



**APIIT/APU GENERAL AWARD
REGULATIONS DOCUMENT**



Last Updated June 2017

APU General Award Regulations

1. Awards of the Asia Pacific Institute of Technology & Innovation (APIIT) and University of Technology & Innovation (APU).....	2
2. Registration on Programmes of Study	2
3. Semester and Module Registration	3
4. Modules and Credits	3
5. Module Assessment and Reassessment	4
6. Awarding Module Credit through Compensation.....	7
7. Progression	7
8. Award Conferment and Classification	7
9. Awards in Exceptional Circumstances – Posthumous Awards	7
10. Appeal Against an Award Board Decision.....	7

1. Awards of the Asia Pacific Institute of Technology & Innovation (APIIT) and University of Technology & Innovation (APU)

- 1.1. All awards offered by the Asia Pacific Institute of Technology & Innovation (APIIT) and the Asia Pacific University of Technology & Innovation (APU) comply with the provisions of the Malaysian Qualifications Framework (MQF)
- 1.2. The standard of each programme is set in accordance with the appropriate Programme Standards document issued by the Malaysian Qualifications Agency and the Board of Engineering Malaysia
- 1.3. The table below sets out the award and credit requirements to complete each programme of study

Title	MQF Level	Minimum Credits for APU Award
Certificate	3	60
Diploma	4	90
Degree	6	120 – Computing and Business Programmes 126 – Accounting and Finance Programmes 120 – Engineering Programmes
Masters	7	45
MPhil	7	N/A
PhD	8	N/A

2. Registration on Programmes of Study

- 2.1. All full time undergraduate students will study no more than 20 credits in one semester or in excess of 50 credits over a twelve month period
- 2.2. All full time undergraduate students will study no more than 43 weeks over a twelve month period
- 2.3. The tables below sets out the maximum period of registration permitted on a programme of study and on a level or stage of study

Full-Time Study					
Title	MQF Level	Study Years/Levels	Minimum Period of Registration	Maximum Period of Registration	Maximum Registration to complete one year/level
Certificate	3	1 Level	16 months	2 years	N/A
Foundation	N/A	1 Level	1 year	2 years	N/A
Diploma	4	2 Levels	2-2.5 years (*)	4-5 years (*)	2-2.5 years (*)
Degree	6	3 Levels	3-4 years (*)	6-7 years (*)	2.5-3 years (*)
Masters	7	1 Level	1 year	4 years	N/A
MPhil	7	1 Level	16 months	3 years	N/A
PhD	8	1 Level	2-3 years (**)	5-6 years (**)	N/A

Part-Time Study					
Title	MQF Level	Study Years/Levels	Minimum Period of Registration	Maximum Period of Registration	Maximum Registration to complete one year/level
Certificate	3	1 Level	2 years	3 years	N/A
Foundation	N/A	1 Level	1.5 Years	3 years	N/A
Diploma	4	2 Levels	3-4 Years (*)	6-8 years (*)	2-2.5 years (*)
Degree	6	3 Levels	4-6 Years (*)	8-9 years (*)	3-3.5 years (*)
Masters	7	1 Level	1.5 years	6 years	N/A
MPhil	7	1 Level	2 years	5 years	N/A
PhD	8	1 Level	3-5 Years (**)	6-7 years (**)	N/A

(*) Non-Engineering vs Engineering programmes (**) Entry with vs without full research Masters

- 2.4. The tables below sets out the minimum and maximum number of modules permitted to be studied in a semester

Full-Time Study			
Title	MQF Level	Minimum Number of Modules	Maximum Number of Modules
Certificate	3	2	5
Foundation	N/A	2	6
Diploma	4	2	5
Degree	6	2	6
Masters	7	2	5
MPhil	7	N/A	N/A
PhD	8	N/A	N/A

Part-Time Study			
Title	MQF Level	Minimum Number of Modules	Maximum Number of Modules
Certificate	3	1	3
Foundation	N/A	1	3
Diploma	4	1	3
Degree	6	1	3
Masters	7	1	3
MPhil	7	N/A	N/A
PhD	8	N/A	N/A

- 2.5. Any periods of intermission or deferment of a semester/year will count towards the period of registration
- 2.6. Any request for an extension to registration must be made to the Registrar. Extensions will normally only be permitted for one academic year and will be considered in accordance with the provisions of the Procedure for a Student to Appeal Against an Award Board Decision
- 2.7. Some professional bodies may require completion of a programme that they accredit in a different time than indicated above. Where programme specific regulations occur these will be indicated in the programme documentation
- 2.8. Students who are found to have made a false declaration during their admission or registration process will have their registration with APU cancelled

