

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

**2025**

## **AQAR 2025**

### **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 2025 and shall be read together with IIUM Assessment Policy 2022, IIUM Self Accreditation Guidelines, IIUM Postgraduate Regulations 2022 and Malaysian Qualifications Framework 2024.

##### **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 new cycle 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 1<sup>st</sup> May 2025.

##### **Interpretation**

5. In this Regulation, unless otherwise stated:

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

“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.

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

“External Advisor” refers to a person from other institutions / organisations 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.

“External Assessor” refers to a person from other institutions / organisations 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.

“External Examiner” refers to a person from other institutions / organisations 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.

“IIUM” refers to the International Islamic University Malaysia.

“Industry Consultant” is a professional with specialised expertise in a particular industry appointed by the University, after due endorsement by the Senate, who provides strategic advice, guidance, and solutions related to academic programmes of the Centre of Studies. The nomenclature may be termed differently at different 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.

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

“Professional Bodies” refers to registered associations or boards or councils or organisations or its equivalent of organised 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.

“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.

“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.

## **Standards**

6. All academic programmes shall adhere to the provisions of the Malaysian Qualifications Framework 2024, the Code of Practice for Programme Accreditation 2.0 and the relevant Malaysian Qualification Agency Programme Standards and Professional Bodies Accreditation Manual for the 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 authority to govern and direct the country's higher education.
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**

8.1.1 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 ecosystem.

8.1.2 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.

8.1.3 The members shall comprise the following:

- (a) Deputy Rector in charge of academic matters - who shall be the Chair

- (b) Director in charge of internal academic quality assurance - who shall be the Secretary
- (c) Director in charge of admission and academic management for undergraduate studies
- (d) Dean in charge of admission and academic management for postgraduate studies
- (e) Director in charge of strategic agenda of IIUM
- (f) Director in charge of Islamisation agenda of IIUM
- (g) Director in charge of training in teaching and learning for IIUM staff
- (h) Deans of Centre of Studies
- (i) Representative from Finance Division in charge of student fee
- (j) Other person(s) as deemed necessary by the Chairperson

8.1.4 The committee shall convene once a month and / or as required by the Senate. Relevant agenda of the meeting shall be presented to the Senate.

8.1.5 There shall be affiliate members of which attendance is compulsory comprising of Senate Secretariat.

8.1.6 There shall be affiliate members of which attendance is optional comprising of Academic Quality Assurance Liaison (AQAL).

## **8.2 Board of Studies**

### **8.2.1 Membership**

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

- (a) Internal Members:
  - (i) Dean of the respective Centre of Studies - who shall be the Chair
  - (ii) Deputy Dean in charge of the relevant MQF programme level
  - (iii) Selected Academic(s) in the respective programme; and

- (iv) Any Academic(s) deemed appropriate by the University
- (b) External Advisors:
  - (i) At least one Academic member:
    - The academic member shall be at least an associate professor in a field related to the programme **and** he / she is attached to another Higher Education Provider (local or international).
  - (ii) At least one Industry representative:
    - The representative(s) shall be a senior member of a reputable organisation related to the programme.

**and**

- (iii) Where applicable, at least one representative who is attached to the relevant professional body **and** who is a recognised professional in the relevant area.

***Note: The role of the External Advisors is not limited solely to participation in Board of Studies meetings. External Advisors should not be concurrently appointed as an External Examiner or External Assessor.***

## **8.2.2 Duration of Appointment (for External Advisor)**

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

## **8.2.3 Terms of Reference**

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

## **8.2.4 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.

### **8.2.5 Approving and Appointing Authority**

The nomination for the appointment of a member of the Board of Studies shall be submitted to the appropriate Sub-Senate committee for approval. The letter of appointment is issued by the Chair of that Sub-Senate committee.

## **8.3 Internal Assessor**

### **8.3.1 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.
- (a) Internal Assessor has been a full-time academic staff of IIUM for at least 5 years.

### **8.3.2 Terms of Reference**

- (a) To evaluate the academic programme offered by the Centre of Studies according to the relevant standards 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
  - (vi) sufficiency of educational resources and materials
  - (vii) appropriateness of human resources
  - (viii) optimisation of student intake
  - (ix) employability of graduates
  - (x) and other areas as deemed necessary

### **8.3.3 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 matters for approval. The letter of appointment is issued by the said Deputy Rector.

