



OFFICE OF DEPUTY DEAN ACADEMIC & INTERNATIONALISATION

APPLICATION FOR CHANGE OF PROGRAMME (COP) / CHANGE OF MAJOR WITHIN THE KULLIYAH (INTERNAL COP)  
INSTRUCTION

**To the Student**

1. This form is meant for the Undergraduate student who wishes to Change of Programme (COP) for programme within AHAS 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**

**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).

**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 hours 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

5. 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 1370 (Cross list ARAB 1115): Arabic for Islamic Studies
BAHIM		Obtain "B+" grade in RKFQ 1310 (Cross list RKFQ 2070) or RKFQ 1311 (Cross list RKFQ2070A) and HART 1331 (Cross list HART 2102: Halal Industry Ecosystem) From RKFQ to BAHIM, no requirement
BENL	-	Obtain "B+" grade in ENGL 1320: Linguistics in the Humanities (Cross list ENGL 1020) and ENGL 1330: Reading Poetry (Cross list ENGL 1110)
HS	COMM	Obtain "B" grade in COMM 1310: Introduction to Communication (Cross list COMM 1000)
	HIST	Obtain "B" grade in HIST 1300: Introduction to History and Civilization (Cross list HIST 1000)
	PSCI	Obtain "B" grade in PSCI 1301: Introduction to Political Science (Cross list PSCI 1010)
	PSYC	Obtain "B" grade in PSYC 1311 : Introduction to Psychology (Cross list PSCI 1000)

	SOCA	Obtain "B" grade in SOCA 1310: Introduction to Sociology (Cross list SOCA 1010) or SOCA 1320: Introduction to Anthropology (Cross list SOCA 1050)
RK	RKUD	Obtain "B" grade in RKUD 1350: Islamic Aqidah (Cross list RKUD2010A)
	RKQS	Obtain "B+" grade in two (2) RKQS fundamental courses: RKQS 1311 (Cross list RKQS1111) & RKQS 1312 (Cross list RKQS1121A)
	RKFQ	Obtain "B+" grade in RKFQ 1311 (Cross list RKFQ2070A)

6. The applicant's academic background does not contradict the admission requirement outlined at both University and National levels.

7. The decision to approve/reject your application is solely on the Kulliyah and no further appeal will be entertained.

**SECTION A: TO BE COMPLETED BY THE APPLICANT**

Name:		Matric Number:	
Mahallah & Room No.:		Nationality:	
Age:	Gender:	I/C or Passport 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**

Name of Programme:		
<b>Semester</b>	<b>GPA</b>	<b>CGPA</b>

**REASON AND JUSTIFICATION FOR CHANGE OF PROGRAMME**

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**PROGRAMME PREFERENCE/INTENDED PROGRAMME IN KIRKHS**

Tick (√) only one:

- |                          |                             |                          |                                       |
|--------------------------|-----------------------------|--------------------------|---------------------------------------|
| <input type="checkbox"/> | BENL                        | <input type="checkbox"/> | BARBM                                 |
| <input type="checkbox"/> | HS-COMMUNICATION            | <input type="checkbox"/> | RK-FIQH & USUL AL-FIQH                |
| <input type="checkbox"/> | HS-HISTORY                  | <input type="checkbox"/> | RK-QURAN & SUNNAH                     |
| <input type="checkbox"/> | HS-POLITICAL SCIENCE        | <input type="checkbox"/> | RK-USUL AL-DIN & COMPARATIVE RELIGION |
| <input type="checkbox"/> | HS-PSYCHOLOGY               | <input type="checkbox"/> | BAHIM                                 |
| <input type="checkbox"/> | HS-SOCIOLOGY & ANTHROPOLOGY |                          |                                       |

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

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:

- i. SPM / O-Level
- ii. STPM / STAM / A-Level / Diploma or equivalence
- iii. EPT / APT result slip
- iv. Examination results of each semester of the current programme

Student's Signature:.....

Date:.....

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

**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 DDAI

Date: .....

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

Processed by: .....

Approved programme: .....

Remark: .....

.....

Signature and Stamp:

Date: .....