POSTGRADUATE REGULATIONS (REVISED 2022)

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PRELIMINARY

POSTGRADUATE REGULATIONS
(REVISED 2022)

In the exercise of the powers conferred by the Constitution of the International Islamic University Malaysia (IIUM), the Senate hereby makes the following regulations: -

PART 1
PRELIMINARY

CITATION

These regulations shall be known as the POSTGRADUATE REGULATIONS (Revised 2022) of the Islamic University of Malaysia.

APPLICATION

These regulations shall apply to all postgraduate programmes of the International Islamic University Malaysia at Malaysian Qualification Framework (MQF) Level 7 and Level 8. An exception may be granted to some programmes offered by the various Centre of Studies of the University.

IMPLEMENTATION

These regulations shall come into force upon approval by the Senate of the International Islamic University Malaysia.

INTERPRETATION

In these regulations, unless otherwise stated:

'**Academic Residence**' means that students must be physically available for academic consultation;

'**Academic Workload**' refers to the number of actual or equivalent credit hours that a student is taking in any given semester;

'**Academic Calendar**' refers to one (1) academic year;

'**Academic Year**' means a period of approximately 12 months, usually beginning in September and including two regular semesters and one short semester;

'**Accredited Institution**' refers to an institution recognised by the Senate the as one of the adequate academic standards;

'**Adjustment Period**' refers to the period at the beginning of each semester as specified by the Centre for Postgraduate Studies (CPS), during which a student can register and drop courses;

'**Arabic Placement Test (APT)**' refers to the test administered by the Centre for Languages and Pre-University Academic Development (CELPAD) of the University to determine the Arabic proficiency level of the applicant;

'**Auditing a course**' refers to an arrangement where a student can register for and attend a course but does not need to sit for the final examination;

'**Bilingual Programme**' refers to a programme which uses both English and Arabic as media of instruction;

'**Candidate**' means an applicant who is offered a place in a specified programme before enrolment;

'**Candidature**' refers to the status of a registered student;

'**CCH**' refers to Cumulative Credit Hours, which is the total of credit hours for each course taken in the current and all previous semesters;

'**Centre of Studies (CoS)**' means a kulliyyah, faculty, centre or institute, which may or may not offer a programme of study;

'**Centre of Studies Board**' refers to the Centre of Studies academic board, which is responsible for making decisions on academic matters within the Centre of Studies in line with the policies determined by the Senate;

'**CGPA**' refers to the Cumulative Grade Point Average, which is the sum of the product of credit hours and the quality point equivalent of the grade for all courses taken divided by the sum of all credit hours;

'**Clinical Specialist Training**' refers to the clinical postgraduate programmes to produce clinical specialists recognised by the professional body of each specialty. This includes (but is not limited to) Clinical Master (MQF Level 7), and Clinical Doctoral/Ph.D. (MQF Level 8);

'**Contact Hour**' refers to the actual instructional interactions between the academic staff and the student measured in terms of hours;

'**Comprehensive Examination**' refers to a specific examination or similar assessment a student is required to pass as a condition to graduate or to register for research work;

'**Conditional Candidature**' refers to the status of a student who has to complete the English/Arabic language requirements and is concurrently allowed to take a maximum of two (2) programme courses;

'**Conspectus**' refers to a summary or overview of a subject;

'**Copyright**' means the right to publish or reproduce or to give permission to publish or reproduce intellectual material;

'**Core Courses**' refers to the courses which a student must register for and pass for the graduation requirement;

'**Coursework**' refers to a mode of study in which a student attends lectures, tutorials and seminars, and is assessed on the basis of assignments, projects, tests and examinations;

'**Co-supervisor**' refers to a joint supervisor, the one who co-supervises the work of a postgraduate research student;

'**Credit Hours**' means the academic load of a course measured in units per semester. For coursework, one credit hour is usually equivalent to one contact hour, which is the actual instructional interaction between the instructor and the student measured in terms of hours;

'**Curriculum**' refers to the requirements of the programme as approved by the Senate;

'**Dean**' refers to the administrative Head of a Centre of Studies;

'**Deferment**' means postponement of enrolment to a later date up to a maximum of one academic year;

'**Dismissal**' refers to termination because of poor/unsatisfactory academic progress as indicated by individual grades in courses, GPA, CGPA or an unfavourable report by the supervisor;

'**Dissertation**' refers to the documentation of the original research prepared and submitted by the candidate in a master's programme by research and mixed mode;

'**Elective Courses**' refers to a specified list of courses from which a student may choose a minimum number to form his area of specialisation and fulfil the graduation requirements of his programme;

'**English Placement Test (EPT)**' refers to the test administered by the Centre for Languages and Pre-University Academic Development (CELPAD) of the University to determine the English proficiency level of the applicant;

'Enrolment' refers to the process when a candidate registers as a student;

'Exemption' refers to the waiver from registering for a specific course;

'Extended Manuscript' refers to a research paper in Clinical Master MQF Level 7 of the Clinical Specialist Training Programme.

'External Examiner' refers to qualified person(s) from outside IIUM who may be appointed to evaluate(s) the student's dissertation/thesis;

'Final Assessment' is an assessment that is commonly conducted at the end of a semester to assess the performance and understanding of students based on the targeted learning behaviours/outcomes.

'Fresh-admission' refers to the granting of fresh admission into a programme for a student who has been previously dismissed or terminated;

'GPA' refers to Grade Point Average, which is the sum of the product of credit hours and the quality point equivalent of the grade for all courses taken divided by the sum of all credit hours of a particular semester;

'Grade' refers to the final assessment of a course, based on the total scores awarded for assignments, tests, etc. and the final examination, expressed in numerical marks and the equivalent characters;

'Graduation' means the completion of studies for the award of a postgraduate degree/diploma;

'HEP' refers to Higher Education Provider;

'Independent Study' refers to a course offered under special circumstances and conditions;

'IP' refers to the in-progress status of research;

'KPGC' refers to the Centre of Studies Postgraduate Committee in charge of postgraduate matters within each Centre of Studies;

'Maximum Study Period' is the maximum period within which a student must complete his studies, failing which he may be terminated from the University;

'Minimum Study Period' is the shortest period within which a student may qualify to be awarded a postgraduate degree/diploma;

'Non-Registration' refers to a student who fails to register for any course with no valid reason;

'**Plagiarism**' refers to the 'wrongful appropriation' and 'stealing and publication' of another author's 'language, thoughts, ideas or expressions' and the representation of them as one's own original work;

'**Project paper**' refers to the documentation of the original research prepared and submitted by the candidate in a master's programme by coursework;

'**Professional Doctoral Degree**' refers to a professional doctorate, is designed for working professionals who have practical experience in their field and want to increase their knowledge, advance their careers, and translate their work experience into a higher position of credibility, leadership, and influence;

'**Proposal Defence**' refers to the presentation of a research proposal before registration of research;

'**Post Thesis Evaluation Meeting (PTEM)**' refers to a meeting held between the examiners and the student in the presence of the Head of Department and supervisor(s) or their representatives to inform the student of the corrections that need to be done.

'**Regular Semester**' means a semester that consists of 16 weeks of lectures and examinations;

'**Research Proposal**' is a document comprising research objectives, literature review, methodology, hypothesis and problem statements;

'**Research Work**' refers to a mode of study under which a student carries out research under the guidance of a supervisor and records his findings in the form of a thesis, dissertation or research paper;

'**Re-sit Examination**' refers to a final examination of a course, which the student takes for the second time;

'**Semester**' means a duration specified by the Senate allocated for lectures, examinations and similar instructional activities;

'**Senate**' refers to the Senate of the IIUM, the highest authority on academic matters in the University;

'**Short Semester**' means a semester that consists of 8 weeks of lectures and examinations. It is offered during the long vacation and is optional for postgraduate students to register;

'**Special Examination**' refers to an examination that a student sits for when he has valid reasons for not attending the end-of-semester examination;

'Special Requirement Course' refers to courses prescribed for a student for a specific reason, other than the reason for a prerequisite course, and the course(s) may be taken concurrently with the programme courses;

'Study Period' refers to the duration within which a student is expected to complete the programme;

'Supervisor' refers to a person who directs and oversees the work of a postgraduate research student;

'Termination' refers to the deactivation of a student's candidature from the University for other than academic reasons;

'Thesis' refers to the documentation of the original research prepared and submitted by the candidate in a doctoral programme by research and mixed mode;

'Transfer of Credits' refers to the applicant's academic credits for courses taken at other recognised academic institutions transferred to his current academic records for the purpose of fulfilling his graduation requirements;

'University Committee for Postgraduate Studies (UCPS)' is a university-level committee comprising representatives from each Centre of Studies to discuss and deliberate on various issues related to postgraduate studies;

'Unsatisfactory Progress (UP)' refers to the unsatisfactory status of research;

'Viva Voce' refers to the oral defence of the dissertation/thesis/conspectus by a candidate.

PART 2
ADMISSION RULES

PART 2
ADMISSION RULES

1.   ADMISSION CRITERIA

1.1   **Master's Degree Programmes**

1.1.1   **General Academic Requirements**

1.1.1.1   Candidates will require a relevant Bachelor's degree (honours) from the IIUM or any other accredited institution of higher learning; or

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

1.1.1.3   Fulfil the necessary requirements and have obtained a certificate of APEL A issued by the Malaysian Qualification Agency (MQA); or

1.1.1.4   Fulfil the necessary requirements and have obtained a certificate of APEL C issued by the Malaysian Qualification Agency (MQA).

1.1.2   **Specific Requirements**

1.1.2.1   **Master's Degree by Coursework**

i.   A Bachelor's degree in the field or related fields with a minimum CGPA of 2.50 or equivalent, as accepted by the Senate; or

ii.   A Bachelor's degree in the field or related fields or equivalent with a minimum CGPA of 2.00 and not meeting a CGPA of 2.50 can be accepted subject to rigorous internal assessment.

iii.   Candidates without a qualification in the related fields or working experience in the relevant fields must undergo appropriate prerequisite courses determined by the Senate

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and meet the minimum CGPA based on (i) to (ii).

1.1.2.2 Master's Degree by Mixed Mode

i. A Bachelor's degree in the field or related fields with a minimum CGPA of 2.75 or equivalent, as accepted by the Senate; or

ii. A Bachelor's degree in the field or related fields or equivalent with a minimum CGPA of 2.50 and not meeting a CGPA of 2.75 can be accepted subject to rigorous internal assessment; or

iii. A Bachelor's degree in the field or related fields or equivalent with a minimum CGPA of 2.00 and not meeting a CGPA of 2.50 can be accepted subject to a minimum of 5 years of working experience in the relevant field and rigorous internal assessment.

iv. Candidates without a related qualification in the field/s or working experience in the relevant fields must undergo appropriate pre-requisite courses endorsed by the Senate and meet the minimum CGPA based on (i) to (iii).

1.1.2.3 Master's Degree by Research

i. A Bachelor's degree in the field or related fields with a minimum CGPA of 2.75 or equivalent, as accepted by the Senate; or

ii. A Bachelor's degree in the field or related fields or equivalent with a minimum CGPA of 2.50 and not meeting a CGPA of 2.75 can be accepted subject to rigorous internal assessment; or

iii. A Bachelor's degree in the field or related fields or equivalent with a minimum CGPA of 2.00 and not meeting a CGPA of 2.50 can be accepted subject to a minimum of 5 years of working experience in the relevant field and rigorous internal assessment.

iv. Candidates without a qualification in the related fields or relevant working experience must undergo appropriate pre-requisite courses endorsed by the Senate and meet the minimum CGPA based on (i) to (iii).

For certain selected programmes, the admission requirements are based on the standards set by professional bodies and/or endorsed by the Senate.

1.1.3 Research Proposal

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

1.2 Ph.D. Programmes

1.2.1 General Academic Requirements

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

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

1.2.2 Research Proposal

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

1.3 Language Requirements

1.3.1 English Language

1.3.1.1 Applicants are required to provide evidence of having attained the minimum required score for:

i. the Test of English as a Foreign Language (TOEFL), acceptable iBT (internet-based) or PBT (paper-based);

ii.   the International English Language Testing System (IELTS), acceptable Academic IELTS;

iii.   the IIUM-Administered English Placement Test (EPT)

iv.   the Malaysian University English Test (MUET)

The minimum required score for each of the above tests is listed in the table in clauses 1.3.2 – 1.3.4.

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

1.3.1.2   Applicants may be exempted from rule 1.3.1.1. if they have:

i.   undertaken a regular programme of study that uses English as the medium of instruction; or

ii.   completed their programme in English, or

iii.   proven their English proficiency through their experience, which will be decided subject to rigorous evaluation by the Centre for Languages and Pre-Academic Development (CELPAD), Centre of Studies (CoS) and Centre for Postgraduate Studies (CPS).

