



## ACADEMIC COURSES

### RULES & REGULATIONS

#### Enrolment

A student's acceptance on to any of the academic courses is dependent on them passing the assessment stage. This includes, and is not limited to, passing official exams of Tamheediyyah/ Mutawassitah/ Mutaqaddimah, or a panel assessment if the student is joining an academic course for the first time.

#### Commitment

Progressing through the Ijaazah programme requires hard work and commitment. A minimum of 85% attendance is required across all levels – failure to meet this standard will result in a review. To succeed in this course, we recommend a student dedicates at least twice this amount of time outside the classroom to personal study.

The set hours for each level:

- Tamheediyyah: 99 hours
- Mutawassitah: 99 hours
- Mutaqaddimah: 99 hours
- Itqaan: 50 hours

#### Fees

Course fees are non-refundable and non-transferrable.

A student will not be added to the class group until the first payment has been made at registration, thereafter the remaining fees can be paid in an agreed number of instalments.

If a student leaves the course partway through, they will not be issued with a refund for what they did not attend.

If a student leaves the course partway and has not paid the full fees, these fees are still payable and must be paid as per the agreement.

The courses are arranged to meet the teaching and administration costs; these costs are still present even if a student leaves.

#### Exams

Exams take place three times a year; September, February, and July. These dates may vary to avoid clashes with Eid, and students will be made aware of the provisional exam dates at the start of the academic course.



Exam fees are non-refundable and non-transferrable. A student is required to pay exam fees for each exam period they register for.

Every student will have one exam for each section of study – Practical, Theory and Memorisation. At the first attempt of sitting the exams, all three parts must be attended; a student cannot defer one or more parts to the next exam period.

The responsibility to register for the exams before the deadline lies with the student; the teacher will advise of the procedure and the Institute will provide all the information relating to what is required. If the student does not complete registration for the exams before the deadline, they will have to wait until the next set of exams. This could mean that they cannot continue with the course until they attend and pass the exams at the next exam period.

The exam timetable will be released four weeks before the exams. Each student will be given their own time slot for each exam that they are taking. These times are fixed – they cannot be exchanged with other students. There is no guarantee that the exams will fall on the day the student usually has their class; with the timetable being released four weeks before the exam, the student has ample time to make arrangements to attend.

Exams are held during working hours Monday – Friday; weekend and evening times are not available.

The student is required to pass all three components of the course to move on to the next level.

In the case of a student failing one section, they will only have to repeat that section during the next exam period but can continue with the course. If a student fails two or more, they will have to repeat all three exams before they are permitted to continue.