



**A · P · U**  
ASIA PACIFIC UNIVERSITY  
OF TECHNOLOGY & INNOVATION

# **Student Handbook**

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## MESSAGE FROM THE VICE CHANCELLOR

Welcome to the Asia Pacific University of Technology and Innovation (APU). We are so excited to have you join our community of learners. We know that you have many choices when it comes to higher education, and we are honoured that you have chosen APU. We are committed to providing you with an excellent education that will prepare you for a successful career.

Our programs are internationally benchmarked and accepted, and our lecturers are experts in their fields. We also have a diverse student body from all over the world, which will give you the opportunity to learn about different cultures and perspectives. We believe that learning should be more than just about books and exams. We want you to have a well-rounded experience at APU, so we offer a variety of extracurricular activities and opportunities for you to get involved. We are proud of our graduates' high employability rate, which reflects this international learning environment and our systematic development of holistic professionals. We are also committed to helping you succeed after graduation. Our career services office can help you with your job search, and our alumni network can provide you with support and connections.

The presentation of the Student Charter in the opening section of this handbook demonstrates our 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 APU.

Our staff look forward to receiving you as a member of our community and to assisting you in the pursuit of excellence in your academic journey with APU.

**Vice Chancellor**  
**Asia Pacific University of Technology and Innovation (APU)**

## The Student Charter

APU 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 University 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 APU-student partnership can work in practice. It specifies what students and APU may expect of each other, so that standards of excellence can be achieved.

### **In this context, the University 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 section 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 APU's quality policy and mission;
- opportunities for employment, internship and university placement;
- a fair and efficient feedback procedure.

### **It is expected that all students of the University will reciprocate by:**

- complying with the University's published expectations and Professional Code of Conduct relating to conduct, academic and other matters ;
- displaying responsible attitudes towards staff, fellow students and visitors to the University;
- treating the University's property with respect, in a manner consistent with the University'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 University;
- 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 University by suggesting where improvements can be made.

The Student 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 APU's Programmes and services in order to promote its character as a dynamic and progressive University. This document should be read in conjunction with the Student Handbook – Engineering Supplementary Document (applicable for all engineering students only).

## 1.0 INTRODUCTION TO APU

### 1.1 APU - General Background Information

APU 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 University will tailor student skills to the needs of commerce and industry and 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 APU are characterised by a strong emphasis on knowledge and on the understanding and evaluation of theory, and their application within a practical framework. APU'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 APU Programmes are structured for the employment market, using for instance, examples based on industrial or commercial practice.

In the 21<sup>st</sup> century, APU is a major centre for Education and Training. The University 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 APU Vision, Mission and Goals

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

### **1.3 Programmes Offered by APU**

APU offers a complete suite of high quality programmes in Engineering, Technology, Information Technology and Computing, Media and Entertainment, Accounting & Finance, Banking, Business & Marketing Management and Psychology. These Programmes range from specialised programmes for diploma and degree programmes to Master's programmes and PhDs. A complete range of these Programmes can be viewed from APU website at [www.apu.edu.my](http://www.apu.edu.my) .

### **1.4 Location**

The prestigious site located in Technology Park Malaysia, Bukit Jalil, Kuala Lumpur reinforces APU's position as a leading provider of Information Technology (IT) and Technology education in South East Asia.

## **2.0 PROFESSIONALISM**

APU is a professional establishment and from the moment of entry to the University, you will be treated like a professional. Education by itself, cannot guarantee a job. APU 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. Individuals who wish to pursue a successful career are 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 APU. The University's aim is to prepare all students for the professional job market. Although there is no uniform dress, all students are expected to dress sensibly and discreetly while at the same time ensuring their own comfort and convenience (please refer to the last page for the link to Professional Code of Conduct for details).

### **2.2 Attendance and Punctuality**

Being present at all lectures, tutorials and practical classes are a pre-requisite of a successful student. Punctuality constitutes a very important part of the educational process

Attendance is required at all teaching sessions for the modules 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), students must attend the sessions to which you have been assigned. All students must achieve a minimum of eighty percent (80%) attendance for each module, failing which the student may be denied assessment for that particular module.

