



BACHELOR OF ISLAMIC REVEALED  
KNOWLEDGE AND HERITAGE  
(USUL AL-DIN AND COMPARATIVE RELIGION)

INTERNATIONAL ISLAMIC UNIVERSITY  
MALAYSIA (IIUM)

IIUM CENTRE FOR CONTINUING EDUCATION  
(ICCE)

# STUDENT'S HANDBOOK

## BACHELOR IN ISLAMIC REVEALED KNOWLEDGE AND HERITAGE (BIRKH) in Usul al-Din and Comparative Religion

### 1.0 GRADING SYSTEM

#### 1.1 GRADING SCALE

All courses offered under the Bachelor of Islamic Revealed Knowledge and Heritage (BIRKH) programme will be evaluated based the following grading scale:

**Table 1: Grading Scale**

<b>% Score</b>	<b>Grade</b>	<b>Q.P.E.</b>	<b>Description</b>
85-100	A	4.00	Exceptional: <ul style="list-style-type: none"> <li>• Exemplary performance</li> <li>• Exceeds the desired standard</li> <li>• Shows complete mastery of contents/concepts/skills taught and considerable originality in output.</li> </ul>
75-84	A-	3.67	Excellent: <ul style="list-style-type: none"> <li>• Excellent performance</li> <li>• Achieved the desired standard</li> <li>• Shows mastery of content/concepts/skills taught and some originality in output.</li> </ul>
70-74	B+	3.33	Very Good: <ul style="list-style-type: none"> <li>• High quality performance</li> <li>• Exceeds the required standard</li> <li>• Shows mastery of contents/concepts/skills taught.</li> </ul>
65-69	B	3.00	Good: <ul style="list-style-type: none"> <li>• Good quality performance</li> <li>• Meets the required standard</li> <li>• Shows considerable mastery of contents/concepts/skills taught.</li> </ul>
60-64	B-	2.67	Fairly Good: <ul style="list-style-type: none"> <li>• Fairly good performance</li> <li>• Exceeds acceptable standard</li> <li>• Shows sufficient mastery of contents/concepts/skills taught.</li> </ul>
55-59	C+	2.33	Satisfactory: <ul style="list-style-type: none"> <li>• Above average performance</li> <li>• Meets acceptable standard</li> <li>• Shows mastery of basic contents/concepts/skills taught.</li> </ul>

50-54	C	2.00	Quite satisfactory: <ul style="list-style-type: none"> <li>• Average performance</li> <li>• Meets minimum standard</li> <li>• Shows limited mastery of basic contents/concepts/skills taught.</li> </ul>
45-49	D	1.67	Poor: <ul style="list-style-type: none"> <li>• Poor level of performance</li> <li>• Below the minimum standard</li> <li>• Lacks mastery of basic contents/concepts/skills taught.</li> </ul>
40-44	D-	1.33	Very Poor: <ul style="list-style-type: none"> <li>• Very poor level of performance</li> <li>• Well below the minimum standard</li> <li>• Lacks knowledge of basic contents/concepts/skills taught.</li> </ul>
35-39	E	1.00	Extremely Poor: <ul style="list-style-type: none"> <li>• Extremely poor level of performance</li> <li>• Far below the minimum standard</li> <li>• Greatly lacking in knowledge of basic contents/concepts/skills taught.</li> </ul>
0-34	F	0.00	Failed: <ul style="list-style-type: none"> <li>• Does not perform</li> <li>• Deficient</li> <li>• Does not demonstrate knowledge of basic contents/concepts/skills taught.</li> </ul>

**1.2 CLASSES OF GRADES**

- a) The lowest grade for a clear pass is “C” with a quality point equivalent of 2.0; “D” is a redeemable pass that must be compensated by other courses for promotion on good standing and it has to be repeated.
- b) The grade “F” equates to a failure in an examination.
- c) The reviewing of the grading system is subject to Senate’s endorsement.

**1.3 OTHER TRANSCRIPT NOTATIONS:**

Grade	Interpretation	Points	Hours	Hours
			Credited	Earned
PR	Pass on Resit	0	Yes	Yes
FR	Fail on Resit	0	Yes	No
I	Incomplete	0	No	No
IP	Course in Progress	0	No	No

W	Withdrawal with Special Permission	0	No	No
Y	Barred from End-of-Semester Examination	0	No	No
Ex	Exempted	0	Yes	Yes
DF	Defer	0	No	No

## 2.0 **EXAMINATION**

### 2.1 **ATTENDANCE IN END-OF-SEMESTER EXAMINATION**

A student who absent without valid reasons acceptable by the University authorities will be graded based on the coursework marks of the course.