1.3.2   General English Language Entry Requirements

PROGRAMMES	MINIMUM TOEFL SCORE (iBT or PBT)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)	MINIMUM SCORE (MUET)	
				Old	New
All Arts-based programmes with English as the medium of instruction	Paper-based: 550 Computer-based:213 Internet-based:79	6.0 Overall band score	6.0 Overall band score	4.0	4.5
All Science and Technology Based programmes with English as the medium of instruction	Paper-based: 500 Computer-based:173 Internet-based: 60	5.0 Overall band score	5.0 Overall band score	3.0	3.5
All programmes with Arabic as the	Paper-based: 425 Computer-based: 113	3.0	3.0	2.0	2.5

medium of instruction	Internet-based: 30	Overall band score	Overall band score		
*All programmes with English as the medium of instruction (*thesis/ dissertation written in Arabic Language)*	Paper-based: 425 Computer-based: 113 Internet-based: 30	3 .0 Overall band score	3 .0 Overall band score	2.0	2.5

*Approval must be granted from the Senate Sub-Committee for Writing Thesis in Arabic Language EXCEPT programmes of Islamic Revealed Knowledge and Heritage.

1.3.3 Specific English Language Entry Requirements

i) Kulliyyah of Information and Communication Technology

PROGRAMMES	MINIMUM TOEFL SCORE (iBT or PBT)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)	MINIMUM SCORE (MUET)	
				Old	New
Master of Protective Security Management and Master of Business Intelligence Analysis	Paper-based: R44-47 W43-46 Computer-based: R13-15 W13-15 Internet-based: R11-13 W10-11	5 .0 Overall band score	5 .0 Overall band score	3.0	3.5

Note: R – Reading and W– Writing

ii) Kulliyyah of Education

PROGRAMMES	MINIMUM TOEFL SCORE (iBT or PBT)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)	MINIMUM SCORE (MUET)	
				Old	New
Master of Education (Teaching English as a Second Language)	Paper-based: 600 Computer-based:250 Internet-based:100	7.0 Overall band score	7.0 Overall band score	5.0	5.0
Master of Education (Teaching of Arabic to Non-Arabic Speaker)	Paper-based:425 Computer-based:113 Internet-based:30	3.0 Overall band score	3.0 Overall band score	2.0	2.5

iii) Abdulhamid Abusulayman Kulliyyah of Islamic Revealed Knowledge and Human Sciences

PROGRAMMES	MINIMUM TOEFL SCORE (iBT or PBT)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)	MINIMUM SCORE (MUET)	
				Old	New

Programmes of Islamic Revealed Knowledge and Heritage with Arabic as a medium of instruction or written thesis/ dissertation in the Arabic Language *(Approval must be granted from the Departments)*	Paper-based:425 Computer-based :113 Internet-based:30	3 .0 Overall band score	3 .0 Overall band score	2.0	2.5
Programmes of English Language Studies, English Literature Studies and Applied Linguistic Studies and English Studies *(International applicants)*	Paper-based:600 Computer-based:250 Internet-based:100	7.0 Overall band score	Not Applicable	5.0	5.0
Programmes of English Language Studies, English Literature Studies and Applied Linguistic Studies and English Studies *(Both Local and International applicants graduated from Malaysian Institute of Higher Learning)*	Paper-based:600 Computer-based:250 Internet-based:100	7.0 Overall band score	7.0 Overall band score	5.0	5.0
Programmes of Islamic Revealed Knowledge and Heritage with English as a medium of instruction or written thesis in English Language or coursework or mixed mode	Paper-based:580 Computer-based:213 Internet-based:80	6.0 Overall band score	6.0 Overall band score	4.0	4.5

iv)   Kulliyyah of Languages and Management

PROGRAMMES	MINIMUM TOEFL SCORE (iBT or PBT)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)	MINIMUM SCORE (MUET)	
				Old	New
Master of Arts in Teaching English for Specific Purpose	Paper-based: 587 Computer-based: 240 Internet-based: 95	6.5 Overall band score	6.5 Overall band score	5.0	5.0
Master of Arts in Teaching Arabic for Specific Purpose	Paper-based: 425 Computer-based:113 Internet-based: 30	4.0 Overall band Score	4.0 Overall band score	3.0	3.0

Ph.D. English Studies for Specific Purpose	Paper-based: 600 Computer-based: 250 Internet-based: 100	7.0 Overall band score	7.0 Overall band score	5.0	5.0
Ph.D. Arabic Studies for Specific Purpose	Paper-based: 425 Computer-based: 113 Internet-based: 30	3.0 Overall band score	3.0 Overall band score	2.0	2.5

v) IIUM Institute of Islamic Banking and Finance

PROGRAMMES	MINIMUM TOEFL SCORE (iBT or PBT)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)	MINIMUM SCORE (MUET)	
				Old	New
Master of Science, Islamic Banking and Finance with Arabic as a medium of instruction *(Approval must be granted from the Institute)*	Paper-based: 425 Computer-based: 113 Internet-based: 30	3 .0 Overall band score	3 .0 Overall band score	2.0	2.5

vi) Kulliyyah of Dentistry

PROGRAMMES	MINIMUM TOEFL SCORE (iBT or PBT)	MINIMUM SCORE (MUET)	
		Old	New
All Programmes	6 .0 Overall band score	4.0	4.5

vii) Ahmad Ibrahim Kulliyyah of Laws

PROGRAMMES	MINIMUM TOEFL SCORE (iBT or PBT)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)	MINIMUM SCORE (MUET)	
				Old	New
Master of Comparative Law and Ph.D. Law	Paper-based: 580 Computer-based: 213 Internet-based: 80	6.0 Overall band score and writing 5.5	6.0 Overall band score and writing 5.5	4.0: writing score min 5.0	4.5: writing score min 5.0

1.3.4 English Language as Graduation Requirements

i) Kulliyyah of Medicine

PROGRAMMES	MINIMUM TOEFL SCORE (iBT or PBT)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)	MINIMUM SCORE (MUET)	
				Old	New
Clinical Specialist Training programmes	Paper-based: 500 Computer-based: 173 Internet-based: 60	5 .0 Overall band score	5 .0 Overall band score	3.0	3.5

1.3.5 **English Language Certificate Validity Period**

An offer of admission issued to an applicant who does not satisfy the conditions stipulated in Rules 1.3.1-1.3.4 will remain valid for a period of two (2) years. If the applicant does not attain the required scores in TOEFL, IELTS or EPT within the next two years, the offer of admission will be automatically withdrawn.

1.3.6 **Arabic Language Entry Requirements**

An applicant intending to pursue a programme with Arabic as the medium of instruction must attain a minimum required score in the IIUM-Administered Arabic Placement Test (APT). The minimum required score is listed in Rules No. 1.3.7–1.3.8.

1.3.7 **General Arabic Language Entry Requirements**

PROGRAMMES	IIUM-administered Arabic Placement Test (APT)
All programmes with Arabic as the medium of instruction	7.0 Overall band score
*All programmes with English as the medium of instruction (*thesis/ dissertation written in Arabic Language*)	7.0 Overall band score

Approval must be granted from the Senate Sub-Committee for Writing Thesis in Arabic Language

1.3.8 **Specific Arabic Language Entry Requirements**

a) Kulliyyah of Islamic Revealed Knowledge and Human Sciences

PROGRAMMES	IIUM-administered Arabic Placement Test (APT)
Programmes of Islamic Revealed Knowledge and Heritage with English as the medium of instruction	5.0 Overall band score
Programmes of Islamic Revealed Knowledge and Heritage with Arabic as the medium of instruction *(thesis/ dissertation written in English Language)*	5.0 Overall band score

b) Kulliyyah of Languages and Management

PROGRAMMES	IIUM-administered Arabic Placement Test (APT)
Master of Arts in Teaching Arabic for Specific Purposes	6.5 Overall band score
Ph.D. Arabic Studies for Specific Purposes	7.0 Overall band score

c)   Kulliyyah of Languages and Management

PROGRAMME	IIUM-administered Arabic Placement Test (APT)
Master of Education (Teaching Arabic for Non-Arabic Speaker)	7.0 Overall band score

An exemption from Rule 1.3.7 – 1.3.8 may be given to those who have undertaken regular programmes of studies and graduated from universities that use Arabic as the medium of instruction or they have proven their Arabic proficiency through their experience to be decided subject to rigorous evaluation by Centre for Languages and Pre-Academic Development (CELPAD), Centre of Studies (CoS) and Centre for Postgraduate Studies (CPS).

1.3.9   **Arabic Language Certificate Validity Period**

An offer of admission issued to an applicant who does not satisfy the conditions stipulated in Rule 1.3.6 will remain valid for a period of two years. If the candidate does not pass the APT within the given two years, the offer of admission will be automatically withdrawn.

1.3.10   **Malay Language as a Graduation Requirement for International Students**

1.3.7.1   The requirement for all international postgraduate students' effective cohort Intake in Semester 1, 2022/2023 is to complete one (1) introductory course in Bahasa Melayu as a graduation requirement.

This provision is revoked by the decision of Senate 503 on 25th August 2023.

1.3.11   **Bilingual**

An applicant who is pursuing a programme in which the medium of instruction is both English and Arabic (bilingual) must fulfil the requirements stipulated in Rules 1.3.1 and 1.3.6 respectively.

1.4 **Additional Admission Requirements**

    1.4.1   Applicants may also need to be interviewed or be required to sit for an entrance test in order to determine their eligibility for a specific programme.

    1.4.2   Applicants may need to satisfy any other conditions required by their prospective department or Centre of Studies with the endorsement of the Student Admission Committee.

2. **APPLICATION FOR ADMISSION**

2.1 **Application Processing**

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

2.2 **Application Procedure and Admission Notification**

    2.2.1   All postgraduate applications (for research mode) will be reviewed by the relevant Departments or Centres of Studies. They shall recommend candidates to the Admission Committee (AC), who will make the final decision on the applicants. The candidates will be informed of the decision of the AC. All applications by coursework and mixed mode will be decided by the AC unless requested to be sent to the Centre of Studies for recommendation.

    2.2.2   If a candidate is accepted but does not enrol or register for the semester, his offer of admission will lapse unless he applies for a deferment.

    2.2.3   If the University authorities discover that the student has used forged certificates or documents in order to gain entry into the university, the student concerned will be dismissed from the University and the University, may at its absolute discretion, take appropriate legal action against the student guilty of committing forgery or fraud.

    2.2.4   The University may reject any application or cancel any registration based on the results of the health examination

and/or evidence of false information in the health examination report or any supporting documents.

3.   ENROLMENT

3.1   **Time of Enrolment**

A candidate must enrol in the University within the period specified by the CPS. If the student fails to enrol in the specified period, the University's offer of admission may be withdrawn.

3.1.1   **Late Enrolment**

The University may allow for late enrolment subject to:

i.   Obtaining permission from the Centre of Studies

ii.   International candidates must obtain permission to study in Malaysia from the Malaysian Immigration Department (Visa Approval Letter)

iii.   Payment of the tuition fee as stipulated by the University

3.2   **Status of Enrolment**

3.2.1   A student may choose to enrol for either a full-time or a part-time programme subject to the availability of the desired type of programme. If a student enrols in a programme, he will not be allowed to enrol in another programme at the same level simultaneously.

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

3.2.3   An international student intending to maintain his employment while studying at the IIUM is required to provide evidence that he has been granted permission by the Malaysian Immigration Department to study while working.

3.3   **Deferment of Enrolment**

     3.3.1   A student may defer his admission for a maximum of one (1) year after receiving an offer of admission to pursue his postgraduate studies at the IIUM.

     3.3.2   Offices in-charge of students' admissions are given the authority to update the defer status upon receiving complete documents and are responsible for notifying the relevant meeting.

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

4.   REGISTERING AS STUDENTS IN OTHER INSTITUTIONS

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

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

5.   FAST TRACK ADMISSION

5.1   Undergraduate students with the following qualifications can be recruited directly into the Ph.D. programme:

     5.1.1   Students graduated from a Bachelor programme with First Class Honors or its equivalent; or

     5.1.2   Graduated with a CGPA of 3.67 or its equivalent in an academic programme; and

     5.1.3   The admission is subjected to Centre of Studies approval.

6.   CHANGE OF OFFER

6.1   A candidate may apply for a change of offer before enrolment, subject to the following:

6.1.1   CPS will later get recommendation from the respective Centre of Studies.

6.1.2   Prescribed processing fee.

6.1.3   The application will be deliberated upon in the Admission Committee Meeting for approval and endorsed by the Student Admission Committee Meeting.

6.1.4   A candidate may be allowed a change of offer only once during his application process.

6.1.5   An application for change of offer must be submitted before the application for Visa Approval Letter (VAL) is submitted to Education Malaysia Global Services (EMGS).

7.   CHANGE OF PROGRAMME

7.1   A student who has enrolled in the University may apply with valid reasons for a change of programme within the first (1) academic year of his studies, once in his study period. The Centre of Studies may recommend an application for a change of programme from year two (2) students due to special circumstances. Any application for a change of programme must meet the entry requirements for the new programme.

