



Malaysian Financial Planning Council
(Reg. No: 0402-04-5)
(Incorporated Under Societies Act 1966)



EXAMINATION GUIDELINES

REGISTERED FINANCIAL PLANNER (RFP)
SHARIAH REGISTERED FINANCIAL PLANNER (SRFP)
REGISTERED FINANCIAL PLANNER CAPSTONE (RCAPS)
SHARIAH REGISTERED FINANCIAL PLANNER (SCAPS)

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1.0	Introduction	
	Objective	<p>The main objective of the guidelines is to provide essential information relating to the RFP/Shariah RFP/RFP Capstone/Shariah RFP Capstone examinations to ensure a consistent and smooth administration and conduct of the examinations.</p>
1.1	RFP / SHARIAH RFP Module 1 - 7	<p>There are 7 modules in the RFP examination as follows:</p> <ul style="list-style-type: none"> • Module 1: Fundamentals of Financial Planning • Module 2: Risk Management and Insurance Planning • Module 3: Investment Planning • Module 4: Zakat & Tax Planning • Module 5: Estate Planning • Module 6: Retirement Planning • Module 7: Applications of Financial Planning <p>There are 7 modules in the Shariah RFP examination as follows;</p> <ul style="list-style-type: none"> • Module 1: Fundamentals of Shariah Financial Planning • Module 2: Risk and Takaful Planning • Module 3: Shariah Investment Planning • Module 4: Zakat and Tax Planning • Module 5: Shariah Estate Planning • Module 6: Retirement Planning • Module 7: Applications in Shariah Financial Planning
	Sequence of Modules	<p>The modules are numbered based on the progression of financial planning, thus candidates are recommended to attempt the examination progressively based on the sequence.</p> <p>Due to familiarity of the module(s) and/or preference, candidates can set their own schedule; however, Affiliate RFP and Shariah RFP members (passed M1 and one other Module of the RFP/Shariah RFP programme) are allowed to register for Module 7 course and examination.</p> <p style="color: red;">Effective 1 January 2021, Associate RFP and Shariah RFP members who passed at least one module of the RFP/Shariah RFP programme are allowed to register for Module 7 examination (refer to membership clause, item no 9.5)</p>

	Timeframe to Complete RFP/ Shariah RFP Programme	Effective 1st January 2017, candidate is required to complete RFP/Shariah RFP programme within 7 years from the date of first examination registration of the RFP/Shariah RFP programme or all the examination grade will be INVALID if candidate is FAIL to complete 7 modules within 7 years. Hence, candidate shall re-register for the all the courses and examinations again.
1.2	RFP / SHARIAH RFP Capstone Programme Timeframe to Complete RFP / Shariah RFP Capstone Programme	This is a 6-day intensive programme which encapsulates the essence of our RFP/Shariah RFP Programme. It is a fast-track path to attain the prestigious RFP/Shariah RFP designation and understanding of the subjects Candidate is required to complete RFP/Shariah RFP capstone programme within 1 year from the examination date result notification. Once the result validity is expired, all the examination grade are INVALID. Hence, candidate shall re-register for the course and examination again.
2.0	Exam Format	The examination format has been determined to provide a comprehensive evaluation of the candidates' knowledge.
2.1	RFP / SHARIAH RFP Module 1- 6	The number of examination questions Module 1 - 6 is 75 questions with 4 answer choices. Candidates must pass examination within 1 year from the result notification date.
2.2	RFP / SHARIAH RFP Module 7	i. The assessment for Module 7 comprises of two mandatory parts, which are independent of each other. The parts are; <u>A final examination comprising of 2 sections;</u> <ul style="list-style-type: none"> • Section 1 – 2 Compulsory Subjective Questions • Section 2 – Choose 2 out of 4 Subjective Questions ii. A project paper on a comprehensive financial plan for a real family in accordance to the project paper guidelines. <ul style="list-style-type: none"> • RFP project paper must follow conventional principle without any Shariah principle added. The client can be Muslim or Non-Muslim. • Shariah RFP project paper must follow Shariah principle and client must be Muslim. Candidates must pass both parts within 1 year from the result notification date.