If a student is 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 and/or without written approval, the student may be deemed to have withdrawn from the module(s) or programme of study and his/her registration for that module(s) or programme of studies will be cancelled. The student may be excluded from further teaching, denied access to examinations and refused the opportunity to submit assessment for the module or award. Thereafter the student will need to seek permission to start again on the same module (or a replacement where applicable). This may affect the student's eligibility to progress to the next level of the programme 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**

APU has successfully adopted a quality management system based on the ISO9000 Series of Quality Systems Standards (ISO 9001:2015). Your input to the quality system is critically important as it will assist APU in identifying opportunities to improve its operations and service to you and your fellow students. An Online Feedback Form is available at <https://feedback.sites.apiit.edu.my/>. 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 University. The University 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 APU 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 APU to provide you with up to date Programmes, effective learning and appropriate learning resources.

**APU 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 University you will be asked to fill in evaluation questionnaires to assist the University 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 Survey System at: <https://apSPACE.apu.edu.my/student-survey>. Students who do not complete their survey by the stipulated date indicated on their examination schedule (posted on APSPACE) may have 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 APU. 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 APU's management. APU encourages you to develop a close relationship with your mentor and to keep him/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 students and the class mentor and/or APU's management in all matters. The student representatives form a vital communication link between the students and the University. The student representatives will play an important role in facilitating mutual understanding between the University's management and the student body and be a member of the relevant Programme Committee.

### **3.5 Consultation Hours**

In accord with the University's quality mission, lecturers will allocate consultation hours for students. The consultation hours seek to improve accessibility by making lecturers available to the students at designated times. Information on consultation hours will be available online at <https://apiit.atlassian.net//cp/uBg0eZgt>.

### **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://feedback.sites.apiit.edu.my/>. The University will provide advice and assistance to your feedback. The University will keep you informed of the progress of any feedback that you may have submitted and deal with the feedback in strictest confidentiality. You will receive a response to your feedback within seven days of submission.

## **4.0 STUDENT SERVICES**

Students may seek assistance from our full-time Student Services Executives at APU campus 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 university.

### **4.2 Personal Welfare Counselling**

APU recognizes the fact that students may encounter 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 APU students. Our Personal Counsellor works to a Code of Practice which obliges him/her to offer complete confidentiality to his/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 university life
- Loneliness
- Homesickness (especially for out station and foreign students)

A Personal Counsellor will not only provide advice, he/she will also 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](mailto:emily.octavia@apu.edu.my) to arrange for a mutually convenient appointment.

### **4.3 Accommodation**

The Student Services Executives will assist you in obtaining accommodation, either through an appointed agent or APU's managed accommodation. Should you require assistance with accommodation, please contact the Student Services Executives. Students living in APU managed accommodation or rented homes should abide by the following basic 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 University into disrepute or which reflects adversely on the good relationships which the University 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 APU or 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 for the below period of time:

- Diploma (8 weeks after completion of Diploma)
- Degree (Non-Engineering : 16 weeks after completion of Year 2)
- Degree (Engineering : 16 weeks after completion of Year 3)

You must submit an Industrial Training Report in which all the work experience during the industrial training is documented. APU supports industrial training activities by supervising the preparation and completion of the report. Your report will be sent to the university along with the university application. For more information on this, please contact the Internship Coordinator.

#### **4.5 Job Placement / Internship**

APU 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.

APU Career Centre is committed to facilitating the bridge between employers and our students. Our services range from managing and maintaining our online recruitment portal, APLink, CV and Cover Letter consultation, career-related counselling, resources and programmes to help students seeking clarity in their job hunts and career pathway planning.

Visit <https://career-center.sites.apiit.edu.my/> to find out more information.

#### **4.6 References**

Normally, the lecturers involved with a particular project will arrange for student references. However, if you require other references, you should obtain them from the Administrative Services Office.

#### **4.7 Travel Arrangements**

Whenever 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**

Students seeking for testimonial/academic reference letter may request from your module lecturer or 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 university. The testimonial will be addressed to specific individuals or companies and no open-ended letter will be issued.

