



Student Handbook 2016-17



Table of Contents

Academic Calendar

Timetable

Staff

Student Charter

Institutional Regulations



Academic Calendar 2016 -17

First Term: Monday 26th September – Friday 16th December 2016 (12weeks)

Reading week: Monday 7th November – Friday 11 November 2016

Second Term: Monday 9th January – Friday 31st March 2017 (12weeks)

Reading week: Monday 20th February – Friday 24th February 2017

Third Term: Monday 1st May – Friday 9th June 2017 (6weeks)

PLEASE NOTE:

BA: All coursework must be submitted by:

Critical Reviews (Term I): 3, 10, 17 & 24 November 2016 respectively

Critical Reviews (Term 2): 3, 10, 17 & 24 March 2017 respectively

Extended essays- Friday 19th May 2017

Masters All coursework must be submitted by:

Critical Review assignment for Term I must be submitted by 2nd December, 2016 (2,000 words)

Critical Review assignment for Term II must be submitted by 17th March 2017 (2,000 words)

Extended Essays must be submitted by 9th June 2017 (3,500 words)

Dissertation submitted by Friday 1st September 2017 (15,000 words)

Coursework submitted after the deadline will be penalised.

Holidays

Christmas/New Year holidays: 19th December 2016 to 6th January 2017

Easter holidays: 03 April 2017 to 17th April 2017

Bank holidays: 14th April, 2017, Monday 17th April 2017, 1st May 2017 and 29th May 2017



TIMETABLE FOR BA ACADEMIC YEAR 2016-2017 (TERM 1)

BA		
	MORNING 10am - 12pm	AFTERNOON 1:00pm - 3:00pm
MONDAY		ARABIC (MC 4.10) DR YOSEF KARIM
TUESDAY		INTRODUCTION TO ISLAMIC LAW (MC 4.11) MR SALAH AL-ANSARI
WEDNESDAY	SCIENCE OF HADITH 1 (MC 4.13) DR AHMAD ACHTAR	
THURSDAY	ISLAMIC HISTORY (MC 4.12) MRS AISHA KHAN	INTRODUCTION TO QURANIC SCIENCES (MC 4.14) DR AHMAD ACHTAR
FRIDAY		



(TERM 2)

BA		
	MORNING 10am - 12pm	AFTERNOON 1:00pm - 3:00pm
MONDAY	WORLD RELIGIONS (MC 4.21) (TEAM TAUGHT)	ARABIC (MC 4.20) DR YOSEF KARIM
TUESDAY		ISLAMIC LAW: Comparative <i>'Ibadat Law</i> (MC 4.22) MR SALAH AL-ANSARI
WEDNESDAY		ISLAMIC THEOLOGY (MC 4.23) DR HARITH BIN RAMLI
THURSDAY	SUFISM: PAST AND PRESENT (MC 4.24) (DR NOUHA KHALIFA)	MAJOR THEMES IN THE QURAN (MC 4.25) DR AHMAD ACHTAR
FRIDAY		



TIMETABLE FOR MA ACADEMIC YEAR 2016-2017 (TERM 1)

MA		
	MORNING 10am - 12pm	AFTERNOON 1:00pm - 3:00pm
MONDAY	ARABIC 2 (MC 7.1) DR YOSEF KARIM	
TUESDAY	<i>SHARI'A: PAST AND PRESENT</i> (MC 7.2) MR SALAH AL-ANSARI	GOD IN ISLAMIC THOUGHT (MC 7.3) DR HARITH BIN RAMLI
WEDNESDAY		
THURSDAY	STUDYING ISLAM IN THE CONTEXT OF MODERNITY: APPROACHES AND ISSUES (MC 7.4) DR AHMAD ACHTAR	RESEARCH METHODS (MC 7.5) DR ALHAGI M Drammeh
FRIDAY		



(TERM 2)

MA		
	MORNING 10am - 12pm	AFTERNOON 1:00pm - 3:00pm
MONDAY	QURANIC ARABIC (MC 7.6) DR MOSA	INTRODUCTION TO WESTERN PHILOSOPHY (MC 7.7) DR KARIM ESMAIL
TUESDAY	MUSLIMS IN BRITAIN (MC 7.8) DR DAWOOD ABDULLAH	MODERN ISLAMIC THOUGHT (MC 7.9) DR ALHAGI M DRAMMEH
WEDNESDAY		
THURSDAY	INTERPRETING THE WORD OF GOD: QURANIC HERMENEUTICS (<i>USUL AL- TAFSIR</i>) (MC 7.10) DR AHMAD ACHTAR	
FRIDAY		

