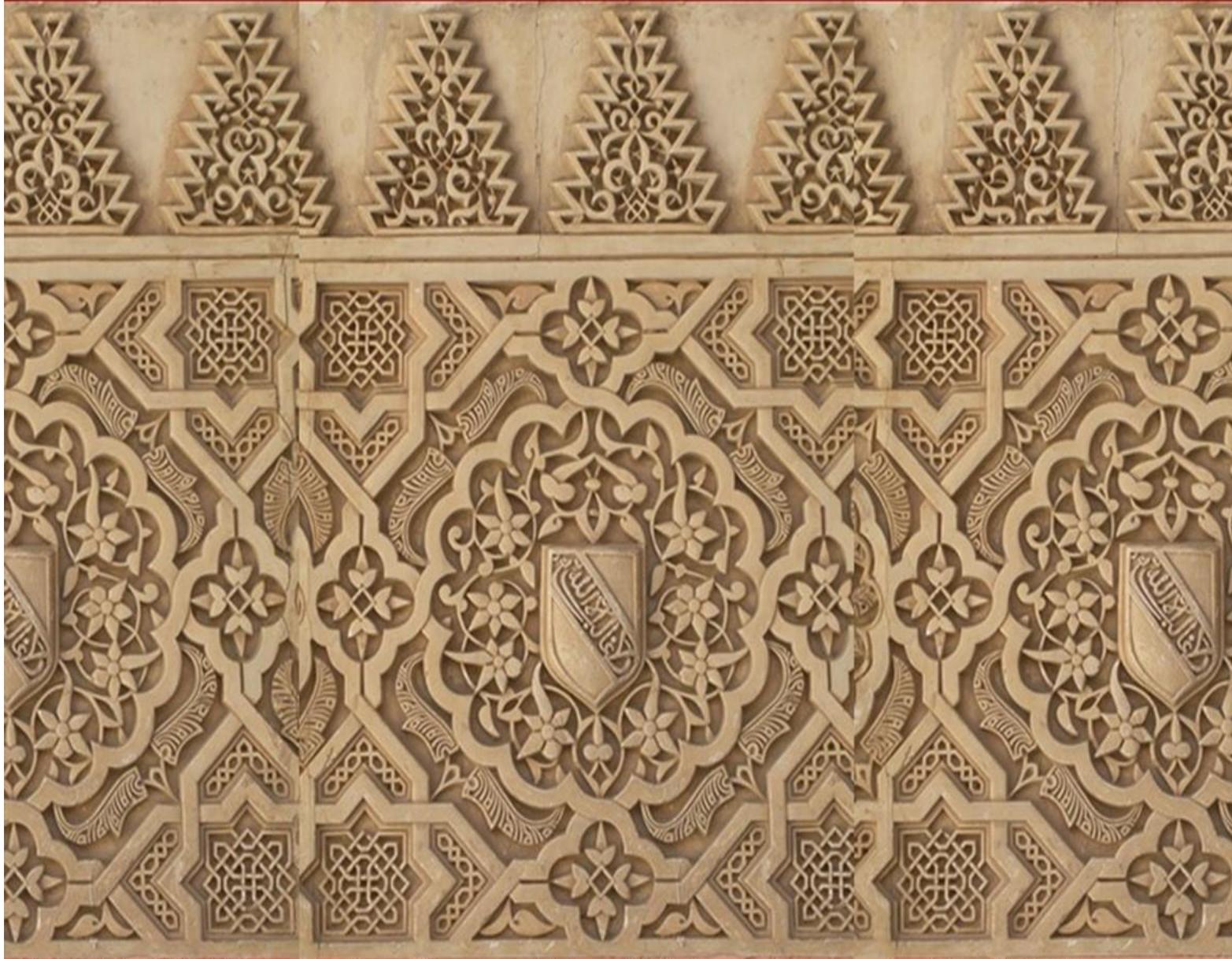




Cambridge Muslim College

BA (Hons) in Islamic Studies



Student Handbook

BA(Hons) in Islamic Studies

Full-time 3-year Programme

Student Handbook

Academic Year: 2017-2018

The Student Handbook is provided to offer information on your programme of study, College policies and procedures, and your rights and responsibilities.

