INFORMATION COMMUNICATION TECHNOLOGY REGULATIONS

IN exercise of the powers conferred under sub article 40(1) of the Constitution of the International Islamic University Malaysia, the Board makes the following regulations:

PART I
PRELIMINARY

Citation

1.   These regulations may be cited as the **International Islamic University Malaysia Information Communication Technology Regulations.**

Application

2.   These Regulations shall apply to users of ICT services provided by the University.

Interpretation

3.   In these Regulations, unless the context otherwise requires –

"Board" means the Board of Governors of the University;

"Centre of studies" means Kulliyyah, School, Institute or Centre established by the University under article 36 of the Constitution;

"CD/IO" means the Chief Digital/ Information Officer of the University appointed under regulation 9 of these Regulations;

"Constitution" means a document referred to in section 34 of the Act;

"Central agencies" means any government agencies or bodies outside the University.

"ICT" means information and communication technology, which includes the method

information is flowed, distributed, processed and stored using technology.

"IT Coordinator" means staff appointed by the Rector to coordinate matters of ICT at the centre of studies or administrative offices;

"ITD" means the Information Technology Division of the University;

"Officer" means the Rector, Deputy Rector, Executive Director, Head of Campus, Campus Director, Legal Adviser, Chief Librarian, Dean and Deputy Dean, Director, Deputy Director, Head of Department or holder of any other office created by the Constitution;

"Online Meeting Tools" means digital platforms that enable real-time virtual communication through video, audio, screen sharing, and messaging for the purpose of meetings, webinars, conferences, and collaborative engagement with internal and external audiences;

"Social Media" means digital platforms or applications that enable users to create, share, and engage with content, such as text, images, videos, or live broadcasts, and to communicate and collaborate with internal and external audiences, including students, staff, alumni, and the public, through online networking;

"Staff" means any person employed under a contract of service with the University including part timers;

"Student" includes any undergraduate student, postgraduate student, part-time student, student under distance learning or off-campus programme, diploma student, matriculation student, exchange and non-graduating student of the University;

"University" means the International Islamic University Malaysia established by the Yang di-Pertuan Agong under subsection 5A (2) of the Universities and University College Act 1971 [*Act 30*];

"University Authority" means the Board, the Senate, the University Finance Committee and includes such other bodies as may be prescribed by Rules or Regulations;

"Users" includes staff, students, vendors and other users that use ICT facilities of the University;

"Website" means a collection of related web pages containing images, videos or other digital assets. A website is hosted on at least one web server, accessible via a network such as the Internet or a private local area network through an Internet address;

PART II

ICT COMMITTEE

Establishment of ICT Committee

4.	(1)	There shall be an ICT Committee established by the Board, which shall be the highest authority responsible for the management of ICT in the University.

(2)	The ICT Committee shall consist of —

(a)	the Rector, who shall be the Chairman;

(b)	Deputy Rectors;

(c)	all Executive Directors;

(d)	the Legal Adviser;

(e)	the Chief Librarian;

(f)	all Campus Directors;

(g)	the Chief Digital/ Information Officer (CD/IO);

(h)	the head in charge of academic management and admission;

(i)	the head in charge of postgraduate studies;

(j)	the Dean in charge of foundation studies;

(k)	the Dean in charge of Islamic banking and finance studies;

(l)	the Dean in charge of Islamic civilisation studies;

(m)	the Director in charge of information technology;

(n)	the Director in charge of corporate strategy;

(o)	the Director in charge of institutional and academic quality management;

(p)	the Director in charge of campus development;

(q)	the Director in charge of security and safety;

(r)	the Chairman of the committees established under these the Regulations;

(s)	Chairman of the committee in charge of the information security management; and

(t)   not more than four officers appointed by the Chairman.

(3)   If the Chairman is unable to carry out his duties as Chairman of the ICT Committee on any grounds, the Chairman may appoint any of the members of the Committee to be the Chairman.

(4)   Notwithstanding sub-regulation (2), the ICT Committee may appoint any other representative from the central agencies to be a member of the ICT Committee.

(5)   A Secretary shall be appointed by the Chairman from among the officers of the University.

(6)   A member appointed under subparagraph *(t)* shall be appointed for a maximum period of two years for each term of appointment.

