

## *INCEIF*

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### *Academic Regulations – Masters Degree*

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- *MIF by Coursework*
  - *MIF by Coursework and Dissertation*
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## *2010*

### **Important Notice**

The Academic Regulations are the rules which govern the relationship between students and INCEIF

The Academic Regulations are reviewed, amended and published annually, and are subject to change. Student must, therefore, refer to the Academic Regulations for the current year at all times.

**ACRONYMS**

AC	:	Academic Committee
CAO	:	Chief Academic Officer
CEC	:	Chairperson of Examinations Committee
CGSC	:	Chairperson of Graduate Studies Committee
CTC	:	Chairperson of Dissertation Committee
EC	:	Examinations Committee
GSC	:	Graduate Studies Committee
MQA	:	Malaysian Qualifications Agency
PCEO	:	President/Chief Executive Officer
GSA	:	Graduate Student Advisor
TC	:	Dissertation Committee

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## COMMITTEES:

The constituted membership of committees are as follows:

### 1. Graduate Studies Committee (GSC)

- a. Head of GSC (*ex-officio*) (Chairman);
- b. Two (2) professors from INCEIF;
- c. One (1) professor from an external (local or foreign) academic institution; and
- d. One (1) industry representative.

### 2. Dissertation Committee (DC)

- a. Faculty member of INCEIF (Chairman)
- b. Two (2) other academics with teaching and research experience.
- c. One (1) industry representative/one(1) academic from an external academic institution..

### 3. Dissertation Examinations Committee (DEC)(oral examination/ *viva voce*)

- a. Head of GSC, *ex officio*, (Chairman);
- b. Two (2) other academics with teaching and research experience;
- c. One (1) academic from an external academic institution;
- d. One (1) industry representative.

## 1.1 THE DEGREES

1. The Masters degrees to be awarded by INCEIF are the following:
  - a. Masters in Islamic Finance (by Coursework)
  - b. Masters in Islamic Finance (by Coursework and dissertation)
2. The awards are expected to meet the qualification descriptors for graduate degrees specified by MQA.
3. The Masters in Islamic Finance (by Coursework) are awarded to students who have completed the following:
  - a. 40 credit hours of courses as listed in schedule 1
  - b. Project paper
4. The Masters in Islamic Finance (by Coursework and dissertation) are awarded to students who have completed the following:
  - a. 22 credit hours of courses as listed in schedule 2
  - b. Dissertation, 24 credit hours.
  - c. The dissertation demonstrates:
    - i. the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
    - ii. a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
    - iii. the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
    - iv. a detailed understanding of applicable techniques for research and advanced academic enquiry.
    - v. Programmes of research may be proposed in any field of study relating to Islamic Economics, Islamic Finance, Islamic Banking, Islamic Accounting, Islamic Commercial Law, Takaful, and Islamic Wealth Management, subject to the requirement that the proposed programme is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners. All proposed research programmes shall be considered for research degree registration on their academic merits and without reference to the concerns or interests of any associated funding body.
5. The university will encourage co-operation with industrial, commercial, professional or other educational organisations for the purposes of research leading to award of the masters degree. Such co-operation will be aimed at encouraging real-life based and relevant research, broadening the candidate's perspectives, and facilitating the conceptualisation and development of the research project.
6. Such collaboration may involve joint supervision of the candidate, in which case, the terms of the co-operation would be formally recognized and the name of the

collaborating organization will appear on the candidate's dissertation and degree certificate.

7. If deemed necessary, the Candidate would be required to demonstrate language proficiency.

## 1.2 ENTRY QUALIFICATION

1. For the Masters degree by Coursework and by Coursework and Dissertation, the basic entry qualification is a baccalaureate degree from a recognised university.
2. An applicant holding qualifications other than the above will be considered on his/her merits and in relation to the nature and scope of the programme of work proposed. In considering an applicant in this category, the **GSC** will look for evidence of the candidate's ability and background knowledge in relation to the proposed degree. Professional experience, publications, written reports or other appropriate evidence of accomplishment shall be taken into consideration. The **GSC** may require the applicant to pass an externally assessed qualifying examination before registration is approved, or submit a portfolio which identifies the appropriate prior learning.
3. The applicant should provide evidence of sufficient command of English, or any other language as permitted by the University, to complete satisfactorily any programme of related studies, and to prepare and defend a Dissertation in English, or any other language as earlier permitted, before registering with the university. In exceptional circumstances the **GSC** will give permission for the Dissertation and oral examination to be in a language other than English. This request must be made at the time of application to register with the university.