2.3	RFP Capstone Programme/ Shariah RFP Capstone Programme	<p>The assessment for RFP/Shariah RFP Capstone Programme comprises of two mandatory parts, which is independent from each other. The parts are:</p> <ol style="list-style-type: none"> i. A final examination comprising of 100 multiple choice questions. ii. A project paper on a comprehensive financial plan for a real family in accordance to the project paper guidelines. <ul style="list-style-type: none"> • RFP project paper must follow conventional principle without any Shariah principle added. The client can be Muslim or Non-Muslim. • Shariah RFP project paper must follow Shariah principle and client must be Muslim. <p>Candidates must pass both parts within 1 year from the date of notification of results.</p>
3.0	Examination Schedule	<p>Examination schedule will be publish at MFPC website www.mfpc.org.my by end of November every year.</p> <p>Effective 1 January 2020 onward, MFPC will only offer Computer Based Examination (CBE) for RFP/Sharaih RFP Module 1 to Module 6 and Capstone. Pencil and Paper Examinations (PPE) ONLY applicable for RFP/Shariah RFP Module 7.</p>
4.0	Entry Requirement	<p>Anyone satisfying the entry qualifications can register for the examinations.</p> <p>4.1 RFP/Shariah RFP Module 1-Module 6 Minimum Requirement for RFP/Shariah RFP: minimum requirements is Degree or its equivalent (with a full pass). Effective 1 January 2020.</p> <p>4.2 RFP/Shariah RFP Module 7 Affiliate RFP and Shariah RFP members (passed M1 and one other Module of the RFP/Shariah RFP programme) are allowed to register for Module 7 course and examination.</p> <p>Effective 1 January 2021, Associate RFP and Shariah RFP members who passed at least one module of the RFP/Shariah RFP programme are allowed to register for Module 7 examination. (refer to membership clause, item no 9.5)</p>

4.3	RFP Capstone / Shariah RFP Capstone	<p>Minimum Requirement for RFP Capstone / Shariah RFP Capstone:</p> <p>Minimum 3 years full time working experience in a financial related industry AND</p> <ul style="list-style-type: none"> i. RFP, Shariah RFP, ChFC, CFP, IFP, CIFP (Part 1) OR ii. Members of MIA, MICPA, CPA (Aust), ACCA, Bar Council, ICSA, MAICSA, CIMA OR iii. Relevant PhD, Masters or Bachelors' Degree or its equivalent.
5.0	Examination Registration	<p>All exam examinations with applicable registration fee must be completed via 1stMFPC portal before the examination closing date.</p> <p>MFPC shall decline registration of examination when fee is omitted.</p>
5.1	First time Registration	<p>For a new candidate to register for the first time for RFP/Shariah RFP (modular/capstone) examinations must be completed via 1stMFPC portal before the examination closing date.</p> <p>Copies of document uploaded to 1st MFPC portal must be certified as true copy by the following designated authorized person(s);</p> <ul style="list-style-type: none"> i. Managers/Head of Department of the Exam Provider, Education Providers and MFPC Secretariat. ii. Managers/Head of Department of the ChPO, FSO, ChFSI and Training Department/Academy approved as per organisational structure of a financial institution. iii. Commissioner for oaths.
5.2	Subsequent registrations in the same year or following year	<p>Members who have discontinued their membership are prohibited from registering for the RFP and/or Shariah RFP Examinations.</p>
5.3	Change of Examination Centres and Date	<p>Any change of examination centre/date is only allowed for Paper and Pencil Examinations (PPE) before exam closing date. Please refer item no. 9.7: Appeal for Deferment examination centre/intake.</p>