7.2   Should a student apply to change his programme of study within a Centre of Studies, the KPGC shall have the prerogative to decide on such an application subject to Rule 7.1. The CPS must be informed accordingly for record purposes.

7.3   Should a student apply to change his programme of study from one Centre of Studies to another, the recommendation shall be made by the releasing and accepting Centre of Studies and endorsed by the Admission Committee.

7.4   A prescribed processing fee will be charged for the application for a Change of Programme.

7.5   All applications for a change of programme are to be submitted to the respective Centre of Studies for a recommendation. The decisions shall be considered by the Admission Committee.

7.6   All approved applications for a change of programme must be endorsed by the Admission Committee.

8.   FRESH ADMISSION

8.1   A student may apply for a fresh admission after being dismissed due to poor academic performance or Non-Registration (NR).

8.2   The student has to submit a new application to the postgraduate programme.

8.3   The new application shall be decided by the Admission Committee.

9.   OTHER TYPES OF POSTGRADUATE PROGRAMMES

The Centre of Studies may offer other types of postgraduate programmes subject to Senate endorsement.

10.   FEES

10.1   A student must pay his fees every semester before registration. Students who do not receive financial assistance from any organisation must present the receipt of payment before they are allowed to register.

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

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

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

PART 3
REGISTRATION RULES

PART 3
REGISTRATION RULES

11.   PROGRAMME STRUCTURE

11.1   Types Mode of Programme:

A student can choose one of the following modes of programme if it is available at the respective departments or Centre of Studies:

11.1.1   **Coursework**

The minimum credit for a Master's degree by coursework is 40 credits, except in courses where there are extra credits as required by the respective professional body, then each Centre of Study may increase the minimum credit.

The minimum credit for a Doctoral degree by coursework is 80 credits, except in courses where there are extra credits as required by the respective professional body, then each Centre of Study may increase the minimum credit.

11.1.2   **Mixed Mode**

The minimum credit for a Master's degree by mixed mode is 40 credits, except in courses where there are extra credits as required by the respective professional body, then each Centre of Study may increase the minimum credit.

The ratio of coursework to research is within the range of 50:50, 40:60 or 30:70.

The minimum credit for a Doctoral degree by mixed mode is 80 credits, except in courses where there are extra credits as required by the respective professional body, then each Centre of Study may increase the minimum credit.

The ratio of coursework to research is within the range of 50:50, 40:60 or 30:70.

11.1.3 **Research**

The minimum credit and ratio of coursework to research for the Clinical Specialist Training programme will be subject to programme standards set by the professional body and endorsed by the Senate.

11.1.4 **Clinical Specialist Training**

11.2 **Change Mode of Study**

A student can apply to change his mode of programme once (1) while studying. However, he must get approval from the respective Centre of Studies and endorsement by the UCPS.

11.2.1 Upon endorsement, the following grading system will be used for the assessment of all programme-required courses:

MODE OF PROGRAMME		DETAILS
PRESENT	APPROVED	
Mixed Mode or Coursework	Research	All previously graded courses will be changed to 'P' or 'F' based on a passing grade of B.
Mixed Mode	Coursework	The latest registered research work will be graded as 'W'.

11.3 **Change Status of Study**

A continuing student may apply to change his status from part-time to full-time or vice versa, once (1) in his study period, subject to the approval of the respective Centre of Studies and endorsement by the UCPS.

12. **TYPES OF COURSES**

12.1 **Programme-Required Courses**

12.1.1 Programme-required courses include core and elective courses prescribed in the programme of study and are a requirement for graduation.

12.1.2 All programme-required courses carry specific credit hours and are calculated in the Cumulative Grade Point Average (CGPA).

12.1.3 Programme-required courses shall be graded in accordance with the grading system.

12.1.4   Upon approval from the Dean of the Centre of Studies, a student may repeat and replace a core course and may repeat or replace an elective course with another elective course to improve his/her CGPA. The previous grade achieved shall be excluded from the calculation of CGPA. All courses taken shall be recorded in the transcript. However, this rule is not applicable to research proposals and thesis/dissertation courses. The repeat or repeat and replace of a course shall be done within the study period.

12.1.5   Courses repeated because of a failure to achieve the minimum grade shall be allowed to be replaced with a passing grade. The lower grade achieved shall be excluded from the calculation of CGPA. This also includes the special requirement and pre-requisite courses that are assessed on a pass/fail basis.

12.1.6   The programme-required course must include Research Methodology and/or Islamisation component or any other course deemed equivalent.

12.2   **Language Proficiency Courses**

12.2.1   A student who does not achieve the required scores will have the option to enrol in Language Proficiency Courses for Postgraduates for a maximum of two (2) years prior to his admission into the Postgraduate programme. This period will not be counted in the overall study period. In such cases, the student will not be allowed to register for any courses in the Postgraduate programme except a maximum of four (4) pre-requisite courses mandated by programme standards.

12.2.2   Language proficiency courses do not carry any credit hours and are not calculated in the student's CGPA. However, they are included in the student's workload.

12.2.3   The required level of language proficiency for all programmes is as stipulated in Rules 1.3.1 and 1.3.6. A student who obtains less than the required level may repeat the course.

12.3   **Special Requirement Courses**

12.3.1   If deemed necessary by the Centre of Studies, a student may be required to register for special requirement courses.

12.3.2 Special requirement courses do not carry any credit hours and are not calculated into the student's CGPA. However, they are included in the student's workload.

12.3.3 Special requirement courses are assessed on a pass/fail basis, with the passing grade being B.

12.4 **Pre-Requisite Courses**

12.4.1 If deemed necessary by the Centre of Studies, a student may be required to register for specific courses as pre-requisites for relevant postgraduate courses.

12.4.2 These courses are included in the student's workload but not calculated in his CGPA.

12.4.3 A student must pass the pre-requisite courses to be eligible to register for the specific postgraduate courses that require those pre-requisite courses.

12.4.4 All pre-requisite courses are assessed on a pass/fail basis. The passing grade for each course is B. The grade for the pre-requisite courses at the diploma or bachelor level will be based on the grading scale of the course.

12.4.5 A student who has been prescribed pre-requisite courses must register for these courses whenever they are offered by the Centre of Studies.

12.4.6 A micro credential is accepted as a mode of delivery for pre-requisite courses subject to Micro credential Policy and Guidelines.

12.5 **Audit Courses**

12.5.1 A student may choose to audit course or the Centre of Studies may recommend that he audit a specific course. If he chooses to audit a course, he may do so after the completion of programme-required courses.

12.5.2 Audited courses are not calculated into the student's CGPA but are included in the student's workload.

12.5.3 A student auditing a course is required to fulfil the minimum requirements set by the course instructor. If a student fails to do

so, a grade of 'Fail on Audit (FA)' will be recorded in the student's transcript for the course audited. However, this grade will not affect the student's CGPA.

12.6   **Independent Study**

12.6.1.   A graduating student may register for a course as independent study if the course is required by the programme but is not offered in the current semester.

12.6.2.   A student can pursue a course as Independent Study if:

i.   he is repeating a course that is not offered in the semester;

ii.   the course clashes with other courses taken by him;

iii.   the number of students registered for the course is less than 5.

12.6.3   In special circumstances, a student may register for a relevant course as additional work outside the graduation requirement if recommended by the Centre of Studies, based on regular contact, consultation and discussions. The Centre of Studies will recommend an appropriate course code relevant to the area of studies for the purpose of registration.

12.6.4   The maximum number of courses as Independent Study that a student can take throughout the programme is two (2).

12.6.5   Such an arrangement must be made in the first week of the semester.

13.   COURSE REGISTRATION POLICIES

13.1   **Online Course Registration**

A student is required to register online for courses that he intends to take in the following semester. A new student may register for courses after enrolment.

13.2   **Course Registration**

13.2.1   A student is required to maintain a registered status in every regular semester throughout the period of his studies.

13.2.2   A student shall not be allowed to register for a course after a period of one (1) week from the beginning of a regular semester or three (3) days from the beginning of a short semester. This rule is not applicable to students by research mode only.

13.2.3   A student who fails to register for any course by the fourth (4th) week of the semester with no valid reason shall receive the status NR (Not Registered). During this time, the student must apply for a leave of absence or appeal to register for courses.

13.2.4   By week twelve (12) week of the semester, a student who has an NR status shall be terminated (TD) from studies.

13.3   Withdrawal from Courses

13.3.1   A student can apply to the CPS to withdraw from any courses that he has already registered for. The student must apply before week ten (10) of a regular semester or week four (4) of a short semester.

13.3.2   To withdraw from a course, a student must get the recommendation of his academic advisor/supervisor and the approval of the Deputy Dean (Postgraduate Studies) of the respective Centre of Studies.

13.3.3   The total credit hours after the approval must not be less than the minimum academic workload.

13.3.4   The student will be charged a fee to withdraw from a course and a 'W' grade will be recorded on the student's transcript. However, if a student withdraws because of medical reasons, they may not need to pay the fee.

13.3.5   Under special circumstances, the withdrawal may be made after the 11th week but not later than the 13th week of the semester, subject to UCPS approval. The student will be charged a fee to withdraw from a course. However, if a student withdraws because of medical reasons, they may not need to pay the fee. No withdrawal of courses will be made after the 13th week.

13.4   Academic Workload

13.4.1   A postgraduate student must register for courses (credit hours) or the equivalent in a regular semester.

To allow students to register for courses (credit hours) as follows, except for Clinical Specialist Training:

Study Type	Minimum Workload
Part-Time	3 credit hours/5 credit hours (AIKOL only)
Full-Time	9 credit hours/15 credit hours (AIKOL only)

To restrict students from registering beyond the maximum credit hours:

Study Type	Maximum Workload
Part-Time	9 credit hours/15 credit hours (AIKOL only)
Full-Time	16 credit hours/20 credit hours (AIKOL only)

13.4.2   Full-time and part-time students may register for a maximum of two (2) courses in a short semester.

13.4.3   A student in his final semester of coursework may be allowed to register below the minimum number of credit hours.

13.4.4   Rules 13.4.1 to 13.4.3 shall not be applicable to students registering for research only.

13.5.   **Additional Courses**

13.5.1   A graduating student may register for a maximum of six (6) credit hours of additional courses to improve his CGPA.

13.5.2   All registered additional courses will be graded accordingly, computed on the student's CGPA and included in the CCH.

13.5.3   All courses registered additionally shall appear in the student's transcript.

13.5.4   A student who has completed the coursework required for graduation, but his CGPA is below 3.00, may appeal to the UCPS to take additional courses.

14.   LEAVE OF ABSENCE

14.1.   A student may apply for a leave of absence for a maximum of one (1) academic year throughout his/her study period. A leave of absence of more than 1 year must obtain approval from the Deans' Council Meeting and be endorsed by the University Senate.

The administrative fee for an application for a leave of absence is as prescribed by the University.

14.2. An application for leave of absence shall be made to the relevant Head of Department/Supervisor and Deputy Dean/Coordinator (Postgraduate) of the respective Centre of Studies for approval and thereafter the Centre of Studies shall submit the decisions to the UCPS for endorsement.

14.3. A student must have a registered status when applying for a leave of absence.

14.4. All approved leaves of absence are not counted in the students' study period.

14.5. The UCPS shall have the prerogative to decide on applications for leave of absence.

15. TRANSFER CREDIT

15.1 Applicants who have completed certain postgraduate courses from the IIUM or another accredited institution may apply to transfer credits they have already earned previously to their current programme if the following conditions are fulfilled:

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

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

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

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

15.1.5 Credits earned are based on the transfer of courses from IIUM or other recognised institutions. These credits are calculated into the students' CGPA.

15.1.6 If a student has relevant knowledge, qualifications (i.e., Micro-Credential) or professional experience in the areas covered by a required course (as determined by the Centre of Studies), he may apply for credit earned for the course.

15.2   All applications will also require the applicant to provide relevant supporting documents such as course descriptions and grading systems. Applicants may need to be interviewed or be required to sit for a test to determine their eligibility for the transfer of credits.

15.3   The maximum number of credits that may be transferred is 50 % of the credit hours of the coursework required for graduation in the current programme. This 50% is a combination of credit transfer and exemption.

15.4   Applications for transfer of credits must be made to the Dean of the Centre of Studies.

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

16.   EXEMPTION

16.1   All applications will also require the applicant to provide relevant supporting documents. Applicants may need to be interviewed or be required to sit for a test to determine their eligibility for the exemption.

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

16.3   The maximum number of credits that may be exempted is 50% of the credit hours of the coursework required for graduation in the current programme. This 50% is a combination of credit transfer and exemption.