STAFF

Director

Dr Mohamed Benotman e-mail: mhenotman@muslimcollege.ac.uk

Academic Coordinator and Senior Lecturer

Dr Alhagi Manta Drammeh

Email: amdrammeh@muslimcollege.ac.uk

Registrar

Dr Mosa Khalil Ablezi

e-mail: registrar@muslimcollege.ac.uk

Qur'an and Hadith Studies

Lecturer: Dr Ahmad Achar

e-mail: a.achar@muslimcollege.ac.uk

Islamic Law and Jurisprudence

Lecturer: **Mr Salah Al-Ansari**

e-mail: alansari@muslimcollege.ac.uk

Islamic Theology

Lecturer: Dr Al Hagi Manta Drammeh

e-mail: amdrammeh@muslimcollege.ac.uk

Islamic History

Lecturer: Mrs Aisha Khan

e-mail: aishak@muslimcollege.ac.uk

Islamic Philosophy

Lecturer: Dr Harith Bin Ramli

e-mail: harithbr@muslimcollege.ac.uk

Sufism: Seeking the Face of God

Lecturer: Nouha Khalifa

e-mail: nouhaK@muslimcollege.ac.uk

Arabic: Lecturer: Dr Mosa Khalil Ablezi

e-mail: mosa@muslimcollege.ac.uk

Student Charter

1. Learning Support

- a) Lecturers are always contactable either via email or a face to face meeting. Some lecturers do not mind giving out their personal mobile telephone numbers.
- b) You are encouraged to meet up with your lecturer on a one-to-one basis should you have any concerns or difficulties with the subject matter.
- c) The College does offer Research Methods classes to assist students in writing an essay which meet the standard requirements of a British post-graduate institution.
- d) The College does not offer at this time a class specifically on language assistance.
- e) The College also does not cater for those students who may have learning difficulties. However, meeting with the Principal or a Senior Lecturer will allow the College to ascertain the gravity of your difficulty and discuss with you what can be within the College's limited means.
- f) Students are encouraged to convey any concerns, complaints or compliments that they have informally to the College Principal. The Principal will regularly (at least once in a term) meet with each student to talk about their progress, but also about problems and concerns either regarding the courses or matters of a personal nature affecting the studies. Additionally, students are assured that they can e-mail or ring the Principal on immediate matters.

2. Teaching And Learning Methods

Teaching is done in different formats, namely, lectures, seminars, tutorials, discussion, where there is greater encouragement from the teachers to get the students thinking and involved and contributing to a vibrant discourse.

- a) Students will be set a minimum reading level each week that they will be required to complete and discuss the following week.
- b) Due to the small nature of the classes and classrooms all lectures and classes will allow for Question and Answer sessions,
- c) Debates and discussions are encouraged in order to facilitate learning. Teaching is done in a way to encourage vibrant and sometimes emotive discussions but they are always respectful.

3. Physical, Learning And Human Resources

- a. The College benefits from a small but extremely resourceful library with many brilliant titles which serve as an excellent first point of call.
- b. Students are strongly encouraged to make use of facilities outside the College such as the SOAS Library and the British Library.
- c. There is no excuse for students not being able to give 100% in their assignments.

Institutional Regulations 2016 -17

4. Attendance and Absence

- 4.1 The Muslim College has a very strict attendance policy which will be recorded manually in the class register, as well as on our computer system. The Muslim College software for monitoring attendance can generate automated reports and alerts the administrative team when students' attendance begins to fall short.
- 4.2 The College expects every student to attend every timetabled session and to be ready to begin work at the scheduled start of each timetabled session, in order to benefit from the prompt start time and the maximum work learning time, as well as to prepare the student for the world of work or higher level studies.
- 4.3 In all instances you will be marked absent in our class register if you are not in class for the first 20 minutes of the session.
- 4.4 If you know in advance you will be absent for a session for any reason, you should give due notice, via email, to the Principal and/or the Academic Coordinator and to the lecturer conducting the session. **This will constitute an authorised absence.**
- 4.5 If you are absent on medical grounds, the College recommends that you see a doctor as soon as possible. When doing so, you ought to take the opportunity to **request a medical certificate** (some medical practitioners may make charges for issuing such certificates).
- 4.6 If you do have in your possession a medical certificate that covers a period of absence, you must give this document to the Muslim College administrator as soon as you return to class after the period of absence. The administrative staff will stamp a date on a copy of the medical certificate and return the original to you.
- 4.7 Only a medical certificate approved by the Muslim College will be taken into consideration.

Doctor's certificates will not be accepted if they are backdated by more than two weeks.

4.8 Advice for students

1. The College takes every opportunity to support students in all instances. With regards to attending a disciplinary meeting the college recommends:
 - a. 2.1. When attending the disciplinary meeting with senior members of the Muslim College, you may be accompanied by a supporting person.
 - 2.2. Up to the date of the procession of your appeal, the Muslim College will maintain your enrolment and you must continue to attend classes.
 - b. You must ensure that the administrative staff of the Muslim College have your most recent home address and contact details.

4.9 Interruption of Study

The student must make a written request to interrupt their programme of study. It is the duty of the student to find out whether there have been any changes to the College's assessment policy or practice and also any changes to the syllabus.

4.10 Health and Safety Policy Statement

4.11 We at the college recognize our duties under the Health and Safety at Work Act 1974 and the accompanying protective legislation. The college endeavours to meet the requirements of this legislation so as to ensure that we maintain a safe and healthy working environment. Our directors and supervisory staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by our undertaking.

4.12 Mobile Telephones

The use of mobile telephones is prohibited in lecture rooms, seminar and tutorial rooms, laboratories, libraries and examination rooms. The use of other communication devices, such as pagers, is also prohibited in examination rooms. The use of personal stereos is not permitted in examination rooms or in designated quiet areas of the College.

Students are expected to turn off the mobile phones during lectures or seminars. Should there be a pressing need to have the mobile turned on during a lecture/seminar, permission must be sought from the lecturer and the mobile must remain on silent or on a discreet vibrating mode so as to not disturb the ongoing class.

Types of Modules

A module is each class that you take which counts towards your degree. Modules are taught for 12 weeks.

All core and optional modules must be passed before students are allowed to progress onto the dissertation stage either for the BA or the MA programme

Students must also attend classes for compulsory non-credited courses. The different modules help them to develop their critical and research skills.

