

**ACADEMIC QUALITY ASSURANCE REGULATION
OF
INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA**

2018

PART I

PRELIMINARY

The Senate hereby makes the following Regulation:

Citation

1. This Regulation shall be known as the Academic Quality Assurance Regulation of IIUM 2018 and shall be read together with IIUM Policies and Guidelines on Islamisation, IIUM Assessment Policy and Malaysian Qualifications Framework.

Scope

2. The scope of this regulation covers the academic activities, processes and appointments that are related to the establishment of new academic programmes, programme review and programme monitoring; provisional accreditation, full accreditation, and re-accreditation to be granted through self-accreditation status for the purpose of academic quality assurance.

Application

3. This Regulation shall be applicable to all academic programmes endorsed by the Senate of the IIUM.

Date of implementation

4. This Regulation shall come into effect as of 1st January 2018.

Interpretation

5. In this Regulation, unless otherwise stated:

“Centre of Studies” includes Kulliyah, Faculty, Centre, Institute, or other similar agencies which may offer programme of studies/courses.

“Board of Studies” refers to the committee responsible for providing expert advice on academic programmes that are to be established or reviewed by any Centre of Studies.

“External Advisor” refers to a person from other institutions/organizations who is appointed by the University, after due endorsement by the Senate, for the

purpose of providing expert advice on academic programmes by any Centre of Studies.

“Internal Assessor” refers to a person who is appointed from amongst the academic staff of the IIUM, after due endorsement by the Senate, for the purpose of assessing the quality of an academic programme(s) conducted by a Centre of Studies.

“External Assessor” refers to a person from other institutions/organizations who is appointed by the University, after due endorsement by the Senate, for the purpose of assessing the quality of an academic programme(s) conducted by a Centre of Studies.

“Internal Examiner” refers to a person who is appointed from amongst the academic staff of the IIUM, after due endorsement by the Senate, for the purpose of evaluating student work and/or examination answers for final grading or for other quality control reasons.

“External Examiner” refers to a person from other institutions/organizations who is appointed by the University, after due endorsement by the Senate, for the purpose of evaluating student work and/or examination answers for final grading or for other quality control reasons.

“Site Supervisor” is a person from an external organization/institution who is in charge of the student’s learning process during the attachment period and who is responsible for providing an assessment report on the student’s performance.

“Visiting Professor” is a professor from another university appointed for a specific period of time to perform specific scholarly or academic activities for which his/her expertise is valued.

“Adjunct Professor” is an eminent professional from another organization appointed for a specific period of time to perform specific scholarly or academic activities for which his/her expertise is valued.

“Visiting Scholar” is a person yet to be eligible for appointment as visiting professor, appointed for a specific period of time to perform specific scholarly or academic activities for which his/her expertise is valued.

“IIUM” refers to the International Islamic University Malaysia.

“Professional Bodies” refers to registered associations or boards or councils or organisations or its equivalent of organized professions that prescribe mandatory code of conduct for their members and that certify the members’ successful

completion of the stipulated requirements, and therefore might award a license to practice.

Standards

6. All academic programmes shall adhere to the provisions of the Malaysian Qualifications Framework, the Code of Practice for Programme Accreditation and the relevant Malaysian Qualification Agency Standards and Professional Bodies for level of study and/or disciplines.

PART II

GOVERNANCE

Governing Bodies

7. (1) The highest academic authority of the IIUM is the Senate.

(2) The highest academic authority of the country is the ministry assigned by the government of Malaysia as the highest authority to govern and direct the country's higher education system.
8. The following are the bodies responsible for the development, monitoring and review stages of academic programmes in IIUM.

8.1 Academic Quality Assurance Committee

- (1) Academic Quality Assurance Committee will be responsible to oversee academic quality assurance policies and the identification and dissemination of good practices related to academic programmes and eco system.

Terms of Reference:

- (a) monitor the structures and mechanisms in place for the quality assurance of academic programmes
- (b) use relevant information and statistics to propose measures in improving the quality and effectiveness of teaching and learning
- (c) encourage and monitor good practices and innovations in teaching and learning and the assessment of student performance

- (d) strategically steer the academic direction leading towards better academic quality.

(2) The members shall comprise the following:

- (a) Deputy Rector Academic and Industrial Linkages - who shall be the Chair
- (b) Director, Office of Institutional Academic Quality Management - who shall be the Secretary
- (c) Director, Academic Management and Admission Division
- (d) Dean, Centre for Postgraduate Studies
- (e) Dean, Centre for Foundation Studies
- (f) Director, Office of Corporate Strategy
- (g) Director, Centre for Islamisation
- (h) Director, Centre for Teaching and Learning
- (i) A Dean representing Science-based programmes
- (j) Two Deans representing Arts-based programmes
- (k) A Dean representing Technical-based programmes; and
- (l) A Dean representing Health-based programmes

(3) The committee shall meet at least quarterly in a year and/or as required by the Senate. Reports from the meeting shall be presented to the Senate.

