

FORM NO: KIRKHS/DDAI – UG/COP 1

INTERNAL CHANGE OF PROGRAMME

REVISION NO: 4

LAST REVISED: FEB 2022

**OFFICE OF DEPUTY DEAN ACADEMIC & INTERNATIONALISATION**

**APPLICATION FOR CHANGE OF PROGRAMME (COP) / CHANGE OF MAJOR WITHIN THE KULLIYYAH (INTERNAL COP)**

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|  **INSTRUCTION** **To the Student** 1. This form is meant for the Undergraduate student who wishes to Change of Programme (COP) for programme within KIRKHS only (Internal COP).
2. This form has three (3) sections, A,B and C. You are required to fill in Section A only.
3. Please attach the form with your academic credentials, current semester result, the EPT/APT result slip and submit them to the Heads of Departments (current and intended).
4. The application for the Internal COP is applicable once only.
5. **This application is open from the date of release of result of the recent semester until the last Friday of Week 1 of the following normal semester**
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| **To the Head of Department (HOD)**1. With reference to Table 1 and 2 of Conditions for the Internal COP, please fill in Section B only.
2. Please submit the form to the Office of Deputy Dean (Academic & Internationalisation).
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| **Conditions for the Internal COP**1. This application is applicable for first or second-semester student only (*herein after will be known as applicant*).
2. Applicant shall be an active status student at the time of application.
3. Applicant has attained not more than forty-one (41) credit hour with minimum CGPA of 2.80 (HIST only) or 3.00.
4. Applicant fulfilled the English Placement Test (EPT) / Arabic Placement Test (APT) as stipulated in the following table:

 Table 1: The requirement of English Placement Test (EPT) / Arabic Placement Test (APT) for KIRKHS (Undergraduate)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program | Major | EPT Skills | EPT Overall Band | APT Overall Band |
| Writing | Speaking | Listening | Reading |
| BARB | - | 5 | 5 | 5 | 5 | 5.5 | 6 |
| BAHIM | - | 5 | 5 | 5 | 5 | 5.5 | 6 |
|  |
| RK | RKUD | 5.5 | 5.5 | 5.5 | 5.5 | 5.5 | 6 |
| RKQS  | 5 | 5 | 5 | 5 | 5.5 | 6 |
| RKFQ | 5 | 5 | 5 | 5 | 5.5 | 6 |
|  |
| HS | COMM | 5.5 | 5.5 | 5.5 | 5.5 | 6 | 5 |
| HIST |
| PSCI |
| PSYC |
| SOCA |
|  |
| BENL | - | 6 | 6 | 6 | 6 | 7 | 5 |
| BAHIM | - | 5 | 5 | 5 | 5 | 6 | 6 |

1. Applicant obtained a minimum “B” grade for Introductory of Human Science (HS) / Revealed Knowledge (RK) course (s), noted as follows:

 Table 2: Conditions required for specific programme/major

|  |  |  |
| --- | --- | --- |
| Intended Program | Intended Major | Grade required for Introductory of HS / RK course |
| BARB | - | Obtain “B+” grade in ARAB 1115: Arabic for Islamic Studies |
| BAHIM |  | Obtain “B+” grade in RKFQ 2070 or RKFQ 2070 A and HART 2102: Halal Industry EcosystemFrom RKFQ to BAHIM, no requirement |
| BENL | - | Obtain “B+” grade in ENGL 1020: Introduction to Discourse and ENGL 1110: Literary Genres I: Drama and Poetry. |
| HS | COMM | Obtain “B” grade in COMM 1000: Introduction to Communication |
| HIST | Obtain “B” grade in HIST 1000: Introduction to History and Civilization  |
| PSCI | Obtain “B” grade in PSCI 1010: Introduction to Political Science |
| PSYC | Obtain “B” grade in PSYC 1000: Introduction to Psychology |
| SOCA | Obtain “B” grade in SOCA 1010: Introduction to Sociology or SOCA 1050: Introduction to Anthropology |
| RK | RKUD | Obtain “B” grade in RKUD : Islamic Aqidah |
| RKQS | Obtain “B+” grade in two (2) RKQS fundamental courses: RKQS1111A, RKQS1121A |
| RKFQ | Obtain “B+” grade in RKFQ 2070 or RKFQ 2070 A  |

