if he/she failed to settle all debts to the College/authorized parties or has breached the College disciplinary rules.

ENDORSEMENT OF END-OF-SEMESTER EXAMINATION RESULTS

21. End-of-semester examination results are considered invalid unless it is endorsed by the Curriculum Committee of the Board of Academic of the College.
22. The Board of Academic has the right to endorse or to amend any end-of-semester examination results, upon satisfactory on the students' performance.

COURSE GRADING

23. The assignment of grades for every course of every student is the sole responsibility of the Department (with the consultation of the respective School/Centre) based on the respective marks given by the course instructor(s), using the grading scheme approved by the College Board of Academic. The following grading scheme shall be strictly observed:

Percentage Score (Marks)	Grade	Grade-Point	Remarks	Hours Credited	Hours Earned
85 ~ 100	A	4.0	Outstanding	Yes	Yes
75 ~ 84	A-	3.7	Excellent	Yes	Yes
70 ~ 74	B+	3.3	Very Good	Yes	Yes
65 ~ 69	B	3.0	Good	Yes	Yes
60 ~ 64	B-	2.7	Fair	Yes	Yes
55 ~ 59	C+	2.3	Satisfactory	Yes	Yes
50 ~ 54	C	2.0	Pass	Yes	Yes
40 ~ 49	D	1.8	Fail-Recheckable	Yes	No
30 ~ 39	D-	1.5	Fail-Redeemable	Yes	No
0 ~ 29	F	0.0	Fail	Yes	No

24. The finalised course grades for all students for every semester shall be presented to the Board of Academic for endorsement before the beginning of the next semester, after which the result slip and/or academic transcript may be officially issued to the respective students accordingly. Any later changes of the grades are considered invalid, except with the consent of the College Board of Academic.

25. The lowest grade for a clear pass is "C" with a GP of 2.0. "D" is a redeemable pass that must be compensated by other courses for promotion on good standing or it has to be repeated.

26. A student who obtains an "F" in a course, subjected to the specific requirements of the respective School and the curriculum of his/her programme, may do either of the following:

- (i) Repeat the same course in another semester if the course is classified as "CORE" or "REQUIRED" course; or
- (ii) Replace the course with another course if it is classified as "ELECTIVE" or "OPTIONAL" course.

REPEAT OF COURSE(S)

27. Notwithstanding any other provisions of these Rules and Policies, the number of times a student is allowed to repeat any course is indefinite (as long as he/she is still registered as a student with the College and subject to the approval of the respective School).

28. The credit and grade from each repeated course shall be computed in the student's CGPA as an additional credit and grade.

RESIT OF END-OF-SEMESTER EXAMINATION(S)

29. Notwithstanding any other provisions of these Rules and Policies, a graduating student who fails in any course but obtains at least a minimum CGPA for graduation may be allowed to re-sit for the respective end-of-semester examination(s), subjected to the following conditions:

- (i) The student has registered for the course(s) and fulfilled at least 80% of the attendance requirement but obtained a "D" grade for the course(s).
- (ii) The student is doing practical training in his/her final semester

- (iii) The total credit hours of the course(s) considered for re-sit are not more than 12 credit hours (subject to the approval of the respective Head of Schools/Centres).
- (iv) The student was not barred or had not withdrawn from the course(s) which he/she intends to re-sit.
- (v) The student must formally apply for a re-sit examination for the course by submitting a completed "Form ACAD-9" to the Department, accompanied with a **non refundable** processing fee of RM50.00 for every course.
- (vi) The student should also register for the course during the next semester as a precautionary measure if he/she fails the re-sit examination. The Department will drop it automatically if he/she passes the re-sit examination.
- (vii) The last day to apply for re-sit examination is not later than 3 days after the issuance of Students' Individual Confirmation Slip for the current semester.
- (viii) The re-sit examination shall carry a weight of 100%.

