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ALBUKHARY INTERNATIONAL UNIVERSITY



"inspiring minds"



AIU FOUNDATION STUDIES
ACADEMIC REGULATIONS

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PRELIMINARY

Preamble

These regulations shall be known as the AIU Foundation Studies Academic Regulations of the Albukhary International University (AIU). This regulations document outlines the method of applying policies made and approved by the Senate to ensure the quality and standard of education and award of the Foundation Studies Certificate at AIU. The document is published to all staff and students of AIU for reading and adhering to the guidelines.

This AIU Foundation Studies Academic Regulations is applicable to all students pursuing Foundation Studies programme in the University.

The regulations for the Foundation Studies level were re-introduced in the Senate Meeting 25, No. 02/2021 held on 24 February 2021 (Senate Paper No. 335-2021 [335]) after been extracted from the previous Student Handbook endorsed in the previous Senate Meeting 1, No. 01/2018 held on 18 July 2018 (Senate Paper No. 006-2018 [006]).

The academic regulations of the following universities have been used as a reference in establishing this document: -

- a. Universiti Teknologi Malaysia (UTM)
- b. Universiti Teknikal Malaysia Melaka (UTeM)
- c. Multimedia University (MMU)
- d. International Islamic University Malaysia (IIUM)
- e. Universiti Malaysia Perlis (UNIMAP)
- f. Universiti Malaysia Sabah (UMS)
- g. Universiti Tenaga Nasional (UNITEN)

DEFINITIONS:-

1. "**AAMD**" refers to the Academic and Academic Management Department of the University.
2. "**Academic Session**" means a 12-month duration as determined by the Senate.
3. "**Academic Standing**" means the code used to indicate a student's academic standing.
4. "**AS**" means Active Academic Standing and given to students who obtain CGPA 2.00 and above.
5. "**Audit Course**" means any course taken by a student which is not a requirement of the current programme's curriculum.
6. "**Credit load**" means the total number of credits undertaken by a student in a semester.
7. "**CGPA (Cumulative Grade Point Average)**" refers to the average sum of grade point values obtained for all semesters.
8. "**Compulsory Attendance (CA) Course**" means the course where the pass or fail grade is depend on the attendance of the course.
9. "**Compulsory Course Registration Period**" means the period between Week 10-12 of the semester during which a Foundation Studies student must register for their courses for the following semester.
10. "**Compulsory University Course**" means all courses that are classified under General Studies/Mata Pelajaran Umum (MPU) which are based on the Malaysia Qualification Agency (MQA) and Ministry of Higher Education (MoHE) guidelines.
11. "**Course**" means components of a programme.
12. "**Coursework**" means any form of assessment carried out in the duration of the instructional session of a semester.

13. **"Credit"** means the unit of measurement for the load of a course.
14. **"Credit Earned"** means the total number of credits earned for courses passed not including credit transfer.
15. **"Credit Fulfilled"** means the total number of credits earned for courses passed including Credit Transfer.
16. **"Credit Counted"** means the number of credits obtained for courses passed and is taken into account in the calculation of the GPA and the CGPA.
17. **"Deferral of Studies"** means the status of the student who does not register for a continuation of study in a semester due to specific reasons approved by the University.
18. **"EMGS"** refer to the Education Malaysia Global Services is a One-Stop Centre under the purview of the Ministry of Higher Education Malaysia (MoHE) for international student services pursuing higher education at Malaysia's public and private higher education institutes, language and training centres.
19. **"Examination Hall/Venue"** refers to any space that is used for examination, tests, or any form of assessment.
20. **"Existing student"** means a student who has completed at least one (1) semester of study at the University.
1. **"Final Examination Schedule and Slip ("FESS")"** refers to a slip containing the details of all courses registered in a semester, the lecturer/instructor for the courses, seating arrangement, the time (day) and duration of the Final Examination or Final Assessment.
21. **"Final Examination / Final Assessment"** means the assessment carried out at the end of the semester to measure students' academic achievement.
22. **"Formative Evaluation"** means the assessment of student progress throughout a course, in which the feedback from the learning activities is used to improve student attainment.

23. **"FS"** means Failed Academic Standing.
24. **"FSP"** means the name of the programme; the Foundation Studies Programme
25. **"GPA"** (Grade Point Average) means the average Grade Point Values obtained in a semester.
26. **"Grade"** means the letter used to indicate a student's achievement in a course.
27. **"Grade Point Value"** means the equivalent numerical value for each grade.
28. **"Head"** means the head of a Centre appointed by the Vice Chancellor and President.
29. **"IHL"** means Institute of Higher Learning.
30. **"JIM"** refers to the Immigration Department of Malaysia (also known as the *Jabatan Imigresen Malaysia – JIM*).
31. **"Late Course Registration Period"** means the period between Week 3 to 4 of the semester given to a student who failed to register courses during Compulsory Course Registration Period, to register for the following semester's courses.
32. **"PS"** means Probation Academic Standing.
33. **"PS1"** means Probation Academic Standing when a student obtains CGPA less than 2.00 for the first time.
34. **"Massive Open Online Courses (MOOC)"** means an online course aimed at unlimited participation and open access via the web.
35. **"Maximum duration of study"** means the maximum number of semesters allowed in order to complete a programme of study.
36. **"New student"** means a person who has registered as a student at the University and who is in the first semester of first year of study including the Direct Entry students.