### 2.2 **FAILURE IN A COURSE**

Student who fails in a course, subject to the specific requirements of the Kulliyyah and the curriculum of his/her programme of studies, may do either of the following:

- a) Repeat the same course if the course is classified as ‘CORE’ or ‘REQUIRED’ course and “ELECTIVE” course as well; or
- b) Despite other provisions of these Regulations, a graduating student who obtains the minimum cumulative grade point average (CGPA) for graduation but fails in any course may be allowed to sit for a special examination for that course subject to the following conditions:-
  - (i) The student was not barred or did not withdraw from the course that he intends to sit the special examination for.
  - (ii) Student does not have outstanding registration and study fees.

### 2.3 **REPEAT OF FAILED COURSES**

Student who fail in the subjects need to repeat the course via 8 hours online with the lecturer and sit for the special exam. A student is required to repeat the course immediately on the next semester. SGD 200 will be charge per course. The monitoring is done by the Kulliyyah and ICCE.

The credit and grade from each repeated course shall be recorded in the CGPA as additional credit and grade.



**2.4 ELIGIBILITY FOR ENTRY TO EXAMINATION**

Student is allowed to sit in the end-of-semester examination if:

- a) He/she is officially registered in such course(s); and
- b) He/she has made full payment.
- c) He/she fulfill 80% of attendance in the class.

**2.5 BARRING FROM EXAMINATION**

Student may be barred from taking the examination if:

- a) He has failed to meet any of the aforementioned requirements for the eligibility to attend end-of-semester examination. However, the student may be given the chance to appeal or justify the case with valid reason(s).
- b) He has breached any of the University Regulations.

**2.6 CONSEQUENCE OF BARRING FROM EXAMINATION**

Unless reconsidered, any student barred from any examination shall automatically receive a grade “Y”, which is equivalent to an “F” for that course, irrespective of student’s coursework performance.

**2.7 SPECIAL EXAMINATION**

Absence from an end-of-semester examination will not be allowed except on medical/psychological grounds issued on the day of examination – as have been duly certified by the **Government Clinic or Hospital** in case of serious emergencies. If such illness or emergencies are not verified by relevant authorities within seven (7) days of the scheduled examination, the Admissions and Records Division will document an examination grade which constitutes the coursework marks.

Student who is absent for the end-of-semester examination due to approved personal reasons made acceptable by the University authority and is not due to negligence or disciplinary ground may be considered for special examination, but a fee of SGD 50 will be charged for each course.

Upon a student’s permitted absence from a final examination, ICCE is authorized to arrange a special examination in the following semester, unless study leave is granted to the student.

A course instructor is not allowed to grant a special examination to any student before or after the specified period of such examination, unless it is authorized by the General Manager, ICCE.

### **3.0 APPEAL FOR RE-EVALUATION OF EXAMINATION RESULTS**

#### **3.1 GROUND FOR APPEALS**

For the purpose of these Regulations, an appeal may be made on any or all of the following grounds:

- a) Student faces inevitable and peculiar difficulties that hinder him/her from attending final examination such as natural disaster, death, and accident.
- b) Student who reasonably believes that the examination has been improperly conducted or that the Examination Regulations or any part thereof or rules and procedure made have not been complied with.
- c) Student who may have sufficient reasons to believe that he/she has been unjustly graded or an error has been committed in the assessing of his papers or computing or grades.

#### **3.2 APPLICATION PROCEDURE**

Application on grounds or appeal may take the following forms:

- a) In the case of 3.1 (a) or (b), a normal written appeal must be accompanied by the support of the Chief Invigilator or a physician recognized by the PERGAS as the case may be, and inform ICCE within 24 hours of the scheduled examination.
- b) In the case of 3.1 (c), the student must initially consult the Academic Management in PERGAS regarding the course grade that he finds disputable.

If the awarding of grade is in order but the student wishes his/her answer script to be re-examined, then a formal written appeal shall be made by the student to the Kuliyyah Board of appeals through the General Manager of ICCE. A fee of SGD 50 per paper (or as determined by the Senate from time to time) must accompany the said appeal. The appeal fee of SGD 40 will be refunded if the appeal is successful.

### **3.3 PERIOD TO APPEAL**

All appeals must be submitted to PERGAS no later than one week after the commencement of the following semester. Appeals submitted after one week shall not be entertained.

## **4.0 PROGRAMME OF STUDIES**

Every student admitted to the University must follow a specific programme of studies as offered by a Department or Kulliyah.