#### **4.9 APU Student Activities & Representative Council (ARC)**

APU Student ARC, the student council of APU, 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 APU would be fruitful.

The APU 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 APU 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!

APU, 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 – APU students. APU recognizes that academic coupled with social and recreational activities will emphasize and cultivate an all-rounded character student.

### **5.0 FACILITIES & SERVICES**

The University 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 University property must be treated with care and respect at all times. No property of the University shall be removed from the premises without prior approval, in writing, from the Chief Operating Officer or his duly appointed representative.

Students causing loss of, or damage to, the University's property from activities, which are not permitted by the University, 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 and the link is available at the last page of this handbook.

#### **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. Students should always maintain the cleanliness of the lecture rooms in order to preserve an environment that is conducive to learning.

## 5.2 APU Online Learning Management System (LMS) - Moodle

The APU Online Learning Management System (LMS) - Moodle is an e-learning portal established by APU to supplement and enhance the learning experience of APU 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 APU Online Learning Management System (LMS) - Moodle, you need to have a web browser and an Internet connection. From Your Digital University Companion at APSPACE (<https://apSPACE.apu.edu.my>), click on the link called **Moodle**.

For more information, please refer to the FAQ (Frequently Asked Questions) available at the [APU Knowledge Base](#).

## 5.3 Library Facilities & Services

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

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

APU students have access to both the APU's main library located on the 4<sup>th</sup> Floor, Spine of the APU campus and the APIIT library located at Level 3 of the APIIT campus.

APU library provides a comprehensive range of core materials for all subjects taught within its current curriculums. These include newspapers, books, relevant print journals and CD Rom References. APU students are also allowed access to e-books and e-journal databases such as Proquest, Emerald, IEEE Xplore, EBSCOhost and many other online databases which can be found [here](#).

### 5.3.1 Operating Hours

Please click [here](#) for more details on library operating hours for APIIT and APU Campus. The hours may subject to change without prior notice. Library 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

Library membership shall be granted to the following user groups:

- i. All full time and part time students of APU who have paid their library deposits.
- ii. Academic and Administrative staff of APU.
- iii. Members of the APU Alumni.

The following are payable by APU students (applicable to students who registered from 2016 intakes onwards) for the use of library facilities:

Payment Item	Amount
Library Deposit ** (Refundable)	RM 500.00

*\*\* Applicable to both full-time and part-time students registered in Foundation/Diploma/Degree/Master's/PhD programmes)*

### 5.3.3 General Membership Rules

Kindly click [here](#) to refer to all the essential information on the Library general membership rules and regulations.

### 5.3.4 Registration

A new student library membership will be registered upon payment of RM500.00 (Ringgit Malaysia : Five Hundred Only) as Library Deposit.

### 5.3.5 Ownership of Card

- i. Library Membership is not transferable.
- ii. The APU Student ID also serves as the Library Membership Card. Library users must prominently display their APU Student ID 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 ID is lost or stolen. Student who fails to report any lost/stolen Student ID will be fully responsible for any consequences arising from the unreported lost/stolen Student ID.
- iv. Students shall inform Library Staff on duty immediately of any change in personal particulars.

### 5.3.6 Library Orientation

The Library conducts orientation session for new students to introduce them to the library's resources, facilities and services. Should you are unable to attends these sessions due to some unforeseen circumstances, you may request for a personal introduction of the library facilities from the library staff on duty.

### 5.3.7 Information and Assistance

Guidelines are provided to assist library users in locating the materials on the library website (<https://library.apu.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. 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.

Please click [here](#) for more information on library books borrowing privileges, book tagging and loan period.

#### ii. Book Returns

- Loaned book(s) should be returned to the Library by or before the due-date assigned. Fines will be 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 are strongly advised not to leave any book(s) at the library counter without notifying the staff on duty.
- A member's library account will be suspended if he/she has outstanding fines pending payment. For details on fines, please refer to "**Fines**" (subsection *vi* below).