## **8.4 External Assessor**

### **8.4.1 Criteria / Qualifications of External Assessor**

The person shall be:

- (a) at least an associate professor or an acclaimed professional / resource person in the field related to the programme

**and**

- (b) affiliated to an institution / organization / industry with a high reputation in the field related to the programme being evaluated.

***Note: External Assessor should not concurrently be appointed as an External Examiner or Board of Studies.***

### **8.4.2 Duration of Appointment**

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

### **8.4.3 Terms of Reference**

- (a) To evaluate the academic programme offered by the Centre of Studies according to the relevant standards 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
  - (vi) sufficiency of educational resources and materials



- (vii) appropriateness of human resources
  - (viii) optimisation of student intake
  - (ix) employability of graduates
  - (x) and other areas as deemed necessary.
- (b) To assess the standing of the programme when benchmarked with international standard(s).

**and**

- (c) To present a talk on the state-of-the-art of the discipline at the Centre of Studies during the visit (for assessors not involved in accreditation purposes).

#### **8.4.4 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**

#### **8.5.1 Criteria / Qualifications of Internal Examiner**

Internal Examiner is selected among the IIUM academic staff whose area of expertise is relevant.

#### **8.5.2 Terms of Reference**

The following are the duties of Internal Examiner:

- (a) Participate in grading student performance in examinations and / or student works which are submitted for formal assessment. This may include thesis, dissertation, final year project, clinical assessment and others as determined by the Centre of Studies.
- (b) Submit a report on the above item(s) in accordance with the procedures set by the relevant University authority.

#### **8.5.3 Approving and Appointing Authority**

- (a) For Postgraduate thesis / dissertation, the nomination for the appointment of Internal Examiner shall be approved by the appropriate Sub-Senate committee.
- (b) The letter of appointment for PhD is issued by the Dean / Deputy Dean of Centre for Postgraduate Studies (CPS).

- (c) The letter of appointment for Master is issued by the Dean of that Centre of Studies.
- (d) For other types of exams or student work, the nomination for the appointment of Internal Examiner shall be approved by the Centre of Studies. The letter of appointment is issued by the Dean of that Centre of Studies.

## **8.6 External Examiner**

### **8.6.1 Criteria / Qualifications of External Examiner**

The person is at least an associate professor or an acclaimed professional / resource person in the field related to the programme.

### **8.6.2 Terms of Reference**

The following are the duties of External Examiner:

- (a) Participate in grading student performance in examinations and student works which are submitted for formal assessment. This may include thesis, dissertation, final year project, clinical assessment and others as determined by that Centre of Studies.
- (b) Submit a report on the above item(s) in accordance with the procedures set by the relevant University authority.

### **8.6.3 Approving and Appointing Authority**

- (a) For Postgraduate thesis / dissertation, the nomination for the appointment of External Examiner shall be approved by the appropriate Sub-Senate committee.
- (b) The letter of appointment for PhD is issued by the Dean / Deputy Dean of Centre for Postgraduate Studies (CPS).
- (c) The letter of appointment for Master is issued by the Dean of that Centre of Studies.
- (d) For other types of exams or student work, the nomination for the appointment of External Examiner shall be approved by the Centre of Studies. The letter of appointment is issued by the Dean of that Centre of Studies.

## **8.7 Industry Consultant**

### **8.7.1 Criteria of Appointment**

- (a) An active senior member from a reputable organisation related to the programme.
- (b) Serving in a leadership capacity for a minimum of 5 years.

***Note: Industry Consultant shall not hold concurrent appointments within Centre of Studies.***

### **8.7.2 Duration of Appointment**

The appointment shall not exceed three (3) years, and the appointment term shall not be consecutive.

### **8.7.3 Terms of Reference**

- (a) Serving as a liaison between industry and the specific programme.
- (b) Advising the programme on relevant industrial activities.
- (c) Advising on the relevant components of the curriculum including teaching and learning.
- (d) A minimum of one (1) visit per academic year.
- (e) Centre of Studies may add specific terms of reference based on the needs of that programme.

### **8.7.4 Approving and Appointing Authority**

The nomination of the appointment of Industry Consultant shall be approved by the Centre of Studies. The letter of appointment is issued by the Dean of that Centre of Studies.

