



APU FOUR YEAR DEGREE REGULATIONS DOCUMENT

Applicable for:

Year 1 Intakes – Commencing 7th Nov 2017 onwards

Year 2 Intakes – Commencing 8th Nov 2017 onwards

Year 3 Intakes – Commencing 30th Nov 2017 onwards

Year 4 Intakes – Commencing 16th Nov 2017 onwards

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APU 4 Year Degree Regulations

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Four Year Degree Programme Assessment and Award Regulations

1 Introduction

This document should be read in conjunction with the APIIT/APU Academic Award Regulations document which outlines the general principles of assessment for all modules/programmes offered by APIIT/APU

This document provides programme specific regulations in addition to those provided in the APIIT/APU Academic Award Regulations.

2 General Approach

Across the modules it is essential students experience a range of formative and summative assessment. To progress from year/level to year/level and to finally complete the programme successfully each module must be passed. The methods of assessment are intended to assess different aspects of the students' ability through the stages of degree level study.

Assessment criteria will be according to individual module descriptors. The grading system adopts the approach suggested by MQA.

The following regulations are written in a style to enable them to be included in the Student Handbook.

3 Module Assessment and Reassessment

You will be assessed in every module for which you enrol. You may be required to undertake more than one element of assessment for a module, and you will be given information on what is expected of you at the start of the module. The assessment will be linked to the learning outcomes of the module.

A range of assessment methods may be used including formal examinations, class tests, essays, projects and case studies. All assessment must be treated with equal gravity.

Details of general module assessment and reassessment regulations can be found in the APIIT/APU Academic Award Regulations document (section 5).

3.1 Module Results

You will be given a result for your performance in each module. Your result will be determined by the weighting of elements of assessment and confirmed at the appropriate Examination Board whose decision is final. To be successful in completing your degree you must achieve all credits in your chosen programme of study.

The Engineering Accreditation Council Manual (2017) states that you will be unable to pass a module if you fail in your final examination, unless the continuous assessment approach adopted can demonstrate the attainment of the depth of knowledge.

3.2 Recovery of a Failed Module

If you have a fail grade in any of your modules then the Exam Board will decide upon the course of action to be taken.

You will normally be expected to have attempted each assessment component of a module where there are multiple assessment points and to achieve an overall mark of at least 50% for the module. You will normally be required to have attempted all components of an assignment where there are individually defined components such as a presentation.

The credits for all modules, including failed modules, must be obtained for you to qualify for your chosen award and this can be done in one of the following ways:

- Recovery of a failed module through reassessment known as module referral and retake
- Awarding of module credit through compensation for a marginally failed module

Details of the regulations can be found in the APIIT/APU Academic Award Regulations document (sections 5 and 6).

3.2.1 Module Referrals and Retakes

If the Exam Board has determined that you have failed to successfully complete a module then you will be required to undergo further assessment on the subject matter covered by the module. This is in order to satisfy the Board that you are capable of a satisfactory performance and is known as “**Module Retrieval**”.

The form of assessment for module retrieval will be determined by the Exam Board as will the deadline for submission/period of the assessment. The Exam Board will also decide the method of module retrieval which will either be by “**referral**” (taking an assessment without further attendance) or “**retake with attendance**”.

Your right to be re-assessed in all modules expires 6 months after the date of the Exam Board which considered your initial attempt at the module.

If you are referred by retake with attendance then your right to be re-assessed in all modules expires 12 months after the date of the Exam Board which considered your initial attempt at the module.

3.2.2 Awarding of Module Credit through Compensation for a Marginally Failed Module

The Exam Board may, at its discretion, decide to award you the credits associated with the module. Your level grade point average will be considered when determining whether credit can be awarded.

If your level grade point average is at least 2.0 then the board can consider the award of credit in the module based on one of the following grounds:

- You have obtained a marginal fail in the module with a grade point 1.7 (grade D).
- You have proved yourself competent in the subject area of the failed module by your successful completion of other module(s) from within the same field of study/area.
- You have proved yourself competent in the breadth of subjects within your award by your successful completion of other modules at this Level or higher.