37. **"Pre-Registration Period"** means the period between Week 13-14 of the semester during which a student must register for their courses for the following semester. This is also known as Compulsory Course Registration Period.
38. **"Programme"** means an arrangement of courses that are structured for a specified duration and learning volume to achieve the stated learning outcomes, which usually leads to an award of qualification.
39. **"Redeem Course (DC)"** means a course that is taken by the graduating students that obtains Academic Probationary Status (PS) for improving their CGPA.
40. **"Repeat Course (RC)"** means a course that must be repeated by a student due to failing a course (Grade **"F"**) in any of the coming semesters prior to graduation.
41. **"Re-sit Course (RS)"** means the student must re-take a special examination/assessment within a stipulated time due to obtaining Grade **"E"**.
42. **"School / Centre"** means the University Authority, which is responsible for conducting academic programmes, and is vested with the powers from the Senate to confer Foundation Certificate to students.
43. **"Semester"** means the duration of study in an Academic Session as stipulated by the University.
44. **"Senate"** means the highest academic body of the University established under the Constitution of Albukhary International University.
45. **"Special Examination"** means a replacement examination for the Final Examination/Assessment.
46. **"Summative Evaluation"** means the assessment of learning, which summarises the progress of the learner at a particular time and is used to assign the learner a course grade.
47. **"Suspension of Studies"** means the status of a student who is barred from attending any instructional meeting in a semester as directed by the University due to disciplinary reasons.

48. **"Transcript"** means an official statement issued by the University listing all the academic records and examination results obtained by a student during his/her duration of study.
49. **"University"** means the Albukhary International University ("AIU").

SECTION 1**ACADEMIC SYSTEM**

- 1.1 The Foundation Studies Programme (FSP) implements a THREE (3) semester academic year with 14 weeks every semester. These 14 weeks include lectures, examinations, and preparations.
- 1.2 The academic session is shown in **Table 1.1**.

Table 1.1 Academic Session

Semester 1	Week
Lectures	12 Weeks
Revision Period	1 Week
Examination	1 weeks
Total (A)	14 Weeks
End of Semester Break (B)	2 Weeks
Semester 2	Week
Lectures	12 Weeks
Revision Period	1 Week
Examination	1 weeks
Total (C)	14 Weeks
End of Semester Break (D)	2 Weeks
Semester 3	Week
Lectures	12 Weeks
Revision Period	1 Week
Examination	1 Week
Total (E)	14 weeks
End of Semester Break (F)	2 Weeks
Total (A+B+C+D+E+F)	48 Weeks

SECTION 2

PROGRAMME REGISTRATION

- 2.1 All student must register for the programme offered on the date stipulated by the University.
- 2.2 For the new students, if a student fails to register as stated in **clause 2.1** without any acceptable reason by the University, then the offer will be void.
- 2.3 Registration for existing students will be done automatically by the University's administrator based on their academic standing status of previous semester. In the case of breaking the study period due to deferment, suspension or others, students need to perform re-registration. For re-registration purposes, students must fill up the **form** at AAMD (Admission Unit) to update their status.

SECTION 3**COURSE REGISTRATION**

- 3.1 A student is required to register for courses in accordance with the stage of study that has been prescribed. A student is required to pursue his/her programme of study based on the structure of the programme of study as prescribed by the Centre and approved by the Senate. Any courses registered other than that prescribed in the programme of study plan will not be considered for the purposes of fulfilment of the Foundation Studies Certification.
- 3.2 A student is required to register for the course within the pre-registration period or compulsory registration period, see **Table 3.1**.

Table 3.1 Course Registration Table

Period	Week
Pre-registration	10 – 12 (preceding semester)
Registration	1 - 2
Late registration	3 - 4

- 3.3 A student is responsible to check and ensure that the course code that is registered for is correct. At the end of the prescribed period, the courses that are registered are final and no further changes are allowed.
- 3.4 All existing students and deferred students are required to register courses in the subsequent semester and pay the tuition fees on the date set by the University: -
- 3.4.1 Failure to register within the stipulated duration without reasons that can be accepted by the University will cause students to be terminated from their study.
- 3.4.2 Permission for students to register the courses is subject to the maximum total credit, or otherwise with the Head's approval.
- 3.5 Course registration for the following semester must be done within pre-registration period or compulsory registration period (as stated in the **table 3.1**).