### **4.1 DURATION OF STUDIES**

The minimum number of semesters for any regular student to complete the BIRKH degree programme is twelve (14) semesters (equivalent to 4 ½ years).

The maximum number of semesters for a student to complete the BIRKH degree programme is **twenty four (24) semesters (equivalent to 8 years)** excluding leave of absence if required.

## **5.0 GRADUATION**

### **5.1 CANDIDATE FOR GRADUATION**

Student who has taken all the required courses as prescribed in the curriculum that he registered for shall be considered a candidate for graduation, subject to other non-academic requirements of the University.

### **5.2 MINIMUM GRADUATION REQUIREMENTS**

- a) All required and elective courses taken and passed as prescribed in the programme curriculum.
- b) Be on good academic standing with a CGPA of at least 2.00. 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 studies.
- c) Free from any negative report from the University Disciplinary Authority or Student Affairs Division.
- d) Fulfilled other University requirements.

### **5.3 RESPONSIBILITY FOR STUDENT'S ACADEMIC PROGRESS**

Each student is expected to be aware of the requirements of his/her degree programme and of his own progress towards completion of those requirements. It is the responsibility of the student to maintain close contact with the programme coordinator throughout each semester in which the student is enrolled.

### **5.4 PRE-GRADUATION REQUIREMENTS**

One year prior to graduation, students should file graduation application to the Kulliyyah through ICCE.

Students intending to graduate should submit an application for graduation to Admissions and Records Division through ICCE at least one semester prior to graduation.

Every curricular degree programme is directly under the responsibility of the concerned Kulliyyah and the completion of each programme rests in the evaluation and recommendation of the Kulliyyah to the University Senate.

### **5.5 EXEMPTION**

#### **5.5.1 Exemption from EPT**

Students who want to be exempted from taking the EPT must submit a written request to the Dean of CELPAD, through the General Manager of ICCE, together with relevant supporting documents. (i.e. IELTS or TOFFEL)

#### **5.5.2 Language Proficiency**

Based on the results of language placement tests (i.e. APT) and on the approval of the Dean of CELPAD, a student may be exempted from taking language proficiency courses.

## **6.0 ACADEMIC STANDING**

### **6.1 GOOD ACADEMIC STANDING**

A student is on good academic standing unless subjected to academic probation or dismissed status.



## **6.2 SATISFACTORY PERFORMANCE**

A student performs satisfactorily if he maintains a CGPA of 2.0 or higher.

## **6.3 ACADEMIC PROBATION**

A student may be allowed to be promoted on probation when he/she fails to earn a CGPA of 2.00 or better but not less than 1.67 at the end of the semester on condition that:-

- a) he does not fail in more than two Kulliyyah core courses.
- b) he carries a workload of not more than 15 credit hours in the following semester, and
- c) he reduces his extra-curricular activities, if any.

A student on academic probation will receive an academic warning from the Kulliyyah.

## **6.4 EFFECTS OF PROBATION**

No student shall be allowed to graduate with more than two (separate) promotions on probation.

## **6.5 COUNSELLING**

Students under probationary status shall be required to undergo academic counselling.

## **6.6 ACADEMIC DISMISSAL**

A student shall be dismissed from the University if:

- a) he receives a CGPA of less than 1.67, or
- b) he fails to earn a CGPA of 2.00 or higher while on probationary status, or
- c) he fails a course (with a grade of “F”, “X” or “Y”) on the third attempt or
- d) he fails (with a grade of “F”, “X” or “Y”) in more than 2 Kulliyyah courses and the  $1.67 \leq \text{CGPA} \leq 2.00$ .

- e) he receives a  $1.67 \leq \text{CGPA} \leq 2.00$  for the third time which is non-consecutive during his period of studies.

The University also reserves the right to bar, suspend or dismiss any student from the university or any of its classes whenever, in the interest of the University, it such action is deemed advisable.

### **6.7 DISCIPLINARY SUSPENSION OR EXPULSION**

A student whose behavior is in violation of the University regulations is subject to disciplinary action. This may result in Disciplinary Suspension or Expulsion from the University. A student who is expelled for disciplinary reason cannot apply for readmission.

### **6.8 APPLICATION FOR READMISSION**

#### **6.8.1 FIRST YEAR STUDENTS**

- (1) A student who obtained a CGPA of less than 1.0 will not be considered for readmission.
- (2) A student who obtained a CGPA of between 1.0 and less than 1.67 may be considered for readmission on a clean state.
- (3) The readmission is not automatic and the student has to formally appeal for it and undergo an informal interview.
- (4) The student must be free from any disciplinary problem.