BA 1st year			
Module	Category	Credit	Assessment
Arabic 1	Compulsory	N/A	Examination
Introduction to Islamic law (MC 4.11)	Core	15	Coursework
ISLAMIC HISTORY (MC 4.12)	Core	15	Coursework
Science of hadith 1 (MC 4.13)	Core	15	Coursework
Introduction to Quranic Sciences (MC 4.14)	Core	15	Coursework
World Religions (MC 4.21)	Compulsory	N/A	Coursework
Islamic law (MC 4.22)	Core	15	Coursework
Islamic theology (MC 4.23)	Core	15	Coursework
Sufism: past and present (MC 4.24)	Core	15	Coursework
Major themes in the Quran (MC 4.25)	Core	15	Coursework

MA			
Module	Category	Credit	Assessment
Arabic 2 (MC 7.1)	Compulsory	N/A	Examination
God in Islamic Thought (MC 7.2)	Optional & Credited	20	Coursework
<i>Shari 'a</i> : past and present (MC 7.3)	Optional & Credited	20	Coursework
Studying Islam in the context of modernity: Approaches and issues (MC 7.4)	Core	20	Coursework
Research Methods (MC 7.5)	Compulsory	N/A	Presentation
Quranic Arabic 3 (MC 7.6)	Compulsory	N/A	Examination
Introduction to Western Philosophy(MC 7.7)	Compulsory	N/A	Essay
Muslims in Britain (MC 7.8)	Optional & Credited	20	Coursework
Modern Islamic Thought (MC 7.9)	Optional & Credited	20	Coursework
Interpreting the Word of God: Quranic hermeneutics (<i>usul al-tafsir</i>) (MC 7.10)	Core	20	Coursework

Course Assessment

5. Assessment Requirements and guidelines

A good attendance record is one of the requirements of entering an assessment for marking. Students must meet the attendance requirements of the college to assist them in meeting all courses. Please note that essays of students who fall short of attendance will not be considered for marking.

Students must also actively prepare for courses they intend to complete. Lecturers might regularly assess your preparation through unmarked oral assessment or short readings. If there is sufficient evidence which indicates that the student repeatedly misses to prepare for class work (e.g. essential reading), the tutor can decide to refuse course work for marking.

5.1 The Assessment

All subjects in MA and BA Programmes are assessed by coursework. In the BA programme you are expected to complete 2 sets of assignments (see the academic calendar) for each assessed module. In the Masters programme, in addition to the 2 assignments (see the academic calendar) for each assessed module, you must submit a final dissertation.

In addition, you may be required to submit a shorter paper between **1,000-2,000 words for your World Religions and Western Philosophy module**. You may also be required to complete a class presentation and report for these modules which will be explained by the relevant tutor. You will also be asked to sit an Arabic examination at the end of the year.

5.2 Assignments deadlines for the BA and MA programmes:

- Every course will be assessed based on two kinds of assessment. One is Critical Review and the other is essay. All students are advised to start thinking and writing about their essays much earlier than later.
- Students must submit two hard copies and soft/electronic copy of each piece of assignment for internal and external assessment.

5.2.1. BA All coursework must be submitted by:

Critical Reviews (Term 1): 3, 10, 17 & 24 November 2016 respectively (**1500 words**)

All Essays for the (Term 1) must be submitted by Friday 26th January 2017 before 5.00pm (**2000 words**)

Critical Reviews (Term 2): 3, 10, 17 & 24 March 2017 respectively (**1500 words**)

All Essays for the (Term 2) must be submitted by Friday 19th May 2017 before 5.00pm (**2000 words**)

5.2.2. Masters All coursework must be submitted by:

Critical Review assignment for (Term 1) must be submitted by 2nd December, 2016 before 5.00pm (**2,000 words**)

All Essays for the (Term 1) must be submitted by Friday 3rd February 2017 before 5.00pm (**3,500 words**)

Critical Review assignment for (Term 2) must be submitted by 17th March 2017 (**2,000 words**)

All Essays for the (Term 2) must be submitted by 9th June 2017 (**3,500 words**)

Dissertation submitted by Friday 1st September 2017 (**15,000 words**) before 5.00pm

Note: That any delay in submitting assignments will be penalised.

*: Deadline for assignments for the optional modules is at the discretion of the lecturers of the course.

6. Board of examiners

- b) The Board of Examiners is responsible for confirming marks.
- c) The Board of Examiners decide whether a fail can be “compensated” (i.e. whether you can be awarded credit for that module even if you have not actually passed), whether you will need to re-take the module or whether you will be able to attempt a re-assessment.
- d) All coursework and dissertations submitted in the BA and Masters programmes will go to the external examiner.
- f) The Regulations for Taught Programmes of Study outline how the Board of Examiners should treat a failed module when considering progression and awards.
- g) The policy is subject to the interpretation of the Board of Examiners.
- h) The Board of Examiners’ decision is final.

6.1 Re-take

- a) A “re-take” entails the student re-sitting the entire module and resubmitting the coursework.
- b) For any module on a postgraduate programme, if your module result is less than 40% any subsequent attempt to pass the module will normally be a “re-take”.
- c) A re-take requires attendance at the module lectures and seminars as well as another attempt at the assessment.
- d) In certain circumstances the Board of Examiners may at its discretion decide to ask the student for a reassessment over a retake.

7. Re-Assessment

- a. A “re-assessment” entails the student resubmitting the coursework but not being asked to re-sit the entire module.
- b. If you obtain a module result of between 40% and 49% for any module on a Master’s programme then the Board of Examiners may offer “re-assessment” as an alternative to a “re-take”.
- c. If you obtain a module result of between 30% and 39% for any module on a BA programme then the Board of Examiners may offer “re-assessment” as an alternative to a “re-take”.
- d. Re-assessment is where a student will re-attempt a failed element of a failed module; it does not require attendance at lectures and seminars.
- e. You will not normally be reassessed in elements that you have already passed.
- f. The timing of any re-assessment will be at the discretion of the Board of Examiners; this will normally be either at the next normal assessment opportunity or in some instances before the beginning of the next academic year.