1. The applicant’s academic background does not contradict the admission requirement outlined at both University and National levels.
2. The decision to approve/reject your application is solely on the Kulliyyah and no further appeal will be entertained.
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**SECTION A: TO BE COMPLETED BY THE APPLICANT**

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| --- | --- |
| Name: | Matric Number: |
| Mahallat & Room No.: | Nationality: |
| Age: | Gender: | I/C orPassport No.: | Marital Status: |
| Sponsorship: | Year/Level: |
| Address of Parent/Guardian: | No. of Dependants of Parent/Guardian: |
| Occupation of Parent/Guardian: |
| Phone No.:Handphone No.:Email: |

**ACADEMIC PERFORMANCE OF THE EXISTING PROGRAMME**

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| Name of Programme: |
| **Semester** | **GPA** | **CGPA** |
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*Note: Please attach all copies of the previous examination results*

**REASON AND JUSTIFICATION FOR CHANGE OF PROGRAMME**

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**PROGRAMME PREFERENCE/INTENDED PROGRAMME IN KIRKHS**

Tick (√) only one:

|  |  |  |  |
| --- | --- | --- | --- |
|  | BENL  |  | BARB |
|  | HS-COMMUNICATION |  | RK-FIQH & USUL AL-FIQH |
|  | HS-HISTORY |  | RK-QURAN & SUNNAH |
|  | HS-POLITICAL SCIENCE |  | RK-USUL AL-DIN & COMPARATIVE RELIGION |
|  | HS-PSYCHOLOGY |  | BAHIM |
|  | HS-SOCIOLOGY & ANTHROPOLOGY |  |  |

Please indicate your choice when you first applied to \*IIUM / IIUM Centre for Foundation Programme.

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| --- | --- | --- | --- |
| BENL |  | BARB |  |
| HS-COMMUNICATION |  | RK-FIQH & USUL AL-FIQH |  |
| HS-HISTORY |  | RK-QURAN & SUNNAH |  |
| HS-POLITICAL SCIENCE |  | RK-USUL AL-DIN & COMPARATIVE RELIGION |  |
| HS-PSYCHOLOGY |  | BAHIM |  |
| HS-SOCIOLOGY & ANTHROPOLOGY |  |  |  |
| OTHER (Please specify) |

*\*Delete where applicable*

**IMPORTANT NOTICE:** Please enclose the following documents together with the application form:

1. SPM / O-Level
2. STPM / STAM / A-Level / Diploma or equivalence
3. EPT / APT result slip
4. Examination results of each semester of the current programme

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| Student’s Signature:....................................................................................... Date:........................................................................... |

**SECTION B : TO BE COMPLETED BY HEAD OF DEPARTMENT (HOD) AND DEPUTY DEAN (ACADEMIC AND INTERNATIONALISATION)**

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| **TO BE COMPLETED BY HEAD OF DEPARTMENT (HOD) OF THE PRESENT PROGRAMME**Please tick (√) your decision.Approved Rejected If rejected, please comment: .............................................................................................................................................................................................................................................................................................................................................................................................................................................................Signature and Stamp of the HOD Date: ………………………………………….  |
| **TO BE COMPLETED BY HEAD OF DEPARTMENT (HOD) OF THE INTENDED PROGRAMME**Please tick (√) your decision.Approved Rejected If rejected, please comment: .............................................................................................................................................................................................................................................................................................................................................................................................................................................................Signature and Stamp of the HOD Date: ………………………………………….  |
| **APPROVAL BY DEPUTY DEAN (ACADEMIC & INTERNATIONALISATION)** Please tick (√) your decision.Approved, concurred with HOD recommendation Rejected If rejected, please comment: .................................................................................................................................................................................................Signature and Stamp of the DDAIDate: ………………………………………….  |

**SECTION C: TO BE COMPLETED BY SECRETARIAT OF UGCM**

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| Processed by: ................................................................Approved programme: .........................................................Remark: ....................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................Signature and Stamp: Date: ………………………………………….  |