16.4   Applications for exemptions must be made to the Dean of the Centre of Studies.

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

17.   STUDY PERIOD

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

Minimum and Maximum Limit of Study Period (in Years)

Type of Programme	Type	Minimum Duration (Academic Years)	Normal Duration (Academic Years)	Maximum Duration (Academic Years)
Master	Full-time	1	2	3
Master	Part-time	2	4	5

Master of Education (Counseling)	Full-time	2	3	4
Master of Education (Counseling)	Part-time	3	4	6
Master by Coursework (Kulliyyah of Medicine)	Full-time	1	1	2
Master by Coursework (Kulliyyah of Dentistry)	Full-time	1	1	2
Master by Coursework (Kulliyyah of Nursing)	Full-time	2	2	4
Ph.D.	Full-time	2	3	6
Ph.D.	Part-time	3	6	8
Clinical Master (MQF Level 7) (Kulliyyah of Medicine)	Full-time	4	4	7
Clinical Doctoral/Ph.D. (MQF Level 8) (Kulliyyah of Medicine)	Full-time	3	3	6
Clinical Doctoral/Ph.D. (MQF Level 8) (Kulliyyah of Dentistry)	Full-time	3	3	4

General Minimum and Maximum Limit of Study Period (in Semester)

Type of Programme	Type	Minimum Duration (Semester)	Normal Duration (Semester)	Maximum Duration (Semester)
Master	Full-time	2	4	6
Master	Part-time	4	8	10
Ph.D.	Full-time	4	6	12
Ph.D.	Part-time	6	12	16

A semester in which prerequisite or special requirement courses constitute 50% or more of the total workload carried by the students is excluded from their total study period. These courses must be completed within the first and second semesters of the students' study period.

17.1 Extension of Study Period

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

17.1.2 Under extenuating circumstances, the Deans' Council Meeting may approve and endorse the appeal for an extension of study beyond the maximum study period for postgraduate students.

18.   REINSTATEMENT OF STUDIES

Any terminated student who is terminated because of the non-registration of courses will have to appeal to the Deans' Council Meeting for reinstatement of studies. The Dean's Council Meeting may:

18.1   approve or reject the appeal for reinstatement within twelve (12) months after termination.

18.2   reject the appeal for reinstatement beyond twelve (12) months after termination or recommend to the Senate for approval.

The student should send an appeal letter to the respective Centre of Studies for recommendation.

PART 4
EXAMINATION RULES

PART 4
EXAMINATION RULES

19. EVALUATION OF COURSEWORK

The Centre of Studies is responsible for ensuring that assessment principles, methods and practices must be constructively aligned with the learning outcomes of the programme.

The Centre of Studies must have a mechanism to review assessment processes and procedures and outcomes periodically, taking into consideration feedback from internal and external stakeholders, and must involve an external assessor.

The examination results for all coursework shall be certified by the Centre of Studies/Kulliyyah Postgraduate Committee and endorsed by the Board of Examiners before being notified to the Senate.

19.1 Grades and Grade Points

19.1.1 The following grading system is only applicable for the assessment of programme-required courses:

% Score	Grade	Q.P.E.	Description	Remarks
80-100	A	4.00	Excellent	Pass
75-79	A-	3.67	Extremely Good	Pass
70-74	B+	3.33	Very Good	Pass
65-69	B	3.00	Good	Pass
60-64	B-	2.67	Fairly Good	Conditional Pass
55-59	C+	2.33	Satisfactory	Conditional Pass
50-54	C	2.00	Quite Satisfactory	Conditional Pass
45-49	C-	1.67	Poor	Fail
40-44	D	1.00	Very Poor	Fail
0-39	F	0.00	Failure	Fail

Note: Q.P.E. - Quality Point Equivalent

19.1.2 For Kulliyyah of Dentistry, clinical programmes grading system is as follows:

Marks	Grade
80 and above	Distinction
60-79.9	Pass
59.9 and below	Fail
*55-59.9	Shall be called for Borderline Viva

19.1.3   For Kulliyyah of Medicine, clinical programmes grading system is as follows:

Marks	Grade
≥ 50	Pass
< 50	Fail

19.1.4   Other notations that may appear on the academic transcript or result slip are as follows:

Grade	Explanation	Hours Credited	Hours Earned
P	Pass for prerequisite and special requirement courses	No	No
PASS	Pass for practical training, practicum, fieldwork, proposal	No	Yes
EX	Exemption	No	Yes
IP	Course/Research work in progress	No	No
UP	Unsatisfactory progress in research	No	No
AU	Course Audited	No	No
FA	Failure in course audited	No	No
AP	Absent from final examination with permission (temporary)	No	No
Y	Barred from final examination for not fulfilling 80% attendance	Yes	No
I	Incomplete course (temporary)	No	No
CO	Carried over to subsequent semester	No	No
PR	Pass on re-sit	Yes	Yes
FR	Fail on re-sit	Yes	No
W	Course withdrawn	No	No

19.2   **Incomplete Grade ('I')**

19.2.1   Subject to the approval of the Dean of the Centre of Studies, a course instructor/examiner may assign a temporary grade of 'I' (Incomplete).

19.2.2   A temporary 'I' grade will be awarded to a student who is unable to complete the course requirements.

19.2.3   The 'I' grade may be awarded to a student upon the recommendation of the instructor and approval of the KPGC/Examination Committee.

19.2.4   A student must complete the part of the requirement of the course requirements within the first four (4) weeks of the subsequent semester.

19.2.5   All complete grades must be submitted within the first five (5) weeks of the subsequent semester.

19.2.6   The number of 'I' grades for any student in one semester shall not exceed two, unless it is recommended by the Centre of Studies.

19.2.7   However, an 'I' grade shall not be given to students who:

a.   are absent from an end-of-semester examination;

b.   are barred from taking the end-of-semester examination;

c.   wish to improve their grades;

d.   lack potential to be on good standing when the grade is finalised.

19.3   **In-Progress Grades ('IP')**

19.3.1   The in-progress (IP) grade is awarded for courses that require independent research or any similar courses that may continue beyond one semester.

19.3.2   A student preparing his research work is awarded the 'IP' grade only if the report submitted by his supervisor indicates satisfactory progress.

19.4   **Unsatisfactory Progress ('UP')**

19.4.1   Whereas students will be awarded the 'UP' grade if the report submitted by their supervisor indicates unsatisfactory progress.

19.4.2   A student who has obtained unsatisfactory progress (UP) for two (2) consecutive semesters shall be dismissed from the programme upon the endorsement of the KPGC.

19.5   **Re-sit Examination**

19.5.1   A graduating student who obtains the minimum CGPA for graduation but fails one or more courses will be given a 'Conditional

Pass' status and may be allowed to re-sit for that course. This is subject to the following conditions:

i. The student has registered for the course and fulfilled at least 80% of the attendance requirement but obtained C- or below or carried over (CO) grade;

ii. The student was not barred or had not withdrawn from the course he intends to re-sit;

iii. A prescribed fee must accompany every application for re-sit examination;

iv. The student should also register for the course if he is still within the study period, and it will be dropped automatically by the CPS, if he passes the re-sit examination.

v. The student will be dismissed, if he fails in the re-sit examination if his study period has been exhausted.

19.5.2 A student is allowed to apply for a maximum number of three (3) courses for re-sit examination subject to the approval of the Dean of the Centre of Studies.

19.5.3 The student who fails the re-sit examination must continue with the course and sit for the end-of-semester examination.

19.5.4 Only one attempt at re-sit is allowed per course.

19.5.5 The re-sit examination will be graded on a 'Pass on Re-sit' (PR) or 'Fail on Re-sit' (FR) basis and will not affect the overall CGPA.

19.6 **Special Examination**

19.6.1 A student may apply to the Centre of Studies to sit for a Special Examination if he is absent from the end-of-semester examination. This may be done if:

i. the student is absent because of medical/psychological grounds that have been duly certified by the University Health Centre or in cases of serious emergency,

ii. the student is absent because of approved reasons acceptable to the University authorities.

19.6.2   The examination will be conducted latest by the fourth week of the subsequent semester.

19.7   Calculation of the GPA (Grade Point Average) and CGPA (Cumulative Grade Point Average)

19.7.1   The calculation of the GPA and CGPA is generated for programme-required courses only.

19.7.2   The GPA for each semester is calculated by adding up the products of the grade points and credit hours for each course and then dividing the result by the total credit hours of the semester.

19.7.3   To calculate the CGPA, the product of the grade points and credit hours for each course taken in the current and all previous semesters is divided by the total number of credit hours taken in the current and all previous semesters.

19.8   Coursework Evaluation Policies

19.8.1   A student must attain a minimum CGPA of 3.00 to be eligible to graduate.

19.8.2   The status of students based on the GPA and CGPA is described as follows:

Conditions	Remarks
CGPA ≥ 3.00	Eligible to continue studies/ graduate
CGPA < 2.00	Dismissed
CGPA < 3.00 (Cr. Hrs. < 8)	Conditional Pass
CGPA ≥ 3.00 (failed one/more Courses)	Conditional Pass
2.00 ≤ CGPA < 3.00	First probation
Consecutive Semester after First Probation; CGPA ≥ 3.00 GPA < 3.00 and CGPA < 2.50 GPA ≥ 3.00 or 2.50≤ CGPA < 3.00	 Continue studies/graduate Dismissed Second probation
Consecutive Semester after Second Probation; CGPA ≥ 3.00 CGPA< 3.00	 Continue studies/graduate Dismissed

A student does not need to repeat courses with C grade as long as the CGPA ≥ 3.00

19.8.3   A student's status in the programme shall be determined after earning every eight (8) credit hours in the programme. Rule 19.8.2, therefore, is not applicable, and the student will be given a 'conditional pass' status. A 'conditional pass' status will also be given to a student who has obtained a CGPA≥3.0 but has failed (C- and below) in one or more courses.

19.8.4   Should a student fail to obtain a 'B' grade, as prescribed in Rule 19.1.1, in a core course, he has to repeat the course. Should he fail to obtain a 'B' grade in an elective course, he may repeat the same course or replace it with another elective course. Such repeating may be by full attendance at lectures or by independent study or in any other way approved by the Dean of the Centre of Studies.

19.8.5   All grades obtained for repeated/replaced courses shall replace the previous grade and shall be computed in the student's CGPA. However, the old grade shall appear on the student's transcript. The repeat or repeat and replace of course to improve grade shall be done within the study period.

19.8.6   However, if a student is barred from the end-of-semester examination due to inadequate attendance, the student must always repeat the course with full attendance at lectures.

19.8.7   A student who has exhausted 'repeat' and 'replace' provision and has completed the course-work required for graduation, but his CGPA is below 3.00, may appeal to the UCPS to take additional courses.

19.8.8   A student who has been dismissed for any of the reasons stated in Rule 19.8.2. is not eligible to resume studies but may apply for fresh admission.

19.9   **Appeal for Re-evaluation of Examination Results**

19.9.1   A student has the right to appeal for a re-evaluation of his examination answer sheets if he believes that the grade awarded does not reflect his performance in the final examination.

19.9.2   Such an appeal shall be applicable only for the final examination. Any changes in the grade would be based on changes made in marks obtained in the final examination.

19.9.3   An appeal for re-evaluation of course offered with no final exam must be on the final written assessment valued at least 30% of the

total assessment identified by the lecturer of the course. The appeal must be made to the Centre of Studies immediately after releasing the final result. The availability of this appeal depends on approval from the Centre of Studies.

19.9.4   The marks (and grades) of a student will be revised unconditionally if they need to be revised because of a calculation error made in the Centre of Studies or the CPS.

19.10   **Withholding Final Examination Results**

The result of the final examination of a student may be withheld, in whole or in part, in the following circumstances:

19.10.1   If a student is in debt to the University (excluding approved study loans made out to the student by the University) and/or;

19.10.2   If a student has in any way breached the disciplinary code as specified in the University's Disciplinary Act;

19.10.3   If the student has not paid the tuition fee. (This does not, however, apply to IIUM-sponsored students).

20.   COMPREHENSIVE EXAMINATIONS

20.1   In specific programmes, a student may need to pass a comprehensive examination as a condition to graduate or to register for research work. This exam will not carry any credit hours nor be included in the student's workload.

20.2   Each programme shall set their own conduct of comprehensive examination.

PART 5
RESEARCH SUPERVISION RULES

PART 5
RESEARCH SUPERVISION RULES

21.   RESEARCH SUPERVISION

Research student should be given proper supervision from the beginning.

21.1   Appointment of Supervisor

21.1.1   A supervisor and/or co-supervisor and/or supervisor shall be active staff member and assigned to the student. The selection of a supervisor and/or co-supervisor will be based on relevant expertise in line with student's research interests.

21.1.2   The criteria for the appointment of a supervisor is as per the General Guidelines on the Criteria for the Appointment of Supervisor.

21.1.3   If deemed necessary, the department may recommend or the student may apply for the appointment of a field supervisor who possesses knowledge that is essential for the research. The field supervisor shall be a staff member of the organisation where the student is carrying out his research.

