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 hope that you will enjoy studying with us and that your pursuit of learning here is very successful. At APU we are committed to opening the door of opportunity to all students who can benefit from our Programmes. 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 is central to these commitments.

We are an international university with internationally benchmarked and accepted programmes, a diverse international student population and staff from a variety of countries. During your time here you will meet fellow students from all over the world, use this experience to find out more about the cultures and practices which will help you in your future career. We are proud of the high rate of employability of our graduates which reflects this international learning environment and our systematic development of your employability skills throughout your programme of study.

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 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.

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 as set out in Appendix 1;
- 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 21st 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	• To be a leading University 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 enriching and distinctive learning experiences.
Goals	APU graduates will: • 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 APU

APU 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 Master's programmes and PhDs. A complete range of these Programmes can be viewed from APU website at www.apu.edu.my .

1.4　Location

The prestigious site in Technology Park and at the Mines Waterfront Business Park 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 Appendix 1 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 (Please refer to Appendix 1).

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. Your input to the quality system is critically importance 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://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 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 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) 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 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 University 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 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 all APU centres 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)

Nothing is too big or too small an issue to bring to Personal Counselling. 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 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 APU's managed

accommodation. Please contact the Student Services Executives for assistance with accommodation.

Students living in rented homes should strictly abide by the following rules.

- 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.
- 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.
- Show respect for the premises, furniture and fittings, which are the property of any private landlord.
- 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. 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 Student Services Executives.

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.

The APU 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 University. Negative feedback from the employers may disqualify you from further internships.

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

Student(s) 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 & 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 Vice President (Operations) 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

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 Courseware Community

The APU Online Courseware Community 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 Courseware Community, you need to have a web browser and an Internet connection. From the main community page at Webspace (http://webspace.apiit.edu.my), click on the link called **Online Courseware Community**. For more information, please refer to the FAQ (Frequently Asked Questions) available on the mentioned website.

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 4th 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 Ebrary, ProQuest Computing, ABI-INFORM, ACM Digital Library, Access Engineering, SpringerLink and CLJ Law and many other databases.

5.3.1 Operating Hours

APU Campus Library

Days	Operating Hours
Mondays – Fridays	8.30 a.m. – 8.00 p.m. *
Saturdays	9.00 a.m. – 1.00 p.m. *
Sundays and Public Holidays	**Closed**

APIIT Campus Library

Days	Operating Hours
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

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

i. 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.

ii. 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. 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 Card is lost or stolen. Student who fails to report any lost/stolen Student Card will be fully responsible for any consequences arising from the unreported lost/stolen student ID card.

iv. Students shall inform Library Staff on duty immediately of any change in personal particulars.

5.3.6 Library Briefing

The Library conducts Introductory Session whereby new students are introduced to the library's resources, facilities and services. New students who miss the introductory session briefing may request for a personal session 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.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

- 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 xiv below).

xi.   Book Renewal

- Only **two renewals** are permitted for each book (Red-tagged books are non-renewable).

- Book(s) can be renewed provided there is no prior reservation for the title in question.

- Please ensure that the due date is updated upon each renewal.

- Books can be renewed online. However, member will not able to renew the book(s) where there is a prior reservation placed for the book(s). Member will have to return the book(s) on reservation by the due date to the Library.

xii. Book Reservations

- Reservation can be placed on item(s) which are out on loan.

- Each member is allowed to reserve a maximum of two (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-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 fine rate for the late return of CD- ROMs are the same as applicable to 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 and Printing Facility

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.

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 their academic programme. Termination of membership will only be approved provided the following conditions are met:

✓   The member does not have any outstanding loans; and

✓   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 APU campus may request for a transfer of library deposit paid earlier.

5.3.19 Recruitment of Library Assistants

APU students may apply to serve as Library Assistants. The library management conducts recruitment exercises periodically. Please refer to the library notice board for the recruitment notifications.

APU students are eligible to apply as Library Assistant on the condition he/she have completed a minimum of ONE semester (4 months) of a course conducted in APU.

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 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. These ICT guidelines can be found in the APU Student Handbook and APU Staff Manual.

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.

- IT hardware must be treated with care and use 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 APU 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 APU 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. APU 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 APU 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 APU are protected by copyright and licence agreements. Users who are not covered by these licence agreements must not attempt to use these resources. Whenever 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 APU are not responsible for any loss of data belonging to Student Users.

- Any use of any of APU'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 to be obtained in advance.

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

   i.   a level of usage that is reasonable and not detrimental to the Main Purpose for which the facilities are provided;
   ii. priority must be given to using 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 Head of School or Service;
   iv. personal use must not be of a nature that competes with APU in business;
   v.   personal use must not be connected with any use or application that conflicts with an employee's obligations to APU as their employer;
   vi. personal use must not be connected to any purpose or application that conflicts with APU's rules, regulations, policies and procedures;
   vii. personal use must comply with APU'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 APU network without consultation and the prior written approval from TS Manager or the relevant TS Staff holding authority over the APU 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 APU network without consultation and the prior written approval from the TS Manager.

- When any of APU'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.

- APU 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 APU 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 APU, and in some extreme cases may be reported to the Police or other Legal Authorities.

Please refer to **Appendix 4** for more information on Computer Laboratories usage.

6.1 Domain User ID / Webspace ID

- Each student shall be assigned with a Domain User ID to access E-mail and network resources and Webspace ID to access in-house web applications.

- This user ID and Webspace 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 Webspace 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@APU

- Key@APU is your new personal key to replace the previous Domain USER ID/Webspace ID which allows you to access the online services and e-facilities provided to APU students. Key@APU details can be found in your confirmation of enrolment letter.

- Your Key@APU 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 APU/APU Mail email addresses.

For example:

If your Key@APU looks like: TP123456
Your APU Mail email address will look like: fsur1234@mail.apu.edu.my
or fsur@apu.edu.my

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

Service	Description
Webspace	Use your Key@APU account to access the key accounts to log in to webspace student portal and online Student Administration Services.
Email	The University's email system is called Mymail@APU. Student shall log into the APU Mail system using the assigned email address and the Key@APU password.
Learning Management System	Some units of study provide study resources such as lecture notes, recordings and assessment details online can be accessed online using the University's Learning Management System.
Student Software	Use Key@APU to access the installation files for University-licensed at http://msdn.apiit.edu.my
University Wireless Network	If you want to use your personal computer or mobile phone to browse the internet and access online resources using the University's wireless network (Wireless@APU) you will need your Key@APU account details to establish a connection.
Network Drive	Your Key@APU 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@APU.