RESIT FOR SPECIAL EXAMINATION(S)

30. Notwithstanding any other provisions of these Rules and Policies, student who fails to sit for any final examination paper with valid reasons may be allowed to sit for the respective end-of-semester examination(s), subjected to the following conditions:

- (i) The student was not barred or had not withdrawn from the course(s) which he/she intends to re-sit.
- (ii) The student must formally apply for a special examination for the course by submitting a completed "Form ACAD-9-A" to the Department, accompanied with a **non refundable** processing fee of RM30.00 for every course.
- (iii) The student must submit a supporting document i.e. Medical Certificates, etc, to the ACAD when apply
- (iv) The student should also register for the course during the next semester as a precautionary measure if he/she fails the special examination. The Department will drop it automatically if he/she passes the special examination.
- (v) The last day to apply for special examination is not later than 3 days after the issuance of Students' Individual Confirmation Slip for the current semester.
- (vi) The special examination shall carry a weight ranging from 40% to 60% of the grade. Coursework grade will be included in the final calculation.

RE-CHECK FOR FINAL EXAMINATION(S) RESULT(S)

31. Notwithstanding any other provisions of these Rules and Policies, the students are allowed to re-check their final examination result(s), subjected to the following conditions:

- (i) The student must formally apply for a special examination for the course by submitting a completed "Form ACAD-8" to the Department, accompanied with a **non refundable** processing fee of RM30.00 for every course.
- (ii) The student should also register for the course during the next semester as a precautionary measure if he/she fails the course(s). The Department will drop it automatically if he/she passes the course(s).

- (iii) The last day to apply for special examination is not later than 3 days after the issuance of Students' Individual Confirmation Slip for the current semester.

OTHER TRANSCRIPT NOTATIONS

32. Other transcript notations are as follows:

Grade	Interpretation	Grade-Point	Hours Credited	Hours Earned
P	Pass on P/F Option Course	n/a	Yes	Yes
PR	Pass on Re-sit	n/a	Yes	Yes
FR	Fail on Re-sit	0	Yes	No
I	Incomplete	0	No	No
IP	Course in Progress	0	No	No
W	Withdrawal (with permission)	0	No	No
AU	Audit	0	No	No
Y	Barred from End-Of-Semester Examination	0	No	No
AP	Absent (with permission)	0	No	No
X	Absent (without permission)	0	Yes	No
EX	Exempted	0	No	Yes

PASS/FAIL OPTION COURSE(S)

33. Some courses may be taken on a pass/fail basis rather than for a letter grade. Students who wish to use this option should consult the respective Course Coordinator or other academic advisor of the Department as specific rules apply in this case, inclusive of the following:

- (i) The "P" or "F" grade does not affect the CGPA except when a pass/fail option is provided in the co-curriculum (e.g. Usrah Programme). In such a case, the credit involved (if any) will not be included in the total requirement for graduation.
- (ii) Only one (1) type of course is offered on pass/fail option, namely:
 - (a) The course that involves a re-sit examination. Re-sit refers to the supplementary end-of-semester examination taken by students with a "D" grade for any course(s) taken during his/her graduation semester. The student will need to formally apply for re-sit using "Form ACAD-9" and the re-sit examination shall carry 100% of the course grade.
- (iii) A course may not be changed from letter-graded to pass/fail status or vice versa after the dateline set by the Department.

INCOMPLETE COURSE(S)

34. A student who otherwise is passing a course but is unable to complete one or more course requirements shall be assigned to this grade with the consent of the Head of Schools/Centres. The "I" grade is given only temporarily in instances of incomplete course work (e.g. laboratory exercises, projects, term papers, etc.) and shall not be given for any of the following reasons:

- (i) Absence from an end-of-semester examination.
- (ii) Student barred from the end-of-semester examination.
- (iii) Student who wishes to repeat the course as audit student, re-sit the examination, etc., in order to improve a grade.

- (iv) Student who has no potential to be on good standing when the grade is finalised.