8. Attempts

- a. You will normally be offered **two attempts** at passing a module (**the original attempt plus one further attempt**, each of which will either be a re-assessment or a re-take).
- b. After this, if the module has not been passed it will be classed either as a “compensated fail” or a fail.
- c. In some cases this will mean that it will not be possible for you to gain the award that you have registered for; in such cases, your registration will normally be terminated.

8.1 Late submission of work for assessment

- a. Assignments that are submitted within a period of 30 days after the deadline date are only

eligible for a maximum mark of 50% (on the Masters) and 40% (on the BA), which is the bare pass mark and the 'actual' mark that would have been awarded had the student submitted the work on time. Both the penalty mark and the actual mark are given to the student on the cover sheet.

- b. Assignments submitted more than 30 days after the assessment deadline date (or, if an extension has been agreed, after the extended deadline) are assigned a mark of 0%.
- c. You should complete the standard **Mitigating Circumstances form** and submit it, with documentary evidence as appropriate, to the Principal/Academic Coordinator, normally before the published final assessment deadline.

8.2 Mitigating Circumstances

The Muslim College Policy on Mitigating Circumstances states how the Board of Examiners will treat assessment that has been affected by adverse circumstances.

Mitigating circumstances are defined as unforeseen, unpreventable circumstances. This should not be confused with long term issues such as disability for which the Muslim College can make adjustments before assessment. Contact the Principal/Academic Coordinator for further details with regards to disability provisions.

Examples of mitigating circumstances beyond the reasonable control of the student:

- Bereavement (near relative only).
- Serious accident, illness or serious infectious disease.
- Burglary and theft.
- Childbirth (i.e. going into labour on the day of an assessment).

Examples of situations which may be considered beyond the reasonable control of the student:

- Medical operation (if approved prior to the point of assessment or an emergency).
- Hospital tests (if approved prior to the point of assessment or an emergency).
- Being taken ill during an examination.
- Significant accident, injury, acute ailment or condition.
- Unanticipated and unavoidable professional obligations.
- Private or public transport failure leading to delays of more than 1 hour (corroborative evidence is required to verify such a delay).

Examples of circumstances that would NOT normally be considered mitigating circumstances:

- Accidents to friends or relatives (unless within 3 days prior to deadline or examination or where student is sole carer).
- Family illness (except in an emergency or where the student is the sole carer).
- Examination nerves.
- Feeling generally anxious, depressed or stressed (unless medically certificated and notified in advance i.e. at least 2 weeks).
- Minor accidents or injuries.
- Pregnancy.
- Cold, cough, upper respiratory tract infection, throat infection, unspecified viral

infection.

- Childcare problems that could have been anticipated.
- Domestic problems (unless supported by independent evidence).
- Mistaking the deadline, or time management problems (including alarm not going off).
- Private or public transport failure leading to delays of less than 1 hour.
- General financial problems.
- Legal problems (unless required to attend Court on the day of the assessment).
- Holidays or booked travel arrangements.
- House moves.
- Notes burned or stolen (unless supported by a fire or police report).
- Intermittent or last minute computing equipment problems (discs, machines, printers, viruses).
- Handing-in problems.
- Inclement weather (unless exceptional/severe conditions).
- Ignorance of the Regulations or examination/assessment arrangement.
- Inadequate planning and time management.
- Any event that could reasonably have been expected or anticipated.

The Muslim College would like to raise that this is not an exhaustive list, and that each case will be treated on its merits by the Mitigation Sub-Committee of the Board of Examiners.

A Mitigating Circumstances claim should be submitted if valid detrimental circumstances result in:

- a. The late or non-submission of assessment;
- b. Non-attendance at examination(s);
- c. Poor performance in assessment.

Discussing your claim with a member of staff does not constitute a submission of a claim of mitigating circumstances.

For a claim to be accepted you must produce independent documentary evidence to show that the circumstances:

- Have detrimentally affected your performance or will do so;
- Were unforeseen;
- Were out of your control and could not have been prevented;
- Relate directly to the timing of the assessment affected.

Please send in the Mitigating Circumstances form to the Principal/Academic Coordinator with supporting documentation. Any supporting documents should be:

- On the official headed paper of the issuing body.
 - Include the dates of the period in which the circumstances applied.
 - The original document (photocopies of documentary evidence will not normally be accepted).
- If you need an original document for another purpose, you should arrange to bring in the original so that a copy can be made by the Principal/Academic Coordinator or other member of the subject team, who must then indicate on the copy that they have seen the original.
- Submitted at the earliest opportunity and in advance of the Mitigating Sub-Committee.

9. Outcome/Results

If you submitted work late and your mitigating circumstances are accepted, then the higher

mark (the “actual” mark) will be considered by the Board of Examiners.

If you feel that your mark was lower than it might have been because of mitigating circumstances, **you should be aware that individual marks will almost never be changed in the light of mitigating circumstances.** Assessment is designed to test your achievement rather than your potential; it is not normally possible to gauge what you would have achieved had mitigating circumstances not arisen. Where mitigating circumstances are accepted, and it is judged by an examination board that these circumstances were sufficiently severe to have affected your performance in assessment the usual response will be to offer you another opportunity for assessment without penalty, at the next available opportunity.

10. Deferring Studies Policy

Duration: The Muslim College regulations allow you to suspend studies for a maximum of two years in total during your programme of study. This may be for one period of two years, or for non-consecutive shorter periods that add up to a total of two years or less.

When deferring, students **MUST** give sufficient reasons for their interruption of study as explained in **Interruption of Study**, but if this interruption should exceed an academic year they **MUST** notify the College as to the reasons why they cannot continue the next academic year.