21.1.4   An application made by a student for the appointment of a proposed supervisor shall be submitted to the department and must be accompanied by the written consent of the proposed supervisor, upon the recommendation of the KPGC.

21.1.5   In special circumstances, a student may apply with genuine reasons to change a supervisor.

21.1.6   In the event that the assigned supervisor cannot continue to supervise the student, the normal procedure to change the supervisor shall be followed.

21.1.7   Recommendation to appoint a Supervisor from another Centre of Studies can be made by the main Centre of Studies (where the postgraduate student is attached) or by the postgraduate student and should be accompanied by written consent from the proposed Supervisor. The appointment must be endorsed by the KPGC of the main Centre of Studies where the postgraduate student is attached. It is also applicable between two departments in the same Centre of Studies.

21.1.8   All mixed mode students should be assigned a supervisor no later than the second semester of their studies.

21.2   Responsibilities of the Supervisor

21.2.1   To assume responsibility for directing the student's research progress.

21.2.2   To identify weaknesses and to evaluate the present standing of the student in the major and minor/supporting areas in consultation with the KPGC (if required).

21.2.3   To assist the student in preparing his study plan based on the background and the present standing of the student.

21.2.4   To advise the student to audit or attend courses relevant to the research area and do relevant background reading and start a literature survey/review. Also, to advise the student on scholarly activities such as seminar preparation, short-term paper writing and presentations, conferences, and the preparation of academic discussions.

21.2.5   To advise the student in the preparation for the comprehensive examination (if relevant).

21.2.6   To supervise and guide a student in the process of proposing and conducting his research work, indicating areas in the research that need amendments, corrections and revisions, and suggesting to him the necessary changes needed to improve the quality of the research work.

21.2.7   To facilitate the student in conducting the research.

21.2.8   To provide assistance to their Master's and Ph.D. supervisees on publication matters throughout their study period.

21.2.9   To ensure regular contact with the student, oversee the successful completion of the study plan within a time frame, and submit the progress report to the CPS through the KPGC. The supervisor for a Master's as well as Ph.D. student shall submit this report every semester from the date of registration of the research work.

21.2.10   Once the student has completed the thesis/dissertation, the supervisor shall be required to certify that the thesis/dissertation

is of an acceptable standard in terms of content, quality and presentation style and that it is ready for submission.

21.2.11 In cases where the supervisor does not want to certify that the research work of a student is of an acceptable standard for submission, the student shall approach the Centre of Studies Postgraduate Committee (KPGC) to look into the matter and, if required, to recommend his work for UCPS approval to be endorsed by the Senate.

21.2.12 A supervisor for a Master's research work may be required by the department to evaluate it and assign appropriate grades (if relevant).

22. ADMINISTRATIVE ORDER FOR SUPERVISION

22.1 Refer to the IIUM Code of Supervision.

PART 6
THESIS / DISSERTATION

PART 6
THESIS / DISSERTATION

23.   RESEARCH/ RESEARCH WORK

23.1   Students should embark on responsible research. The nature of research must be in line with IIUM mission and vision and the Sejahtera Academic Framework (SAF).

23.2   For mixed mode programme, students may register for their research in the following situations:

      23.2.1   His CGPA is 3.0 or above;

      23.2.2   He has completed at least 60% of the required coursework;

      23.2.3   He has successfully defended his proposal in the proposal defence (for specific programme only).

      23.2.4   His research proposal has been approved by the KPGC;

      23.2.5   He is within the study period or the approved extended study period.

23.3   Student undertaking research for a programme with Arabic as the only medium of instruction is required to attain a minimum score in English as stipulated in Rule 1.3.1. before being allowed to register for his research.

23.4   If deemed necessary by the department, a student pursuing a programme with English as a medium of instruction may be required to attain a minimum score in Arabic as stipulated in Rule 1.3.6. before being allowed to register for his research.

23.5   If deemed necessary by the department, a student may be required to achieve a satisfactory level of proficiency in any other language that is relevant to his research work before being allowed to register for his research.

23.6   A research work must be written in English or Arabic, depending on the programme's medium of instruction. Any research work, regardless of the language in which it has been written, must be preceded by an abstract in English, Arabic or optionally in Bahasa Melayu.

23.7   A student cannot submit research work that has already been used to achieve a degree. However, the student may include any part of such work as long as the part of the work included is clearly indicated. A student may also submit any other published work as long as it has not already been submitted for a degree at any institution of higher learning.

23.8   A student may produce for his postgraduate programme the findings of research conducted prior to his admission to the IIUM or as part of his job requirement, provided that the research work is related to the area of his study and is the result of his own efforts.

23.9   A student who wishes to delay public access to his research findings may apply to maintain the temporary confidentiality of his research. The maximum period for which public access may be denied is until such time the research work is permissible for disclosure.

24.   **OWNERSHIP OF THE STUDENT'S THESIS / DISSERTATION**

24.1   The guidelines on the ownership of a student's thesis/dissertation are as per the Ownership IIUM Guide to Students on the Copyright of Thesis.

24.2   All students (except by coursework) are required, with the consent of their supervisor, to present and/or publish papers on their research work during the course of their studies as per Senate endorsement. In all such papers, the student must acknowledge that the work is being done at the IIUM or an approved institution.

24.3   All thesis/dissertation submitted shall be accompanied by a signed declaration of Copyright and Affirmation of fair use of Unpublished research as specified in the 'The IIUM Thesis/Dissertation Manual'.

24.4   In the course of writing the research, a student is required to refer to and follow the 'The IIUM Thesis/Dissertation Manual' and/or follow the specific rules and regulations that might be issued by the Senate.

25.   **WRITING THESIS/DISSERTATION IN ARABIC**

25.1   A student in an English-based programme may apply to write the research/thesis/dissertation in Arabic on the condition that:

25.1.1   The research work is in specific areas where most of the sources/references are in Arabic.

25.1.2   The applicant must have an advanced level of proficiency in Arabic or his mother tongue is Arabic and he has done his first

degree in a programme where Arabic is the language of instruction or he has passed the Arabic Placement Test with a minimum score of band 7.0.

25.1.3   The supervisor is well-versed in the area of specialisation and has a reasonable knowledge of Arabic.

25.1.4   The approval is granted by the Writing Thesis in Arabic Senate Sub-committee, comprising:

i.   Dean/Deputy Dean of Centre for Postgraduate Studies

ii.   Respective Dean/ Deputy Dean (Postgraduate) of Centre of Studies

iii.   Head of the Department of Arabic Language and Literature, Abdulhamid Abusulayman Kulliyyah of Islamic Revealed Knowledge and Human Sciences

26.   MASTER'S DISSERTATION

26.1   Registration of Research Proposal and Dissertation Courses

Mode of Study	Type of Registration	Expected Semester to Register	
		Full-time	Part-time
Mixed Mode	Research Proposal	2	3
	Dissertation	3, 4	4 - 8
Research	Research Proposal	1, 2	1, 2
	Dissertation	2 - 4	2 - 8

A student (mixed mode) is allowed to register for a dissertation in the same semester as the research proposal, subject to passing the requirements of the research proposal and approval from the Centre of Studies.

26.1.1   The research proposal shall carry no credit hours and shall not be included in the student's workload.

26.1.2   The research proposal must be approved by the KPGC within the semester stipulated in Rules 26.1. If the student fails to submit an acceptable proposal, the student will not be allowed to register.

26.1.3   A Master's research proposal must be successfully defended not more than two (2) semesters after being registered.

If the student fails in the defence, his result is graded as 'UP'. He is given one (1) additional semester to improve on his proposal and defend it successfully. If he fails in the second defence, he shall be dismissed.

26.1.4   A Master's student who wants to write a research work which is above the specified maximum word limit can apply to the Centre of Studies at least one (1) month before making the first submission of the dissertation/research/project paper.

26.1.5   The word limit for Master's research work:

Maximum Word Limit	
English Language	
Dissertation (by research)	Not exceeding 50,000 words
Dissertation (by mixed mode)	Not exceeding 20,000 words
Research/Project Paper	7,000 – 10,000 words
Arabic Language	
Master Dissertation	Not exceeding 50,000 words

The total number of words includes the main text only and does not include footnotes, exhibits, figures, tables, graphs, appendices, bibliographies, etc. However, it depends on the discretion of the Centre of Studies on the minimum word limit, depending on the programme standards of each Centre of Studies.

26.1.6   For Kulliyyah of Dentistry and Kulliyyah of Medicine, for the one-year coursework master programme (MQF Level 7), the output of the research component for clinical specialities comprises a research proposal (not less than 6,000 words). For public health specialities, it comprises a research project (not more than 30,000 words).

For Clinical Master (MQF Level 7) under Clinical Specialist Training, research/project paper can be submitted either in traditional format or as an extended manuscript format. The body of the research paper should be 7,000 to 10,000 words.

26.2   **Submission of Master's Dissertation**

The following procedure is the sequence for the submission and approval of a Master's dissertation:

A student who wants to submit his research work must notify the Deputy Dean/Coordinator (postgraduate studies) and the CPS at least three (3) months (by Research) or one (1) month (by Mixed Mode) before the date he wants to submit the research. When the KPGC has received such a notification, they shall appoint an examiner(s) for the research work.

26.2.1   For Master (by mixed mode/ by coursework), the student shall submit to the department as many copies of the research in the temporary binding as the number of appointed examiners. The department shall send a copy of the research to each of the examiners.

26.2.2   For Master (by research), the student shall submit to the department and postgraduate office accordingly, as many copies of the research in the temporary binding as the number of appointed internal and external examiners, if any. The postgraduate office shall send a copy of the research to each of the examiners.

26.3   **Thesis Examination (TE) Grace Period**

26.3.1   A student who has completed and submitted his dissertation to the Centre of Studies for the evaluation of the examiner, will be given a Thesis Examination (TE) status upon submission of a duly completed certification form to the CPS through the respective Centre of Studies.

26.3.2   The maximum period allowed for 'TE' status is as follows:

Mode of Programme	Period of 'TE' Status
Master's Degree by Research	Additional two (2) months after correction period.
Master's Degree by Mixed Mode	Additional one (1) month after correction period.

26.3.3   If the student does not submit the final dissertation on time, the CPS may terminate the student with the recommendation of the KPGC.

26.3.4 A student with a 'TE' status does not need to register because he is deemed to have completed his studies.

26.3.5 A student with a 'TE' status will be required to pay recurring and hostel fees (if he stays in the hostel) with the exclusion of tuition fees and examination fees until he is declared as 'GR' or graduated.

26.4 **Examiners for Master's Dissertation**

26.4.1 **Appointment of Examiners for Master's Dissertation**

i. A student pursuing his Master's programme 'by research' shall be assigned a minimum of two (2) examiners, one of whom must be an external examiner without viva and with Post Thesis Evaluation Meeting (PTEM).

For a student pursuing his Master's programme by mixed mode, the number of examiners shall be two (2) internal including supervisors without viva and without PTEM. However, the guideline is subject to specific programme standards and professional body requirements. The appointment of all examiners for Master by mixed mode, shall be recommended by the departments and the KPGC.

A student pursuing his/her Clinical Master (MQF Level 7) under Clinical Specialist Training shall be assigned a minimum of one (1) examiner with at least one year of experience in the respective clinical field.

ii. The endorsement of the list of names of the examiners (new or for renewal) can be made at the KPGC level. The University Committee of Postgraduate Studies (UCPS) will be notified. The names will be valid for three years. CPS shall upload the names of examiners into the Database of Examiners.

26.4.2 **Nomination of Examiners for Master's Dissertation**

i. The Centre of Studies may obtain the names of examiners from the Database of Examiners. The Database of Examiners is a collective and comprehensive system which consists of names and details of internal and external examiners who are nominated by the different Centre of Studies in the IIUM. Examiners shall be appointed by the Dean of Centre of Studies.

26.4.3 Criteria for Nomination of Examiners for Master's Dissertation

i. Examiners must have a minimum qualification of no less than the supervisor. Where examiners are without the required qualifications, they must have sufficient experience in relevant fields and the appointment must be subjected to the approval of the Senate.

ii. Examiners must be from the field/s related to the research of the candidate under evaluation.

iii. Examiners have supervised candidates at the relevant level.

iv. Examiners must be engaged in research and have produced credible publications or equivalent works.

v. Examiners from the industry can be exempted from requirements in (iii) and (iv).

vi. KPGC can justify and scrutinise the experience of the examiners from the CV and give recommendations.

26.4.4 Responsibilities of Examiners for Master's Dissertation

The functions of the examiners shall be as follows:

i. Examiners shall be required to examine and evaluate the dissertation;

ii. Examiners shall be required to prepare reports indicating areas in the dissertation that need corrections or revisions to improve its quality;

iii. Examiners shall be required to assign appropriate grade/marks for the dissertation;

iv. If deemed necessary, the examiner shall be required to attend PTEM for the oral defense.

26.5 Evaluation of Master's Dissertation

26.5.1 A student will have to defend his research in a Post Thesis Evaluation Meeting (PTEM), if required by any of the examiners or the department.