#### iii. Book Renewal

Students can renew their borrowed items online through their Library Account or in person at the Library Circulation Counter. The borrowers are responsible for keeping track of the due dates for returning or renewing library items irrespective of whether courtesy notices are sent or not. Please click [here](#) for book renewal details.



iv. Book Reservations

Reservations can be placed on items which are out on loan. For further information, please click [here](#) for the full details.

v. Loans of CD-ROM(s)

- 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 fines for the late return of CD-ROMs are similar to those rates applicable to books.

vi. 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

vii. 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 [here](#). 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](#). 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. Upon receipt of the form, 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 Library Computers**

**The computers provided in the library are to be used for academic research purposes only.** 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 penalized.

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.

#### **5.3.13 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.

#### **5.3.14 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.

#### **5.3.15 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 the due return date. Such membership may be restored when the relevant book(s) have been returned and all outstanding fines paid in full.

#### **5.3.16 Termination of Membership**

Members are allowed to terminate their library account upon completion of an academic programme. Membership will be also terminated if the student choose to discontinue their studies from the university for any reason. 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 are required to submit an online *Exit Application* Form to facilitate the membership termination and library deposit refund process.

### **5.3.17 Refund of Library Deposits**

The Finance Unit 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 APU campus may request for a transfer of library deposit paid earlier.

### **5.3.18 Recruitment of Library Assistants**

Students may apply to serve as Library Assistants. The library management conducts recruitment exercises periodically. Please refer to the library website or APSPACE 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 APU. Interested applicants are required to fill up an Application Form. Short-listed candidates will be called for an interview and successful candidates will be required to undergo a training programme.

### **5.3.19 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**

- Mobile phones or any other personal electronic gadgets must be switched to silent mode before entering the Library.
- Making unreasonable noise, loud conversations, loud mobile phone calls or playing loud music or video that can distract other library users in the library is not permitted.
- Students should book allocated rooms to carry out group discussions within the library. Room bookings are arranged 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 as to avoid distractions to students working in the library.

- iii. Consumption of Food/Beverage
  - Eating, drinking and smoking are strictly prohibited inside the library.
- iv. 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.

## **6.0 ICT POLICIES AND REGULATIONS**

Technology facilities and services provided by the Asia Pacific University of Technology and Innovation ("APU") is intended primarily for use in teaching, learning, research, and approved business activities by its staff, students and other authorised persons ("Users"). APU 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 APU's ICT regulations, Internet Policy Statement, Email Policy and Information Systems Security Guidelines.

To ensure that IT facilities and services are not abused, APU 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.

For more information on ICT Policies and Regulations, please refer to <https://apiit.atlassian.net/wiki/spaces/ITSM/pages/2215379058/ICT+POLICIES+AND+REGULATIONS>

### **6.1 APKey**

APKey is your university personal key (credential) that consist of your Student ID and password. For more details about APKey including how to change APKey password via APSpace, please visit <https://apiit.atlassian.net/wiki/spaces/ITSM/pages/218759192/APKey> for further information.

### **6.2 Office365**

Microsoft Office Applications is a powerful productivity service. Instead of downloading each application individually, Office 365 makes it convenient to access all popular Microsoft applications seamlessly in one place - such as Words, Excel, Forms and etc. Microsoft Office Applications helps with productivity as it allows you to communicate effectively, share information through the cloud and process data efficiently. For more details, please visit

<https://apiit.atlassian.net/wiki/spaces/ITSM/pages/221088642/Microsoft+Office+Applications>

### **6.3 On-Campus Wi-Fi**

On-campus Wi-Fi is seamless, easy to use, secure and works with all major operating system (OS) platforms. For more details about on-campus including how to connect to on-campus Wi-Fi, please visit <https://apiit.atlassian.net/wiki/spaces/ITSM/pages/669581410/On-Campus+Wi-Fi+Wireless>

### **6.4 Computer Labs**

There are more than 20 Technology Computer Labs across the campus. These lab spaces are used for scheduled APU classes, general drop-in/open-use for APU students, and training/conferences. Lab computers require logging on with an APKey. For more information, please click <https://apiit.atlassian.net/wiki/spaces/ITSM/pages/2215247906/Computer+Labs>