Application: Any application for deferment of studies should be made in writing to the Principal/Academic Coordinator. You should give details of the length of the proposed break and the reasons for the application.

Library/I.T: If you have deferred your studies, you will not have access to the Muslim College Library or its computer facilities.

Re-enrolment: If you do not re-enrol after having completed two years of deferment you will be deemed to have withdrawn from your programme. If you wish to resume your programme after having been withdrawn, you will normally be required to re-apply for admission.

11. Your Coursework

The Muslim College degree is awarded upon the successful completion of:

- Attendance at the Muslim College’s Research Methods seminars, Introduction to Western Philosophy, World Religions, and passing the Arabic examination.

Assessment for the conferment of BA and Masters Degrees of the Muslim College is a combination of coursework and formal examinations. The Course team believes that the successful completion of a broad range of assessments including learning journals, long essays, oral presentations, advanced research skills as well as a dissertation ensures that our postgraduates are fully equipped with the intellectual skills that are expected of BA and MA students.

Often students find the concept of assessment daunting and worrying; but it should not be. It is a natural part of your development as a BA and MA student and you are given the opportunity to assess your strengths and weaknesses during the Core Courses. Part of your training as a BA and MA student is to gain competency in the nuts and bolts of referencing.

As far as possible, the Course Team have structured the assessment timetable to make

realistic demands, and to ensure that later assessments benefit from the feedback given to earlier assessments.

At the Muslim College we are committed to our students being fully informed of our assessment procedures and our marking criteria. To facilitate this desire we have a detailed standard marking criteria which you will find under the section **Degree Classification** and you should read it carefully. There is no mystery about the process of marking; we are looking for highly specific skills from you: clear presentation, excellent writing skills, and clear arguments that can be followed and backed up by appropriate proof and referencing. The marking criteria explains the range of skills that students are expected to demonstrate to obtain each of the bands of marks. You should also note that the marking of your essays is internally and externally reviewed.

To assist you in understanding what is required of you in relation to your assessments, each set of assessments comes back to you with a cover sheet stating the outcome of the assessment, i.e. commenting on what was expected from you to demonstrate competency. Where appropriate, marking criteria will be referred to in those cases where it deviates from the standard.

This section on assessment would not be complete without a comment on plagiarism. Your assessments must be your own work, and of course we expect you to respect the intellectual integrity of others by ensuring that you do not pass off as your own the words of others. Plagiarism can occur through sloppy verbatim note taking that does not contain quotation marks. Months later coming to the notes you can forget that those are not your words so do be careful to meticulously record your notes.

12. Master's Degree Classification

Postgraduate awards may be made with Pass, Credit, Merit or Distinction. Awards will be designated with the following distribution:

Award	Percentage Range	How The Marks Are Determined
Distinction	70% - 100%	Distinctions are normally awarded to students who achieve an average result of 70% or more, including a mark of 70% or over in their dissertation and for all core modules on their programme.
Merit	60% - 69%	Merits are normally awarded to students who achieve an average result between the range of 60%-69%, including a mark of 60%-69% in their dissertation and for all core modules on their programme.
Pass	50% - 59%	Credits are normally awarded to students who achieve an average result between the range of 50%-59%, including a mark of 50%-59% in their dissertation and for all core modules on their programme.
Fail	0% - 49%	Fails are normally awarded to students who achieve an average result that falls below 50%, including a mark of less than 50% in their dissertation and for all core modules on their programme.

13. Masters Marking Criteria

To help you gain the best results, below is a set of guidelines for your discretion as a reference point of our marking criterions.

It is important that the work is presented well according to the guidelines below. Though marks are not allocated for presentation, poor presentation can have a negative effect on the overall mark.

Award	Percentage Range	Characteristics of such an Assignment
Distinction	70% - 100%	<p>Research Skills:</p> <ul style="list-style-type: none"> • Excellent and systematic planning of reading and research. Seeks out further or more challenging sources • Work is coherent, logically organised, well-balanced • Referencing is complete <p>Use of Sources:</p> <ul style="list-style-type: none"> • Wide-ranging reading, engages more difficult or challenging material to develop or support argument • Very good judgment shown in selection and presentation of sources and material • Sources and material are deployed effectively and responsibly, in quotations, paraphrase or other forms of allusion • Own and others' experience is critically evaluated and interpreted for its impact and bearing on the issue <p>Knowledge:</p> <ul style="list-style-type: none"> • Assimilates and critically engages with material from classes • Shows initiative in reading and research, and a mature interaction with it • Reflects a high level of knowledge of the subject area and issues in greater depth • Clear awareness of the approach taken, why, and alternative approaches or frameworks <p>Understanding:</p> <ul style="list-style-type: none"> • Analytical and insightful distinctions and comparisons, detailed or deep • Clear distinction between the crucial and the peripheral, addresses the former but is aware of the relations and relevance of the latter • Able to expound others' views with clarity and concision, aware of the wider background, motivation, etc. of the source's stance • Independent assessment and evaluation of views, sources • Independent judgment, critique and analysis, offers original and valuable observations or makes interesting connections • Demonstrates a clear awareness of context, background,