- 3.6 If a student fails to register courses within the stipulated period, he/she is required to register the courses during the Late Course Registration Period with a **penalty** that will be determined by the University. The penalty will be imposed as **per course** basis.
- 3.7 A student who still fails to register during the Late Course Registration Period shall be dismissed by the University upon the decision made and vested in the Senate, except for acceptable reasons and will be subjected to a penalty that will be determined by the University.
- 3.8 A student must not register more than TWENTY (20) credits every semester. For students under the Academic Probationary Period, the maximum number of credits that can be registered by a student is TWELVE (12) credits every semester.
- 3.9 Registration for a course with prerequisite is only allowed after the student has passed the prescribed pre-requisite course by obtaining at least a grade **"D"**.
- 3.10 For Course Withdrawal:
- 3.10.1 "Withdrawal from a course" means withdrawal from one or more courses in any semester after the second week of lecture.
 - 3.10.2 A student may withdraw from any course registered with the condition that the remaining total of course credits must not be less than the minimum number of credits (12 credits) except with the Head's approval.
 - 3.10.3 The application for the withdrawal of courses must be made no later than the last working day of week 9 of the semester.
 - 3.10.4 Withdrawal from any course is not permitted once the examination period for the semester has commenced.
 - 3.10.5 A student who stopped attending lectures (recorded less than 80% attendance) and did not follow all the teaching and learning activities of a course without official withdrawal will be given the **"X"** status which will be recorded in the student's official academic record for the course concerned.
 - 3.10.6 The course withdrawal from the Compulsory University course is not allowed except with the Head's approval.

3.10.7 For cases of "Withdrawal with permission", the "W" status will be recorded in the course registration record.

3.11 For Repeat Course ("RC") Registration:

3.11.1 Students who fail a compulsory course in the curricular structure must repeat the course until they pass.

3.11.2 Students who fail a Pre-Requisite course in the curricular structure must repeat the course until they pass.

3.11.3 Students who fail a co-curricular course must repeat the course or take another equivalent co-curricular course until they pass.

3.11.4 Students who fail an elective course must repeat the course or take another equivalent elective course until they pass.

3.11.5 The "RC" status will be recorded in the course registration record and transcript.

3.11.6 A student may repeat a course following the given conditions: -

3.11.6.1 Courses with grade "F" and below must repeat the course;

3.11.6.2 Students will be charged a **penalty** that will be determined by the University. The penalty will be imposed on **per credit** basis for the 2nd attempt to repeat the course;

3.11.6.3 The better grade between the initial and the latest grade will be used in the CGPA calculation while the current grade will be used in the GPA calculation; and

3.11.6.4 Student is still in the duration of study;

3.12 For Grade Improvement Course ("RS"): Re-sit

A student may submit an application to improve the grade of any category of courses, subject to the approval of the of the Centre on the following conditions:

3.12.1 An application to re-sit shall be made within ONE (1) week after the date of the official announcement of examination results;

3.12.2 Re-sit for grade improvement is only allowed ONCE for the course concerned;

- 3.12.3 Only courses with grade **"E"** will permit a re-sit of the final examination/final assessment;
- 3.12.4 The better grade between the initial and the latest grade will be used in the CGPA calculation while the current grade will be used in the GPA calculation, and
- 3.12.5 Re-sit examination shall be done within the first TWO (2) weeks of the following semester.

SECTION 4**CREDIT SYSTEM****4.1 Course Credit:-**

A credit is a quantitative measure that represents the volume of learning or academic load to attain the set of learning outcomes. All courses have their own credit value and it is calculated based on the Student Learning Time (SLT) as stipulated by the University.

4.2 The credit value for a course is shown in **Table 4.1**. Most of the courses will follow this scheme except certain courses with some reason according to the nature of the courses.

Table 4.1 Credit Value

Delivery	Credit Value	Total no of Contact Hours Per Semester	Student Learning Time
Lecture	1	14	40
Tutorial/ Laboratory/ studio/ Project/ Fieldwork	1	28-40	40

4.3 In regard to the academic workload for each semester;

4.3.1 The student with Active Academic Standing Status ("**AS**") must register more than minimum credit hours (12 Credits), but not be more than maximum credit (20 Credits).

4.3.2 The registration of above includes any Audit Course ("**AC**") and Compulsory Attendance ("**CA**") Course of that particular semester.

4.3.3 In the case of students wishing to take less than minimum credit or more than maximum credit, Head's approval is required. However, students are not allowed to take more than TWENTY-FOUR (24) Credits in a semester.

4.3.4 Students with Probation Academic Standing Status ("**PS1**") are only allowed to take a maximum of TWELVE (12) credits for the following semester.

4.4 The minimum amount of credits for graduation is FIFTY (50) credit hours for the Foundations programme. However, the exact requirement of this is determined by the Centre with the approval of the Senate.

4.5 The duration of the study of the programme is shown in **Table 4.2**.

Table 4.2 Duration of Study

Duration of study	
Minimum	1 year
Maximum	2 years

4.6 It is compulsory for students to pass all the listed courses in the curriculum for their respective programme within the duration of the study period.

4.7 Credit Hours for Failed Courses: -

4.7.1 Students must register and repeat all failed courses. For the calculation of the CGPA, the result of the current course will replace that of the previous failed course. The credit hours and grade point of the previous failed course will not be included in the calculation of the latest CGPA.