You will be deemed to be familiar with the information in this Handbook in the event of any dispute.

This information has been prepared with reference to The Open University's Handbook for Validated Awards, and Regulations for Validated Awards.

The contents of this Handbook are accurate on the date of publication, 1 September 2017.

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1. Welcome and Introduction to Cambridge Muslim College

As-salam-u alaikum wa rahmat Allah wa barakatuh,

At the Cambridge Muslim College, we believe that British Muslim hopes for a new and blessed future are bound up entirely with the destiny and dedication of our young people. Given the challenges of our age, which are without parallel in our history, we know that the future leaders of the community need to arm themselves not only with the wisdom and scholarly disciplines of the traditional *ulema*, but with a deep and lively understanding of the modern world, with all its pitfalls and possibilities. To understand the complexities of our modern situation on the basis of classical wisdom rooted in revelation is an immense challenge, but its importance is crucial. Young people dedicated to the flourishing of Truth in our age will not shrink from entering this battleground.

At the College, we believe that Allah is guiding us to a new and remarkable model of Islamic training and education. As a student who has taken the decision to join us, you will be embarking on a very unusual journey of discovery – and so will we. I hope and pray that this will be not only a time of learning and hard work, but also of real Islamic fellowship, mutual respect, and worshipful submission to our Creator. ‘Whoever follows a path in search of knowledge,’ the Hadith says, ‘Allah will make for him a path to Paradise.’

We chose to place the College in Cambridge for a reason. Here we are surrounded by scholars and scholarly resources. The city exists to promote the love of learning. In your year in Cambridge, you will have the chance to be challenged by lecturers, Muslim and non-Muslim, from different parts of the academic community. You may not agree with everything you hear – and we do not want you to! Instead, you will be using your God-given minds and moral consciences to find ways of turning what you hear into useful knowledge, ‘*ilm nafi*’. This is because the College does not represent or promote a particular view of Islam. Whatever your point of view within Islam, we respect it, and hope that during your stay in Cambridge it will grow and become more beneficial to the community.

You will be seen by the University and by the wider world as representatives of the religion of the Holy Prophet, upon whom be blessings and peace. Their judgement of Islam is likely to be shaped by how you conduct yourself. Respect for teachers is part of our tradition. Punctuality in attendance and in submitting work, courtesy in debate, precision in the use of language, and respect for every view that can defend itself well, lie at the core of our *futuwwa* code at CMC.

I pray that Allah gives us all energy, intelligence and strength, to enable us to grow in each other’s company as we take this path, which will, we hope, help us to be better servants of Him.

Abdal Hakim Murad (Timothy Winter)

2. Academic Calendar 2017-2018

Term Dates

Induction Week	Monday 18 September 2017 - Friday 22 September 2017
Term 1:	Monday 25 September 2017 - Friday 15 December 2017
Term 2:	Monday 8 January 2018 - Friday 29 March 2018
Term 3:	Monday 23 April 2018 - Friday 13 July 2018 <i>Eid al Fitr</i> break: Friday 15 June

3. Academic Staff 2017-2018

Role	Name	Email
Professor in Islamic Studies and Dean	Sh Abdal Hakim Murad (Timothy Winter)	ahm@cambridgemuslimcollege.org
Academic Director	Dr Atif Imtiaz	ai@cambridgemuslimcollege.org
Lecturer in Islamic Studies	Najah Nadi	na@cambridgemuslimcollege.org
Lecturer in Islamic Studies	Yasser Qureshy	yq@cambridgemuslimcollege.org
Lecturer in Islamic Studies	Sohail Hanif	sh@cambridgemuslimcollege.org
Research Fellow	Dr Asim Islam	ami@cambridgemuslimcollege.org
Research Fellow	Dr Yaqub Chaudhary	yc@cambridgemuslimcollege.org

Student Tutors

The following will act as Student Tutors.

