



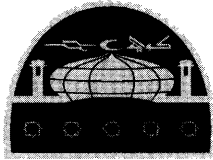
KOLEJ UNIVERSITI ISLAM MALAYSIA

جامعة العلوم الإسلامية بماليزيا

ISLAMIC UNIVERSITY COLLEGE OF MALAYSIA

Undergraduate GuideBook 2002-2003

FACULTY OF DAKWAH  
AND ISLAMIC  
MANAGEMENT



**KOLEJ UNIVERSITI ISLAM MALAYSIA**

**جامعة العلوم الإسلامية بماليزيا**

**ISLAMIC UNIVERSITY COLLEGE OF MALAYSIA**

**UNDERGRADUATE GUIDEBOOK  
FACULTY OF DAKWAH AND ISLAMIC  
MANAGEMENT**





# **Kolej Universiti Islam Malaysia ( KUIM )**

## **MOTTO**

Knowledgeable, Disciplined and Godly

## **PHILOSOPHY**

The integration of Naqli knowledge and Akli together with character of good deed will be the main platform to mould an excellent generation and knowledgeable society.

## **VISION**

Creating academic excellence and an ummah able to contribute not only towards human progress and nation building but also to the advancement of the world.

## **MISSION**

Aims to be a leading centre of Islamic studies that utilises advanced approaches in the era of ICT to explore issues for the well-being and harmony of the society and Islam

## **OBJECTIVES**

To cultivate and uphold the Islamic principles, civilisation and culture into the mainstream of the national education.

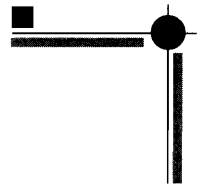
To enable students to establish an integration between Islamic theories and practice.

To produce brilliant Muslim leaders who are highly competent to lead and govern the nation in a global society and environment.

To explore the various Islamic principles and disciplines consistent with the modern environment and technologies.

To develop a new generation of Muslim who are highly ethical, socially responsible, dynamic, and technically and morally competent to take up the challenges of the information age.

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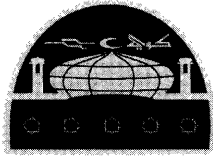
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## FAKULTI OF DAKWAH AND ISLAMIC MANAGEMENT

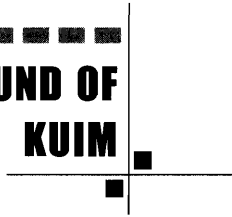
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## RULES AND REGULATIONS KUIM BACHELOR DEGREE PROGRAMME

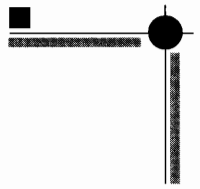




# **BACKGROUND OF KUIM**







# 1. ADMINISTRATION OF KUIM

## BOARD OF DIRECTORS

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Dip. Pend. (°Ain Shams), Ph.D(Kent).



# MANAGEMENT OF KUIM

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### **Dean (Acting) Faculty Of Syariah And Judiciary**

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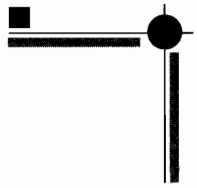
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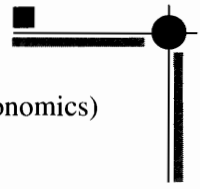
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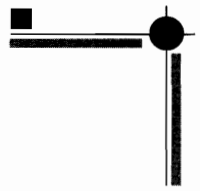
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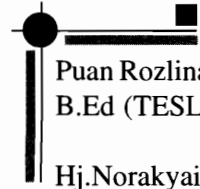
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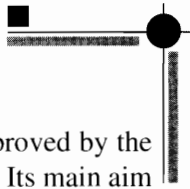
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B.A. ( Al Azhar)

Encik Muhammad Marwan Ismail  
B.A. (Jordan)

Puan Suhaili A.Jalil  
B.Ed TESL (Southampton,UK)



## 2. BACKGROUND

The setting up of Kolej Universiti Islam Malaysia (KUIM) was approved by the Cabinet on 11 June 1997 and later was gazetted on 12 March 1998. Its main aim is to improve the quality of Islamic education in the country

KUIM's first academic session commenced in the year 2000/2001. Currently there are four faculties:


- Faculty of Syariah and Judiciary
- Faculty of Quranic and Sunnah Studies
- Faculty of Dakwah and Islamic Management
- Faculty of Economics and Muamalat

When KUIM began its operation in January 2000, it had used the facilities at Universiti Kebangsaan Malaysia, which is at Level 5 of the Faculty of Islamic Studies building. In April 2000, it shifted to its first temporary campus situated at the Professional Institute of Baitulmal (IPB), Lot 1363, Jalan Perkasa Off Jalan Kampung Pandan, 55100 Kuala Lumpur where the first intake of 255 students registered for the 2000/2001 academic session. For the following session, 2001/2002, KUIM had taken in 556 new students. The increase in student population had encouraged KUIM to upgrade the academic and accommodation facilities. Hence, KUIM had partially transferred its operations to the second temporary campus, which is situated at Menara A, Persiaran MPAJ, Jalan Pandan Indah, 55100 Kuala Lumpur. This campus was mainly for academic activities such as lectures and tutorials. Starting from 21 January 2002, KUIM's operations including management and administration was fully transferred to Menara A, Persiaran MPAJ, Kuala Lumpur.

## 3. CONCEPT AND SCOPE OF STUDIES AT KUIM

The basic concept of KUIM is based on the integration of the knowledge of 'naqli' and 'akli' in all its programmes. This unique concept is vital in order to achieve its main objectives.

Apart from Bahasa Malaysia as its medium of instruction, great emphasis is also given to Arabic and English language in all the courses taught.



Knowledge is acquired in many ways – via the original language in which the knowledge originated, traditional and modern approaches, the understanding of Quran, Sunnah and classical scriptures. Priorities are given to these sources of knowledge which are integrated comprehensively in the process of teaching and learning.

KUIM programmes are focused on Islamic education fields. The maximum enrolment is restricted up to around 10,000 students only, in the expectations that KUIM will be successful in producing graduates with high calibre in their discipline and proficient in both English and Arabic. It is also hoped that will be acknowledged locally and internationally, as desired by the nation that is, for Malaysia to become the centre of knowledge excellence.

#### **4. OBJECTIVES**

KUIM is the main channel for students from secondary Islamic schools throughout the country to further their studies at the tertiary level in Malaysia.

Its objectives are:

- i. To uphold the Islamic principles, education, civilization and culture into the main stream of the national education.
- ii. To enable students to establish an integration between Islamic theories and practices.
- iii. To produce knowledgeable Muslim intellectuals who are highly competent and possess high potentials to lead and govern the multicultural nation towards positive developments.
- iv. To explore the various Islamic principles and disciplines consistent with the modern environment and latest technologies.
- v. To develop a generation of Muslim work force who are highly ethical, socially responsible, dynamic, technically and morally competent to communicate and function effectively in the Malaysian society.

## 5. ADMISSION CRITERIA

Applicants for admission to the Faculties of Syariah and Judiciary, Quranic and Sunnah Studies, and Dakwah and Islamic Management at KUIM must fulfil the requirements below:

(i) Passed Sijil Pelajaran Malaysia (SPM) or its equivalent, and credit in at least 5 other subjects including

- Bahasa Melayu
- Bahasa Arab Tinggi,
- **two** subjects from the list below:

Bahasa Arab Komunikasi  
Pendidikan Islam  
Tasawwur Islam  
Pendidikan Syariah Islamiyyah  
Pendidikan Al-Quran dan Al-Sunnah

a. one other subject **and** a pass in English at that level; **and**

(ii) Passed with at least an E for Bahasa Arab and Syariah or Usuluddin at STPM level; OR

(iii) Obtained a good Sijil Tinggi Agama Malaysia (STAM) qualification, at least at Jaiyyid level; OR

(iv) Passed SPM or equivalent with credits in Bahasa Melayu, Bahasa Arab Tinggi/Bahasa Arab Komunikasi and at least a pass in English; AND

(v) A holder of a diploma relevant to the programmes applied (include certified copies of examination transcripts from semester 1 to the final semester); AND

(vi) Has other qualifications equivalent to it and is accepted by the University Senate; AND

(vii) Fulfilled the Malaysian University English Test (MUET) requirements for STPM, STAM dan Diploma students for the current year.

(viii) Applicants with positive attitude, who are active, strive for excellence, possess strong leadership skills and world knowledge will be given priority.

## **6. PROGRAMMES OFFERED AT KUIM**

KUIM offers four full time bachelor degree programmes and they are:

- (i) Bachelor of Syariah and Judiciary (Hons)
- (ii) Bachelor of Quranic and Sunnah Studies (Hons)
- (iii) Bachelor of Dakwah and Islamic Management (Hons)
- (iv) Bachelor of Economics and Muamalat

## **7. STRUCTURE OF THE PROGRAMMES**

### **(i) Duration of Studies**

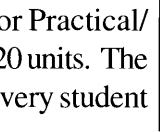
- (a) The courses offered at KUIM are on full time basis and adhere to the semester system.
- (b) To obtain a bachelor degree, the duration of studies should not be less than 6 semesters or exceed 10 semesters.
- (c) Each semester consists of 14 weeks of instruction, 3 weeks of examination and the rest are mid-semester breaks and semester holidays.
- (d) To graduate, students have to fulfil sufficient number of credit hours stipulated by KUIM.

### **(ii) Course Components**

To be eligible for graduation, students must complete all requirements for the respective programmes:

#### **(a) Kolej Universiti Courses:**

- .. 2 Islamic and Asian Civilizations courses
- .. 5 General Studies courses
- .. 1 Practical/Industrial Training course
- .. 1 Co-Curriculum course



Each course by Kolej Universiti carries 2 units (except for Practical/ Industrial Training which carries 4 units), which totals up to 20 units. The course code for these courses is KU. It is compulsory for every student to complete and pass these courses.

(b) Core Courses:

- .. 4 Arabic language (UA) courses
- .. 2 English language (UB) courses
- .. 13 Islamic Studies (KA, KB and KC) courses

Faculty core courses are compulsory for all students of KUIM and each course carries 2 units which totals up to 38 units.

(c) Courses including Academic Projects use special codes that are different depending on faculties. The codes are:

- .. KA (Faculty of Syariah and Judiciary)
- .. KB (Faculty of Quranic and Sunnah Studies)
- .. KC(Faculty of Dakwah and Islamic Management)

These courses are specific faculty courses that students from the respective faculties have to take. A total of 13 courses (3 units each) are required to be completed.

(d) Students will have to complete 4 Elective/Minor courses from other faculties. Each course carries 3 units which totals up to 12 units.

(e) The distribution of the required courses for the three faculties is shown in the following table:

<b>Course Components</b>	<b>No</b>	<b>Course Type</b>	<b>Units</b>	<b>Course Status</b>
Kolej Universiti Courses	02	Islamic and Asian Civilizations (2 x 2)	04	WU
	05	General Studies (5 x 2)	10	WU
	01	Practical/Industrial Training (1 x 4)	04	WU
	01	Co-curriculum (1 x 2)	02	WU
Faculty Core Courses	04	Arabic Language (4 x 2)	08	WF
	02	English Language (2 x 2)	04	WF
	13	Islamic Studies (13 x 2)	26	WF
Programme Courses	13	Specific Programme Courses (13 x 3)	39	WP
Elective/ Minor Courses	04	Courses from other Faculties (4 x 3)	12	LP
	<b>45</b>	<b>TOTAL</b>	<b>109</b>	

(iii) Specialization and Placement of Faculty

- (a) Successful candidates who are selected to study at KUIM will be streamed into three faculties based on their performance in their STPM examinations.
- (b) In some isolated cases, the Deans will determine the streaming exercise. This is carried out by giving considerations to certain aspects and the outcome of the streaming process is final.
- (c) Candidates who have successfully been placed in the respective faculties are required to undergo the programmes offered.

## 8. PRACTICAL/INDUSTRIAL TRAINING (KU 3012)

### (i) Introduction

Practical/Industrial Training course is made compulsory for all students from all faculties except for those from the Faculty of Syariah and Judiciary. The course is managed by KUIM and carries a total of 4 units. The units are in the form of grades but are not accumulated into the CGPA. Students from semester IV will have to undergo the training successfully at selected agencies in order to graduate. For students from the Faculty of Syariah and Judiciary, the practical/industrial training will be replaced with Moot/Mock and Relocation course (KA 2082).

### (ii) Objectives

- (a) To expose students to the actual working environment.
- (b) To enable students to integrate knowledge on Islam and their working environment via interactions between students and the respective sectors involved.
- (c) To bridge the gap between students and the public and private sectors, and enhance cooperation in the fields of training, education and skills.
- (d) To gain relevant work experience.