## 1.3 APPLICATIONS

1. Applications for admission may be submitted anytime in the year and students shall be offered admission for the September or January semester. Please see our website for latest info on deadlines.
2. Applications would only be processed after receipt by the **GSC** of complete application materials consisting of the following:
  - a. Completed application form;
  - b. Copies of transcripts (scanned copies are acceptable) of degrees;
  - c. Evidence of English proficiency.
  - d. Evidence of Quantitative ability.
  - e. Financial affidavit.

## 1.4 PROGRAM OF STUDY

1. Students in each degree program shall follow the program of study consisting of coursework, project paper and dissertation, as elaborated in the respective sections for each degree in this Regulations.
2. A candidate may register on a full-time or a part-time basis.

3. A candidate who registers for less than 75% of the full time workload is considered part time. The normal workload is 12 credit hours for a regular semester and 6 credit hours for short semester. Students receiving Graduate Assistantships may be allowed exception in the application of this rule.
4. A full-time candidate shall normally devote on average at least 35 hours per week to the research; a part-time candidate on average at least 20 hours per week.
5. Where a candidate changes from full-time to part-time study or vice versa, the minimum and maximum registration periods will be calculated as if he/she were a part-time candidate (on the basis of time elapsed in original mode and time remaining in the new mode). Candidate may change from full-time to part-time or vice versa only once.
6. Period of Studies are as follows:

Degree	FULL-TIME (months)		PART-TIME (Months)	
	Minimum	Maximum	Minimum	Maximum
MIF by Coursework	16	36	16	48
MIF by Coursework and dissertation	16	36	16	48

7. Where a candidate has previously undertaken research as a registered candidate for a research degree at another institution, the **GSC** may approve a shorter than usual registration period which takes account of all or part of the time already spent by the candidate on such research.

## 1.5 REGISTRATION

1. The University's offer to a successful candidate will normally be expressed in a formal letter that is specific to the individual applicant. This constitutes a contract between the student and the university. The terms of the letter are binding on the university and, upon acceptance, on the student.
2. The letter will also normally refer to: the expected total fees, and any other expenditure on other items relevant to the individual student; that the student will undertake to re-register with the university each year; undertake a progress report, and if relevant, requirements and conditions of any sponsor.

## 1.6 COURSE DEFINITIONS

Masters in Islamic Finance by Coursework		Masters in Islamic Finance by Coursework and Dissertation	
Core Courses	Credits	Core Courses	Credits
Islamic Economics	3	Islamic Economics	3
Islamic Finance	3	Islamic Finance	3

Accounting for Islamic Financial Transactions	3	Accounting for Islamic Financial Transactions	3
Usul Fiqh and Qawaid Fiqhiyyah	3	Usul Fiqh and Qawaid Fiqhiyyah	3
Fiqh Muamalat	3	Fiqh Muamalat	3
Research Methodology	4	Research Methodology	4
Financial Econometrics	3	Financial Econometrics	3
Corporate Finance	3		
International Finance	3		
Islamic Banking	3		
Risk Management in Islamic Financial Institutions	3		
	<b>34</b>		<b>22</b>
<b>ELECTIVES (ANY TWO)</b>	<b>6</b>	<b>ELECTIVES (ANY ONE)</b>	<b>3</b>
Islamic Law of Contracts	3	Corporate Finance	3
Islamic Partnership Corporate & Securities Law	3	International Finance	3
Islamic Wealth Planning Management	3	Islamic Banking	3
Mathematical Methods for Economics and Finance	3	Risk Management in Islamic Financial Institutions	3
Islamic Capital Market	3	Islamic Law of Contracts	3
Islamic Portfolio Management	3	Islamic Partnership Corporate & Securities Law	3
		Islamic Wealth Planning Management	3
		Mathematical Methods for Economics and Finance	3
		Islamic Capital Market	3
		Islamic Portfolio Management	3
Project Paper	6	Dissertation	21
<b>TOTAL</b>	<b>46</b>	<b>TOTAL</b>	<b>46</b>

## 1.7 EVALUATION

### 1.7.1 THE GRADING SCHEME

1. Evaluation structure for all taught courses is typically based on coursework and a final exam.
2. The coursework could be a combination of, mid-terms, class participation, course projects, case analyses, presentations etc. These may be on an individual or group basis. Components and their weights in evaluation varies by course and instructor. Please refer to individual course outlines for details.
3. The grading scheme shall be as follows:

Marks	Grade	Grade Point	Description
85 – 100	A	4.00	-
80 – 84	A-	3.67	-
75 – 79	B+	3.33	-
70 – 74	B	3.00	-
65 – 69	B-	2.67	-
60 – 64	C+	2.33	-
50 – 59	C	2.00	-
40 – 49	D	1.00	Redeemable Failure

0 – 39	F	0.00	Failed
	U		Audit
-	I	-	Incomplete
-	P/NP	-	Pass/Fail
-	W	-	Course Dropped/Withdrawn