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 University's email address. Students will be required to use the University's email address for all official correspondences with the University.
- User account will be created after students have successfully registered as a student of APU.

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 system.
- 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 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. Webspace and Learning Management System).

- All computers are monitored centrally for misuse – 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.

6.9   Wireless Policy

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

TS is currently responsible for APU 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 APU 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 APU'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 APU's bandwidth to download unlicensed copyrighted materials. In reducing the abuse of internet bandwidth at APU, all staff and students are required to fulfill the following criteria for downloads:

i. Before downloading any copyrighted materials, staff/student shall seek assistance and permission of Technology Services. A request may be sent via the Helpdesk System to the Technology Services Manager.

ii. Copyrighted materials may be downloaded from the publisher's website or any of its official partners only.

iii. In the event staff/student is unable to find any form of an End User License Agreement (EULA) or any other appropriate license agreement from the page(s) downloaded, he/she should seek clarification in writing from the Technology Services Manager.

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:
- Seek the assistance and clarification of the Technology Services Manager before downloading any materials. Any assistance or clarification sought shall be made in writing to avoid any dispute.

- To request the Technology Services Manager to download the materials required. The Technology Services Manager shall investigate all necessary aspects of the download before downloading the requested material(s) or authorizing his/her staff to do the same.

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.

6.11 Forum Guidelines

APU 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 is a privilege, not a right. APU may, under certain circumstances and without prior notice, immediately terminate student access to the Webspace forum.

APU cannot protect individuals against the existence or receipt of materials that may be offensive to them. However, if APU believes, in its sole discretion, that a user's participation in the forum violates the guidelines set forth here, APU 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 APU.

APU 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 forbidden.

- 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. Hence 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. APU may review user postings at any time to determine if there have been violations of the guidelines.

6.12 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.

To report any issue/problem or illegal/unacceptable use of wireless/IT Facility or questions, please send an email to wireless@apu.edu.my or contact APU ICT helpdesk at 03-8992 5050. Alternatively, student may

raise wireless network related issues to APU Technical Assistant for further assistance. Questions pertaining to ICT student handbook may be addressed to helpdesk@apu.edu.my.

Please visit portal https://webspace.apiit.edu.my/ for details.

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 Room

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 car-parking facilities for students. Parking at TPM is available within APU at reasonable monthly rates. Students parking around TPM must ensure that the parking coupons are placed on their vehicles. 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 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.
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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;

- No results will not be issued to students with outstanding fees;

- Students are responsible to retain official receipts for income tax deduction purposes;

- Cashier counters operating hours:

Mondays to Fridays	9.15am – 6.15pm
Saturdays *(Closed on 1st & 3rd Saturdays)*	9.00am – 1.00pm
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. 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 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 APU).

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 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.

8.2.3 Withdrawal Procedures

Student who wishes to withdraw from their registered programme before completion is required to submit a parental letter 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 & 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.

8.2.4 Exemption Procedures

To apply for module exemption, student may 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 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 programmes:
- Engineering Programmes
    - Computing Programmes
    - Technology Programmes
    - Media & Entertainment Technology Programmes
    - New Media Programmes
    - Business Management Programmes
    - Accounting Programmes
    - Banking and Finance Programmes
    - APU Foundation Programme

Please refer to **Appendix 2 Programmes Offered by APU** for details of each of the programmes.

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 6.45pm 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 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 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 Guidelines

The examination regulations are provided in **Appendix 6 Examination Regulation**.

- In order to conform to external examination requirements and standards, the system of issuing examination dockets to students is developed to ensure that confidentiality exists on the identity of the student.
- Examination dockets will be issued to students before the commencement of any examination. The docket must be collected with the stipulated dates, before the examination date.
- Examination dockets are issued only to students with no overdue fees and meeting the minimum attendance requirement of 80%. Students with overdue fees are required to settle all payment, otherwise no examination dockets will be issued and the student will not be allowed to sit for his/her examinations.
- 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 dockets 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 payment 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 (EC)

Whenever a student feels that an unforeseen and unavoidable circumstance (e.g. illness) have affected his/her ability to gain or demonstrate his/her knowledge or capabilities in one or more modules, the aggrieved student should submit an Extenuating Circumstances form, providing full details of the circumstances and attach the relevant supporting evidence/documentation to support the claim.

Students who have completed the 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, have missed or failed the whole or part of an assessment, may submit an Extenuating Circumstances Claim Form online via the following link: http://erp.apiit.edu.my/

For more information, student may refer to **Appendix 6a Procedure for Making A Claim for Extenuating Circumstances** and **Appendix 6b Guidance on How to Submit 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 seriously by the University. Academic dishonesty or cheating is defined as any attempt to complete an examination or assessment by unfair means. APU 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: http://library.apiit.edu.my/harvard-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, student may refer to **Appendix 6c Procedure for Dealing with Breaches of Assessment Regulations**.

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 March, May, July and October).

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 APU Webspace.

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 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). It is compulsory for students to sit for the scheduled referral examination. However, students who are required to resubmit in-course assessment as a result of failure, will register at the Administrative Services Office for his/her referral. The referral examination will be held between 6 to 8 weeks from the date of publication of results.

Students with failed module(s) are 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).

10.8   Appeals

Students may not appeal against academic judgment 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.

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 & Recreational Activities

APU supports approved sports and recreation activities undertaken by students at their own initiatives. All requests for reimbursement for sports and recreational activities must be forwarded to ARC who will verify before submitting the claims to the Accounts Department 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.

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 outlined in **Appendix 5 Health and Safety**. 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 procession 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.

APPENDIX 1: PROFESSIONAL CODE OF CONDUCT

1.0   Introduction

APU believes that professional identity is essential to promote the success of its graduates in embarking on their professional careers.

The majority of students enter APU 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 APU is distinctive in that it is focused on the development of the whole person, so enabling effective transition from school to adult life.

Every aspect of a student's experience at APU is therefore important in developing professional identity. Conformity to a dressing standard is expected. Similarly, students must respect and abide to a defined code of conduct with regard to attendance, punctuality and behaviour within the University.