(7)   The Chairman may at any time, in the interest of the University, terminate the appointment of any member of the Committee.

Powers of the ICT Committee

5.   (1)   The ICT Committee shall have the power over the direction, development, management and security of ICT of the University.

(2)   The ICT Committee shall be the approving authority for the ICT Strategic Planning of the University.

(3)   The ICT Committee shall monitor the efficiency and the effectiveness of the ICT facilities, resources and security of the University.

(4)   The ICT Committee may adopt with or without modification any policy issued by the central agencies.

(5)   The ICT Committee may make policy which includes the following:

(a)   awareness on the utilisation of ICT in the University;

(b)   management of ICT facilities and resources; powers, duties and procedures of any committee or other body not specifically provided in these Regulations;

(c)   development of the ICT project and facilities for the support of administrative, research, teaching and learning functions of the University; and

(d)   use of ICT facilities by the ICT users in the University.

(6)   The ICT Committee shall do all things expedient or necessary or incidental to the performance of its functions under these Regulations.

Meeting of the ICT Committee

6.   (1)   The ICT Committee shall meet at least two times in a year to be determined by the Chairman.

(2)   The quorum for any meeting of the ICT Committee shall not be less than half the number of its members.

(3)   Any question arising at any meeting of the ICT Committee shall be decided by majority of votes of the members present.

(4)   Every member of the ICT Committee shall have and may exercise one vote each, but in the event of an equality of votes, the chairman of the meeting shall be entitled to a second or casting vote.

(5)   The ICT Committee may invite any person to attend and deliberate at its meetings but such person shall have no right to vote.

(6)   The ICT Committee shall submit all minutes of its meetings to the Board for notification.

PART III

SUB COMMITTEE OF ICT COMMITTEE

7.   The ICT Committee in performing its powers and functions may establish the following sub-committees:

(a)   University Technical ICT Sub-Committee;

(b)   IT Coordination Sub-Committee; and

(c)   Information and Communication Sub-Committee.

PART IV

UNIVERSITY TECHNICAL ICT SUB-COMMITTEE

Establishment of University Technical ICT Sub-Committee

8.   (1)   There shall be a University Technical ICT Sub-Committee which shall consist of—

(a)   the Chief Digital/Information Officer (CD/IO) who shall be the Chairman;

(b)   the Director in charge of information technology;

(c)   the Director in charge of campus development;

(d)   the Director of Centre for Professional Development;

(e)   a representative from Management Services Division;

(f)   a representative from Finance Division; and

(g)   not exceeding four representatives from the University appointed by the CD/IO.

(2)   If the Chairman is unable to carry out his duties as Chairman on any grounds, the Chairman may appoint any of the members of the Committee under sub- regulation (1) to be the Chairman.

(3)   A Secretary shall be appointed by the Chairman from among the officers of the University.

Chief Digital/Information Officer (CD/IO)

9.   (1)   The CD/IO shall be appointed by the Rector.

(2)   The CD/IO shall be appointed for a period not exceeding three years for each term of appointment.

(3)   Upon expiry of the period of appointment, the CD/IO shall be eligible for reappointment.

(4)   The CD/IO shall —

(a)   be the Chairman of the University Technical ICT Sub-Committee;

(b)   be a member of the Budget Committee;

(c)   lead the implementation of the ICT Strategic Plan and digital initiatives in the University through the use of data, analytics and digital technology;

(d)   oversee the implementation and coordination of best ICT practices by fostering a data-driven culture in the University that embraces a principle-based approach through the use of data and digital technology;

(e)   oversee the implementation of ICT acculturation in the service delivery system of the University by assessing, coordinating, and strengthening the requirements for digital services, technical service design, and development budgets, as well as managing agencies as implementers of digitalization initiatives and projects;

(f)   oversee the implementation and coordination of the application of electronic innovation, ICT infrastructure and information security within the University;

(g)   transform the delivery of digital services in the University by focusing on customer experience based on the Whole-of-Government concept through innovation which involves data sharing, open data and emerging technologies;

(h)   lead change through the alignment of the IIUM ICT Strategic Plan by:

1. ensuring IIUM ICT Strategic Plan is in line with Pelan Strategic Pendigitalan Sektor Awam and Risk Management and Change Management Plan;

2. ensuring the availability of IIUM Enterprise Architecture (EA); and

3. strengthen the University's digitization governance structure & coordinate the use of policies, standards and global best practices.