SECTION 5

GRADING SYSTEM

- 5.1 The grade for each course shall be based on the overall assessment performance of the course. The overall assessment normally comprises Final Examination and Coursework. Some courses might only comprise of Coursework as an overall assessment.
- 5.2 The weightage for Final Examination shall be in the range of 30% to 50%.
- 5.3 The Final Examination for certain courses may be waived or carry a less or more percentage than stated in **clause 5.2**, if the nature of the courses required so as stated in the course outline and approved by the Senate.
- 5.4 Student performance for a particular course is indicated by the Performance Indicator shown in **Table 5.1**

Table 5.1 Grades, Score and Grade Point Relationship

LETTER	RANGE MARK	GRADE POINT	QUALITATIVE ASSESSMENT
A*	89.5 - 100	4.00	Distinction
A	79.5 - 89.4	3.50	Excellent
B	69.5 - 79.4	3.00	Very Good
C	59.5 - 69.4	2.50	Good
D	49.5 - 59.4	2.00	Pass
E	39.5 - 49.4	1.00	Redeemable Failed (Re-sit Final Examination/ Final Assessment)
F	0 - 39.4	0.00	Failed (Repeat Final Examination/ Final Assessment)

NOTATION	STATUS INTERPRETATION
FX	Failed based on Non-Academic issues
I	Incomplete
W	Course Withdrawal with Permission
X	Barred from Examination
Y	Absent from Final Examination with Permission
TC	Approved Credit Transfer
RC	Repeat Course
RS	Re-sit Course
DC	Redeem Course
n/a	Not Applicable

5.5 Other than above grade status, the following grades are also applied:

5.5.1 Attendance Fail ("**AF**") Grade

5.5.1.1 A failing grade for courses registered as Compulsory Attendance Course ("**CA**").

5.5.1.2 A student who obtains this grade is required to repeat the course and should not earn the credit hours of the course.

5.5.1.3 The minimum percentage for attendance is **80%**.

5.5.2 Attendance Pass ("**AP**") Grade

5.5.2.1 A passing grade for courses registered as Compulsory Attendance Course ("**CA**").

5.5.2.2 A student who obtains this grade shall earn the credit hours of the course.

5.5.2.3 The minimum percentage for attendance is **80%**.

5.5.3 Incomplete ("**I**") Grade

5.5.3.1 This grade may be given to the students who are enrolled to a course with a duration of more than ONE (1) Semester.

5.5.3.2 For item at **clause 5.5.3.1.3**, the course needs to be offered at every semester and students must register for it. The grading is only given at the end of the course offered semester. For the other semester(s), "**I**" grade will be given and the credit hours will be not calculated.

5.5.3.3 "**I**" grade shall not affect a student's GPA or CGPA.

5.5.4 Withdrawal ("**W**") Grade

5.5.4.1 A grade for students who withdraw from a particular registered course.

5.5.4.2 The status of ("**W**") grade will appear in the transcript.

5.5.4.3 The student is required to re-take the course withdrawn unless the course is not part of the student's programme requirements.

5.5.4.4 All fees paid are non-refundable.

- 5.6 The Senate may review the grading system as shown in **Table 5.1** from time to time.
- 5.7 The minimum passing condition for a particular course is grade "**D**".
- 5.8 A student who obtains an "**E**" grade for the course (with Final Examination) must re-sit for the Final Examination only. For the course without Final Examination, if a student obtains the "**E**" grade, the student must repeat the course.
- 5.9 A student who obtains an "**F**" grade and below is required to repeat the courses.
- 5.10 For the course with Final Examination or Final Assessment, it is compulsory for the student to sit for Final Examination or Final Assessment of the course. Failure to comply with this condition without a reasonable reason will result in a ZERO ("**0**") mark given for the course and a Failed ("**F**") grade. The student will need to repeat the course.

SECTION 6

ASSESSMENT

6.1 Attendance:-

- 6.1.1 It is compulsory for students to attend all forms of scheduled face-to-face or online learning activities such as lectures, tutorials, practical, studio, fieldwork, industrial training, academic attachment, internship, workshop, seminar and others as stipulated in the curriculum. A valid reason must be provided to the lecturers as soon as possible in the case they are unable to attend the scheduled activities.
- 6.1.2 Students with less than **80%** attendance based on the total scheduled contact hours for every course without any reason are not allowed to sit for the Final Examination/Final Assessment for that course and/or will be barred from sitting the Final Examination or any other form of Final Assessment. In this case, students will be considered as failed and will be given a ZERO ("**0**") mark for the particular courses; and given grade "**F**" (Failed).
- 6.1.3 Lecturers are responsible to record the attendance of his/her students for all teaching and learning sessions and to report to the School if there are any students who are absent for every **10%** of his/her academic session during the course or semester. The student will receive a warning letter from the School. For a student who is absent for **20%**, he/she will be barred from the Final Examination or Final Assessment.
- 6.1.4 A warning letter must be issued by the School to the students once receiving a report from lecturer(s). The barring notification will be issued by the Examination Unit upon receiving the copy of 2nd warning letter and/or the attendance report from the School. A copy of the warning letter(s) must be sent to the Head of Centre, Examination Unit, parents/guardian, as well as for the student's file at the Admission Unit.
- 6.1.5 In regards to action taken for **clause no. 6.1.2, 6.1.3** and **6.1.4**, the Centre or the Examination Unit needs to inform the students through the Final Examination Schedule and Slip (FESS) or the Registrar's Office to inform the student in writing.