### **6.5 Students' responsibilities when using IT facilities**

- Computing facilities within APU areas are provided for approved purposes only.
- APU have implemented secure username and password protected systems, to ensure that students can maintain individual and secure access to your work and email. These security features cannot be bypassed without detection. Students are strictly advised not to jeopardise these privileges by allowing other users to access to their email or other APU related IT accounts (e.g. APspace and Learning Management System).
- All computers are monitored centrally for misuse – Technology Support team (TS) is able to monitor IT accounts but not to change anything within them.
- Students found to be in breach of the IT Regulations shall face disciplinary action.
- Wherever TS suspects a case of misused student account, the suspected student account may be temporarily suspended/disabled. User of suspended/disabled account will not be able to access their account and/or their assignments/coursework.
- Student affected with suspended/disabled IT account may raise an enquiry at the nearest Student Technical Assistance Helpdesk.

- The password for the IT account cannot be obtained from the system.
- Student is responsible for the IT account assigned and deemed responsible for all usage involving the IT account. No third party will be able access a student's IT account without the necessary password.
- Student who allows a third party to use or access their student IT account shall be implicated for any instances of account misuse. Disciplinary action taken against the student, depending on the severity of the offence.
- Persistent offenders shall be subjected to escalation procedures.
- Student should log off from the computer and restart the computer after he/she finishes his/her work at the computer.
- Student SHALL NOT ALLOW any third party to use their IT account.
- It is essential to keep private of personal passwords for access to the computers and -mail private, and be sure to change them often.
- What constitutes account misuse?

Misuse of IT account includes:

- i. 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.)
- ii. Email messages sent to annoy harass or upset the recipient.
- iii. Email messages of a threatening, abusive or obscene nature.
- iv. Hacking or attempted hacking of systems.
- v. Using IT facilities for a purpose other than that for which the student is authorised to.

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 APU's network.

## **6.6 Policy Violations**

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

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

Should you have any inquiries, please do not hesitate to contact our Helpdesk Centre by sending an email to [assist@apu.edu.my](mailto:assist@apu.edu.my). Meanwhile, if you have any questions, do visit the Knowledge Base to find the answers you may need at <https://kb.sites.apsiiit.edu.my>

## **7.0 GENERAL FACILITIES**

### **7.1 Syndicate Rooms**

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

Students are not allowed to move or rearrange chairs and tables, or bring drinks or food into the syndicate rooms.

### **7.2 Audio / Video Facilities**

The University is also equipped with audio/video facilities:

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

### **7.3 Meeting Rooms**

The meeting rooms are provided for students to meet with their lecturers for discussion and for reference to projects on display on the shelves. Usage of the meeting rooms is based on request and prior approval may be obtained from the Administrators.

### **7.4 Lobby and Reception areas**

University lobby and reception areas receive the arrival and meeting of visitors and guests. In maintaining a welcoming atmosphere at the lobby and reception areas, students are requested not to crowd or make excessive noise in these areas.



## 7.5 Parking

Currently APU does not provide free car-parking facilities for students in the campus. Parking at TPM is also available within APU at reasonable monthly rates. Students parking at designated area in the campus have to use the student APU Card/ID Card for entry/exit and students must ensure that there are sufficient money in their card for parking fees deduction. APU is not responsible for parking offences committed by students. Students are reminded that it is an offence to park his/her vehicle at parking lots designated for other vehicles. Please refer to Student Services office for details.

## 8.0 ADMINISTRATION

### 8.1 Registration

APU provides 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 requirements 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 University Registration Form when all necessary documentations are in place.