35. Once assigned with a temporary grade of "I" during the next semester, the student must then complete all the necessary requirements within the first 4 weeks of the semester under the monitoring of the course instructor. Failing to do so will result in a change of the student's final grade for the course by the Department, which shall be derived from the student's standing marks.

36. The number of "I" is assigned to any student in one semester should not exceed two unless it is approved by the Manager of the Department.

COURSE(S) IN PROGRESS

37. Courses that require independent research or any similar cases in which work is normally expected to continue beyond one semester can be temporarily assign with "IP" grade. The grade will not affect the student's GPA or CGPA.

ADD AND DROP OF COURSE(S)

38. Add or Drop from a course requires the approval from the Department.

- (i) The student must submit an official application to the Department, using "Form ACAD-2" to add course(s) or "Form ACAD-3" to drop course(s)
- (ii) The last day to add course(s) is not later than 1 week after the issuance of Students' Individual Confirmation Slip
- (iii) The last day to drop course(s) is not later than 2 weeks after the issuance of Students' Individual Confirmation Slip
- (iv) Subject to "Provision 49 – 55", the total credit hours after add/drop of course(s) should fulfill the minimum and maximum credit hours determined.

39. Subject to the Student Financial Department Rules and Policies, student's tuition fees for each semester will be officially charged based on the total credit hours registered after the end of Drop Period.

WITHDRAWAL OF COURSE(S)

40. Withdrawing from a course(s) requires the approval from the Department.

- (i) The student must submit an official application to the Department, using "Form ACAD-5" together with a processing fee of RM100 for each withdrawn subject.
- (ii) Total credit hours after withdrawal of course(s) should not less than 12 (for normal semester) and 2 (for short semester)
- (iii) A successful withdrawal of course(s) will be recorded with grade "W" and does not affect the student's GPA or CGPA.
- (iv) The last day to withdraw course(s) is not later than 2 weeks after the centralized mid-term examination period.
- (v) Subject to the Student Financial Department Rules and Policies, course(s) withdrawn will still be charged as registered course(s)

EXEMPTION OF COURSE(S)

41. Notwithstanding any other provisions of these Rules and Policies, a student may be exempted from taking certain course(s) with the approval from the Manager of the Department if he/she:

- (i) obtains the specified qualifying marks (as determined by the respective Course Coordinator) in any particular course proficiency examination(s); and/or
- (ii) obtains transfer of credit(s) for any course(s).

42. To request for course(s) exemption, a student is required to complete and submit "Form ACAD-10" to the Department not later than 2 weeks after the issuance of Students' Individual Confirmation Slip, together with the supporting documents. For students under "Provision 24(i)", the supporting document is the result slip of the course proficiency examination. For students under "Provision 24(ii)", the supporting documents are the students' Academic Transcript and the respective Course Outline(s).

43. An exempted course is recorded with grade "EX" and does not affect the student's GPA or CGPA. The credit hours for the exempted course(s) will be counted towards the total credit hours fulfilled (i.e. earned but not credited).

44. A course may not be changed from exempted to its previous status once the application is approved by the Department.

TRANSFER OF CREDIT(S)

45. Subjected to the approval from the Chief Executive Officer of the College and with the consent of the College Board of Academic, a student may apply to have his/her academic credits for courses taken at another Institution/College transferred to his/her current academic records for the purpose of fulfilling his/her graduation requirements by completing and submitting "Form ACAD-10" to the Department not later than 4 weeks after the issuance of Students' Individual Confirmation Slip, together with the supporting documents (i.e. the students' Academic Transcript and the respective Course Outline(s)). However, students who failed/dismissed by the College or from other Institutions/Colleges are not allowed to apply for transfer of credits/course(s) exemption.

46. The maximum number of credits transferred from other institution/College recognised by the College Board of Academic is 50% of the total credit hours requirement of the student's programme of studies at the International Islamic College. However, for inter-School credit transfer(s) (i.e. change of programme within the College), the maximum number of credit transferred will depend on the relevancy of the courses already taken with the requirements of the new programme (subject to the consent of both Course Coordinators) but should not exceed the maximum of 29 credit hours.