		<p>impact of difference of culture, gender, etc.</p> <ul style="list-style-type: none"> • Offers own perceptions of the wider issues and implications, interactions and impact of different questions • Impressive ability to construct, support and defend an argument or position, anticipating objections and addressing them
Merit	60% - 69%	<p>Research Skills:</p> <ul style="list-style-type: none"> • Reading and research are well-planned and systematic • Work is well structured, with good balance of exposition, comment, analysis etc. • Referencing is acceptable <p>Use of Sources:</p> <ul style="list-style-type: none"> • Clear-sighted selections and editing of sources and material • Judicious and discerning use of sources in illustration and support of the argument • Critical and effective use of own and others' experience as a source where appropriate and relevant <p>Knowledge:</p> <ul style="list-style-type: none"> • Reflects absorption of class material, critically evaluated and a mature interaction with it • Demonstrates wide reading and a sound understanding of what is read • Very good knowledge of the topic • Awareness of the range of views within the area and contributes own evaluation <p>Understanding:</p> <ul style="list-style-type: none"> • Assessment of distinctions, comparisons is insightful and well-judged, although at times work may be derivative • Identifies shrewdly the crucial and central as opposed to the minor or peripheral, and addresses the central issues • Can more than adequately expound others' views accurately and comment pertinently upon them • Uses own judgment in evaluation and assessment situations, even if at times limited • Ability to carry out own analysis and critique competently • Shows good grasp of context, background, impact of differences of culture, gender, etc. • Demonstrates an awareness of wider issues and interactions and impact of different questions • Ability to construct and support own argument, although at times this could be stronger
Pass	50% - 59%	<p>Research Skills:</p> <ul style="list-style-type: none"> • Some efforts have been made to plan and organise the

		<p>reading</p> <ul style="list-style-type: none"> • Little evidence of structure to writing • Referencing is absent and/or work shows limited awareness of referencing. • Limited critical debate with relevant sources • Focuses with limited success on question set <p>Use of Sources:</p> <ul style="list-style-type: none"> • Little or some awareness of which sources are appropriate and relevant for the discipline or topic. • Selection of sources is injudicious • Quoting or paraphrasing sourcing is indiscriminate, or alternatively is absent • Use of own or others' experience is uncritical, little awareness of what is appropriate or where there is an attempt at criticism it is very limited <p>Knowledge:</p> <ul style="list-style-type: none"> • Some evidence of assimilation of an interaction with material from classes • Assimilation of and interaction with further reading is present but inadequate or limited • Some knowledge necessary for understanding of the topic, but there is scope for improvement or evidence of only very limited reading outside class materials <p>Understanding:</p> <ul style="list-style-type: none"> • Important distinctions or comparisons are obscured or not noticed or badly executed • Insufficient or inadequate distinguishing of crucial issues from minor points, or central from peripheral questions, often reflected in the balance of material • Exposition of others' views is unclear, perhaps with some errors or distortion, but efforts have been made and there is some appreciation of the diversity of views concerning the subject • The work remains descriptive, with limited or no evaluation or critique. • Limited or no ability to analyse views, situations, and texts • Little or no appreciation for the context, background, impact of differences of culture, gender, or limited appreciation lacking depth of critique • Creation and conduct of own argument is either absent, or undertaken in an inappropriate manner: as sheer assertions, without evidence or support for the views expressed, or limited in extent without sufficient analysis • Opinions and views expressed may not be relevant to
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		the discipline or topic under discussion
Fail	0% - 49%	<ul style="list-style-type: none"> • Little or no research skills i.e. very poor referencing or no referencing, no source materials. • Significantly below the minimum word limit. • Does not address the topic in a proper manner

14. BA Marking Criteria

To help you gain the best results, below is a set of guidelines for your discretion as a reference point of our marking criterions.

It is important that the work is presented well according to the guidelines below. Though marks are not allocated for presentation, poor presentation can have a negative effect on the overall mark.

All assignments will be given a percentage mark. The pass mark for a BA assignment is 40%. Assignments will be assessed on the basis of presentation and the demonstration of skills, knowledge and understanding.

Assignments will be assessed using the following generic marking criteria that will be applied as appropriate, depending on the nature of the module.

Mark awarded

Marking criteria

70% +

Excellent to Outstanding

NB: A mark above 80%

indicates an exceptional piece of work that excels in respect of these criteria

Presentation

- Clearly and legibly written
- Within agreed word limit

Skills

- Well-structured, coherent argument(s)
- Very good use of relevant evidence (primary and secondary sources and materials) to support and illustrate the argument(s) made
- Where appropriate, evidence of independent research
- Comprehensive examination of the subject of the assignment
- Exclusion of irrelevant material
- Correct and comprehensive citation of all sources in a recognised format

Knowledge

- Clear and strong evidence of current knowledge and debates relevant to the assignment
- Clear and strong evidence of current knowledge of core / central concepts relevant to the assignment
- Clear and strong evidence of critical appreciation

of sources used

Understanding

- Demonstrates ability to think independently, originally and critically

60-69%

Very Good

Presentation

- Clearly and legibly written
- Within agreed word limit

Skills

- Well-structured, clear argument(s)
- Good use of relevant material to support the argument(s) made
- Comprehensive examination of the subject of the assignment
- Correct and comprehensive citation of all sources in a recognised format

Knowledge

- Clear and strong evidence of current knowledge and debates relevant to the assignment

Understanding

- Evidence of ability to reflect critically on the subject of the assignment

50-59%

Satisfactory to Good

Presentation

- Clearly and legibly written
- Within agreed word limit

Skills

- Evidence of attempt to construct argument(s), which may have gaps or lack clarity
- Evidence of reading and awareness of relevant issues / debates
- Appropriate sources adequately cited

Knowledge

- Evidence of knowledge relevant to the assignment

Understanding

- Some evidence of engagement with, and analysis of, material covered in the module

40-49%

Bare Pass to Adequate

Presentation

- Legibly written
- Within agreed word limit
- Generally weak and / or careless

Skills

- Some evidence of attempt to address the question
- Evidence of some reading relevant to the topic
- Barely adequate use / referencing of sources

Knowledge

- Limited knowledge of subject area
- Over-reliance of material covered in class

Understanding

- Limited understanding of concepts and ideas relevant to the assignment

30-39%

FAIL

Presentation

- Poorly presented and / or illegible
- Beyond or substantially below agreed word limit