### 8.2 Course Fees

Students shall comply with the following terms and conditions governing course fees:

- Course fees must be settled in full. For instalment payments, students must settle the monthly instalment promptly by its due date.
- Students are required to settle fee payments due before being allowed to sit for examinations;
- Results will not be issued to students with outstanding fees; including non-release of the following documents :
  - i. Completion Letter
  - ii. Course Confirmation/Attended Letter
  - iii. Interim Transcript
  - iv. Reference Letter
  - v. Release Letter
  - vi. Research Letter
  - vii. Transcript/Certificate
- Students are responsible to retain official receipts for income tax deduction purposes;
- Cashier counters operating hours can be viewed from [Operation hours APSPACE](#)

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. Whenever fees and late payment charge are unpaid after 7 days, student will cease to enjoy all rights and privileges of a student of APU, 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. Our administrative staff strives to provide high quality professional services to students who abide by the rules and regulations of the University, including settling all dues payable within the stipulated time frame.

#### **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 imposed.
2. After 21 days from the original due date, a charge of RM50 will be imposed. (bringing the total late charges to RM70)
3. After 30 days from the original due date, a charge of RM20 will be imposed. (bringing the total late charges to RM90).

Thereafter, for 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 imposed.
2. After 21 days from the original due date, a charge of RM50 will be imposed. (bringing the total late charges to RM90)
3. After 30 days from the original due date, a charge of RM40 will be imposed. (bringing the total late charges to RM130).

Thereafter, for 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 Change of Study Mode / Deferment**

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 APU).
- students changing course from full-time to part-time and vice versa;
- deferment of study to the next intake (subject to recommendation from APU).

Transfer is granted on the basis of a written request from the student (please refer to the Administrative Executive for further information). Change of study mode/deferment is granted on the basis of approval by the School supported by parents/guardian's consent letter. Student is required to fill up the online form at <http://kb.sites.apiit.edu.my/knowledge-base/documents/>.

If a student notifies a transfer before the start of the semester, the student will be charged with an administrative fee for the transfer. When a 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 and administrative fee.

If a student notifies a change of study mode/deferment before the start of the semester, the student will be charged with an administrative fee for the change of study mode /deferment. When a student notifies a change of study mode /deferment 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 change of study mode /deferment and administrative fee.

For more information, please click here :

<https://apiit.atlassian.net/wiki/spaces/AA/pages/221217757/Change+Programme+Deferment+Withdrawal>

#### **8.2.3 Withdrawal Procedures**

Student who wishes to withdraw from their registered programme before completion is required to submit an online Exit Form and attach a consent letter from parents/guardian stating the withdrawal request.

### **Malaysian Students :**

- APU 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 :**

- Application, administrative and registration fees for international students are non-refundable. Paid course fees are also non - refundable except in the event where the student visa is refused by Malaysian Immigration.
- Paid fees will not be refunded in full after successful student visa issuance 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.

For more information, please click here :

<https://apiit.atlassian.net/wiki/spaces/AA/pages/221217757/Change+Programme+Deferment+Withdrawal>

#### **8.2.4 Exemption Procedures**

To apply for module exemption, student may complete the exemption form available at the following link: <http://kb.sites.apiit.edu.my/knowledge-base/documents/>. and attach certified true copy of all relevant educational qualifications and syllabus.

The Exemptions Committee will officially inform the student on the status of exemption application within 14 working days. For Engineering programmes, please refer to the Student Handbook – Engineering Supplementary Document for further details.

### **8.2.5 Fee Payments – Student Study Loans**

Students who have applied and awaiting for student loans to be approved by the various agencies, are required to continue to make payments towards their course. Upon receiving payments from the loan agency, APU will convert the payment into full payment mode, on the condition the loan payment is received within the first semester. If the loan payment is received after the first semester examination is completed, instalment mode payment will be tagged as the fee payment.

All excess fees paid shall be refunded to student's parental bank account.

## **9.0 ACADEMIC AWARDS**

Currently APU offers a wide range of undergraduate and postgraduate programme.

Please refer to the last page for the access link to view the details of the Programmes Offered by APU.

## **10.0 STUDYING AT APU**

### **10.1 Lecture times**

#### **Full-time students**

Lectures are held from Mondays to Fridays between 8.30am to 6.00pm and on Saturdays between 8.30am to 1.30pm.