(i)   Report on the implementation and progress of digitalization transformation to *Ybhg. Ketua Setiausaha Negara* as the *Pengerusi Kluster Kerajaan* under Majlis Ekonomi Digital and the National 4IR through the Government Cluster Secretariat.

Functions of the University Technical ICT Sub-Committee

10.   (1)   Functions of the University Technical ICT Sub-Committee shall include the following:

(a)   to deliberate on the technical aspects of ICT implementation and recommends solutions for the University;

(b)   to review and monitor progress of approved ICT projects with high investment or high impact; and

(c)   to deliberate and recommend variation to the approved ICT projects subject to the University Financial Policy.

(2)   For the purpose of sub-regulation (1) the approved ICT projects means-

(a)   new ICT Projects that involve procurement of IT equipment, software and ICT for the purpose of the ICT development within the agency which include the following:

(i)   ICT equipment which may include all input or output devices, processing devices, computer peripherals, data storage, network equipment and multimedia devices;

(ii)   Computer software which may include application systems and software. Software refers to operating systems, databases, commercial software and software that are used to develop application systems. Application systems refers to systems that is developed or off the shelve solution for specific use;

(iii)   ICT Services which may include technical services procured from consultants, contractors and vendors.

(iv)   ICT project which is part of the development of new buildings;

(b)   System Upgrades which refer to upgrade of existing equipment, software, application systems, network bandwidth or ICT services.

(c)   New additional equipment requirement: add new requirements to the existing equipment, software, and system or network facility; and

(d)   System Roll-out which includes expansion of the system to additional locations, branches or additional number of new users of the system.

Meeting of the University Technical ICT Sub-Committee

11.   (1)   The ICT Technical Sub-Committee shall meet at least three times in a year at any time and place to be determined by the Chairman.

       (2)   The quorum for any meeting shall not be less than half the number of its members.

       (3)   Any question arising at any meeting shall be decided by majority of votes of the members present.

       (4)   Every member of the University Technical ICT Sub-Committee shall have and may exercise one vote each, but in the event of an equality of votes, the chairman of the meeting shall be entitled to a second or casting vote.

       (5)   The University Technical ICT Sub-Committee may invite any person to attend and deliberate at its meetings but such person shall have no right to vote.

       (6)   The University Technical ICT Sub-Committee shall submit all minutes of its meetings to the ICT Committee for notification.

PART V

IT COORDINATION SUB-COMMITTEE

12.   (1)   There shall be an IT Coordination Sub-Committee which shall consist of -

       (a)   the Head in charge of information technology in IIUM who shall be the Chairman;
       (b)   IT Coordinators of the centre of studies;
       (c)   heads in charge of information technology in branch campuses.

       (2)   Notwithstanding sub-regulation (1), the Chairman may invite a representative from centre of studies or administrative offices to attend the IT Coordination Sub-Committee meeting.

(3)   A secretary shall be appointed by the Chairman from among the officers of the University.

Functions of the IT Coordination Sub-Committee

13.   Functions of the IT Coordination Sub-Committee shall include the following:

     (a)   to assist in planning of the ICT requirement at their respective centre of studies or administrative offices;

     (b)   to highlight issues and problems related to ICT at their respective centre of studies or administrative offices;

     (c)   to recommend and channel ICT issues to the appropriate University authority;

     (d)   to disseminate information pertaining to the ICT policies and decisions made on ICT related matters to the members of their centre of studies or administrative offices;

     (e)   to ensure the ICT inventory are registered and updated;

     (f)   to monitor the use and maintenance of ICT resources at their respective centre of studies or administrative offices;

     (g)   to deliberate all other things that are expedient or necessary to the enhancement of ICT at the centre of studies or administrative offices; and

     (h)   to coordinate the execution of the decision made by the University authority.

Meeting of the IT Coordination Sub-Committee

14.   (1)   The IT Coordination Sub-Committee shall meet at least two times in a year at any time and place to be determined by the Chairman.

     (2)   The IT Coordination Sub-Committee may invite any person to attend any of its meetings.