47. The minimum grade accepted for the consideration of credit transfer(s) is "C+" or equivalent to a minimum of 55% of the total percentage marks. However, for Lembaga Akreditasi Negara (LAN) courses, the minimum grade accepted for the consideration of credit transfer(s) is "C" or equivalent to a minimum of 50% of the total percentage marks.

48. For Centre of English Language, the English Placement Test will be conducted to identify the student's level of English and those who qualified will only be exempted from Diploma English Level 1.

49. Student whose medium of instruction at another Institution/College is other than English, he/she has to undergo a special examination that will be conducted in English. Transfer of Credit will be given if the student passes the paper with at least "C+" or equivalent to a minimum of 55% of the total percentage marks.
50. A successful transfer of credit will be recorded with grade "EX" and does not affect the student's GPA or CGPA. The credit hours for the respective course(s) will be counted towards the total credit hours fulfilled (i.e. earned but not credited).

PART III: STUDENT ACADEMIC WORKLOAD

DETERMINATION OF WORKLOAD

51. The workload of any student shall be determined based on the GPA and CGPA system and range of academic load formulated by the respective Schools as approved by the Department in every semester.
52. Subject to "Provision 59", any full-time student has to register a minimum of 12 credit hours to the maximum workload of 18 credit hours during normal semester. Any additional workload will require a written approval from the Manager of the Department by completing "Form ACAD-2", provided that the total number of contact hours does not exceed 24. Approval to register additional workload may be considered for student who earned a CGPA of more than 3.0 in his/her current semester.
53. Subject to "Provision 59", any full-time student has to register a minimum of 4 credit hours to the maximum workload of 9 credit hours during short semester (i.e. Semester III). Any additional workload shall require a written approval from the Manager of the Department by completing "Form ACAD-2", provided that the total number of contact hours does not exceed 24. Approval to register additional workload may be considered for student who earned a CGPA of more than 3.0 in his/her current semester.
54. For graduating student, he/she is allowed to register for a workload of more or less than the minimum credit hours determined for both semesters. Any additional workload shall require a written approval from the Manager of the Department, provided that the total number of contact hours does not exceed 24.
55. For probationary student, he/she is not allowed to register for a workload of more than 12 credit hours in normal semester and 6 in short semester. The minimum credit hours in normal semester shall be 4 and for short semester are 2. Any additional workload shall require a written approval from the Manager of the Department, provided that the total number of contact hours does not exceed 24.
56. Student may be allowed to register more than the maximum workload in the semester prior to his/her last semester, provided that the student is doing his/her practical training during the last semester. Any additional workload shall require a written approval from the Manager of the Department, provided that the total number of contact hours does not exceed 24.
57. The Department has the right to drop any course(s) registered by the student if the total credit hours registered is more than the maximum workload allowed.

DETERMINATION OF CONTACT HOURS

58. The contact hours for courses are determined as follows:

Courses	Credit Hours	Contact Hours/week
Certificate English 1	4	8
Certificate English 2	4	8
Certificate English 3	3	8
Diploma English 1	2	8
Diploma English 2	2	6
Diploma English 3	1 or 2	3
Diploma English 4	1 or 2	3
Business Communication	3	3
LAN's Courses	3	3
Core Courses	3	3
Computer Lab Courses	3	4
Elective "A" (CMIS Courses)	2	3
Elective "B, C and D" Courses	3	3
Ibadah Camp	0 or 1	Min. of 2 days 1 night
Practical / Industrial Training	3 or 6	3 to 4 month

59. Notwithstanding with "Provision 49 - 55", a graduating student whose number of credit hours and contact hours in the current semester is 24, may be allowed to register for Ibadah Camp course.