## APPENDIX A

### SCHEDULE A (UPDATED ON 14<sup>TH</sup> MARCH 2025)

#### 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 Advisor)	Attending Meeting: RM500 per meeting.	<p>Other allowances (if applicable) - based on IIUM rules and regulations:</p> <p>(a) Accommodation or lodging allowance (exclude other expenses such as international telephone calls, launderette, recreational and fitness facilities and minibar).</p> <p>(b) Meal / Daily allowance (if meal is not provided).</p> <p>(c) Transportation such as air ticket facility and mileage claim.</p> <p>IIUM will only provide accommodation and transportation for traveling distances beyond a 25km radius from IIUM.</p>
2	Assessor (Internal / External)	<p>(a) Provisional Accreditation: For the report: RM700.00</p> <p>(b) Full Accreditation: (i) For the report: RM1000.00 (ii) For the Chair: RM200.00</p> <p>(c) Curriculum Review (upon completion of TOR): (i) External Assessor: RM700.00 (ii) Internal Assessor: to be reflected in APAR</p>	<p>Other allowances (if applicable) - based on IIUM rules and regulations:</p> <p>(a) Accommodation or lodging allowance (exclude other expenses such as international telephone calls, launderette, recreational and fitness facilities and minibar).</p> <p>(b) Meal / Daily allowance (if meal is not provided).</p> <p>(c) Transportation such as air ticket facility and mileage claim.</p> <p>IIUM will only provide accommodation and transportation for traveling distances beyond a 25km radius from IIUM.</p>

3	External Examiner	<p>(a) <u>Undergraduate</u></p> <p>(i) Maximum RM1,000.00 per examination exercise.</p> <p><u>Site Supervisor</u></p> <p>(i) Clinical main supervisor: Maximum RM1,000.00 per student (Maximum number of students: based on standard set by programme standard / professional body).</p> <p>(ii) Non-clinical main supervisor: Maximum RM300.00 per student.</p> <p>(iii) Co-supervisor: Maximum RM100.00 per student.</p> <p>(b) <u>Postgraduate</u></p> <p><u>Thesis / Dissertation Examiner</u></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>(i) Examiner for Master Thesis / Dissertation: - RM500.00</p> <p>(ii) Examiner for PhD Thesis / Dissertation: - RM750.00</p>	<p>Other allowances (if applicable) - based on IIUM rules and regulation:</p> <p>(a) Accommodation or lodging allowance (exclude other expenses such as international telephone calls, launderette, recreational and fitness facilities and minibar).</p> <p>(b) Meal / Daily allowance (if meal is not provided).</p> <p>(c) Transportation such as air ticket facility and mileage claim.</p> <p>IIUM will only provide accommodation and transportation for traveling distances beyond a 25km radius from IIUM.</p>
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		<p><u>Professional Programme</u></p> <p>(i) <u>Non-Clinical</u> Maximum RM1,000.00 per examination exercise.</p> <p>(ii) <u>Clinical</u> Maximum RM4,000.00 per examination exercise.</p> <p><u>Site Supervisor</u></p> <p>(i) Clinical main supervisor: Maximum RM2,000.00 per student (Maximum number of students: based on standard set by programme standard / professional body).</p> <p>(ii) Non-clinical main supervisor: Maximum RM500.00 per student.</p> <p>(iii) Co-supervisor: Maximum RM300.00 per student.</p>	
4	Internal Examiner	<p><u>Thesis / Dissertation Examiner</u></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>	-

		(b) Examiner for PhD Thesis / Dissertation: RM600.00	
5	Industry Consultant	RM500 per visit	<p>Other allowances (if applicable) - based on IIUM rules and regulations:</p> <p>(a) Accommodation or lodging allowance (exclude other expenses such as international telephone calls, launderette, recreational and fitness facilities and minibar).</p> <p>(b) Meal / Daily allowance (if meal is not provided).</p> <p>(c) Transportation such as air ticket facility and mileage claim.</p> <p>IIUM will only provide accommodation and transportation for traveling distances beyond a 25km radius from IIUM.</p>

*\*\* All remuneration is in Ringgit Malaysia (RM). Assessor based abroad will be paid the equivalent rate according to the prevailing exchange rate.*