#### **6.8.2 SENIOR STUDENTS**

- (1) A student who is dismissed on academic grounds will not be considered for readmission.
- (2) However, consideration may be given to cases that are based on medical/emergency reasons acceptable to the University authorities. The student will be readmitted into the semester where the CGPA is good standing.
- (3) The decision on the appeals for readmission will be subject to provision 6.8.2.

## **6.9 CONDITIONS AFTER READMISSION**

A readmitted student should achieve a CGPA of at least 2.0 in the first semester after readmission and failure to do so will result in dismissal. No further appeal for readmission will be considered.

A readmitted student should normally carry a workload of not more than fifteen (15) credit hours. He can carry a heavier workload only with the approval of the Dean of the Kulliyyah on the recommendation of the Programme Coordinator. He will be closely supervised by the Programme Coordinator.

## **6.10 NEW APPLICATION FOR ADMISSION**

Students who are dismissed may be considered for admission into another programme by submitting an application to Admissions & Records Division through ICCE provided the dismissal was not due to factors other than academic.

## **6.11 LEAVE OF ABSENCE**

A student may request a leave of absence or study leave. In order to be considered for a leave of absence or study leave, a student must submit a letter to PERGAS before the commencement of second class, stating the reasons for the request and the length of leave desired. Request for leave of absence or study leave submitted anytime after the 2<sup>nd</sup> module of classes will be charged a fee of SGD 120 per course.

## **6.12 INCOMPLETE GRADE**

A temporary grade of incomplete, or "I", may be given in instances of incomplete projects and term papers where strong justification is provided by the instructor and approved by the IIUM Centre for Continuing Education (ICCE). Under no circumstances may the grade of "I" be given for the following situations:

- a) Absent from end-of-semester examination without prior approval from the Programme Co-ordinator or General Manager of ICCE.
- b) A student who wishes to do additional post-semester work in order to improve a grade; or
- c) A student who wishes to repeat the course as auditor, retaking examination, etc., in order to improve a grade.

Where an “I” grade is given, the student must submit completed assignments within first six (6) weeks of the following semester. It is the responsibility of the student to submit his assignments on time and no reminders will be issued by ICCE to student. If the student fails to submit the assignment within the stipulated time, the grade of “I” will be converted to an “F”.

## **7 END-OF-SEMESTER EXAMINATION**

- A. All undergraduate courses which have multiple sections should have common end-of-semester examination with the exception of those courses as determined by each Kulliyyah with the Deputy Rector’s (Academic Affairs) approval. Under certain exceptional circumstances, the Dean of the Kulliyyah or the General Manager of ICCE may recommend to the Deputy Rector (Academic and Planning) to approve the holding of the end-of-semester exam prior to the specific period.
- B. All end-of-semester exams will be held on the PERGAS, Singapore.
- C. Absence from an end-of-semester examination will not be allowed except for an illness or emergency on the day of the examination. Proof of such an emergency should be supported by official documentation. Should the absence be related to work requirements, prior approval must be obtained from the Programme Coordinator. A student who is absent from such examinations without valid reasons or without valid reasons or without the University’s authority will be graded based on the coursework marks of the course.

## **8 PROBATION AND DISMISSAL**

A student whose CGPA is below 2.0 will be placed on probation. A student who fails to achieve CGPA of at least 2.0 for three consecutive semesters will be **dismissed** from the programme. Dismissed students may apply for readmission.

## **9 CONTINUOUS ENROLLMENT**

Students are expected to be continuously enrolled and actively engaged in fulfilling the requirements of the programme until such time that the degree is conferred. Should a student discontinue enrollment for one or more semesters without formal leave of absence, the student must apply for readmission to the University before being allowed to complete the degree programme.

**10 DEFERRALS**

A student who wants to defer a semester must apply in writing to the General Manager of ICCE through the PERGAS within 2 weeks of the date of the offer letter. Reasons for the deferral must be clearly stated. The Programme Committee of ICCE will decide on such requests on a case-by-case basis. Deferrals are not automatically given and can only be for one semester. Students granted deferral must pay a 'deferral fee' of SGD 100 per semester. This fee is non-refundable and will not be applicable to subsequent semester fees.