PART IV: STUDENT ACADEMIC STANDING

DEFINITION

60. A student is considered to be on "good academic standing", unless if classified to be on academic probation or dismissed status.
61. A student is considered to be on "satisfactory performance" if he/she maintains a CGPA of 2.0 or better.
62. A student remains as a valid student of the College unless if he/she:
- (i) is not officially admitted to and registered with the College;
 - (ii) is dismissed from the College,
 - (iii) withdrew from the College; or
 - (iv) has graduated from the College.

PROBATION

63. Subject to "Provision 59", a student will automatically be classified on academic probation when he/she fails to earn a CGPA of 2.00 or better at the end of any semester.
64. A student on academic probation will receive an academic warning from the Chief Executive Officer of the College, and shall:
- (i) not be allowed to carry a workload of more than 12 credit hours in the following semester (for normal semester);
 - (ii) not be allowed to carry a workload of more than 6 credit hours in the following semester (for short semester);
 - (iii) undertake to reduce his/her extra-curricular activities (if any); and
 - (iv) be required to undergo counselling.
65. A student shall not be allowed to graduate if he/she is classified on academic probation.

DISMISSAL

66. The College reserves the right to bar, suspend or dismiss any student from the College or any of its courses, in the interest of the College, such action is deemed advisable.
67. A student shall be eligible for dismissal from the College if he/she:
- (i) receives a CGPA of less than 1.5; or
 - (ii) is classified on academic probation for 3 times; or
 - (iii) fails to earn a CGPA of 2.00 or better after being re-admitted; or
 - (iv) expelled from the college due to disciplinary action
68. A student, whose behaviour is in violation of the College regulations, is subjected to the students' disciplinary action(s). This may result in Disciplinary Suspension or Dismissal from the College. A student who is expelled for disciplinary reasons cannot apply for readmission.

WITHDRAWAL FROM THE COLLEGE

69. To leave the College on good academic standing, a student must submit an official letter to the Chief Executive Officer (with a carbon copy submitted to the Manager

of the Department and the respective Dean) stating the reasons for withdrawal and the student's last day of residency on campus.

70. A student, whose withdrawal has been approved by the Department, will receive grade "W" in all courses for that semester.

71. A student who withdraws without abiding to "Provision 69" will receive grade "Y" in all courses indefinitely.

72. Subject to "Provision 53", the student's tuition fees will still be charged for the semester he/she withdrawn from the College.

STUDY LEAVE

73. A student who wishes to spend a period of time away from the College may request for study leave by submitting a formal application using a completed "Form ACAD-7" to the Department. The last day to apply for study leave for the current semester is not later than 2 weeks after mid-term examination period.

74. Subject to "Provision 69", the student's tuition fees for the semester he/she took the study leave will still be charged.

75. The maximum length of leave normally given is up to one year.

76. No international students are allowed to be on study leave for more than one (1) semester. Students are requested to submit their supporting documents (i.e. air fare, etc) to the Department when submitting their study leave form.

77. The College has the right to shorten or cancel or terminate any of the international student's Student Visa/Student PASS, if he/she is found contravene or break any of the College and Malaysian Immigration Department Rules and Policies.

SPONSORED STUDENTS

78. Subject to the "Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) Loan Agreement", a student should earn a minimum GPA of 2.00 in his/her current normal semester to avoid suspension of the loan for the next normal semester.

79. Subject to the "Majlis Amanah Rakyat (MARA) Loan Agreement", a student who failed to earn a consecutive CGPA of at least 2.00 in each semester, his/her loan payment for the following semester will be suspended.

80. Subject to "Provision 79" and the "Student Financial Department Rules and Policies", sponsored student who failed to receive his/her loan, shall have to pay the tuition fees before he/she sits for the final examination.

81. Subject to "Provision 103 (ii)" failure to settle all tuition fees may result the student to be barred final examination.

82. The College has the right to block student's final examination results and class confirmation slip if he/she failed to settle all debts to the College/authorized parties.