3. Semester and Module Registration

- 3.1. Students will normally automatically be registered in each semester
- 3.2. Each semester will consist of a predefined set of modules, however, students may be permitted to register for alternative modules (normally from the next semester) from within the programme provided that any module pre-requisites have been met

4. Modules and Credits

- 4.1. Programmes comply with the credit requirements indicated in item 1 and are delivered in a modular form. Every module is allocated to a credit level
- 4.2. Delivery patterns for modules vary. Some are delivered during one semester, others are delivered over a year-long period. Students are responsible for ensuring that they know the delivery pattern of all modules for which they enrol

- 4.3. The programme specification and course handbook for each course contains details of the programme structure
- 4.4. Module credit is awarded where the student has achieved an overall pass mark in a module. Credit may also be awarded for a marginally failed module in accordance with the provisions of item 5
- 4.5. All modules must be fully completed within four consecutive semesters or two calendar years from commencement
- 4.6. The APU Student Handbook sets out the student's responsibility for module attendance

5. Module Assessment and Reassessment

Module Assessment

- 5.1. Each module will be assessed in accordance with the set assessment criteria as defined within the Module Descriptor
- 5.2. Teaching and Learning (T and L) Strategies within the APIIT/APU Management Document
- 5.3. Coursework assessments must be submitted on or before the stipulated deadline. It is the student's responsibility to be aware of and comply with submission deadlines
- 5.4. If a student submits a piece of assessment late, the assessment will be given a mark of zero for that assessment opportunity. However, providing the submission is made prior to the release of unratified marks, the assessment will be marked as if for the next assessment opportunity. The submission will be capped at 50% for both undergraduate and postgraduate courses. If no reassessment opportunity exists, the student will have failed the assessment
- 5.5. The provisions of paragraph 4.4 do not apply where a valid claim for Extenuating Circumstances (Late Submission) has been upheld. The rules for extenuating circumstances claims are contained within the APIIT/APU Extenuating Circumstances and Deferments Policy
- 5.6. Students must comply with the regulations relating to academic misconduct. Academic misconduct is defined as an attempt by a student to gain an unfair advantage in any assessment. Further information is set out in the APIIT/APU Procedure for Dealing with Academic Dishonesty
- 5.7. The module pass mark is 50% for an undergraduate module and for a postgraduate module. Where there are two or more elements of assessment within a module, the overall result for the module will be determined according to the weighting of each assessment. There is no minimum pass mark associated with each element of assessment, except in circumstances where professional body regulations require
- 5.8. All elements of assessment must be attempted in order to pass a module. An attempt is considered to be a submission of coursework or attendance at an examination.
- 5.9. Where a student does not meet the attendance requirements of their module they will fail the module and will normally be required to retake the module with attendance

- 5.10. The University uses a grade point and percentage marking scale to record overall module results and this is set out below:

Certificate:

Marks	Alphabetical Grade	Grading Point	Classification
80-100	A+	4.0	Distinction
70-79	A	3.7	
65-69	B+	3.3	Credit
55-64	B	3.0	
50-54	C+	2.5	Pass
40-49	C	2.0	
35-39	D	1.7	Fail (marginal)
30-34	F+	1.3	Fail
20-29	F	1.0	Fail
0-19	F-	0	Fail

Undergraduate (Diploma, Foundation, Degree):

Marks	Alphabetical Grade	Grading Point	Classification
80-100	A+	4.0	Distinction
75-79	A	3.7	
70-74	B+	3.3	Credit
65-69	B	3.0	
60-64	C+	2.7	Pass
55-59	C	2.3	
50-54	C-	2.0	
40-49	D	1.7	Fail (marginal)
30-39	F+	1.3	Fail
20-29	F	1.0	Fail
0-19	F-	0	Fail

Postgraduate:

Marks	Alphabetical Grade	Grading Point	Classification
80-100	A+	4.0	Distinction
75-79	A	3.8	
70-74	B+	3.6	Merit
65-69	B	3.5	
60-64	C+	3.3	Pass
55-59	C	3.2	
50-54	C-	3.0	
40-49	D	2.5	Fail (marginal)
30-39	F+	2.0	Fail
20-29	F	1.5	Fail
10-19	F-	1.0	Fail
0-9	U	0	Unclassified

- 5.11. For some courses, modules will be graded Pass or Fail only. Typically the MPU compulsory subjects, co-curricular and internship modules will be classified as Pass or Fail

- 5.12. If the module is not passed at the first attempt, the student will be required to retrieve any elements of assessment in which a pass mark was not achieved

- 5.13. A student will not be reassessed in a module they have already passed, unless Extenuating Circumstances are upheld