     (3)   The IT Coordination Sub-Committee shall submit all minutes of its meetings to the ICT Committee for notification.

PART VI

IIUM INFORMATION AND COMMUNICATION SUB-COMMITTEE

15.   Establishment of Information and Communication Sub-Committee

(1)   There shall be an Information and Communication Sub-Committee which shall consist of –

(a)   The Chief Digital Officer (CD/IO) who shall be the Chairman;

(b)   Chief Librarian;

(c)   Director, Office for Strategy and Institutional Change;

(d)   Director, Office of Communication, Advocacy and Promotion;

(e)   Director, Information Technology Division;

(f)   Director, Academic Management and Admission Division;

(g)   Dean, Centre of Postgraduate Studies;

(h)   Dean, Centre for Foundation Studies;

(i)   Dean, Kuliyyah of Languages and Management;

(j)   Director, Management Services Division;

(k)   Director, Research Management Centre;

(l)   Director, Student Affairs and Development Division;

(m)   Director, Promotion and Student Recruitment Office;

(n)   Director, Office of Industrial Links;

(o)   Director, Alumni Relations Division;

(p)   Director, Finance Division;

(q)   Director, Centre for Community Engagement and Services;

(r)   Director, Office of Knowledge for Change and Advancement;

(s)   Director, Centre for Professional Development;

(t)   Director, Residential and Services Division;

(u)   Director (Administration), Office of Campus Director, Kuantan Campus,

(v)   Director, International Institute of Islamic Thought and Civilisation; and

(w)   Director, IIUM Academy of Graduate and Professional Studies.

(2)   If the Chairman is unable to carry out his duties as Chairman on any grounds, the Chairman may appoint any of the members of the Committee under sub regulation (1) to be the Chairman.

(3)   A Secretary shall be appointed by the Chairman from among the officers of the University.

(4)   Notwithstanding sub regulation (1), the Chairman may propose to appoint any other officers to be a member of the Information and Communication Sub- Committee.

Functions of the Information and Communication Sub-Committee

16.   Functions of the Information and Communication Sub-Committee shall include the following:

(1)   Website, Social Media and Online Communication Platforms

(a)   to determine digital communication strategies — including website, social media, and online meeting tools — which may involve communications, technical, performance and budget implications in order to support University's aim to promote research development and community engagement;

(b)   to provide resolution on University digital communication issues or disputes involving the centre of studies or administrative offices, where there is a clear difference of opinion that is hindering or could hinder overall digital progress, efficiency or effectiveness;

(c)   to plan, review and evaluate annual strategic digital communication planning of the University, covering web presence, social media visibility, and online collaboration tools;

(d)   to develop processes, policies, standards and content guidelines on websites, social media, and online meeting platforms for recommendation of the ICT Committee;

(e)   to review, prioritise and potentially seek resources for significant digital communication projects that are of corporate nature or impact;

(f)   to ensure effective integration and optimisation of web, social media, and online platform efforts throughout the University; and

(g)   to ensure periodic audit are conducted for all centre of studies or administrative offices' websites, and, where applicable, official digital communication platforms.

(2)   Knowledge Management

(a)   to create a broad, university-wide awareness of the perspectives, purposes, and goals associated with the IIUM knowledge management (KM) strategy;

(b)   to foster cooperation across Centre of Studies and Administrative Offices for KM activities;

(c)   to promote the sharing and integration of industry KM practices across campus;

(d)   to coordinate the identification, development, enhancement, and sustainability of a single, integrated and trusted view of IIUM knowledge repository;

(e)   to deliberate, recommend for knowledge sharing and learning with other local & global communities, collaborators and organizations;

(f)   to deliberate, recommend leadership, new skills and values and incentive schemes in sustaining KM and learning excellence;

(g)   to deliberate, recommend knowledge roles and responsibilities associated with individual staff;

(h)   to deliberate, recommend KM performance measures for Centre of Studies and Administrative Offices; and

(i)   to review and monitor progress of the KM programme within IIUM.