**11 WITHDRAWAL**

To withdraw from the BIRKH programme in good standing, a student must submit a letter to the Management of PERGAS together with the withdrawal from studies clearance form, stating the reasons for the withdrawal. A student who is permitted to withdraw will receive the grade "W" in all courses. A student who withdraws without informing the PERGAS in writing will receive the grade "X" in for all courses and therefore be subjected to action by the Senate Appeals Sub-Committee. The decision of the committee will be submitted to the Deputy Rectors (Academic and Planning) for final approval. A percentage of the fees paid will be deducted as penalty for withdrawal, according to the following schedule:

<b>Date of Withdrawal from the Date of Registration</b>	<b>Percentage of Fee Retained</b>
After 3 weeks but not more than 7 weeks	15%
After 7 weeks but not more than 10 weeks	50%
After 10 weeks	100% (No refund)

**12 ADD AND DROP SUBJECTS**

A student must register 4 subjects in the long semester and 2 or 3 subjects in the short semester according to the study plan of the programme.

**13 PAYMENT OF FEES**

Settlement of programme related fees are based on the following schedule:

<b>Deadline</b>	<b>Amount of fees paid</b>
Pre-enrolment session (a week after final exam)	Registration fees = SGD 20 Examination fees = SGD 40
Seminar 1	50% of tuition fees
Seminar 2	25% of tuition fees
Seminar 3	25% of tuition fees

The amount of tuition and examination fees paid for each semester will depends on number of courses the student enrolled.

A student who fails to settle his fees on schedule will not have his semester results released until he has settled all his fees.

#### **14 WITHDRAWAL FROM INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

To leave the University in good standing, a student must submit a letter to the Dean of the Kulliyah through ICCE stating the reasons for withdrawal and the students' last day of residence on campus.

A student who is permitted to withdraw will receive the grade "W" in all courses. A student who withdraws without informing the Dean of the Kulliyah will receive the grade "F" in all courses which will be recorded by the Admissions and Records Division.

#### **15 ACADEMIC INTEGRITY**

The International Islamic University Malaysia seeks to promote a strong sense of mutual responsibility, respect, trust and fairness among all members of the University community. Towards this end, the University demands high standards of academic behavior at all times. Students are expected to exhibit integrity and competence in their academic work.

Members of the University community are presumed to be familiar with proper academic procedure and are held responsible for applying them. Incoming students have a special responsibility to acquaint themselves with and make use of all proper procedures for doing research, writing papers and taking examinations. Any attempt at cheating, plagiarism, lying, stealing or any deliberate failure to act in accordance with proper academic procedures is considered a legal, moral and intellectual offence against the University community and will be considered as serious breach of discipline.

#### **16 BREACH OF DISCIPLINE**

Any candidate who has committed a breach of any provision of these regulations or any rules or procedures made, or any instruction by an authority under these regulations shall be deemed to have committed an offence. The Rector of IIUM may:

- a) Authorize the Student Discipline Authority to take action against the candidate according to the University (Discipline of Students) Rules of 1984.
- b) Report the matter to the Senate for such action as the Senate deems fit, or
- c) Act in any other way deems fit.



## **17 RIGHT TO CHANGE RULE**

The University reserves the right to change the requirements, rules and fees. Such changes shall take effect whenever the proper authorities so determine. The University also reserves the right to make changes to any programme without notice whenever circumstances warrant.

## **18 RELEASE OF STUDENT INFORMATION**

Student records are considered confidential. It is the policy of the University to accord any student access to his or her academic records, and to offer the student the opportunity of a hearing to contest such record as inaccurate, misleading, or otherwise inappropriate. A student's written consent is needed before releasing information from his educational records to persons outside the University, except as provided for by law and for Executive Directory information such as name, address, dates of attendance, and degrees earned. Information may be furnished to a student's parents or sponsor without such written consent upon certification of the student's financial dependency. Information may also be released so as to comply with any judicial order or lawfully issued subpoena. When such necessity arises, students will be notified about this action. No information concerning a student's grades will be given over the telephone.

## **19 TRANSCRIPTS**

Official transcripts of student records are issued upon written request by the student subject to payment of all fees. The first copy is given free of charge, however, a fee of SGD 10 is charged for each additional transcript and postage will be borne by the student.

## **20 OFFICIAL NOTIFICATION TO STUDENTS**

Official University notifications will be sent to students to their permanent addresses recorded in ICCE. Students are responsible for ensuring that their permanent addresses are kept up to date by informing ICCE of any change of changes of address.

The Senate reserves the right to amend the above rules and regulations whenever deemed necessary.

**Adapted from the IIUM Student Academic Performance Evaluation Rules.**

**Effective Date:  
1<sup>st</sup> January 2014**