Great importance is attached to creating an environment in which the students are encouraged to cooperate, to teach and to learn among their course-mates. Students are expected to work on projects with minimum supervision whilst demonstrating their willingness and 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 APU'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 University and the respect in which it is held with the corporate 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	✓ Long or Short Sleeve Collared Shirts (Tucked-in) ✓ Slacks, Trousers, Khakis ✓ Shoes, Loafers, Sneakers, Sports Shoes and Boots ✓ Office Wear for Males & Females	✓ 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	⊘ 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
• 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	• 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 APU 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 University.

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, 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 APU. Any lateness will be duly noted. Lateness on three occasions will be equal to one absence.

1.3 Behaviour and General Conduct

APU is located in Technology Park Malaysia. APU 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 behave with dignity and propriety at all times. Students who are rude or behaving improperly bring discredit and disrepute to APU. Such students are therefore liable for disciplinary action, not excluding expulsion from APU.
- 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 APU.
- APU takes a very serious view of plagiarism or cheating, whether during tests, examinations or while writing out programs to fulfil project requirements. APU 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 APU and in all the surrounding public areas. Students who breach this rule will immediately be expelled from the University.
- Vandalism is a public offence and is viewed very seriously. Students found guilty of wilful destruction or damage of any property or asset of APU 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 Language is the main medium of instruction and communication in APU and therefore, no other languages or dialects, with the exception of Bahasa Malaysia (Malaysia's national language) should be used in campus.
- Students may not sell goods or services on the University's premises without the prior approval of the Vice President (Operations) or his duly appointed representative.
- Any form of gambling on the campus premises is strictly forbidden.
- The use of illegal drugs and abuse of intoxicating substances on campus premises (including student residences) are 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 APU.

- 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 University's Rules and Regulations.
- Students should not leave the room during a lecture except with the consent 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.
- Students must abide by the laws of Malaysia at all times.

1.4   Upkeep of APU Premises and Facilities

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

- Students are restricted to APU areas only and are not allowed to loiter around the other areas. They may not enter any of the other areas unless expressly 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 APU) 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 4.45 pm (includes all day weekends) may do so provided a member of the lecturing or administrative staff consents. APU 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 APU 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 APU 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 APU.
- Any student who gets involved with activities leading to legal and police involvement will be liable for disciplinary action not excluding expulsion from APU.

** *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: PROGRAMMES OFFERED BY APU

APU offers a wide range of programmes ranging from foundation programme to various undergraduate and postgraduate programmes in the field of engineering, computing, technology, media, business, accounting, finance and etc.

Please refer to the APU website at www.apu.edu.my for complete list of programmes.
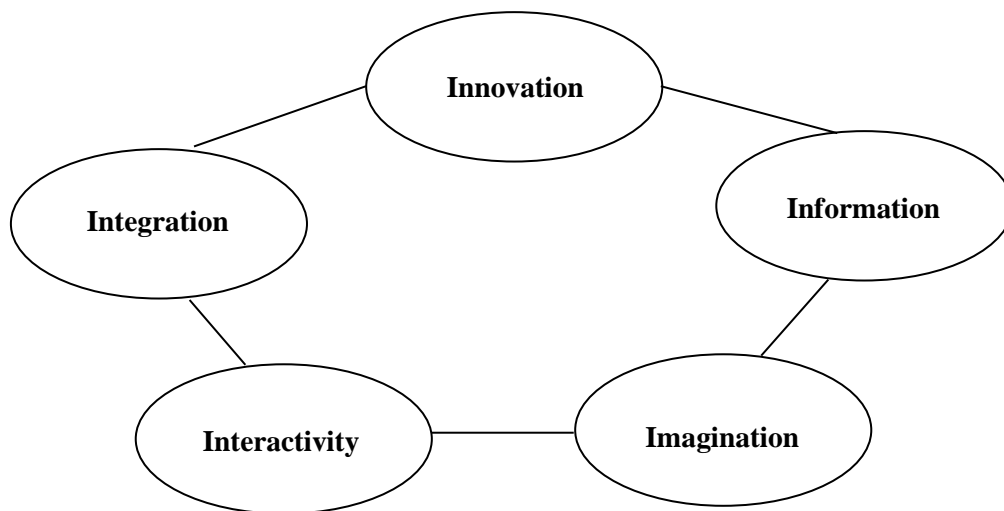
1.0 Levels of Programmes

All Programmes, with the exception of Foundation, Diploma and Postgraduate programmes, comprise three (3) levels of study leading to a Honours degree. The Foundation comprises one (1) level and is designed to prepare students for entry to level 1 of degree study.

2.0 Programme Aims and Objectives

All of the Programmes offered within each Programme Area are designed to equip students with the knowledge, skills, techniques, and personal qualities to secure and prosper in appropriate employment. All programmes aim to:

i. Produce employable graduates who are fitted to undertake employment in industry, commerce or public service as professionals by developing their capabilities in relation to innovation, integration of ideas and concepts, interactive development, information provision and imaginative approaches to processes and problem solving.

ii. Provide a Personal Development Planning opportunity for all students in relation to enhancing their employability through increasing their independence, inventiveness, ingenuity and developing their all-round intelligence in relation to solving problems, working with other people and communication skills.

iii. Enable students graduate with a suitable degree classification, and with the possibility for them to undertake programmes of further study or research in appropriate institutions.

iv. Provide a sound general education in the relevant programme area.

v. Facilitate progression, both academic and vocational, by means of developing knowledge, key skills and a capacity for independent and lifelong learning.

vi. Enable the student to achieve the highest award within his or her overall ability.

vii. Enable the student to specialise in depth in areas corresponding to his or her ability and choice.

viii. Give a practical emphasis to the student's studies.

ix. Develop skills in problem solving, communication, team working and decision making.

x. Provide a programme in which the student's general education is enhanced, including transferable skills.

All of the programmes are concerned with the following themes:

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                        ┌───────────────┐
                        │   Innovation  │
                        └───────────────┘
         ┌───────────────┐         ┌───────────────┐
         │  Integration  │         │  Information  │
         └───────────────┘         └───────────────┘
         ┌───────────────┐         ┌───────────────┐
         │ Interactivity │         │  Imagination  │
         └───────────────┘         └───────────────┘
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➢ **Innovative** in module content, the design of curriculum and the selection of such Programmes as Forensic Computing, Technopreneurship, Media Marketing and Media Informatics.

➢ **Integrative** in developing students' capability to interrelate knowledge and to work in multidisciplinary teams.

➢ **Informative** in developing students' knowledge but also their capability to communicate effectively and persuasively.

➢ **Interactive** in the use of group work to develop students' team skills and also in the use of technology to achieve interactivity of devices and people.