Skills

- Little of no evidence of attempt to address the question
- Overly repetitious and / or descriptive
- Inclusion of irrelevant material
- Little or no evidence of reading relevant to the topic
- Sources adequately cited or not cited

Knowledge

- Very little or no evidence of knowledge of, or reading in, subject area
- Opinions expressed without any supporting evidence

Understanding

- Little of no evidence of understanding of the concepts / ideas relevant to the assignment and / or misunderstanding of these

0-29%

FAIL

Presentation

- Very poorly presented and / or illegible
- Beyond or substantially below agreed word limit

Skills

- No evidence of attempt to answer the question
- No evidence of planning answer
- Overly repetitious and / or descriptive
- Substantial inclusion of irrelevant material
- No attempt to cite material adequately or to provide references

Knowledge

- No evidence of knowledge of, or reading in, subject area

- Opinions expressed without supporting evidence

Understanding

- No evidence of understanding of the concepts / ideas relevant to the assignment and / or complete misunderstandings of these

Additional criteria for marking coursework

- Work that significantly exceeds the word limit specified for an assignment may be penalised.
- Students who fail to submit coursework in the correct format may have their work penalised.

15. Formatting

- For the BA programme, essay of 2,000 words and critical review of 1500 words with a 10% threshold either way otherwise students will incur a penalty of up to 10%.
 - Footnotes or endnotes count towards the word limit
 - The bibliography is excluded from the word count.
- For the Masters programme, 3,000 words essay and Critical Review of 2000 words with a 10% threshold either way otherwise students will incur a penalty of up to 10%.
 - Footnotes or endnotes count towards the word limit
 - The bibliography is excluded from the word count.
- All assessments should be typed or word-processed, 1.5 line or double-spaced and printed in:
 - a minimum of an 12-point font.
 - All assessments must give an explicit acknowledgement of sources (see section **Assessment Offences**). Students are advised to use the Footnote or Harvard Referencing System but other established systems are acceptable provided they are correctly and consistently employed and agreed by the relevant lecturer.
 - A bibliography must be included in all essays.
 - There are severe penalties for plagiarism — the copying or close paraphrasing of published or unpublished work. It is treated as a serious offence by the College.

Guideline for writing Critical Review and essay

15.1 The particular requirements may vary from course to course, but these guidelines may be useful: For BA students, they will choose an article or a chapter and analyse it critically. As for the MA students, they will read and compare two different articles or chapters.

When writing, think about the following points:

Description: What is/are the articles all about? Include a summary of the content of the article/s to demonstrate that you are able to understand

Analysis: the key issues and questions. The arguments the author/s are putting forward

Evaluation: Relation to other works. Has the author engaged with issues? How strong are the arguments?

Make use of

Recommended and supplementary reading
Look up reviews and discussions of the paper

General structure

1. Introduction
2. Description
3. Comparisons
4. Analysis and evaluation
5. Conclusion

16. Deadlines

It is important that students follow the submissions procedures. These are there to ensure that course work is correctly processed, filed, and marked. Failure to keep to these procedures regulating the submission of coursework can result in deductions or refusal to accept the work.

It is important that we receive all assessments by the due date. The dates of all assessments are given in the timetable given in the beginning of the academic year. All assignments for Core Courses must reach the Registrar/Academic Coordinator on or before the due date.

- Late work receives an automatic 50% mark, which constitutes the bare pass mark.
- Assessments handed in more than 30 days after the deadline (or, if an extension has been agreed, after the extended deadline) are assigned a mark of 0%.

17. Extensions

Extensions are given for acceptable mitigating circumstances, which should be supported by third party documentation (such as a doctor's letter, hospital letter, letter from an employer etc.).

If the student has any confidential reasons for asking for an extension, he/she needs to see the Principal/Academic Coordinator to discuss the issue.

A Mitigating Circumstances Form needs to be filled in, signed and returned to the Principal/Academic Coordinator.

Please note, extension requests should not be brought forward to the Lecturers. The Mitigating Circumstances Form needs to reach the Principal/Academic Coordinator at least 2 days before the deadline for the course work during office hours. Extension requests arriving on the day or the day before the deadline will not be considered.

18. Submitting your coursework

In the following, we set out the essential requirements in an informal manner. Please note that failure to follow the submission procedure will result in the rejection of your course work for assessment.

18.1 Submission procedures

hardcopies and **1 electronic copy** of each assessment must be submitted to the Registrar/Academic Coordinator by the date of the deadline. You may post them/email them or deliver them to the reception. Whatever means of delivery you choose the onus is on the student to ensure that they reach the Registrar/Academic Coordinator on time. The date of

submitting the hardcopies will be marked in our log-book and student file, which indicates to the markers whether you met the set deadline. It is not sufficient to send only the electronic version of your essay via e-mail on time.

Each hard copy must be accompanied by a signed assessment cover sheet. The coversheet is available from the reception.

An electronic copy of your assignment must be sent via e-mail to the Registrar/Academic Coordinator by the date of the deadline. Please send the essay as an attachment; please state in the actual e-mail:

The title of your essay.

Your name.

The title of the module.

Name of the subject tutor.

The electronic copy will be used to check your assignment for plagiarism.

Do not hand in your course work to subject tutors or to academic staff.

18.2 Marking procedure for coursework

All essays are marked by the lecturer teaching the course and are double-marked internally and may later be submitted to an external examiner. After first and second marking the essays will be returned to you with a provisional mark and written comments.

It is important to note that the provisional agreed mark may be revised upwards or downwards by the external examiner. All marks are provisional until confirmed by the external examiner.