### (iii) Duration of Training

The training will commence at the end of the semester and will run for at 6 weeks (1 week of orientation, 4 weeks of actual training and 1 week for report writing).



(iv)

## Grading and Evaluation

Grades will be awarded based on the reports submitted by the students and evaluation made by supervisors from KUIM and the respective agencies. The breakdown of the grading is:

- (a) Reports submitted by students - 30%
- (b) Evaluation by the respective agencies - 30%
- (c) Evaluation by supervisors from KUIM – 40%

(v) Suggested Activities for Practical Training:

- (a) Administrative work at the respective agencies
- (b) Research Assistant
- (c) Facilitator
- (d) Motivational/Religious talks
- (e) Fardu 'Ain Classes
- (f) Al-Quran/Tajwid Classes
- (g) Guidance for Muallaf
- (h) Counselling/Consultation Sessions
- (i) Motivational/Ethics Workshops
- (j) Building of mosques
- (k) Dakwah Activities
- (l) Other suitable activities that will be determined by KUIM





## Faculty of Dakwah and Islamic Management

- 1.0 Justification of Faculty Establishment Bachelor of Dakwah and Islamic Management (Hons) programme at the Faculty of Dakwah and Islamic Management is established based on the following considerations:
- 1.1 Both Dakwah Studies and Islamic Management courses are taught separately at Public Institutions of Higher Learning and Islamic Colleges throughout the nation. Therefore, it is now appropriate to establish the Bachelor of Dakwah and Islamic Management Programme and conducted comprehensively at the degree level.
  - 1.2 Due to the interest of the Government and the public in the dakwah movement, a number of government dakwah bodies have been set up. This, not only to disseminate knowledge but also to curb undesirable movements in the society. Therefore, this programme aims to produce experts in Dakwah studies.
  - 1.3 In order to standardize and upgrade the management and administration in all the Islamic Departments in Malaysia, the government requires administrative officers who are competent and efficient. Thus, providing job opportunities for the Bachelor of Dakwah and Islamic Management (Hons) degree holders.
  - 1.4 Bachelor of Dakwah and Islamic Management (Hons) programme has never been offered at any of the Public Institutions of Higher Learning in Malaysia. Therefore, KUIM would like to be the first to offer such programme.

## 2.0 Faculty Objectives

The objectives of the Faculty of Dakwah and Islamic Management are:

- 2.1 To produce graduates who are experts in the philosophy of dakwah and management, and are able to contribute to the development of modern dakwah.

2.2 To produce mature graduates in the field of Islamic studies and are committed in the area of dakwah and management.

2.3 To produce graduates who are able to carry out duties professionally and contribute to the development of the society and the nation in the field of dakwah.

### 3.0 Faculty of Dakwah and Islamic Management Course Components

Course Components	Course Type	Units	Course Status
1. Kolej Universiti Courses	<b>I. 2 Islamic and Asian Civilization Courses</b>		
	KU1012 Islamic and Asian Civilizations	2	WU
	KU 1022 Islamic and Asian Civilizations	2	WU
	<b>II. 5 General Studies Courses</b>		
	KU 1032 Introduction to Information Technology	2	WU
	KU 1042 Critical and Creative Thinking	2	WU
	KU 2012 Introduction to Communication	2	WU
	KU 2042 Research Methodology	2	WU

Course Components	Course Type	Units	Course Status
	III <b>1 Practical/Industrial Training Course:</b> KU 3012 Practical Training	4	WU
	IV <b>1 Co-Curriculum Courses:</b> KU 2032 Co-Curriculum	2	WU
	<b>Total</b>	<b>20</b>	
2. Faculty of Dakwah and Islamic Management Core Courses	<b>4 Arabic Language courses</b> UA 1012 Maharat al-Qiraah UA 1022 Maharat al-Muhadathah wa al-Khatabah UA 2012 Maharat al-Kitabah UA 2022 Maharat al-Istima' wa al-Fahm	2 2 2 2 2	WF WF WF WF WF
	II. <b>2 English Language Courses</b> UB 1012 English Language I UB 1012 English Language II	2 2	WF WF
	KC 1012 Islamic Aqidah KC 2022 Akhlak and Tasawuf KA 1012 Fiqh Ibadat and Munakahat KA 1022 Fiqh Muamalat and Jinayat KA 1042 Usul Fiqh KB 1012 Ulum al-Quran	2 2 2 2 2 2	WF WF WF WF WF WF

<b>Course Components</b>	<b>Course Type</b>	<b>Units</b>	<b>Course Status</b>
	KB 1022 Ulum al-Hadith	2	WF
	KB 2012 Introduction to Qiraat and Hafazan	2	WF
	KC 1022 Dakwah Methodology	2	WF
	KC 2012 Modern Islamic Thinking	2	WF
	KB 1042 Sirah Rasul	2	WF
	KA1032 Tarikh al-Tashri	2	WF
	KA 1052 Malaysian Legal System	2	WF
	<b>Total</b>	<b>38</b>	
<b>Course Components</b>	<b>Course Type</b>	<b>Units</b>	<b>Course Status</b>
3. Dakwah and Islamic Management Programme Corses	KC 2033 Dakwah Methodology	3	WP
	KC 2053 Speech and Debate Knowledge	3	WP
	KC 2073 Malaysian Culture and Ethnic Study	3	WP
	KC 2043 Christian Missionary Movement	3	WP
	KC 2063 Islam and Current Issues	3	WP
	KC 2083 al-Milal wa al-Nihal	3	WP
	KC 2103 Modern Dakwah Organization	3	WP
	KC 3013 Principles and Practice of Management	3	WP
	KC 3033 Personnel Management	3	WP
	KC 3053 Islamic Work Ethics	3	WP
	KC 3023 Adab al-Ikhtilaf	3	WP
	KC 3043 al-Firaq al-Islamiyyah	3	WP
	KC 3063 Academic Project	3	WP
	<b>Total</b>	<b>39</b>	

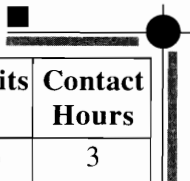
<b>Course Components</b>	<b>Course Type</b>	<b>Units</b>	<b>Course Status</b>
4. Elective Minor Courses/ #	KA 2033 Siyasaah Shar'iyah	3	LP
	KA 2043 Administration of Islamic Law in Malaysia	3	LP
	KA 2053 al-Fiqh al-Mu'asir	3	LP
	KB 3033 Sunnah, Bid'ah and Khurafat	3	LB
	KB 3013 Ilmu Takhrij	3	LP
	KB 2093 Orientalist Behaviour To wards Quran and Sunnah	3	LP
		<b>Total Unit</b>	<b>12</b>
	<b>TOTAL</b>	<b>109</b>	

# Only 12 units are required.

#### 4.0 Lists of Courses Offered According to Semester (Semester I to Semester VI)

<b>Semester</b>	<b>Course Code and Title</b>	<b>Course Status</b>	<b>Units</b>	<b>Contact Hours</b>
I	KU 1012 Islamic and Asian Civilizations	WU	2	2
	UA 1012 Maharat al-Qiraah	WF	2	3
	KU 1032 Introduction to Information Technology	WU	2	3
	UB 1012 English Language1	WF	2	3
	KC 1012 Islamic Aqidah	WF	2	3
	KA 1012 Fiqh Ibadat and Munakahat	WF	2	3
	KB 1012 Ulum al-Quran	WF	2	3
	KA 1032 Tarikh al-Tashri	WF	2	3
	KA 1052 Malaysian Legal System	WF	2	3
	<b>Total</b>		<b>18</b>	<b>26</b>

Semester	Course Code and Title	Course Status	Units	Contact Hours
II	KU 1022 Islamic and Asian Civilizations	WU	2	2
	UA 1022 Maharat al-Muhadathah wa al-Khatabah	WF	2	3
	KU 1042 Critical and Creative Thinking	WU	2	3
	UB 1022 English Language II	WF	2	3
	KA 1042 Usul Fiqh	WF	2	3
	KC 1022 Dakwah Methodology	WF	2	3
	KB 1022 Ulum al-Hadith	WF	2	3
	KB 1042 Sirah Rasul	WF	2	3
	KA 1022 Fiqh Muamalat and Jinayat	WF	2	3
	<b>Total</b>		<b>18</b>	<b>26</b>
III	KU 2012 Introduction to Communication	WU	2	3
	KU 2032 Co-curriculum	WU	2	2
	UA 2012 Maharat al-Kitabah	WF	2	3
	KB 2033 Dakwah Methodology	WP	3	3
	KB 2012 Introduction to Qiraat and Hafazan	WF	2	3
	KB 2053 Speech and Debate Knowledge	WP	3	3
		WF	2	3
	KC 2012 Modern Islamic Thinking	WP	3	3
	KB 2073 Malaysian Culture and Ethnic Study			
	<b>Total</b>		<b>19</b>	<b>23</b>
Semester	Course Code and Title	Course Status	Units	Contact Hours
IV	KU 2022 Fundamental of Quality Management	WU	2	3
	KU 2042 Research Methodology	WU	2	3
	UA 2022 Maharat al-Istima' wa al-Fahm	WF	2	3
	KC 2022 Akhlak and Tasawuf	WF	2	3
	KC 2043 Christian Missionary Movement	WP	3	3
	KC 2063 Islam and Current Issues	WP	3	3
	KC 2083 al-Milal wa al-Nihal	WP	3	3



Semester	Course Code and Title	Course Status	Units	Contact Hours
	KC 2103 Modern Dakwah Organization	WP	3	3
	<b>Total</b>		<b>20</b>	<b>24</b>
V	KC 3013 Principles and Practice of Management	WP	3	3
	KU 3012 Practical Training	WU	4	3
	KC 3033 Personnel Management	WP	3	
	KC 3053 Islamic Work Ethics - 2 elective/minor courses from other faculties	WP LP	3 6	3 6
	<b>Total</b>		<b>19</b>	<b>18</b>
VI	KC 3023 Adab al-Ikhtilaf	WP	3	3
	KC 3043 al-Firaq al-Islamiyyah	WP	3	3
	KC 3063 Academic Project	WP	3	3
	- 2 elective/minor courses from other faculties	LP	6	6
	<b>Total</b>		<b>15</b>	<b>15</b>
	<b>TOTAL</b>		<b>109</b>	<b>132</b>

## **5.0 Faculty of Dakwah and Islamic Management Course Description**

### **5.1 Kolej Universiti Courses (KU)**

#### **I. 2 Islamic and Asian Civilizations Courses:**

<b>Code</b>	<b>Title</b>
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KU 1012	Islamic and Asian Civilizations
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KU 1022	Islamic and Asian Civilizations
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#### **II. 5 General Studies Courses:**

<b>Code</b>	<b>Title</b>
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KU 1032	Introduction to Information Technology
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KU 1042	Critical and Creative Thinking
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KU 2012	Introduction to Communication
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KU 2022	Fundamental of Quality Management
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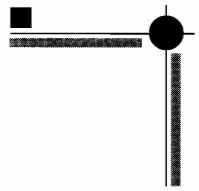
KU 2042	Research Methodology
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#### **III 1 Practical/Industrial Training Course:**

KU 3012	Practical/Industrial Training
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#### **IV. 1 Co-curriculum Course:**

KU 2032	Co-curriculum
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## Course Description

### **KU 1012 Islamic and Asian Civilizations**


The course introduces students to the Islamic and Asian Civilizations. It includes important aspects in Islamic civilization, which have brought great impact, and changes in the Muslims' lifestyle, culture as well as world-view. Emphasizes on challenging civilization issues, specifically, humanity, social justice, integrated development and nationalism. Besides that, this course explains how Malaysia as an Islamic country goes through the nation building process so as to continuously uplift the excellence of Islamic civilization.

#### *References:*

1. Nazaruddin Mohd Jali, Isamil M. Rashid and Nuazmi Kuntum 1996. *Kenegara Malaysia : Sejarah Awal kemerdekaan dan Pembentukan Malaysia*. Kuala Lumpur: Kumpulan Budiman.
2. Zainal Abidin Abd. Wahid 1979 *Sejarah Malaysia Sepintas Lalu*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
3. Syed Mohamad Dawilah al-Edrus 1993. *Epsitimologi Islam*. Kuala Lumpur: Dewan Bahasa dan Pustaka
4. Seyyed Hossein Nasr, 1981. *An Introduction to Islamic Cosmological Doctrines*. Boulder: Shambbala
5. Seyyed Hossein Nasr, 1984. *Science and Civilization in Islam*. Shah Alam: Dewan Pustaka Fajar.