### 1.7.2 EXPLANATION OF GRADES

1. **Drop/Add period** – the Drop/Add period is the first two-week of classes during the regular semester or the first week during the short semester.
2. **Drop** – A student may **drop** any courses that he/she has registered for within the first two weeks (ten working days) of classes during the regular semester or within a week (five working days) of classes during the short semester without penalty. The fees paid for the dropped course(s) shall be carried over to the semester when the course(s) is/are re-taken. If the student drops the course after the official drop date, a **W<sub>x</sub>** will appear as a grade in the student's transcripts. Where *x* represents the number of week in the semester the course was dropped. For example, if the course is dropped in the eighth week of the regular semester, **W8** will appear in his/her transcripts. If a student dropped all courses to zero hours in any semester, he/she will be automatically classified as non-active status.
3. **Incomplete** – An Incomplete grade may be given in exceptional circumstances to students who have not submitted a required document of the coursework due to a valid reason (medical). The 'I' grade will be changed upon fulfillment of the outstanding component.
4. **Audit** – A student may Audit any course outside his/her required or elective courses including CIFP modules, subject to seat availability. The permission to Audit any course must be approved by the instructor of that particular course. The requirements for the course will be the sole discretion of the instructor concerned.
5. **Withdrawals** - A student may apply for a **W grade** due medical or any other problems which may severely impact the student's academic performance. Withdrawal due to medical reason must be supported by a letter from a medical doctor. Withdrawals can only be approved by the Head of GSD, and even then in exceptional circumstances. If the student withdraws from the course after the official Drop/Add date, a **W<sub>x</sub>** will appear as a grade in the student's transcripts, where *x* represents the number of week in the semester the course was dropped. For example, if the course is dropped in the eighth week of the regular semester, **W8** will appear in his/her transcripts. The student is required to sit for the course again when it is next offered.

### 1.7.3 ACADEMIC PROBATION

1. Students must maintain a CGPA of 3.0 or above at all times.
2. Students with CGPA of below 3.0 (or below B average), shall be placed on academic probation, and he/she is given one semester in which to raise the CGPA to minimum of 3.0, failing which, the student shall be asked to leave the program.

3. A student on academic probation may be required to carry a limited number of units, and if in receipt of financial aid from INCEIF, may cause a review of the financial aid.

#### 1.7.4 CLASS ATTENDANCE

4. Students are required to maintain a minimum of 80% attendance in each course registered to be eligible to sit for final examination.

## 2. EXEMPTION AND CREDITS

### 2.1.1 DEFINITION OF EXEMPTION

1. Exemption is an action permitting a student to forgo a required course under the curriculum. Students are given total exemption from taking the required course, in which case the student is not required to take the course and no grade or grade point shall be awarded to the student, but the student is deemed to have satisfied the requirement to take the course.
2. For more information on exemptions please refer to Graduate Studies Department.
3. An RM50.00 non-refundable fee is charged for each exemption application.
4. An RM100.00 fee per credit is charged for each credit hour approved.

### 2.1.2 EQUIVALENCY DETERMINATION FOR TRANSFER CREDIT

5. The equivalency status of courses offered by institutions other than INCEIF shall be determined by the **GSD**. Such determination may occur prior or subsequent to completion of the course by the student. This evaluation may be accomplished before, during, or after the student's attendance at INCEIF.

### 2.1.3 PERMISSION TO TAKE COURSES IN OTHER INSTITUTIONS

1. INCEIF will recognize selective courses taken at partner institutions during a student's academic career at INCEIF. In advance of taking such courses, students should obtain the permission from the Head, GSD. This permission is a written verification of the equivalency and transferability of the course.

### 2.1.4 GRADE REQUIREMENTS

1. For transfer of credit purposes, all courses taken by students with permission, in other institutions following their admission to INCEIF are considered in the **same manner** as if completed at INCEIF.
2. Credits from other institutions are calculated at their face value. For example, 2 credits from another institution in a course which is 3 credits at INCEIF, are transferred as 2 credits. Courses will be considered for transferability regardless of credit value, provided the course content is equivalent to that of the INCEIF courses. In all cases, students must satisfy minimum INCEIF degree credit requirements.

**2.1.5** PROCEDURE FOR APPLYING EXEMPTIONS

1. Students requesting for exemptions shall complete the Exemption Form, attaching the detailed course outline and certified transcripts, to the Head, GSD at any time during the semester.
2. Students are given a grade slip for each semester. A partial transfer may be requested if necessary.