8.2 Board of Studies

(1) Membership

The members of the Board of Studies shall comprise at least the following:

Internal Members:

- (a) Deputy Rector Academic and Industrial Linkages – who shall be the Advisor
- (b) The Dean of respective Centre of Studies - who shall be the Chair
- (c) Deputy Dean (Academic and Industrial Linkages) – for undergraduate programmes
- (d) Deputy Dean (Postgraduate) – for postgraduate programmes
- (e) Academic(s) in the respective programme; and
- (f) Any Academic(s) deemed appropriate by the University

External Advisors:

- (a) At least one Academic member;
 - The academic member shall be an eminent academic in the related field of study and he/she is attached to another Higher Education Provider (local or international)
 - (b) At least one Industry representative:
 - The representative(s) shall be affiliated to a reputable organisation related to the programme
- and
- (c) Where applicable, at least one representative who is attached to a relevant professional body or expert agency and who is a recognized professional in the relevant area.

Note: External Advisors should not be concurrently appointed as an External Examiner.

(2) Duration of Appointment (for external member)

- (a) Up to two (2) years or
- (b) Any duration deemed necessary by the Senate

(3) Terms of Reference

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

- (a) To advise on the development and enhancement of new and existing programme and
- (b) To provide expert opinion on the quality, suitability and equivalency of a programme which may include the state-of-the-art technology and graduate employability.

(4) Report

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.

(5) Approving and Appointing Authority

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

8.4 Internal Assessor

(i) Selection

- (a) Internal Assessor is selected among the academic staff whose area of expertise is relevant to the programme to be reviewed.
- (b) Internal Assessor may be appointed from within the Centre of Studies offering the programme being reviewed or from any other Centre of Studies in IIUM.

(ii) Terms of Reference

- (a) To evaluate the academic programme offered by a Centre of Studies and to submit a full evaluation report to the central agency in charge of academic quality. The report should particularly highlight the strengths and weaknesses of the programme in the following areas:
- i. the appropriateness to the programme outcomes
 - ii. structure of the programme
 - iii. suitability of courses offered
 - iv. appropriateness of teaching and learning methods
 - v. suitability of the assessment methods in the programme
 - vi. sufficiency of educational resources and materials
 - vii. employability of graduates from this programme
 - viii. and other area as deemed necessary.

(iii) Approving and Appointing Authority

The nomination for the appointment of the Internal Assessor shall be submitted by the Centre of Studies to the Deputy Rector in charge of academic affairs for approval. The letter of appointment is issued by the said Deputy Rector.

8.3 External Assessor

(i) Criteria / Qualifications of External Assessor

The person shall be:

- (a) a renowned academic in the field, or an acclaimed professional/resource person in the field and
- (b) affiliated to an institution/organization with high reputation in the field covered by the programme being evaluated

or

- (c) affiliated to an industry with high reputation in the field covered by the programme being evaluated

Note: External Assessor should not be concurrently appointed as an External Examiner.

(ii) Duration of Appointment

The appointment shall not exceed two (2) years and the appointment term shall not be consecutive.

(iii) Terms of Reference

- (a) To evaluate the academic programme offered by a Centre of Studies and to submit a full evaluation report to the central agency in charge of academic quality. The report should particularly highlight the strengths and weaknesses of the programme in the following areas:

- i. the appropriateness to the programme outcomes
- ii. structure of the programme
- iii. suitability of courses offered
- iv. appropriateness of teaching and learning methods
- v. suitability of the assessment methods in the programme
- vi. sufficiency of educational resources and materials
- vii. employability of graduates from this programme
- viii. and other areas as deemed necessary.

- (b) To assess the standing of the programme when benchmarked with international standard(s); and

- (c) To submit a written report to the Deputy Rector in-charge of academic affairs.
- (d) To present a talk on the state-of-the-art of the discipline at the Centre of Study during the visit (for assessor not involved in accreditation purposes).

(vi) Approving and Appointing Authority

The nomination for the appointment of External Assessor shall be submitted to the Senate for approval and endorsement. The letter of appointment is issued by the Office of the Rector.

8.5 Internal Examiner

(i) Criteria / Qualifications of Internal Examiner

- a) Internal Examiner is selected among the academic staff whose area of expertise is relevant.
- b) Internal Examiner may be appointed from within the Centre of Studies managing the programme or from any other Centre of Studies in IIUM.

(ii) Terms of Reference

The following are the duties of Internal Examiner:

- (a) Participate in grading student performance in examinations and student works which are submitted for formal assessment. This may include thesis, final year project and clinical assessment as determined by the Centre of Studies; and
- (b) Submit a confidential report on the above items to the Dean of Centre of Studies.

(vi) Approving and Appointing Authority

The nomination for the appointment of Internal Examiner shall be endorsed by the Senate. The letter of appointment is issued by the Dean of Centre of Studies.