If you are awarded module credit through compensation then your module will be recorded as a compensated pass which will be indicated as Grade point 2.0C

Awarding module credit through compensation is not automatic

In Year 1 of your degree programme a maximum of 2 modules may be compensated. Compensation of compulsory MPU subjects and partial compensation of a module (i.e. awarding some, but not all, of the

credits associated with a module) is not allowed. Where more than 2 modules have been failed no compensation will be applied. Thus all failed modules must be referred.

In Year 2 of your degree programme a maximum of 2 modules may be compensated. Compensation of compulsory MPU subjects and partial compensation of a module (i.e. awarding some, but not all, of the credits associated with a module) is not allowed. Where more than 2 modules have been failed no compensation will be applied. Thus all failed modules must be referred.

In Year 3 of your degree programme a maximum of 2 modules may be compensated. The Internship module cannot be compensated. Compensation of compulsory MPU subjects and partial compensation of a module (i.e. awarding some, but not all, of the credits associated with a module) is not allowed. Where more than 2 modules have been failed no compensation will be applied. Thus all failed modules must be referred.

In Year 4 of your degree programme a maximum of 2 modules may be compensated. The Investigation module and the project module cannot be compensated. Partial compensation of a module (i.e. awarding some, but not all, of the credits associated with a module) is not allowed. Where more than 2 modules have been failed no compensation will be applied. Thus all failed modules must be referred.

Where you have been exempted from taking a module(s), the maximum number of modules that may be compensated remains the same.

3.2.3 Module Failure

If you are awarded a Confirmed Fail for a module which is core for your programme then you will not be able to meet the requirements of your chosen programme and will not be permitted to continue on that programme.

If you are awarded a Confirmed Fail for a module which is an option for your programme then you will be permitted to select an alternative option module available for your programme and will be permitted to continue on that programme. If no alternative modules are available then you will not be able to meet the requirements of your chosen programme and will not be permitted to continue on that programme.

4 Progression

At the end of each academic year of a programme an exam board reviews your academic profile to determine whether you can proceed to the next stage of course, e.g. the next year or the dissertation/project. If you have failed a module, the board will decide what opportunity, if any, you will have to be referred in any failed components of assessment associated with the module, whether you will be required to retake the module with attendance and whether to permit you to commence your studies at your next academic level.

4.1 Progression from Year 1 to Year 2

To be allowed to progress into Year 2 from Year 1 requires you to successfully complete all of your Year 1 modules. The exam board will allow you to progress to Year 2 if you have successfully completed a minimum of 80% of the credits required in Year 1 and you have achieved a Year 1 grade point average of at least 2.0.

Where you have achieved between 60% and 80% of the credits required in Year 1 but you have achieved a Year 1 grade point average of at least 2.0 the exam board may, at its discretion, allow you to progress to Year 2. In making this discretionary decision, the exam board will consider a number of factors including your Year 1 profile, overall attendance record, the level of marks obtained in failed modules and other information deemed relevant by the board.

Where you have been allowed to progress to Year 2 with outstanding failed modules from Year 1, you must successfully retrieve the outstanding modules at the next available opportunity (as determined by the University) either with or without attendance, depending on the decision of the Exam board before you will be considered for progression from Year 2 to Year 3. You will not be permitted to continue beyond Year 2 if you have any outstanding Year 1 modules.

4.2 Progression from Year 2 to Year 3

Progression from Year 2 to Year 3 requires you to successfully complete all of your Year 2 modules. The exam board will allow you to progress to Year 3 if you have successfully completed a minimum of 80% of the credits required in Year 2 and you have achieved a Year 2 grade point average of at least 2.0.

Where you have achieved between 70% and 80% of the credits required in Year 2 but you have achieved a Year 2 grade point average of at least 2.0 the exam board may, at its discretion, allow you to progress to Year 3. In making this discretionary decision, the exam board will consider a number of factors including your Year 2 profile, overall attendance record, the level of marks obtained in failed modules and other information deemed relevant by the board.

