

INCEIF

The Global University in Islamic Finance

ARTICLESHIP PROCEDURES

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DEFINITION OF TERMS

Articleship	Structured practical training approved and endorsed by Articleship Committee.
Articleship Committee	The Articleship Committee comprises President & Chief Executive Officer or his nominee, as Chairman, Heads of Department, Head of CIFP Programme, Head of Admission and Student Affairs Department and other members from the Islamic Financial Services industry deemed necessary.
Articleship Agreement	An agreement for an articleship between approved organisation and CIFP candidate.
Approved Organisation	Organisation approved by the Articleship Committee.
Candidate	A registered CIFP candidate undergoing an articleship with an approved organisation.
Competency Standards	The competency standards and assessment guidelines endorsed by Professional Development Panel (PDP).
External Supervisor	A representative from the approved organisation who is responsible to supervise the candidate's articleship.
Internal Supervisor	A representative appointed by INCEIF to supervise the candidate's articleship.
Professional Code	Code of conduct of the relevant organisation
Termination	Refers to the termination of the articleship

1. Purpose

The purpose of this document is to outline the articleship procedure for the Chartered Islamic Finance Professional (CIFP) programme.

2. Scope

This procedure is applicable to all candidates who have taken and passed CIFP Parts I and II.

3. Amendment of Procedure

Any amendments to the procedure shall be recommended to the Articleship Committee for approval.

4. Objectives of Articleship

- i. The objective of Articleship is to evaluate the candidates' ability to apply their knowledge and skills in a workplace environment.
- ii. To provide opportunities for candidates to use the workplace as an active learning environment;
- iii. To provide opportunities for candidates to further develop their competencies in Islamic Finance; and
- iv. To fulfill the partial requirements for a full CIFP qualification.

5. Articleship Modus Operandi

Articleship offers candidates the opportunity to work in the Islamic financial institution or other Islamic finance related institutions. The candidate will be under the supervision of an External Supervisor from the approved organisation. The External Supervisor will train and evaluate the performance of the candidate. The candidate will also work together with an academic member (Internal Supervisor) in INCEIF or a resource person appointed and agreed by INCEIF to blend the academic and industry experiences. A complete report must be prepared and submitted by the candidate to the Internal Supervisor in INCEIF at the end of the Articleship period.

6. Eligibility for Articleship

A candidate must successfully complete the articleship programme within 3 years of passing Part II and must fulfill all of the following to be eligible for articleship:

- 6.1 Passed all modules in Parts I and II of the CIFP programme;
- 6.2 Secure a place for articleship training approved by INCEIF;
- 6.3 To undertake articleship in any discipline related to Islamic Finance;
- 6.4 Provide a signed Articleship Agreement with any approved organisation;
- 6.5 Settle all fees and dues to INCEIF ; and
- 6.6 Maintain his or her status as registered candidate with INCEIF.

7. Duration of Articleship

The duration of the articleship is six (6) months.

8. Validity Period

The validity period of the articleship is three (3) years after passing CIFP Part II. Under extenuating circumstances e.g. medical grounds, the period of articleship may be extended. The Articleship committee has full authority to determine the circumstances and the period of articleship to be extended.

9. Progress Report

During the articleship period, candidates are required to:

- 9.1 Keep a daily e-log book to record their activities and learning;
- 9.2 Be in contact with the Internal Supervisor at least three (3) times during the articleship period to discuss their progress; and
- 9.3 Attend progress evaluation meeting required by Internal and External supervisors anytime during the articleship period.

10. Final Report

- 10.1 A candidate must prepare a Final Report containing all the learning outcomes including the required skills and competencies that have been acquired.
- 10.2 An integration of theory and practice needs to be demonstrated in the Final Report. The Final Report must be submitted to the Internal Supervisor in a double spacing format within two (2) weeks upon completion of the articleship. The length of the Final Report is to be between 2500 - 3000 words.
- 10.3 The format of the Final Report will be as follows:
 - i. detail description of project(s) and/or assignment(s) undertaken;
 - ii. specific learning outcomes, competencies and skills acquired; and
 - iii. description of his experience in applying theoretical knowledge in undertaking project(s) and/or assignment(s).

11. Assessment of the Articleship

Assessment of the Articleship will be decided by the Articleship Committee, and will comprise the following:

- 11.1 Final Report by CIFP candidate
- 11.2 Report and Recommendation by External Supervisor
- 11.3 Report and Recommendation by Internal Supervisor

12. Final Result

- 12.1 A candidate will be assessed on the Final Report and the recommendation of the external supervisor.
- 12.2 Final result will be reported as "Pass" or "Fail".
- 12.3 In determining the grades, the Articleship Committee may require candidates to do any or all of the following:
 - i) attend an interview with the Articleship Committee;
 - ii) resubmit Final Report;
 - iii) extend the articleship period.

13. Expenses

All expenses and expenditure incurred during the articleship will be borne by the candidates.

14. Placement for Articleship

The validity period of the articleship is three (3) years after passing CFP Part II. Under extenuating circumstances e.g. medical grounds, the period of articleship may be extended. The Articleship committee has full authority to determine the circumstances and the period of articleship to be extended.

14.1 A candidate is advised to secure a place for articleship before the end of the CFP Part II of the programme;

14.2 The organisation selected for articleship must be approved by the Articleship Committee; and

14.3 A candidate requiring assistance to secure a place for articleship, should contact INCEIF by writing to admission@inceif.org prior to completing the CFP Part II.

15. Exemption from Articleship

15.1 A candidate with at least five (5) years working experience in financial services industry and/or related industry such as accounting, consultancy, legal, public sector, government, waqf institution, BaitulMal and other relevant institutions approved by INCEIF may apply for exemption from articleship by submitting a written application and proposal demonstrating his ability to apply the theoretical knowledge and skills on Islamic finance in his work environment to INCEIF;

15.2 A candidate must submit within six (6) months a project paper of not more than 5000 words for evaluation by the Articleship Committee; and

15.3 The Articleship Committee will make a final decision on the application for exemption.

16. Termination from articleship programme

Candidates will be terminated from Articleship if they are found guilty of the following :

16.1 Violation of Professional Code of conduct and any other unprofessional conduct.

16.2 Violation of training organizations rules and regulation

16.3 Failure to fulfill 90% of total attendance during the articleship;

17. Right of Appeal

Any candidate who has received notice of termination may appeal within fourteen (14) days by writing to President/ Chief Executive Officer at the following address:

President/ Chief Executive Officer

International Centre for Education in Islamic Finance

2nd Floor, Annexe Block

Menara Tun Razak

Jalan Raja Laut

50350 Kuala Lumpur

All decisions are final.