PART V: CONDUCT OF READMISSION

CONDITIONS

83. No student shall be allowed to be readmitted for more than two times.
84. Subject to "Provision 83", a student who is dismissed on academic grounds may not be considered for readmission. However, consideration may be given to cases that are based on medical/emergency reasons acceptable to the College. In this case, the student has to formally write an official letter of appeal to the Manager of the Department.
85. Subject to "Provision 83", a student who obtained a CGPA of less than 1.5 may be considered for readmission on a clean slate. Clean Slate means that the previous academic record in IIC will be automatically omitted from the records and the student has to start afresh in the programme. However, semester(s) deleted will be counted as part of the maximum period of study.
86. Notwithstanding to "Provision 83", a student who is dismissed because of on academic probation for 3 times may be considered for readmission and may be allowed to maintain his/her last CGPA, provided that the CGPA should not less than 1.5.
87. Subject to "Provision 83", readmission is not automatic and the student has to formally write an official letter to the Manager of the Department and undergo an informal interview. A readmission fee of RM100 shall be attached upon submission of the official letter.

RULES FOR READMITTED STUDENTS

88. The rules of "Provision 51 and 63" will also apply on a readmitted student in the first semester he/she readmitted.
89. Subject to "Provision 45 - 50", on Transfer of Credit or Exemption, exemption may not be considered for student who is readmitted on clean slate.

SPECIAL READMISSION

90. Student who is dismissed may be considered for readmission into another programme by submitting a new application to the Department (provided that the dismissal was not due to factors other than academic).

PART VI: GRADUATION REQUIREMENTS

PROGRAMME OF STUDIES

91. Every student admitted to the College must follow a specific valid programme of studies offered by a School and approved by the College Board of Academic.
92. Every academic programme of studies is directly under the responsibility of the respective School (as determined by the Department) and the completion of each programme rests in the evaluation and recommendation of the Schools to the College Board of Academic.
93. The minimum number of semesters for students to complete their programme of studies shall be limited as follows:
- (i) For any normal student (i.e. student without course exemptions and/or transfer credits), the minimum number of semesters to complete a diploma programme at the College shall be 5 semesters (excluding the Semester III session).
 - (ii) For students with course exemptions and/or transfer credits, the minimum number of semesters to complete a diploma programme at the College shall be 4 semesters (excluding the Semester III session).
 - (iii) For any normal student (i.e. student without course exemptions and/or transfer credits), the minimum number of semesters to complete a certificate programme at the College will be in 3 semesters (excluding the Semester III session).
 - (iv) For students with course exemptions and/or transfer credits, the minimum number of semesters to complete a certificate programme at the College shall be 2 semesters (excluding the Semester III session).
94. The maximum number of semesters for students to complete their programme of studies shall be limited as follows:
- (i) For any student, the maximum number of semesters to complete a diploma programme at the College shall be 12 semesters (excluding the Semester III session and study leave).
 - (ii) For any student, the maximum number of semesters to complete a certificate programme at the College shall be 6 semesters (excluding the Semester III session and study leave).
95. Every new academic programme of studies offered by the College must initially obtain an approval from the College Boards before receiving any students for admission.

CANDIDACY FOR GRADUATION

96. Any student who has taken all the required courses as prescribed in the curriculum of his/her programme of study shall be considered as a candidate for graduation (subject to other non-academic requirements of the College).
97. Each student is expected to be aware of the requirements of his/her programme of studies and of his/her own progress toward the completion of those requirements. It is the responsibility of the student to maintain close contact with his academic adviser throughout each semester in which the student is enrolled at the College.
98. The minimum graduation requirements for all students shall be as follows:

- (i) Passed all required and elective courses as contained in the respective programme curriculum.
- (ii) Be on "good academic standing". A student who has completed all the course requirements but failed to achieve the minimum CGPA of 2.00 will be considered as a failure and will be terminated from his/her studies.
- (iii) Free from any negative report from other Departments of the College.
- (iv) Fulfilled other College requirements (including co-curricular).