### **KU 1022 Islamic and Asian Civilizations**

The course covers the interaction between the Islamic civilization and other great Asian civilizations such as India, China, Japan and native Malaysian civilization. The thematic exposure of great Asian civilization that has historical and cultural links with Malay civilization will create appreciation and respect towards the past. In addition, this course will analyse cultural conflicts and moral features of the above civilizations that view worldly life as ideal, harmonious, stable and universally peaceful.



*References:*

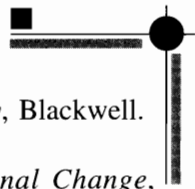
1. Syed Naguib Al-Alttas 1969. *Preliminary Statement on a General Theory of the Islamization of Malay- Archipelago*. Kuala Lumpur : Dewan Bahasa dan Pustaka.
2. Romila Thapar 1966. *A History of India*. Vol. 1, London: Penguin Books.
3. Hilda Hookman 1972 *A Short History of China*. Ontario: St. Martin's Press, Inc.
4. M. Rajendran 1988. *Sejarah Jepun*. Kuala Lumpur: Arenabuku Sdn. Bhd.
5. Herschel Webb 1960. *An Introduction to Japan*. London: Columbia University.

### **KU 1032 Introduction to Information Technology**

The course introduces the methods and techniques in Information Technology and the role and impact of IT towards manufacturing organisations, job specifications and skills. The course also explains the relationships between the IT system and management – financial system, control operation system, decision making system and executive decision making system, management information system, expert system, knowledge-based system and others. Additionally, it also discusses IT revolution – current and future development and IT assessment: cost analysis and benefits.

*References:*

1. Zonkoczy, P. 1990. *Information Technology - An Introduction*, 3<sup>rd</sup>. Ed. Pitman.
2. Forester, T(Ed.). 1985. *The Information Technology Revolution*, Blackwell.
3. London, K.C. & London, J.P. 1991. *Management Information System*, 2<sup>nd</sup>. Ed., MacMillan.



4. Winfield, I., 1991. *Organisations and Information Technology*, Blackwell.
5. Eason, K. 1990. *Information Technology and Organisational Change*, Taylor & Francis.

## **KU 1042 Critical and Creative Thinking**

The course introduces students to dynamic thinking techniques, so as to create the courage to express solid ideas/ views and excel in problem solving. It exposes students to logical thinking. Among the aspects that will be covered in this course include deductive and inductive hypothesis, philosophy theory, syllogism, language and definition, and the meaning of emotive. These aspects will help students to differentiate effective and ineffective arguments. Besides that, this course aims to develop students' innovative capability and creative thinking. It also encourages and stimulates the students' interest to constantly innovate knowledge and expertise in other courses and activities.

### *References:*

1. Ainon Muhammad, 1993. *Teknik berfikir*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
2. Copi, I.M. & Cohen, Carl. 1990. *Introduction to Logic*. Edisi Ke-8. New York: Macmillan.
3. Dauer, F.W. 1989. *Critical thinking: an introduction to reasoning*: Oxford: Oxford University Press.
4. Twiss Briau. 1985. *Managerial Innovation*, IMCB. Press Ltd.,
5. Mckeller. Peter. *Imagination and Thinking*. Cohen and West.



## **KU 2012 Introduction to Communication**

The course introduces the contexts of communication. It will discuss the processes and theory that occur within and among individuals, group, organisation and society. It explores personal, group and organisational communication, communication technology, language development, rhetoric debate, communication theory, film and television communication aspects.

### *References:*

1. Barker, Larry L. & Deborah A Barker, 1993. *Communication* (edisi ke-6), Englewood, Cliffs, New Jersey: Prentice-Jall.
2. Burgoon, Michael, Frank Hunsakar, Edwin J. Dawson. 1994. *Human Communication* (Edisi Ke-3) London: Sage.
3. Gamble, Teri & Michael Gamble. 1994. *Public Speaking in the Age of Diversity*. Boston: Allyn & Bacon.
4. McAuley. Jack G. 1988. *Komunikasi Antara Manusia* (terjemahan Mohd Safar Hasim dan Fatimah Yusoff), Kuala Lumpur: Dewan Bahasa dan Pustaka.
5. Ruben, Brent D. 1984. *Communication and Human Behaviour*. New York: Macmillan Publishing Co.

## **KU 2022 Fundamental of Quality Management**

The course introduces students to concepts and issues of quality, including management and quality system. Besides that, students will be exposed to the importance of quality in services and organisational management administration. Principles, methodologies and quality system implementation will also be emphasised. Additionally, international quality management systems such as ISSO 9000 will also be explained.



### References:

1. Besterfield, D.H. 1995. *Total Quality Management*, Englewood Cliffs: Prentice - Hall Inc.
2. Crosby, P.B. 1984. *Quality Without Tears*. New York: McGraw - Hill Book Company.
3. Deming, W.E. 1986. *Out of the Crises*. Cambridge, Massachussets: MIT Centre for Advanced Engineering.
4. Juran, J.M. 1980. *Quality Control Handbook*. Edisi Ke-4. New York: Mc Graw - Hill Book Company.
5. Mokhtar Abdullah and Wan Jaafar Wan Endut. 1996 “Asas Pengurusan Kualiti Menyeluruh” Manuskrip *Pusat Peningkatan Kualiti dan Produktiviti*. Fakulti Sains Matematik, Universiti Kebangsaan Malaysia.

### **KU 2042 Research Methodology**

*The course focuses on the processes involved when conducting researches. Discussions on the philosophy and research ethics, concept, research design, sampling, data collecting tools, testing, evaluation as well as data processing and analyzing will also be emphasized. Besides that, methods for preparing research proposal and research report will be discussed.*

### References:

1. Kerlinger, F.N. 1973. *Foundations of Behavioral Research*. Ed Ke-2 London: Holt, Rinehart & Winston.
2. Kiess, H.O. & Bloomquist, D.W. 1985. *Psychological Research Methods* Boston: Allyn And Bacon, Inc.
3. Marken, R. 1981. *Methods in Experimental Psychology*. California Brooks/ Cole Publishing Co.
4. Ahmad Mahzan Ayob 1983. *Kaedah Penyelidikan Sosio-Ekonomi - Suatu Pengenalan*. Kuala Lumpur: Dewan Bahasa dan Pustaka.

## **KU 3012 Practical/Industrial Training**

The course will give students the opportunity to have hands-on experience on the type of duties relevant to their field of study. Suitable practical training departments or agencies will be determined by KUIM. KUIM hopes that the training will expose students to a more realistic working environment and will enable them to apply theories into practice. In addition, the training will indirectly help KUIM build meaningful relationships with the society as a whole.

## **KU 2032 Co-Curriculum**

The course will emphasize on enrichment activities, intellectual as well as physical enhancement. Co-Curriculum activities include: a) *Halaqah studies* – understanding the ‘*tafsir*’, hadiths and *turath scriptures* which are considered *mu’tabar* in Islam b) *Muhadathah Hurrah* – Arabic Language and English Language practice c) other activities which are determined by KUIM.

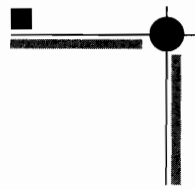
### **5.2 Faculty Core Courses**

#### **I. 4 Arabic Language Courses:**

<b>Code</b>	<b>Course</b>
UA 1012	Maharat al-Qiraah
UA 1022	Maharat al-Muhadathah wa al-Khatabah
UA 2012	Maharat al-Kitabah
UA 2022	Maharat al-Istima’ wa al-Fahm

#### **II. 2 English Language Courses:**

<b>Code</b>	<b>Course</b>
UB 1012	English Language I
UB 1022	English language II



### III. 13 Islamic Studies Courses:

Code	Course
KC 1012	Islam Aqidah
KC 2022	Akhlak and Tasawuf
KA 1012	Fiqh Ibadat and Munakahat
KA 1022	Fiqh Muamalat and Jinayat
KA 1042	Usul Fiqh
KB 1012	Ulum al-Quran
KB 1022	Ulum al-Hadith
KB 2012	Introduction to Qiraat and Hafazan
KC 2022	Dakwah Methodology
KC 2012	Modern Islamic Thinking
KB 1042	Sirah Rasul
KA 1032	Tarikh al-Tashri'
KA 1052	Malaysian Legal System

#### Course Description

##### **UA 1012 Maharat al-Qiraah**

The course intents to help students understand *al qiraah* skills through selected texts. Emphasis will be given to article underlining skills, alqiraat al-samitah, al-qiraah aljahriyah, oral practice and al-impla' wa al-tarqim method. *Al qiraah* is supported by language and grammar and focuses on al-nahw al-wazifi.

#### *References:*

1. Ibrahim, Abd al 'Alim. 1996. *Al-Nahw al-wazifi*, Al-Qahirah: Dar al-Ma'arif.
2. Hassan, Abbas. 1981. *Al-Nahw al-wafi*. Al-Qahirah: Dar al-Ma'arif.
3. Al-Hamlawi, Ahmad. 1965. *Shadh al-urf*. Al-Qahirah: Maktabat wa matbaat Mustafa al-Babi al-Halabi.
4. Sini, Mahmud Ismail. 1993. *Al-Qiraat al muyassarrah*. Saudi Arabi: Jami'at al-Malik Su'ud.
5. Newspaper article and current Arabic magazines

## UA 1022 Maharat al-muhadathat wa al-khatabah

The course hopes to help students to excel in *al-muhadathat* and *al-khatabah* skills through selected texts from conversations, dialogues as well as spontaneous *al-khatabah* practice. Grammar topics and *sarf* discussed in the course will help enhance students' knowledge.

### References:

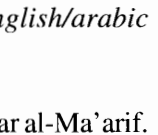
1. Sini, Mahmud Ismail. 1982. *Al-Arabiyyah lil hayat*. Saudi Arabia: Jamiat al-Malik Su'ud.
2. Ibrahim, Abd al-'Alim. 1996. *Al-Nahw al-wazifi*. Al-Qahirah: Dar al-Ma'arif.
3. Hassan, Abbas. 1981. *Al-Nahw al-wafi*, Al-Qahirah: Dar al-Ma'arif.
4. Al-Khatib, Muhammad Khalil. 1983. *Khutab al-Mustafa s.a.w*. Al-Qahirah: Dar al-I'tisam.
5. Newspaper article and current Arabic magazines (related to *muhadasah* and *khitabah*).

## UA 2012 Maharat al-kitabah

The course hopes to help students master the art of writing through selected texts and *turath* in al-*insya'* field of writing, al-*maqalah*, al-*rasail*, al-*taqrir*, al-*muzakkirah* and others with emphasis given to Arabic Language style research. Grammar topics and *sarf* will be discussed so as to enhance students' language and grammar skills.

### References:

1. Al-Qalqasyandi, Abu al-Abbas. 1987. *Subh al-'asha fi sinaat al-insya'*. Edit: Mohd. Husain Syamsuddin. Beirut: Dar al-Kutub al-Ilmiah.
2. Sini, Mahmud Ismail. 1966. *Al-Mu'jam al-siyaqi*. Lubnan: Maktabat Lubnan.

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3. Mansyn, Abdul Aleem El Sayed (t.t). *Sentence dictionary english/arabic Sentence*. Cairo: Madbouuly Bookshop.
  4. Ibrahim, Abdul al-'Alim. 1996. *Al-Nahw al-wazifi*. Al-Qahirah: Dar al-Ma'arif.
  5. Sobih, Ibrahim. 1997. *Al-Lughat al-Arabiyah*. Amman: Dar al-Manahij.

## **UA 2022 Maharat al-istima' wa al-fahm**

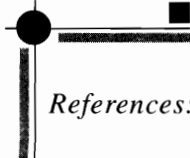
The course helps students improve their listening comprehension skills. It highlights the *turath* and modern books. Besides that, emphasis will also be given to summarising skills, analyzing skills as well as the skills of expressing comments orally and in writing.

### *References:*

1. Badawi, al-Said Muhammad. 1981. *Al-kitab al-asasi*. Tunisia: al-Munazzamah al-Arabiah li al-Tarbiah wa al-Thaqafah wa al'Ulum.
2. Al-Hashimi, Ahmad. 1983. *Jawahir al-adab fi adabiyat wa insya' lughat al-Arab*. Beirut: Dar al-Kutub al-Ilmiyah.
3. Diyf. Shauqi. 1976. *Al-Bahth al-adabi*. Misr: Dar al-Ma'arif.
4. Al-Sayuti, Jalaluddin (t.t). *Tarikh al-khulafa'*. Beirut: Dar al-Fikr.
5. Books on Language Turath, Literature and Islamic Studies.