- 6.1.6 Absenteeism due to Medical Reasons:-
- 6.1.6.1 A student who has prolonged medical illness in the duration of the academic programme need to inform the Head of Centre in writing with supportive evidence from a Certified Medical Officer (i.e. Letter from registered medical specialist).
 - 6.1.6.2 The Grade "I" (Incomplete) is awarded to a student who could not complete the course due to prolonged illness.
 - 6.1.6.3 Upon the Senate's approval, the student may be allowed or advised by the Centre to:
 - a. Sit for the Final Examination or End-of-Course assessment. A failure in the Final Examination/Final Assessment will be treated as the usual manner;
 - b. Request for academic deferment to a maximum of ONE (1) academic session depending on the duration of absenteeism (without penalty duration of deferment is not considered as the student's total academic duration).

6.2 Assessment System:-

- 6.2.1 In general, assessment of a course is delivered through coursework, Final Examinations or Final Assessment and any other forms of assessment. The School is responsible to set the suitable method and weighting of the assessment based on the curriculum requirement of the course.
- 6.2.2 If the course applies coursework and Final Examination or Final Assessment method, the coursework percentage should not be less than **50%** of the total percentage of the marks. Meanwhile, the Final Examination or Final Assessment marks should not be more than **50%** unless with the approval from the Centre.
- 6.2.3 Centre may also approve implementation of the course with **100%** assessment through coursework with a valid reasonable requirement based on the approved curriculum.
- 6.2.4 The Course Lecturer must obtain approval from the Head of Programme to implement the matter at **clause 6.2.3** prior commencement of the semester and the

implementation of the non-Final Examination or Final Assessment and **100%** through the coursework course based, must be informed and approved by the Senate.

- 6.2.5 Lecturers are responsible to ensure all coursework marks (for assessment, before **Week 11** of the Semester) to be filled up into the Student's Portal or Notice Board for students' view and notification.

6.3 Final Examination / Assessment:-

6.3.1 Eligibility to sit for Final Examination / Final Assessment

6.3.1.1 Eligibility for student to be admitted for any Final Examination or Final Assessment at the End-of-Course or End-of-Semester :-

- a) student is officially registered the course;
- b) student has fulfilled the required 80% attendance to the course teaching and learning sessions and other course requirements;
- c) student has fulfilled the financial requirements.

6.3.1.2 The Final Examination Schedule and Slip (FESS) will be released by the Examination Unit at least ONE (1) week before the Final Examination session. It is compulsory for the students to:

- a) view and print the FESS from the Student's Portal, otherwise, collect the examination slip according to the date, time and venue as specified by the Examination Unit or School/Centre.
- b) Students will not be allowed to sit for the examination if they fail to present the FESS together with the AIU Student ID before entering the Examination/Assessment Venue.

6.3.2 Barring From Examination:-

6.3.2.1 Any student may be barred from taking the Final Examination (or Final Assessment) at end-of-course or end-of-semester if:

- a) a student fails to meet any of the above requirements for the eligibility to sit for the Final Examination or Final Assessment (refer to **clause 6.3.1.1**). In such a case, the student

may be given the chance to appeal to the AAMD (Examination Unit) upon the recommendation by the Head of Centre and/or Registrar's Office; or

- b) a student has violated any of the University's Regulations.

6.3.2.2 Barring of students from the Final Examination or Final Assessment shall be:

- a) by the AAMD (Examination Unit) with recommendation from the School for cases of unsatisfactory attendance; or
- b) by the Registrar upon failing to meet the finance obligations and/or due to any appeals that has been rejected; or
- c) by way of a barring letter issued upon the student has reached **20%** absence from the class attendance. This letter will only be released if:
 - i. the student has been counselled by the Centre, or
 - ii. after all effort to contact the student has failed;

6.3.2.3 A student who is barred from taking the Final Examination or Final Assessment for the end-of-course or end-of-semester and will receive ZERO ("**0**") for the mark and an "**X**" status (Barred from Examination)

6.3.2.4 In cases of violation of the University Regulations such as misconduct, the barring of student(s) from the Final Examination or Final Assessment shall be by the Senate's decision after the Senate has deliberated based on the recommendation from the Investigation / Hearing / Appeal Meeting by the established Committee(s) for such misconduct(s).

6.3.3. Unbarring (Appeal) the status:-

6.3.3.1 The unbarring can be done by the following:

- a) Students can appeal to the AAMD (Examination Unit) upon the recommendation by the Head of Centre or the Registrar of AIU by filling up the **Form**. The Form may be obtained from the Office of AAMD (Examination Unit) and/or the Schools;

- b) The Head of Centre or the Registrar/Finance Department or Bursary will notify the Examination Unit on the unbarring upon the satisfactory reasons, or resolved of issue(s), or guaranties, or clearance of the attendance/University's fee credit issue, or issuing an undertaking letter on credit issue;
- c) The Examination Unit will be unbarring the course for the student by re-issuing the new FESS for the student to take the Final Examination/Final Assessment.

6.3.4 Absence from Examination:-

6.3.4.1 Student who have registered for the course must attend all the end-of-course or end-of-semester Final Examination or Final Assessment and unless due to the following reasons:

- a) on medical reason, or, in cases of emergencies with any supportive evidence from a Certified Medical Officer that treat the case; or
- b) due to unavoidable circumstances as approved by the Head of Centre.