➢ **Imaginative** in relation to new products, ideas, applications and solutions.

To achieve this, the Programmes will develop the students' capabilities in relation to their:

➢ **Intelligence** through learning methods that encourage reflection, understanding, enquiry and problem solving

➢ **Independence** through learning methods that encourage independent learning, autonomy, and critical thinking

➢ **Ingenuity** by linking independent skills to intelligence and inventiveness to find new ways of utilising existing knowledge, materials, products, concepts to find new more effective solutions

➢ **Inventiveness** through developing skills that are analytical in seeking innovative ways of doing things

This can be linked together to show what all programmes will aim to do:

Employability
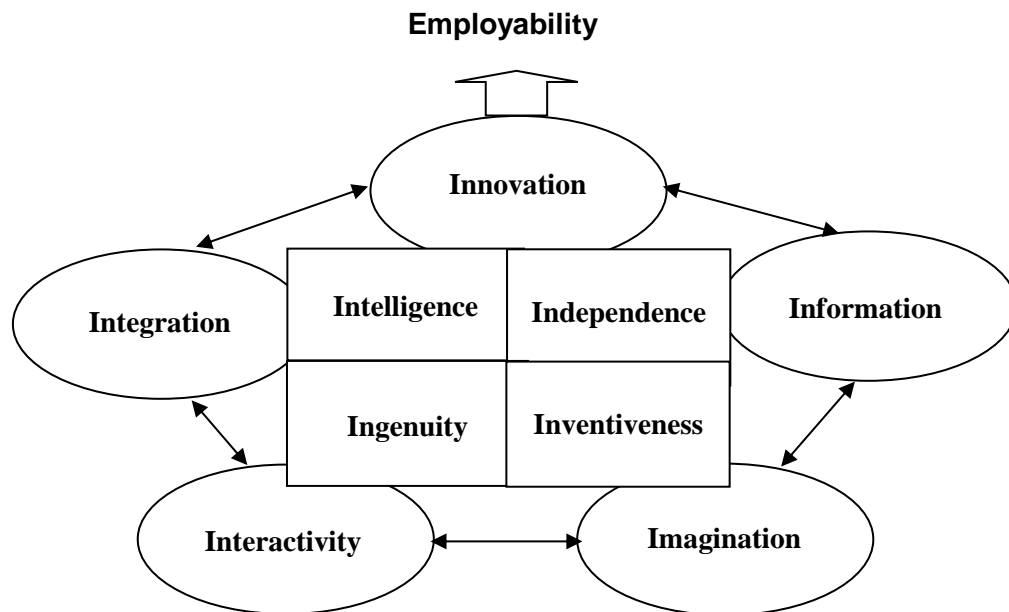
The following are the generic MQF learning outcomes:

Malaysian Qualifications Framework (MQF) Learning Outcome Areas
Knowledge
Practical skills
Social skills and responsibilities
Values, attitudes and professionalism
Communications, leadership and team skills
Problem solving skills
Information management and lifelong learning skills
Managerial and entrepreneurial skills

3.0   Employability

The Programmes aim to foster the knowledge and skills necessary to maximise the employability of students. The Programmes address employment skills in the Professional and Enterprise Development module (for Computing and Technology students) and in the Business Skills module (for business students). These modules cover such topics as recruitment processes and interviews, CV development self-employment options and career planning. Additionally, many other modules extend the professional development of students within their chosen course and related to the needs of their specialist subjects.

Personal Development Planning (PDP) is being embedded in a number of different ways but the Professional and Enterprise Development and Business Skills modules explicitly require students as part of their developing professionalism, to reflect upon their career/life goals and what actions and learning objectives they need to pursue in order to facilitate the achievement of those goals and there is an explicit requirement to reflect upon the placement experience and relate it to their personal development.

In the final year the project supervisor's role will include facilitating students' reflection upon their development in the final year ahead of progression into employment, research or training.

4.0 Individual Programme Aims and Learning Outcomes

4.1 Foundation Programme

The overall rationale is to provide a Programme of study which will prepare students with a minimum of 5 SPM credits for entry into the first year of the degree programme. As such the programme will prepare students in relation to their study, learning, personal and subject skills to be able to perform effectively in the degree.

4.1.1 Programme Aims and Learning Outcomes

i. Programme Aims

The aims of the Foundation programme:
- equip students to make an informed choice of degree preference for further study.
- prepare students for entry to Level 1 of degree study.
- develop students' capabilities in Information Technology, Technology, Engineering, Business and related areas (subject to student's choice of study).
- instill a culture of professional outlook and behaviour in all students.
- inculcate study skills and practices based on sound educational methods.
- provide the student with effective communication skills.
- improve students' proficiency in written and spoken English.

On completion of this course students should obtain:
- a foundation level of understanding of Information Technology, Technology, Engineering and Business (subject to student's choice of study).
- basic skills in numeracy, technology and communication.

- the confidence to continue and succeed in further/higher education and consequently to become an effective member of the working community.
- the experience of working within a team.

ii. Learning Outcomes

On completion of this foundation course students should be able to:

- demonstrate the study and English skills appropriate to undergraduate learning.
- communicate effectively verbally and in writing to a given audience.
- work effectively in a team.
- undertake introductory numerate tasks.
- demonstrate an awareness of the concepts which underpin the study of Information Technology, Technology, Engineering, Business and related areas (subject to student's choice of study).
- use appropriate application software and the Internet.
- explain the essential elements of technology.
- explain the functions of a Business and the effects of the environment on Business, Engineering and Technology (subject to student's choice of study).

4.1.2 Medium of Instruction

English Language

4.1.3 Status of Implementation

Home-grown Programmes

4.1.4 Teaching Methods

Effective methods of Teaching, Learning and Assessment (TLA) are fundamental to the success of the Programmes. The TLA strategy aims to:

- Fulfill the relevant Course aims and Learning outcomes by providing a curriculum which is delivered through a combination of lectures, supervised tasks and lecturer managed activity undertaken independently by students.
- Develop the essential skills for employability.
- Enhance the students' experience of learning and the teaching they received.
- Provide a forum for discussion and reflection.