#### **Part-time students**

Lectures for part-time students are held between 7.00pm to 9.30pm, with a 15-minute break in-between lectures.

Level 1 students usually will 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**

APU Programmes have been designed to develop student's analytical and problem-solving skills. Significant emphasis is on practical works and projects to complement the theoretical areas within the programme. Student 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.

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

Students 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 student's responsibility to find out on the submission date for their assessment items and comply.

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

The pass mark for each assessment including the final examination is 50% for Foundation, Diploma & Undergraduate and Postgraduate Degrees, and 40% for the Certificate programmes. Students who do not fulfil the minimum attendance requirement of 80% will not be allowed to sit for the final examination. Students may refer to the Pass requirements under respective Module Specifications.

The final examination will be held after completion of each module. Examination dates will be announced at least 1 month in advance. Students must pass **ALL** modules under each level before progressing to the next higher level.

### **10.3 Examinations Regulation and Guidelines**

The examinations regulations and guidelines cover all the essential information required and you may refer to the important comprehensive details from APU Knowledge Base.

### **10.4 Extenuating Circumstances (EC)**

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 Office of Extenuating Circumstances Claims (OECC) will decide whether or not to uphold the claim. OECC will consider claim on unforeseen and unavoidable circumstances only (e.g. illness). The e-Form is available in APSPACE via the following link: <http://forms.sites.apiit.edu.my/home/>.

Students must ensure to provide full details of the circumstances and attach the relevant supporting evidence/documentation to support the claim. If no documentation is available then a supporting statement is

required in support of your claim (e.g. Programme Leader, module lecturer/tutor or final year project supervisor). A claim is unlikely to be upheld without appropriate supporting evidence. Students are required to submit the online Extenuating Circumstance e-Form no later than 3 (three) working days after the extenuating circumstances occurrence.

Students may not claim extenuating circumstances on the basis that their academic performance has been affected by family, financial or other lifestyle problems.

The Office of Extenuating Circumstances Claims (OECC) reserves the right to contact any individual/persons named in the Extenuating Circumstances Claim Form.

For more information on Extenuating Circumstances, please login to *APSpace > APU Knowledge Base > Policies and Procedures > 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 seriously by the University. Academic dishonesty or cheating is defined as any attempt to complete an examination or assessment by unfair means such as use of information, material, notes, electronic devices or communication with another person during examination.

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 more information on referencing guide <https://library.apu.edu.my/apa-referencing/>

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.

For more information, please login to <https://apSPACE.apu.edu.my/login> and search for Regulations and Policies.

## 10.6 Results

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

The final examination results will be released after completion of external moderation exercise. This is typically held 4 times a year (normally in February, June, September and November).

Students who are required to resit for any particular examination will be notified within 6- 8 weeks after the examination date and will be required to take the resit at the next available opportunity, usually scheduled about four weeks later.

Resit notification is sent out to student web result and auto notification via email. Students are advised to check on the posting of resit examination date on the web result page upon logging in into the APSPACE.

## 10.7 Referrals

A referral fee will be charged for each referral component, including a referral paper. For example, where a student fails a class test quiz, assignment (1 component) and the referral examination (1 component), and the assignment, the student will be required to pay referral fee for both components.

For undergraduate programmes, students with failed module(s) will be auto-registered for next available resit examination(s) and referral in-course(s). It is compulsory for students to sit for the scheduled referral examination/in-course. The referral examination/in-course will be held between 6 to 8 weeks from the date of publication of results.

Students with failed module(s) will be given one opportunity to retrieve the subject with or without further attendance as determined by the Examination Board, subject to the academic regulations applicable to the relevant programme(s). Kindly click at this link for more information :  
<https://apiit.atlassian.net/wiki/spaces/AA/pages/221087508/Referral+Exam+Retake>

## 10.8 Appeals

Students may not appeal against academic judgement but he/she believes a material error has been made and wishes to appeal for a review of the Examination Board's decision.

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



In accordance with APU's regulations, appeals must be made by filling in and submitting the Appeal Form with the approval of the Programme Leader to the Administration within 30 days after result publication. The form can be retrieved from <http://kb.sites.apiit.edu.my/knowledge-base/documents/>.