Where you have been allowed to progress to Year 3 with outstanding failed modules from Year 2, you must successfully retrieve the outstanding modules at the next available opportunity (as determined by the University) either with or without attendance, depending on the decision of the Exam board before you will be considered for progression from Year 3 to Year 4. You will not be permitted to continue beyond Year 3 if you have any outstanding Year 2 modules.

4.3 Progression from Year 3 to Year 4

Progression from Year 3 to Year 4 requires you to successfully complete all of your Year 3 modules. The exam board will allow you to progress to Year 4 if you have successfully completed a minimum of 80% of the credits required in Year 3 and you have achieved a Year 3 grade point average of at least 2.0.

Where you have achieved between 70% and 80% of the credits required in Year 3 but you have achieved a Year 3 grade point average of at least 2.0 the exam board may, at its discretion, allow you to progress to Year 4. In making this discretionary decision, the exam board will consider a number of factors including your Year 4 profile, overall attendance record, the level of marks obtained in failed modules and other information deemed relevant by the board.

4.4 Pre-requisite Modules

In order to study some modules you may be required to have completed certain other modules at a previous/lower level. These are known as pre-requisite modules.

Where credit has not yet been awarded for a pre-requisite module you will be unable to study the higher level module.

5 Degree Award Regulations

The Award of a degree requires that the Award Board be satisfied that all modules have been successfully passed in accordance with the module assessment requirements specified in section 3.

5.1 Determining Your Final Degree Classification

Having checked that you have been awarded module credit for all modules, either by score or by the award of credit for a marginally failed module (see section 3.2.1) and that you have satisfied all requirements of your degree programme the Award Board will consider your degree classification.

The process to determine your final degree classification follows three steps:

1. Determination of Base Classification
2. Consideration for Automatic Elevation of Degree Classification
3. Consideration for Discretionary Elevation of Degree Classification

APU considers the minimum weighted GPA in its classification of degree results, SUBJECT to the regulations that follow in sections 5.1.1 – 5.1.3 below.

Minimum Weighted GPA	Potential Classification
3.5	First Class
2.8	Second Upper
2.2	Second Lower
2.0	Third Class

5.1.1 Step 1: Determination of Base Grade and Classification

Determination of the degree base grade and classification will be on the basis of the overall GPA for Level 3 modules weighted by 70% and added to 30% of the overall GPA for Level 2 modules.

The GPA for each level of study will be based on the sum of the Grade Points achieved for each module multiplied by the number of credits for that module, divided by the number of credits studied at that level.

Additional modules or MPU modules will not contribute to the classification of a degree. Module credit achieved through exemptions or Accreditation of Prior Learning will also not contribute to the classification of a degree, except where the previous study took place at APU and where the module credit has not been previously considered as part of an APU award.

The calculation of the base grade and classification will be expressed to two decimal places and will not be rounded up or down.

If you were admitted into APU in the final year of study and therefore do not have any second year credits at APU, the base grade and classification will be determined using the final year modules only.

If you have met the requirements for your award you will be awarded at least your “base” grade and classification.

You may be eligible for the award of a higher grade which may lead to a higher classification. This is described in section 5.1.2 (Step 2: Consideration for Automatic Elevation of Grade and Degree Classification)

The following table is used to determine your degree base grade and classification:

Weighted GPA	Grade	Base Classification
4.0	A+	First Class
3.7 – 3.99	A	
3.3 – 3.69	B+	Second Class, Division 1
3.0 – 3.29	B	
2.7 – 2.99	C+	Second class, Division 2
2.3 – 2.69	C	
2.0 – 2.29	D	Third Class
1.0 – 1.99	D-	Fail Exam Board has discretion to award a non-Honours degree
0	F	Fail

5.1.2 Step 2: Consideration for Automatic Elevation of Degree Classification

If you have 75% of your level 3 module credit at a higher classification than your base classification then you will be awarded the higher classification by the Award Board.