6.3.4.2 The application for **clause 6.3.3** can be done in writing, by filling **up a form** (Requisition to Withdraw from the Final Examination or Final Assessment) together with any supporting documents. The form can be obtained from/returned to the Examination Unit for the process to take place. If the withdrawal is due to illness or injury, the application must be accompanied by a medical certificate or supportive evidence from a certified Medical Officer:

- a) Approval for the application must be made to the Centre and approved by the Senate;
- b) Once the application has been approved, the student will be given a **"Y"** status (Absent from the final examination with permission). The Centre may authorise a Special Examination within the first TWO (2) weeks of the following semester.

6.3.4.3 If the student fails to produce the supporting documents and/or provide a satisfactory reason to the Senate, which therefore his/her application is not approved, the student will be given an **"F"** notation

(Failed) and the final mark of the course will be given as ZERO ("0").

6.3.5 Date(s) and duration of Final Examination

It is the responsibility of every student to take note of the announcement made by the University via official channels (i.e. emails, Student 's Portal, announcement via Website, notice board etc), and/or other media of communication.

6.3.6. Final Examination Schedule:-

6.3.6.1 The draft of Final Examination for end-of-course, end-of-semester schedule shall be agreed by each School or Centre and be submitted to the Examination Unit, at least FOUR (4) weeks before the stipulated Final Examination or Final Assessment period. The Examination Unit will display the Examination schedule and notify the students at least TWO (2) weeks before the Final Examination or Final Assessment period begins.

6.3.6.2 Students must take note of the course, examination dates, time, and venue to avoid redundancy of their Final Examination or Final Assessment schedule. Any redundancy on the schedule for the course must be addressed to the Examination Unit (through respective School/Centre) not less than ONE (1) week before the Final Examination begins.

6.3.6.3 It is the responsibility of every student to take note of the announcement made by the University via the official channel (i.e. circulars, emails, Student's Portal, announcement via website, notice board etc) and/or any other communication as there may be amendment or updates in the Final Examination/Assessment schedule.

6.3.7 Attending Examination:-

6.3.7.1 The Final Examination Schedule and Slip (FESS) must be displayed to the Invigilators during the Final Examination or Final Assessment session;

6.3.7.2 Any candidate without the AIU Student ID Card Schedule and Slip (FESS) will be denied entry and will not be allowed to sit for the Final Examination/ Final Assessment paper or presentation, except, with a **written permission** from the Chief Invigilator.

6.3.8 Administrative Order on the Conduct of the Final Examination:-

- 6.3.8.1 Candidates are advised to be at the Final Examination or Hall/Venue no later than FIFTEEN (15) minutes before the examination starts.
- 6.3.8.2 Candidates must observe the University Dress Code at all times. The invigilator(s) and the Examination Officer(s) have the right to stop candidate(s) from entering the Final Examination Hall/Venue if the University's Dress Code is not followed by the candidates.
- 6.3.8.3 Candidate(s) who arrived THIRTY (30) minutes after the examination has begun are not allowed to enter the Final Examination Hall/Venue and, thus, are not allowed to sit for the Final Examination. The Question Paper and examination stationeries will be removed from the examination desk if the candidate did not arrive after 30 minutes after the examination/assessment has begun.
- 6.3.8.4 Candidates are NOT allowed to bring into the Final Examination Hall/Venue; any notes, reference books, dictionaries of any kind, booklets, diagrams or pieces of paper or any written material, pictures, any kind of cellular phones, earplug, earphone, **smart watch** or any electronic equipment and communication aids, programmable calculator, purses or handbags or pencil cases or any article on which writing is possible **except for** stationery that is permitted by the invigilators. In addition, students are not allowed to receive any of the stated items from anyone while in the Final Examination session, except those given by the invigilator(s).
- 6.3.8.5 Candidates are not allowed to write through another person, to write any information or diagram that may be related to the Final Examination or Final Assessment; on the hand or any other parts of the body, or on the clothes or stationeries or on the Final Examination Schedule and Slip (FESS).
- 6.3.8.6 Candidates are not allowed to communicate with other candidates or any other person in any manner during the Final Examination is in progress.

Candidates who wish to communicate with invigilator(s) shall raise their hand.

6.3.8.7 Candidates are not allowed to leave the Final Examination Hall/Venue within the first THIRTY (30) minutes after the examination or assessment session has begun, and FIFTEEN (15) minutes before the examination or assessment session is to be ended.

6.3.8.8 Candidates who wish to leave the Final Examination Hall/Venue at other times stipulated above for any reason, must get the permission from the invigilator. The candidate(s) **must record** their Exit and Entrance at the **log sheet** provided.

6.3.8.9 Candidates who wish to leave and end his/her Final Examination earlier than the given time, can do so after the Chief Invigilator has given the permission for the candidate(s) to leave the Final Examination Hall/Venue. The Chief Invigilator is responsible to check that the candidate(s) has filled up the information details on the cover of the Answer Script/Answer Booklet/OMR paper and completed the Attendance Slip before giving the permission to the candidate(s) to leave.