**2.1.6** RECORDING OF TRANSFER CREDIT

3. For exemptions approved, there is to be listed on a student's permanent record the number of credits and Grade points in courses taken elsewhere which were considered equivalent to those required in the student's INCEIF curriculum, and for which transfer credit is granted for such courses.
4. The student will receive confirmation that credit has been posted to his/her transcript within two weeks of the decision by the GSD.

**2.1.7** GRIEVANCE PROCEDURE

1. Please refer [ww.inceif.org](http://ww.inceif.org) for Academic Grievance Procedure.

**2.1.8** ACADEMIC RECORDS AND TRANSCRIPTS

1. Academic records and transcripts (unofficial) are available for viewing using the INCEIF Learning Management System (LMS).
2. Students are given a grade slip for each semester. A partial transfer may be requested if necessary.

**2.1.9** EXAMINATION FOR DISSERTATION

1. The examination for the dissertation will be in two stages:
  - a. the submission and preliminary assessment of the dissertation;
  - b. its defence by oral or approved alternative examination.
2. Notification relating to examination arrangements should be submitted to the **GSC** by the main supervisor not less than four weeks from the expected date of the examination. The arrangements, which should include the title of the Dissertation/dissertation, must be accompanied by information (e.g. cv and list of relevant publications) on each nominated external examiner and on any newly nominated internal examiner.
3. The GSC shall then appoint at least one external and one internal examiner. Where necessary both examiners could be external.
4. A candidate whose programme of work includes formally assessed work will not be permitted to proceed to a further stage of the examination for the degree until the coursework is successfully completed.
5. A candidate will normally be examined orally on the programme of work and on the field of study in which the programme lies. Where for reasons of sickness, disability or comparable valid cause, the **GSC** is satisfied that a candidate would be under

serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved. Such approval will not be given on the grounds that the candidate's knowledge of the language in which the Dissertation/dissertation is presented is inadequate.

6. The oral examination will be held in Malaysia.
7. Supervisors who are not examiners, advisers and the **CGSC** may attend the oral examination but will withdraw prior to the deliberations of the examiners on the outcome of the examination.
8. Once the examination arrangements have been made by the **GSC**, the organisation of the oral examination and its conduct becomes the responsibility of the main supervisor or the co-supervisor (if the main supervisor is external).
9. The requisite copies of the Dissertation/dissertation for examination, bound at least in a temporary form, must be delivered to the **CGSC** for dispatch to the examiners (External and Internal).
10. Upon receipt of the external (and internal) examiners report, an evaluation will be made by the GSD in collaboration with the supervisors on an appropriate date for the oral examination.
11. The oral examination should be scheduled in order for the candidate to make all needed changes as determined by the external and internal examiners. The supervisors are expected to coordinate this with the examiners as the need may be.
12. Once the supervisors are of the opinion that needed changes/amendments have been completed by the candidate, they should inform GSD in writing, requesting the scheduling of the oral examination.
13. Following the oral examination, the DEC must supply the **CGSC** with a recommendation on the outcome. Where the student is asked to make minor amendments to the Dissertation/dissertation it is normally the responsibility of the supervisor to signify in writing to the **CGSC** when these have been completed.
14. The **GSC** will ensure that all examinations are conducted and the recommendations of the examiners presented wholly in accordance with the university's regulations. In any instance where the **GSC** is made aware of a failure to comply with all the procedures of the examination process, it may declare the examination null and void and appoint new examiners.
15. The **GSC** will make a decision on the reports and recommendations of the examiners in respect of the candidate. Conferment of all degrees is done under the auspices of **PDP**. In order to consider a recommendation of the EC to award the degree, the **GSD** must have available:
  - a. the preliminary reports and signed recommendation of the examiners;
  - b. a statement from the examiner to say that all required corrections and minor amendments have been completed;
  - c. a properly bound and corrected copy of the Dissertation/dissertation.

#### 2.1.9.1 THE ROLE OF THE SUPERVISOR

1. To ensure that the conduct of the dissertation is in accordance with the university procedures and regulations;

2. To maintain the focus of the subject of the dissertation so that the candidate is not taken outside of their specialist area;
3. To ensure that dissertation is of level of quality needed for a Masters.
4. To guide the student in all respects of his/her dissertation.
5. To oversee the process of corrections and revisions to the Dissertation/dissertation subsequent to the oral examination, including any subsequent correspondence with the external examiner(s), and ensure that the final version of the Dissertation/dissertation plus all the relevant documentation is delivered to the **CGD**.