## **UB 1012 English Language I**

The course is an integrated course that aims to reinforce students' command of English, to help them gather information and communicate effectively in an academic environment. It focuses on reviewing the rudiments of English grammar and developing the students' reading skills through specific tasks and exercises that provide practice and exposure to the organization and structure of texts. It also includes various approaches, strategies and techniques in academic reading that will contribute towards the development of their study skills.



*References:*

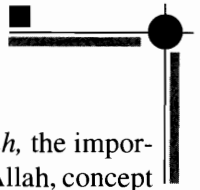
1. Kirn, E. and P. Hartmann. 1985. *Interactions Two: A Reading Skills Book*. 3<sup>rd</sup> ed. New York: McGraw-Hill.
2. Werner, P.K., M.M. Church. And L.R. Baker. 1985. *Ineractions Two: A Communicative Grammar*. New York: McGraw-Hill.
3. Ramsey, J.W. 1997. *Basic Skills Academic Reading*. London: Heinle and Heinle.
4. Pakenham, K.J. 1998. *Making Connections: An Interactive Approach to Academic Reading*. Cambridge University Press.

## **UB 1022 English Language II**

The course aims to reinforce the skills attained in English I through interactive reading exercises and practice, and grammar review in context. These skills are further extended by including writing exercises where by general principles of effective writing and the writing processes will be highlighted. It also provides practice in logical thinking, organization of ideas and patterns of organization.

*References:*

1. Treciak, J and S.E. Mackay. 1997. *Study Skills for Academic Writing*. New Jersey: Prentice-Hall.
2. Leki, I. 1990. *Academic Writing: Exploring Processes and Strategies*. Cambridge: Cambridge University Press.
3. Raimes, A. 1998. *Exploring Through Writing*. Cambridge: Cambridge University Press.
4. Bates, L. 1998. *Transitons: An Interactive Reading, Writing and Grammar Text*. Cambridge: Cambridge University Press.



## KC 1012 Islamic Aqidah

The course will cover the definition of *aqidah*, the sources of *aqidah*, the importance of *aqidah* in the life of Muslims. Other topics are: concept of Allah, concept of Islam, definition of Islam, the relationship between Islam and Iman, limitations of Iman and *kufur*, the concepts of Allah's *makrifah* (*makrifah zat*, attribute, name and *af'al*) nubuwwah concept, *wahyu*, *mukjizat*, prophecy's *dalil*; attributes and the roles played by the prophets.

### References:

1. Abdul Ghaniy °Abud. 1976. *Al-°Aqidah al-Islamiyah wa al-idiulujiyat al-mu°asirah*, t.tp.Misr: Dar al-Fikr al-°Arabiy.
2. Al-Tahawiy Abu Ja°far Ahmad, t.th., *Sharh al-°aqidah al-Tahawiyah*, t.tp. Misr: Dar al-Fikr al-°Arabiy.
3. Ahmad °Izzuddin al-Bayanuniy. 1990M. *al-Kufr wa al-mukaffirat*, t.tp.: Dar al-Salam.
4. Muhammad Abdullah Darraz. 1970. *Al-Din: buhuth mumahhidah li dirasat tarikh al-adyan*, Bayrut: Dar al-Kutub.
5. Sabir Tu°aymah, 1398H/1978M. *al-°aqidah wa al-fitrah fi al-Islam*, Bayrut : Dar al-Jayl.

## KC 2022 Akhlak and Tasawwuf

The course exposes students to the role of *akhlak Islamiah* and *tasawwuf* in the process of *sakhsyiyah* development of Muslims. There will also be discussions on the concept of value and sources of *akhlak Islamiah* as well as its importance in the life of Muslims, sources of *tasawwuf* as the legal spiritual aspects in Islam, the relationship between *Islamiah akhlak* and *tasawwuf*, the process of self-purification (*tazkiyyat al-nafs*) - *al-fada'il* and *al-radha'il* and also the introduction to *al-maqamat* and *al-ahwal*.

## References:

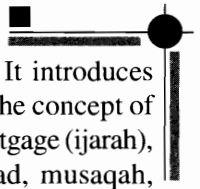
1. Hawwa, Sa'id. 1988. *Al-Mustakhlis fi tazkiyah al-anfus*. Misr: Dar al-Salam.
2. Al-Sarraj, Abu Nasr al-Tusi. 1960. *Al-Luma'*. Sunt. Abd al-Halim Mahmud dan Taha Abd al-Baqi Surur. Misr: Dar al-Kutub al-Hadithah.
3. Al-Taftazaniy, Abu al-Wafa'. 1976. *Madkhal ila al-tasawwuf al-Islami*. Qahirah: Dar al-Thaqafah.
4. Yaljin, Miqdad. 1973. *al-Itijah al-akhlaq fi al-Islam: dirasah muqaranah*. Misr: Maktabat al-Khanjiy.

## KA 1012 Fiqh Ibadat and Munakahat

The course emphasizes on Mazhab Syafie's practices/ideology. It introduces students to Fiqh studies – (1) *ibadat* and (2) *Munakahat*. There are two types of *ibadat*, namely general *ibadat* and specific *ibadat* such as praying, fasting, zakat and al-haj. *Munakahat* on the other hand, touches on issues related to engagement, marriage, dowry, separation/divorce, *fasakh*, *Khulu'*, *iila'*, *zihar*, *nafkah*, *hadanah*, *rujuk* and other related issues.

## References:

1. al-Sharbini al-Khatib. 1377H/1958M. *Mughni al-Muhtaj*. Misr: al-Halabi.
2. al-Sharbini al-Khatib. t.th. *al-Iqna'*: Misr: Dar al-Fikr.
3. al-Shaykh Khalid ibn Abdullah al-Shuqfah. 1409H/1989M. *Kitab al-Dirasat al-Fiqhiyyah 'ala Mazhab al-Shafi'i*, Misr: Dar al-Salam Sharif.
4. Mustafa al-Khin (Dr.) Mustafa al-Bugha (Dr.) & Ali al-Shurbaji. 1407H/1987M *al-Fiqh al-Manhaji 'ala madhhab al-Imam al-Shafi'i*, Damsyiq: Dar al-Qalam.
5. al-Sayyid Sabiq, 1403H/1983M. *Fiqh al-Sunnah*. Beirut: Dar al-Fikr.  
KA 1022 Fiqh Muamalat and Jinayat



The course emphasizes the practices/ideology of the Syafie sect. It introduces students to Fiqh Muamalat and Jenayah. The first section discusses the concept of al-mal, al<sup>‘</sup>aqd, al-ahliyyah, types of buying and selling, riba, khiyar, mortgage (ijarah), hiwalah, property and personal protection, shuf<sup>‘</sup>a, company, qirad, musaqah, muzara<sup>‘</sup>ah, leasing/rent, ji<sup>‘</sup>alah, luqata and wadiyah, qard al-hasan, maharajah, insurance and others. The second section on the other hand, deals with jenayah. In the second section, issues such as hudud crimes, prosecution of hudud crimes and its explanation will be thoroughly discussed. This course will also focus on Syariah related *jenayah/crimes*.

#### References:

1. al-Sharbini al-khatib, 1377H/1958. *Mughni al-muhtaj*: Misr: al-Halabi.
2. al-Sayyid Sabiq, 1403H/1983M. *Fiqh al-Sunnah*, Beirut: Dar al-Fikr.
3. ‘Ali Qara<sup>‘</sup>ah t.th. *Ahkam al-‘Uqud Fi-al-Shari<sup>‘</sup>ah al-Islamiyyah*. Misr: Dar Misr li al-Tiba<sup>‘</sup>ah.
4. Muhammad Yusuf Musa, 1405H/19958. *al-Fiqh al-Islami wa nizam al-mu<sup>‘</sup>amalat Fih*: Dar al-Kitab al-al‘Arabi.
5. Su‘adah Ibrahim Saleh, 1405H/1298. *Ahkam tasarrufat al-saghir fi al-shari<sup>‘</sup>ah al-Islamiyyah*, Jeddah: Dar al-Bilad.

#### KA 1042 Usul Fiqh

This course discusses on the knowledge of Usul Fiqh covering its definition and development, hukum and the various types as well as the source of hukum based on wahyu from al-Quran and al-Sunnah. It also emphasizes the ways to comprehend the essence of al-Quran and hadiths to produce hukum by describing the concepts of instructions (al-amr) and prohibitions (al-nahy), general (*al-‘umum*) and specifics (*al-khas*), *al-mutlaq* and *al-mubayyan*, as well as al-mantuq and al-mafhum. This course will also explore the sources of hukum agreed by ulamak based on ijihad, that is *al-Ijma<sup>‘</sup>* and *al-Qiyas*.

## References:

1. al-Asnawiy, Jamal al-Din Abd al-Rahim, t.th. *Nihayat al-usul sharh minhaj al-wusul*. al-Qahirah; Matba'ah Muhammad 'Ali al-Sabih.
2. Zuhayr, Muhammad Abu al-Nur. t.th. *Usul al-Fiqh*. al-Qahirah; Dar al-Ta'rif.
3. al-Ghazaliy, Abu Hamid Muhammad ibn Muhammad. 1322H. *al-Mustasfa*. Al-Qahirah; Matba'at al-Amiriyyah.
4. al-Amidiy, Sayf al-Din, Abu al-Hassan Ali ibn Muhammad. 1388H/1968. *al-Ihkam fi usul al-ahkam*. al-Qahirah; Matba'ah Muhammad Ali al-Sabih.
5. al-Mahalliy, Shams al-Din Muhammad ibn Ahmad. 1356H/1937. *Sharh al-mahalliy 'ala jam'i al-jawami'*. al-Qahirah; Matba'ah Mustafa al-Babiy al-Halabi.

## KB 1012 Ulum al-Quran

The course exposes students to the earlier topics of *Ulum al-Quran*; definition of Ulum al-Quran in relation to language and register/jargon. Besides that, discussion on the history of *Ulum al-Quran*, the arrival of *al-Quran* and its stages, the arrival of the first and the last *ayat*, *makki and madani*, reasons for *nuzul* and gathering/collecting *al-Quran*, the introduction to *tafsir* - writing methods and the focus of *tafsir*.

## References:

1. al-Suyuti, Jalal al-Din Abd. Rahman. 1951. *al-Itqan fi 'ulum al-Quran*, al-Qahirah. Mustafa al-Babi al-Halabi.
2. al-Zarqani, Muhammad Abd. Al-Azim, t.th. *Manahil al-irfah fi ulum al-Quran*, al-Qahirah, Matba'ah Isa al-Babi al-Halabi.
3. al-Sabuni. Muhammad 'Ali, 1985. *al-Tibyan fi ulum al-Quran*. Maktabah al-Sabuni.
4. Subhi al-Salih. 1979. *Mabahith fi ulum al-Quran*. Beirut: Dar al-Ilm li al-Malayin.

## KB 1022 Ulum al-Hadith

The course consists of hadith introductory topics: *takrif Hadith*, *Hadith dirayah*, *Hadith riwayat*, *Hadith Qudsi*, the history of *perawi Hadith*, *al-jarah wa al-ta'dil*, sections of Hadith, false Hadith and *takhrij Hadith*. Additionally, discussion on the relationship between *Hadith* and *al-Quran*, the position of *hadith* in the Syariat, the brief introduction to *sunnah siith* (*sahih Bukhari*, *sahih Muslim*, *sunan Termizi*, *sunan Abu Daud*, *Sunan Nasai*, *sunan Ibn Majah*) will also be highlighted.

### References:

1. Ibn al-Salah, Abi °Amru Uthman b. Abd. Rahman, 1978. Muqaddimah Ibn al-Salah fi ulum al-Hadith. Bayrut: Dar al-Kitab al-Ilmiyyah.
2. al-Suyuti, Jalal al-Din Abd. Rahman b. Abi Bakr. 1979. Tadrib al-Rawi fi Sharh Taqrib al-Nawawi. Bayrut: Dar al-Kitab al-Ilmiyyah.
3. Al-Sahih, Subhi. 1991. Ulum al-hadith wa mustalahuhu. Bayrut: Dar al-Ilmi li al-Malayin.
4. al-Khatib, Muhammad Ijaj. 1981. Usul al-hadith ulumuhu wa mustalahuhu. t.th: Dar al-Fikr.

## KB 2012 Introduction To Qiraat and Hafazan

The course discusses the development of Ilmu Qiraat, general methods in relation to *Qiraat al-Sab'ah* (seven readings) and its practices. It will focus on readings based on the profile of Hafs An°Asim and its Tajwid. Students are required to memorize several surah such as Yasin, al-Jumuah, al-Munafiqun and etc.