Role	Name	Email
Student Tutor	Sh Abdal Hakim Murad	ahm@cambridgemuslimcollege.org
Student Tutor	Dr Atif Imtiaz	ai@cambridgemuslimcollege.org
Student Tutor	Najah Nadi	na@cambridgemuslimcollege.org
Student Tutor	Yasser Qureshy	yq@cambridgemuslimcollege.org
Student Tutor	Sohail Hanif	sh@cambridgemuslimcollege.org

4. Operational and Support Staff 2017-2018

Role	Name	Email
Operations Director	Graham McCulloch	gm@cambridgemuslimcollege.org
Development Manager	TBC	
External Programmes Manager	Zainab Kabba	zmk@cambridgemuslimcollege.org
Finance Officer	Ali Mukhtar	am@cambridgemuslimcollege.org

Welfare Team

Chaplain/Student Mentor	Sh Ibrahim Mogra	chaplain@cambridgemuslimcollege.org
Welfare Officer	Nabila Winter	nw@cambridgemuslimcollege.org

College Coordinators

College Coordinator	Mustafa Edge	me@cambridgemuslimcollege.org
College Coordinator	Amara Siddique	as@cambridgemuslimcollege.org
College Coordinator	Zainab Alkhatib	zk@cambridgemuslimcollege.org

Other Roles

Health & Safety Officer	Graham McCulloch	gm@cambridgemuslimcollege.org
Equality & Diversity Officer	Graham McCulloch	gm@cambridgemuslimcollege.org
IT Officer	Zainab Kabba	zmk@cambridgemuslimcollege.org
Data Protection Officer	Zainab Kabba	zmk@cambridgemuslimcollege.org
Admissions Officer	Atif Imtiaz	ai@cambridgemuslimcollege.org
Academic Quality Officer	Atif Imtiaz	ai@cambridgemuslimcollege.org
Administrative Quality Officer	Zainab Alkhatib	zk@cambridgemuslimcollege.org
Prevent Officer	Mustafa Edge	me@cambridgemuslimcollege.org

Keeping in Contact

Academic Staff

If you need to arrange a meeting with a member of academic staff, please email or speak to the staff member in advance to arrange a suitable time.

Operational and Support Staff

Operational and support staff can be contacted in person or by email during College opening hours (09.00 – 17.00 Monday – Friday).

College Email Account

You will be given a College email address at the start of the academic year. Email is the College's principal way of communicating with you, both as a cohort and as an individual, as this keeps a written record of communications on the College's IT system.

5. External Examiners

Who is the External Examiner (EE)?

An independent academic with a subject specialism linked to your programme. The EE is selected according to The Open University's criteria to oversee the academic quality of your course.

What does the External Examiner do?

The EE works closely with the programme team to ensure that all aspects of the course are fair, reliable and appropriate.

How does the External Examiner support the programme?

The EE reviews assignment briefs and exam scripts for accuracy and appropriateness. He or she will visit the College once or twice a year and will moderate samples of student work to ensure consistency of marking and grading.

What is the External Examiner's report?

Each year the EE writes a report about your course. The report is sent to The Open University and to College management, and forms part of the annual quality checks on the programme. Students have a right to read this report.

How can you get involved with your External Examiner?

You can read the EE's report, meet the EE each time they visit to talk about your course and raise with them any issues or let them know about any good practice.

How does the College respond to the External Examiners report?

The programme leaders write a response to their EE, letting them know about any changes they will make to your course as a result of the report.