6.3.8.10 Candidates must: -

- a) place the AIU Student ID Card, the Final Examination Schedule and Slip (FESS), Attendance Slip on the examination/assessment desk for inspection;
- b) fill up the Attendance Slip and leave them on the right top hand corner of the examination desk
- c) fill in every information required on the cover page of every answer script/booklet/OMR paper used. Candidates are not allowed to write their names on the answer booklets/answer scripts/OMR paper.

6.3.9 Violation of Final Examination/ Final Assessment Rules and Regulations:-

In the case of any violation of the above rules & regulations, students are subjected to the latest AIU Foundation Studies

Academic Regulations Handbook or any policies that have been approved by the Senate.

6.3.10 Re-Administration of Examination/Assessment:-

The University reserves the right to re-administer the Final Examination as it deems fit in the following situations:

- a) a leak in the Final Examination end-of-course or end-of-semester and Questions;
- b) candidates are not able to sit for the Final Examination or Final Assessment end-of-course or end-of-semester and/or Professional Examination due to natural disaster or Malaysian Government's Order;
- c) or any other reason as approved by University's Senate

6.3.11 Special Examination

6.3.11.1 Offered to students who are assigned with the "Y" status because of inability to take the Final Examination or Final Assessment with permission due to illness or injury, or due to unavoidable circumstances and personal reasons other than negligence or indiscipline that is approved by the Senate;

6.3.11.2 May be offered to graduating students who fail a course in the final two semesters of their study. The final GPA and CGPA will be calculated based on the new result. The minimum of grade "D" is required to pass the given Examination. If the student fails to obtain a minimum "D" grade, then, the student must repeat the course unless he/she does not exceed the maximum duration of study.

6.3.11.3 The Centre may authorise a Special Examination within the first TWO (2) weeks of the following semester.

6.3.12 Re-Sit Examination:-

A student may take a re-sit examination if he/she obtained "E" grade (Redeemable Failed) after the first attempt. Re-Sit Examination is not applicable for the barred students.

6.3.13 Repeating the Course:-

A student who has failed a course with (grade "F" and below) will be required to repeat the said course at the earliest possible time when the course is offered.

6.3.14 Appeal Against Grade:-

- 6.3.14.1 An Appeal Against Grade is a request by a student to have his/her answer script to be re-evaluated.
- 6.3.14.2 An Appeal Against Grade is applicable for Final Examination or Final Assessment only.
- 6.3.14.3 The process of the appeal will be as the following:-
- a) the student must submit his/her appeal within TWO (2) weeks after the release of the official result. Any appeal later than that shall not be considered.
 - b) The student must make a formal appeal by filling up the **Appeal Against Grade Form**. The form can be obtained from the Examination Unit/Schools or at the Student's Portal /AIU website.
 - c) The processing fee is **RM200** and payable at the Finance Department. The processing fee for the appeal is not refundable.
 - d) The appeal form is to be submitted to the Examination Unit together with the receipt of payment for the process to take place.
 - e) The examiner is required to provide a written explanation for each case that resulted in a change of grade/mark or not to the Examination Unit. The Schools must provide explanation within SEVEN (7) working days after receipt of the appeal. The Examination Unit shall acknowledge the result and table the appeal and result to the Senate for approval of the checked result. The decision from the Senate is FINAL. No further appeal will be considered;
 - f) With or without changes in grade/mark, the appeal decision from the Senate must be submitted by the Senate's secretariat to the Examination Unit for notification to the student and for record purposes.

- g) The student will be notified of the result of the appeal by the Examination Unit in writing.

6.3.15 Official Academic Transcript:-

Official transcripts are prepared by the Registrar's Office / Student Records Unit and will be bearing the University's logo and seal. The transcript will be signed and stamped by the Registrar's Office. The transcript is typically recognised and accepted for any official matters as proof of a certificate for admission into academic programmes or employment.

SECTION 7

ACADEMIC STANDING

7.1 Generally, the performance of a student is determined using Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). This will be determined at the end of semester.

(a) GPA is the average of grade point values earned in a semester. GPA can be calculated as follows: -

$$\text{Total Grade Point Value, TGP} = C_1P_1 + C_2P_2 + \dots C_NP_N$$

$$\text{Total Credit Counted, TCC} = C_1 + C_2 + \dots C_N$$

$$GPA = \frac{TGP}{TCC}$$

$$GPA = \frac{C_1P_1 + C_2P_2 + \dots C_NP_N}{C_1 + C_2 + \dots C_N}$$

where

C_N = Credit for Nth course

P_N = Grade Point Value earned for Nth course

An example of a GPA calculation is shown in **Table 7.1**:

Table 7.1 Example of GPA Calculation – Semester 1

Course	Marks	Grade	Credit	Grade Point Value (P_N)	Point value for Course (C_NP_N)
I	92	A*	3	4.00	12.00
II	78	B	3	3.00	9.00
III	65	C	3	2.50	7.50
IV	50	D	2	2.00	4.00
V	33	F	2	0.00	0.00
VI	15	F	1	0.00	0.00
Total			TCC = 14 TCC ₁ = 14		TGP = 32.50 TGP ₁ = 32.50

$$CGPA = \frac{32.5}{14} = 2.32$$

The CGPA for the first semester is the same as GPA.