#### 2.1.9.2 THE ROLE OF THE EXAMINERS

6. A candidate will be examined by at least two and normally not more than three examiners, of whom at least one will be an external examiner.
7. An internal examiner, who will not be a member of a candidate's supervisory team or any other person closely involved with the candidate's work, will be defined as an examiner who is:
  - a. a member of staff of the university; or
  - b. a member of staff of the candidate's collaborating establishment.
8. Where the candidate is on the permanent staff of the university, a second external examiner will be appointed in place of an internal examiner.
9. Examiners will be experienced in research in the general area of the candidate's Dissertation/dissertation and, where practicable, have experience as a specialist in the topic(s) to be examined as demonstrated by evidence of published work.
10. At least one external examiner will have substantial experience of examining research degree candidates.
11. An external examiner will be independent both of the university and of the collaborating establishment and will not have acted previously as the candidate's supervisor or adviser.
12. The **GSD** will ensure that the same external examiner is not approved so frequently that his/her familiarity with the department might prejudice objective judgement. The Head of GSD will have the final say in choice of examiners.
13. No candidate for a research degree will act as an examiner.
14. INCEIF will pay the fees and expenses of the examiners as determined by the university.
15. Arrangements for the oral examination will be the responsibility of the Supervisor in consultation with the external examiner(s), internal examiner(s) and candidate.
16. Each examiner will read and examine the Dissertation/dissertation and submit an independent preliminary report on it to the **CGSC** before any oral or alternative form of examination is held. In completing the preliminary report, each examiner will consider whether the Dissertation/dissertation provisionally satisfies the requirements of the degree and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination. The Report must be returned to the DEC a minimum of seven days before the planned viva. If the

examiners disagree in their findings, the view of the external examiner takes precedent. If the Dissertation/dissertation is considered to be sub-standard then the oral examination must not proceed and the student must receive feedback within seven working days of the Report being returned identifying the deficiencies of the Dissertation/dissertation and how these can be rectified.

#### 2.1.9.3 THE ROLE OF THE CANDIDATE

1. The candidate will ensure that the Dissertation/dissertation is submitted to the **GSC** before the expiry of the registration period.
2. The submission of the Dissertation/dissertation for examination will be at the discretion of the candidate upon advice by the supervisors.
3. Candidates should not assume that a supervisor's agreement to the submission of a Dissertation/dissertation guarantees the award of the degree.
4. The candidate will satisfy any conditions of eligibility for examination required by the **GSD**.
5. The candidate will take no part in the arrangement of the examination and will have no formal contact with the examiners between the appointment of the examiners and the oral examination.
6. The candidate will confirm that the Dissertation/dissertation has not been submitted for a comparable academic award.
7. The candidate must update and keep in proper order the electronic progress report (long book) of his/her meetings with the supervisors. These log books should be submitted to **GSD** each quarter.

#### 2.1.9.4 RESULT OF ORAL EXAMINATION (*VIVA VOCE*)

1. Following the oral examination the examiners will, where they are in agreement, submit a joint report and recommendation relating to the award of the degree to the **CGSC**. The preliminary reports and joint recommendations of the examiners together provide sufficiently detailed comments on the scope and quality of the work to enable the **GSC** to satisfy itself that the recommendation from the examiners is correct. Where the examiners are not in agreement, separate reports and recommendations will be submitted.
2. Following the completion of the examination, the examiners may recommend to the **GSC** that:
  - a. the candidate be awarded the degree;
  - b. the candidate be awarded the degree subject to minor amendments being made to the Dissertation/dissertation subject to the satisfaction of the internal and/or external examiner;
  - c. the candidate be permitted to re-submit for the degree and be re-examined, with or without an oral examination after the internal and external examiners have reviewed the revised Dissertation/dissertation to the satisfaction of the examiners;
  - d. the candidate be not awarded the degree and not permitted to be re-examined;

3. At the conclusion of the examination, the examiners may require a Dissertation/dissertation to be amended in one of the following ways:
  - a. Where the examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the candidate's Dissertation/dissertation requires some minor amendments and corrections not so substantial as to call for the submission of a revised Dissertation/dissertation, and recommend that the degree be awarded subject to the candidate amending the Dissertation/dissertation to the satisfaction of the internal and/or external examiner, they will indicate to the candidate in writing what amendments and corrections are required and the time-scale in which they should be completed: this will normally be no longer than three months. If the corrections are completed within the prescribed time-scale, the candidate will not be liable to pay further tuition fees; if not, an administration fee, the amount of which will be established from time to time, may become payable;
  - b. Where the examiners consider that major corrections and amendments are necessary, amounting to a partial or complete revision of the Dissertation/dissertation, they may permit the candidate to resubmit the Dissertation/dissertation for re-examination. The re-examination will normally take place within one calendar year from the date when the **GSC** accepted this recommendation of the examiners. The candidate will be liable to pay appropriate tuition fees for the period during which the Dissertation/dissertation is being revised;
4. Examiners may indicate informally their recommendation on the result of the examination to the candidate but they will make it clear that the final decision rests with the PDP. The candidate can request to receive feedback from the examiners.
5. Where the examiners' recommendations are not unanimous, the **GSC** will require the appointment of an additional external examiner.
6. Where an additional external examiner is appointed, he/she will prepare a preliminary report on the basis of the Dissertation/dissertation and other relevant paperwork and, if necessary, may conduct a further oral examination. On receipt of the report from the additional examiner, the **GSC** will make a decision, including where appropriate recommending conferment of a degree to the **PDP**.
7. A further oral examination in addition to the oral examination may be requested by the examiners. In such cases the approval of the **GSC** will be sought without delay. Any such examination will be deemed to be part of the candidate's first examination.
8. Where the examiners are of the opinion that the Dissertation/dissertation is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the **GSC** dispense with the oral examination and refer the Dissertation/dissertation for further work. In such cases the examiners will provide the **GSC** with written guidance for the candidate concerning the deficiencies of the Dissertation/dissertation.
9. Where the **GSC** decides that the degree is not to be awarded and that no re-examination be permitted, the examiners will prepare an agreed statement of the deficiencies of the Dissertation/dissertation and the reason for their recommendation, which will be forwarded to the candidate by the **CGSC**.