- Provide criteria and structure to the peer observation of teaching.
- Inform the process of staff and student development.
- Promote the sharing of good practice.
- Provide evidence of quality in teaching and learning.

i. Learning Methods

A range of teaching and learning strategies are employed to suit the various types of learner. Typically, lectures are supported by smaller group tutorials and seminars, laboratory activity, case workshops, project and group based activities, and gaming simulations, supervised by staff. Students are also given independent learning activities. Where appropriate, student learning is supported by materials, tasks and activities provided via APU's Learning Management System, available on the APU Webspace.

ii. Independent Learning

The approach which is adopted is to gradually develop the capabilities of students in independent learning as they move from level to level. The change is emphasis can be seen as follow:
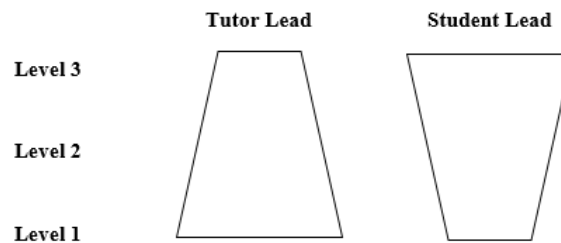
At Level 1, students undertake a module which incorporates the development of a Personal Development Plan. They will also receive guidance in how to study as well as be given access to an in-house website – the Online Student Support System. Induction also includes guidance and exercises in independent learning. All modules have a requirement for independent learning and the detailed scheme of work (SOW) developed for each module includes a statement of student-activity to be managed by the lecturer but conducted by the student independently out of class.

At Level 3, the module Investigations requires the student to research independently based on the plan produced in the Research Methods module at Level 2.

The student is supported by a supervisor. The project extends this further with the student conducting a major project in the subject matter of their named degree course with the support of a supervisor. Further information is contained in the Project Handbook.

iii. Group Work

Many modules require group work to simulate real world working environments and/or to develop specific inter-personal and technical skills. Group sizes are normally 3 to 4 persons and all modules that are assessed by coursework will also require individual element to the coursework. This may be through the allocation of specific tasks/sections of the report to a group member, further tasks, presentation or a reflection on the group work, or a combination of these.

All students will receive guidance and induction in group work. There is also a specific in-house website to support both staff and students in relation to group work.

iv. Skills in the Curriculum

Level 1 introduces students to specific skills required at later levels of the curriculum for a specific course.

For example, there is a specific skills strand which runs from level 1 (Computing & IT in the Workplace or Business Skills), through Research methods at level 2, to Investigations and the Project at level 3. These develop gradually more sophisticated skills in relation to study, verbal & written communications and presentations, report writing and research planning, conduct & reporting.

v. Assessment Methods

Each assessment method has been carefully designed to match to the learning outcomes of the module. Care has also been given to ensure a balance between different assessment methods at each level of the award. A range of assessment methods are used throughout the three levels to assess the award-specific learning outcomes. Students at each level have to complete a variety of context-specific coursework. A wide variety of assessment methods will be employed and these may include:

- Assignments (essay and numerical based)
- Time constrained examinations

- Business plans
- Case based assignments
- Case based examinations
- Peer assessment
- Presentations
- Projects
- Workshop activities
- Work based assignments
- Group activity Investigations
- Multiple choice tests
- Open book examinations

While the curriculum has been designed to allow a degree of flexibility, assessments at Level 3 are generally focused more on the application of discipline theories that were developed in Levels 1 and 2 to professional practice contexts relevant to the award. The key skills strand at Level 1 and 2 allows for the teaching, development, assessment, reflection and self-improvement of transferable skills. At Level 3 each student conducts a piece of work suitable to the demands and context of their award – the Investigation and Project.

Under the assessment strategy, there will normally be two assessments for each 3 credit module. This means that under the assessment strategy there will normally be 24 assessment points for each level.

4.1.5 Duration of Programmes

The Foundation programme comprises 3 semesters, to be completed in one (1) year. The Honours degrees comprise of 3 levels, with each level carrying 2 semesters.
Engineering degree is a 4-year programme. There are 2 semesters in a year, comprising 16 weeks under one semester.
Generally, one level of study comprises 1 year of full time study.

4.2 Degree Programmes

Please refer to the individual programme specification document which provides details of:
- Individual programmes aims and objectives
- A mapping of the programme's aims, themes and student capabilities
- Learning Outcomes by level of study
- Module assessment details by level of study

APPENDIX 3: 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.
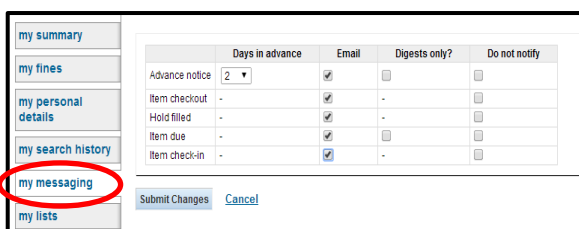
Reservations

- Only items out on loan can be reserved.
- Reservations can also be made online. You will need to enter your Webspace 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.

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

APPENDIX 4: 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 properly University to prevent the spread of such software. In particular, students shall not install or execute on the University '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 University 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 University'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 University without prior permission from the Laboratory Administrator.

- using any of the University'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 University.

- 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 5: HEALTH AND SAFETY

1.0 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.

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

2.0 No Smoking Policy

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 again any student who violates this regulation and disciplinary action could include expulsion from the University.

3.0 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.

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 6: 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 dockets, 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 and last 30 minutes 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 belongings 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 6a: 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.   Student must submit an Extenuating Circumstances Claim Form for the module/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. Student needs to login to the Online Extenuating Circumstances (EC) & Deferment system available at the webspace: https://erp.apiit.edu.my/easymoo/web/en/auth/security/login

ii.   Please follow the instruction as specified in the system. Student needs 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 module(s) and assessment(s) 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. Student is responsible to ensure 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, student must justify 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 student to supply sufficient documentary information to support his/her claim. If the Extenuating Circumstances Committee believes there is insufficient evidence, the committee reserves the right to turn down the claim on that basis.

2.   Student must bear any costs incurred in obtaining appropriate documentation.

3.   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/persons named in the Extenuating Circumstances Claim Form.

APPENDIX 6b: 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 <u>demonstrating</u> 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 back up 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.

• APU'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 APU 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 APU 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 APU Webspace.

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 APU staff and lecturers, its meetings and composition are confidential.

Q7 How often do the Panels meet?

Panels normally meet once a month.

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.

<u>**Note:**</u> Student is 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, he/she may be able to direct you to further support and guidance as appropriate.

Q9 The Claim Form

Student may contact administrative staff at the Administrative Services Office or Level Administrator if you need guidance in completing the EC Form.