26.5.2 Each examiner must check the dissertation and prepare a report which states what revisions need to be made. The report must be submitted to the department no later than one (1) month after receiving it. An extension of fourteen (14) days is granted for the Master's Dissertation (by research mode). The report shall also grade the dissertation into one of the following categories:

(a) Pass	The dissertation requires minimal improvement in spelling, grammar and syntax only.
(b) Pass with minor revision to be completed in one (1) month	The dissertation requires reforming of chapters, improvement in research objectives or statements, insertion of missing references, amendment of inaccurately cited references and minimal improvement in spelling, grammar, syntax and presentation are required.
(c) Pass with major revision to be completed in three (3) months	Major revision of the literature, methodology, data analysis and overall improvement in the dissertation.
(d) Re-submission with or without viva-voce in six (6) months	Not meeting the scope and objective of the research, obvious flaws in methodology require additional data collection. The candidate has to revise and resubmit the dissertation for further examination.
(e) Failure	When a dissertation is so fundamentally flawed in conception, methodology, analysis and / or overall conduct that even major revision would not redeem it, incompletion, plagiarised work.

26.5.3 The department shall forward the report of each examiner to the Deputy Dean/Coordinator (postgraduate studies) and then it will table it at the KPGC.

26.5.4 If the dissertation falls under category (a) of Rule 26.5.2, steps according to Rules 26.5.9 to 26.5.14 should be followed.

26.5.5 Should the dissertation fall under (b) or (c) of Rule 26.5.2, the KPGC will appoint a supervisor(s) for revision purposes and determine a period of not more than three (3) months within which the student must submit the revised dissertation.

26.5.6 Once the student has made all the revisions following the examiner's reports, the supervisor for revision shall certify that the dissertation is of an acceptable standard in terms of content, quality and presentation style, and the steps according to Rules 26.5.9 to 26.5.14 should be followed.

26.5.7 If the dissertation falls under category (d) of Rule 26.5.2, the KPGC shall appoint a supervisor(s) for the resubmission and determine the period, not exceeding six (6) months, within which the student must re-submit the dissertation certified by the appointed supervisor(s). Accordingly, the same examiner(s) should evaluate and prepare a report as stipulated in Rule 26.5.2.

26.5.8 If the dissertation falls under category (e) of Rule 26.5.2, this means that the student has made unsatisfactory progress in the preparation of his dissertation and shall be dismissed from the programme.

26.5.9 A soft copy dissertation should be submitted to the Centre of Studies to be checked for conformity to the format stipulated in 'The IIUM Thesis/dissertation Manual'.

26.5.10 The Centre of Studies postgraduate office shall notify each examiner to give a grade (where applicable) based on the postgraduate grading system.

26.5.11 The KPGC shall determine the final grade to be awarded for the dissertation after taking the marks awarded by the examiners into consideration.

26.5.12 The Centre of Studies Postgraduate Office shall update the grade for the dissertation endorsed by the KPGC into the postgraduate system.

26.6 **Post Thesis Evaluation Meeting (PTEM)**

26.6.1 Members of the PTEM shall be as follows:

    i   Head of Department (or representative) as Chairperson
    ii.   Supervisor(s) or representative (s)
    iii.   Internal examiner(s) (if deemed necessary)
    iv.   External examiner (if deemed necessary)
    v.   Student

26.6.2 A PTEM consisting of the examiner(s) and the student shall be held in the presence of the Head of Department (or representative) and supervisor(s) or their representatives to inform the student of the result of the thesis evaluation.

26.6.3 The functions of the PTEM shall be as follows:

i.   The PTEM is the highest examining body for master's research work and determines whether or not the research work has reached an acceptable standard.

ii.   Chairman of PTEM shall prepare a written report of the meeting.

iii. In cases of plagiarism, the Centre of Studies shall forward the case to the Academic Integrity Committee as Procedures for Dealing with Plagiarism. PTEM can be suspended pending the finding of the Academic Integrity Committee. After the deliberation of the Academic Integrity Committee, the Centre of Studies may continue or postpone PTEM as per the recommendation of the Academic Integrity Committee. Also, to refer to IIUM Policy and Procedure in Academic Integrity and Honest on plagiarism.

27.   **Ph.D. THESIS**

27.1 **Registration of Research Proposal and Thesis**

27.1.1

Mode of Study	Type of Registration	Expected Semester to Register	
		Full-time	Part-time
Mixed Mode	Research Proposal	3	5
	Thesis	3 - 6	5 - 12
Research	Research Proposal	1, 2	1, 2
	Thesis	2 - 6	2 - 12

27.1.2 The research proposal does not carry any credit hours and shall not be included in the student's workload.

27.1.3 The research proposal must be approved by the KPGC within the semester stipulated in Rule 27.1.1. If the student does not submit an acceptable proposal, the student will not be allowed to register.

27.1.4 A Ph.D. research proposal must be successfully defended not more than three (3) semesters after being registered. If the student fails in the defence, his result is graded as 'UP'. He is given one (1) additional semester to improve on his proposal and defend it successfully. If he fails in the second defence, he shall be dismissed.

27.1.5   A doctoral candidate must prepare and submit original research work for his area of research.

27.1.6   The word limit for Ph.D. Thesis:

Programme Level	Maximum Word Limit
English Language	
Ph.D. Thesis	Not exceeding 100,000 words
Arabic Language	
Ph.D. Thesis	Not exceeding 100,000 words

The total number of words includes the main text only and does not include footnotes, exhibits, figures, tables, graphs, appendices, bibliographies, etc. However, an exception to this rule depends on the discretion of the Centre of Studies/Institutes on the minimum word limit.

21.1.7   For Clinical Doctoral/Ph.D. (MQF Level 8), a thesis must not be less than 30,000 words. For public health specialties, a thesis must not be more than 80,000 words.

27.1.8   A Doctoral candidate who wants to write a research work with a word count over the maximum word limit may apply to the Centre of Studies at least three (3) months before making the first submission of the research.

27.2   **Submission of Ph.D. Thesis**

27.2.1   The following procedure must be observed in sequence for the submission and approval of a Ph.D. Thesis:

i.   A Doctoral candidate who wants to submit his research shall notify the Deputy Dean/Coordinator (postgraduate studies) and the CPS at least four (4) months before the date he wants to submit the research. When the KPGC has received such a notification, they shall appoint an examiner(s) for the research work.

ii.   Once the research is deemed ready for submission by the supervisor, he shall certify that it is of an acceptable standard in terms of content, quality, presentation and style. A 'similarity check' report must be generated and validated by the supervisor.

iii. The Doctoral candidate shall submit a softcopy of the research work to the Centre of Studies.

27.3 Thesis Examination (TE) Grace Period

27.3.1 A student who has completed and submitted his thesis to the Centre of Studies for the evaluation of the examiner, will be given a Thesis Examination (TE) status, upon submission of the softcopy thesis and the duly completed certification form to the CPS.

27.3.2 The maximum period allowed for 'TE' status is as follows:

Programme	Period of 'TE' Status
Ph.D.	An additional of two (2) months after the thesis correction period

27.3.3 If the student does not submit the final thesis on time, the CPS may terminate the student with the recommendation of the KPGC.

27.3.4 A student with a 'TE' status does not need to register because he is deemed to have completed his studies.

27.3.5 A student with a 'TE' status will be required to pay recurring and hostel fees (if he stays in the hostel) with the exclusion of tuition fees and examination fees until he is declared as Graduated (GR).

27.4 Examiners for Ph.D. Thesis

27.4.1 Appointment of Examiners for Ph.D. Thesis

i. A Doctoral Examination Committee (DEC) shall have at least two (2) examiners, one (1) of whom must be an external examiner. However, Centre of Studies may appoint two (2) external examiners for multidisciplinary/transdisciplinary thesis or conspectus.

A student pursuing his/her Doctoral (MQF Level 8) under Clinical Specialist Training shall be assigned a minimum of one internal (1) examiner and one (1) external examiner. Both examiners must have at least one-year experience in respective clinical field.

ii.   Examiners shall be appointed by the Dean of the Centre of Studies.

iii.   An internal examiner who is not a full Professor or of Associate Professor rank (or equivalent) can be appointed based on the expertise relevant to the research work.

iv.   The appointment of all examiners for doctoral candidates must be endorsed by the KPGC after receiving the intention to submit the thesis form from the student.

v.   A former staff member of the University may be appointed as the external examiner 6 months from the date he has left the University.

27.4.2   **Nomination of Examiners for Ph.D. Thesis**

i.   For a Ph.D. programme, the Centre of Studies Postgraduate Committee shall nominate an External Examiner and request that he serve as the External Examiner. The appointment is subject to the endorsement of the KPGC.

ii.   The External Examiner shall submit the report to the Dean, CPS. He should attend the viva voce or the oral examination (in the case of local External Examiners).

27.4.3   **Criteria for Nomination of Examiners for Ph.D. Thesis**

i.   The External Examiner should be a well-qualified (level-wise and subject-wise), objective, and experienced individual who is not associated or affiliated with the Centre of Studies or the University.

ii.   The External Examiner should have an established reputation, standing and expertise in the area of research work and should be able to judge whether the research work is acceptable according to the approved structure, content and regulations of the University.

iii.   The External Examiner must not have any family relationship (including a distant family relationship) with the student and the supervisor/co-supervisor.

iv.   The External Examiner should be either a full Professor or of Associate Professor rank (or equivalent) if he is at a

department of a university that offers doctoral degrees or of comparable expertise and broad knowledge with a sufficiently well-established research reputation and standing in the area of research.

v. The External Examiners must have a minimum qualification of no less than the supervisor. Where examiners are without the required qualifications, they must have sufficient experience in relevant fields and the appointment must be subjected to the approval of the Senate.

vi. The External Examiners must be from the field/s related to the research of the candidate under evaluation.

vii. The External Examiners have supervised candidates at the relevant level.

viii. The External Examiners must be engaged in research and have produced credible publications or equivalent works.

ix. The External Examiners from the industry can be exempted from requirements (iv) and (v).

x. KPGC can justify and scrutinise the experience of the External Examiners from the CV and give recommendations.

27.4.5 **Responsibilities of Examiners**

The functions of the examiners shall be as follows:

i. Examiners shall be required to examine and evaluate the thesis.

ii. Examiners shall be required to prepare reports indicating areas in the thesis that need corrections or revisions to improve its quality.

iii. Examiners shall be required to assign an appropriate grade/mark for the thesis.

iv. If deemed necessary, examiners shall also be required to conduct a viva voce or a public seminar for the students.

27.5 **Evaluation of Ph.D. Thesis**

27.5.1 Each examiner must prepare a report on the research and submit it to the Dean of the CPS within forty-five (45) days after receiving the research. The extension of fourteen (14) evaluation days is granted for the Doctoral Thesis. The report shall indicate areas of the research that need revision (if any) and an evaluation of the research according to the following categories:

    i. Pass;

    ii. Pass with minor revisions to be completed in Six (6) months;

    iii. Pass with major revisions to be completed within the minimum period of six (6) to a maximum period of twelve (12) months;

    iv. Re-submission, with or without viva, to be completed within a minimum period of twelve (12) to a maximum period of eighteen (18) months;

    v. Failure

27.5.2 The doctoral candidate shall defend his thesis in a viva voce and/or a public seminar conducted by the DEC.

27.5.3 If the examiners give inconsistent evaluations or otherwise, only the DEC has the discretion to determine which category of Rule 27.5.1 the research should fall under.

27.5.4 If the thesis falls under category (a) of Rule 27.5.1, the Doctoral candidate must follow the steps according to Rule 27.5.8.

27.5.5 If the thesis/dissertation falls under category (b) or (c) of Rule 27.5.1, the following procedure shall be observed in sequence:

    i. The DEC will prepare a report on where the thesis needs revision (if any);

    ii. The DEC will appoint a supervisor(s) for the revision and determine how long the Doctoral candidate has to submit his revisions certified by the appointed supervisor(s). This process must not take more than twelve (12) months;

iii. The Doctoral candidate shall make revisions, corrections or amendments to the thesis in accordance with the report of the DEC;

iv. When the student has made all the revisions in accordance with the DEC's report, the supervisor for the revision shall certify that the thesis is of an acceptable standard and ready for final submission for graduation purposes;

v. Upon completing all the steps according to Rules 27.5.5, the Doctoral candidate is required to follow steps according to Rule 27.5.8.

27.5.6 If the thesis falls under category (d) of Rule 27.5.1, the following procedure must be observed in order:

i. The DEC will appoint a supervisor(s) for the resubmission and determine how long the Doctoral candidate has to resubmit his revised thesis certified by the appointed supervisor(s). This process must not take more than eighteen (18) months.

ii. Once the work is ready to be resubmitted, the supervisor for the resubmission shall certify that the research is of an acceptable standard and ready for final submission for graduation purposes. Accordingly, the same examiner(s) should evaluate and prepare a report as stipulated in 27.5.

iii. Following this, the Doctoral candidate may have to defend his thesis in a re-viva-voce conducted by the DEC. The DEC can determine whether the thesis qualifies either for a Pass or a Fail.