## References:

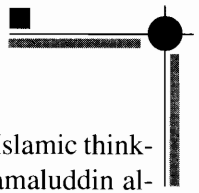
1. al-Baghdadi, Abu al-Qasim °Ali ibn °Uthman. 1954. *Sirj al-qari al-mubtadi wa tidhkar al-muqri' al-muntaba*. Misr: Mustafa al-Babi al-Halabi.
2. al-Dabbagh, °Ali Muhammad. 1938. *al-°Ibda'ah fi bayan usul al-qira'at*. Al-Qahirah: Matba°at al-Mashsad al-Husayni.
3. Muhaysin, Muhammad Muhammad Muhammad Salim. 1969. *al-Irshadat al-jaliyyat fi al-qira'at al-sab° tariq al-Shatibiyyah*. Al-Qahirah: Maktabat al-Kuliyyat al-Azhariyyat.
4. °Abdul Fattah al-Qadi. t.th. *al-Budur al-zahirah fi al-qira'at al-°ash al-mutawatirah*.
5. °Abdul Fattah al-Qadi. *al-Wafi fi sharh al-shatibiyyah*. al-Qahirah: Matba°ah Mustafa al-Babi al-Halabi wa Auladuhu.

## KC 2022 Dakwah Methodology

The course introduces students to dakwah methods such as hikmah, mauizah hasanah, mujadalah, taqdim al-aham fa al-muhim, taghrib, tarhib and etc.

## References:

1. Muhammad Husain Fadhullah, 1972. *Uslub al-da°wah fi al-Qur'an*, Beirut: Dar al-Zahra'.
2. Abd. Al-Badi' Saqar, 1980. *Kayfa Nad'u al-Nas*, Al-Qahirah: Maktabah Wahbah.
3. Fathi Yakan, 1980. *Kayfa Nad'u ila al-Islam*, Beirut: Muassasah al-Risalah.
4. Abu al-Majd al-Sayed Naufal 1977. *al-Da'wah ila Allah*. Al-Qahirah: Matba'ah al-Hadarah al-Arabiyyah.



## KC 2012 Modern Islamic Thinking

The course discusses the confusion experienced on the definition of Islamic thinking, the advancement and development of Islamic thinking since Jamaluddin al-Afghani, Muhammad Abduh, Rashid Reda and Hasan al-Banna as well as other mutakhir thinkers such as Ismail al-Faruqi, Hasan al-Turabi, Muhammad al-Ghazali and Yusuf al-Qaradawi. Current political and economical issues, national socio-culture, globalization in relation to *syariah* and *akidah* will also be highlighted.

### References:

1. al-Darimi, Fathi. 1988. *Dirasat wa buhuth fi al-fikr al-Islami al-Mu'asir*. Damsyik: Dar al-Qufaybah.
2. Fathi Uthman. 1960. *al-Din fi mawqif al-difa'*, Qahirah: Maktabah Wahbah.
3. Muhammad Immarah. 1988. *al-Dawlah al-Islamiyyah bayna al-ilmaniyyah wa al-Sultah al-diniyyah*, Qahirah: Dar al-Shuruq.
4. Ahmad Akbar S. 1992. *Post Modernism and Islam: Predicament and promise*. London: Rontledge.
5. Abdul Rahman Haji Abdullah. 1998. *Pemikiran Islam di Malaysia: Sejarah dan aliran* Kuala Lumpur dan Penang: Dewan Bahasa dan Pustaka dan PJJ USM.

## KB 1042 Sirah Al-Rasul

The objective of this course is to analyse the life of Prophet Mohamed (s.a.w) based on al-Quran and hadiths as well as early sources on *sirat al-rasul*. Besides providing a background on the Peninsular of Arabia and the city of Mecca during the pre-Islamic era, this course covers various topics including: the life of Prophet Mohamed (s.a.w) and family before receiving the revelation, revelation and early teachings, earliest followers, resistance from the Quraysh, steps taken by the Prophet (s.a.w) to curb it: journey to Habsyah and Yathrib, al-Medinah: the first Islamic nation and *Sahifat al-Madinah*, relationship with Quraysh – Jews – Arab tribes– foreign power, Islam and the Peninsular of Arabia (the time when the Prophet was a human and messenger, a leader, husband and father, to become *‘ibrah* and *uswah*).

## References:

1. al-Tabari, Muhammad b. Jarir. 1995. *Jami' al-bayan 'an ta'wil ay al-Qur'an*. Beirut: Dar al-Fikr.
2. al-Tabari Muhammad b. Jarir. *Tarikh al-rasul wa al-muluk*. Jilid 2 & 3. Beirut: Dar Suwaydan.
3. Ibn Hisham, 'Abd al-Malik. 1995. 1995. *al-Sirah al-nabawiyyah*. Sunt. Mustafa al-Saqqa, Ibrahim al-Abyari dan 'Abd al-Hafiz Shalabi. Beirut: Dar Ihya' al-Turath al-'Arabi.
4. al-Waqidi, Muhammad b. 'Umar. 1966. *Kitab al-maghazi*. Sunt. Marsden Jones. 3 jilid. London: Oxford University Press, Beirut: 'Alam al-Kutub.
5. Ibn Sayyid al-Nas. 1982. *Uyun ad-athar*. 2 jilid. Beirut: Dar al-Afaq al-Jadidah.

## KA 1032 Tarikh al-Tashri'

The course discusses the syariah, fiqh and man-made laws, history of Islamic law development from the beginning of Islam (Rasulullah s.a.w. period) until the fall of Baghdad and the freeze on fiqh (ijtihad). Focus will be on basis of law, legal sources, methods to execute hukum, hukum as sources of conflict, the rise of mazhabs on fiqh, ijtihad, taqlid and issues related to the development on each of the above levels.

## References:

1. al-Khudari, al-Sheikh Muhammad. 1970. *Tarikh al-tashri' al-Islami*. Beirut : Dar al-Kutub al-Ilmiyyah.
2. Sais, Muhammad Ali. t.th. *Tarikh al-fiqh al-Islami*. Misr: Muhammad Ali Sabih.
3. Mahmasani, Subhi. 1961. *Falsafah al-tashri' fi al-Islam*. Beirut : Dar al-'ilm li al-Mala'yin.
4. Ahmad Shalabi, 1981. *Tarikh al-tashri' al-Islami wa tarikh al-Nuzum al-Qada'iyyah fi al-Islam*. Qahirah: Maktabah al-Nahdah al-Misriyyah.

The course discusses the foundation of Malaysian Legal System including the Islamic influence and the history of the legal system. Main concepts of law, doctrines, written law analysis, Islamic law and traditional law will also be highlighted.

*References:*

1. Ahmad Ibrahim & Ahilemah Joned. 1984. *Sistem undang-undang di Malaysia*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
2. Abdul Hamid Omar. 1994. *The judiciary in Malaysia*. Kuala Lumpur: Asia Pacific Publications Sdn. Bhd.
3. Mohamad Suffian Hashim. 1976. *An introduction to the constitution of Malaysia*. Second Ed. Kuala Lumpur: Governments Printers.
4. Mohamad Suffian Hashim. 1990. *An introduction to the legal system of Malaysia*. Petaling Jaya: Penerbit Fajar Bakti Sdn. Bhd.
5. Statut-Statut berkaitan, seperti Interpretation Act 1967; Civil Law Act 1956 (Revised 1973), (as amended); Courts of Judicature Act 1964 (as amended); Legal Profession Act 1976, Juvenile Courts Act, Act 1964 (Revised 1972), Rules of Subordinate Court 1980, Interpretation and General Clauses Ordinance, No. 7, 1948 dan lain-lain.

### 5.3 Dakwah and Islamic Management Studies Courses (KC)

Code	Title
KC 2033	Dakwah Methodology
KC 2053	Speech and Debate Knowledge
KC 2073	Malaysian Culture and Ethnic Study
KC 2043	Christian Missionary Movement
KC 2063	Islam and Current Issues
KC 2083	Al-Milal wa al-Nihal
KC 2103	Modern Dakwah Organization
KC 3013	Principles and Practice of Management
KC 3033	Personnel Management
KC 3053	Islamic Work Ethics
KC 3023	Adab al-Ikhtilaf
KC 3043	Al-Firaq al-Islamiyyah
KC 3063	Academic Project

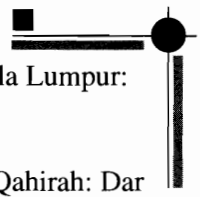
#### Course Description

##### **KC 2033 Dakwah Methodology**

The course discusses dakwah as the foundation of the knowledge of amli and professionalism for preachers. Emphasis will be given to suitable/appropriate and effective dakwah methodology for both Muslims and non-Muslims. Besides that highlights will also include ways to educate preachers and analyzing the requirements and attributes of good preachers.

#### *References:*

1. Abd. Al-Karim Zaydan, Dr. 1975. Usul al-da'wah Iskandariyah: Dar Umar ibn al-Khattab.
2. Abdullah Muhammad Zin, Dr. 1991. Islamic Da'wah (Mission). Kuala Lumpur: Pustaka Antara.



3. Muhammad Abu Bakar. 1987. *Penghayatan Sebuah Ideal*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
4. Muhammad Abu Zahrah. Dr. 1973. *Al-Da'wah ila al-Islam al-Qahirah: Dar al-Fikr al-Arabi*.
5. Wan Hussain Azmi, Dr. 1985. *Al-Da'wah al-Islamiyyah fi Maliziya*. Kuala Lumpur: Percetakan Watan Sdn. Bhd.

### **KC 2053 Speech and Debate Knowledge**

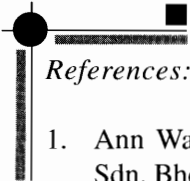
The course discusses the history of the development of speech and its role as a form of communication. Techniques/skills of delivering speeches and debates, *khutbah* on *ibadah* as well as skills required to be a good *imam* and *khatib* will also be discussed in this course. Besides that, students will also be given the opportunity to have hands-on experience (practical training) on giving speeches, debating and delivering the *khutbah ibadah*. Practical training is compulsory so as to produce proficient, fluent and effective preachers.

#### *References:*

1. Muhammad Abu Zahrah. 1934. *al-Khitabah* al-Qahirah: Dar al-Fikr al-Arabi.
2. Ali Mahfuz. 1947. *Muzakkirah al-khitabah*. al-Qahirah: Dar al-Tibasah wa al-Nashr al-Islamiyyah.
3. Muhammad Abd al-Aziz al-Khuli. 1961. *Islah al-wa<sup>c</sup>z al-Dini*. Al-Qahirah: al-Maktabah al-Tijariyah al-Kubra.
4. Muhammad Abu al-Fath al-Bayanuni. 1993. *al-Madkhal ila al-da<sup>c</sup>wah* Beirut: Muassasah al-Risalah.

### **KC 2073 Malaysian Culture and Ethnic Study**

The course highlights the multi-ethnic culture of the various races in Malaysia. Emphasis will be given to the background, cultural norms and practices, and the religion practiced by the Chinese, Indian and Siamese communities in the Peninsular of Malaysia as well as the the Kadazans, Ibans, Bajaus, Muruts and others found in East Malaysia. The aim of the course is to expose potential preachers to the different cultures, thus enable them to spread Islam more effectively and efficiently.



*References:*

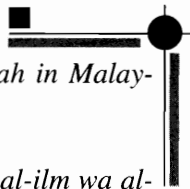
1. Ann Wan Seng 1995. *Perayaan Orang Cina*. Kuala Lumpur: Fajar bakti Sdn. Bhd.
2. M Rajantheran dan S. Manimaran. 1994. *Adat dan Pantang Larang Orang India*. Kuala Lumpur: Fajar Bakti Sdn. Bhd.
3. Arasaratnam Sinnapah. 1970. *Indians in Malaysia and Singapore*. London: Oxford University Press
4. H.M Dahlan. 1986. *The Nascent Malaysian Society*. Bangi: Penerbit UKM.
5. Aziz Deraman (pnyt.) 1975. *Asas-Asas Kebudayaan Malaysia*. Kuala Lumpur: Kementerian Kebudayaan, Belia dan Sukan.

### **KC 2043 Christian Missionary Movement**

The course discusses the Christian missionary movements in Islamic countries. Students will be able to study the methods and approaches used by them to spread Christianity. Additionally, Christian theology, its sects and influences will also be examined. Methods and approaches used to influence the Malays particularly and counter attack strategies exercised by the dakwah Islamiah will be thoroughly discussed.

*References:*

1. Abd al-Halim Mahmud, Dr. t.th. *Aurubba wa al-Islam*. al-Qahirah: Dar al-Sya'b.
2. Ahmad Abd. Wahab. 1981 . *Haqiqah al-Tabshir bayna al-madi wa al-Hadir*. al-Qahirah: Maktabah Wahbah



3. Ghazali Basri, Dr. 1992. *Christian mission and Islamic da'wah in Malaysia*. Kuala Lumpur: Nurin Enterprise.
4. Muhammad Abduh, 1373H. *al-Islam wa al-nasraniyyah ma'ca al-ilm wa al-madaniyyah* al-Qahirah: Dar al-Manar.
5. Robert Hunt, 1991. *Christianity in Malaysia*. Kuala Lumpur: Pelanduk Publications.

