

Academic Policy

1. Purpose

This purpose of this document is to outline the academic policies for faculty members and students enrolled on to Al-Mahdi Institute's (AMI) Hawza programme.

2. Scope

This policy applies to students and course tutors teaching on AMI's Hawza programme.

3. Hawza Programme Oversight

- 3.1. The Head of Education is responsible for the general oversight of the Hawza Programme (HP) and the staff and academic faculty who contribute to its provision.
- 3.2. The Education Manager reports to the Head of Education and is responsible for the provision of the HP and ensuring that the academic faculty meet the responsibilities and obligations incumbent upon them.
- 3.3. The faculty is made up of lecturers and tutors.
 - 3.3.1 Lecturers are responsible for teaching the course content and marking assessments.
 - 3.3.2 Tutors are responsible for student tutorials and marking assessments when necessary.
 - 3.3.3 Occasionally there can be an overlap between the responsibilities of lecturers and tutors on the HP.
 - 3.3.4 The lecturers and tutors are specified for each course.

4. HP Progression

- 4.1 The HP consists of four levels.
- 4.2 Each level consists of a number of core courses which are required to be successfully completed to progress onto the next level.
 - 4.2.1 Students should consult the [student handbook](#) to familiarise themselves with the core courses and the number of credits needed to complete each level.
- 4.3 Students cannot enrol onto a course in a higher level until they have completed all the core courses in the previous level. For example, students cannot enrol onto level two courses without first completing all the core courses in level one.
 - 4.3.1 Students who enrol in an advanced course without fulfilling the requirements of the preceding lower-level course will not qualify for a refund upon request. For instance, those who enrol in level 2 courses without completing the level 1 course, resulting in a lack of understanding of the content and course failure, will not be eligible for a refund. If a student enrolls in a higher-level course without successfully completing the prerequisite, and the tutor determines that the student lacks sufficient knowledge to proceed, the student will be removed from the course and required to complete the lower level. Once again, in such cases, the student will not be eligible for a refund. Furthermore, students will not be entitled to resit any examinations if they fail a higher-level course without completing the corresponding lower-level course. For example, if a student enrolls in the level two Arabic course, ARB2TWO, without successfully completing the level one Arabic course, ARB1ONE, and fails the ARB2TWO assessments, they will be removed from ARB2TWO and asked to enrol in and successfully complete ARB1ONE.
 - 4.3.2 Students with previous experience studying related courses may be able to bypass certain courses or levels. However, this must be done in consultation with the Education Manager.
- 4.4 Students wishing to progress onto the MA in Islamic Studies at the University of Birmingham (UoB) must attain 450 credits of core courses of the HP (see point 7 for full details of the MA).

5. Certification

- 5.1 Students who have successfully completed all core courses on the four levels of the HP totalling 520 credits will be awarded a certificate of completion and an academic transcript.
- 5.2 The certificate of completion is not an accredited degree. However, AMI in partnership with the UoB offers an MA in Islamic Studies (see point 7 for full details of the MA).

6. Programme Completion

- 6.1 AMI's HP is an online self-paced programme. It is at the discretion of the student to determine how long they take to complete the HP.
 - 6.1.1 As each course is offered independently students can study as few or as many courses as they are capable of.

- 6.2 Once a student enrolls on a course, they have 365 days to complete the course from the date of payment.
 - 6.2.1 Students who do not complete a course within the 365-day time limit will lose access to the course and will need to re-enrol.
- 6.3 If a student is facing extenuating circumstances and anticipates that they will not complete the course in time must contact the Education Manager to request an extension.
 - 6.3.1 If a student anticipates that they would need an extension, this request must be submitted no later than three weeks prior to the course completion deadline.
- 6.4 Extensions are granted at the discretion of the Education Board.
 - 6.4.1 Extensions are granted for the following but are not limited to:
 - 6.4.1.1 Physical or mental illnesses that last more than a week.
 - 6.4.1.2 Family bereavement within one month of the course completion deadline.
 - 6.4.1.3 Severe personal difficulties.
 - 6.4.1.4 Legal proceedings requiring attendance in court.
- 6.5 The following reasons will not be accepted as extenuating circumstances:
 - 6.5.1 Misreading information regarding submission deadlines
 - 6.5.2 Holiday arrangements
 - 6.5.3 Social and work commitments
 - 6.5.4 Illness that lasts less than three days
 - 6.5.5 Technical software, hardware, network, or internet problems
- 6.6 AMI will treat all extenuating circumstances applications as strictly confidential between the student and the Education Board. This information will not be disclosed to anyone outside of the Education Board.
 - 6.6.1 Extenuating circumstances are not an excuse for academic misconduct.
 - 6.6.2 If an extension is not granted students must re-enrol.
- 6.7 To successfully complete the HP and graduate from AMI, students must complete all core courses totalling 520 credits.

7. MA in Islamic Studies

- 7.1 AMI in collaboration with the University of Birmingham (UoB) offers an MA in Islamic Studies.
- 7.2 AMI students wishing to proceed onto the MA must attain 450 credits of the HP.
- 7.3 UoB recognises the HP as a sufficient entry requirement onto the MA regardless of prior qualifications or lack thereof.
- 7.4 Enrolment onto the MA programme is solely at the discretion of UoB.

8. Assessments

- 8.1 Students on the HP are assessed in various ways, these include: oral exams, written exams, presentations, and written essays.
 - 8.1.1 If students are unable to be assessed by the methods outlined for each course, AMI will make efforts within its capability to accommodate students who require special arrangements.
- 8.2 Student assessments are marked according to rubrics agreed upon by the Head of Education and Education Manager and communicated to the faculty.
- 8.3 Assessment guidelines are set out in the student handbook and on the assessment page for each course.

9. Assessment Feedback Policy:

- 9.1. All students are entitled to feedback on their completed assessments.
 - 9.1.1 Course tutors and/or lecturers must fill in a feedback sheet for students when grading their assignments.
- 9.2. In order for students to receive feedback on their completed written assessments, they must ensure that they submit their written assessments through Canvas and follow the correct procedures outlined in the student handbook.
 - 9.2.1 Students are given feedback based on the rubrics system found on the Canvas page.
- 9.3 Course tutors and/or lecturers must provide feedback for any assessments to students within three weeks of submission.
- 9.3 To successfully pass a course students must achieve a 50% pass mark for each assessment.
- 9.4 Students who fail to meet the pass mark for any given course are entitled to one free re-sit. Resitting an exam is a further opportunity for the student to pass a course and attain academic credits of the HP.
 - 9.4.1 If a student fails the resit they must pay a resit fee of £50.
 - 9.4.2 If a student fails the second resit then they must re-enrol onto the course.

10. Academic Appeals Policy:

- 10.1 An academic appeal is a request that can be made by the student to appeal a grade they believe is unfair through a formal process, which may lead to their work being re-marked.
 - 10.1.1 To submit an appeal students must submit an [appeal form](#) to initiate the process within 10 days of receiving the result of their assessment(s).

11. Student Complaint Policy:

11.1 Students who feel dissatisfied with anything regarding their learning experience are able to file complaints about their grievances which will be reviewed by the Head of Education and the Education Manager.

11.1.1 If a student feels dissatisfied with the Education Manager they are able to write a written complaint to the Head of Education by email: hashim@almahdi.edu. All complaints will be dealt with internally and remain confidential. The Head of Education and/or Education Manager will keep students anonymous during the complaint process.

11.1.2 A form to initiate this process can be found in the [student handbook](#).

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