27.5.7 If the research falls under category (e) of Rule 27.5.1, the doctoral candidate is deemed to have made unsatisfactory progress in the preparation of his thesis and will be dismissed from the programme.

27.5.8 The student shall obtain approval from the Centre of Studies for conformity to the IIUM Thesis format. Once approval is obtained, the Centre of Studies will submit the approved softcopy full thesis to CPS.

27.6 **Doctoral Examination Committee (DEC)**

    27.6.1   Members of the DEC shall be as follows:

        i.   Deputy Rector (Academic and Internationalisation) or a representative as Chairperson;

        ii.   All Appointed Examiners;

        iii.   Dean of CPS or representative from the CPS as Secretariat;

        iv.   The Dean of the Centre of Studies or his/her representative (as an observer); and

        v.   Supervisor (s) (as an observer)

    27.6.2   All appointed examiners must attend the viva voce unless otherwise agreed by the Dean of the CPS.

    27.6.3   The DEC shall have the following functions:

        i.   The DEC shall function as the highest examining body for Ph.D. research work and determines whether the research work is of an acceptable standard or not.

        ii.   The DEC shall conduct the viva voce or public seminar of a doctoral candidate.

        iii.   The DEC shall prepare a report containing the assessment of the DEC members and indicate areas in their research work that need revisions or corrections. Chairman of DEC shall prepare a written report of the meeting.

        iv.   In cases of plagiarism, the DEC, as the highest examining body for Ph.D. research, shall convene to deliver the final decision on the thesis after receiving advice from the University's Committee for Academic Integrity.

PART 7
COMMITTEES AND DUTIES

PART 7
COMMITTEES AND DUTIES

28. **CURRICULUM REVIEW**

The Centre of Studies will review all academic programmes at least every five years. Content reviews, needs analysis or similar adjustments may be conducted from time to time as appropriate by the Board of Studies.

The Centre of Studies must have a mechanism to review assessment processes and procedures and outcomes periodically, taking into consideration feedback from internal and external stakeholders, and must involve external assessor.

29. **BOARD OF STUDIES**

29.1   The nomination for the appointment of a member of the Board of Studies shall be submitted to the Senate for approval and endorsement. The letter of appointment is issued by the Senate Secretary.

Board of Studies shall be formed by the Senate for the following purposes:

i.   To advise on the development and enhancement of new and existing programmes.

ii.   To provide expert opinion on the quality, suitability and equivalency of a programme, which may include state-of-the-art technology and graduate employability.

iii.   The Board of Studies report shall be submitted by the Centre of Studies to the Academic Quality Assurance Committee within one (1) month of the meeting.

29.2   Membership

i.   The members of the Board of Studies shall be in accordance with the IIUM Academic Quality Assurance Regulations (AQAR).

30. **CENTRE OF STUDIES POSTGRADUATE COMMITTEE**

30.1   The Centre of Studies Postgraduate Committee shall consist of the following members:

i.   Dean of Centre of Studies (or representative) as Chairperson

  ii. Deputy Dean (Postgraduate and Research/Academic Affairs)

  iii. Relevant Heads of Departments or representatives

  iv. Coordinators of Postgraduate Programmes (if any)

  v. Any other academic staff in the relevant field that the Centre of Studies may need to appoint permanently or temporarily

30.2 Functions:

  i. To approve the appointment of supervisors for Master's and Ph.D. students, upon the recommendation of the department/Deputy Dean (Postgraduate and Research).

  ii. To approve the appointment of examiners for Master's dissertation and Ph.D. thesis.

  iii. To monitor that all research work conducted by the student through the supervisor fulfils the requirements set by the Centre of Studies for content, quality and presentation style.

  iv. To propose postgraduate policy amendments to the UCPS.

  v. To appoint a committee to conduct a comprehensive examination and proposal defence whenever necessary.

  vi. To discuss any other matters relevant to postgraduate studies.

31. **CENTRE OF STUDIES COMMITTEE OF EXAMINERS**

31.1 The Centre of Studies Committee of Examiners shall consist of the following members:

  i. Dean of Centre of Studies (or representative) as Chairperson

  ii. Deputy Dean (Postgraduate and Research/Academic Affairs)

  iii. Relevant Heads of Departments or representatives

  iv. Coordinators of Postgraduate Programmes (if any)

  v. Any other academic staff in the relevant field that the Centre of Studies may need to appoint permanently or temporarily.

31.2   Functions:

      i.   to provide overall supervision in the conduct of examinations in the Centre of Studies.

      ii.   to review, confirm and endorse final grades submitted by individual course instructors to the Dean of the Centre of Studies.

32.   **UNIVERSITY COMMITTEE FOR POSTGRADUATE STUDIES**

32.1   The University Committee for Postgraduate Studies shall consist of the following members:

      i.   Dean of the CPS as Chairperson

      ii.   Deputy Deans of the CPS

      iii.   Deputy Dean (Postgraduate)/ Director/ Deputy Director Centre of Studies or representative

      iv.   Secretariat CPS

      v.   Any other individual that the Chairperson may appoint temporarily or permanently

32.2   Functions:

      i.   To deliberate and decide upon appeals by postgraduate students.

      ii.   To endorse decisions made by the KGPC relating to appeals by postgraduate students.

      iii.   To coordinate/monitor postgraduate programmes with the assistance of the KPGC.

      iv.   To deliberate upon policy amendments proposed by the KGPC and make recommendations to the Senate.

      v.   To discuss and decide other matters relevant to postgraduate studies.

32.3   Meetings:

      i.   To hold meetings at least once a month.

      ii.   To hold a special meeting if necessary.

33. **STUDENTS ADMISSION COMMITTEE**

    33.1   The Student Admission Committee shall consist of the following members:

        i.   Deputy Rector (Academic, Planning and Industrial Linkages)

        ii.   Dean of CPS

        iii.   Deputy Deans of the CPS

        iv.   Deans of Centre of Studies, and

        v.   Secretariat CPS

    33.2   Functions:

        i.   To select and admit students in accordance with the admission policies and evaluation conducted by the CPS into Postgraduate programmes and on the recommendation of the respective Centre of Studies/Institutes/Department.

        ii.   To deliberate and decide upon various appeals of the applicants to postgraduate programmes.

        iii.   To discuss any other matters regarding admission relevant to postgraduate studies.

    33.3   Meetings:

        i.   To hold meetings at least once a month.

        ii.   To hold a special meeting if necessary.

34. **ADMISSION COMMITTEE**

    34.1   The Admission Committee shall consist of the following members:

        i.   The Dean of Centre for Postgraduate Studies as Chairman

        ii.   Deputy Deans of CPS

        iii.   Director or Deputy Director (Administration) of CPS

        iv.   Assistant Director for Admission of CPS as the Secretary

v. If the Dean of CPS is unavailable, he may assign any members of the meeting to preside over the meeting

vi. The chairman may invite any other officers of the university to attend the meeting

34.2 Functions:

i. To recommend to the Student Admission Committee any policy and procedure pertaining to admission of students, including tuition, admission and other related fee.

ii. To recommend and approve list of applicants for admission.

iii. To recommend and approve list of applicants for appeal for admission, deferment, change of programme and change of offer.

iv. To notify the Student Admission Committee on all decisions made in the Admission Committee meeting.

34.3 Meetings:

i. To be held once a month.

ii. To hold a special meeting, if deemed necessary.

35. **SENATE GRADUATION COMMITTEE MEETING**

35.1 The Senate Graduation Committee shall consist of the following members:

i. The Dean of Centre for Postgraduate Studies (CPS) as Chairman

ii. Deputy Deans of CPS

iii. Director/Deputy Director (Administration) of CPS

iv. All Senior/Assistant Directors of CPS

v. Assistant Director of Graduation, CPS to act as the Secretary

vi. At least two Deputy Deans (Postgraduate) representing the Centre of Studies (when necessary)

vii. If the Dean in-charge of CPS is unavailable, he may assign any members of the meeting to preside over the meeting

viii. The chairman may invite any other officers of the university to attend the meeting

35.2. Functions:

i. To recommend and approve list of graduating students recommended by Centre of Studies.

ii. To notify the Senate all decision made in the Senate Graduation Committee Meeting.

35.3. Meetings:

To be held once or twice in a month or if deemed necessary.

PART 8
GENERAL RULES

PART 8
GENERAL RULES

36. **LECTURE ATTENDANCE REQUIREMENTS**

36.1. A student must attend all lectures, tutorials, seminars, etc. for courses that he has registered for. Attendance of not less than 80% is necessary to qualify a student to take the final examination.

36.2. If a student attends less than 80% of lectures, tutorials, seminars, etc., he will be barred from taking the final examination for the course in question. In that case, he will be awarded a grade 'Y' (barred), which is equivalent to an 'F' (fail).

37. **GRADUATION REQUIREMENTS**

37.1 The graduation requirements for a postgraduate student depend on the curriculum of his programme and these may also include any of the following requirements:

  i.   Fulfilment of Language Admission Requirements

  ii.   Attaining a minimum of 3.00 CGPA for the courses;

  iii. Fulfilment of the minimum credit hours;

  iv.   Pass the practical training, practicum, fieldwork, etc.;

  v.   Pass the comprehensive examination;

  vi   Pass the thesis, dissertation, research paper, etc.; and

  vii. All Ph.D. students are required to meet the standard criteria of publication at all Centres of Studies, based on the Publication Equivalence (PE) as follows:

Master's Degree by Mixed Mode	Master's Clinical Specialist Training (MQF Level 7)	Master's Degree by Research	Doctoral/ Ph.D. Clinical Specialist Training (MQF Level 8)	Ph.D. by Mixed Mode/ Industrial	Ph.D. by Research
Not Applicable	Minimum PE 0.3	Minimum PE 0.6	Minimum PE 0.7	Minimum PE 1	Minimum PE is 2 (At least 1 PE from indexed journal)

For Kulliyyah of Engineering, the postgraduate students are required to meet the standard criteria of publication, based on the Publication Equivalence (PE) as follows:

Master's Degree by Mixed Mode	Master's Degree by Research	Ph.D. by Mixed Mode/ Industrial	Ph.D. by Research
Minimum PE is 0.3	Minimum PE is 1 (1PE from indexed journal)	Minimum PE 1	Minimum PE is 2 (At least 2 PE from indexed journal)

In addition to the flexibility for the type of publication mentioned above, a new matric for publication type and PE is proposed as follows:

Type of Publications	PE Value
Indexed Journal	1
Non-indexed Journal	0.7
Indexed Conference Proceeding	0.6
Poster, non-indexed conference proceedings or any publication recognised by the Centre of Studies	0.3

37.2   Notwithstanding Rule 37.1, the graduation requirements may vary from one Centre of Studies to another and are subject to change if deemed necessary.

37.3   Changes in the graduation requirements of a programme shall be recommended by the Board of the Centre of Studies and endorsed by the Senate Graduation Committee Meeting.

38.   CONFERMENT OF DEGREE

38.1   Students may be conferred a Master's degree or a Ph.D., as the case may be, if the following conditions have been fulfilled:

     i.   If he has fulfilled all requirements stipulated in the Postgraduate Regulations.

     ii.   If the conferment of the degree upon him has been endorsed by the Senate Graduation Committee Meeting.

     iii.   If he has cleared all dues owed to the University (excluding approved financial loans made to students by the University).

39. **GRADUATE ON TIME (GOT)**

    39.1   General rule to graduate on time is as follows:

Type	Status	Normal Duration			Graduate on Time (GOT)		
		Year	Month	Sem.	Year	Month	Sem.
Master	Full Time	2	24	4	2	24	4
Master	Part Time	4	48	8	4	48	8
Ph.D.	Full Time	3	36	6	3.5	42	7
Ph.D.	Part Time	6	72	12	3.5	42	7

Note: MyRA Glossary has GOT only for Ph.D. i.e., 7 semesters or 42 months.

40. **TERMINATION OF CANDIDATURE**

    40.1   A student's candidate status will be terminated if he withdraws from the University.

    40.2   The candidature of a student may be terminated if he is found to have breached the disciplinary code as stipulated in the University Disciplinary Act.

41. **UPGRADING FROM MASTER'S PROGRAMME (RESEARCH MODE) TO DOCTOR OF PHILOSOPHY**

    41.1   Student registered for a Master's degree by research may apply for an upgrade from the Master's programme to the Doctor of Philosophy (Ph.D.) programme subject to:

        i.   Having shown competency, intellectual prowess and capabilities in conducting research at Ph.D. level.

        ii.   Obtaining approval from the Senate.