5.4	Ad-Hoc Examination	<p>For Computer Based Examination (CBE), deferment is not allowed. The Candidate is therefore, advised to be careful in the completion of the online examination registration. The examination fee is NOT refundable.</p> <p>Effective 1 Jan 2020, MFPC will no longer provide PPE exam for RFP/Shariah RFP Module 1 to 6.</p> <p>Individual company or organisation shall submit ad-hoc examination application form to MFPC at least six (6) weeks before the commencement date of the ad-hoc examination. MFPC/MII have reserve the right to cancel/postpone the examination without prior notice.</p> <p>Individual company is required to remit examination fee and ad-hoc examination administration fee upon approval to conduct ad-hoc examination. All payable fees shall reach MFPC 14 days prior to the actual ad-hoc examination date.</p> <p>*Please refer the Ad-Hoc Examination Guidelines for further information.</p>
5.5	Examination Entry Permit	<p>Examination Entry Permit is a documents contains the details of the candidate, date, time, module and venue of the examination. The permit will be released 10 working days after the examination closing date.</p> <p>Candidate is reminded to download; print and check the permit to ensure examination details are correct. Should candidates found any discrepancy on the permit; candidates must notify MFPC Secretariat not later than 5 working days after released of the permit.</p> <p>Candidates must produce the Examination Entry Permit together with their original Identity Card (Malaysian) or Passport (Non-Malaysian) at the examination hall and for virtual exam candidates produce it during verification of candidates. Failure to do so examination provider will bar the candidate from the examination.</p>

6.0	Mode of Study	<p>To prepare for the examination, MFPC provides two modes of study; Self-study and Course based.</p>
6.1	Self-Study	<p>Candidates choosing this option need to prepare for the examination by their own. However it is recommended for them to dedicate at least 42 hours to read and understand the study text.</p> <p>Self-study only applicable for Module 1 – Module 6.</p> <p>Self-study option is NOT APPLICABLE for RFP/Shariah RFP Module 7 and RFP/Shariah RFP Capstone Programme.</p>
6.2	Course Based	<p>MFPC and Education Providers are conducting the courses. There will be a 42-hour class session to cover the main topics in accordance to the module syllabus.</p> <ul style="list-style-type: none"> • Candidate is required to fulfil class attendance of 75% and above to be eligible for 15 CPD point. <p>Additional Revision class will be arranged on case to case basis/optional.</p> <p>Requests for a commencement of Ad Hoc Class must be made by sending an email to Education and Training Department at edutrainig@mfpc.org.my.</p> <p>Company shall submit the Ad-Hoc Class Request Form four (4) weeks before first day of class and the scheduled will be based on MFPC availability of date.</p>
6.3	Education Providers	<p>MFPC will continually add or delete the list of Education Providers based on the criteria set by the Certification & CPD Board (CCB) and approved by the National Council. List of Education Providers is up-loaded onto MFPC website at www.mfpc.org.my.</p>
7.0	Mode of Exam and Exam Centres	<p>MFPC provides two modes of exam; Paper Pencil Examination (PPE) and Computer Based Examination (CBE).</p> <p>Please be advised;</p> <p>Effective 1 Jan 2020, MFPC will no longer provide PPE for RFP/Shariah RFP Module 1 to 6 exam.</p>

7.1	Paper Pencil Examination (PPE)	<p>PPE will be remain for RFP/Shariah RFP Module 7 only.</p> <p>The examination will be conducted at designated centres in the cities listed below;</p> <ul style="list-style-type: none"> i. Kuala Lumpur ii. Penang iii. Johor Bharu iv. Kuantan v. Kota Kinabalu vi. Kuching
7.2	Computer Based Examination (CBE)	<p>MFPC examinations are Computer Based Examinations conducted via physical examination centres and virtual platform.</p> <p>Please refer MFPC website: https://mfpc.org.my for the centre full address.</p>
8.0	Language	The examination is set in English.
9.0	Examination Result	The online result may be obtained from 1 st MFPC portal at http://1st.mfpc.org.my or MII/iLMS portal at http://www.mii4u.org/ilms
9.1	RFP/Shariah RFP M1-M6	Result is published immediate after the examination; a copy of the printed results can be requested at the Exam Centre (physical exam) or you may download at iLMS portal. Official transcript will be made available at 1 st MFPC portal after working days from the Exam Date.
9.2	RFP/Shariah RFP M7	Examination results for M7 will be publish tentatively 80 working days upon submission of the project paper at 1 st MFPC portal
9.3	RFP Capstone/Shariah RFP Capstone	<p>Examination result is published immediate after the examination; a copy of the printed results can be requested at the Exam Centre (physical exam) or you may download at iLMS portal.</p> <p>Official transcript will be made available at 1st MFPC portal together with project paper result tentatively 80 working days upon submission of the project paper.</p>

9.4	Summary of Performance	Individual companies will be provided with a summary of their candidates' performance in the last exam sitting upon a written request.
9.5	Upgrade of Membership	<p>All the membership status will be upgrade using automatic upgrade mechanism;</p> <ol style="list-style-type: none"> i. Student Membership to be upgraded to Affiliate RFP/Shariah RFP Membership upon completion of RFP/Shariah RFP Module 1-Fundamentals of Financial Planning and one other module of the RFP/Shariah RFP Programme; ii. Student Membership to be up-graded to Ordinary Membership upon successful completion (Passed) of the RFP/Shariah RFP Capstone Programme examination(s) of the members. iii. Affiliate Membership to be up-graded to Ordinary Membership upon successful completion (Passed) of the relevant RFP/Shariah RFP examination(s) of the members. <p>Membership Department will take 30 working days to process the certificate upon receive membership upgrade payment from candidate.</p> <p style="color: red;">Effective 1 January 2021, membership status and upgrade mechanism will be revised as below;</p> <ol style="list-style-type: none"> i. Affiliate Membership to be upgraded to Associate Membership upon completion of one module of the RFP/Shariah RFP programme; ii. Associate Membership to be up-graded to Ordinary Membership upon successful completion (Passed) of the RFP/Shariah RFP Capstone Programme examination(s). iii. Associate Membership to be up-graded to Ordinary Membership upon successful completion (Passed) of all RFP/Shariah RFP programme examination(s).
9.6	Exam Result/Transcript	<p>Candidate shall be "Active" member of MFPC and may re-print their previous online examination result from 1stMFPC portal.</p> <p>Request of official Exam Transcript with Management's Authorisation could be submitted to MFPC secretariat via 1st MFPC portal;</p> <ul style="list-style-type: none"> • Active Member: RM20 • Ceased/Inactive Member: RM150 <p>Exam Transcript will be sent to student via Pos Malaysia. Exam Department will take 5 working days to process the Exam Transcript upon receive payment from candidate</p>

9.7	Appeal	<p>There is NO appeal allowed for Module 1-6 and RFP/Shariah RFP Capstone examination result since the scoring is done mechanically and the overall performance has been moderated. The results are FINAL.</p> <p>For any examination appeal (Appeal to defer the examination / extend examination validity / remark project paper) candidates are required to apply via 1st MFPC portal with the appeal fee as below;</p> <ol style="list-style-type: none"> i. Deferment the examination date, center and method of examination only applicable before the examination closing date with appeal fee of RM50; ii. Extend Examination Validity RFP/Shariah RFP module and RFP/Shariah RFP capstone; examination/project paper with appeal fee of RM100 iii. Remark RFP/Shariah RFP module 7 and RFP/Shariah RFP capstone project paper with appeal fee of RM300 *Remark project paper will be based on Exam Board approval
9.8	Result Validity for RFP, Shariah RFP and Capstone	<p>All results of RFP/Shariah RFP/ capstone examination either written examination or project paper valid for 1 year effective from the result notification date. Once the result validity is expired, all the examination grades are INVALID. Hence, candidate shall re-register for the course and examination again.</p>
9.9	VIVA Session	<p>Examination Board shall conduct Examination VIVA session when deem necessary on a periodical basis. VIVA is a session where examiner/moderator will review candidate's performance and recommend suitable action to assist students in their examinations.</p> <p>Various methods could be recommended including resit examination, resubmit project paper; undertake open book assessment, attend tutorial etc.</p> <p>Please refer the VIVA Guidelines for further information</p>

10.0	Re-sit/ Resubmission	Candidates are advised to register for next exam intake as per published exam scheduled before the exam closing date.											
10.1	Re-sit for RFP/ Shariah RFP/ Capstone Examination	<p>Candidate is allowed to re-sit at any point of time in 1 year after notification of result; Candidate is required to observe deadline for registration closing date and result release date as per exam schedule for re-sit purposes.</p> <p>The candidate need to do the online examination registration via 1st MFPC portal with fee as below;</p> <ul style="list-style-type: none"> i. RFP/Shariah RFP Module 1-6: RM200 ii. RFP/Shariah RFP Module 7 and capstone: RM 300 <p style="color: red;">Note: Effective 1 January 2021, the revised fee as below;</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th rowspan="2">Timeline</th> <th colspan="2">RFP/Shariah RFP Examination Fee</th> </tr> <tr style="background-color: #cccccc;"> <th>M1 – M6</th> <th>Capstone</th> </tr> </thead> <tbody> <tr> <td style="color: red;">1 Jan 2021 - 31 Dec 2022</td> <td style="color: red;">RM250</td> <td style="color: red;">RM350</td> </tr> <tr> <td style="color: red;">1 Jan 2023 onwards</td> <td style="color: red;">RM300</td> <td style="color: red;">RM400</td> </tr> </tbody> </table> <p style="color: red;">RFP/Shariah RFP Module 7 examination is remained RM300.</p>	Timeline	RFP/Shariah RFP Examination Fee		M1 – M6	Capstone	1 Jan 2021 - 31 Dec 2022	RM250	RM350	1 Jan 2023 onwards	RM300	RM400
Timeline	RFP/Shariah RFP Examination Fee												
	M1 – M6	Capstone											
1 Jan 2021 - 31 Dec 2022	RM250	RM350											
1 Jan 2023 onwards	RM300	RM400											
10.2	Resubmission for Module 7/RFP/Shariah RFP Capstone Project Paper	<p>Candidate is allowed to resubmit project paper at any point of time in 1 year after notification of result; however candidate result will only be process together with the next new student intake. Candidate is required to observe deadline for submission of project paper, registration closing date and result release date as per exam schedule for resubmission purposes.</p> <p>The candidate need to do the online examination registration via 1stMFPC portal with fee of RM300</p>											
11.0	Refund Policy	Please take note that the membership, registration, entrance and examination fees are NOT refundable EXCEPT for the course fees.											
11.1	Refund request for course fees	<p>I. Full Refund: due to any reason, MFPC is not able to conduct or has to cancel the course</p> <p>II. Partial Refund: 50% of the course fee is refundable if the student withdraws at least 14 days before the course commences. The letter</p>											

		<p>requesting withdrawal from the course together with the original receipt must reach MFPC at least 7 working days before the date of the first class.</p> <p>III. No Refund: A student is not entitled to any refund of the course fees if the student withdraws from the course after commencement of the first day of class.</p> <p>An administrative charge for refund application is RM50 per application.</p>
11.2	Deferment request of course after payment had been made	<p>Deferment of class is only allowed for those who have submitted written appeal prior to the class registration closing date and examination closing date. Deferment will be granted not more than 1 year in accordance to applicants' application form/registration form. No refund of fees will be granted on deferment. All fees will be forfeited should applicants failed to attend classes or examinations after 1 year.</p> <p>An administrative charge for application of deferment is RM50 per application</p>
11.3	Request for cancellation/ withdrawal, postponement or replacement of the examination by Candidate (absence during examination period)	<p>Request for cancellation, withdrawal, postponement or replacement of the examination by the candidate after the registration is not permissible.</p> <p>However, consideration of the above and credit note will be made based on the following situations only:</p> <p>i. Due to medical reason certified by a registered physician</p> <p>Candidates must provide a medical slip certifying that the candidate is medically unfit to take the examination on the scheduled date and must be issued by a registered physician.</p> <p>The medical slip must be submitted to MII not later than 5 days after the examination date.</p> <p>ii. Due to death or hospitalization of any immediate family member</p> <p>Candidate having to attend/organize the final arrangement for decease of immediate family member must submit the death certificate to MII not later than 5 days after the examination date</p>

		<p>Immediate family member refers to :</p> <ol style="list-style-type: none"> i. parents/parents in-law ii. spouse iii. children iv. brothers and sisters/ brothers and sisters in law v. grandparents (both side) <p>PPE mode: Online payment is for respective examination as listed below;</p> <ol style="list-style-type: none"> i. RFP/Shariah RFP Module 1-6 : RM 70.00 ii. RFP/Shariah RFP Module 7 : RM 145.00 iii. RFP Capstone /Shariah RFP Capstone : RM 95.00 <p>CBE mode: Online payment is made for respective examination as listed below;</p> <ol style="list-style-type: none"> i. RFP/Shariah RFP Module 1-6 : RM77.50 ii. RFP Capstone /Shariah RFP Capstone : RM105 <p>The payment will be remitted to the candidate account within 14 workings days upon completion of submission MII Refund form and supporting document.</p>
12.0	Disciplinary Issues	<p>For any breach of examination rules and regulations, the examination provider will conduct a full investigation and present the facts to the Examination Board for deliberation and decision.</p> <p>The examination provider shall recommend the penalty based on previous cases of similar circumstances.</p>
12.1	Power under the Memorandum and Article of Association	<p>The Examination Board may make, alter or revoke from time-to-time rules providing for all matters relating to the RFP exam.</p> <p>MFPC reserves the right to withdraw, withhold or invalidate the results or certificates at any time pertaining to any alleged breach of exam regulations and procedures.</p>
12.2	Breach of Examination Regulations	<p>The Examination Board of the MFPC will take disciplinary action in relation to any examination candidates found guilty of any dishonourable or unprofessional conduct or committing any breach of examination rules, regulations or procedure.</p> <p>The examination provider will investigate any such incident and</p>

		<p>report to the MFPC Exam Board for deliberation and decision.</p> <p>Examination Quality Control Committee (EQCC)</p> <p>Effective 01 April 2018, EQCC is form by Exam Board to audit and ensure original project papers are being submitted by candidates to the MFPC for RFP and Shariah RFP examinations.</p> <p>Chairman of EQCC has the authority to reject and stop the marking of the project paper; VOID the project paper mark and if the project paper found to be ambiguity at any stage of the marking /moderating processes.</p> <p>For quality control or audit purposes; ECQQ has the authority to call any candidate for interview or VIVA session to establish if the project paper is genuine work; the meeting acknowledged that this excises will serve as an act to prevent plagiarism.</p> <p>If the candidates found to be breached examination rules; candidates can be suspended to taking RFP/Shariah RFP programme for 6 months</p> <p>Please refer project paper guidelines for detail of EQCC procedures</p>
13.0	Liability of the Exam Provider	<p>If the examination provider, for reasons outside its control should find it impossible to hold any of its scheduled examination or if a candidate's completed answer sheet is lost or destroyed, the exam provider 's liability shall be limited to a complete refund of the examination fee paid in respect of the examination concerned.</p>
14.0	Exemption	<p>Candidate with relevant learning qualification and experience can request exemption from any RFP modules except Module 7. Candidate could request modular exemption via 1stMFPC portal.</p>
14.1	Conversion	<p>MFPC has offered full conversion for the following qualifications. However the offer was for a specified period. Thereafter only module exemption will be considered.</p>

14.2	Exemption Processing	<p>Qualification:</p> <ul style="list-style-type: none"> i. MII-TAC Chartered Financial Consultant (ChFC) ii. NAMLIFA Chartered Financial Practitioner(ChFP) iii. FPAM Certified Financial Planner (CFP) <p>All modular exemption applications are to be submitted with relevant certificate(s); supporting documents together with a non-refundable Processing Fee; RM150.00.</p> <p>Copies of document uploaded to 1stMFPC portal must be certified true copy by the following designated authorized person(s);</p> <ul style="list-style-type: none"> i. Managers/Head of Department of the Exam Provider, Education Providers and MFPC Secretariat. ii. Managers/Head of Department of the ChPO, FSO, ChFSI and Training Department/Academy approved as per organisational structure of a financial institution. iii. Commissioner for oaths. <p>Upon successful application on modular exemption(s), applicants are required to remit Exemption Fee RM100.00 per module approved and other fee as below to the MFPC.</p> <ul style="list-style-type: none"> i. New member registration: Applicant required remitting the entrance fee RM100 and Student membership fee RM80. ii. If more than 1 modular exemption approved (Example: RFP/Shariah RFP Module 1-Fundamentals of Financial Planning and one other module of the RFP/Shariah RFP Programme) applicant required to remit the entrance fee RM100.00 and Affiliate membership fee RM100.00. <p>Note: Effective 1 January 2020, the upon successful application on modular exemption(s), applicants are required to remit Exemption Fee RM300 per module approved, entrance fee RM100 and Associate membership fee RM100.</p> <p>Applicant can print an Approval Letter via 1st MFPC portal; estimated 14 working day (refer to the exemption guidelines) upon approval of Certification and CPD Board.</p> <p>The decision of the Certification and CPD Board in exemption approval is final. Request for reconsideration will not be entertained.</p>
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15.0	Fee/Administrative Charges	<p>For any application/submission involve fees; correct fees shall be made payable to the Malaysian Financial Planning Council.</p> <p>MFPC may decline acceptance of any application when fee is omitted. No refund of fees will be granted once application has been approved and fees will be forfeited should applicants failed to complete within a 1 year upon submission of application.</p>

Examination Result Grading

RFP/Shariah RFP Module 1 to Module 6

MODULE	DISTINCTION	PASS	NON PASS
RFP/Shariah RFP (Module 1 – 4)	Score 80% of the available examination marks	Score 50% of the available examination marks	Score less than 50% of the available examination marks

RFP/Shariah RFP (Module 5 – 6)	Score 80% of the available examination marks	Score 60% of the available examination marks	Score less than 60% of the available examination marks
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RFP Module 7/Shariah RFP Module 7

	DISTINCTION	PASS	PASS WITH CONDITION	NON PASS
Examination	Score 80% of the available examination marks	Score 50% of the available examination marks	Not Applicable	Score less than 50% of the available examination marks
Project Paper	Score 80% of the available examination marks	Score 60% of the available examination marks	Score 60% of the available examination marks but candidate fails to score 5 and above for Section D <i>(please refer Criteria Assessment of Project Paper)</i>	Achieved a Non Pass grade on the assessment/ Non Submission

Remarks:

Any parts of Module 7 is non pass/pass with condition will be graded NON PASS for overall grade. Candidate is required to re-sit examination /resubmit project paper (which is applicable) and to achieve PASS grade within one year from the first result notification date. Other parts of M7 result (Examination/ Project paper) which PASS is valid for 1 year. After the duration, the entire M7 results will be graded NON PASS and the candidate has to register for the course again.

RFP Capstone/Shariah RFP Capstone

	PASS	PASS WITH CONDITION	NON PASS
Examination	Score 50% of the available examination marks	Not applicable	Score less than 50% of the available examination marks
Project paper	Score 60% of the available examination marks	Score 60% of the available examination marks but candidate fails to score 5 and above for Section D <i>(please refer Criteria Assessment of Project Paper)</i>	Score less than 60% of the available examination marks

Remarks:

Any parts of RFP Capstone/Shariah RFP Capstone is non pass/pass with condition will be graded NON PASS for overall grade. Candidate is required to re-sit examination /resubmit project paper (which is applicable) and to achieve PASS grade within 1 year from the first result notification date. Other parts of RFP Capstone/Shariah RFP Capstone result (Examination/ Project paper) which PASS is valid for 1 year. After the duration, the entire RFP Capstone/Shariah RFP Capstone will be graded NON PASS and the candidate has to register for the course again.