The claim form is easy to complete and consists of 4 sections – **Parts A, B, C & D – and ALL** sections 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 due to 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 official letterhead 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 motionally 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 University Undergraduate Modular Framework Regulations which can be found in the APU Webspace.

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 6c: PROCEDURE FOR DEALING WITH BREACHES OF ASSESSMENT REGULATIONS

APU Academic Dishonesty Regulations

Procedure for Dealing with Breaches of Academic Dishonesty

1. Introduction

1.1 APU 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 APU's position in its policies and regulations the reputation of APU's academic standards can be recognized and maintained.

1.3 The University 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 University's reputation. Alleged academic dishonesty which threatens the integrity of the University's assessment procedures and the maintenance of its academic standards, is viewed as a serious offence and will be thoroughly investigated.

1.4 APU reserves the right to use appropriate software to detect academic dishonesty (plagiarism).

2.   Definitions

The following has been adapted from Staffordshire University Academic Award Regulations (SU, 2014).

2.1   APU 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. *DISHONESTY 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

j. Accessing examination materials (question papers or marking schemes) in advance of the examination or test.

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 limited to:

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 APU 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 APU Academic Dishonesty Regulations which should be identified during induction programmes and which must be clearly specified 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 APU Academic Dishonesty Regulations will not be considered as grounds for appeal.

4. Poor Academic Practice and Academic Dishonesty

Academic dishonesty is distinct from **poor academic practice**, which is defined as where an unacceptable proportion of the assessed work is based directly on the work of others, notwithstanding the student's correct attribution and citation of that work.

4.1 In order to discourage poor academic practice and to develop students' independent learning skills, module tutors should impose a penalty by adjusting marks accordingly where acceptable levels of direct quotation or paraphrasing have been exceeded. It would not be helpful to prescribe the precise penalty to be applied in such cases and an appropriate academic judgement should be exercised. The feedback to students should indicate that marks have been adjusted in this way as a result of poor academic practice and the module tutor should notify the award leader of the action that has been taken. Such cases do not need to be referred to an Academic Dishonesty Panel.

4.2 Any student who is considered to have attempted to gain an unfair advantage in the completion of an assessment will have their case considered as potential **academic dishonesty**.

5.   Categories of Academic Dishonesty

The scale of the penalty to be applied for cases of academic dishonesty is contingent upon whether they have committed:

- minor academic dishonesty
- major academic dishonesty
- gross academic dishonesty

5.1   Table 1 sets out the dishonesty categories, the associated standard penalty, the outline process for dealing with each dishonesty category and the standard of proof that must be applied. In all cases, the burden of proof lies with the University and a higher standard of proof is required for gross academic dishonesty given the severity of the possible penalties and the impact this would have on a student's studies.

Table 1: Academic dishonesty categories and associated arrangements

Category of dishonesty	Associated standard penalty	Dealt with by	Burden & standard of proof
Minor Academic Dishonesty	Ranges from reduced marks of: • 50% (pass), • 40% (marginal fail); or • 0% (fail) Penalty applied to the component of assessment and a written warning	In the case associated with plagiarism: • Module tutor/lecturer • Senior member of Faculty. In the case of examination dishonesty: • Registrar • Representatives from Admin Services	The University to establish proof on the balance of probabilities
Major Academic Dishonesty	Zero marks for the component of assessment An opportunity to be reassessed at the next opportunity (subject to normal assessment regulations/timings)	Faculty Academic Dishonesty Panel	The University to establish proof on the balance of probabilities
Gross Academic Dishonesty	Ranges from failure of a module with an entitlement to reassessment to failure of the module with no entitlement to reassessment	University Academic Dishonesty Panel	The University to establish proof beyond reasonable doubt

5.2 The following guidance should be used by staff to make a professional judgement about which category most accurately describes the suspected academic dishonesty and to apply these to the types of dishonesty set out in Section 2 above.

NOTE: the enumerated indicators in 5.3 – 5.5 below are independent of one another. That is, they are 'or' not 'and' lists of possible criteria. Academic Dishonesty is distinct from poor academic practice and as such APU defines the following categories of Academic Dishonesty:

5.2.1 Minor Academic Dishonesty
   i)   Less than 20% of the assessed work was related to the dishonesty;
   ii)   The dishonesty arose primarily from poorly applied citation conventions and/or a minor amount of unattributed material;
   iii) The dishonesty took place early in the student's studies;
   iv)   There is no indication to suggest that the student intended to gain an unfair advantage;
   v)   There is no record of the student having previously committed any category of academic dishonesty;

5.2.2 Major Academic Dishonesty
   i)   Between 20% to 50% of the assessed work was related to the dishonesty;
   ii)   The dishonesty resulted primarily from the inclusion of unattributed material, rather than solely the misuse of citation conventions;
   iii) There is evidence to demonstrate that the student should have understood academic conventions;
   iv)   There is a record of the student having previously committed minor academic dishonesty;
   v)   Making/receiving a call during exam in the progress whether inside/outside the exam hall/test venue;

5.2.3 Gross Academic Dishonesty
   i)   More than 50% of the assessed work was related to the dishonesty;
   ii)   There are strong grounds to indicate that the student had sought to gain an unfair advantage;
   iii) There is a record of the student having previously committed major academic dishonesty;
   iv)   Impersonation in exam/test;
   v)   Writing on any part of body, whether legible or encrypted;
   vi)   Using exam booklet/loose sheet which are not provided by the University;
   vii) Leaving the exam hall/test venue to refer to concealed notes;

viii) Taking any size of notes/unauthorized material/devices concealed in any manner into exam/test, whether used or not.

ix) Exchanging exam/test answer scripts with another student during the exam/test in progress.

x) Taking examination/test scripts which are not to be removed from the exam hall/test venue.

6.   Penalties for Academic Dishonesty
The following outlines the penalties which should normally be applied to each category of academic dishonesty.

6.1   **Minor Academic Dishonesty**
The mark for the assessment component should be reduced in proportion to the extent and importance of the dishonesty in the affected assessment. The maximum permitted penalty is the award of zero marks for the assessment component. The maximum mark which may be awarded for the assessment component is 50%.

The student should also receive a written warning, be directed towards their Programme Leader for guidance, and a note made on the student's record.

6.2   **Major Academic Dishonesty**
Zero marks for the component of assessment, with a recommendation to permit an opportunity to be reassessed (eligibility to be determined by the Progression/Award Board in accordance with award regulations).

The student should also receive a written warning, be directed towards their Programme Leader for guidance, and a note made on the student's record.