### **KC 2063 Islam and Current Issues**

The course will discuss secularism, orientalism, post modernism and globalisation. Emphasis will be given to researches, which are against the Islamic principles. Besides that, it will also discuss women's position and status in Islam, problems of modern women and steps to overcome them; family institution, family planning, abortion, polygamy and problems faced by career women.

#### *References:*

1. Mahmud Hamdi Zaquq. 1404H/1983M. *al-Ishtisraq wa al-Khalfiyyah li al-Sira' al-hadari*. Kuwait: Dar al-Qalam li al-Tiba'ah wa al-Nashr.
2. Muhammad al-Ghazali. 1992. *Qadaya al-Mar'ah*. Beirut: Dar al-Shuruq.
3. Al-Bahi al-Khuli. 1968. *Al-Islam wa Qadaya al-Mar'ah al-Mu'asirah*. Beirut: Dar al-Qalam.
4. Edward W. Said. 1978. *Orientalism*. London: Routledge & Kegan Paul.
5. Syed Muhammad Naquib al-Attas. 1978. *Islam dan Sekularisme*. Kuala Lumpur: Muslim Youth Movement of Malaysia.

### **KC 2083 Al-Milal Wa Al-Nihal**

An overview on the various religions practised by mankind such as the general teaching of Hinduism, Buddhism, Confucianism, Christianity and Judaism. Analysis methods (manhaj tahlili) based on the Muslim scholars' approach will be used. A critical and comparative study of the history, the meaning of religion, discipline and its influences will also be highlighted.

## References:

1. Ibnu Hazm 1986,. *Al-Fasl fi al-milal wa al-ahwa' wa al-nihal* Beirut: Dar al-Shuruq.
2. Abu Shamah (Dr.) 1982. *Muqaranah al-adyan*, Qahirah: Dar al-Wahbah.
3. Al-Shahrastani 1987: *al-Milal wa al-nihal*. Qahirah: Dar al-Madani.
4. Al-Baghdadi 1970: *al-Farqu Bayn al-Firaq*. Qahirah: Maktabah Mustafa al-Halabi.
5. Al-Darraz, Abdullah (Dr.) 1970: *al-Din, buhuth Mumahhadah li dirasat tarikh al-adyan*. Qahirah: Dar al-Kutub al-Hadithah.

## KC 2103 Modern Dakwah Organizations

The course looks at the various dakwah organizations in Malaysia such as ABIM, JIM, YADIM, PERKIM, PUM, IKIM and others. Other ASEAN and international organizations such as OIC, FOSIS, DDII, (Dewan Dakwah Islamiah Indonesia). Muhammadiyah, NU (Nahdatul Ulama), Rabitah, WAMY, IIIT, Jamaah Islamiah Pakistan and Jamaah Tabligh India will also be discussed.

## References:

1. Deliar Noer (Dr.) 1991. *The future of Islam in southeast asia*. Jakarta: Risalah Foundation – Islamic Academy.
2. Gideon Golany dan Daniel Walden. 1974. *The contemporary new communities movement in the United States*. USA: University of Illinois Press.
3. Judith Nagata. 1984. *The reflowering of Malaysian Islam*. Canada: University of British Columbia Press.
4. Muhammad Abu Bakar. 1987. *Penghayatan sebuah ideal*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
5. Wan Hussain Azmi (Dr.) 1985. *Al-Da'wah al-Islamiyyah fi maliziya, zuhuruha wa intisharuha*. Kuala Lumpur: Percetakan Watan Sdn. Bhd.

## KC 3013 Principles and Practice of Management


A study of management policies which includes delegation and specialization of work, authority, discipline, integration of orders and actions, individual sacrifices, rewards, principles of centralization, work design, management, equality and cooperation. Practice of management covers decision making, planning, management and organization, motivation, communication, standardization and assessment, and will also examine basic concepts in Islamic management such as the concept of tauhid, Syura, justice, equality, cooperation and leadership.

### References:

1. Ussaf. Mahmud,. Dr. 1976. *Usul al-Idarah*. Al-Qahirah: Dar al-Nasyr al-cAraby.
2. Robbins S.P. 1988. *Management Conceptual Applications*. New York: Prentice Hall. 2<sup>nd</sup>. De.
3. Bedian A.G. 1986 *Management*. Chicago: Druden Press,
4. Abu Sin, Ahmad Ibrahim Dr. 1984. *Al-Idarah Fi al-Islam*. Al-Khurtum: al-Dar al-Sudaniyah li al-Kutub. 3<sup>rd</sup>.
5. Newman, W.H. et. al-1972. *The Process of Management: Concept, Behaviour and Practice*. 3<sup>rd</sup>. ed. Englewood Cliff, New Jersey: Prentice Hall, Inc.

## KC 3033 Personnel Management

Emphasizes on the management of a corporation's most important asset – its people. Provides an overall framework of personnel management with specific emphasis on the management of personalities from the Islamic point of view. Other highlights will include human resources planning, recruitment and selection, evaluation and performance appraisal, motivation and security.



## References:

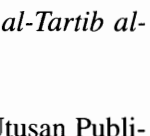
1. Abu al-Fadl, Abd.al-Syafy Muhammad. 1996/1417. *al-Qiyadah al-Idariyah fi al-Islam*. al-Qahirah: al-Ma<sup>h</sup>ad al-<sup>c</sup>Alamy li al-Fikr al-Islamy.
2. al-Thalib, Hisyam. 1994/1414H. *Dalil al-Tanmiyah al-Basyariyah*. al-Qahirah: al-Ma<sup>h</sup>ad al-<sup>c</sup>Alamy li al-Fikr al-Islamy.
3. Mondy, R.W. dan R.M. Noe. 1990. *Human Resource Management*. Allyn and Bacon.
4. Rowland, K.M. dan G.R. Ferris. 1086. *Current Issues in Personnel Management*. Allyn and Bacon.
5. Shahaarom TM Sulaiman. 1997. *Pengurusan Islam dan Pembangunan Manusia*. Selangor: Thinker's Library Sdn Bhd.

## KC 3053 Islamic Work Ethics

This course will discuss the concept of work that covers al-itqan, al-tajdid dan al-ibda<sup>c</sup>. Other issues that will be examined include akhlak of work, qualifications, administration ethics, muhasabah, freedom of speech, loyalty and justice. Emphasis will be given to Islamic work ethics.

## References:

1. al-Mawardi, Abu al-Hasan <sup>c</sup>Ali bin Muhammad bin Habib al-Basri al-Baghdady. 1966. *al-Ahkam al-Sultaniyah wa al-Wilayah al-Diniyah*. Misr: Syarikah Maktabah wa Matba<sup>h</sup>ah Mustafa al-Babi al-Halabi wa Auladuhu.
2. Badwy, Ahmad Zaky. Dr. 1983. *Mu<sup>c</sup>jam Mustalahat al-<sup>c</sup>Ulum al-Idariyyah*. al-Qahirah: Dar al-Kitab al-Misr.

- 
3. Kattani, °Abd. Hayy. t.th. *Nuzum al-Hukumat al-Nabawiyyah: al-Tartib al-Idariy*. Beirut: Hassan Jana.
  4. Mustafa Haji Daud. 1996. *Etika Pengurusan*. Kuala Lumpur: Utusan Publication & Distributors Sdn. Bhd.
  5. Nasr, Sayyed Hossein. 1989. *Etika Kerja dalam Tradisi Islam*. terj. oleh Nasir Muhammad. Kuala Lumpur: Nurin Enterprise.

### **KC 3023 Adab al-Ikhtilaf**

The course discusses and compares the differences between the concept of al-ikhtilaf and al-iftiraq. The course covers brief history of khilaf – from Prophet Adam’s era to Prophet Muhammad’s and *sahabats* period. It also studies reasons for khilaf, division of khilaf, khilaf usul, khilaf furu and khilaf fiqh and khilaf in Usuluddin as well as khilaf in current Islamic movements. This course also highlights the khilaf mannerism and analyses critically a few examples of khilaf in the history of Islam as a form of guidance.

#### *References:*

1. Shalah al-Shawie. 1414H/1994M. *al-Wajiz fi fiqh al-ikhtilaf*, Kahirah: Dar al-I°lam al-Dawlie.
2. °Umar Sulaiman al-°Asyqer. 1414H/1994. *Fiqh al-Ikhtilaf*, Amman: Dar al-Nafaa’is, Amman.
3. Muhammad Ibn °Umar Ibn Salim Bazmul. 1415H/1995M. *al-Ikhtilaf wa ma Ilaihi*, Riyadh: Dar al-Hijrah.
4. Yusuf al-Qardhawi. 1412H/1991M. *al-Sohwah al-Islamiyyah Bayn al-Ikhtilaf al-Masyru° Wa al-Tafarruq al-Mazmum*. Mesir: Dar al-Wafa, al-Mansourah.
5. Taha Jabir al-°Alwaani. 1401H/1988M. *Adab al-Ikhtilaf Fi al-Islam*, U.S.A. IIIT, Herndon.

## KC 3043 al-Firaq al-Islamiyyah

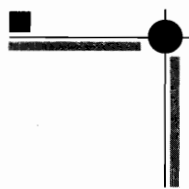
The course discusses the establishment and the development of the Islamic Aqidah thinking. Emphasis will be on the methodology, doctrines and influences. Among the groups highlighted are Maturidiah, Khawarij, Syiah, Murjiah, Muktaẓilah Ahli Sunnah and the effects on the Islamic thinking in Nusantara.

### References:

1. Al-Ash'ariy, Abu al-Hassan. 1969. *Maqalat al-Islamiyyin* 2 Jil. Qahirah: Maktabat al-Nahdah al-Misrtiyyah. 1985.
2. <sup>c</sup>Abd al-Jabbar. 1985. *Sharh usul al-khamsah*. Qahirah: maktabah Wahbah.
3. Al-Shahrastaniy. 1984. *Al-Milal wa al-nihal*. Bayrut: Dar al-Ma'arif.
4. Al-Baghdadiy. t.th *al-Farq bayn al-firaq*. Qahirah: al-Madani.
5. Al-Hashimiy, Muhammad Kamil. 1988. '*Aqa'id al-Syiah fi al-mizan*.

## 5.4 Elective/Minor Courses of Dakwah and Islamic Management Programme:

Kod	Kursus
KA 2033	Siyasah Shar'iyah
KA 2043	Administration of Islamic Law in Malaysia
KA 2053	Al-Fiqh al-Mu'asir
KB 3033	Sunnah, Bid'ah and Khurafat
KB 3013	Ilmu Takhrij
KB 2093	Orientalist Behaviour Towards Quran and Sunnah



## Course Description

### **KA 2033 Siyasah Syar'iyah**

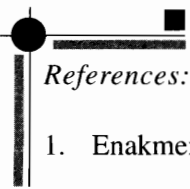
The course aims to introduce the general fundamentals of Islam, based on siyasah syar'iyah, which refers to the implementation and examples taken during the era of the Prophet and Khulafa' al-Rashidin. Discussions on sources and implemetation, administration power, public's right, personal rights, shura' and diplomatic expressions, objectives and methods of implementing Allah's hukum properly/ diligently and ijtihad, siyasah syar'iyah principles such as al-maslahah (publinc interest), *dar'u al-darar*, *daf'u al-mashaqqah* (to avoid difficulties), *al-'adah/ al'urf* (norm) dan *sadd al-Dhara'i* (to avoid the bad) will also be highlighted.

#### *References:*

1. Ibn Qayyim al-Jauziyah. 1380H/1961M. *Al-Turuq al hukmiyyah fi al-siyasah al-shar'iyah*. al-Qahirah: al-Muassa'sah al-Arabiah.
2. Abi Muhammad Izzuddin Assullami, t.th. *Qawaid al-ahkam fi masalih al-anam*. Beirut: Darul Kutub al-Ilmiah.
3. Ab. Wahab Khalaf. t.th. *al-siyasah al-shar'iyah fi assyuun addusturiah wa al-kharijiah wa al-maliah*:. Kuwait: Dar al-Qalam.
4. Ibn Taymiyah, t.t.h. *al-Siyasah al-shar'iyah fi Islam al-Ra'ii wa al-ra'iyah*. al-Jazair: Qash al-Kutub al-Bulaidah.
5. Abd. °Al Ahmad °Atwah. t.th. *al-Madkhal ila al-siyasah al-shar'iyah*. Saudi Arabia: Universiti al-Iman Muhammad bin Sanod al-Islamiah.