External Examiner for 2017-2018

Name	TBC
Institution	
Position (within Institution)	

6. Introduction to the Programme

Background

Cambridge Muslim College is an independent, higher education institution. It aims to develop Muslim faith leadership through world-class education, training and research based on a genuine dialogue between the Islamic scholarly tradition and the ideas of the modern world. The College is open to all who share its aims in supporting the development of a Muslim faith leadership suited to the needs of modern Britain. It is not affiliated to any government or political movement, nor to any Islamic movement or group. The College was established in 2008 as a UK registered charity and a company limited by guarantee. It has been accredited by the British Accreditation Council for Independent Further & Higher Education since 2013.

The College began its teaching with the ongoing one-year Diploma in Contextual Islamic Studies and Leadership. This programme is designed to help those who already possess significant training in the Islamic religious sciences to develop and implement their knowledge effectively in Britain today. The modules of the Diploma are taught by academics from the University of Cambridge and other UK universities and, in relevant modules, by qualified practitioners.

It was the original goal of the College's founders that, in the long run, a fully-fledged degree programme in Islamic Studies would be offered alongside the Diploma programme. After many years of planning and fund-raising, this goal has been realised. It is with great pleasure that we welcome you as the very first cohort of students for this new programme.

What Does the Programme Aim to Do?

The BA (Hons) in Islamic Studies aims to combine the best of the Islamic scholarly tradition with modern academic standards, as well as provide training in relevant practical skills. It is aimed at providing students with a deep, balanced and nuanced understanding of the Islamic tradition and its application in the context of modern society. The College welcomes prospective students of all backgrounds, and will endeavour to provide all its students with equal opportunities to develop themselves and acquire the necessary knowledge and skills for the pursuit of their personal goals, whether it is in the realm of faith leadership, community work, the professional world, research or education.

The development of this programme is in line with the mission and strategic aims of the College, and is specifically intended to:

- meet the clear demand for a substantive accredited qualification in Islamic Studies which combines academic and vocational elements;
- improve significantly the level of training and education for Muslim faith leaders in the UK, particularly in the field of the rational sciences (*ma'qulat*);
- enhance Islamic Studies throughout the UK higher education sector, especially the improvement of relevant language skills, by promoting more effective exchange between the academy and the traditional Islamic seminary system;
- improve access to higher education and wider career options for students in the traditional Islamic seminary system.

What Is the Central Philosophy Behind This Programme?

The programme is based on an educational philosophy that aims to combine the best of traditional Islamic learning with contemporary scholarship, as reflected in the traditional maxim:

'Preserve that of the ancient that which is good, and take from the modern that which is most beneficial'.

How Was This Programme Developed?

The programme was developed by a team composed of College staff and specialists in the respective subject areas. The core Islamic Studies component of the programme has been prepared by our recently-appointed programme teaching staff, all of whom have traditional Muslim scholarly qualifications, as well as academic qualifications from the best HE institutions in the UK. It has been prepared with close consideration to the guidelines and assistance provided by The Open University, and with due reference to the QAA Framework for Higher Education Qualifications (2008), the QAA Quality Code (2014), and the QAA Theology & Religious Studies Subject Benchmark Statement (2014).

What are the Attendance Requirements?

The College expects you to take responsibility for successfully completing each stage of your studies. Please make sure you read and adhere to our Attendance Policy, which is on the College website.

Opportunities Available on Completion of the Programme

By completing a degree-level course, there are a range of graduate opportunities open to you within community-based, commercial, educational and not-for-profit organisations, which may be paid, voluntary or in the form of an internship. Should you wish to progress to postgraduate level, for example, a Master's programme, that option may also be open to you on completion of your course.

7. Programme Specification (subject to confirmation)

Overview

Programme/award title	BA Hons in Islamic Studies
Teaching institution	Cambridge Muslim College
Awarding institution	The Open University
Date of latest OU validation	1 st September 2017
Next revalidation	31 st August 2022
Credit points for the award	120 credits at Level 4 120 credits at Level 5 120 credits at Level 6
Underpinning QAA subject benchmark(s)	Subject Benchmark Statements: Theology & Religious Studies
Other external reference points	Framework for Higher Education Qualifications (2008) Foundation Degree Qualification Benchmark (2010) SEEC Credit Level Descriptors (2010) QAA Quality Code for Higher Education (2014)
Duration of the programme	Three years, full-time study

Programme Aims and Objectives

In line with the central ethos of Cambridge Muslim College, the programme's primary aim is to train a new generation of academic Islamic Studies specialists/Muslim religious scholars who have gained:

- an extensive grounding in the core disciplines of the Islamic tradition and a nuanced understanding of the context in which it has developed
- a grasp of key contemporary issues and intellectual disciplines relevant to the application of the Islamic tradition today.