Module Referrals and Retakes

- 5.14. Students normally have three attempts to pass a module.
- 5.15. The first retrieval attempt will normally be through referrals of the failed elements of assessment within a module, unless a student does not meet the attendance requirements of their module in which case they will normally be required to retake the module with attendance
- 5.16. The second retrieval attempt will normally be through a retake with attendance
- 5.17. If a student is referred in any failed elements of assessment within a module, the referral assessment will be scheduled for the next assessment retrieval point. The referral may be the resubmission of coursework or a resit of an examination/test. Where resubmission of coursework is not possible, for example in assessments such as group work, an alternative assessment will be set.
- 5.18. The resubmission of coursework may be a re-work of the original piece of coursework or, where this is not possible, for example in coursework such as group work, an alternative piece of coursework will be carried out
- 5.19. Notification of referral assessments will be contained within the results notification on webspace. It is the student's responsibility to be aware of and comply with any referral assessments. Failure to do so will mean that the student is recorded as failing the re-assessment with a grade point zero for the component
- 5.20. Any elements of assessment subject to a retrieval attempt will be capped at a maximum of 50% (recorded as Grade point 2.0 for undergraduate or Grade point 3.0 for postgraduate modules). Those elements passed at the first attempt will retain their original mark
- 5.21. The module outcome at the retrieval attempt will be the aggregated mark of any capped and non-capped elements of assessment. The module will be suffixed R. The Award Board can review assessment element scores from differing attempts to determine whether a module has been passed. The highest mark will stand
- 5.22. If the aggregated mark of any capped and non-capped elements of assessment results in the student obtaining a mark below the pass mark for the module, but the aggregated mark of all uncapped elements of assessment would result in the student obtaining a pass mark then the module will be recorded as an overall pass with a mark of 50% (recorded as Grade point 2.0 for undergraduate or Grade point 3.0 for postgraduate modules). The module will be suffixed R
- 5.23. If the student does not achieve an overall module pass at the retrieval attempt, eligibility for awarding credit through compensation (see item 5) will be determined. If the student is not eligible for the award of credit through compensation, eligibility for any further retrieval attempt will be determined
- 5.24. If the failed module is an elective module then the student may choose to replace the module with an alternative elective module, subject to availability. The module mark for a replacement module is capped at 50% (recorded as Grade point 2.0 for undergraduate

or Grade point 3.0 for postgraduate modules). The student will be permitted the requisite number of assessment opportunities for that module.

- 5.25. If the student has failed a module following all retrieval opportunities, and is not eligible for the award of credit through compensation, the module overall is failed. If the module is core to the programme, the programme is also failed

6. Awarding Module Credit through Compensation

- 6.1. Compensation is the awarding of credits for a marginally failed module
- 6.2. Eligibility for the award of credit through compensation in a module will normally be determined following the retrieval attempt, in order to facilitate the student's progression through the programme
- 6.3. In order to be eligible for the award of credit through compensation, the student must have achieved a marginal fail (an overall module mark of 40-49%) for the module. In addition the year/level Grade point average for the student must meet the requirements of the programme.
- 6.4. The amount of credit which must have been achieved, the minimum year/level Grade point average to have been achieved, and the maximum amount of credit that can be awarded through compensation, for each level or stage of a programme, is indicated in the programme documentation
- 6.5. Partial compensation of a module, for example awarding some but not all of the credits associated with a module, is not allowed
- 6.6. Following reassessment, and in circumstances where multiple elements of assessment have been reassessed, it is possible to mix marks achieved at different assessment opportunities to determine whether a module has achieved a mark which will allow the module credit to be awarded through compensation
- 6.7. When classifying a degree, a compensated pass is considered to be the minimum pass grade point associated with the level of study. For example, a GP2.0 for undergraduate programmes and a GP3.0 for postgraduate programmes. The module will be suffixed C

7. Progression

- 7.1. See Programme Specific regulations

8. Award Conferment and Classification

- 8.1. See Programme Specific regulations

9. Awards in Exceptional Circumstances – Posthumous Awards

- 9.1. These provisions apply to Honours degrees or Masters degrees
- 9.2. Recommendations for posthumous awards will be considered by the Vice Chancellor or nominee
- 9.3. A School may recommend a posthumous award supported by evidence of academic achievement, at the level of the requested award
- 9.4. Posthumous awards may be classified, subject to the approval of the Vice Chancellor or nominee. It is not required that the resulting certificate is marked Posthumous

10. Appeal Against an Award Board Decision

- 10.1. The APIIT/APU Student Appeals Procedure sets out the grounds on which appeals can be heard
- 10.2. When an appeal is upheld a student may be granted
- a review of their module results
 - a review of the decision reached by an Extenuating Circumstances panel resulting in a further assessment opportunity in the elements of assessment indicated in the appeal submission
 - a review of the referral/retake decision for a failed module
 - a further assessment opportunity for a previously passed module