ZAYNAB ACADEMY
CLASSICAL ISLAMIC LEARNING ONLINE

STUDENT INFORMATION BOOKLET
2012-13
WWW.ZAYNABACADEMY.ORG

CONTENTS

ABOUT
ZAYNAB ACADEMY

Zaynab Academy (for women) was founded in 2005
by Sobia and Kamaluddin Ahmed as a nonprofit, nonpartisan and nonpolitical educational institute dedicated to Classical Islamic Learning and Spirituality.

The Classical Islamic Learning courses offered by Zaynab Academy are designed to introduce women to the classical methodology of Islamic knowledge and scholarship through a modern educational approach.

The philosophy of the course offered is distinct in its embrace of the entire academic tradition of the Ahl al-Sunnah wal-Jama'a with respect for all scholars of Tafsir, Hadith, Fiqh, and Usul al-fiqh. Moreover, our courses highlight the importance of spiritual purification (tazkiya) and inner reform (islah).

Under the guidance and patronage of Shaykh Zulfiqar Ahmad(db), Shaykh Kamaluddin Ahmed and Alimah Sobia Ahmed, Zaynab Academy offers a pathway to women all over the world to attain Classical Islamic Knowledge.

Shaykh Zulfiqar Ahmed (db)

Shaykh Zulfiqar Ahmad (db) is one of leading shaykhs of Tasawwuf in the present era. Formally granted authorization (ijazah) in the Naqshbandi spiritual path (tariqah), he retired from his position as an electrical engineer at the age of forty to devote himself entirely to the service of Islam. He regularly travels to more than thirty countries transforming the lives of people all over the world. A testament to his deep love for Allah (SWT), his uncompromising dedication to the Sunnah of the blessed Prophet (saww) , and his firm adherence to Islamic Law (shariah) is that thousands of religious scholars and students of Islamic learning are among his students.

Shaykh Zulfiqar Ahmad (db) regularly delivers lectures in both English and Urdu across the world. Furthermore, he has written dozens of books many of which have been translated into several languages.

Shaykh Zulfiqar Ahmad (db)'s spiritual chain traces back through a series of authentic teachers all the way to the Holy Prophet (saww).

Shaykh Kamaluddin Ahmed

Shaykh Kamaluddin Ahmed was born and raised in Manhattan, New York City. He received a BA in Political Science and Arab & Islamic Civilization from the University of Chicago. Shaykh Kamaluddin then spent many years in Pakistan, studying full-time the classical disciplines of Islamic learning including tafsir of the Qur'an, Hadith, Arabic grammar, law and legal theory. He received the 'Alimiyyah' degree as well as formal authorization to transmit legal opinion (ifta).

From 2005-2010, he was a lecturer in Islamic Intellectual History, Legal Theory, Spirituality and Ethics at one of Pakistan's leading universities. Currently, he is a postgraduate student in Islamic Intellectual History and Legal Theory at the University of Oxford.

For over seventeen years, Shaykh Kamaluddin has consistently remained in the close company of the highly respected Shaykh Zulfiqar Ahmad (db), and was granted ijaza by him in tasawwuf (Islamic Spirituality) in 2002. Since then, he has continually tutored seekers on the path to becoming closer to Allah (SWT).

Shaykh Kamaluddin divides his time between the UK and Pakistan, guiding students and delivering lectures at masajid, universities and institutions of learning.

Aalimah Sobia Ahmed

Alimah Sobia Ahmed was born and raised in the US and received her BA in Sociology and Arabic and Islamic Civilization with double honors from the University of Chicago and Masters of Education from the University of Illinois. She went on to study the Dars-e-Nizami course full-time for four years in Lahore and received the 'Alimiyya' degree. In 2005, Aalimah Sobia founded Zaynab Academy in Lahore, where she teaches classes in Quran, Tafsir, Hadith, Fiqh, and Arabic. She also delivers talks on Islam and drawing closer to Allah (SWT). Her students include students and alumni of LUMS, LSE, Kinnaird, FAST, BNU as well as young professional women.
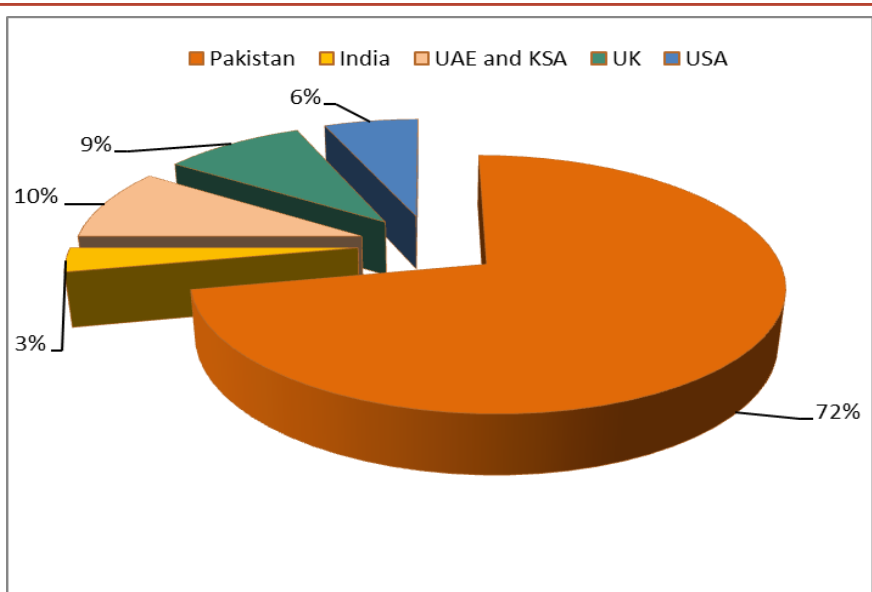
What is CIL Online?

Classical Islamic Learning (CIL) is designed to introduce women to the classical methodology of Islamic knowledge and scholarship through a modern educational approach. The philosophy of the course is distinct in its embrace of the entire academic tradition of the Ahl-al Sunnah wal-Jama'a with respect for all scholars of Tafsir, Hadith, Fiqh, and Usul al-fiqh. Moreover, CIL highlights the importance of spiritual purification (tazkiya) and inner reform (islah).

CIL Online takes one new batch each year. Prospective students can download an academic calendar from the course website for exact registration dates, examination schedule, holidays, and other happenings.

Class composition of CIL Online (First year), Academic year 2011-2012

Streams in Classical Islamic Learning

4 years

Year 01

15
STUDY HRS /
WEEK

❈

Streams

- ❈ Quran Studies
- ❈ Hadith Studies
- ❈ Islamic Law
- ❈ Arabic Grammar
- ❈ Arabic Language
- ❈ Islamic History
- ❈ Tajweed

Year 02

20
STUDY HRS /
WEEK

❈

Streams

- ❈ Quran Studies
- ❈ Hadith Studies
- ❈ Islamic Law
- ❈ Islamic Jurisprudence
- ❈ Arabic Grammar
- ❈ Arabic Language
- ❈ Islamic History
- ❈ Tajweed

Year 03

25
STUDY HRS /
WEEK

❈

Streams

- ❈ Quran Studies
- ❈ Hadith Studies
- ❈ Islamic Law
- ❈ Islamic Jurisprudence
- ❈ Arabic Rhetoric & Literature

Year 04

25
STUDY HRS /
WEEK

❈

Streams

- ❈ Advanced Hadith Studies

What are Streams?

A stream is considered as one area of study; currently we are offering the following streams:

1. QURAN STUDIES
2. HADITH STUDIES
3. ISLAMIC LAW
4. ISLAMIC JURISPRUDENCE
5. ARABIC GRAMMAR

6. ARABIC LANGUAGE
7. ARABIC LITERATURE AND RHETORIC
8. TAJWEED/ARABIC PRONUNCIATION
9. ISLAMIC HISTORY

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1. QURAN STUDIES:

The stream of Quran studies offers courses which include translation and commentary along with a study of the syntax, morphology, and Arabic language of the Quranic text. The approach of learning encourages students to develop a spiritual understanding alongside an academic one.

2. HADITH STUDIES:

Hadith studies offers courses covering translation and commentary of the Ahadith. The scope is further broadened by including courses which introduce students to the Science of Hadith evaluation which prepares them to go deeper into advanced Hadith studies. Advanced Hadith studies teaches Sahih al-Bukhari, Sahih al-Muslim, Jami al-Tirmidhi, and Sunan Abi Dawood.

3. ISLAMIC JURISPRUDENCE:

Islamic jurisprudence offers courses focusing on the classical principles on which Islamic law is based. Also, it encourages students to appreciate the solid framework from which new rulings may be derived as answers to new questions of modern day living.

4. ISLAMIC LAW:

At an introductory level, Islamic Law introduces students to a detailed description of at least one classical manual of Hanafi school of thought. An intermediate level teaches multiplicity of legal opinion from at least one classical manual of Islamic law. The topics of Islamic Law include but are not limited to purification, acts of worship, marriage and divorce, nursing, family law, trading system and banking, and inheritance laws. The advanced level of Islamic law opens up gates to a multidimensional study of Islamic law from one classical manual and several books of Hadith focusing on Islamic law.

5. ARABIC GRAMMAR:

Grammar is further divided into the study of syntax and morphology. Arabic grammar is taught with a classical perspective and lets the students experience a rigorous yet rewarding learning of the language.

6. ARABIC LANGUAGE:

Arabic language courses enable the students to understand, read, and write Arabic language with necessary aid from the Arabic grammar courses.

7. ARABIC RHETORIC & LITERATURE:

Arabic rhetoric includes courses which enable the students to develop an interest in reading, writing, and appreciating Arabic prose and poetry.

8. TAJWEED/ARABIC PRONUNCIATION:

This stream offers basic and advanced level courses enabling students to correctly pronounce the letters and words in the Quran.

9. HISTORY OF ISLAM:

History of Islam offers courses which go through the detailed chapters of the history of Islam, lives of the companions of the Prophet (s), development of Islamic law, and so forth.

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Electives are offered to all the batches; however, the availability of a teacher offering a specific elective may vary from year to year. More electives are added as per the teachers' preferences and students' recommendations. These electives add a rich color to an overall learning experience.

BREAKDOWN ELECTIVES	Year 01	Love for Allah-I Islamic Scholarly Tradition-I Time and Home Management
	Year 02	Love for Allah-II Islamic Scholarly Tradition-II
	Year 03	Islamic Spirituality Women & Gender

CIL ONLINE
COURSE REQUIREMENTS

Who can apply?

❈ PRE-REQUISITES:

* Understanding, reading, and writing comfortably in Urdu and English.

* Reading basic Arabic language. Fluency is not a must

* Using a computer, internet, and basic hardware such as headphones and microphone

* Ability to correspond comfortably via email

* Ability to scan, upload, and download assignments

* Availability for the mid-term and final exams

* Successfully clearing Year 01 is a pre requisite for enrolling in Year 02; successfully clearing Year 02 is a pre requisite for enrolling in Year 03 and so forth

❈ STUDY CIRCLES:

Study Circles encourage students to meet up with one another and the teachers to develop social dynamics essential for any learning group. They are a means to enhance spiritual development alongside the academic progress which is ensured in online classes. Please read below for more:

* Regular study circles take place in three major cities of Pakistan (Karachi, Lahore and Islamabad). The frequency of these circles is usually once or twice per month.

* The agenda of each monthly circle is communicated in advance to the students. Usually, one academic class coupled with a spiritual gathering and refreshments is a general agenda; however, it may vary according to teachers' preferences and the Study Circles Coordination Team.

* If some students cannot make it to the study groups (usually the ones living outside Pakistan) then they are required to carry out an alternate activity online or offline. This activity is subjective to students' interests and can vary from writing a poem on the student blog to sharing different skills one may have.

❈ ATTENDANCE:

* CIL Online has a teacher-specific attendance policy and it is one instrument of grading worth 5% - 20% of the grade depending on a teacher's discretion.

* Students' attendance is taken by every teacher individually. No global records are kept.

* In case of a valid reason for missing a class, please inform the teacher or the TA (at least 24 hours before the class) so that one may be excused for the day.

* In case of more than 3 unexcused absences in one teacher's records, a student may be asked about missing classes but more importantly, help is offered to keep students regular.

* We appreciate having an attendance policy because it keeps us regular. For those of us who plan to be regular anyway, this policy doesn't add much.

❈ ONLINE CORRESPONDENCE:

* Emails: Students are required to check their emails twice every day.

* CIL Online provides its students with a "Learning Management System" at www.lms.zaynabacademy.org which is the heart of student-student and student-teacher interaction. This is the portal to exchange notes, news, feedback, and find answers to queries and confusions. All the students are required to regularly participate on LMS.

❈ ASSESSMENTS:

INSTRUMENTS OF ASSESSMENT:

* Quizzes*
* Assignments*
* Attendance*
* One mid-term exam**
* One final exam***

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Quizzes, assignments, and attendance are teacher specific instruments.

** *Mid-term exam is conducted online in Urdu.*

*** *Final exam is conducted in Lahore, Karachi, and Islamabad. Another city may be added if requested. This exam is conducted live in Urdu. For students living outside Pakistan, please talk to the Student Support Center.*
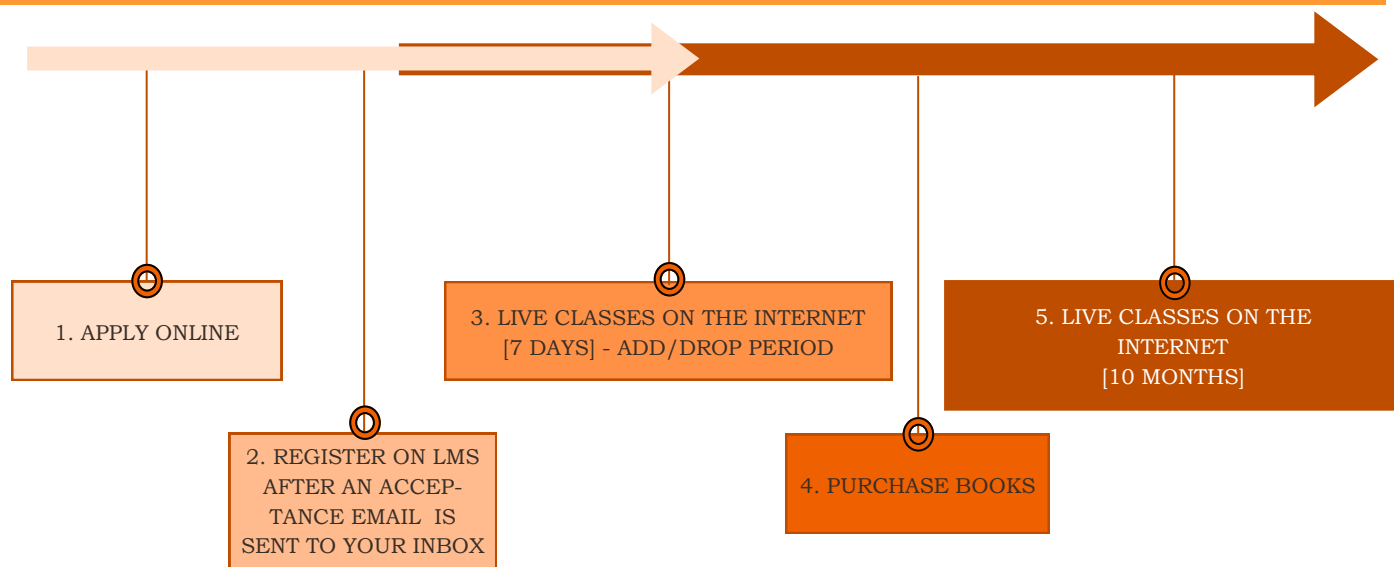
FROM REGISTRATION TO CONDUCTING CLASSES
A Detailed Description

This tutorial will walk you through a detailed description of how to register for the course and how we conduct classes in this program. If you are reading this to apply in real time while the registration is open on the website, we would appreciate if you could move along with a computer, internet connection, microphone, and headphones. This would take about 15 minutes to finish and includes:

* A timeline for applying to attend live ONLINE classes
* How to register for CIL Online
* How to register for core and elective courses on LMS
* How to attend live online CIL classes on WizIQ
* What to expect in the online classroom

A TIMELINE *

1. APPLY ONLINE

2. REGISTER ON LMS AFTER AN ACCEPTANCE EMAIL IS SENT TO YOUR INBOX

3. LIVE CLASSES ON THE INTERNET [7 DAYS] - ADD/DROP PERIOD

4. PURCHASE BOOKS

5. LIVE CLASSES ON THE INTERNET [10 MONTHS]

* *The exact deadlines are communicated via the website and emails newsletter*

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What is LMS?

LMS is a Moodle based Learning Management System. It is designed to provide a dynamic interaction between the students and teachers. Main features of LMS are:

* Program notice board for latest news and updates
* Coffee Table for exchange of ideas about everything other than the course work.
* A homepage for each course
(This can be a social, topical, or weekly format of learning)

Class tools include but are not limited to:
* Assignment submissions
* Grading
* Moodle instant messages
* Online calendar for events
* Online quizzes
* Class resource (files, folders, URLs)

Registration on LMS: It begins after the initial phase of CIL registration has been processed.

e-books and books

About e-books: Some or all the course books are scanned, uploaded, and made available online for viewing and downloading. Our online teaching experience suggests that e-books are good for giving students an idea of the course work in the beginning. Later, e-books become more stressful to refer to because of longer study hours and printing out several hundred pages also becomes an impractical choice and certainly an expensive one.

About purchasing books: The e-books are free of cost; however, each student is required to purchase a personal set of books as well within a certain deadline. Failing to follow this deadline without a reason will cause a minimal monetary fine of 800 PKR. This fine is levied to encourage students to make a timely purchase so that the course can move at its planned pace. The add/drop facility gives students a window to exit without making any payment. Purchasing books is a minimal investment and the program management does not make a profit on any purchase.
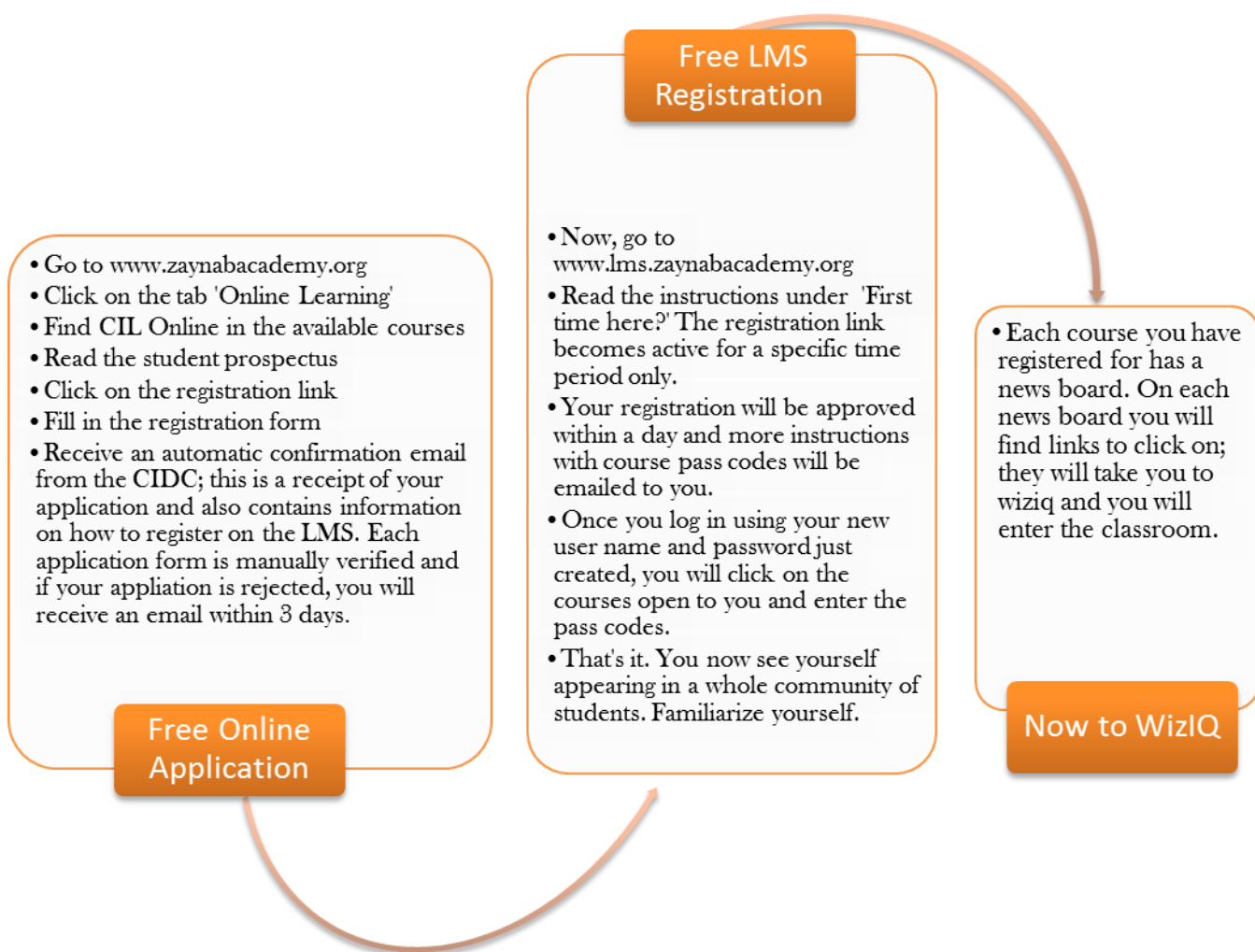
How to collect books? Each student is required to contact the Bookstore manager of her city or close to her city and has a choice to collect books herself or have the books sent to her via a local courier service (service charges are paid by the student). Students living outside Pakistan should contact the Student Support Services.

An approximate cost break-up of books: For year 01, the cost is about 1000 PKR and each year the cost may increase by 1000—1500 PKR. For the latest prices, please contact the Bookstore manager of your city.

Free books: If students are unable to make the required payment due to a financial constraint, books are provided to students as a gift. Please contact Student Support for details.

HOW TO REGISTER FOR CIL ONLINE

CORE & ELECTIVE COURSES

Free LMS Registration

Free Online Application

- Go to www.zaynabacademy.org
- Click on the tab 'Online Learning'
- Find CIL Online in the available courses
- Read the student prospectus
- Click on the registration link
- Fill in the registration form
- Receive an automatic confirmation email from the CIDC; this is a receipt of your application and also contains information on how to register on the LMS. Each application form is manually verified and if your appliation is rejected, you will receive an email within 3 days.

- Now, go to www.lms.zaynabacademy.org
- Read the instructions under 'First time here?' The registration link becomes active for a specific time period only.
- Your registration will be approved within a day and more instructions with course pass codes will be emailed to you.
- Once you log in using your new user name and password just created, you will click on the courses open to you and enter the pass codes.
- That's it. You now see yourself appearing in a whole community of students. Familiarize yourself.

Now to WizIQ

- Each course you have registered for has a news board. On each news board you will find links to click on; they will take you to wiziq and you will enter the classroom.

WHAT TO EXPECT IN THE ONLINE CLASSROOM:

* Works in Flash, browser-like tabbed interface with MS Office like keyboard shortcuts

* No download required

* Number of students doesn't affect the class transmission quality, unlike skype

* The instructor can use the drawing tool, math tool, group/ungroup objects, and have multiple whiteboards to interact with students. Students can also use the white-

ATTENDING LIVE CLASSES ON WIZIQ

STEP 1
REGISTRATION ON WIZIQ WEBSITE:

1. Go to http://www.wiziq.com/Register.aspx

2. Sign up with WizIQ for free by entering the details asked for. Make sure the email address you enter is same as the one you used for the application form and LMS

3. Accept their invitation email by WizIQ by clicking on the link given in the email and confirm your registration

STEP 2
ACCEPTING CLASS INVITES

1. Once your CIL classes start, you will receive regular class announcements in your email inbox. OR you can check the class news and notice board

2. Each class announcement has details about the class, its timings, duration, class link and other information

STEP 3
HARDWARE & INTERNET REQUIREMENTS:

1. Headphones and microphone

2. A better than average internet connection. 512 Kbps works fine but a connection with 1-2 Mbps is preferred. Please email ITSC and have your connection checked.

3. Electricity alternate is a must for desktop users and those who use an electricity dependent internet connection. ITSC can guide students in acquiring a particular connection, finding solutions to electricity outages, and any help in installing or configuring headphones and microphone. Please do all the checking required before classes begin.

* The instructor can play audio and video files instantly and control playback for all attendees

* A maximum of 4 live video streams can be run simultaneously. Unless required, the video stream is disabled by the instructor

* A chat window is the usual mode of communication between the instructor and students

* Students can "*raise hands*" to send questions and comments to the teacher and they remain solely visible to the teacher

* The instructor can share most commonly used file types (PDF, MS Word/ PowerPoint/ Excel) documents

* WizIQ allows the instructors and students to interact in English, Urdu, and Arabic

INSTRUCTORS

Over the past decade online teaching has widened its scope to give us newer tools and more mature teaching methods making online teaching more unconventional and more challenging. CIL Online teachers are willing to take a plunge into online teaching that makes them more advanced in their teaching methods while remaining accessible to the students.

There is no fixed number of the instructors in the program and their number remains flexible subject to change with the number of courses offered each year and teachers' availability. Please refer to the website to read teachers' profiles offering courses in a particular year.

TEACHING ASSISTANTS AND STUDENT VOLUNTEERS

Student TAs:

Students who are studying in Year 02 onwards are eligible to become TAs for the junior students. TA application form can be acquired from the Student Support Services or LMS. Duties of the TAs vary according to the needs of the teacher who hires a TA.

Graduate TAs:

Graduates of Zaynab Academy can also become TAs and can assist any year of study. TA application form can be acquired from the Student Support Services or LMS.

Student Volunteers:

Students studying in the program can apply to become an assistant in the voluntary work for the Deen. An application form is available from the Student Support or on LMS. Nature of research and work vary according to the needs of the teacher who hires a volunteer and the skills and time devoted by the volunteer. Students are advised to make a careful choice so that the studies and other responsibilities are not compromised.

DEPARTMENTS
CIL ONLINE

CIL Online has several departments working in the background to deliver courses to you.

Please read below to know who to contact for assistance:

DEPARTMENTS	CONTACT
COURSE INFORMATION AND ADMISSIONS ✱ Designing the curriculum ✱ Hiring teachers ✱ Processing course registration system	Harime Hammad harime@gmail.com +92 (322) 4688 926
STUDENT SUPPORT SERVICES ✱ Providing application forms for student and graduate TAs, and Khidmat Assistants ✱ Providing personal counseling to students in studies or any area of life unrelated to studies ✱ Helping the students decide whether they should register or drop a course ✱ Helping the students decide to take elective courses	Harime Hammad harime@gmail.com +92 (322) 4688 926
STUDY CIRCLES COORDINATION CENTER ✱ Coordinating agendas across different study circles ✱ Arranging transport for students to reach the study circles venues ✱ Coordinating with teachers visiting a specific city to give guest lectures ✱ Managing and updating status of the upcoming circles on the LMS	Karachi: Faiza Khan faizzakhan@gmail.com +92 (300) 8430 823 Lahore: Zartashia Gul zartashia.gul@gmail.com +92 (322) 4055 977 Islamabad: Harime Hammad harime@gmail.com +92 (322) 4688 926
INFORMATION TECHNOLOGY SUPPORT CENTER (ITSC) ✱ Setting up and troubleshooting LMS, and course registration forms ✱ Troubleshooting student login issues ✱ Providing step by step guidelines to use LMS ✱ Providing any technical guidance required	Nosheen Irshad nosheenirshad@hotmail.com +92 (300) 822 9351
FINANCE OFFICE—*Fee and Donation Collection* ✱ Fee and donation collecting ✱ Disbursing funds	Sarosh Shah sarosh.shah@gmail.com +92 (321) 501 0616
BOOKSHOP—*Non Profit* ✱ Taking orders and distributing books to the students	Karachi: Anila Kanwal aknedian@gmail.com +92 (345) 292 3263 Lahore: Nabeeha Khalid nabeeha_321@hotmail.com +92 (345)456 4546 Islamabad: Bushra Waheed bwaheed3@gmail.com +92 (345) 557 7571

WHY CIL ONLINE?

I landed at Zaynab Academy out of sheer desperation and the search for yaqeen (Truth), clinging to my very weak Emaan (Faith), swinging between deen & duniya. Here I found peace, I found sisterhood and most importantly I found my Kareem Rabb (SWT). Well, He was always there, it was just me who was ghaafil (uninformed)
Coming back from Hajj, I was confused as how to accommodate this Ilm in my busy life. That is when Shaykh Ka-maluddin suggested online CIL. I must say I was not very keen on the idea as my computer skills are average and well I wanted the live suhbaha (interaction).But I must say I was more than pleasantly surprised. The khuloos (sincerity) of online CIL more than made up for the lack of live interaction. If you want to know yourself, if you re looking for sukoon (peace), direction, if you're sick and tired of the pettiness of everyday life ZA is the place to be!

Bushra Waheed
Islamabad

Since the time I had heard of something known as CIL, I had been trying to join CIL for a whole year. But the late and unpredictable timings of a Medical College wouldn't let me, plus the defiance at home (the usual). I was even thinking of leaving medicine altogether and submerging myself in the Ilm of Deen (all random plans of course, i would never have had the courage) when along came CIL online. MashAllah our CIL Online class comprises of women who undergo real Mujahida (strive) in learning this Ilm, that my meager efforts compared to theirs seem very small. There are moth-ers of 4, mothers who recently became mothers, those who knew very little Urdu and would struggle to read the Urdu text. The best part is that everybody comes seeking the Raza (acceptance) of Allah (SWT). May Allah (SWT) accept our humble efforts, Ameen.

Nudrat Shamim
Karachi

Zaynab Academy has been a source of guidance, a place where we not only attained ilm, interaction, barakah (blessings) and nuur (enlightenment), but also a place where I found my spiritual family, each and every hug and smile that I receive from my spiritual sisters, the bond and the connection that we share can never be described in words. Since I live far away from the academy and it wasn't possible for me to attend live classes, Alhamdulillah for CIL I was able to attain ilm despite the physical distance between the academy and myself. The physical interaction can never be replaced but CIL surely has given me things that I could never attain otherwise.

Saima Wasif
Riyadh

After completing my Engineering studies, I was in constant search of this CIL course, but was not able to join on campus. By the grace of Almighty Allah (SWT) during our semester with ZaynabAcademyOnline (ZAO) I heard about the Online CIL and that was a dream come true. Currently I am doing Ph.D in Engineering Management along with Online CIL as well as teaching students at my house and helping my father as a Business Analyst for different business consulting firms. It is amazing how this Ilm of the deen makes us successful in both deen and dunya.

Fakeha Iqtidar Khan
Islamabad

When I learned about Zaynab Academy, I felt like I was the most blessed person in this world. I couldn't believe that such a person like me could have this kind of opportunity.

My knowledge was so weak, and practices were so basic. I am a convert and was raised so differently, so I really needed a lot of help to move forward in the deen. I wanted to know how to become more loved by Allah (SWT) and taste the sweetness that comes from that relationship. But, unfortunately, I had nowhere to study, and I didn't want just any place. I wanted to study with teachers who were qualified and also who could help a person like me understand the deen in a way that was easy on my heart.

My experience has been that our teachers focus on developing our hearts as they teach us the depths of Islam. Alhamdulillah, I've studied parts of the Qur'aan in good detail, many Ahadith (the Arabic and meanings), very important and practical fiqh, grammar (Nahw), morphology (Sarf), and other topics of character building, etc.

Our teachers are very good at understanding our needs and offering specially tailored courses to help us understand and deal with very common cultural/societal issues. In addition, we have a forum where we can safely interact with others in our classes. This further provides opportunities to share, get to know one another, and study. I love my teachers, and I completely support their efforts. I wish for all of my sisters that they take advantage of the unique and sincere efforts being made here.

Aisha Chaudhry
USA

Studying at Zaynab Academy turned out to be a shelter in my life as I try to remain more conscious of my spirituality. It also motives me towards balancing my deen and duniya in a positive way such that deen is uncompromised. My sole desire behind taking this course was to please Allah swt and nothing clicked with me but this course , so I have put myself on the road to realizing my desire. I have found so many noble and pure hearts on the way, and Alhamdulillah, it is journey worth taking.

Sana Farooq
Lahore

Students around the world