5.1.3 Step 3: Consideration for Discretionary Elevation of Degree Classification

Having determined the base classification for the degree and having determined that automatic elevation cannot be applied the Award Board has discretion to review your results to determine if you can be awarded one classification higher than your base classification.

Discretionary elevation will only be considered if your weighted grade point average is in the top 3% of the degree classification range.

Grade	Base Classification	Criteria for Elevation (Review of Level 3 Credit)	Final Grade	Final Degree Classification
A+	First Class	N/A		
A	First Class	50% of module credit at grade A+ or higher	A+	First Class
B+	Second Class, Division 1	75% of module credit at grade A or higher, OR A weighted Grade Point Average of at least 3.50 AND 50% of module credit at grade A or higher	A	First Class
B	Second Class, Division 1	50% of module credit at grade B+ or higher	B+	Second Class, Division 1
C+	Second class, Division 2	75% of module credit at grade B or higher, OR A weighted Grade Point Average of at least 2.80 AND 50% of module credit at grade B or higher	B	Second Class, Division 1
C	Second class, Division 2	50% of module credit at grade C+ or higher	C+	Second class, Division 2
D	Third Class	75% of module credit at grade C- or higher, OR A weighted Grade Point Average of at least 2.20 AND 50% of module credit at grade C- or higher	C	Second class, Division 2

6 General Regulations

6.1 Attendance

Attendance is required at all teaching sessions for the modules for which you have enrolled. Sessions include all tutor-led activities such as lectures, seminars, tutorials and presentations. "Sessions" should not be interpreted as "weeks". For small group sessions (sessions which involve a sub-set of the whole module cohort) you must attend the sessions to which you have been assigned.

If you are absent from a module(s) or programme of study on four consecutive occasions in a semester, including lectures, tutorials, seminars and laboratory based classes for reason other than personal illness without written approval you may be deemed to have withdrawn from the module(s) or programme of study and your registration on that module(s) or programme of studies cancelled. You may be excluded from further teaching, denied access to examinations and refused the opportunity to submit assessment for the module or award. You will therefore need to seek permission to start again on the same module (or a replacement where applicable).

Students will be sent a letter advising of poor attendance after 3 and 6 absences from a module. APU will also monitor attendance of foreign students to ensure their attendance meets the minimum requirements of the Malaysian Immigration Department and other such authorities.

6.2 Breaches of Assessment Regulations - Academic Dishonesty

Cheating and/or plagiarism of any kind will not be tolerated and will be dealt with very seriously. Cheating is defined as any attempt to complete an examination or assessment by unfair means. Plagiarism is defined as submitting the work of others as your own without appropriate referencing and citation for the purposes of satisfying assessment requirements. Plagiarism also includes allowing your work to be copied by another student.

6.3 Submission and Late Submission of Coursework

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

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

6.4 Appeals Against an Examination Board Decision

You may request that any assessment be scrutinised after the final results are confirmed by the Award Board. You may not appeal against academic judgment but if you believe a material error has been made you may ask for a review of the Examination board decision.

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

6.5 Extenuating Circumstances

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

If, having submitted a claim for extenuating circumstances, a claim is upheld, the Exam Board may take one of the following actions:

- a) confirm the grade achieved
- b) exceptionally raise the grade based on sufficient evidence of performance elsewhere

You will be given the opportunity either to accept the grade achieved or submit for further assessment in that module (or components of that module) claimed to have been affected by extenuating circumstances.

If you decide to submit for further assessments in the module (or components of that module) which were upheld to have been affected by extenuating circumstances, and obtain a higher grade than the original grade, the higher grade will be recorded. If you obtain a lower grade than the original grade, the original grade will be recorded.

If the claim for extenuating circumstances is upheld against a number of modules (or components of modules) you must decide which modules (or components of modules), if any, you wish to submit for further assessment.