Based on this, the objectives of the programme are to:

- Develop a balanced understanding of different schools of thought and core disciplines in the Islamic tradition, the contexts in which they have developed, and the ways in which they deal with contemporary issues and challenges;
- Provide the opportunity to acquire deep and critical mastery of key foundational theories, principles and texts within the Islamic tradition;

- Provide a broad understanding of key aspects of the natural sciences, the humanities, and the social sciences which intersect with the Islamic traditional sciences and their application to contemporary society;
- Develop awareness of the history and contemporary state of British society, and in particular, the Muslim communities in Britain, and how these relate to global trends;
- Equip students with intellectual and practical skills that will aid in the articulation and application of the Islamic tradition to contemporary issues and challenges;
- Develop independence of judgment, critical thinking and the ability to communicate effectively in ways that are relevant to the field of scholarship and the wider professional world;
- Prepare students for further study at higher levels and/or the pursuit of relevant professional pathways;
- Create a learning and research environment which provides both equal opportunity and tolerance of diversity.

8. Student Support, Guidance and Advice

We are aware that our students come with a range of expectations and needs, and a variety of personal, educational and career objectives. Our Guidance and Support Policy, together with a range of associated structures and procedures, are in place so that you can feel adequately supported and guided throughout your programme. Please see the Student Guidance and Support Policy for full details.

9. Opportunities for Personal Development Planning

To broaden your intellectual and personal development, the College offers Personal Development Planning (PDP). You will be encouraged to reflect and then work on your development targets in your personal, academic and career lives. Please see the PDP Policy for full details.

10. Opportunities and Support for Study Abroad

A high level of understanding of Classical Arabic is a central requirement for the programme, which lays a strong emphasis on the classical Islamic intellectual tradition. The Arabic Intensive programme is intended primarily as preparation for this. The year-long programme is delivered by Qasid Institute in Jordan, a leading provider of Arabic as a foreign language teaching, accredited by the University of California at San Bernadino. Qasid hosts students of Arabic on their year abroad from several major UK universities.

If you have been admitted to the programme and already have a high enough level of Arabic, you may be exempted from the Arabic Intensive year abroad. Your level of Arabic will be assessed by the College at interview.

11. Work Placement Information

There are currently no plans to offer work placement as part of the programme.

12. Facilities and Services

Library Resources

The College has a large collection of learning resources for your use. Our library and Arabic library is accessible during College hours. Books may not be taken home but can be referenced on site during opening hours. Please be considerate of each other and try to ensure that all books are shared fairly and circulated between you.

As a student of Cambridge Muslim College, you are entitled to register with the University of Cambridge library (the 'UL'), which contains several million books, maps, manuscripts and journals, and an ever-increasing range of electronic resources. You may get Reader Cards for on-site reading and research, but, unfortunately, you are not allowed to take materials from the UL. Applications for Reader Cards will be completed during Induction Week.

The Cambridge Central Library is another excellent resource, located in the Grand Arcade complex, in the city centre.

You are encouraged to widen your reading by using the online database of academic journals, JSTOR. You will find this an invaluable resource. The College takes out a yearly subscription to certain relevant categories of the database. Access details will be passed to you during induction.

Study Areas

The College offers study space in its library and common room. The College is usually open and staffed from 09.00 – 17.00 Monday – Friday.