PRE-GRADUATION REQUIREMENTS

99. During the first month of the "graduation semester", students are required to submit a graduation application to the Department by filling in "Form ACAD-13".

100. Every programme is directly under the responsibility of the respective School and the students' completion of each programme rests in the evaluation and recommendation of the respective School to the College Board of Academic.

PART VII: EXAMINATION RULES

GENERAL RULES AND REGULATIONS

100. Candidates are advised to go through the examination timetable carefully. Any additional instructions or changes to the timetable will be displayed on notice boards.

101. Candidates shall be eligible to sit for an examination unless:

- (i) he/ she is officially recognized by the Academic Affairs Department (ACAD) of the College to be unregistered in the respective course
- (ii) he/ she is barred from the examination for the following reasons:
 - he/ she has failed to fulfill the required 80% of class attendance; or
 - the College Board decides that he/ she has breached the College disciplinary rules
 - Failed to settle all fees or any other payment to the College.

NOTE: *Candidates barred from any examination shall automatically receive a "Y" grade (which is equivalent to an "F" grade) for that course, irrespective of coursework performance.*

102. Subject to the College Disciplinary Rules, candidates must wear proper attire during the examination. Candidates with these dress codes and ethics will not be allowed to enter the examination venues:

- (i) Long hair (boys)
- (ii) Wearing T-Shirts without collar
- (iii) Wearing jeans (both boys and girls)
- (iv) Wearing slippers (appropriate sandals covering half of foot are allowed)
- (v) Wearing caps
- (vi) Wearing inappropriate accessories such as necklaces, bangles, rings, etc.
- (vii) Improper piercing of ears, noses, etc. (both boys and girls)

103. Only candidates with valid matric cards will be allowed into the examination venues. Candidates without matric cards will not be allowed into examination venues unless a letter of authorization from the Head of Examination Unit is produced. Matric cards must be displayed at all times during the examination period.

104. Candidates are required to produce examination timetable slips for their examination as a proof of eligibility to sit for the examination.

105. Candidates are not allowed to present themselves for any examination later than thirty (30) minutes after the commencement of an examination.

106. Candidates are not allowed to leave examination venues within the first thirty (30) minutes after the examination starts, or during the last fifteen (15) minutes before the examination ends.

107. In ordinary circumstances, candidates are not allowed to be given any additional time except if allowed by the respective SUPEX. No extra time will be given to latecomers.

108. Candidates must not bring bags, purses, hand phones, reference books (unless specified), dictionaries and other unrelated materials in the examination venues. Writing pads, pictures, diagrams, or any pieces of paper on which writing is possible cannot be brought into examination venues except stationery that is permitted by invigilators.
109. Once seated, candidates must fill in attendance slips and leave them on the right-hand corner of the table. Then, they must place their matric cards and examination timetable slips on top of the attendance slips for invigilators' inspection.
110. Attendance slips shall be collected by invigilators. Candidates are reminded to take back their respective matric cards and examination timetable slips after they have been checked.
111. Candidates must check the number of pages in question booklets and answer booklets, and the number must be equal to the number stated on the cover page of both question and answer booklets.
112. Candidates must fill in every information required on the cover page of every answer booklet used (e.g. matric no., section no., desk no., examiner's name, etc.) Candidates must write all answers in ink, not in pencil.
113. Candidates must follow all instructions printed on the answer booklets. All rough work must be done on the answer booklets only. Candidates are warned not to tear off pages from answer booklets.
114. While in examination venues, candidates must not receive books, papers, booklets or any document of any kind from anyone. However, they may receive these items from invigilators authorized to do so by the SUPEX.
115. Candidates are not allowed to communicate with one another in any manner or by whatever means while the examination is in progress. Candidates who wish to communicate with invigilators shall raise their hands quietly.
116. Any individual/ group found to be causing any form of disturbance and noise near examination venues is considered to have committed an offence, which will qualify them for a disciplinary action as decided by the College authorities.
117. Candidates are not allowed to leave examination venues and return during the examination period without the permission of invigilators.
118. Invigilators will announce the end of an examination. After the announcement, all candidates must stop writing. Candidates are responsible for placing all examination scripts on the table, or as specified by invigilators, to be collected by invigilators.
119. All answer booklets, whether used or unused, must be left behind in the examination venues. Candidates must never take out any answer booklets (used or unused) or question booklets.