Please read APU's regulations concerning the appeals procedure. An appeal fee is levied and appealing students will be informed of the appeal results within six weeks after appeal application. Appeal fee will be refunded to the student for successful appeal cases.

## **11.0 GENERAL SERVICES**

### **11.1 Student Sports and 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 the Student Affairs unit who will verify and submit them to the Finance unit for processing.

### **11.2 Part-time Positions with APU**

Part-time positions are available at APU for the positions of library assistants and laboratory assistants. Students who have experience in the relevant areas are encouraged to offer their services by writing to the relevant Administrative Executives or the Human Resource unit.

## **12.0 HEALTH, SAFETY & SECURITY**

### **12.1 Health and Safety**

Keeping students and staff safe and healthy is a primary concern of the University. You are expected to comply with the University's Health and Safety policies. The Health and Safety policies for engineering labs are outlined in the Student Handbook – Engineering Supplementary Document.

Students are strongly advised to familiarise themselves with the health and safety policies of the University and other supplementary local guidance statements issued.

### **12.2 Prohibited Areas**

Students are not allowed to enter the following areas without prior approval:

i. Staff Room

Lecturers prepare their daily teaching materials and assessment marking in the staff rooms. Students are not allowed to enter the staff rooms as these areas contain confidential data and information.

ii. Lecture Room and Auditorium

The lecture rooms and the audio-visual facilities in the lecture rooms are furnished to facilitate lecture delivery to the students. Students who wish to use any lecture room and/or the audio-visual facilities therein are required to make prior booking and obtain the necessary approval.

iii. Accounts and Finance Area

The Accounts and Finance area is an area where confidential information and monetary are kept.

**12.3 Prohibited Items**

Students are prohibited to bring item(s) which poses danger to others to the university. Students caught in possession of prohibited item(s) in university campus are deemed in violation of law and committed an offence. Disciplinary action not excluding expulsion can be taken against student who violates the safety regulations. Please refer to Rules and Regulations for details.

**12.4 Possessions**

Student should ensure that all valuable personal belongings are covered by insurance and not to bring expensive items e.g. computer, jewellery, to the University. Wherever possible, student is advised to tag personal valuables with their Student ID number. In the event of loss or missing personal item(s) in campus, please report immediately to the Reception staff on duty.

Student is fully responsible for his/her personal belongings. APU shall not be liable for the loss of student's personal item(s).

**12.5 No Smoking Policy**

In line with the Ministry of Education's guidelines which prohibits smoking on education premises, APIIT, for the reasons of health, safety and hygiene the University has adopted a formal no smoking policy in all public areas.

Disciplinary action will be taken against any student who violates these regulations and disciplinary action may include expulsion from the University.

## 12.6 Individual Responsibility

Student shall take individual responsibility of the following:

- Make sure that your work is carried out in the approved way and in accordance with the University'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 fire-fighting 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.

### 13.0 DOCUMENT GUIDE

No.	Name of Document	Web Address / Link
1	Programmes Offered by APU	<a href="https://www.apu.edu.my/our-courses">https://www.apu.edu.my/our-courses</a>
2	Academic Awards	<a href="https://www.apu.edu.my/our-courses">https://www.apu.edu.my/our-courses</a>
3	Professional Code of Conduct	<a href="https://apiit.atlassian.net/wiki/spaces/KB/overview">https://apiit.atlassian.net/wiki/spaces/KB/overview</a>
4	Examination Regulations and Guidelines	<a href="https://apiit.atlassian.net/wiki/spaces/KB/overview">https://apiit.atlassian.net/wiki/spaces/KB/overview</a>
5	APU Academic Dishonesty Regulations	<a href="https://apiit.atlassian.net/wiki/spaces/KB/overview">https://apiit.atlassian.net/wiki/spaces/KB/overview</a>
6	Engineering Supplementary Document	<a href="https://apiit.atlassian.net/wiki/spaces/KB/overview">https://apiit.atlassian.net/wiki/spaces/KB/overview</a>