6.3   **Gross Academic Dishonesty**
Failure (grade point 0) of the module with a right to reassessment at the next available opportunity.
OR
Failure (grade point 0) of the module with no right to reassessment

A student who is found to have committed gross academic dishonesty on multiple occasions will be withdrawn from the programme permanently (i.e. expelled from the institution).

In all cases, a note will be made on the student's individual record.

7. Responsibilities

7.1 Faculties should take responsibility for ensuring that all students registered on programmes in their Faculty are made aware of these regulations.

7.2 Students who are unclear about any of these regulations should seek advice from their Programme Leader or Head of School.

7.3 A lack of awareness or understanding of these regulations will not constitute grounds for a case of academic dishonesty to be dismissed by an Academic Dishonesty Panel.

8. 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:

8.1 Coursework Assessment

8.1.1 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 Registrar, Programme Leader and Head of School of the suspicions within 5 working days of the suspicion being raised.

8.1.2 The evidence considered at the preliminary meeting should be as comprehensive as possible. In the case of coursework, even where Turnitin evidence is available, this should always be supported by a short report from the module lecturer indicating why academic dishonesty is suspected. It might also include other evidence such as extracts from the student's work which clearly identify changing writing styles or where the writing style is clearly different from that in other previously submitted work.

8.1.3 The student's coursework should be marked as normal assuming no academic dishonesty has taken place.

8.1.4 For the purposes of examination boards the student's coursework mark should be indicated as being under investigation of suspected plagiarism (ADS) and the examiners should not consider the mark until the case has been reviewed.

8.2 Examination/Class Test

8.2.1 Any candidate suspected of contravening the examination regulations in a formal written examination, open book examination or other in-class test must be approached at the time by the invigilator(s), whenever possible, and any unauthorised materials confiscated. The candidate's examination answer book should be endorsed at that point with the exact time, date and signature(s) of the invigilator(s).

8.2.2 Except where the candidate is causing a disturbance likely to affect other candidates, the suspected candidate should be permitted to complete the examination/class test.

8.2.3 Before leaving the examination/class test room, the candidate should be informed that the incident will be reported to the Registrar. The candidate should also be instructed to attend any remaining examinations as normal.

8.2.4 A full report of the incident must be written immediately after the examination/class test by the invigilator(s) and submitted to the Examination Unit in Admin Services at the appropriate site of the University.

8.2.5 The student's examination/class test should be marked as normal assuming no academic dishonesty has taken place.

8.2.6 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.

8.3 **Preliminary Meeting**

8.3.1 Upon receipt of a report of suspected academic dishonesty, the Registrar will convene a preliminary meeting with the Module Lecturer/Invigilator to review the suspicion and evidence.

8.3.2 The preliminary meeting will determine one of the following outcomes:
- no case to answer;
- the student has committed poor academic practice;
- minor academic dishonesty may have occurred;
- major academic dishonesty may have occurred;
- gross academic dishonesty may have occurred.

Immediately following the preliminary meeting, a brief written report will be prepared outlining the nature of the case and the outcome of the preliminary investigation.

8.3.3 In those instances where the preliminary meeting concludes that there is no case to answer, all paperwork should be destroyed and the mark released to the student within appropriate timescales.

8.3.4 Where the preliminary meeting concludes that poor academic practice has occurred, the Registrar shall refer the matter to the module lecturer to take action in accordance with the guidance in paragraph 4.1.

8.3.5 Where the preliminary meeting concludes that minor academic dishonesty has occurred, the module lecturer and Registrar shall determine the penalty in accordance with the guidance in paragraph 6.1. The student shall be formally notified of the decision by letter signed by the Registrar within seven working days of the preliminary meeting having taken place, invited to meet with the module lecturer to discuss the incident and be given seven working days in which to appeal against the decision to the panel. Where a student chooses to appeal against the penalty applied in the case of minor academic dishonesty the case shall be referred to the Faculty Academic Dishonesty Panel.

8.3.6 Where the preliminary meeting concludes that major academic dishonesty may have occurred, the case shall be referred to a Faculty Academic Dishonesty Panel.

8.3.7 Where the preliminary meeting concludes that gross academic dishonesty may have occurred, the case shall be referred to a University Academic Dishonesty Panel.

9. School Academic Dishonesty Panel

9.1 Where the preliminary meeting recommends that there is a possible case of major academic dishonesty to consider, the School shall invite the student to attend a School Academic Dishonesty Panel. The student should be given, in writing; seven working days' notice of the meeting and receive with the invitation to attend all the information which will be considered by the Academic Dishonesty Panel. A copy of these regulations shall also be included. The student may if he/she wishes, prepare a statement regarding the alleged offence. Any such statement should be sent to the Chair of the Panel at least 48 hours in advance of the meeting of the Panel. The student also has the right to be accompanied at the Panel by a fellow student.

9.2 If the student fails to respond to the invitation to attend the Panel meeting, then the Panel will proceed and consider the case in the student's absence.

9.3 If the student asks to defer the meeting, the Chair of the Panel will determine whether there are good grounds to do so. If there are not good grounds to defer the meeting, the Panel should consider the case in the student's absence. If there are good grounds to defer, then a further meeting should be arranged within 10 working days of the original scheduled meeting in order that the case can be considered in a timely fashion. Exceptional requests for a further deferment will be considered by the Chair of the Panel and the Registrar.

9.4   The School Academic Dishonesty Panel will comprise:

- a senior member of Faculty staff (Chair), normally the Head of School from the Faculty in which the student is based, and who did not participate in the preliminary investigation of the case
- one other staff member of the School in which the student is based, normally an Academic Leader or Programme Leader, drawn from outside the programme area in which the student is studying.

9.5   The evidence to be considered by the School Academic Dishonesty Panel will normally include the following (where appropriate):

i)   the report of the preliminary investigation;
ii)   any statement from the student;
iii)   any confiscated materials;
iv)   any relevant text, source material or media (image, video, audio etc.);
v)   the originality report from Turnitin;
vi)   regulations for the particular award relating to the assessment;
vii)   regulations of any external validating body appropriate to the award;
viii)   a copy of these procedures

9.6   If the student acknowledges that they are guilty of academic dishonesty as outlined in the report of the preliminary investigation, they will be asked to sign the report immediately, or return it signed within 24 hours of receipt of the report (excluding weekends and public holidays) to the Registrar.