(3)   Data management

    (a)   To review, formulate and oversee University data management policy, procedures and standards;

    (b)   To review, formulate and oversee University data quality management process;

    (c)   To handle University data sensitivity matters which include validity, confidentiality and security;

    (d)   To manage user awareness and training on data management; and

Meeting of the Information and Communication Sub-Committee

17.   (1) The Information and Communication Sub-Committee shall meet at least twice in a year at any time and place determined by the Chairman;

    (2) The quorum for any meeting shall not be less than half the number of its members.

    (3) Any question arising at any meeting shall be decided by majority of votes of the members present if necessary.

    (4) Every member of the Information and Communication Sub-Committee or a representative shall have and may exercise one vote each, but in the event of an equality of votes, the chairman of the meeting shall be entitled to a second or casting vote.

    (5) The Chairman may invite any person to attend and deliberate at the meetings but such person shall have no right to vote.

    (6) The Information and Communication Sub-Committee shall submit all minutes of meetings to the IIUM ICT Committee for notification.

PART VII

USAGE OF ICT FACILITIES

18.   (1)   The users of ICT facilities provided by University shall –

    (a)   abide by any written law of the country;

    (b)   use the ICT facilities in line with the relevant policy, directives, rules and regulations of the University;

    (c)   be responsible for the security and safety of their IT equipment and electronic accounts;

    (d)   ensure that the content and tone of their e-mail messages are not offensive, abusive, discriminatory, bullying or constituting harassment of any kind;

    (e)   report all loss or damage of ICT equipment to the relevant authority;

    (f)   return any ICT equipment on loan basis within a specified time;

    (g)   obey any rules, regulations or directions for the use of ICT connection and ICT facilities; and

    (h)   respect the rights of other users and should conduct themselves in an orderly manner when using ICT facilities in shared or common spaces.

    (2)   The users of ICT facilities provided by University shall not -

    (a)   use or utilise any information, communications and telecommunication devices at secured areas as specified by the University;

    (b)   create, transmit, have in his possession, publish, distribute, circulate or broadcast any information or materials through ICT which are in the opinion of the University contrary to Islam or against any rules or regulations;

    (c)   abuse or use ICT in a manner which is likely to place his personal

interests in conflict with the University;

(d)   allow other users to have access to his electronic accounts;

(e)   perform any act which may interfere with the normal operation of the computers, terminals and network devices;

(f)   install, run or give to another user a programme that might damage a file or a computer system;

(g)   infringe the right of other users;

(h)   use ICT resources for unlawful activities including infringement of copyright or defamation;

(i)   remove or relocate any ICT equipment without prior permission of the University authority;

(j)   abuse or cause any form of damage to the University's ICT facilities or services;

(k)   introduce any virus, worm, *trojan* or other harmful programme or file into any ICT facility, or take deliberate action to circumvent any precautions taken or prescribed by the University authority to prevent it;

(l)   perform activities that compromise information security including but not limited to sniffing, spoofing, masquerading, phishing and social engineering;

(m)   read, delete and amend the data of other users or data structures without permission; and

(n)   set up unauthorised Local Area Network using existing ICT facility without permission of the University authority.

PART IX

DELEGATION OF FUNCTIONS

Delegation of Functions

19.   (1)   Subject to the provision of these Regulations, the ICT Committee or the Sub-Committees may assign or delegate to its members or sub-committee consisting of its members or any other University authority, or any officer, any of its duties, functions and responsibilities.

(2) Notwithstanding sub-regulation (1), the ICT Committee or the Sub- Committees may, if it thinks fit, review any decision made by any of its delegates and may confirm, revoke, vary or request such delegate to reconsider the decision.

PART X

DISCIPLINARY ACTION

Disciplinary Action

20.   (1)   Any student who contravenes any provisions in these Regulations shall be liable to disciplinary action under the relevant student disciplinary rules of the International Islamic University Malaysia.

(2)   Any staff who contravenes any provisions in these Regulations shall be liable to disciplinary action under the relevant staff disciplinary rules of the International Islamic University Malaysia.

(3)   Notwithstanding sub-regulations (1) and (2), anyone who is found guilty for violating these Regulations, the University may deprive him of certain privileges on the use or access to ICT services provided by the University.

PART XI

Amendment of Regulations

21.	Amendments to these Regulations may be made by the Board from time to time.

Made this	29th May 2025
Made this	*2nd Dhul Hijjah 1446*

Chairman of the Board

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA