



A · P · I · I · T
ASIA PACIFIC INSTITUTE
OF INFORMATION TECHNOLOGY

Student Handbook

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MESSAGE FROM THE EXECUTIVE DIRECTOR

Welcome to the Asia Pacific Institute of Information Technology (APIIT). We hope that you will enjoy studying with us and that your learning pursuit here is very successful. At APIIT people matter above all else. We are committed to opening the door of opportunity to all students who can benefit from our courses. We are similarly committed to consolidating and developing our well-established links with industry and commerce, and with other institutions of higher education, in the regional, national and international community. The pursuit of excellence and provision of value for money are central to these commitments.

The presentation of the Student Charter in the opening section of the handbook demonstrates APIIT's commitment to a spirit of cooperation and openness in the community. Written in the form of a contract it seeks to identify the mutual expectations of staff and students. We will be keen to receive your response to the Student Charter during your time at APIIT and will welcome comments, which promote the sense of community we seek to achieve.

Our staff look forward to receiving you as a member of our community and to assisting you in the pursuit of excellence in both your academic and wider life.

The Student Charter

APIIT seeks to provide a challenging and stimulating environment in which students can realise their individual and group potential in a setting which strives for high quality provision. The Student Charter reflects the spirit of partnership that the Institute sees as central to the acquisition of the high professional and ethical standards it wishes to promote. The Charter is not intended to be contractually binding. Its purpose is to demonstrate how the APIIT-student partnership can work in practice. It specifies what students and APIIT may expect of each other, so that standards of excellence can be achieved.

In this context, the Institute commits itself to provide for its students:

- an equitable and supportive environment for all students;
- clear information about admission policy and procedures;
- a fair and efficient admission system;
- full and accurate information on how Programmes will be taught and assessed (please see 3.1 for a more detailed description);
- learning resources (library services, study areas, computer assisted learning, audio-visual resources, computer laboratory facilities, etc.) appropriate to the Programmes offered. Students can expect to receive a high standard of teaching and research supervision in line with APIIT's quality policy and mission;
- opportunities for employment, internship and Institute placement;
- a fair and efficient feedback procedure.

It is expected that all students of the Institute will reciprocate by:

- complying with the Institute's published expectations and Professional Code of Conduct relating to conduct, academic and other matters as set out in Appendix 1;
- displaying responsible attitudes towards staff, fellow students and visitors to the Institute;
- treating the Institute's property with respect, in a manner consistent with the Institute's policy;
- taking part in any learning or teaching activities, including attending lectures, tutorials and practical on time and submitting work promptly;
- complying with deadlines assigned by the Institute;
- notifying their mentors and/or lecturers if they are experiencing any problems or difficulties;
- reporting absences promptly to the administration office or their mentors;
- participating in extra-curricular activities;
- contributing to the reputation and development of the Institute by suggesting where improvements can be made.

The Charter is seen as a document which will be refined in the light of experience. Students and staff members are therefore urged to contribute fully to the continuing evaluation of APIIT's Programmes and services in order to promote its character as a dynamic and progressive Institute. This document should be read in conjunction with the Student Handbook - Engineering Supplementary Document for all engineering students only.

1.0 INTRODUCTION TO APIIT

1.1 APIIT: General Background Information

APIIT is geared to provide the highest quality education. This is aimed at meeting the critical shortage of Computing, Technology, Business, Accounting, Banking and Finance, Media and Engineering specialists and managers at all levels. The Institute will tailor student skills to the needs of commerce and industry and so equip them with the relevant competencies for career development and also for study at graduate and postgraduate levels.

The teaching and learning styles employed at APIIT are characterised by a strong emphasis on knowledge and on the understanding and evaluation of theory, and their application within a practical framework. APIIT's students are expected to be self-reliant, capable of individual and independent thinking, and to possess the ability to work with others and in a team. Particular care is taken to ensure that learning experiences in APIIT Programmes are structured for the employment market, using for instance, examples based on industrial or commercial practice.

In the 21st century APIIT is a major centre for Education and Training. The Institute is positioned to contribute to Malaysia's development as a regional training hub of excellence by creating a teaching and learning environment which is also suited for high-technology research and development.

1.2 APIIT Vision, Mission and Goals

Vision	To be a leading College of technology and innovation transforming students into highly employable, competent and future-proof professionals.
Mission	We provide high quality, affordable, innovative and internationally benchmarked education and research in a professional, ethical and student centred manner by designing and delivering a range of enriching and distinctive learning experiences.
Goals	APIIT graduates will: <ul style="list-style-type: none">• Be equally adept in knowledge acquisition and practice appropriate to their professions• Be able to apply their expertise in diverse cultural settings, both locally and internationally• Be the providers of solutions• Be equipped with entrepreneurial skills• Have a capacity for reflection, self-management, self-development and continuous learning• Place the interests of clients and employers foremost• Represent their professions ethically and with dignity

1.3 Programmes offered by APIIT

APIIT offers a complete suite of high quality Programmes in Engineering, Technology, Information Technology and Computing, Media and Entertainment, Accounting & Finance, Banking and Business Management. These Programmes range from specialised programmes for diploma and degree programmes to Masters programmes.

1.4 Location

The prestigious, site in Technology Park reinforces APIIT's position as a leading provider of IT and Technology education in South East Asia.

2.0 PROFESSIONALISM

APIIT is a professional establishment and from the moment of entry to the Institute, you will be treated a professional. Education in itself cannot guarantee a job. APIIT therefore seeks to instil, in addition to the development of skills and knowledge, the strong sense of professionalism that will stand you in good stead in your future career. Any individual who wishes to pursue a successful career is expected to display and practice a high level of professional and interpersonal skills.

2.1 Attire

Attire must be compatible with the public image of APIIT. The Institute's aim is to prepare you for the professional job market. Although there is no uniform dress, you are expected to dress sensibly and discreetly while at the same time ensuring your own comfort and convenience (Please refer to Appendix 1).

2.2 Attendance and Punctuality

Being present at all lectures, tutorials and practical is a pre-requisite/ of a successful student. Punctuality also constitutes a very important part of the educational process (Please refer to Appendix 1).

Attendance is required at all teaching sessions for the modules for which you have enrolled. Sessions include all tutor-led activities such as lectures, seminars, tutorials and presentations. "Sessions" should not be interpreted as "weeks". For small group sessions (sessions which involve a sub-set of the whole module cohort) you must attend the sessions to which you have been assigned. You must achieve a minimum of eighty per cent (80%) attendance for each module, failing which you may be denied assessment for that particular module.

If you are absent from a module(s) or programme of study on four consecutive occasions in a semester, including lectures, tutorials, seminars and laboratory based classes for reason other than personal illness without written approval you may be deemed to have withdrawn from the module(s) or programme of study and your registration on that module(s) or programme of studies

cancelled. You may be excluded from further teaching, denied access to examinations and refused the opportunity to submit assessment for the module or award. You will therefore need to seek permission to start again on the same module (or a replacement where applicable). This may affect your eligibility to progress to the next Level of your award.

2.3 Academic and Disciplinary Records

Self-discipline and the ability to follow regulations and instructions are essential ingredients in professional training. Your ability to adapt and thrive in actual working environment will not only be reflected by the grades received and also by your self-discipline during the course.

3.0 QUALITY OF LEARNING

APIIT has successfully adopted a quality management system based on the ISO9000 Series of Quality Systems Standards. Your input to the quality system is critically important as it will assist APIIT in identifying opportunities to improve its operations and service to you and your fellow students. An Online Feedback Form is available at: <https://erp.apiit.edu.my/easymoo/web/en/auth/security/login>.

You will receive a response to your feedback within seven days of submission.

3.1 Learning Environment

Quality in the provision of appropriate learning opportunities is a key objective of the Institute. The Institute has a comprehensive quality assurance system, which is monitored by external audit. Our emphasis is to encourage and empower you to become an independent learner.

You can expect APIIT to provide:

- teaching which is up-to-date and supported by appropriate materials and facilities;
- accurate information about the teaching and assessment timetable;
- appropriately staffed, programmed classes and as much notice as possible of any alterations to the published timetables;
- the return of marked assessments in reasonable time as per the assessment schedule;
- details of the structure and content of all programmes of study and how they will be taught and assessed;
- a fair assessment process with the right to appeal and reassessment.

You can expect our quality process to:

- Moderate the summative assessments of all students to ensure fairness, consistency and conformance to standards.
- Work with APIIT to provide you with up to date Programmes, effective learning and appropriate learning resources.

APIIT can expect you to:

- attend timetabled classes, hand in work on time and notify your lecturer(s) if for any reason you are not able to keep up your attendance;
- adhere to the assessment timetable;
- spend sufficient time in the preparation and completion of assignments to do justice to your ability;
- make appropriate use of the facilities provided, within the published regulations and guidelines.

3.2 Evaluation

During your time at the Institute you will be asked to fill in evaluation questionnaires to assist the Institute in its course monitoring and planning. Such questionnaires are important for the benefit of your fellow and future students. We would be grateful for your full and prompt co-operation in completing them in a constructive and objective way. You will be able to access the Online Course Appraisal System at: <http://webapps.apiit.edu.my/appraisal/> Students who do not complete their course appraisal by the stipulated date indicated on their examination schedule (posted on the webspace) could find their results withheld until they complete their course appraisal.

3.3 Class Mentor Scheme

While a lot of emphasis is placed on providing you with subject related skills, your development as a professional is also considered to be a crucial element of your education at APIIT. For this reason your class will be assigned with a lecturer, known as the class mentor, who will be responsible for the professional development of all students in your class. The class mentor will also function as your link with APIIT's management. APIIT encourages you to develop a close relationship with your mentor and to keep him or her informed of any particular concerns or circumstances, personal or professional that may affect your studies.

3.4 Student Representatives

Each class will elect two student representatives who will function as the liaison between student and the class mentor or APIIT's management in all matters. The student representatives form a vital communication link between the students and the Institute. The student representatives will play an important role in facilitating mutual understanding between the Institute's management and the student body and be a member of the relevant Programme Committee.

3.5 Consultation Hours

In accordance with the Institute's quality mission, lecturers will allocate consultation hours for students. The purpose of this is to improve accessibility by making lecturers available to the students at designated times. Information

on consultation hours will be available online at <http://intranet.apiit.edu.my/v2/>. It can also be accessed at <http://titan.apiit.edu.my/consultation/>

3.6 Feedback Procedure

We seek to operate a fair and efficient feedback procedure. If appropriate, a formal feedback can be made by completing an Online Feedback Form available at <https://erp.apiit.edu.my/easymoo/web/en/auth/security/login>. The Institute will provide advice and assistance if you have cause for feedback. It will keep you informed of the progress of any feedback you may make and deal with the feedback in confidence. You will get a response to your feedback within seven days of submission.

4.0 STUDENT SERVICES

There are full-time Student Services Executives to look into your needs.

4.1 Career / Education Guidance Counselling

The Student Services Executives will counsel you in choosing the right pathway to achieve your goals, be it in employment or Institute.

4.2 Personal Welfare Counselling

APIIT recognizes the fact that students may sometimes have personal problems and may welcome the opportunity to discuss them with someone in complete confidence.

A trained and experienced Personal Counsellor is available to all APIIT students. She works to a Code of Practice which obliges her to offer complete confidentiality to her clients.

The concerns that people bring to counselling can vary enormously and can include such issues as: -

- Relationships (with friends, family or partners)
- Eating Disorders
- Lack of self-confidence or self esteem
- Sexuality
- Bereavement
- Depression
- Difficulty adjusting to Institute life
- Loneliness
- Homesickness (especially for out station and foreign students)

Nothing is too big or too small an issue to bring to Personal Counselling. A Personal Counsellor will not normally offer advice but will help you explore your problems in a supportive and non-judgmental way so that you can decide for yourself the best way forward.

If you feel unhappy, depressed or distressed, for any reason, it can affect your academic performance as well as your social and family life. Personal counselling is available to help you overcome your problems and concerns.

You can contact the counsellor at emily.octavia@apu.edu.my to make a mutually convenient appointment.

4.3 Accommodation

The Student Services Executives will assist you in obtaining accommodation, either through an appointed agent or APIIT's managed accommodation. Should you require assistance with accommodation, please contact the Student Services Executives. Students living in rented homes should abide by the following rules.

- you should at all times refrain from any behaviour or action of a kind which is likely to bring the good name of the Institute into disrepute or which reflects adversely on the good relationships which the Institute seeks to maintain with the landlords.
- you must show consideration towards neighbours and residents in the local community. It is essential that such people should be able to live and rest undisturbed and, therefore, students must be reasonably quiet.
- you must show respect for the premises, furniture and fittings, which are the property of any private landlord.
- you must pay promptly any debts due for which you are personally responsible and which arise in connection with the rent of the premises or for services supplied to those premises.

4.4 Industrial Training

Some universities require their students to undergo industrial training in the third year of their four-year degree course. Students applying to enter these universities must fulfil this requirement by working between three to four months after year 3. You must submit an Industrial Training Report in which all the work experience during the industrial training is documented.

APIIT supports industrial training activities by supervising the preparation and completion of the report. Your report will be sent to the Institute along with the Institute application. For more information on this, please contact the Student Services Executives.

4.5 Job Placement/Internship

APIIT continuously receives job requirements from employers in the industry who wish to hire its graduates. Students must complete an internship before their final year job placement.

The APIIT Job Placement and Internship Centre will help students to secure an internship. Students must apply with a full CV, undertake interview if required and make every effort to secure an internship. You are required to maintain a

high level of professionalism during your internship in order to maintain the image of the Institute. Negative feedback from the employers may disqualify you from further internships.

4.6 References

If you require references for project purposes, normally, the lecturers concerned will arrange references for projects. However, if you require other references, you should obtain them from the Administrative Services Office.

4.7 Travel Arrangements

If required, the Student Services Executives will provide assistance with travel arrangements for students going abroad for the final year of their study. Travel representatives will be invited to give talks on travel arrangements for students.

4.8 Testimonials

If you need a testimonial/academic reference letter, you may request from your module lecturer or from your Head of School. The opinions and views expressed are the personal opinions of the individual academic staff and do not reflect the opinions or views of the Institute. The testimonial will be addressed to specific individuals or companies and no open-ended letter will be issued.

4.9 APIIT Student Activities & Representative Council

APIIT Student ARC, the student council of APIIT, is proud to be her arc of warmth and joy for students. It is a board of students, elected by students, whom have and will dedicate themselves to ensure that the campus life APIIT would be fruitful.

The APIIT Student ARC brings together a huge number of enthusiastic, committed and talented people, who are all prepared to work to improve the lives of the APIIT student community. It has over twenty committees, all working on different aspects of student life. Most of these are active and innovative individuals, who would be skilled talented professionals, our pride & joy!!

APIIT, a professional leading educational hub, creates complete ALL ROUNDED CHARACTERS who have knowledge, skills and wisdom that will help prepare you for the challenges that lie ahead, thus rewarding a promised future.

The services and representation provided by the Student ARC exist solely for you - the students of APIIT. APIIT recognizes that academic coupled with social & recreational activities will emphasize to cultivate all rounded characters.

5.0 FACILITIES & SERVICES

The Institute is committed to the provision of reasonable access to its learning support services. The facilities are designed to provide a supportive student-learning environment. The Institute property must be treated with care and respect at all times. No property of the Institute shall be removed from the premises without prior approval, in writing, from the Vice President (Operations) or his duly appointed representative.

Students causing loss of, or damage to, the Institute's property from activities, which are not permitted by the Institute, shall be held personally responsible and liable for the cost of replacement and repair as necessary. For Engineering facilities, please refer to the Student Handbook - Engineering Supplementary Document

5.1 Lecture Rooms

Lecture rooms are set up to provide a modern and conducive learning environment. All lecture rooms are carpeted, air-conditioned and equipped with comfortable chairs and tables, multi-media, projectors and white board. You should always maintain the cleanliness of the lecture rooms in order to preserve an environment that is conducive to learning.

5.2 APIIT Online Courseware Community

The APIIT Online Courseware Community is an e-learning portal established by APIIT to supplement and enhance the learning experience of APIIT students. This web-based system is accessible through the Internet using a web browser. Students and lecturers can collaborate using the tools available upon logging in.

To access the APIIT Online Courseware Community, you need to have a web browser and an Internet connection. From the main community page at Webspaces, (<http://webspaces.apiit.edu.my>), click on the link called **Online Courseware Community**.

For more information, please refer to the FAQ (Frequently Asked Questions) available there.

5.3 Library Facilities & Services

The APIIT library is a well-equipped facility that offers an extensive range of reading and audio-visual materials. It aims to support the Institute's instruction and research programs.

The Library's Mission is to establish and maintain state-of-the-art Multimedia Information Resources Service Centres for APIIT both in Malaysia and its overseas operations.

APIIT's main library is located on the Third Floor at TPM.

APIIT library provides a comprehensive range of core materials for all subjects taught within its current curriculum. These include newspapers, books, relevant print journals and CD Rom References. APIIT students are also allowed access to e-books and e-journal databases such as Ebrary, ProQuest Computing, ABI-INFORM, ACM Digital Library, Access Engineering, SpringerLink and CLJ Law and many other databases.

5.3.1 Operating Hours

APIIT Technology Park Malaysia (TPM)

APIIT Campus Library

<u>Days</u>	<u>Operating Hours</u>
Mondays – Fridays	8.30 a.m. – 6.00 p.m. *
Saturdays	Closed
Sundays and Public Holidays	Closed

*** Note:**

- Counter Service begins at 9.00 am
- All library users will be notified 15 minutes in advance prior to library closing time.

5.3.2 Membership

Membership of the library shall be granted to the following groups:

- ✓ All full time and part time students of APIIT who have paid their library deposits and library fees
- ✓ Academic and Administrative staff of APIIT.
- ✓ Members of the APIIT Alumni.

The following are payable by students for the use of library facilities:

Types of Payment	Amount
Library Deposit (Refundable) Full time and part time students	RM 500.00

** Applicable to both full-time and part-time APIIT students.

5.3.3 General Membership Rules

- Library users must prominently display their Student ID on their persons at all times. Students who fail to do so will not be allowed access to the Library.
- No items belonging to the library are to be taken out of the library unless they have been checked out at the Circulation Desk.

- iii. Only writing materials, laptops and personal notes are allowed into the library.
- iv. Bags, water bottles and personal items are to be kept on the shelves provided. Valuables should not be placed in the baggage area. Laptops will only be kept behind the counter for students who are using library facilities. The library management will not be held responsible for loss of personal belongings. Baskets are provided so students can unload their library materials, laptops, etc. without having to bring in their bags.
- v. No discussion or any form of conversation that can distract other library users in the library reading area is permitted.
- vi. Library furniture/equipment should not be moved from its original location.
- vii. Mobile phones or any other personal electronic gadgets must be switched to silent mode before entering the library. Users are prohibited from making or answering calls within the library premises as well as in discussion rooms.
- viii. Eating, drinking and smoking are not allowed in the library
- ix. The Library users should be properly attired, as specified in the student handbook. We reserve the right to deny entry to students who are inappropriately attired.
- x. Library Computers provided are to be strictly used for academic research and Library CD viewing only. These computers cannot be used for personal e-mail, online chatting or playing games.

5.3.4 Registration

A new student library membership will be registered upon student settling the RM500.00 (Five Hundred Ringgit Malaysia) payment for Library Deposit.

5.3.5 Ownership of Card

- i. Library Membership is not transferable.
- ii. Your Student ID is also your Library Membership Card. Library users must prominently display their APIIT Student ID in order to gain entry to the library. Students who fail to do so will not be allowed access to the Library.
- iii. Library and Administrative staff must be notified if a Student Card is lost or stolen. A member will be fully responsible for any consequences if this matter is left unreported.
- iv. Members must inform the Library Staff on duty immediately of any change in personal particulars.

5.3.6 Library Briefings

The library conducts Introductory Sessions where new students are introduced to the library's resources, facilities and services. Should you miss these group sessions for some reason or other, do request for a personal introduction to the facilities from the library staff on duty.

5.3.7 Information and Assistance

Guidelines are provided to assist members in locating the materials on the library website (<https://library.apiit.edu.my/>). Library users may refer to the library guides online or seek assistance from any library staff or library assistants on duty.

5.3.8 Lending Policy

- i. Types of Library memberships and its borrowing privileges:

Programme Registered by Library Member	Number of loan item(s) allowed
English Language Courses	Two (2)
Certificate, Foundation, Diploma and Degree	Four (4)
Master's (full-time)	Ten (10)
Master's (part-time)	Six (6)
PhD	Ten (10)

- ii. No items are to be taken out from the library unless a member of the library staff has issued them out to the borrower.
- iii. The borrower must ensure that all library items in his/her possession have been issued out before he/she leaves the library.
- iv. The borrower should ensure the items being borrowed out are in good condition. A member is fully responsible for any damage to items taken out in his/her name.
- v. A member must produce his/her student card when borrowing materials.
- vi. Any attempt to borrow books with another member's card will result in the card being confiscated.
- vii. A member should not allow his/her student ID card to be used by another individual.
- viii. A member who has reported the loss of his/her ID Card will be allowed entry if they produce some other form of identification as substitute. Members will be allowed a grace period of 14 days to obtain a replacement card.
- ix. Book Loans
- Each member **can only borrow one copy of a book title**.
 - A member is not allowed to renew or reserve a book on the same day the book is returned to the library. This is to ensure that other members have equal opportunity to loan/borrow the book.
 - Member should check and ensure the book(s) which he/she wishes to loan out is in good condition and not scribbled or damaged. Damaged book(s) should be handed to the Library Assistant on duty.

The Library Assistant will take appropriate action for book repair to be done. Where the member needs to loan the damaged book(s) on urgent basis, the member should ensure that the Library Assistant has recorded the details of the book damage on the date due slip before the book is checked out.

- Member should ensure that the Library Assistant stamps the due date on the date slip of the book prior to the member leaving the library. Alternatively, member utilise the Self-Checkout kiosk available at APU Library to check out the book(s).
- Member need to activate their student ID card with AP facility in order to use the Self-Checkout kiosk. Member may refer to the Self-Service Kiosks User Guide (<https://library.apiit.edu.my/self-service-kiosks-user-guides/>) for helpful online guide on the usage of the kiosk.

- Book Tagging and Loan Period

Book Tag	Loan Period
Open-stack (No tag)	Seven (7) days
Yellow-tagged books	Three (3) days
Red-tagged books	One (1) day
Green-tagged books	Four (4) months – For Academic staff only.
References, Current Periodicals, Current Back Issues, Bound Journals	To be used in the Library only.
Student’s Projects (Printed document or CD-ROM format)	To be used in the Library only.
CD-ROMs	CD-ROMs accompanying printed books can be borrowed with the same privilege as the accompanying books.

x. Book Returns

- Books should be returned on or before the due-date assigned. Fines are imposed on overdue book(s).
- It is the member’s responsibility to ensure that the books returned are processed by the Library Assistant before he /she leaves the counter.
- Members returning books are strongly advised against leaving books at the counter without notifying the staff on duty.
- A member’s account will be suspended if his/her fines are not settled. For details on fines, please refer to “**Fines**”.

xi. Book Renewal

- Only **two renewals** are permitted (red-tagged books cannot be renewed) .
- Books can be renewed provided there is no reservation for the title in question.
- Please ensure that the due-date is updated.

- Books can be renewed online. Members are required to return the books in case a reservation has been placed for books out on loan to them.
- xii. Book Reservations
- Reservations can be placed on items which are out on loan.
 - Each member is allowed to reserve a maximum of 2 items at any one time.
 - The date for collection of a reserved book is merely an approximate date. Members can check for the reservation details at the library circulation desk or from the library website. Email notices will be sent to webmail accounts informing members when reserved books are ready for collection – please check (☐) for “Hold Filled” box in My Messaging section of your online library account). Please log in to your account to see the settings for “my messaging”. Member may refer to the Online Reservation guide (<https://library.apiit.edu.my/online-reservation/>) for more information.
 - Members are given a grace period of 3 days (inclusive of Saturdays, Sundays and public holidays) to collect their reserved book(s). Book(s) reserved will be assigned to the next reserving member if the first reserving member fails to collect the reserved book(s) within the grace period.
- xiii. Loans of CD-ROMS
- Members should check and ensure that the CD-ROM(s) to be borrowed is in good condition prior to borrowing. Members are liable for any damage to CD- ROMS whilst in their possession.
 - The fine rates for the late return of CD- ROMS are the same as that for books.
- xiv. Fines
- Loaned item(s) will become overdue if it is not returned or renewed by or before the expiry date.
 - Overdue items incur fines (including Saturday, Sunday and Public Holidays) and borrowing privileges will be restricted. Member’s library account will be temporarily suspended when the fines amount accumulated to RM 25.00 and above. Member with suspended account will not be able to renew or loan/borrow any additional book(s) until all the outstanding fines are settled in full.
 - Members with loaned item(s) are responsible to keep track on the due dates for the loaned library item(s) and to return or renew the item(s) by or before the due dates, irrespective whether library notices are sent out or not.

- Fine Schedule:

Book Tag	Loan Period	Fine Rate
Open-stack (No tag)	Seven (7) days	RM 0.40 per day
Yellow-tagged books	Three (3) days	RM 1.00 per day
Red-tagged books	One (1) day	RM 3.00 per day

xv. Circulation System

- The library has a circulation system for the loan of materials. Each material has a barcode label with a unique identification number and every borrower has a Student ID card with its unique barcode number.
- The Library Assistant on duty will scan these barcodes and records loans into the Library Database. The barcodes of the material(s) will be scanned again upon return of the items to the library, thus cancelling the loans.
- The Student ID is the essential link in the process that allows members to loan materials. As mentioned under subsection 5.3.5 “Ownership of Cards”, membership is not transferable. Hence, a library member is fully responsible for all items loaned under his/her Student ID Card.

5.3.9 Book Requisitions

Book Requisition Forms are available at the counter and on the Library Homepage. Members should provide relevant details (e.g. Title, Name of Author(s), Publisher, ISBN, Year of Publication etc.) to facilitate speedy acquisition of the requested book /item.

All requests will be given due consideration and relevant items will be purchased.

5.3.10 Feedback and Comments

An online Library Feedback and Suggestions form is available online (<https://library.apiit.edu.my/contact-us/>). Members are encouraged to provide the Library Management with feedback and suggestions. This will enable the Library to consistently improve on the services and facilities provided.

Members will receive a response to their query, suggestion or complaint within seven (7) working days.

5.3.11 Lost or Damaged Materials

When an item out on loan is lost or damaged, the borrower will be held liable for it and he/she must cover the cost of replacing or repairing the material. Member is responsible to inform the Library staff or assistant on duty immediately when item(s) out on loan is confirmed lost, so that the fine charges will not continue to accumulate.

Member will be given a grace period of thirty (30) days to settle the cost for replacement of the lost material(s) or item(s). An additional charge may be included to cover the administrative costs of replacing the lost material/item.

5.3.12 Photocopying

Photocopying facilities are made available within the library premises. The photocopying machine operates on a card system. Members must ensure that their AP Student Card contains sufficient fund before utilizing the photocopying or printing facilities.

According to Section 9(4) read together with Section 41(1)(i) of the Malaysian Copyright Act 1987, students may make minimal copies of printed materials for non-profit research and must acknowledge the source when using the information in assignment/coursework.

5.3.13 Library Computers

The computers provided in the library are to be used for academic research purposes only. Members may use the computer for viewing of Student Multimedia Projects produced in CD-ROM Formats. These CD-ROMs will be made available to users upon request at the Circulation Desk. Usage of the library computers to send personal emails, online chatting and gaming is strictly prohibited.

Members are prohibited from installing application programs into the computers made available for student use. Members caught committing any of the above-mentioned offences will be penalised.

Members are advised to save their work onto their own thumb drives. The Library Management will not be responsible for any loss of work saved in the library computers. Please approach the Library Assistant on duty when faced with technical problems while using the library computers.

5.3.14 Personal Belongings

Members should not leave their personal belongings (wallets, mobile phones, laptops, etc.) unattended inside the Library. The Library management will not be held liable for any loss of personal belongings.

5.3.15 Library Security System

A Book Detection System is placed at the entrance and exit point of the Library. The detection system is set up with the express intention of minimising loss of library property. Members are advised to approach the library assistant on duty if the security system alarm sounds upon members entering or leaving the Library. Theft, mutilation and vandalism of library materials/items are criminal acts. Disciplinary action will be taken against any individual who commits any of the above offences.

5.3.16 Withdrawal of Membership

The Librarian may exercise his/her discretion to suspend a user's library membership if the member fails to pay outstanding fines or retain books exceeding four (4) weeks after its the due return date. Such membership may be restored when the relevant book(s) have been returned and all outstanding fines paid in full.

5.3.17 Termination of Membership

Members are allowed to terminate their library account upon completion of an academic programme. Termination of membership will only be approved provided the following conditions are met:

- ✓ The member does not have any outstanding loans
- ✓ The member has no outstanding fines.

Students need to bring their student ID and MyKad/Immigration Card (foreign students) and fill up the Library Termination Form before collecting their deposits at the Cashier Counter.

5.3.18 Refund of Library Deposits

The Administrative Assistant (Finance) will only refund library deposits upon receiving clearance from the Library. Existing members who are progressing in study from one level to another within the APIIT campus may request for a transfer of library deposit paid earlier.

5.3.19 Recruitment of Library Assistants

APIIT students can apply to be Library Assistants. The library management conducts recruitment exercises periodically. Please refer to the library notice board for the recruitment notifications.

Students can apply on condition that they have completed a minimum of ONE semester (4 months) of a course conducted in APIIT.

Interested applicants are required to submit an application letter, a detailed resume and a passport-sized photograph (non-returnable) to the librarian on duty. Short-listed candidates will be called for an interview. Successful candidates will be required to undergo three weeks of probation (known as 24 hours basic training (8 hours tutorial and 8 hours of Independent Training)).

5.3.20 Conduct of Readers in the Library

i. Attire

- Members are required to dress sensibly and discreetly, in compliance with rules and regulations of APU.
- Sports shoes, sneakers, T-shirts, Collarless shirts and jeans are strictly prohibited.

- Library Assistants have the authority to request a member to leave the library premises if he/she fails to meet the basic attire requirements.
- ii. Silence
 - Members are required to be switched their mobile phones to silent mode prior to entering the library. Action will be taken against members who answer their hand phone or make calls within the Library premises.
 - Students should book allocated rooms to carry out group discussions within the library. Room bookings are placed on hourly basis. Conversation should be carried out at an acceptable volume.
 - The library corridor should be kept clear at all times. Members should not gather along the corridor and carry out long conversations, so as to avoid distractions to students working in the library.
 - iii. Bags
 - No bags are allowed into the library. Members may place their bags on the racks provided along the library corridor. Bags should not be placed on the floor as there is a likelihood that other members may trip over these bags.
 - iv. Consumption of Food/Beverage
 - Eating, drinking and smoking are strictly prohibited inside the library.
 - v. Vandalism
 - The furniture and fittings provided in the library are organised to allow for maximum comfort and privacy for members to carry out their work.
 - Members caught scribbling or vandalising the library property will face disciplinary actions.

Members may refer to **Appendix 3** of this handbook for more information on the library rules and regulations.

6.0 ICT POLICIES AND REGULATIONS

Technology facilities and services provided by the Asia Pacific Institute of Information Technology ("APIIT") is intended primarily for use in teaching, learning, research, and approved business activities by its staff, students and other authorised persons ("Users"). APIIT encourages good and full use to be made of these facilities.

For the protection and benefit of the community of users, any person using the information technology facilities and services must comply with the ICT regulations, Internet Policy Statement, Email Policy and Information Systems Security Guidelines. These ICT guidelines can be found in the student handbook or staff manual.

To ensure that IT facilities and services are not abused, APIIT retains the right to randomly monitor a selection of messages and materials sent over its network and to take any appropriate action if there is misuse. This may include referral to the Police or the relevant authority in the event of suspected criminal activity.

- IT hardware must be treated with care and used only in accordance with the proper operating instructions. Any apparent fault with hardware should be reported promptly to Technical Assistant (TA) or Technical Support (TS) personnel. User should stop using any equipment(s) if there is reason to believe that the equipment(s) may not be in safe working condition.
- Users must not by any deliberate or careless act or omission jeopardise or seek to jeopardise the integrity of any IT equipment, and/or its software and/or any information stored within it and/or accessed through it.
- Users must not access and/or attempt to access any IT equipment, software and/or data which they are not properly authorised to access. In particular, the confidentiality of data belonging to other Users must be respected.
- Users must take all necessary steps to protect and maintain the security of any equipment, software, data, storage area and/or passwords allocated for their use. Users must not use access codes which are assigned to another user(s) for any reason whatsoever.
- Users must not use any IT facility for a purpose other than that for which they are authorised. Users must seek advice if they have any doubt about their authority to use any of the IT facilities.
- Users must comply with all their legal obligations affecting their use of IT facilities.
- Users are advised to refer to the Guide to Students' Responsibilities when using IT facilities, a copy of which may be obtained from TS.
- The use of any IT equipment for storage and/or transmission of materials which APIIT considers to be obscene and/or offensive are strictly prohibited. Furthermore, IT facilities must not be used to download pornographic, obscene, excessively violent and/or offensive materials from the Internet.
- Users must take all reasonable steps to exclude and avoid the spread of malicious software, e.g. viruses, and must co-operate fully with all measures instituted by TS to prevent the spread of such software. In particular, Users must not install or execute on a APIIT computer any software obtained from a third party source, unless such software has been previously checked and cleared of the presence of malicious software by TS personnel or appropriate technical personnel within their Faculty/Service.
- Computer programs on the IT facilities are protected by the law of copyright. APIIT has the appropriate licences to use these programs. Users must comply with all their legal obligations concerning copyright, and must not copy any software or other data without the prior authorisation from the copyright owner. Such action would be in

breach of copyright law. Furthermore, Users must comply with any contractual obligations imposed on APIIT concerning the use of any of the IT equipment or software.

- Online library learning resources, including datasets and databases, e-books and e-journals, which are subscribed by APIIT are protected by copyright and licence agreements. Users who are not covered by these licence agreements must not attempt to use these resources. If in doubt, Users are advised to seek advice at the Library Help Desk.
- Users must comply with their legal obligations concerning data on living persons. Student Users must not store personal data on any of the IT facilities without consultation and the prior written approval from the member of the academic staff supervising their work. Any requirement students have to store or process personal data as defined within the Act must be undertaken under the direct supervision of a member of the academic staff. As such TS and APIIT are not responsible for any loss of data belonging to Student Users.
- Any use of any of APIIT's IT facilities by Users to store personal data may need to be registered. Consultation should be undertaken with the Manager, Technology Services, in such instances and approval obtained in advance.

APIIT permits the use of its IT facilities by Users for personal use, subject to the following limitations:

- i. a level of use that is reasonable and not detrimental to the Main Purpose for which the facilities are provided;
 - ii. priority must be given to use of resources for the Main Purpose for which they are provided;
 - iii. personal use must not be of a commercial or profit-making nature, including private consultancy, or for any other form of personal financial gain, unless prior written approval is obtained from the appropriate Dean of Faculty or Service;
 - iv. personal use must not be of a nature that competes with APIIT in business;
 - v. personal use must not be connected with any use or application that conflicts with an employee's obligations to APIIT as their employer;
 - vi. personal use must not be connected to any purpose or application that conflicts with APIIT's rules, regulations, policies and procedures;
 - vii. personal use must comply with APIIT's policies and regulations.
- If Users are in any doubt about what constitutes acceptable and appropriate use, they should seek the advice and guidance, in the case of members of staff, of their Manager, and in the case of students, of their Course Tutor or Lecturer.
 - Users must not connect any unauthorised equipment to APIIT network without consultation and the prior written approval from TS Manager or the relevant TS Staff holding authority over the APIIT Network. If TS has reasonable grounds for believing that any equipment may be the cause of unacceptable degradation of the performance of the network detrimental to other Users, then the User must co-operate with the disconnection of the equipment from the network pending resolution of the problem.

- Users must not set up or operate a server connected to APIIT network without consultation and the prior written approval from the TS Manager.
- When any of APIIT's IT facilities are used to access any external network and/or computer facilities, Users must also abide by any additional conditions pertaining to the external facilities, including those imposed by the external providers of such facilities.
- APIIT views the unauthorised access or interference with any of its IT facilities as an extremely serious disciplinary offence. Any breach of these regulations shall be dealt with in accordance with the disciplinary procedures of APIIT applicable to the User concerned. In the case of a serious breach, the authorisation of a User to use particular IT facilities may be withdrawn immediately, by the Manager, TS, and the appropriate report shall be made to the Senior Management of APIIT, and in some extreme cases may be reported to the Police or other Legal Authorities.

Please refer to **Appendix 3** for more information on Computer Laboratories usage.

6.1 Domain User ID / Webspaces ID

- Each student shall be assigned with a Domain User ID to access E-mail and network resources and Webspaces ID to access in-house web applications.
- This user ID and Webspaces ID shall be used for authentication and to ensure only authorized students are able to login and access the network resources/application.
- User IDs and Webspaces IDs shall be strictly unique to the specific Individual and should be kept confidential at all times.
- Users are responsible for their own user ID and passcodes or passwords and appropriate disciplinary action shall be taken against a particular student should there be any unauthorized access of any form be traced to that particular user's ID

6.2 Key@APIIT

- Key@APIIT is your new personal key to replace the previous Domain USER ID / Webspaces ID which allows you to access the online services and e-facilities provided to APIIT students. Key@APIIT details can be found on your confirmation of enrolment letter.
- Your Key@APIIT is the ID you use to log into your account. It is normally in the format of 2 letters and 6 numbers and is also the first part of your APIIT Mail email addresses.

For example:

If your Key@APIIT looks like: TP123456

Your APIIT Mail email address will look like: fsur1234@mail.APIIT.edu.my
or fsur@APIIT.edu.my

Below are the key services that can be accessed using your Key@APIIT account.

Service	Description
Webspace	Use your Key@APIIT account to access the Key accounts to log in to webspace student portal and online Student Administration Services.
Email	The Institute's email system is called Mymail@APIIT. You log into the APIIT Mail system using your email address and your Key@APIIT password.
Learning Management System	Some units of study provide study resources such as lecture notes, recordings and assessment details online. These can be accessed online using the Institute's Learning Management System.
Student Software	Use your Key@APIIT to access the installation files for Institute-licensed at http://msdn.apiit.edu.my
Institute Wireless Network	If you want to use your personal computer or mobile phone to browse the internet and access online resources using the Institute's wireless network (Wireless@APIIT) you will need your Key@APIIT account details to establish a connection.
Network Drive	Your Key@APIIT account is linked to a personal network drive. Each student receives 100MB of network disk space to save study-related documents. You can also create web pages access network shared drives for your Units of Study using your Key@APIIT.

6.3 User Password

- A system policy has been set to only accept password strings of at least six characters long. It should preferably contain special character and mixed case alphabets.
- Passwords should not contain common names, dictionary words or other predictable number sequences.

6.4 Encryption

- Any sensitive data that is to be transferred between the internal network and external network must be encrypted especially via the e-mail system.
- Using encryption would also ensure that the data will not be altered in the course of transmission.

6.5 User Account Creation

- All registered students will be given the Institute's email address. Students will be required to use the Institute's email address for all official correspondences with the Institute.

- User account will be created after students have successfully registered as a student of APIIT.

6.6 Deletion of account

- The user account of a student will be disabled within a month after the student has graduated or terminated the studentship to avoid a phantom account and avoid unauthorized access to the network resources.

6.7 Anti-virus

- Antivirus software shall be installed in all Servers and PCs or any computing device deemed necessary by TS to have an antivirus.
- The appropriate TS staff shall download the latest Virus Definition file and store it on the Master Anti-Virus server for all users to update their respective virus pattern database.
- Users are advised to update their Virus Definition file in their individual PCs on a daily basis.
- Users and System owners are responsible to ensure their computers are installed with anti-virus with the latest virus definition updates.
- The refusal or failure to have an antivirus install or updated on a computing device assigned to a particular staff will result in severe disciplinary action by TS staff.

6.8 Students' responsibilities when using IT facilities

- Computing facilities within APIIT and APIIT areas are provided for approved purposes only.
- We have implemented secure username and password protected systems, to ensure that you can maintain individual and secure access to your work and email. These security features cannot be bypassed without detection. Do not jeopardise that privilege by giving others access to your email or other APIIT related IT accounts (e.g. Webspaces and Learning Management System) as you are in breach of the regulations if you do this.
- All computers are monitored centrally for misuse. (TS are able to monitor IT accounts but not change anything within them.)
- Breaches of the IT Regulations will lead to disciplinary action being taken.
- Where misuse is suspected, the account may be disabled. If this happens you may be unable to complete essential assignments, and this may ultimately jeopardise your chances of completing your coursework.
- If your IT account has been disabled, please raise an enquiry at the nearest Student Technical Assistant Help Desk.
- Your passwords cannot be obtained from the system.

- You are the account holder and deemed responsible for use of that account. No one may access your IT account and use it without your password.
- If you have allowed another person to use your account then you are implicated in any instance of misuse.
- Disciplinary action taken will depend upon the severity of the offence.
- Initially this may involve an interview with a manager from TS.
- Persistent offenders will be subject to escalation procedures.

REMEMBER:

- RESTART the workstation when you finish using it.
- DO NOT leave your account open for someone else to use.
- If your account has been used incorrectly it will be assumed that it is you who was using it at the time.
- It is essential and very simple to keep your passwords for access to the computers and e-mail private, and be sure to change them often.
- What constitutes account misuse?
Misuse of IT accounts includes:
 - a. Downloading or viewing obscene, pornographic, racist, offensive, material. (Exceptions may be made for anyone requiring material as a legitimate part of research. Authorisation must be obtained from TS beforehand.)
- Email messages sent to annoy harass or upset the recipient.
- Email messages of a threatening, abusive or obscene nature.
- Hacking or attempted hacking of systems.
- Using IT facilities for a purpose other than that for which you are properly authorised.

6.9 Wireless Policy

This wireless policy applies to all areas of wireless connectivity to APIIT network infrastructure, and includes all wireless devices operating within APIIT IP address range, on any of APIIT premises, or any remote location directly connected to the campus network.

TS is currently responsible for APIIT network infrastructure. The wireless network is an extension to this network and therefore TS has the sole responsibility for the design, deployment and management of APIIT wireless LANs.

6.9.1 Wireless Policy Restrictions

- TS acts as the central management body in regulating the installation and maintenance of all 802.11 wireless LANs.
- All Access Points must abide by all national regulations relating to Wireless Devices.
- All existing Access Points must conform to recommended specifications as defined by TS.
- All new Access Points must be purchased via TS, in-line with APIIT's current purchasing policy and TS Standardisation initiative.
- All Access Points must follow the TS Standard Configuration settings for Access Points.
- Access Points will only support the 802.11b and 802.11g standards. Installation of any non-standard Access points is prohibited.
- In line with the IT Regulations, TS has the right to disable any non-standard device which may cause interference with existing approved Access Points. The offending device may be removed without prior notice.
- Proactive monitoring of wireless networks is undertaken by TS on a regular basis and any unauthorised Access Point will be removed from the network.
- Any future request for installation of new Access Points must be directed through TS.

6.10 Internet

Downloading Copyrighted Materials

All staff and students are prohibited from utilizing APIIT's bandwidth to download unlicensed copyrighted materials. In order to reduce the abuse of internet bandwidth at APIIT, all staff are required to fulfill the following criteria for downloads:

- i. To download any copyrighted materials, please seek the assistance and permission of Technology Services, by first sending a request to the Technology Services manager via the Helpdesk System.
- ii. Copyrighted materials may be downloaded from the publisher's website or any of its official partners only.

- iii. Should the download webpage fail to produce any form of an End User License Agreement (EULA) or any other appropriate license agreement, please seek clarification from the Technology Services Manager, in writing.
- iv. All staff and students are prohibited from downloading materials from generic “download” websites such as rapidshare, megaupload, hotfile, etc. All staff and students are also prohibited from downloading licensed and unlicensed software via the torrent service.
- v. Whenever any staff or students have any doubt about their downloads, license agreements, etc., it would be best to refer to the Technology Services Manager.
- vi. The safest practice to download any materials from the internet would be as follows:
 - Seek the assistance and clarification of the Technology Services Manager before downloading any materials. This assistance and clarification shall be done in writing to avoid any dispute.
 - Request the Technology Services Manager to download the materials that you require. The Technology Services manager shall then investigate all the necessary aspects of the download and shall instruct one of his staff to download the materials as requested.

All staff and students are strongly urged to adhere to the rules and regulations noted above, to avoid any dispute or any legal issues, as well as any disciplinary issues that may be result of intentionally or unintentionally downloading unlicensed copyrighted materials using APIIT network.

6.11 Forum Guidelines

APIIT values the diversity of viewpoints fostered in an academic setting and is steadfast in its commitment to encouraging the open exchange of ideas and perspectives.

The opportunity to participate in the discussion forums and comments posting are a privilege, not a right. APIIT may, under certain circumstances and without prior notice, immediately terminate your access to the Webpace forum.

APIIT cannot protect individuals against the existence or receipt of materials that may be offensive to them. However, if APIIT believes, in its sole discretion, that a user's participation in the forum violates the guidelines set forth here, APIIT reserves the right to take any and all actions it deems necessary and appropriate including, but not limited to: deleting a posting or limiting or denying a user's access to APIIT.

APIIT requires that discussion forum posts and comments conform to following standards for posting:

- Keep your comments to the relevant initiative topic or purpose of the discussion forum topic.
- Limit your post to a reasonable length, not to exceed 200 words.

- Do not post copyrighted material or lengthy essays or articles (generally defined as no more than 200 words) without appropriate permission to the list.
- When responding to an earlier message, do not quote all of a previous message. Instead, quote only those sections that are relevant.
- If you are asking a question, please encourage people to respond directly to you and offer to summarize responses and send the summary to the forum.
- Please be polite, professional, and respectful. Constructive discussion is encouraged; personal attacks and flame wars are not.
- You may not send commercial messages to the list.
- Do not include attachments in your messages.

Some of the discussion forum sections are not moderated forums, and therefore administrative approval may be not required for posting. This means that users will be held accountable for adhering to the “Forum Guidelines” set forth here. Users are required to self-police their postings to ensure that they meet the guidelines. APIIT may review user postings at any time to determine if there have been violations of the guidelines.

6.12 Policy Violations

APIIT reserves the right to release user information pursuant to the relevant authorities if it is required to do so by law, regulatory body.

APIIT ‘s Disciplinary Board; Violations of this ICT policy governing the use of APIIT ICT resources may result in restriction of access to APIIT ICT resources. In addition, disciplinary action may be taken under other APIIT policies, guidelines, implementing procedures, or collective bargaining agreements, up to and including dismissal. Any restrictive action must follow standard APIIT procedures that assure due process.

To report any issue/problem or illegal/unacceptable use of wireless/IT Facility or if you have any questions, please send an email to wireless@APIIT.edu.my or contact our helpdesk at 03-89925050 Alternatively, you may raise wireless network related issues to APIIT Technical Assistant for further assistance.

Questions about this ICT student handbook may be addressed to helpdesk@APIIT.edu.my.

Please visit portal.APIIT.edu.my for more details

7.0 GENERAL FACILITIES

7.1 Syndicate Rooms

Syndicate rooms are provided for students as work areas for discussion and private study. Your conduct in the syndicate rooms should be respectful and must not disrupt other students learning.

You should not move or rearrange chairs and tables, or bring drinks or food into the syndicate rooms.

7.2 Audio/ Video Facilities

The Institute is also equipped with audio/video facilities:

- video conferencing
- television sets
- video players
- video cameras

7.3 Meeting Room

The meeting room is another venue for you to use for discussion with lecturers and for reference to projects on display on the shelves. The use of the meeting rooms should be through request and approval may be obtained from the Administrators.

7.4 Lobby and Reception areas

The lobby and reception area is for receiving and meeting visitors and guests. In order that a welcoming atmosphere is maintained you are requested not to crowd or make excessive noise in this area.

7.5 Parking

APIIT does not provide car-parking facilities. APIIT will not be responsible for parking offences committed by students. You should note that it is an offence to park your vehicles at lots designated for other vehicles.

Parking at TPM is available around APIIT at reasonable daily and monthly rates. Those parking around TPM will have to ensure that parking coupons are placed in their vehicles. Please refer to Student Services for details.

8.0 ADMINISTRATION

8.1 Registration

APIIT will provide clear information about its admission policy and procedures and operate a fair and efficient admission system. Entry requirements vary from course to course. For adult learners aged 25 years and above, certain entry requirement may be waived if the applicant can demonstrate the capacity and previous experience necessary to undertake a course. However, this is subject to the entry requirements as specified by the relevant authorities.

Applicant may complete the Institute's Registration Form when all necessary documentations are in place.

8.2 Course Fees

You must comply with the following requirements:

- course fees must be settled in full and in the case of instalments, paid promptly each month;
- you are required to settle fee payments due before being allowed to sit for examinations;
- results will not be issued to students with outstanding fees;
- you must retain official receipts for income tax deduction purposes;
- cashier counters operating hours:

Mondays to Fridays 9.15am – 6.15pm

Saturdays 9.00am – 1.00pm
(Closed on 1st & 3rd Saturdays)

Sundays and Public Holidays CLOSED

Students are advised to refer to the Fees and Enrolment Scheme guide for the accurate information on fees payable.

8.2.1 Late Payments

A late payment charge is levied for overdue payments. Should the fees and late payment charge still remain unpaid after 7 days, you will cease to enjoy all rights and privileges of a student of APIIT, and will no longer be able to use the library and laboratory facilities, participate in any teaching and assessment activity or enjoy access to student services such as Institute and job placements. These rights and privileges will then only be reinstated upon full settlement of fees due plus the late payment charge, and by paying an additional administrative charge.

Overdue charges will only affect students whose fees fall overdue. They are to avoid the additional overheads involved in managing student debtors, and will result in our administrative staff

being able to fully concentrate on providing high quality professional services to you at all times.

Late Charges:

The late charges are as follows:

Certificate/Diploma/Degrees Year 1 and 2:

1. After 7 days from the due date a charge of RM20 will be applied.
2. After 21 days from the original due date a charge of RM50 will be imposed. (total by this date will be RM70)
3. After 30 days from the original due date a charge of RM20 will be imposed. (total by this date will be RM90). There after every 30 days from the due date an additional charge of RM20 will be imposed.

Degrees Year 3 and 4:

1. After 7 days from the due date a charge of RM40 will be applied.
2. After 21 days from the original due date a charge of RM50 will be imposed. (total by this date will be RM90)
3. After 30 days from the original due date a charge of RM40 will be imposed. (total by this date will be RM130). There after every 30 days from the due date an additional charge of RM40 will be imposed.

Postgraduate (Master's & PhD) Level:

1. After 7 days from the due date a charge of 5% on the outstanding balance will be imposed.

8.2.2 Transfer between Intakes

This scheme of credits only applies to the following:

- students transferring from full-time to part-time and vice versa;
- postponement of study to the next intake (subject to recommendation from APIIT).

Transfer is granted on the basis of a written request from the student (please refer to the Administrative Executive for further information). If a student notifies a transfer before the start of the semester, the student will be charged with an administrative fees charge for the transfer. On the other hand, if the student notifies a transfer after the start of the semester, the student will have to pay for the number of months from

the start of the semester till the month of the notice of transfer including the administrative fees.

8.2.3 Withdrawal Procedures

If you are withdrawing from the course you must submit a written letter from your parent stating your intention.

Malaysian students

- APIIT will provide a full refund to cancellations notified and received more than 14 days before commencement of a course.
- A charge of 50% of the initial payment will apply for cancellations made 14 days or less before course commencement.
- An administrative fee of RM200 will be deducted for any withdrawal, transfer of registration prior to course commencement, including changes in course specialisation.
- No refund will be entertained after a course has commenced.

International students:

- The application, administration & registration fees for international students will not be refunded. Course fees payments made are not refundable except if the students visa is refused by immigration. The fees will not be refunded in full once a student has obtained a visa to study in Malaysia or after a course has commenced at any level, including intensive English, Diploma or Foundation programme.
- An administrative fee of RM200 will be deducted for any withdrawal, transfer of registration prior to course commencement, including changes in course specialisation.
- For students who have not completed their course and are required to cancel their student pass, an administrative charge of RM400 will be applied for early cancellation process.

8.2.4 Exemption Procedures

To apply for module exemption, you must complete the exemption form available at the following link: <http://webapps.apiit.edu.my/Document/adminFormsList.jsp> and attach certified true copy of all relevant educational qualifications and syllabi. The Exemptions Committee will officially inform you on the exemptions claimed within 14 working days. For Engineering programmes, please refer to the Student Handbook - Engineering Supplementary Document.

8.2.5 Fee Payments – Student / Study Loans

Students who have applied and are waiting for student loans to be approved by the various agencies will have to continue to make payments towards their course. On receiving the payments from the loan agency APIIT will convert the payment into full payment mode if the loan payment is received within the first semester. If the loan payment is received after the first semester examination period then accounts will use the instalment mode as the fee payment.

All excess money will be returned in the parents' name.

9.0 ACADEMIC AWARDS

At APIIT we offer a range of undergraduate and postgraduate programmes grouped into the following Programmes:

- Engineering Programmes
- Computing Programmes
- Technology Programmes
- Media & Entertainment Technology Programmes
- New Media Programmes
- Business Management Programmes
- Accounting Programmes
- Banking and Finance Programmes
- APIIT Foundation Programme

10.0 STUDYING AT APIIT

10.1 Lecture times

Full-time students

Lectures are held from Monday to Friday between 8.30am to 6.00pm and on Saturday between 8.30am to 1.30pm.

Part-time students

All part-time lectures are held between 6.45pm to 9.30pm, with a 15-minute break in the middle of the lectures. First Level students will normally have 3 to 4 sessions per week. While Level 2 & 3 students will normally have 2 or 3 sessions per week. Postgraduate (Master's and PhD) lectures are conducted on weekday evenings and weekends.

10.2 Assessments

The Programmes have been designed to develop your analytical and problem-solving skills. Thus there is significant emphasis on practical work and projects

to complement the theoretical areas within the programme. Your performance in each subject module will be assessed through in-course assessment, which normally comprises assignments, tests, quizzes and projects and a final examination. Assessment weightings and their outlines can be found in the module descriptor and the Student Assessment Information Sheet (SAIS) for each module.

Paper based assignments should be submitted on standard A4 paper. Stationery is not provided by APIIT except for answer sheets in examinations.

You must submit all pieces of assessment required for each module on or before the submission date for each piece of assessment. Failure to do so may result in failure of the module overall. The submission date will be specified for each piece of assessment for each module. It is your responsibility to make sure you know when your submission dates are and to comply with them.

Failure to meet this deadline will be treated as a non-submission and a Grade Point 0 will be awarded for that component. The only exceptions to these rules apply where a valid claim for extenuating circumstances can be made.

The pass mark is 50% for Certificate, Foundation, Diploma, Undergraduate and Postgraduate Degrees for each assessment including the final exam. Students who do not fulfil the minimum attendance requirement of 80% will not be allowed to sit for the final examination.

In the degree the Pass requirements are given in the Module Specifications.

The final examination will be held after completion of each subject module. Examination dates will be announced at least 1 month in advance.

You must pass **ALL** subject modules

10.3 Examinations Guidelines

The examination regulations are provided in **Appendix 5**.

- In order to conform to external examination requirements and standards, a system has been developed to ensure that confidentiality exists on the identity of the student. The issue of examination dockets achieves this. Examination dockets will be issued to students before the commencement of any examination. The docket must be collected before the stipulated date of the examination.
- Examination dockets are issued only to students with no overdue fees and with attendance records of at least 80%. If you have not settled overdue fees you will not be given a docket and will not be allowed to sit for the examination.
- Students who do not collect their dockets by the issue dates will be charged with an administration fee per docket. Dockets will not be issued on the day of the examination.

- Students who have lost their docket, will have to obtain a new docket (s) with an administrative payment.
- For re-sit candidates, dockets will be issued upon producing the re-sit receipt.

The examination docket has 2 sections with perforations in between for tear-off. The invigilator will collect one portion with your name on it for record purposes.

10.4 Extenuating Circumstances

If you feel that any unforeseen and unavoidable circumstances (e.g. illness) have affected your ability to gain or demonstrate your knowledge or capabilities in one or more modules you should submit an Extenuating Circumstances form giving full details of the circumstances and supporting evidence for your claim.

If you have completed your prescribed programme of study, but for reasons of illness or other incapacity, which is supported by medical evidence, or because of other authenticated good cause, you miss or fail the whole or part of an assessment you can submit an Extenuating Circumstances & Deferment Form online which is available in the webspace and thereafter to submit the acknowledgement of the online submission together with supporting documents to the Admin Services Office.

Please refer to Appendix 5a, APIIT regulations and associated Procedure for Making a Claim for Extenuating Circumstances.

10.5 Academic Dishonesty, Cheating and Plagiarism

Academic Dishonesty, cheating and/or plagiarism of any kind will not be tolerated and will be dealt with very seriously. Academic dishonesty or cheating is defined as any attempt to complete an examination or assessment by unfair means. APIIT also views all forms of cheating (non-academic) very seriously. Plagiarism is defined as submitting the work of others as your own for the purposes of satisfying assessment requirements. Plagiarism also includes allowing your work to be copied by another student. Please see the online guidance system for how to reference work. This is available at: <http://crypto.apiit.edu.my/Library/ReferenceSite.htm>

Please refer to Appendix 5c, APIIT regulations and associated Procedure for dealing With Breaches of Assessment Regulations: Academic Dishonesty.

Breaches of assessment regulations in formal examinations include;

- a candidate taking to his / her desk any books, notes, materials, mobile devices with notes, etc. of any kind which are relevant to a particular examination other than those permitted by the chief invigilator;
- a candidate copying or attempting to copy the work of any other candidate sitting for the same examination;
- any unauthorised communication with other candidates during the examination;

- any attempt to gain improper access to an examination paper before an examination is taken.

10.6 Results

External examiners from reputable foreign universities moderate all of APIIT's examinations. This is to ensure that the assessments meet international standards, and that your interests as a student are protected.

Your final examination results will only be released after the external moderation has taken place. This is typically held 4 times a year (normally in March, May, July and October). However, if you are required to resit for any particular examination, your resit will be held within 6 to 8 weeks from the date of publication of examination results. This notification will be done via your web result page and resit is compulsory. Failure to attend the scheduled resit exam will result in a fail grade be awarded for that particular affected module.

10.7 Referrals

For each referral paper, you are required to pay a referral fee. You will be automatically be registered for a referral examination. Please check the confirmed registration of the resit exam at the web result page and proceed to the Cashiers for payment. Alternatively, you can register at the Administrative Services Office for your referral if your name is not in the registration system. The referral examination will be held between one and a half months after and no later than three months from the date of publication of results.

If you fail any subject module, you will be given one opportunity to retrieve the subject with or without further attendance as determined by the Exam Board.

10.8 Appeals

You may not appeal against academic judgment but if you believe a material error has been made you may ask for a review of the Examination Board decision.

You may also request a review if there is evidence supporting extenuating circumstances which were not available at the time of the Examination Board decision.

In accordance with APIIT's regulations, there is a time limit and appeals must be made by filling in and submitting the Appeal Form with the approval of the Programme Leader via the Administration Services Office within 30 days of publication of your results.

Please read APIIT's regulations concerning the appeals procedure. An appeal fee is levied and you will be informed of the appeal results within six weeks after your appeal. In the event your appeal is successful, then the appeal fee will be refunded.

11.0 GENERAL SERVICES

11.1 Student Sports & Recreational Activities

APIIT supports sports and recreation activities undertaken by students at their own initiative and for which approval has been obtained. All requests for reimbursement for sports and recreational activities must be forwarded to ARC who will verify and submit them to the Accounts Department for processing.

11.2 Part-time Positions with APIIT

Part-time positions are available at APIIT for the positions of librarians and laboratory assistants. Students who have experience in the relevant areas are encouraged to offer their services by writing to the Administrative Executive.

12.0 HEALTH, SAFETY & SECURITY

12.1 Health and Safety

Keeping students and staff safe and healthy is a primary concern of the Institute. You are expected to comply with the Institute's Health and Safety policies outlined in **Appendix 5**. However, Health and Safety policies for engineering labs are outlined in the Student Handbook - Engineering Supplementary Document

You must make yourself fully aware of the regulations and of any supplementary local guidance statements issued.

12.2 Prohibited Areas

You are not allowed to enter the following areas.

i. Staff Room

The staff-room is an area in which the lecturers will be preparing for lectures and in which there is confidential information.

ii. Lecture room and Auditorium

Students are not allowed to use the lecture rooms without prior booking. Students are also not allowed to use the audio-visual facilities in the room without prior permission.

iii. Accounts and Finance Area

The Accounts and Finance area is an area where confidential information is maintained.

12.3 Prohibited Items

You should keep in mind that you should not bring items, which might pose a danger to other members of the Institute. This would be in violation of the country's laws. Should you be found to be in possession of such items the Institute would take a very serious view of such offence. Students involved could be expelled. Please refer to Rules and Regulations for details.

APPENDIX 1: PROFESSIONAL CODE OF CONDUCT

1.0 Introduction

APIIT believes that a sense of professional identity is essential to promote the success of its graduates in their subsequent careers.

The majority of students enter APIIT directly from school. When they leave it is to enter professional employment, or to pursue Programmes leading to higher qualifications overseas. The education provided at APIIT is distinctive in that it is focussed on the development of the whole person, so enabling effective transition from school to adult life.

Every aspect of the student's experience at APIIT is therefore considered to be important in developing professional identity. Conformity to a dress standard is expected. So is respect for a defined code of conduct with regard to attendance, punctuality and behaviour within the Institute.

Great importance is attached to creating an environment in which the students are encouraged to cooperate, and to teach and learn from one another. Students are expected to work unsupervised on projects that require them to show willingness, and a capacity, to share knowledge and experience in solving problems.

The Professional Code of Conduct is designed to create a framework within which the qualities described above can be achieved and APIIT's graduates be fully prepared for their lives in the outside world.

1.1 Attire

A smart appearance is expected for a good professional. A smartly attired student enhances the reputation of the Institute and the respect in which it is held with the outside world.

The Professional Dress Code Policy for Students

The Professional Dress Code Policy for Students serves as a guidance to students in making professional judgement in what they wear, where and when. This policy applies to all full-time students as well as ex-students who access the "Official Zones" on weekdays (Mondays to Fridays) between 8am to 6pm. From 6pm onwards, students who access the "Official Zones" need only to comply with the Friday dress code options. This policy does not apply on weekends and public holidays.

a) Guidelines on Professional Dress Code for Students

	MONDAYS – FRIDAYS	FRIDAY OPTIONS
APPROPRIATE	<ul style="list-style-type: none"> ✓ Long or Short Sleeve Collared Shirts (Tucked-in) ✓ Slacks, Trousers, Khakis ✓ Shoes, Loafers, Sneakers, Sports Shoes and Boots ✓ Office Wear for Males & Females 	<ul style="list-style-type: none"> ✓ Traditional Attire & its accessories (e.g. Songkok) ✓ APU Clubs & Societies / Activity T-Shirts / APU Official T-Shirts (Tucked-in) ✓ Collared T-Shirts (Tucked-in) ✓ Jeans / Pants with Denim material (strictly no ripped/torn jeans material)
INAPPROPRIATE	<ul style="list-style-type: none"> ⊗ Sandals (Males), Slippers, Flip-Flops, Slip-Ons ⊗ Short Pants, Revealing Blouses (Bare-back, Off-shoulder, Crop-top, Deep-V, Spaghetti Strap, Tank-top) ⊗ Jogging Pants, Cargo Pants, Yoga Pants, Gym Tights/Leotards, Sports Tights ⊗ Beachwear ⊗ Skort (Shorts with front skirt) ⊗ Piercing except for Ears & Nose ⊗ Ripped / Torn Jeans ⊗ Round Neck T-Shirts ⊗ Caps / Hats / Non-Customary Headgear 	

b) Dress Code Zones

OFFICIAL ZONES	LEISURE & LIFESTYLE ZONES
<ul style="list-style-type: none"> • All APU/APIIT Offices • Classrooms, Auditoriums & Lecture Halls • All Laboratories & Workshops • Bursary & Fee Counters • Exam Halls • Libraries • Corridors & Open Spaces within Teaching Blocks • Teaching & Learning Spaces & Other Offices for Academic / Official Matters 	<ul style="list-style-type: none"> • Cafeterias • Sports Facilities (i.e. Sweat Zone, Sports Pavilion, etc) • Convenience Stores, F&B Kiosks • Student Lounges • On-Campus Accommodation • Residents' Lounge & Campus Connect Lounge • On-Campus Clinic • Open Spaces / Areas that are catered for lifestyle & recreational activities

Students who fail to conform to the Dress Code Policy may be refused entry into any of the designated 'Official Zones' and/or refused service. In addition, non-conformance students will be provided with counselling by staff on the importance of a student's professional outlook and image. Students with repeated non-conformance (3 times and above) will be served with a show-cause letter and disciplinary action may be taken against the student – e.g. warning letter, suspension or expulsion from the Institute.

Students are therefore expected to adhere to the following conditions and guidelines:

- i. Clothing must be clean, ironed, and neat. Sloppy, crumpled or provocative attire is not acceptable.
- ii. Students must at all times, maintain the highest standard of personal hygiene and cleanliness.
- iii. Students are not allowed to cover their face when presenting themselves within the campus grounds.
- iv. Students are strictly prohibited from dyeing their hair with unnatural colours. Male students should keep their hair short, i.e. hair should not extend beyond their collar or eyebrows.
- v. Students must wear their student card tags prominently, as soon as these are given to them, at all times. Students who fail to do so will be penalised. Students who have forgotten to bring their student cards are required to obtain a temporary card from the reception (with a penalty payment). Students are responsible for the loss or damage of these tags and will have to pay a replacement charge for new tags. Students are advised to report to the administrative staff immediately for loss of student card or they will be penalised as mentioned above.

1.2 Attendance and Punctuality

Regular attendance and punctuality are vital attributes and essential of a good student and employment. Students are therefore expected to adhere to the following conditions and guidelines:

- i. Students, who fail to achieve 80% attendance without valid reasons, may will not be able to sit for their final examination and may be disqualified from the award of their Award.
- ii. Attendance is compulsory and valid medical certificates or letters from parents / guardians must support any absence from lectures, tutorials or practical. The supporting documents must be submitted to the Administrative Services Office within 7 working days of such absences.
- iii. Students are expected to abide by the hours of study set by APIIT. Any lateness will be duly noted. Lateness on three occasions will be equal to one absence.

1.3 Behaviour and General Conduct

APIIT is located in Technology Park Malaysia. APIIT students are constantly mixing with managers and staff from leading Malaysian companies when entering and leaving the area and public areas. They must therefore deport themselves as professionals.

- Students are expected to be courteous and to behave with dignity and propriety at all times. Students found to be rude or behaving improperly may bring discredit and disrepute to APIIT. Such students are therefore liable for disciplinary action, not excluding expulsion from APIIT.
- Students are expected to comply with all instructions given by the lecturing and / or administrative staff. Failure to do so or any wilful disregard for such instructions amount to insubordination. This also warrants disciplinary action, not excluding expulsion from APIIT.
- APIIT takes a very serious view of plagiarism or cheating, whether during tests, examinations or while writing out programs to fulfil project requirements. APIIT also views all forms of cheating (non-academic) very seriously. Such acts will lead to immediate disqualification of the student and other disciplinary actions may also be applied.
- Smoking is strictly prohibited in all areas of APIIT and in all the surrounding public areas. Students who breach this rule will immediately be expelled from the Institute.
- Vandalism is a public offence and is viewed very seriously. Students found guilty of wilful destruction or damage of any property or asset of APIIT will face severe disciplinary action, not excluding expulsion from the centre. In addition, offenders are liable to make restitution for any damage or loss of the item, equipment etc.
- Students are expected to speak clearly and politely at all times. Any obscene or abusive language used will attract severe disciplinary action. Students are also reminded that English is the main medium of instruction and communication in APIIT and therefore, no other languages or dialects should be used while they are in the centre. The only exception is Bahasa Malaysia, which is our national language.
- Students may not sell goods or services on the Institute's premises without the prior approval of the Vice President (Operations) or his duly appointed representative.
- Any form of gambling on the premises is strictly forbidden.
- The use of illegal drugs and abuse of intoxicating substances on premises is strictly forbidden. Students who breach the Malaysian law in relation to the illegal drugs procession or used will be liable for disciplinary action, including expulsion from APIIT.
- The use of illegal drugs and abuse of intoxicating substances on premises is strictly forbidden.
- Students are prohibited from carrying any form of knife, blade etc. which could endanger life or damage furniture.
- Students are requested to turn off their mobile devices and all other electronic gadgets during lectures.
- Students who disrupt the lecturers by talking to fellow students, doing other things not related to the current lecture, will be asked to leave the

room and disciplinary action will be taken in accordance with the Institute's Rules and Regulations.

- Students should not leave the room during a lecture except with the agreement of the lecturer.
- Lecture and syndicate rooms should be kept in a clean and orderly condition to show respect for the next class to occupy the room.

1.4 Upkeep of APIIT Premises and Facilities

APIIT endeavours to provide a comfortable, conducive and professional environment for all its students. APIIT's facilities are of the highest standard. Thus, the Institute expects a high sense of responsibility from its students with regards to the upkeep of its physical premises:

- Students are restricted to APIIT areas only and are not allowed to loiter around the other areas. They may not enter any of the other areas except when authorised by an administrative or lecturing staff.
- Students are expected to be considerate when using common facilities like toilets, lobby areas, lifts, corridors etc. Care should be taken to keep these areas clean and tidy. Excessive noise and horseplay in these areas are strictly prohibited.
- Students are not allowed to receive visitors or telephone calls during class lectures or practical, except in cases of genuine emergencies.
- The Student Syndicate rooms are to be used for self-study, group project work and study discussions. Excessive noise and unruly activities are strictly prohibited in these rooms.
- Students found littering the premises (including all areas within and around the building of APIIT) are liable to be penalised. Where any particular room is found to be untidy or dirty, the group or team last using it shall be collectively liable. Also, no equipment or furnishing may be tampered with, removed from or moved within the classrooms or laboratories.
- No eating or drinking is allowed in the training areas, inclusive of corridors.
- Students wishing to remain on the premises to study or for discussions after 6.00 pm (includes all day weekends) may do so provided a member of the lecturing or administrative staff consents. APIIT is not obliged to open the premises up for students after the normal hours of study. Students making use of the premises outside normal hours will be jointly responsible.
- Students wishing to make use of any APIIT facilities for special functions e.g. parties, get-togethers, orientations, etc. must first seek authorisation from the Vice President (Operations) or his duly appointed representative. In such cases, a student committee shall organise these functions with a lecturer's supervision. These student organising committees shall be jointly responsible for the smooth running of the event, ensuring that safety precautions are met with. They are also responsible for cleaning up the premises immediately after use and ensuring that all rooms are properly secured and electrical appliances are turned off.
- The use of correction fluid of any kind is strictly prohibited in all APIIT rooms.

- Any student found to be in possession of items belonging to another person without the permission of the owner (stealing) would be liable for disciplinary action not excluding expulsion from APIIT.
- Any student who gets involved with activities leading to legal and police involvement will be liable for disciplinary action not excluding expulsion from APIIT.

* *Rules and regulations relating to the use of the library and the computer laboratories are dealt with separately.*

1.5 Academic and Disciplinary Records

Discipline and the ability to follow regulations and instructions are essential ingredients in professional training. As such, the academic report at the end of the course will also contain details of a student's disciplinary record and level of conduct. Inevitably, a student's ability to adapt and thrive in actual working environment will not only be reflected by the grades received, but also by his/her disciplinary record.

1.6 Reminder for International Students

All international students are strictly prohibited from working while studying in Malaysia. Students caught working will be immediately deported to their home country. This directive comes from The Immigration Department of Malaysia.

Students are to abide by the Rules and Regulations contained herein.

APPENDIX 2: LIBRARY RULES AND REGULATIONS

Library Opening Hours

APU Library

Mondays – Fridays 8:30am to 8:00 pm
Saturdays 9.00 am to 1.00 pm

APIIT Library

Mondays – Fridays 8:30am to 6.00 pm
Saturdays CLOSED

Closed on Sundays, Public Holidays and scheduled holidays.

Counter service starts at 9 a.m.

All library users will be notified 15 minutes before the library is closed

Library Membership

Library membership is open to all registered students who have paid library deposit and/or annual library fees. Library Membership is not transferable. Students found attempting to check-out books using another member's ID will have disciplinary action taken against them.

General Rules and Regulations

- Library users must prominently display their Student ID on their persons at all times. Students who fail to do so will not be allowed access to the Library.
- No items belonging to the library are to be taken out of the library unless they have been checked out at the Circulation Desk.
- Only writing materials, laptops and personal notes are allowed into the library.
- Bags, water bottles and personal items are to be kept on the shelves provided. Valuables should not be placed in the baggage area. Laptops will only be kept behind the counter for students who are using library facilities. The library management will not be held responsible for loss of personal belongings. Baskets are provided so students can unload their library materials, laptops, etc, without having to bring in their bags.
- No discussion or any form of conversation that can distract other library users in the library reading area is permitted.
- Library furniture/equipment should not be moved from its original location.
- Mobile phones or any other personal electronic gadgets must be switched to silent mode before entering the library. Users are prohibited from making or answering calls within the library premises as well as in discussion rooms.
- Eating, drinking and smoking are not allowed in the library
- The Library users should be properly attired, as specified in the student handbook. We reserve the right to deny entry to students who are inappropriately attired.
- Personal Computers provided are to be strictly used for academic research and Library CD viewing only. These computers cannot be used for personal e-mail, online chatting or playing games.

Loan Entitlement

Programme Registered by Library Member	Number of loan item(s) allowed
English Language Courses	Two (2)
Certificate, Foundation, Diploma and Degree	Four (4)
Master's (full-time)	Ten (10)
Master's (part-time)	Six (6)
PhD	Ten (10)

Loans Policy

Book Tag	Loan Period	Fine Rate
Open-stack (No tag)	Seven (7) days	RM 0.40 per day
Yellow-tagged books	Three (3) days	RM 1.00 per day
Red-tagged books	One (1) day	RM 3.00 per day

Borrowing/Returns Procedure

- It is the responsibility of library members to check the condition of the items for any damages and/or scribbling before they hand the books to the library staff to be issued out on loan. Upon return of the item, staff on duty will check items and will hold the library member responsible for any damage to the item.
- Please report any noticeable damage to the staff and should the damage be serious, it will be sent for repair. Minor damage will be noted on the date-due slip and the member will be allowed to borrow the item.
- All items in the library are security-tagged. The library user must head back to the Circulation Desk should the security alarm triggers-off.
- Books should be returned to staff at the Circulation Desk. Staff will update the transaction into the system and stamp the return date on the date-due slip. You are strongly advised not to leave until the loans return has been entered into your records.

Renewals

- Item(s) can only be renewed provided there is/are no reservations on the loaned item. A maximum of two renewals are allowed. Members can renew items online by accessing the Library Homepage.

Overdue loans

- A loaned item becomes overdue when it is not returned or renewed through the system on or before the due date.
- Overdue notices are automatically sent after the due date. However, the borrowers are responsible for keeping track of the due dates irrespective of whether library notices are sent or not.
- Fines will be imposed for holidays and weekends. If the fine amount is RM 25 or more, accounts will be blocked and there will be no loans and renewals.

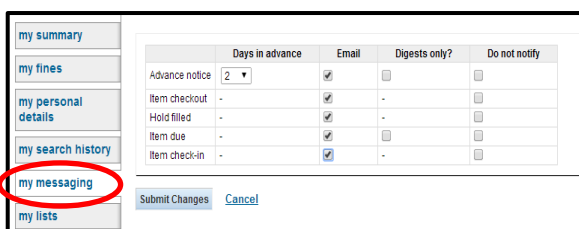
Reservations

- Only items out on loan can be reserved.
- Reservations can also be made online. You will need to enter your Webspaces User ID and Password.
- Library members can reserve up to 2 books at any one time.
- Reservations will be purged 3 days after an item has been assigned to a member.
- Members can check for the reservation details at the library counter or from the library website.
- Email notices will be sent to webmail accounts informing members when reserved books are ready for collection only if boxes are checked as shown in **Library Notices** section below.

Library Notices

While Overdue notices are generated automatically and sent to borrowers with overdue items in their accounts, **courtesy notices reminding library patrons of item/s due and notices informing patrons of availability of book/s that had been reserved (hold filled are not generated automatically.**

Please log into your account and check the boxes in "my messaging" tab for the notices you would like to receive. If checked, you will receive the respective notices. You can follow the example below.



	Days in advance	Email	Digests only?	Do not notify
Advance notice	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item checkout	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hold filled	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item due	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item check-in	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note:

The borrowers are responsible for keeping track of the due dates for returning or renewing library items irrespective of whether library notices are sent or not.

Lost/Damaged Books

- Lost items should be reported immediately so that fines will not continue to accumulate.
- A member has the option of replacing the lost item or paying for the lost item at the current market price.
- The cost of a damaged book depends on how seriously damaged it is. If a loaned item is severely damaged, the student will have to replace the item or pay for the item at its current market price.
- If there were to be minor damage, the cost of repairing the book would be RM12 for soft-cover books and RM15 for hardcover titles.

Photocopying

- Photocopying facilities are available at the Print Shop located at TL 6-05. Members may refer to Print Shop for the applicable photocopying/printing rates. Members must ensure that their AP Student Card contains sufficient fund before utilizing the photocopying or printing facilities.
- According to Section 9(4) read together with Section 41(1)(i) of the Malaysian Copyright Act 1987, students may make minimal copies of printed materials for non-profit research and must acknowledge the source when using the information in assignment/coursework.

Projects

- Current Projects are placed in the Library.
- Other projects are stored in glass cabinets on Level 2 (TPM). Students will have to make prior bookings for these projects. A maximum of two projects can be requested at any one time.
- Projects can only be used in the library.

Termination of Library Membership

- Membership expires upon completion of an academic program. Students need to bring their student ID and MyKad/ Immigration Card (foreign students) and fill up the Library Termination form before collecting their deposits at the Cashier Counter

Contacts:

APU & APIIT Library

Tel: 03-89961000 Ext. 5155 / 03-89925155 (Direct line)

Officers @ APU campus:

Ms. Atiyah	atiyah.hadi@staffemail.apu.edu.my
Ms. Shamalah	shamala@staffemail.apu.edu.my
Ms. Najihah	najihah@staffemail.apu.edu.my
Ms. Atikah Azri	atikah.azri@staffemail.apu.edu.my
Mr. Fahmi	shahfahmi@staffemail.apu.edu.my

Officers @ APIIT campus:

Mr. Riaz	syed.riaz@staffemail.apu.edu.my
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APPENDIX 3: COMPUTER LABORATORY REGULATIONS

- i. Students shall not by any wilful act seek to jeopardise the integrity of any computing equipment, its software or any information stored within it.
- ii. Students shall not attempt to access any computing equipment, software or data which they are not properly authorised to access. In particular, the confidentiality of data belonging to other computer students must be respected.
- iii. Students shall take reasonable steps to protect and maintain the security of any equipment, software, data, storage area or passwords allocated for their use.
- iv. Students shall not use any computing facility for a purpose other than that for which they are properly authorised.
- v. The use of any computing equipment for storage or transmission of obscene or offensive material is prohibited.
- vi. Students shall take reasonable steps to exclude and avoid the spread of malicious software, e.g. viruses, and shall co-operate with measures taken by the Institute to prevent the spread of such software. In particular, students shall not install or execute on the Institute 's Computer any software obtained from a third party source, unless such software has been checked and cleared of the presence of malicious software by the Laboratory Assistants.
- vii. Students shall comply with their legal obligations concerning copyright, and shall not copy any software or other data without proper authorisation.
- viii. Students shall comply with their legal obligations concerning personal data, as stipulated in the Data Protection Act. Students are strongly advised not to store personal data on computer systems; any essential requirement that they have to do so must be undertaken under the direct supervision of an academic staff.
- ix. Computing facilities should not be abused / misused for the purpose of causing harmful, destructive and malicious activities.
- x. The Laboratory assistants can arrange the use of external computers and communications networks with the Manager – Technical Services or his duly appointed representative. Students using such facilities must also agree to abide by any additional conditions pertaining to the facilities, including those imposed by the external providers of such facilities.
- xi. Computing facilities shall not be used for any private purpose, including private consultancy.

Other General Issues

- The Institute reserves the right for authorised staff responsible for computer systems security to monitor all computer usage, to ensure adherence to these rules, and to maintain a secure, efficient and effective computing environment.
- A user's computer access privileges may be suspended immediately upon the discovery of the violation of any of the stated rules. In addition, further actions, including suspension or expulsion may also be taken.

- All users must ensure that they have the authorised time slots before going into the computer Laboratory.
- All computing resources are to be used solely for the purpose authorised by the respective subject Lecturers/Laboratory Administrator.
- Computer users are only allowed to print hardcopies of their assignments, projects or any other work authorised by the respective subject lecturer/Laboratory Administrator.
- Computing hardware may be connected to the Institute's network facilities only after approval by the Laboratory Administrator.

Computer users are prohibited from:

- using any other person's login without explicit permission;
- disclosing their own or attempting to discover any other person's login password;
- copying or transferring any of the computer software provided by the Institute without prior permission from the Laboratory Administrator;
- using any of the Institute's computing facilities to violate the terms of any software license agreement, or copyright provisions;
- copying, renaming, changing, examining or deleting files or information belonging to other users of the Institute;
- deliberately using computing facilities to harass other users, or to interfere with their work (for example, obscene, abusive, fraudulent, threatening or repetitive messages to a user(s));
- attempting to modify the Laboratory facilities, illegally obtaining extra resources, degrade the performance of the system, or attempt to subvert the restrictions associated with any computer Laboratory, computer account, service or application software protection;
- tampering with terminals, microcomputer or related computer equipment (faults should be reported to the Laboratory Administrator / Laboratory Assistants);
- littering the computer Laboratory;
- Smoking, eating or drinking around the terminals, microcomputer or related computer equipment.

APPENDIX 4: HEALTH AND SAFETY

1.0 Possessions

You are to ensure that your belongings are covered by insurance and not to bring expensive items e.g. computer, jewellery, to the Institute. Where possible mark valuables with your ID numbers on them. The majority of students do not experience any problems. However, if anything does go wrong please report it to the reception.

Students should be fully responsible for their personal belongings; APIIT will not be liable for the loss of your personal items.

2.0 No Smoking Policy

For the reasons of health, safety and hygiene the Institute has adopted a formal no smoking policy in all public areas.

Disciplinary action will be taken against any student who violates this regulations and the disciplinary action could include expulsion from the Institute.

3.0 Individual Responsibility

Student shall take individual responsibility for the following.

- Make sure that your work is carried out in the approved way and in accordance with the Institute's policy.
- Protect yourself and others by wearing the personal protective equipment provided, and by using any guards or safety devices provided.
- Obey all instruction emanating from the Head of Department in respect of health and safety.
- Warn the Manager of any significant new hazards to be introduced or newly identified significant risks found in present procedures.
- Offer any advice and suggestions that you think may improve health and safety.
- Report all fires, incidents and accidents immediately to the Manager.
- Familiarise yourself with the location of firefighting equipment, alarm points and escape routes, together with the fire procedures.
- If you are in doubt about any matter of health and safety consult your Mentor.

4.0 Computer Systems

The installation or hardware modification of computers and peripheral equipment may only be carried out by a Laboratory Technician, Research Support Officer or authorised personnel. Requests for such work should be made to the Technical Services Manager or his duly appointed representative.

APPENDIX 5: EXAMINATION REGULATIONS

1.0 Entering the Examination Hall

- Students are allowed into the Examination Hall/Room 10 minutes before the commencement of an examination. The seating position may be allocated and you are required to comply with instructions given by the invigilators. No communication between students is allowed once the students enter the Examination Hall/Room.
- Students may place their bags and belongings in the area designated by the invigilator (usually in the front of the Examination Hall/Room). No belongings should be left outside the Examination Hall/Room.
- Students will be allowed into the Examination Hall/Room up to 30 minutes after the start of the examination. No extra time is given to latecomers for any reason.
- Students who arrive after 30 minutes of the published time will not be allowed to sit for the examination.
- No unauthorised materials (e.g. books, notes, correction fluid, programmable calculators or those with storage capabilities, etc.) are to be taken to or from the student's seat, except with the invigilator's authorisation.
- Each student should bring his / her own writing stationery as students are not allowed to share their stationery.
- Students who are not in proper attire will not be allowed to attend the examination (*see Appendix 1*).
- No mobile devices are allowed in the examination hall/room.

2.0 Prior to Commencement

- Students are to fill in details on the front cover of the Answer Booklet and to ensure that they have the correct Examination Paper.
- Requests for clarification from students may be allowed during this period, after which there should be no communication.
- The number portion of the examination docket is to be torn along the perforation and stuck to the top right-hand corner of the Answer Booklet.

3.0 Reading Time

- 10 minutes will be allocated for reading of the Examination Question Paper (strictly no writing is allowed during this time).
- The remaining portion of the examination docket (on which student's name is written) will be collected during this time.

- As the invigilator collects the docket, the invigilator will request each student to initial against their names on the Student Exam Attendance Sheet.
- The 10 minutes reading time starts at the published start time of the examination. Therefore, 10 minutes will be added to the published finish time.

4.0 During an Examination

- Students are not allowed to leave the Examination Hall/Room to go to the washroom during the first half an hour and the final half an hour before the end of the examination. Students who need to go to the washroom must obtain the permission from the invigilator on duty and only one student at a time is permitted to go to the washroom. Students are not allowed to carry any writing materials and personal belonging including mobile phone and wallet to the washroom.
- Students are allowed to leave if they finish early, but not during the first and last 30 minutes of the examination.

5.0 At the end of the Examination

- When the invigilator announces that time is up (based on the clock in the examination hall), no further work by the student is permitted.
- Students must fill-in the relevant details on the front cover of the Examination Answer Booklets, and tie any continuation sheets (used to write answers on) to the Examination Answer Booklet. Students must fill-in their docket numbers, title of examination and question numbers clearly on the Examination Answer Booklet and continuation sheets.
- At the end of the examination, the invigilator collects the Examination Answer Booklet, Question Paper and all used and unused paper. No paper is to be removed from the examination hall.
- Students must remain in their seats until the invigilator has completely collected all the examination material. Students may leave the Examination Hall/Room quietly when instructed by the invigilator.

APPENDIX 5a: PROCEDURE FOR MAKING A CLAIM FOR EXTENUATING CIRCUMSTANCES

1.0 Introduction

Students who believe that their performance in any element of assessment or their participation in the learning process has been adversely affected by circumstances outside their control may be eligible to submit a claim for extenuating circumstances. The claim will then be considered by the Extenuating Circumstances Committee, which will decide whether or not to uphold it. The date of the Extenuating Circumstance Committee meeting will be published. The Committee will meet prior to the Examination Board.

2.0 Making a Claim for Extenuating Circumstances

- i. The student must submit an Extenuating Circumstances Claim Form for those modules/course components against which a claim is being made. The claim should be submitted where it is believed that performance in any element of assessment has been adversely affected by circumstances outside the student's control. Online submission of the form is available at the webspace.
- ii. The student will be asked to indicate the nature of the circumstance for which the claim is made (i.e. late submission, non-submission of coursework, non-attendance at an examination/class test or performance affected by mitigating circumstances). In addition, the student must specify the modules and assessments for which the claim applies, the dates for which the circumstances apply and a brief description of the circumstances. Only one form needs to be completed for all assessments for which a claim is being made. The student is responsible for ensuring that all assessment details are listed on the form.
- iii. Medical notes/supporting documentation must be provided to verify the claim. If no documentation is available, the student must state why verification is not available.
- iv. The Administrative Services Office will coordinate the meetings of the Extenuating Circumstance Committee at a regular interval.
 - The Extenuating Circumstances Committee will consider each claim. The Chair will present each case to the Extenuating Circumstances Committee.
 - The procedures are designed to safeguard the confidentiality of the student's claim. The papers relating to each case will not be copied. Each case will be treated anonymously. The student's name will not be used during the meetings of the Extenuating Circumstances Committee. Only the administrators from the Administrative Services Office will have access to the name for the purpose of follow-up action.
 - As some extenuating circumstances are of a highly sensitive nature the student may feel reluctant to put details on the Extenuating Circumstances Form. In such cases the student should enter 'Confidential' on the form and attach written evidence in a sealed envelope. Access to the information will be restricted to the Year Administrator and the Chair of the Extenuating Circumstances Committee. In exceptional circumstances the Chair of the

Examination Board and the External Examiner(s) may also be given access to this information. Future access to these records will continue to be restricted. It is the responsibility of all staff to ensure that confidentiality is maintained.

- v. The Extenuating Circumstances Committee will decide whether or not to up-hold the claim and will inform the appropriate Examination Board of its decision.
- vi. The administrators from the Administrative Services Office will inform the student of the decision of the Extenuating Circumstances Committee in writing.
- vii. Student who wishes to appeal against a decision reached by the Extenuating Circumstances Committee they must do so in writing to the Registrar within 7 days of receipt of the decision.

NOTES:

1. The onus is on the students to supply sufficient documentary information to support their claim. If the Extenuating Circumstances Committee believes it has insufficient evidence it has the right to turn down the claim on that basis.
2. The student must bear any costs incurred in obtaining appropriate documentation.
3. The student should submit a claim for extenuating circumstances as soon after the extenuating circumstance has occurred as possible.
4. The Extenuating Circumstances Committee reserves the right to contact any individual person / persons named on the Extenuating Circumstances Claim Form.

APPENDIX 5b : GUIDANCE ON HOW TO SUBMIT A CLAIM FOR EXTENUATING CIRCUMSTANCES

Q1 What do we mean by Extenuating Circumstances?

These are normally circumstances that have prevented you either from demonstrating, or acquiring, the skills, knowledge or competencies associated with a particular module(s). These could be defined as either:

- **Unforeseeable** e.g. you suffered a broken arm just prior to an examination and couldn't write, **or**
- **Unpreventable** e.g. you did everything in your power to ensure the safety of your work, by keeping back up discs, but a house fire destroyed everything.

A claim form should be completed by any student affected by extenuating circumstances

Q2 What happens when IT equipment fails?

The following examples typically represent some of the most frequently encountered situations with appropriate guidance given.

N.B. In cases where IT equipment is cited as the basis for a claim you will **ALWAYS** be expected to submit the latest draft of your work. **If you do not do so, you will receive a zero grade for that piece of work.**

*1. Circumstances and guidelines involving IT equipment failure which prevented you from **acquiring** skills/knowledge/competencies:*

• **Failure affecting the majority of equipment in a computer workroom**

Given that IT equipment can fail, if this occurs on one or two occasions within a semester then it would be expected that your lecturer would make alternative arrangements to cover the work. However, if this situation were to occur for several booked sessions, then the lecturer concerned would be expected to countersign your claim for extenuating circumstances. It would also be expected that this situation would be taken into account when assessing the module.

• **Failure affecting a single workstation in a workroom**

This would not be considered to be an appropriate basis upon which to submit a claim for extenuating circumstances.

• **Failure of your personal computer or network link**

If you have chosen to use your own computer and are then unable to carry out the work as a result of this action, this would not form the basis of a valid claim.

- **Failure to provide appropriate software**

If you choose to do an individual project based on a particular version/type of software, then the onus is upon you to ensure that this software is available prior to starting the project. This action should form part of your project plan, and any problems arising from compatibility or availability of appropriate software would not be accepted as valid extenuating circumstances on the basis that it would show an inappropriate lack of planning.

- **Insufficient computers in the workroom for the class size**

It would be expected that the lecturer concerned would take appropriate action in such an eventuality and if necessary take this issue into account as part of the assessment of the module.

*2. Circumstances and guidelines involving IT equipment failure which will prevent you from **demonstrating** skills/knowledge/competencies*

- **Failure affecting a large number of systems at assignment deadline time**

If a significant number of computers were out of action for several hours then this might form the basis for granting a short extension to the assignment deadline. It would be reasonable to expect you to submit the latest draft of your work from a few days prior to the deadline to support your request.

You should request the Technical Assistant to countersign your claim for extenuating circumstances.

- **Theft of home computer**

Students are expected to make a backup copy of all their work on a pen drive or CD or external hard disk. This should be stored separately from the computer. A claim submitted on this basis would not be upheld.

- **Insufficient computers/printers to do the work**

A claim submitted upon this basis would not be supported on the grounds that it would indicate lack of advance planning on your behalf.

- **APIIT's systems incompatible with home computer**

It would be expected that you should check that work brought in from home could be presented or printed at APIIT well before assessment deadline. A claim submitted on this basis would not be upheld.

- **Failure of the computer resulting in an inability to save work**

A claim submitted on this basis should always be accompanied by the submission of the latest draft of your work.

- **The computer rooms closed earlier than expected**

A claim submitted upon this basis would not be supported on the grounds that it would indicate a lack of advance planning by you.

- **Failure of floppy disk**

This is one of the most common claims for extenuating circumstances and is rarely upheld. If you are expected to be computer literate you should have a secure back up copy of your work and therefore should not be affected seriously by the loss of work from your disk.

If your floppy disk does fail, you must submit the latest draft of your work by the normal hand-in date for that piece of work. It would certainly not be acceptable for a final year computing student to submit a claim on this basis.

- **Failure of both main disk and back up disk**

There may be occasions when a faulty system may have caused the corruption of all of your disks. It may be possible for APIIT Technical Services staff to confirm that this had occurred and it is expected that you would be able to submit the latest draft of your work.

- **Failure of Printing Facilities**

It is a very common problem for students to wait until the last moment to print out work and then find that printing facilities fail. A claim submitted on this basis would not be supported on the grounds that this indicates poor planning on your part.

Q3 How do I make a claim?

You need to complete the attached form, which you can get from your Level Administrator or from the APIIT Webpace.

Q4 What else do I need to do?

- It is your responsibility to supply the appropriate evidence to support your claim.
- where you EC concerns sickness a full medical report from a recognised medical Doctor will be needed.
- You should not submit a claim where a single seminar, lecture or lab work has been missed due to illness...
- If you join an award part-way through the semester, late entry will not be viewed as an

extenuating circumstance. This would not be considered to be an appropriate basis upon which to submit a claim for extenuating circumstances.

Q5 If I submit a claim for extenuating circumstances when do I have to hand in my work?

Where a claim for extenuating circumstances has been submitted, you must submit your coursework either by the original deadline date for submission of that piece of work or, within a maximum of 10 working days of the original deadline date.

The Extenuating Circumstances Panel will take account of the timing of your extenuating circumstances and the date you submitted your work. **The decision will lie with the panel.**

Q6 Who will consider my claim?

The Extenuating Circumstances Panel, which will look at each case individually and anonymously. The Panel decides whether to uphold your claim or not and will inform you, in writing, of its decision. Sometimes it may have to defer its decision until you can supply further information. The Panel comprises Senior APIIT staff and lecturers, its meetings and composition are confidential.

Q7 How often do the Panels meet?

Panels normally meet once a month. You can find out when the next meeting will take place from <http://webspace.apiit.edu.my/>

Q8 Who will know about my circumstances?

It is the responsibility of all staff to ensure confidentiality is maintained.

Only the Chair of the Panel and the administrator will have access to your name and details of your circumstances. The rest of the Panel members will be unaware of who has submitted the form. We acknowledge that some extenuating circumstances are of a highly sensitive nature and that you may feel reluctant to detail the circumstances on the form. In such cases 'Confidential' should be written on the form and supporting evidence attached in a sealed envelope where appropriate.

N.B. You are strongly advised to talk to an appropriate member of staff about your extenuating circumstances **in addition to** submitting your claim form. Although the staff member will not be able to influence the decision of the School Panel, s/he may be able to direct you to further support and guidance as appropriate.

Q9 The Claim Form

Don't panic! **If you need guidance in completing the form you can contact administrative staff at the Administrative Services Office. your Level Administrator**

The claim form is easy to complete and consists of 4 sections:

Parts A, B, C & D must be completed before you hand in the form.

Only one form needs to be completed when claiming for extenuating circumstances, and the modules affected should be listed in **Part A**. Complete your personal details in **Part B, fold and staple where shown for confidentiality** **Part C** asks for details of the circumstances and **Part D** asks for supporting evidence/statement in relation to the claim.

The form consists of:

Part A • Which assessments were affected and the effect of the circumstances (e.g. Late submission, mitigating circumstances etc.)

Part B • Your details

Part C • Details of the circumstances.

Part D • Is there supporting evidence? **(This will be required by the Panel in order to consider your claim)**

Q10 What should I include when I explain my circumstances?

The circumstances must have been at the same time as the acquisition of the skill/knowledge/competency or the assessment of the module. If you have missed an assignment through ill health, then the illness must coincide with the preparation, writing or deadline of that assessment.

If you are a part-time student and have been unable to submit your work by the original deadline date because, for instance, you were required by your employer to work away from home for several weeks at the time you should have submitted your work, you must provide a letter from your employer confirming this. The circumstances should be detailed concisely. The Panel should be provided with the essential information to enable it to make an informed decision regarding the circumstances.

Q11 Supporting Evidence

Please note that minor illnesses or ailments such as a cold will **not** be accepted as valid reasons for extenuating circumstances. Unless you have seen a Doctor or Counsellor **at the time** of your illness or problem, it is unlikely that your claim will be accepted. For instance, a letter from your Doctor stating that you were seen on a particular date and told him/her that you **HAD BEEN** ill will not normally be accepted by the Panel.

Dates of evidence must correspond with the extenuating circumstances detailed.

Part D A supporting statement is required in Part D of the form to provide evidence in support of the claim. This should be obtained from a Medical Doctor, Counsellor or other independent person qualified to provide an opinion on the circumstances. A doctor's note must be on headed paper and/or stamped by the clinic/hospital.

Your circumstances will dictate the nature of the evidence that is required in Part B. For example, an illness would require evidence from a Doctor or Welfare Counsellor. The Level Administrator or the appropriate tutor will be able to offer advice to you on the appropriate form of evidence which will be required for other kinds of circumstance, particularly if it is not practically or emotionally possible to produce evidence at the time (e.g. close family bereavement, assault etc). In the case of a close family bereavement, a death certificate or a letter from an appropriate relative or Doctor or other corroborating evidence will be accepted.

Q12 What if I have no evidence?

A claim is unlikely to be upheld without appropriate supporting evidence. You should review the circumstances and try to find an independent person, organization or support service that could provide verification. A member of staff may be able to provide a supporting statement.

Q13 What happens next if my claim is upheld?

If your claim is upheld your work will be marked and a grade confirmed by the appropriate Board in due course. Unless your claim is for late submission you will be given the opportunity to either accept the grade achieved or submit for further assessment in that module (or component of module) against which you have claimed extenuating circumstances so that you can prove your level of ability in that assessment.

Please note that you will not simply be given a higher grade because of your extenuating circumstances.

Further details can be obtained in Section 1.4.6 (Extenuating Circumstances) of the Staffordshire Institute Undergraduate Modular Framework Regulations which can be found in the APIIT Webpace.

Q14 What happens if my claim is not upheld?

You can appeal against the decision by writing to the Registrar within seven working days of the receipt of the decision.

It should be noted that the only grounds for an appeal against the decision of an Extenuating Circumstances Panel are that the Panel did not take proper account of the circumstances, or that new evidence which, for good reason, was not previously available for consideration by the Panel has now been obtained.

APPENDIX 5C: PROCEDURE FOR DEALING WITH BREACHES OF ASSESSMENT REGULATIONS

APIIT Academic Dishonesty Regulations

1. Introduction

- 1.1 APIIT defines academic dishonesty as any attempt by students to gain an unfair advantage over other students in completing an element of assessment or an attempt to assist other students to obtain an unfair advantage in completing an element of assessment.
- 1.2 By defining academic dishonesty and APIIT's position in its policies and regulations the reputation of APIIT's academic standards can be recognized and maintained.
- 1.3 The Institute has a public duty to ensure that the highest academic standards are maintained in the conduct of assessment and the proper discharge of this duty is essential to safeguard both the legitimate interests of its students and the Institute's reputation. Alleged academic dishonesty which threatens the integrity of the Institute's assessment procedures and the maintenance of its academic standards is viewed as a serious offence and will be thoroughly investigated.
- 1.4 APIIT reserves the right to use appropriate software to detect academic dishonesty (plagiarism).

2. Definitions

The following has been adapted from Staffordshire Institute Academic Award Regulations (SU, 2009).

- 2.1 APIIT defines the following as attempts to obtain an unfair advantage in completing an element of assessment:
 - i. **AIDING AND ABETTING** – assisting or inciting a student to become involved in any form of dishonest practice.
 - ii. **BRIBERY** – paying or offering inducements to obtain advance details of an element of assessment.
 - iii. **COLLUSION** – where at least two students collaborate to produce an element of assessment in order to submit a piece of work, which is defined as an individual element of assessment. Where assessments are defined as group work, students are encouraged to work together but must demonstrate an individual element within the required submission. If a group of students improperly work together then this is considered to be collusion.
 - iv. **COMMISSIONING/OUTSOURCING** – submitted an element of assessment as a student's own work which has been produced by a third party. Students involved in carrying out an element of assessment for another student is considered to be commissioning/outsourcing.
 - v. **COMPUTER FRAUD** – using or manipulating material obtained from an electronic storage device and using it to gain an unfair advantage in completing an element of assessment.

- vi. **DUPLICATION** – the resubmission of any part of a previously submitted element of assessment which has been used to gain academic credit, eg submitting the same piece of coursework for two different modules.
- vii. **FALSE DECLARATIONS** – instances of information being declared falsely or fraudulently in order to be granted approval of extenuating circumstances or special consideration by internal or external examination boards.
- viii. **FALSIFICATION OF DATA** – data in projects, results of questionnaires or surveys, reports of experiment results etc that have been invented, copied or altered from other sources.
- ix. **MISCONDUCT IN EXAMINATIONS OR TESTS** such as:
 - a. Concealing any unauthorised material and taking into an examination or test
 - b. For a practical examination or test, taking unauthorised data stored on an electronic storage device
 - c. Using an unauthorised dictionary
 - d. Using any unauthorised material stored on an electronic storage device such as a pre-programmable calculator, watch, organiser, mobile telephone, PDA etc
 - e. Communicating or trying to communicate with another student during an examination or test
 - f. Copying or attempting to copy from another student during an examination or test
 - g. Impersonating a student or knowingly being impersonated by another person in order to sit for an examination or test
 - h. Referring to concealed notes when leaving the examination or test venue
 - i. Removing any materials from the examination or test venue that are specified as not being allowed to be removed, such as rough notes, stationery, scripts or examination or test papers.
- x. **PARAPHRASING** – altering or rearranging another person’s materials, whether published or unpublished, without appropriate citations and references.
- xi. **PLAGIARISM** – reproducing the work on another person without appropriate citations and references.

Examples of plagiarism can be considered, but are not solely defined as:

- a. using more than a single phrase from another person’s work without the use of quotation marks and appropriate citations and references;
- b. changing a few words, or altering the order of the content, to summarise another person’s work without appropriate citations and references;
- c. using another person’s ideas or intellectual property/data without appropriate citations and references, or submissions of work which are substantially the intellectual property/data or ideas another person;
- d. copying work of another individual;
- e. obtaining work from the internet or any other form of technology (eg library databases etc) to submit as the student’s own work;
- f. copyright infringements, such as the use of unattributed digital images, graphs, tables, etc. taken from books/articles, the internet or from the work of another person without approval from the publisher;

- g. the reproduction/reformatting/altering of digital images, graphs, tables, etc. taken from books/articles, the internet or from the work of another person without appropriate citations and references;
- h. submitting of a piece of work, as if it were a new piece of work, which has previously been used to gain academic credit in the same or different module/programme of study at APIIT or a different institution
- i. allowing, either knowingly or unknowingly, a student's own work to be copied by another student.

3. Responsibilities

- 3.1 Students must be made aware of the APIIT Academic Dishonesty Regulations which should be identified during induction programmes which and must be clearly defined in all Programme and Student Handbooks.
- 3.2 The seriousness of academic dishonesty must be explained to students with all rules, regulations and penalties fully described.
- 3.3 Any lack of awareness or understanding by students of the APIIT Academic Dishonesty Regulations will not be considered as grounds for appeal.

4. Procedures For Dealing with Suspected Cases of Academic Dishonesty

When a suspected case of academic dishonesty has been identified the following need to be followed:

4.1 Incourse Assessment

- 4.1.1 Where a case of academic dishonesty is suspected the module lecturer should perform an initial investigation and write a report on the suspicions and inform the Programme Leader and Head of School of the suspicions within 5 working days of the suspicion being raised.
- 4.1.2 The student's coursework should be marked as normal assuming no academic dishonesty has taken place.
- 4.1.3 For the purposes of examination boards the student's incourse mark should be indicated as being under investigation of suspected plagiarism (PS) and the examiners should not consider the mark until the case has been reviewed.
- 4.1.4 The Head of School should invite the student, in writing, to attend an interview within 5 working days of receiving the report, enclosing a copy of the APIIT Academic Dishonesty Regulations. The student should be given at least 24 hours' notice of the intention to hold the interview.
- 4.1.5 The Head of School (or nominee) and module lecturer should interview the student within 7 working days of the invitation being sent to the student. The student has the right to be accompanied by a fellow student.
- 4.1.6 If the first invitation to attend an interview is not responded to, a second invitation will be sent. If the student does not respond to the second invitation the details will be forwarded to the next External Examiner's Board with a recommendation that a zero

mark is given for that assessment. The Board will then determine the overall penalty and inform the student, in writing, of its decision

4.1.7 Following the interview with the Head of School (or nominee) and module lecturer:

- i. If the Head of School (or nominee) and module lecturer are satisfied that there is no case of academic dishonesty to consider then the minutes of the meeting should record this and the incourse mark recorded without penalty (removal of the PS).
- ii. If the student accepts the allegation of academic dishonesty, as identified in the module lecturer's report then
 - a. They will be asked to sign the report immediately, or return it signed within 24 hours the conclusion of the meeting (excluding weekends and public holidays).
 - b. Upon signing the report, a copy will be sent to the Registrar and the incourse mark recorded as plagiarism confirmed (PC).
 - c. The Head of School (or nominee) should advise the student to produce a statement addressed to the Chair of the appropriate Board which provides details of any relevant factors that the student wishes to be taken into account when considering the case.
- iii. If the student does not accept the allegation of academic dishonesty, as identified in the module lecturer's report then
 - a. The Head of School (or nominee) should send the interview report (unsigned by the student) to the Registrar (or nominee).
 - b. A meeting of the Assessment Disciplinary Committee should then be convened.
 - c. If the student wishes to subsequently sign the interview report to admit to being involved in academic dishonesty, then this should be sent to the Registrar and the incourse mark recorded as plagiarism confirmed (PC). Subsequently the meeting of the Assessment Disciplinary Committee should be cancelled.

4.2 Examinations or Tests

- 4.2.1 If a student is suspected of contravening examination regulations, then they should be approached by the invigilator(s) immediately (whenever possible) and any unauthorized materials confiscated. The student's answer book should be endorsed at that point with the exact time, date and signature(s) of the invigilator(s).
- 4.2.2 Students should be permitted to complete their examination unless the student is causing a disturbance which could affect the other candidates
- 4.2.3 Before leaving the examination room, the candidate should be informed that the incident will be reported to the Head of School and Programme Leader. The candidate should also be instructed to attend any remaining examinations as normal.
- 4.2.4 A full report of the incident must be written immediately after the examination by the invigilator(s) and submitted to the Examinations Unit and to the Head of School within 5 working days of the incident taking place.

- 4.2.5 The student's script should be marked as normal assuming no academic dishonesty has taken place.
- 4.2.6 For the purposes of examination boards the student's examination mark should be indicated as being under investigation of suspected academic dishonesty (ADS) and the examiners should not consider the mark until the case has been reviewed.
- 4.2.7 The Head of School should invite the student, in writing, to attend an interview within 5 working days of receiving the incident report, enclosing a copy of the APIIT Academic Dishonesty Regulations. The student should be given at least 24 hours' notice of the intention to hold the interview.
- 4.2.8 The Head of School (or nominee) and the invigilator(s), who originally approached the student, should interview the student within 7 working days of the invitation being sent to the student. The student has the right to be accompanied by a fellow student.
- 4.2.9 If the first invitation to attend an interview is not responded to, a second invitation will be sent. If the student does not respond to the second invitation the details will be forwarded to the next External Examiner's Board with a recommendation that a zero mark is given for that assessment. The Board will then determine the overall penalty and inform the student, in writing, of its decision
- 4.2.10 Following the interview with the Head of School (or nominee) and invigilator(s):
- i. If the Head of School (or nominee) and invigilator(s) are satisfied that there is no case of academic dishonesty to consider then the minutes of the meeting should record this and the examination mark recorded without penalty (removal of the ADS).
 - ii. If the student accepts the allegation of academic dishonesty, as identified in the invigilator's report
 - a. They will be asked to sign the report immediately, or return it signed within 24 hours the conclusion of the meeting (excluding weekends and public holidays).
 - b. Upon signing the report, a copy will be sent to the Registrar and the examination mark recorded as academic dishonesty confirmed (ADC).
 - c. The Head of School (or nominee) should advise the student to produce a statement addressed to the Chair of the appropriate Board which provides details of any relevant factors that the student wishes to be taken into account when considering the case.
 - iii. If the student does not accept the allegation of academic dishonesty, as identified in the invigilator's report then
 - a. The Head of School (or nominee) should send the interview report (unsigned by the student), to the appropriate Dean of Faculty (or nominee).
 - b. A meeting of the Assessment Disciplinary Committee should then be convened.
 - c. If the student wishes to subsequently sign the interview report to admit to being involved in academic dishonesty, then this should be sent to the Registrar and the examination mark recorded as academic dishonesty

confirmed (ADC). Subsequently the meeting of the Assessment Disciplinary Committee should be cancelled.

The Assessment Disciplinary Committee

4.3 The Dean of the appropriate Faculty shall inform the student in writing, within 10 working days of the submission of the unsigned interview report, of the date and time of the Assessment Disciplinary Committee and shall invite the student to attend. The student may be accompanied by a fellow student.

4.4 The student may, if they wish, prepare a statement regarding the alleged academic dishonesty. Any such statement should be sent to the Dean of the appropriate Faculty at least one working day before the meeting of the Assessment Disciplinary Committee.

4.5 The membership of the Assessment Disciplinary Committee shall normally be:

- Head of School (or nominee) who was not involved in the initial investigation.
- One other Faculty Dean/Head of School/Programme Leader
- Two members of academic staff not directly involved in the award
- Secretary (nominated by the Head of School)

Invited to the meeting will be

- The student concerned
- The module leader responsible for writing the initial report for the in-course assessment, or the invigilator(s) responsible for writing the initial incident report for the examination
- Any other person considered relevant to the case

4.6 The papers for the Committee will normally include:

- the initial report of the module leader or invigilator(s);
- any statement submitted from the student;
- any confiscated materials;
- any copies of relevant text, source material or media
- a copy of these regulations.

NOTE – papers received should remain confidential unless appropriate to refer them to the relevant Board

4.7 Minutes of the meeting will be kept and should be circulated to members only

4.8 The finding of the Committee will be either that:

- (i) Academic dishonesty did not occur

or

- (ii) Academic dishonesty did occur

4.9 The Committee should then assess the extensiveness of the academic dishonesty and make any comments deemed appropriate to the relevant Board.

4.10 If the Committee finds that academic dishonesty occurred then the Chair of the relevant Board will be notified with a statement of the Committee's assessment of the severity of the offence.

4.11 The Chair of the Assessment Disciplinary Committee shall inform the student, in writing, of the findings of the Committee within 3 working days.

5. Action of the Examination Board

5.1 The decision of the Assessment Disciplinary Committee is final and the Examination board cannot re-examine the facts of the case.

5.2 The Examination board shall make its assessment decision in accordance with the regulations of APIIT. Where the student has admitted to a breach of the APIIT Academic Dishonesty Regulations or where it has been proven by the Assessment Disciplinary Committee, the examination board shall take action in accordance with 6.3.1 or 6.3.2 below.

5.3 The Examination Board shall treat all cases seriously.

5.3.1 Undergraduate Awards

- For a first case of proven academic dishonesty, normally a Grade Point 0 will be given for that element of the module. A student will be allowed to be reassessed in that element (provided they have a referral opportunity remaining) for a maximum Grade Point of 2R for that element.
- For a second case of proven academic dishonesty, whether the previous case was in the same academic year or any previous academic year, a Grade Point 0 will be given for the whole module. Provided the student has a referral opportunity remaining, they will be allowed to be reassessed in all elements of the module for a maximum Grade Point of 2R for that module.
- If the student is in their final year, the Award Board must also give consideration to the maximum degree or other classification they may obtain subsequently.
- For a third case of proven academic dishonesty, whether the previous cases were in the same academic year or any previous academic year, a Grade Point 0 will be given for the whole module and the student will fail the award with no opportunity to be reassessed in that award or to take a replacement module. The student will also not be allowed to enrol on any other award at APIIT.

5.3.2 Postgraduate Awards

- For a first case of proven academic dishonesty, normally a Grade Point 0 will be given for that element of the module. A student will be allowed to be reassessed in that element (provided they have a referral opportunity remaining) for a maximum Grade Point of 2R for that element.

- For a second case of proven academic dishonesty, whether the previous case was in the same academic year or any previous academic year, a Grade Point 0 will be given for the whole module and the student will fail the award with no opportunity to be reassessed in that award or to take a replacement module. The student will also not be allowed to enrol on any other award at APIIT.
- The Award Board must also give consideration to whether or not the student should be awarded an intermediate qualification, taking into account the extent of the academic dishonesty.

5.4 Where evidence becomes available subsequent to the recommendation of the Examination board, it will be possible for the matter to be re-opened and, if appropriate, a recommendation made to Academic Board that the award be withdrawn.