### **KA 2083 Administration of Islamic Law in Malaysia**

The course aims to study the position and the application of Islamic law during the Malacca Sultanate, during the British colonization and after the organization of the Islamic administration. Discussion focuses on Majlis Agama and Jabatan Agama, with emphasis given to the administration of zakat, wakaf, baitulmal, mosque and Majlis Fatwa. The course also examines and evaluates the power of Qadi Court in criminal proceedings, which are related to Islamic family law, marriage, divorce, maintenance and childcare.



## References:

1. Enakmen Pentadbiran Perundangan Islam bagi negeri-negeri di Malaysia.
2. Salleh Buang. 1990. *Pentadbiran undang-undang Islam di Malaysia*, Kuala Lumpur: Central Law Book Company.
3. Ahmad Ibrahim. 1975. *Islamic law in Malaya..* Singapore: Malaysia Sociological Research Institute Ltd.
4. Abdul Monir bin Yaacob. 1989. *An introduction to Malaysia law*. Bangi: Universiti Kebangsaan Malaysia.
5. Ahmad Ibrahim dahn Ahilemah Joned. 1992. *Sistem undang-undang di Malaysia*. Kuala Lumpur: Dewan Bahasa dan Pustaka.

## KA 2053 al-Fiqh al-Mua'asir

The course will discuss the current issues of fiqh in order to find *solution* and *hukum*. It stresses on the comparison between madhabs of the Islamic Fiqh and man-made laws. Among the issues: abortion, organ transplant, test-tube milk, blood, test-tube, family planning and other current issues.

## References:

1. Mahmud Shaltut, 1972: Al-Fatawa. Dar al-Shuruk.
2. Muhammad Makhluif, 1971: Fatawa Syariyah, Matba'ah Madani.
3. Yusof al-Qardawi, 1993: Fatawa Mu'asirah, Dar al-Wafa.
4. Ahmad Sharbasi, 1972: Yasalunaka, Lubnan: Dar al-Raid.

## KB 3033 Sunnah, Bid'ah and Khurafat

The course analyses the meaning of sunnah, and its parts. The meaning of bid'ah and khurafat as well as differences among them will also be discussed. Additionally, the various levels of bid'ah, the history of the growth of bid'ah and the sources of its growth, the study of Quranic verses and hadiths that reject bid'ah will also be given emphasis. This course also discusses the practices of Malaysian society that have elements of bid'ah and khurafat.

### References:

- <sup>1</sup>. 'Ali Mahfuz. t.th. *al-Ibda' fi Madhar al-Ibtida'*. Al-Qahirah: al-Maktabat al-Mahmudiyyat al-Tijariyyah.
- <sup>2</sup>. 'Atiyyah, Ezzat Ali. t.th. *al-Bid'ah*. al-Qahirah: Dar al-Kutub.
- <sup>3</sup>. Muhammad al-Ghazali t.th. *Laisa min al-Islam*. Al-Qahirah: Dar al-Kutub.
- <sup>4</sup>. Muhammad Sulaiman. 1991. *Af'al Rasulallah salla Allah alayhi wa sallam dilalatuha 'ala al-ahkam al-shar'iyyah*, Beirut: Muassasat al-Risalah.
- <sup>5</sup>. Syed Alwi bin Sheikh al-Hadi. 1960. *Adat resam Melayu dan adat istiadat*. Kuala Lumpur: Dewan Bahasa dan Pustaka.

## KB 3013 Ilmu al-Takhrij

The objective of this course is to guide students in discovering and determining the original source of a particular hadith, to determine the quality of the hadith, whether it is sahih or da'if and so on. The main purpose is to establish whether a hadith is applicable or not in solving a dispute.

### References:

1. Abu Muhammad, °Abd al-Mahdi bin °Abd al-Qadir bin Abd al-Hadi, Dr. Sheikh t.th *Turuq takhrij hadith Rasulullah s.a.w.* al-Qahirah, Dar al-Itisam.
2. Al-Sakhawi, Sham al-Din, Abu al-Khayr, Muhammad bin °Abd al-Rahman, al-Imam al-Hafiz. 1979. *al-Maqasid al-hasanah li bayan kathir min al-hadith al-mushtahirah °ala al-alsinah.* Bayrut, Dar al-Kutub al-°Ilmiyyah.
3. A.Y. Finsink, Dr. dan lain-lain. 1986. *Al-Mu°jam al-mufahras li alfaz al-hadith al-nabawi.* Istanbul, Dar Da°wat.
4. A.Y. Finsink, Dr. 1985. *Miftah kunuz al-sunnah.* Terjemahan Muhammad Fu°ad °Abd al-Baqi. Bayrut: Dar al-Qalam.

### **KB 2093 Orientalist Behaviour Towards al-Qur'an and al-Sunnah**

The course briefly discusses the history of the rise of Orientalism and their main objectives. Besides this, it discusses several issues such as the Orientalists view on Islam and Prophet Mohamed, views and attitudes towards al-Quran and al-Sunnah and, examples and issues put forward by them.

### References:

1. °Afaf Sabarah Dr. 1979. *Al-Mustashriqun wa-mushkilat al-hadharah.* Al-Qahirah. Dar al-Nahdhah.
2. Anwar al-Jundoi. t.t. *al-Islam fi wajah al-thaghrib mukhattat al-istishra° wa al tabshir.* Al-Qahirah, Dar al-Ictisam.
3. °Ali Muhammad Jarjish, Muhammad Sharif al-Zibaq. *Asalib ghazwa al-fikh li al-°alam al-Islami.*
4. Mohammad Khalifa. 1994. *al-Qur'an dan Orientalisme.* Terjemahan Zakariyau Stapa dan Mohamad Asin Dollah. K.L. DBP.
5. Indristy. 1998. (editor) *Islam dalam Persepsi orientalis.* Jabatan Usuluddin dan Falsafah FPI, UKM.







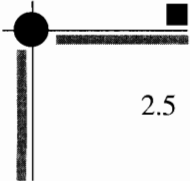
**RULES AND REGULATIONS**  
**KOLEJ UNIVERSITI ISLAM MALAYSIA**  
**BACHELOR DEGREE PROGRAMME (HONS)**

**1. Name, Enactment and Implementation**

- 1.1 The Rules and Regulations for Bachelor Degree Programmes (Hons), Kolej Universiti Islam Malaysia (KUIM) were enacted on the 16th June 2000.
- 1.2 All KUIM bachelor degree programme students must abide by these rules and regulations beginning the date of its enactment.
- 1.3 The rules are used for bestowing degree for Bachelor Degree Syariah and Judiciary (Hons), Bachelor Degree Quran and Sunnah Studies (Hons); and Bachelor Degree Islamic Administration and Dakwah (Hons).

**2. Admission Criteria**

- 2.1 Applicants for admission to the Bachelor Degree (Hons) programmes must pass Sijil Pelajaran Malaysia (SPM) or its equivalent and credits in at least five subjects **including** Bahasa Melayu, Bahasa Arab Tinggi, Pendidikan Syariah Islamiyyah and Pendidikan al-Quran & al-Sunnah and a pass in Bahasa Inggeris, AND
- 2.2 Obtain at least Grade E for Bahasa Arab and Syariah or Usuluddin at the level of STPM or
- 2.4 Possess a good Sijil Tinggi Agama Malaysia (STAM) qualification, at least Jayyid level; OR

- 
- 2.5 Possess Sijil Tinggi Pelajaran Malaysia (STPM) qualification (Islamic stream) and must pass Kertas Am, Bahasa Arab and Syariah or Bahasa Arab and Usuluddin, OR
  - 2.6 A holder of a diploma in related field to the courses applied (please include the academic transcripts from the first to the final semester); AND
  - 2.7 Fulfill the Malaysian University English Test (MUET) for STPM students, STAM and Diploma students for the current year.
  - 2.8 Applicants with positive attitude, who are active, strive for excellence, possess strong leadership skills and world knowledge will be given priority.

### **3. Course Description and Graduation Requirements**

#### **3.1 Number of Units**

To obtain a Bachelor Degree (Hons), students must complete and pass at least 109 designated course units (as listed in 3.2).

#### **3.2 Course Composition**

To be eligible for graduation, students must complete and pass these courses:

##### **3.2.1 Kolej Universiti Courses (KU) - 20 units.**

Student must complete and pass the units required in all five Kolej Universiti Courses (KU). The components are:

- a) Islamic and Asian Civilizations - 4 units.
- b) General Studies – 10 units.
- c) Practical/Industrial Training – 4 units.
- d) Co-curriculum – 2 units.

### 3.2.2 Faculty Core Courses - 38 units.

Faculty Core Courses are compulsory for all students of KUIM. These courses are offered for four semesters beginning from semester 1 to semester 4. Students must complete and pass the required courses. The courses are:

- a) Arabic Language (UA) – 8 units
- b) English Language (UB) – 4 units
- c) Islamic Studies (KA, KB, and KC) courses – 26 units.

### 3.2.3 Programme Courses - 39 units

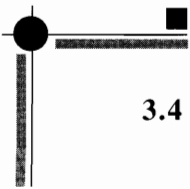
Programme Courses are courses designed for students from the respective faculties, which they must complete. They are offered for six semesters beginning from semester 1 to semester 6. Students must complete and pass 39 units. Students are also required to register and successfully complete an academic project in the sixth semester. The project carries 3 units.

### 3.2.4 Elective/Minor Courses - 12 units.

Other faculties offer elective and minor courses as options. Students must complete and pass these courses (minimum 12 units).

## 3.3 Practical Training Course

All KUIM students are required to undergo Practical Training Course, which is part of ‘Teras Universiti’ course (KU). The 4-unit course will be recorded as grades in students’ transcripts but will not be calculated into Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). Students must undergo practical training at departments/agencies determined by KUIM. The course aims to expose students to the working environment, put into practice their knowledge and skills as well as bridge the gap between KUIM and the outside community.



### 3.4 Co-curriculum

Co-curriculum courses are designed to develop well-rounded students both intellectually as well as physically. Among the activities are:

- 3.4.1 *Halaqah studies* - to understand and master Islamic writings (tafsir) and hadith besides *turath* writings.
- 3.4.2 *Muhadathah Hurrah* - to increase students' proficiency in Arabic and English Language.

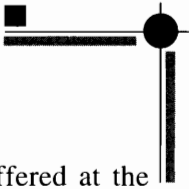
### 3.5 Exemption

KUIM Academic Senate/Board has the power to approve exemption to Rule 3.1 on these bases.

- 3.5.1 The students have completed the required number of units for the courses exempted.
- 3.5.2 Exemption does not include Kolej Universiti courses (KU).
- 3.5.3 Maximum unit exemption given will be based on the academic achievement of individual student.

### 3.6 Duration of Course

- 3.6.1 Bachelor Degree (Hons) students must complete the programme in not less than 6 semesters and not more than 10 semesters from the date of registration.
- 3.6.2 Students with valid reasons can request an exemption to the maximum ten-semester rule to complete their studies from KUIM's Senate. Please take note; failure in examination is not considered a valid reason.
- 3.6.3 The minimum semesters to complete a Bachelor Degree programme for students given exemption will be based on the total units exempted.



### **3.7 Course Registration**

- 3.7.1 Students must register for the courses offered at the beginning of each semester.
- 3.7.2 Students must register not less than 15 units and not exceeding 20 units each semester. Registration of units less than 15 units or exceeding 20 units requires approval of the Dean.
- 3.7.3 Students are allowed to change courses within the first 2 weeks of the beginning of each semester.
- 3.7.4 Students are allowed to drop courses within the first 4 weeks of each semester, failing which such action will not be accepted. Students will be given a failing grade for the courses dropped after the allotted period.
- 3.7.5 Students are allowed to drop courses as long as they retain the minimum 15 units for each semester. Nevertheless, exemption is given to students who have received the Dean's approval as stated in 3.7.2. Courses dropped will not be included in the calculation of the Grade Point Average (GPA).

## **4 Evaluation Structure**

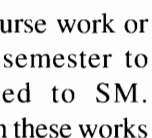
- 4.1 Evaluation for each semester is based on grade points. This includes course work and final examination.
- 4.2 40% from the total grade for each course is based on course work or mid-semester examination meanwhile 60% is allocated for the final semester examination.