10. The **GSC** will maintain a record of all examinations undertaken in each academic year.

#### 2.1.9.5 RE-EXAMINATION

1. One re-examination may be permitted by the **GSC**, subject to the following requirements:
  - a. a candidate who fails to satisfy the examiners at the first examination, including where appropriate the oral or approved alternative examination or any further examination required may, on the recommendation of the examiners and with the approval of the **GSC**, be permitted to revise the Dissertation/dissertation and be re-examined;
  - b. the examiners will provide the candidate, through the **GSC**, with written guidance on the deficiencies of the first submission;
  - c. the candidate will submit for re-examination within the period of one calendar year from the date of the latest part of the first examination; where the **GSC** has dispensed with the oral examination, the re-examination will take place within one calendar year of the date of this dispensation. The **GSC** may, where there are good reasons, approve an extension of this period.
  - d. The **GSC** may require that an additional external examiner be appointed for the re-examination and, in exceptional circumstances, the **GSC** can appoint a new examination team.
2. In the case of a re-examination, each examiner will read and examine the Dissertation/dissertation and submit, on the appropriate form, an independent preliminary report on it to the Chairman of the **GSC** before any oral or alternative form of examination is held. In completing the preliminary report, each examiner will consider whether the Dissertation/dissertation provisionally satisfies the requirements of the degree and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination.
3. Following the completion of the re-examination the examiners may recommend that:
  - a. the candidate be awarded the degree;
  - b. the candidate be awarded the degree subject to minor amendments being made to the Dissertation/dissertation;
  - c. the candidate be not awarded the degree and be not permitted to be re-examined;
4. Where the examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the candidate's Dissertation/dissertation requires some minor amendments and corrections, not so substantial as to call for the submission of a revised Dissertation/dissertation, and recommend that the degree be awarded subject to the candidate amending the Dissertation/dissertation to the satisfaction of the internal and/or the external examiner(s), they will indicate to the candidate in writing what amendments and corrections are required.
5. Examiners may indicate informally their recommendation on the result of the examination to the candidate but they will make it clear that the decision rests with the PDP.

6. Where the examiners' recommendations are not unanimous, the **GSC** may:
  - a. accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);
  - b. accept the recommendation of the external examiner; or
  - c. require the appointment of an additional external examiner.
7. Where an additional external examiner is appointed under paragraph (c), he/she will prepare an independent preliminary report on the basis of the Dissertation/dissertation and other relevant paperwork and, if considered necessary, may conduct a further oral examination. On receipt of the report from the additional examiner, the **GSC** will make a decision as set out in paragraph .
8. In the case of a re-examination, where the examiner are of the opinion that the dissertation is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the **GSC** dispense with the oral examination and not award the degree.
9. Where the **GSC** decides that the degree be not awarded, the examiners will prepare an agreed statement of the deficiencies of the Dissertation/dissertation and the reason for their recommendation, which will be forwarded to the candidate by the Chairman of the **GSC**.