9.7   The Chairs of the Module, Progression and Award Boards shall also receive a copy of the signed report.

9.8   If the student does not acknowledge that academic dishonesty occurred as indicated in the written report, the Panel shall determine its decision based upon the written evidence and also the oral statements made by the student. The Chair of the Panel will write to the student, within 5 working days and advise the Panel's decision and its recommendations to the Progression/Award Board.

9.9   If the Panel concludes that the case should be considered as gross academic dishonesty, then the matter should immediately be referred to the Registrar who will arrange for a University Academic Dishonesty Panel to be convened.

9.10   The decision of the School Academic Dishonesty Panel is final. The School Academic Dishonesty Panel will, however, make recommendations to the Progression/Award Board in order that it can determine the consequences of the Panel's decisions in terms of student progression or award.

10. University Academic Dishonesty Panel

10.1 In those cases where the preliminary meeting recommends that there is a possible case of gross academic dishonesty to consider, the report of the preliminary investigation together with all the other evidence accumulated as part of that investigation shall be sent to the Registrar with 5 working days of the preliminary hearing. The Registrar will notify the student that the Faculty has recommended that a case of gross academic dishonesty needs to be considered.

10.2 The Registrar shall invite the student to attend a University Academic Dishonesty Panel. The student should be given, in writing, seven working days' notice of the meeting and receive with the invitation to attend all the information which will be considered by the University Academic Dishonesty Panel. A copy of these regulations shall also be included. The student may if he/she wishes, prepare a statement regarding the alleged offence. Any such statement should be sent to the Registrar at least 48 hours in advance of the meeting of the Panel. The student also has the right to be accompanied at the Panel by a fellow student.

10.3 If the student fails to respond to the invitation to attend then the Panel will proceed and consider the case in the student's absence.

10.4 If the student asks to defer the meeting of the University Academic Dishonesty Panel, then the Chair of the Panel will determine whether there are good grounds to do so. If there are not good grounds to defer the meeting, then the University Academic Dishonesty Panel should consider the case in the student's absence. If there are good grounds to defer, then a further meeting should be arranged within 10 working days of the original scheduled meeting in order that the case can be considered in a timely fashion. Exceptional requests for a further deferment will be considered and agreed by the Chair of the Panel and the Registrar.

10.5 The University Academic Dishonesty Panel will comprise:
- Vice Chancellor
- Senior Member of the University Academic Team (Head of School outside the School in which the student is based)
- At least one of the members of academic staff responsible for writing the preliminary report on the case to give evidence (if required, see section 10.10)
- Registrar
- Cluster Administrator (secretary)

10.6 The evidence to be considered by the University Academic Dishonesty Panel will normally include the following (where appropriate):

- the report of the preliminary investigation;
- any statement from the student;
- any confiscated materials;
- any relevant text, source material or media (image, video, audio etc);
- the originality report from Turnitin;
- regulations for the particular award relating to the assessment;
- regulations of any external validating body appropriate to the award;
- a copy of these procedures

10.7 If the student acknowledges that he/she is guilty of academic misconduct as outlined in the report of the investigation, they will be asked to sign the report immediately, or return it signed within 24 hours of receipt of the report (excluding weekends and public holidays) to the Registrar

10.8 The Chairs of the Module, Progression and Award Boards shall also receive a copy of the signed report.

10.9 The decision of the University Academic Dishonesty Panel is final. The University Academic Dishonesty Panel will, however, make recommendations to the Progression/Award Board in order that it can determine the consequences of the Panel's decisions in terms of student progression or award.

10.10 If the student does not acknowledge that academic dishonesty occurred as indicated in the written report, the Panel Chair will ask the student concerned and at least one of the members of academic staff responsible for writing the preliminary report on the case to give evidence. Any other person considered relevant to the case may also be invited to speak. The Panel shall determine its decision based upon the written and oral evidence.

10.11 The Registrar shall inform the student, in writing and within five working days of the Panel meeting, of the Panel's decision and its recommendations to the Progression/Award Board.

10.12 If the Panel finds that academic dishonesty occurred, the Secretary will inform the Chairs of the relevant Assessment and Progression/Award Boards of this decision and a statement of the Panel's agreed penalty.

10.13 In the case of collusion or plagiarism between two or more students that may have been assessed as two different categories of misconduct, the panel will have responsibility for considering the case. For example, if two students are referred for academic dishonesty, one at major and the other at gross, the hearing would be convened as a University Academic

Dishonesty Panel in order for the evidence to be heard from both students at the same time. The Panel, would however, consider the major dishonesty case within the major dishonesty guidelines relating to both evidence and penalty.

11. Action of the Assessment/Progression/Award Board

11.1 As the decisions of both the University and Faculty Academic Dishonesty Panels are final, neither the Module Board nor the Progression/Award Board shall re-examine the facts of the case.

11.2 The Award Board shall make its progression or award decision in accordance with the regulations of the University.

11.3 In cases where academic dishonesty has been suspected but not proven, a Module or Progression/Award Board must not discuss suspicions or allegations.

11.4 Where evidence of possible academic dishonesty becomes available at any time after either an award or academic credit has been conferred, the Faculty will undertake a preliminary investigation and the procedures outlined above will be followed. If a University Academic Dishonesty Panel is convened and concludes, retrospectively, that gross academic misconduct had occurred, then the indicative penalty (see table 1) will be applied. This may mean that the University Academic Dishonesty Panel recommends to the Award Board that previously awarded academic credits or an award should be rescinded.

12. Appeal

12.1 Upon release of confirmed results, the student shall have the right to appeal the penalty applied by the Module/Progression/Award Board in respect of a proven case of academic dishonesty. The appeal will be considered in accordance with the Procedure for Review of an Award Board Decision.

12.2 The ONLY grounds for appealing against the penalty applied by the Award Board for a proven case of academic misconduct are:
   a) Procedural error or irregularity;
   b) New evidence which could not have been disclosed at an earlier stage in the process

12.3 The appeal must be sent, in writing, to the Registrar within 15 working days of the Award Board decision.

12.4 The Registrar shall make an assessment of the appeal. If in the view of the Registrar the appeal does not satisfy either of the approved grounds, as laid down in 12.2, the student will be notified, in writing, of the University's

decision. The letter will also confirm that the Procedure for Dealing with Academic Dishonesty is concluded.

12.5   If the Registrar considers that the student has established grounds as laid down in 12.2 the appeal will be forwarded for consideration in accordance with the Procedure for Review of an Award Board Decision.