Computing Facilities, and Equipment to be Provided by You

Wifi is available throughout the building. You will be expected to bring your own laptop. Laptops can only be used for the taking of notes relevant to the current lecture. Surfing during class, even on matters related to the subject, is not permitted. Please make sure you are familiar with the College IT Policy.

Technical Support

Please report any technical issues to a member of the College administration staff.

Printing and Photocopying

You may use the College photocopier, by prior arrangement. Copies cost 5p per sheet for black and white A4 and 10p per sheet for colour.

Audio-recording

Although video recording is not permitted, you are welcome to audio-record the lectures, after checking first with the lecturer. These recordings are only for the use of students of the College.

Catering Services

The College will provide lunch in term time, which is free of charge. Please inform us at the beginning of the year of any dietary issues. We expect you to help with the clearing up after lunch and you will be divided into '*kebidmah*' groups, each group taking a turn one week at a time. Duties include clearing away lunch and loading the dishwasher, as well as buying milk, tea, coffee and biscuits, as needed (please ask the front office staff for petty cash and return any change, with the receipt).

Parking

The College car park is not available for student use. If you have extenuating circumstances and wish to request use of the College car park, please let us know as soon as possible.

Information

The notice board in the hall-way will inform you of any events that may be of interest. We will also circulate details of relevant events to you by email.

Student Accommodation

The College provides accommodation on trust and expects you to treat it with the utmost care. The accommodation will be inspected regularly and a thorough end-of-year check will be made to ensure that the buildings and contents are returned in an acceptable manner. You are asked for a deposit at the start of the year, and any costs related to damages will be deducted from this deposit.

We are happy for you to receive friends and family in the common areas and your own bedroom, but please do not allow them to enter other students' bedrooms.

On no account is any visitor to stay overnight in the accommodation, except in exceptional circumstances and after obtaining prior permission from the Operations Director. Infringements, particularly unauthorised overnight visitors, can have legal consequences both for our landlords and the College. If you are found to have invited a visitor to stay overnight in the College property will receive a verbal and written warning. A second offence will incur a deduction of £50 from your deposit.

If you need to order any items for personal use, especially large items or ones needing a signature, you are welcome to give the College address for delivery from Monday to Friday.

13. Assessment and Progression Regulations

Your performance in a module will be assessed during the academic year through essays, coursework and examinations. Other forms of assessment may also be used, and full details are provided in the Module Specifications. You must pass the assessments in order to receive the credits for that module. Every assessment is important.

You must make yourself familiar with:

- the Module Specifications
- the College Assessment Policy

- the Programme Regulations (these the rules that govern all matters of assessment)
- The Open University's Regulations for Validated Awards (these are the rules that govern the College's rules).

Please make sure you are familiar with all these documents.

14. Dissertations and Projects

As first year students, none of you will be writing a dissertation this year. However, it is always good to plan ahead and start thinking about your chosen dissertation topic before the final year. Below is some information about the final year dissertation, which is a compulsory part of the programme.

All students are expected to write a 10,000-word dissertation in the final year of the BA programme.

A dissertation that attains the passing grade or higher yields the full value of 20 credits.

You are free to choose any dissertation topic that interests you, so long as it is within the field of Islamic Studies, and has been approved by the dissertation supervisor and the Faculty Board.

You may choose any willing member of teaching staff to supervise your project. Of course, it makes sense to select a supervisor who has some specialist knowledge of your topic. You will be meeting with your dissertation supervisor on a regular (e.g. monthly) basis.

In addition to final year dissertation, some modules may require you to carry out research projects, either independently, or as a group. Some of these will be assessed, while others are simply to help your learning process. The individual module specifications give more information on assessed or non-assessed research projects.

All dissertations and research projects must be your original work. Do make sure you are familiar with the College's regulations on plagiarism in the Academic Misconduct Policy.

The College's chosen style for academic composition and referencing is the Chicago style. As in the case of essays, all assessed and non-assessed research projects, as well the final year dissertation, you must apply the rules for composition and citation in accordance with this style. For more information, see <http://www.chicomanualofstyle.org/home.html>

15. Determination of Results

The Programme and Module Specifications contain full details of assessment weightings for the overall scheme and within specific modules.