    41.2   A Centre of Studies which intends to recommend such a transfer must submit an application to the Senate upon approval from the Centre of Studies Postgraduate Committee.

        i.   Submission of Application

            a. Application to upgrade the candidacy to the doctoral programme is done within one (1) year after the registration of the master's degree (full-time and part-time);

            b. Obtained a strong recommendation from the supervisor and a review by the Deputy Dean of Postgraduate Office, Centre of Studies based on his/her research;

c. Submit a written transfer report of 20–40 pages of the work to date (for the purpose of assessing whether the students have the potential to go on and successfully complete the Ph.D.);

d. Submit the title of the thesis and an abstract of 300 words;

e. Have a journal paper accepted for publication and/or presentation at a seminar/conference at national or international level;

f. Submit plans for completion and an indication as to why the student believes the work will be of Doctoral standards;

g. To present his/her research work in a student defence session organised by the Centre for Studies;

h. If the student's application for upgrading to Ph.D. is approved but he/she is unable to perform satisfactorily and subsequently fails to obtain his/her Ph.D. within the prescribed period, he/she will be awarded neither a Ph.D. nor a Master; and

i. The application can be submitted once only.

ii. Evaluation Panel

a. Table the application and appointment of the evaluation panel in the Kulliyyah Postgraduate Committee (KPGC);

b. The evaluation panel will have to evaluate the student's research work and provide a report during the student's defence session;

c. The proposed research project is an expansion of the original master's project and has all the merits of a Ph.D. project;

d. The proposed Ph.D. programme would be supervised by a suitable supervisor(s) or supervisory committee. The KPGC may recommend a change of supervisor(s) or supervisory committee if it is deemed appropriate; and

e. The outcome of the student defence session shall be vetted in the KPGC, together with the report from the evaluation panel.

iii. Student Defence Session

a. Panel to give the overall report;

b. Student to give a summary of his/her research work;

c. Student must demonstrate the capability to conduct research and work that is of a Ph.D. quality; and

d. The student has a realistic plan and schedule.

iv. Decision of the Panel

a. Discuss the report of students' defence session on the suitability of research for a Ph.D. programme in the KPGC; and

b. Once the application is recommended by the KPGC, the Centre of Studies tables it at the Senate to get the endorsement. The Centre of Studies shall be notified on this matter.

v. Candidature

a. If the upgrading is granted, the duration of studies will be recounted from the beginning of the year of studies for the master's programme until the normal duration of studies for the Ph.D. programme.

e.g., A full-time student who has done 2 semesters of the Master's programme will be given additional 4 semesters;

b. The student's candidature will be changed to Ph.D. effective from the date of the Senate approval and the Ph.D. degrees are made payable. The student must be alerted of his / her funding requirements; and

c. The Centre for Postgraduate Studies will issue the official letter to the student and provide a copy to the Postgraduate Office, Centre of Studies.

42. **POSTHUMOUS DEGREE**

A posthumous degree is an award given by the university to a student who has passed away during his/her studies at the university. The University authority may grant degrees posthumously if the official determines that a deceased student has completed sufficient coursework to be awarded a degree. The Senate will have the authority to grant the deceased student a degree posthumously.

The requirements for nominating students for the posthumous degree are as follows:

i.   They must have a good academic and disciplinary record during the period of study prior to their demise.

ii.   A graduate student doing coursework-only mode must have fulfilled and completed at least 85% of the courses.

iii.   A graduate student doing a thesis/dissertation must have sent the thesis/dissertation to the examiners for evaluation, where they need to achieve at least a Pass with revision.

43. **ACADEMIC RESIDENCE**

i.   All postgraduate students (Master's degree and Ph.D.) doing full research do not have any academic residence requirements. However, they must fulfil the minimum period of residence requirement at the discretion of the relevant Centre of Studies.

ii.   The minimum period for the residence requirement should be at the discretion of the relevant Centre of Studies.

iii.   Advisory and supervisory mechanisms for the purpose of accountability and responsibility to all parties should be made available for recording purposes.

iv.   Submission of all progress reports from all Centre of Studies will be monitored by the CPS. Students who have not fulfilled the academic residence requirement will be given a warning letter by the CPS. Should the students fail to comply, they shall be dismissed from the University.

44. **BY-LAWS**

Centre of Studies/Centre with Executive Programmes/Academic Departments of the University may make by-laws pursuant to these policies. These by-laws shall come into effect after being duly noted by the Senate.

45. **PREROGATIVE OF THE SENATE**

The Senate of the University reserves the right to amend or overrule any rules in the Postgraduate Policies and Regulations at any time.

APPENDIX

GENERAL GUIDELINES ON THE CRITERIA FOR THE APPOINTMENT OF SUPERVISOR

Postgraduate Regulation (Revised 2022)

THIS GUIDELINE IS TO BE READ TOGETHER WITH THE POSTGRADUATE REGULATIONS (REVISED 2022)

1.0 CRITERIA TO BE A SUPERVISOR

In general, the eligibility criteria for a supervisor is as follows:

a. Master's Degree by Research

Principal Supervisor	Co-Supervisor
i. Must have a doctoral degree or Clinical Specialist Degree.	i. Must have a doctoral degree or Clinical Specialist Degree.

ii. Where the principal supervisor has a master's degree in the field, the supervisor must;
 	
    a) have at least 5 years of working experience in teaching and research; **AND**
    b) and has co-supervised master's candidate.
	ii. Where the co-supervisor has only a master's degree in the field, the co-supervisor must have at least 1 year of working experience in teaching **AND** research.

iii. Must go through structured supervisor training.	iii. A co-supervisor from the industry of practitioner must have at least a bachelor's degree and have at least 5 years of experience in the fields at a level appropriate for the dissertation.
iv. The Senate may impose other criteria it deems necessary.	iv. Must go through structured supervisor training. v. The Senate may impose other criteria it deems necessary.

b. Doctoral Degree by Research

Principal Supervisor	Co-Supervisor
i. Must have a doctoral degree, **and** a) have at least 2 years of teaching experience and research; **AND** b) have supervised a master's or doctoral research candidate to completion.	i. Must have a doctoral degree.

1

Principal Supervisor	Co-Supervisor
ii. Where the supervisor has only a master's degree, extensive experience in research is required in addition to the conditions in (i)(a) and (i)(b) and subject to the approval by the Senate.	ii. Where a co-supervisor has only a master's degree, extensive experience in research is required and subject to the approval of the Senate.
iii. Must go through structured supervisor training.	iii. A co-supervisor from the industry of practitioner must have at least a master's degree and at least 10 years of experience in the field at a level appropriate for the thesis.
iv. The Senate may impose other criteria it deems necessary.	iv. Must go through structured supervisor training. v. The Senate may impose other criteria it deems necessary.

c. Master's by Mixed Mode and Coursework – Supervisors, Co-supervisors and Teaching Staff

Mixed Mode			Coursework	
Principal Supervisor	**Co-supervisor**	**Teaching Staff**	**Supervisor**	**Teaching Staff**
i. The principal supervisor must have a doctoral degree or Clinical Specialist degree. ii. Where the principal supervisor has a master's degree in the field, the principal supervisor must: a. Have at least 5 years' experience in teaching and research; **AND**	i. Co-supervisor must have a doctoral degree or Clinical Specialist degree. ii. Where the co-supervisor has only a master's degree in the field, the co-supervisor must have at least 1 year experience in teaching **AND** research. iii. A co-supervisor from the industry or practitioner must have at	i. The teaching staff must have a doctoral degree or Clinical Specialist degree. ii. Where the teaching staff has a master's degree in the field, the teaching staff must have at least 5 years' experience in teaching. iii. Teaching staff from the industry or practitioner	i. The supervisor must have a doctoral degree or Clinical Specialist degree. ii. Where the supervisor has a master's degree in the field, the supervisor must have at least 5 years' experience in teaching. iii. Supervisor from the industry or practitioner must have at least a	i. The teaching staff must have a doctoral degree or Clinical Specialist degree. ii. Where the teaching staff has a master's degree in the field, the teaching staff must have at least 5 years' experience in teaching. iii. Teaching staff from the industry or practitioner must have at least a

b. Has co-supervised master's candidate. iii. The supervisors must go through structured supervisor training. iv. Senate may impose other criteria as it deems necessary.	least a bachelor's degree and at least 5 years of experience in the field at a level appropriate for the dissertation. iv. The supervisor must go through structured supervisor training. v. Senate may impose other criteria as it deems necessary.	must have at least a bachelor's degree and at least 5 years of experience in the field at a level appropriate for courses to teach practical/ professional / hands-on components.	bachelor's degree and at least 5 years of experience in the field at a level appropriate for the dissertation **AND** be appointed only as a co-supervisor. iv. The supervisors must go through structured supervisor training. v. Senate may impose other criteria as it deems necessary.	bachelor's degree and at least 5 years of experience in the field at a level appropriate for courses to teach practical/ professional/ hands-on components.

d. Doctoral Degree by Mixed Mode and Coursework – Supervisors, Co-supervisors, and Teaching Staff

Mixed Mode			Coursework	
Principal Supervisor	**Co-supervisor**	**Teaching Staff**	**Supervisor**	**Teaching Staff**
i. The principal supervisor must have a doctoral degree, **and** a) have at least 2 years' teaching experience and research, **AND**	i. Co-supervisor must have a doctoral degree **and** at least 2 years' teaching experience and research. ii. Where a co-supervisor has only a master's degree,	i. The teaching staff must have a doctoral degree **AND** at least 2 years' teaching experience. ii. Teaching staff from the industry or practitioner	i. The supervisor must have a doctoral degree, **and** a) have at least 2 years' teaching experience and research, **AND**	i. The teaching staff must have a doctoral degree **and** at least 2 years of teaching experience. ii. Teaching staff from the industry or practitioner

b) has supervised masters or doctoral research candidate to completion. ii. Where a principal supervisor has only a master's degree, extensive experience in research is required in addition to conditions in (i)(a) and (i)(b), and subject to approval by the Senate. iii. The supervisors must go through structured supervisor training. iv. Senate may impose other criteria as it deems necessary.	extensive experience in research is required and subject to the approval of the Senate. iii. A co-supervisor from the industry or practitioner must have at least a master's degree **and** at least 10 years of experience in the field at a level appropriate for the thesis. iv. The supervisor must go through structured supervisor training. v. Senate may impose other criteria as it deems necessary.	must have at least a master's degree and <u>at least 10 years of experience in the field at a level appropriate for courses</u> to teach practical/ professional/ hands-on components.	b) has supervised masters or doctoral research candidate to completion. ii. Where a supervisor has only a master's degree, extensive experience in research is required in addition to condition (i)(a) and (i)(b), and subject to approval by Senate. iii. Supervisor from the industry or practitioner must have at least a master's degree and at least 10 years of experience in the field at a level appropriate for thesis **AND** be appointed only as a co-supervisor. iv. The supervisors must go through	must have at least a master's degree **and** at least 10 years of experience in the field at a level appropriate for courses to teach practical/ professional/ hands-on components.

			structured supervisor training. v. Senate may impose other criteria as it deems necessary.	

2.0 RESEARCH

i. Personal experience in doing postgraduate research may be calculated towards the research experience with strong justification given by KCDIs.

ii. Publications not through funded research can be considered as 'research' for this purpose.

3.0 SUPERVISION EXPERIENCE

i. An academic staff that has secured a research grant can be appointed as a principal supervisor.

ii. In certain exceptional situations, an academic staff who is currently supervising graduate students (either as supervisor or co-supervisor or member of supervisory committee), but the student is yet to graduate may be considered to be appointed to be supervisor for another candidate. Strong justifications must be given by KCDIs for this appointment.

4.0 STRUCTURED SUPERVISORY TRAINING

i. All academic staff are expected to undergo the supervisory modules as organised by CPS and CPD. The supervisory modules are as follows:

(a) Module 1: Understanding the IIUM supervision eco-system (TIDE/BTMC)
(b) Module 2: Developing supervisory skills (by Micro credential)
(c) Module 3: Mentoring research students (by Micro credential)
(d) Module 4: Using System for Sejahtera Supervision: i-Monitor & i-Viva
(e) Module 5: Supervising Community-based Research: Issues on Ethics, Privacy, Confidentiality and Conflict Resolution (TIDE/BTMC)

ii. Academic staff that have produced a graduate student (both as supervisor or co-supervisor or member of supervisory committee) till completion is deemed

to have undergone a structured training programme through experiential learning.

5.0 TYPES OF SUPERVISION

i.   KCDIs are allowed to appoint supervisors in the following manner:

Type 1		Type 2		
Principal supervisor	Co supervisor/s	Chairman supervisory committee	Supervisor	Co supervisor/s

ii.   Any staff that is not eligible to be a principal supervisor can be appointed as a supervisor in a supervisory committee or co-supervisor. The chairperson of the supervisory committee shall be a senior member of the faculty. In such an instance, the supervisor is considered to be equivalent to the principal supervisor.

This appendix has been endorsed in Senate 500, 26th June 2023.