120. Candidates must observe and obey all instructions given by invigilators in the conduct of examination.

19. ABSENCE FROM EXAMINATION

121. Candidates who are absent from an examination without any legitimate reasons shall be deemed to have failed their papers. Absence from an examination shall be acceptable only on medical/ psychological grounds (that have been duly certified by qualified doctors) or in case of serious emergencies. If such illnesses or emergencies are not verified by relevant authorities to the Head of Examination Unit within seven (7) days after the scheduled examination, the candidates' mark for the examination will be "0" and their grade for the course will be based on marks obtained from other coursework, if any. For purpose of RESIT or special examinations, the College will only accept valid medical reports issued by qualified medical practitioners.

122. A student who is absent from an examination due to approved reasons (e.g. performing *umrah*, marriage, giving birth or any other reasons that are not due to negligence or disciplinary grounds) could be considered for RESIT examinations.

BREACH OF EXAMINATION RULES AND REGULATIONS

123. Any act of cheating or attempt to cheat, or any act of copying or attempt to copy in any examination, or any act to cause or attempt to cause leakage of examination questions or any part thereof is a serious offence. Similarly, any breach of examination instructions, rules and regulations or any part thereof is a serious disciplinary offence. Candidates found guilty of such an offence shall be subject to an immediate disciplinary penalty.

124. Any cases of academic breach that fails to convince the ACAD Manager of its innocence shall be punishable by any of the following:

- (i) **A minimum penalty of 30%** of the marks obtained by candidates from the respective coursework items (e.g. exam paper, assignments, etc.), with a warning letter issued by the ACAD Manager.
- (ii) **A maximum penalty of 100%** of the marks obtained by candidates from the respective coursework items (e.g. exam paper, assignments, etc.), with a warning letter issued by the ACAD Manager.
- (iii) Forward the matter to the Chief Executive Officer for further consideration.

125. Upon receiving reports from the ACAD Manager, Chief Executive Officer has the authority to impose the following penalty on candidates:

- (i) **A minimum penalty of an "F" grade** for the course with no possibility for RESIT or RECHECK, and a stern warning letter issued by the Chief Executive Officer.
- (ii) **A maximum penalty of suspension from the College** for a minimum period of one (1) semester and a maximum period of one (1) academic year, with a very stern warning letter issued by the Chief Executive Officer.
- (iii) Forward the matter to the Board of Academic for final consideration.

126. Any case of academic breach that is brought forward to the attention of the Board of Academic is considered very serious. In dealing with cases of academic breach, the Board of Academic may resort to the following options:

- (a) **Dismissal from the College** with or without possibility for readmission.
- (b) Pardon the candidate.

PART IX: GENERAL PROVISIONS

ABSENCE OF RULES/POLICIES

127. In the absence of specific Rules and/or Policies with regard to any matters that fall within the jurisdiction of the Department, the Department/ Schools/ Centres of the College may decide accordingly until appropriate Rules and/or Policies are made, subject to the consent of the Chief Executive Officer.

BY-LAWS

128. The Department/ Schools/ Centres of the College may institute by-laws pursuant to these regulations. Such by-laws shall come into effect upon having been duly noted by the Chief Executive Officer.

PREROGATIVE OF THE BOARD

129. Notwithstanding the above Rules and Policies, the Chief Executive Officer may under exceptional circumstances grant an exception to any of the Rules and Policies, provided that the College Board of Academic arrives to a unanimous decision on the matter.

Approved by:

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(Shamsul Kahar Haron)
Chief Executive Officer
International Islamic College

Date: 20th November 2003
Reviewed: 1st June 2005