8.6 External Examiner

(i) Criteria / Qualifications of External Examiner

The person is a renowned academic in the field, or an acclaimed professional/resource person in the field; and

(ii) Terms of Reference

The following are the duties of External Examiner:

- (c) Participate in grading student performance in examinations and student works which are submitted for formal assessment. This may include thesis, final year project and clinical assessment; and
- (d) Submit a confidential report on the above items to the Dean of Centre of Studies.

(vi) Approving and Appointing Authority

The nomination for the appointment of External Examiner shall be submitted to the Senate for approval and endorsement. The letter of appointment is issued by the Deputy Rector in charge of academic affairs or any officer appointed by the Senate.

APPENDIX A

SCHEDULE A

Remuneration Package and Facilities for Visiting Professor, Adjunct Professor and Visiting Scholar

NO.	CATEGORY	HONORARIUM	SUBSISTENCE ALLOWANCE	ACCOMMODATION OR LODGING ALLOWANCE	TRANSPORTATION	AIR-TICKETS FACILITIES
1.	Visiting Professor	RM6,500.00 per month	RM100.00 per day	Actual cost of standard room rate or lodging allowance accordance to the IIUM's policy enforced from time to time	Pool University's transportation or mileage claim in accordance to the IIUM's policy enforced from time to time	Business Class
2.	Adjunct Professor	RM1,000.00 per month <i>Note: Teaching Fee - RM100 per hour</i>	-	Actual cost of standard room rate or lodging allowance accordance to the IIUM's policy enforced from time to time		Economy Class
3	Visiting Scholar	Based on Assistant Professor salary	RM100.00 per day	Actual cost of standard room rate or lodging allowance accordance to the IIUM's policy enforced from time to time		Economy Class

Table 1 – Summary of Honorarium

No.	Category	Honorarium	Allowances
1	Board of Studies (External Member)	a. Attending Meeting: RM500 per meeting.	ii. Other allowances (if applicable) – based on IIUM rules and regulation. <ul style="list-style-type: none"> i) Accommodation or lodging allowance (exclude other expenses such as international telephone calls, launderette, recreational and fitness facilities and minibar). ii) Meal / Daily allowance (if meal is not provided). iii) Transportation such as air ticket facility and mileage claim.
2	External Assessor	i. Provisional Accreditation: <ul style="list-style-type: none"> a. For the report: RM700.00 – Malaysia and ASEAN countries. USD280.00 – Others. ii. Full Accreditation: <ul style="list-style-type: none"> a. For the report: RM1000.00 – Malaysia and ASEAN countries. USD400.00 – Others. b. For the Chair: RM200.00 	a. Other allowances (if applicable) - based on IIUM rules and regulation. <ul style="list-style-type: none"> i) Accommodation or lodging allowance (exclude other expenses such as international telephone calls, launderette, recreational and fitness facilities and minibar). ii) Meal / Daily allowance (if meal is not provided). iii) Transportation such as air ticket facility and mileage claim.

3	External Examiner	<p>1. <u>Undergraduate</u></p> <p>a. Maximum RM1,000.00 per examination exercise.</p> <p><u>Site Supervisor</u></p> <p>a. Clinical main supervisor: RM1,000.00 (Maximum number of students: 3 students at any one time).</p> <p>b. Non-clinical main supervisor : Maximum RM300.00 per student</p> <p>c. Co-supervisor: Maximum RM100.00 per student</p> <p>2. <u>Postgraduate</u></p> <p>Thesis/Dissertation Examiner</p> <p>The honorarium for the appointed External Thesis/Dissertation Examiner who grades Master Thesis/Dissertation and PhD Thesis/Dissertation is as follows:</p> <p>a. Examiner for Master Thesis/Dissertation: - USD250 (International) - RM500.00 (Local)</p> <p>b. Examiner for PhD Thesis/Dissertation: - USD300 (International) -RM750.00 (Local)</p> <p>Professional Programme</p> <p>a. Non-Clinical Maximum RM1,000.00 per examination exercise.</p> <p>b. Clinical Maximum RM4,000.00 per examination exercise.</p>	<p>a. Other allowances (if applicable) - based on IIUM rules and regulation.</p> <p>i) Accommodation or lodging allowance (exclude other expenses such as international telephone calls, launderette, recreational and fitness facilities and minibar).</p> <p>ii) Meal / Daily allowance (if meal is not provided).</p> <p>iii) Transportation such as air ticket facility and mileage claim.</p>
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		<p>Site Supervisor</p> <p>a. Clinical main supervisor: RM2,000.00 (Maximum number of students: 3 students per year).</p> <p>b. Non-clinical main supervisor : Maximum RM500.00 per student</p> <p>c. Co-supervisor: Maximum RM300.00 per student</p>	
4	Internal Assessor	None until further notice	-
5	Internal Examiner	<p>Thesis/Dissertation Examiner</p> <p>The honorarium for the appointed Internal Thesis/Dissertation Examiner who grades Master Thesis/Dissertation and PhD Thesis/Dissertation is as follows:</p> <p>a. Examiner for Master Thesis/Dissertation: - RM400.00</p> <p>b. Examiner for PhD Thesis/Dissertation: - RM600.00</p>	