The College Assessment Policy contains full details of:

- the role of the Board of Examiners
- how results are communicated
- the rules for determining award classification.

Please make sure you are familiar with all these documents.

16. Other Institutional Policies and Regulations

It is in your interest to know what our policies say. They are about rights and responsibilities – what you can expect from the College and what the College expects from you.

Below is a list of all the College policy documents with which you should be familiar. We recommend that you read them over at least once a term to refresh your memory.

The Programme Regulations are publicly available on the College website. They include:

- Admissions Policy
- Policy for Appeals and Complaints regarding Admissions
- Period of Registration Policy
- Attendance Policy
- Moderation Policy
- Academic Misconduct Policy
- Extenuating Circumstances Policy
- Membership of Boards of Examiners
- Academic Appeals and Complaints Policy

Other essential documents to do with your programme and student life are available on the student portal. They include:

- Programme Specification
- Module Specifications
- Assessment Policy
- Quality Assurance & Enhancement Policy
- Student Guidance and Support Policy
- Personal Development Planning Policy
- Student Feedback Policy
- Student Disciplinary Policy

Institutional policies are available on the student portal. They include:

- Health and Safety Policy
- Equality and Diversity Policy
- Disability and Equal Opportunities Policy
- IT Policy
- Data Protection Policy
- Data Retention Policy
- Confidentiality Policy
- Freedom of Information Policy
- Prevent Duty Policy
- Policy and Procedures for Safeguarding Children and Vulnerable Adults
- Programme Publicity & Consumer Protection Policy

17. Student Participation and Evaluation

Students play an important role in informing College decision-making. The College asks for your feedback at regular intervals, and has a student representative system in place as the channel of communication between you and the College management.

Acting as representative for the student body can be a valuable experience in many ways. It gives you the opportunity to contribute to the processes of decision-making, widens your experience, and offers an insight into management structures more generally, which may be helpful to you in your post-College careers.

For full details of how we collect and use student feedback and student representation, please see the Student Feedback Policy.

18. General Reading List (i.e. not module specific), Including Electronic Resources

Author	Year	Title	Publisher	Location
Abdel Haleem, M.A.S.	2010	<i>The Qur'an: English Translation and Parallel Arabic Text</i>	Oxford University Press	Oxford
Abdel Haleem, M. A. S	2011	<i>Understanding the Qur'an: Themes and Style</i>	I. B. Tauris	London
Brown, J. A. C.	2009	<i>Hadith: Muhammad's Legacy in the Medieval and Modern World</i>	Oneworld	Oxford
Siddiqi, M. Z.	1961	<i>Hadith Literature: Its Origin, Development, Special Features and Criticism</i>	Calcutta University Press	Calcutta
Hallaq, W.	2011	<i>An introduction to Islamic Law</i>	Cambridge University Press	Cambridge
Winter, T.	2008	<i>Cambridge Companion to Islamic Theology</i>	Cambridge University Press	Cambridge
Van Ess. J.	2006	<i>The Flowering of Muslim Theology</i>	Harvard University Press	Harvard
Hodgson, M.	1974	<i>Venture of Islam: Vols.1-3</i>	University of Chicago Press	Chicago
Bayly, C. A.	2004	<i>The Birth of the Modern World</i>	Wiley-Blackwell	Oxford
Kenny, A.	2005	<i>A New History of Western Philosophy</i>	Oxford University Press	Oxford
Giddens, A.	1973	<i>Capitalism and Modern Social Theory: An Analysis of the Writings of Marx, Durkheim and Weber</i>	Cambridge University Press	Cambridge
Taylor, C.	2007	<i>A Secular Age</i>	Harvard University Press	Boston
Kuhn, T.	1970	<i>The Structure of Scientific Revolutions</i>	Chicago University Press	Chicago