18.3 Progression

In order for students to progress to the Masters programme they will need to pass all modules at the BA level. If the student fails in any of the modules they will be expected to resubmit after the end of the BA and before the start of the MA.

Should the student fail any of their MA modules they will be required to resubmit after the end of their taught modules and before the submission date of their dissertation.

You are only allowed to resubmit a failed paper once and this will incur a 10% penalty.

19. Conferment of Awards

Once **all** your assignments and dissertation have been completed, a single paper from each core module and the dissertation will be sent to an **external examiner** who will assess your work.

The mark of the external examiner will be final and authoritative. The mark you had received from the College can fluctuate either way.

Once the external examiner has finished assessing the work and has notified the College of their decision, the College lecturers will convene and decide whether you have met the credit requirements and learning outcomes and decide your degree classification.

19.1 Powers of the External Examiner

No recommendation by the Examination Board for the conferment of an award shall be made without the written consent of its approved external examiner(s). On any matter which the external examiner(s) has declared to be a matter of principle, the decision of the external examiner(s) shall be accepted as final by the Examination Board.

The Examination Board comprises of all the academic staff of the College and the Advisory Board. In cases of procedural or other irregularity, the Examination Board will have the power to annul the

decision of the external examiner and refer the case to another external examiner.

20. Assignment Offences

20.1 What is an assignment offence?

An assessment offence (i.e. plagiarism) is academic dishonesty; that is, the act of taking somebody else's work and presenting it as your own or helping others to present work as their own (whether in an essay or examination). If you knowingly assist another student to plagiarise (for example, by willingly giving them your own work to copy from), you are committing an examination offence.

The Muslim College treats all assessment offences seriously. It makes strenuous efforts to detect plagiarism, including using web-based software that can provide clear evidence. If you are in any doubt as to what constitutes acceptable conduct you should consult a member of academic staff.

The Muslim College has a wide range of sanctions that it may apply in cases of plagiarism, including the termination of a student's registration in the most serious cases.

Examples of plagiarism include (but are not restricted to):

Copying the whole or substantial parts of a paper from a source text (e.g. a web site, journal article, book or encyclopaedia), without proper acknowledgement.

Paraphrasing another's piece of work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained.

Piecing together sections of the work of others into a new whole.

Procuring a paper from a company or essay bank (including Internet sites).

Submitting another student's work, with or without that student's knowledge.

Submitting a paper written by someone else (e.g. a peer or relative) and passing it off as one's own.

Representing a piece of joint or group work as one's own.

Below are actions the College will take if it finds a student committing plagiarism:

In the event of genuine plagiarism and not incorrect or poor referencing your paper will automatically be **marked as a fail** and you will be required to resubmit the paper after the end of that academic year. Your resubmitted paper will incur a 15% penalty.

Should it be the dissertation that is **plagiarised your dissertation** will be deemed a **fail and your programme of study at the College will be suspended** following a disciplinary hearing with the Academic Board.

Should you be found cheating during an exam, your paper will automatically be deemed a fail and you will be asked to leave the examination room or hall.

Should there be concern of cheating on an examination paper, you will be called in for a disciplinary hearing with a member of the Academic Board.

21. Academic Misconduct

In addition to the rules pertaining to academic dishonesty, just as relevant is a student's actions.

Examples of academic misconduct include:

Arranging for another person to complete your assignment.

Submitting a piece of work that has already been assessed in another module.

Offering bribes.

Failure to comply with invigilator's instructions.

Obtaining or seeking to obtain examination papers prior to the examination.

The above is not an exhaustive list, but if it is found that a student is suspected of academic misconduct, the examining board and the academic staff will convene a meeting to discuss the matter and the extent of the misdemeanour carried out by the offending student.

The College may initiate an investigation if suspected misconduct is reported by an examiner, moderator, internal or external examiner or other relevant party. Anonymous allegations will not be investigated. The general principle is that the penalty should be appropriate to the scale of the offence and to the stage reached in the student's studies.

21.1 Student's right for an appeal

A student shall have the right to appeal against a decision made following investigation, on the grounds of new evidence which he or she was previously unable to provide. A candidate may appeal against the penalty imposed on the grounds of doubt(s) of its viability

An appeal for a review of an Examination Board decision must be made in writing, to the College within 28 days of the date of notification of the Examination Board's decision, unless, having regard to the circumstances of a particular case, the College's Examination Board determines that an appeal received outside this period be allowed.

The appeal must be supported by evidence relevant to the grounds for appeal.

The College shall acknowledge in writing within five working days any appeal which conforms to the requirements, and will provide an estimate of the date by which the candidate will be further advised of the progress of the appeal.

21.2 Complaints Procedure

The College seeks to continuously evaluate its practices, administrative and academic and any complaint made will be addressed as soon as possible in a polite and straightforward manner.

Complaints may be made by:

Current or previous students individually or in a group;

Anyone receiving a service from the College and who is affected by the activities of the College.

An appeal is different from a complaint, even where the complaint relates to teaching or supervision which a student believes has affected their ability to perform and/or produce work.

It is as well to remember that most complaints can best be resolved through informal discussion with the person most concerned, and that in the first instance you can seek impartial and confidential advice from the Student Welfare Office.

If a student wishes to make a formal complaint they must do so in writing. The written statement initiates the formal process and must include a description of what has happened to give rise to the complaint including:

Name of the person or department about whom/which the complaint is made;

Date(s) and occasions when the reason(s) for complaint occurred;

Name of any witnesses who will corroborate the complaint (written statement with signature of consent);

Documentary evidence;

An outline of what action a student would like to be taken or what remedy he or she is seeking;

If needed, the name of the person who has agreed to accompany, support, or represent the student at any meeting or hearing;