4.3 Grades and grade value given for each course are as listed:

<b>Grade</b>	<b>Grade Value</b>	<b>Rating</b>
A	4.00	
A-	3.67	Excellent
B+	3.33	
B	3.00	Credit
B-	2.67	
C+	2.33	
C	2.00	
C-	1.67	
D+	1.33	
D	1.00	Pass
E	0.00	Fail
TD	Withdraw	
TP	Examination Suspension	

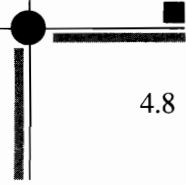
4.4 Grades without grade value given to students:

- 4.4.1 Passed or Failed (L/G) status is given to students taking courses which are not given grade value.
- 4.4.2 Not Completed (TL) is the status given with consent, to students who fail the complete at least 70% of the course with valid reasons. Nevertheless, the student must complete the requirements in not more than 2 weeks in the following semester in order to be given full evaluation and a grade.

- 
- 4.4.3 Progressing (SM) is the status given for course work or projects, which require more than one semester to complete. No grade value is attached to SM. Nevertheless, the number of units involved in these works and projects will be calculated as part of units taken in a particular semester. The grade value and units for these courses will only be calculated as part of graduation purposes and CGPA once the SM status is replaced with normal grade.
- 4.4.4 Audit (U) status is given to students who register for a course and undergo the required examination but not given a grade value. Grades will only be recorded if the students pass the examination.
- 4.4.5 Withdraw (TD) is the status given to students who withdraw from a particular course with approval from the lecturer and Programme Head, from the fourth to the tenth week in a particular semester.
- 4.4.6 Examination deferment (TP) is the status given to students who apply to postpone the examination under rule “8.3 Penangguhan Peperiksaan”. If approved, a replacement examination must be conducted in the soonest possible period.

## **5. Evaluation System and Grade Point Average (GPA)**

- 4.5 All courses (except Practical/Industrial Training and Co-curriculum) will be taken into account for the calculation of each semester’s Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).
- 4.6 “E” grade will also be calculated to determine Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).
- 4.7 The grade obtained for a course that is repeated will be used in the calculation of Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA); thus the initial “E” grade for the related course will be dropped in the calculation of GPA and CGPA.



## 4.8 Calculation of GPA and CGPA is based on:

### 4.8.1 Each Semester Grade Point Average (GPA)

Total grade value (Grade value X course units) of the courses taken is divided with the total course units taken in each semester as specified in items 5.1, 5.2 and 5.3;

GPA calculation formula:

$$\sum_{i=1}^n G_i U_i$$

.....

$$\sum_{i=1}^n U_i$$

which

$G_i$  = Grade value for -i

$U_i$  = Course units -i

$n$  = Number of courses taken in a particular semester

Example:

Semester I

Course	Grade Value	Grade Unit	Course value	Grade X Course Unit
AA 1013	A	4.00	3	12.00
AA 1033	B+	3.33	3	09.99
AA 1053	A-	3.67	3	11.01
AA 1073	E	0.00	3	00.00
AA 1093	C+	2.33	3	06.99
<b>TOTAL</b>			<b>15</b>	<b>39.99</b>

$$\begin{aligned}\text{Semester GPA} &= 39.99/15 \\ &= \mathbf{2.67}\end{aligned}$$

#### 4.8.2 Cumulative Grade Point Average (CGPA)

Total grade value (grade value X course units) for all the courses taken is divided with the total units of the courses taken as specified in items 5.1 and 5.3. Formula for the calculation of CGPA is similar to the calculation of GPA.

Example:

Semester I

Course	Grade Value	Grade Unit	Course Value	Grade X Course Unit
AA 1013	A	4.00	3	12.00
AA 1033	B+	3.33	3	09.99
AA 1053	A-	3.67	3	11.01
AA 1073	E	0.00	3	00.00
AA 1093	C+	2.33	3	06.99
<b>TOTAL</b>			<b>15</b>	<b>39.99</b>

$$\begin{aligned}\text{Semester GPA} &= 39.99/15 \\ &= \mathbf{2.67}\end{aligned}$$

## Semester II

Course	Grade Value	Grade Unit	Course Value	Grade X Course Unit
AA 1023	A	4.00	3	12.00
AA 1043	B+	3.33	3	09.99
AA 1063	C+	2.33	3	06.99
AA 1083	A	4.00	3	12.00
AA 1103	D	1.00	3	03.00
<b>TOTAL</b>			<b>15</b>	<b>43.98</b>
<b>CUMULATED TOTAL</b>			<b>30</b>	<b>83.97</b>

$$\begin{aligned} \text{Cumulated GPA} &= 83.97/30 \\ &= \mathbf{2.80} \end{aligned}$$

### 6. Regulation to Continue:

6.1 **Pass:** A student will receive a passing grade and be allowed to proceed to the next semester if he or she accumulates a GPA of 2.00 or higher ( $> 2.00$ ).

#### 6.2 Conditional Passing Status:

6.2.1 A student who accumulates a GPA of between 1.00 and 1.99 is given Conditional Passing status and is allowed to continue his or her studies with warning.

6.2.2 Nevertheless, a student is not allowed to amass the Conditional Passing status two semesters consecutively. This means students who fails to achieve a GPA of 2.00 in the following semester as specified in rule 6.2.1, will receive a failure status and cease from the being a student of KUIM.

6.3 **Fail:** A student who accumulates a CGPA of less than 1.00 or fails to fulfil the requirements as specified in 6.2.2 above will have to discontinue his or her studies.

## 6.4 Evaluation for Graduation

6.4.1 A student must fulfil all these criteria in order to receive his or her Bachelor Degree (Hons):

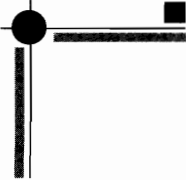
6.4.1.1 Accumulate a CGPA of not less than 2.00 for all the courses taken as outlined in 5.1, 5.2 and 5.3 above.

6.4.1.2 Complete not less than 109 units for courses taken throughout the program as specified in 3.2 above. Students are allowed to accumulate extra units to increase their CGPA by enrolling into other courses or courses already taken as specified in rule 5.4 above.

### 6.4.2 Granting of Degrees

6.4.2.1 KUIM confers Bachelor Degree (Hons) of different classes. The classes are:

CGPA	Class
3.67-4.00	First
3.00-3.66	Second Upper
2.50-2.99	Second Lower
2.00-2.49	Third



6.4.2.2 Degree can be conferred to students who have:

- (a) Fulfilled all the requirements of the Bachelor Degree (Hons) Acts.
- (b) Fulfilled all the specified regulations.
- (c) Sanctioned by the Examination Board and KUIM's Senate/ Academic Board.
- (d) Completed all stipulated payments to KUIM.

## **7. Other Regulations.**

7.1 Attendance for lectures and tutorials must not be less than 80%. A student who fails to adhere to the requirements set by KUIM will be prohibited from taking the course examinations after the related teaching staff informs the Programme Head.

7.2 Evaluation results for every semester achieved by students will be recorded in their academic records.

### **7.3 Special Repeat Examination**

7.3.1. A special repeat examination can be conducted for final semester students who require just one course to qualify for graduation.

7.3.2 This examination must be conducted in writing and is allowed only once throughout the study period. The grade given is either L or K (Passed or Failed).

7.3.3 Application must be submitted to the Registrar (Academic Division) within two weeks (2) after official results are announced. A fee of RM50.00 is charged for this purpose.

7.3.4 Each application received by the Registrar must be referred to the Programme Head, who after consulting the respective course Coordinator, will decide on the date of the examination within 2 weeks.

## **8. Suspension of Registration, Permission for Registration Deferment and Postponement of Examination.**

### **8.1 Suspension of Registration**

- 8.1.1 A student suffering from illness for a long period of time can be allowed to suspend registration for certain semesters to be decided by the Programme Head. Certification from a certified medical officer who conducted the said medical examination on the student is required. For mental illness, allowance to register into a programme will be based on the endorsement by the treating doctor.
- 8.1.2 Students with other problems besides in item 8.1.1 can be given suspension of registration if the Programme Head finds that the problems faced by the students will disrupt the student's academic session. Application to suspend registration can be made till the 10th week of each semester. Application after the 10th week will not be entertained.
- 8.1.3 Application to suspend registration can be made to the Programme Head and carbon-copied to the Registrar (Academic Division).

### **8.2 Permission for Registration Deferment**

- 8.2.1 Female students who are certified by a medical officer or doctor to be pregnant between 6 to 7 months at the start of registration period are advised not to register for the said semester.
- 8.2.2 Students can be given the allowance not to register only after a written application has been submitted to the Programme Head before the end of the second week of the beginning of each semester. Consideration for application received after the specified week can only be decided in the Programme Heads Meeting.

### **Postponement of Examination**

- 8.3.1 Students who are ill or face other disturbances during examination can request postponement of examination from the Programme Head and this has to be verified in the Programme meeting.
- 8.3.2 Application to postpone an examination must be made 48 hours after the said examination is carried out.
- 8.3.3 A letter of endorsement by a medical officer/doctor must accompany each application for postponement of examination on medical grounds as specified in item 8.1.1 above. Other reasons for postponement of examination can only be given consideration by the Programme Head and verified in the program meeting.

### **8.4**

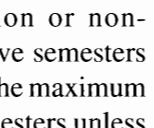
#### **A KUIM Student Status**

A student granted suspension from registration and permission not to register will lose the status as KUIM's student and will not be allowed to receive or use KUIM's facilities until he or she registers after the said period.

### **8.5**

#### **Current Semester Registration Suspension Period /Non-Registration**

- 8.5.1 The period of suspension of registration or non-registration due to medical reasons will not be included as part of the maximum period allowed completing a degree program as specified in item 3.6 above.
- 8.5.2 The period of suspension of registration or non-registration on other grounds besides medical reasons will be included (except for the first two semesters) as part of the maximum period allowed for graduation as specified in item 3.6 above.

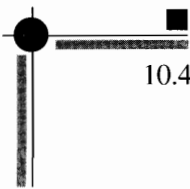
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- 8.5.3 The period of suspension of registration or non-registration must not exceed two consecutive semesters unless substantiated with medical reasons. The maximum period of suspension of registration is 4 semesters unless it is due to medical-related reasons.

## **9. Safe Keeping of Examination Answer Scripts**

- 9.1 The teaching personnel who conduct the courses are responsible to keep all the related examination answer scripts.
- 9.2 All scripts must be kept safely for a period of not less than 3 months after the announcement of the official results of the examination.
- 9.3 All examination answer scripts must be destroyed as soon as possible after the three months period lapse as specified in item 9.2 above.
- 9.4 In cases where there are appeals by students, the related examination scripts must not be destroyed until the results have been revised and verified.


## **10. Appeal to Revise Course Evaluation Result**

- 10.1 Appeals to revise the course evaluation result must be made in writing to the Registrar (Academic Division). Appeals must be made within 4 weeks after the official results are announced. All appeals made after the specified time frame will not be entertained.
- 10.2 Each appeal must specify the course or courses to be revised.
- 10.3 A charge of RM50.00 for each course must be borne by the students making the appeal. The amount must be paid together with the letter of appeal. This fee is not refundable.

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- 10.4 The Registrar after receiving the appeals will refer to the Programme Head who after consulting the related course Coordinator can appoint a panel of examiners to re-examine the results of the said course.
  - 10.5 The panel of examiners comprises of the Course Coordinator, original examiner of the course and at least one examiner from the same field or closely related field.
  - 10.6 Certification made by the panel of examiners will be forwarded for consideration at the Programme Meeting. The Academic Senate/Board will verify the decision concluded in Programme Meeting before it is informed to the respective students.
  - 10.7 All decisions made and verified by the Academic Senate/Board is final and further appeals will not be entertained.

## **11. Appeals to Continue Study**

- 11.1 A student who receives “Failed and Dismissed” (Gagal dan diberhentikan) status for failure in fulfilling course requirements can submit an appeal against the decision.
- 11.2 Each appeal must be submitted to the Registrar within 4 weeks after the official results are announced. Each appeal must be accompanied with a payment of RM50.00, which is not refundable. All appeals after the designated period will not be entertained.
- 11.3 The Registrar after receiving the appeals will refer to the Programme Head who must appoint an Appeal Committee to consider the appeals.
- 11.4 The Appeal Committee comprises of Programme Head responsible for academic related issues, Course Coordinator and at least one member from the related study program.

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- 11.5 The committee has the power to:
- 11.5.1 Accept or reject an appeal;
  - 11.5.2 Make decision to all the appeals;
  - 11.5.3 Verify the results of the appeals besides deciding the worthiness of each appeal.
- 11.6 The result must be submitted to the Academic Senate/Board for verification.
- 11.7 All results verified by the Academic Senate/Board are final. Further appeals will not be entertained.

## **12. General**

- 12.1 All registered students from the date of its implementation must observe all the rules, regulations and related interpretation endorsed by KUIM Academic Senate/Board from time to time.
- 12.2 KUIM Senate/Board has the right to give accommodation it deems appropriate to the above rules.









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