#### 2.1.9.6 REVIEW/APPEAL OF AN EXAMINATION DECISION

1. Candidates may, in the circumstances set out in paragraph , appeal against an examination decision, whether at the first examination or re-examination, and request a review of the examiners' recommendation. Similarly, if a student is discontinued or withdrawn by the **GSC**, the student may appeal against this decision to the PDP.
2. A request for a review may only be made in relation to the decision of the **GSC** on the recommendation of the examiners. Given the existence of procedures for complaint and grievance during the study period, alleged inadequacy of supervisory or other arrangements during the period of study do not constitute grounds for requesting a review of the examination decision.
3. Requests for a review are permitted only on the following grounds:
  - a. that there are circumstances affecting the candidate's performance of which the examiners were not aware at the oral examination;
  - b. that there is evidence of procedural irregularity in the conduct of the examination (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such irregularity;
  - c. that there is evidence of unfair or improper assessment on the part of one or more of the examiners. Candidates may not otherwise challenge the academic judgement of the examiners.
4. A candidate must give notice to the **CGSC** that he/she wishes to request a review within 20 working days from the date of notification of the result, and must submit

in writing to the **CGSC** the case for review within a further three months from the date of giving notice.

5. The request for a review will be considered by a **Review Panel** consisting of:
  - a. the **PCEO** or his/her nominee;
  - b. the head of the faculty concerned;
  - c. two members of the Academic Committee having experience of supervising and examining research degrees;
  - d. **CGSC**, in attendance who will minute the meeting and collate the evidence;
  - e. provided that none of the above have had any involvement in the examination of the candidate, in which case, a neutral person of equivalent or near seniority will deputise.
6. No student or research degree candidate may be a member of a Local/Faculty Research Degree Review Panel.
7. The appellant will have the right to be heard in person by the Review Panel, and to be accompanied by a friend who may speak on the appellant's behalf, provided that the friend has not been involved with the examination decision.
8. The appellant may request any person not connected with the examination decision to give evidence on his/her behalf.
9. If a Review Panel agrees that a candidate has valid grounds for a review, it must either recommend that the **GSC** invite the examiners to reconsider their decision or recommend to the **GSC** that new examiners be appointed.
10. A Review Panel is not constituted as an examination board and has no authority to set aside the decision of examiners and thereby to recommend the award of the degree.
11. The decision of the Review Panel will be reported to the candidate in writing within ten working days of the hearing by the **CGSC**.
12. The decision of the Review Panel on the request to review will be final, and there will be no further appeal there from.
13. The records of the hearing will be destroyed one year following the appeal being resolved.

## 2.2 STUDENT ADVISORY/COUNSELLING

1. It will be the responsibility of the GSC to provide graduate students with adequate information to enable them to begin their studies with an understanding of the academic and social environment in which they will be working. An induction/orientation programme will be offered, the timing and content of which reflects the diversity of needs of specific groups of graduate students.
2. Upon registration, each student will be given a copy of the Academic Regulations which shall be the basis for reference in cases of disputes.
3. At least once a year the **GSC** will establish whether the candidate is still actively engaged on the research programme and is maintaining regular and frequent contact with the supervisors and will consider a report. The progress report will also

demonstrate clearly the progress made in developing 'key skills'. As a result of obtaining this report, the GSC will take appropriate action, which may include the recommendation that the candidate's registration be withdrawn if the supervisors indicate that there has been a lack of academic progress. Unless the candidate can provide satisfactory evidence to the GSC to justify the continuation or extension of the registration, he/she will be formally required by the GSC, to withdraw on the grounds of lack of academic progress. Any appeal against the exclusion will be considered by the PDP.

4. A candidate may be excluded for reasons external to a programme of study, such as unreasonable or improper conduct, including theft, harassment, negligence, excessive absenteeism, etc. An exclusion will be authorised by the CAO, or nominee, on the basis of advice by the **GSC**. Candidates may appeal against exclusion to the **GSC**.
5. Where the candidate is prevented, by ill health or other cause, from making progress with the research, the registration may be suspended by the **GSC** upon submission of an application for such, normally for not more than one year at a time.
6. A candidate will submit the final bound copy of their dissertation to the **CGSC** before the expiry of the maximum period of registration. The **GSC** may extend a candidate's period of registration, normally for not more than one year at a time.
7. Where a candidate has discontinued the research, the withdrawal of registration shall be notified to the **GSC**.
8. The student must be aware of the university's expectations of them in relation to personal conduct and academic performance.

### 2.3 ACADEMIC HONOUR POLICY

1. It is expected that students will pursue their studies with integrity and honesty, and any student caught cheating or plagiarizing, will be subject to action as follows.
2. Definitions:
  - a. Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means. Examples are:
    - b. Copying, in part or in whole, from someone else's test;
    - c. Submitting work presented previously in another course, if contrary to the rules of either course;
    - d. Altering or interfering with grading;
    - e. Using or consulting, during an examination, any sources, consulting with others, use of electronic equipment including cell phones and PDAs, or use of materials not authorized by the instructor; or
    - f. Committing other acts that defraud or misrepresent.
3. Plagiarism is representing the work of someone else as your own and submitting it for any purpose. Examples:

- a. Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writings, without giving appropriate credit, and representing the product as your own;
  - b. Representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings or sculptures as your own;
  - c. Submitting a paper purchased from a research or term paper service, including the Internet; or
  - d. Undocumented Web source usage.
4. Other Specific Examples of Academic Dishonesty
- a. Purposely allowing another student to copy from your paper during a test;
  - b. Giving your homework, term paper or other academic work to another student to plagiarize;
  - c. Having another person submit any work in your name;
  - d. Lying to an instructor or college official to improve your grade;
  - e. Altering a graded work after it has been returned, then submitting the work for re-grading;
  - f. Stealing tests;
  - g. Forging signatures on drop/add cards or other college documents; or
  - h. Collaboration without permission of instructor.
5. Consequences of Academic Dishonesty
- a. Receive a failing grade on the test, paper or exam;
  - b. Have your course grade lowered;
  - c. Receive a grade of F in the course.
  - d. Be placed on disciplinary probation;
  - e. Be placed on disciplinary suspension; or
  - f. Be expelled.

## 2.4 CONFERRMENT OF THE DEGREES

### 2.4.1 AWARDS

1. The following award of the university are currently available:
  - a. Masters in Islamic Finance by Coursework
  - b. Masters in Islamic Finance by Coursework and dissertation
  - c.

#### 2.4.2 PRINCIPLES OF CONFERMENT

1. An academic award can only be conferred on a candidate who has satisfied the academic requirements to qualify for the award and all other requirements of the university, including the discharge of any outstanding financial obligations.
2. Authority to decide that a student has satisfied the academic requirement for a research award is normally as ratified by the **PDP**.

#### 2.4.3 PUBLICATION OF ASSESSMENT RESULTS

1. Following a **PDP** meeting, letters will normally be sent by post to students whose awards have been confirmed. It is the responsibility of the student to update their personal details via email so that a letter can be posted to the student.
2. No staff of the University are authorised to give results over the telephone or in person. Any result so given cannot be considered to be official.
3. Assessment results will be released to students who have outstanding financial obligations to the university (or associated institutions), but progression or release of an award will not be authorised until these obligations have been met.

#### 2.4.4 PREPARATION AND ISSUE OF AWARD CERTIFICATES

1. The certificate available to a student will be that specified in the regulations for the programme on which she/he is registered.
2. It is the responsibility of the student to ensure that her/his name is correctly entered in the University records, as the name registered is the one which will appear on the award certificate. If a student changes her/his name whilst registered for the award, evidence of this, e.g. deed poll or marriage certificate, must be shown to the appropriate University authority.
3. The name shown on the certificate will be the student's full name at the time the award is made. A change of name after that date will not result in a change of name on the certificate, it will be for the student to keep evidence that he/she was previously known by the name on the certificate.
4. The certificate will be in the format approved by the university. Samples of the approved format and wording of certificates will be held by the Conferments Office. Certificates will bear the signature of the **CAO** and the **PCEO**. Certificates without these signatures, or which have been amended after issue, are not valid.

#### 2.4.5 POSTHUMOUS AWARDS

1. Any award listed in the Introduction may be conferred posthumously as accepted at an awards ceremony on the students' behalf by a parent, spouse or other appropriate individual. The normal conditions of the award **must** be satisfied. The award certificate will state that the student:

"has been posthumously awarded the degree of ... .."

#### 2.4.6 REPLACEMENT CERTIFICATES

1. Duplicate certification will be issued where the appropriate application form is completed and the necessary fee paid.
2. If a damaged award certificate is received by post, this should be immediately returned to the university for replacement.

#### 2.4.7 AWARDS CEREMONIES

1. Only those students who successfully complete their studies and fulfilled all requirements by the stipulated date before the Award Ceremony, or any other period as later defined by the **GSD**, will be eligible to attend the Awards Ceremonies for the year. All students whose awards are conferred after this period, will be able to attend Awards Ceremonies during the following year.
2. Academic scrolls shall be kept for three (3) months and thereafter shall be sent to the student's last known address.
3. A fee of RM100.00 will be charged on each copy of academic scroll and transcript requested by a student.

### 2.5 GRIEVANCE PROCEDURE

1. Please refer to [www.inceif.org](http://www.inceif.org) for Academic Grievance Procedure.

### 2.6 EXCEPTIONS AND EXCLUSIONS

1. In all matters concerning the conduct of graduate studies, all parties are governed by the prevailing Academic Regulations.
2. The **PDP** however, is empowered to make any exception and/or exclusion from the application of the Academic Regulations, provided it is not in any way detrimental to the student.

### 2.7 USE OF CANDIDATES' WORK BY INCEIF

1. Coursework, thesis, assignments and case studies by the candidates may be archived and made available at the library for the academic and scholarly purpose.