- (b) The CGPA is the average of the cumulative grade point values obtained in all semesters undertaken. The CGPA is calculated as follows:-

$$CGPA = \frac{TGP_1 + TGP_2 + \dots + TGP_N}{TCC_1 + TCC_2 + \dots + TCC_N}$$

Where,

TGP_N = Total Grade Point Value earned in Nth semester

TCC_N = Total Credit Counted in Nth semester

Table 7.2 shows the calculation of CGPA for the Semester 2.

Table 7.2 GPA and CGPA Calculation for Semester 2

Course	Marks	Grade	Credit	Grade Point Value (P _N)	Point value for Course (C _N P _N)
I	73	B	3	3.00	9.00
II	23	F	3	0.00	0.00
III	80	A	3	3.50	10.50
IV	67	C	3	2.50	7.50
V	48	E	2	1.00	2.00
VI	96	A*	1	4.00	4.00
Total			TCC = 15		TGP = 33.00
			TCC ₂ = 15		TGP ₂ = 33.00

$$GPA = \frac{33.00}{15} = 2.20$$

$$CGPA = \frac{TGP_1 + TGP_2}{TCC_1 + TCC_2}$$

$$CGPA = \frac{32.5 + 33}{14 + 15}$$

$$CGPA = \frac{65.5}{29} = 2.26$$

- 7.2 The academic standing of a student is based on the CGPA and this is shown in **Table 7.3**.

Table 7.3 Academic Standing for Undergraduate

CGPA	ACADEMIC STANDING
CGPA ≥ 2.0	Active Academic Standing (AS)
CGPA < 2.0	Probation Academic Standing (PS)

- 7.3 Students with CGPA lower than 2.00 in a semester, will be given the Probation 1 ("**PS1**") status. If the CGPA of the student is still lower than 2.00 for the following semester, then the students will be given Fail Academic Standing ("**FS**") and will be terminated from study. The University authorities have the right to terminate any student who does not perform and fulfil the academic requirements stated by the university.
- 7.4 Students with Probation Status ("**PS1**") may only Register a maximum of 12 Credit Hours in the following Semester. Head's Approval is required if students intend to register more than 12 Credit Hours.
- 7.5 The Academic Standing result shall be announced to the students after the endorsement of the Senate except to those students with following conditions:
- 7.5.1 students whose examination results have been suspended because of disciplinary reasons or other reasons decided by the Senate, and/or
 - 7.5.2 students who owe any related fees with AIU (in situation where the Registrar's Office allowed the unbarring of the Final Examination/ Final Assessment), or
 - 7.5.3 Any other or specific reason that will be informed through the Examination Unit to the student.
- 7.6 Students will be listed in Dean's List once the following requirements are met:-
- 7.6.1 Obtained GPA ≥ 3.50 in a particular semester
 - 7.6.2 Achieve marks not less than grade "**C**" in any course registered during the same semester
 - 7.6.3 Registered for at least twelve (12) credit hours and all the courses must be graded ones.
- 7.7 In the case of students who have reached their maximum duration of studies but do not meet the requirements of the award will be given a Fail Status ("**FS**") and terminated from their studies.
- 7.8 A Final Semester student who has fulfilled the required total Credit Fulfilled for the award of Foundation Certificate but obtains "**PS**" status will be given the chance to improve his Academic Standing subject to the following conditions:-
- 7.8.1 The maximum duration of study has not exceeded.

- 7.8.2 The student is required to re-take a number of courses with the approval of the School using Redeem Course Status ("**DC**").
- 7.8.3 A student who fails to improve his Academic Standing by earning Active Academic Standing status ("**AS**") shall be given "**FS**" status and dismissed.
- 7.9 The status of a student's year of study shall be based on the student's Credit Earned ("**CE**") based on the formula of $CE \geq TRC - 8$, where "**TRC**" is the Total Regular Credits as set by the Centre for the previous academic session.

SECTION 8

IMPROVING ACADEMIC PERFORMANCE

- 8.1 A student may improve their academic standing or their grade with following conditions:
 - 8.1.1 the Centre's approval is obtained;
 - 8.1.2 only courses with grade **"E"** is allowed to re-sit the Final Examination/Final Assessment only;
 - 8.1.3 re-sit for grade improvement for a course is only allowed once;
 - 8.1.4 the better grade between the initial and the latest grade will be used in the CGPA calculation while the current grade will be used in the GPA calculation;
 - 8.1.5 for re-sit examination, shall be done within TWO (2) weeks of following semester;
 - 8.1.6 courses with grade **"F"** must repeat the course;
 - 8.1.7 a student will be charged a **penalty** based on **per credit** basis for the 2nd attempt to repeat the course. The penalty to be imposed shall be determined by the University;
 - 8.1.8 the better grade between the initial and the latest grade will be used in the CGPA calculation while the current grade will be used in the GPA calculation;
 - 8.1.9 student is still in the duration of study;

SECTION 9

AWARDING OF CERTIFICATE

- 9.1 A student will only qualify for graduation once the following requirements are fulfilled:
 - 9.1.1 obtained a CGPA of at least 2.00 or achieved Active Status (**"AS"**);
 - 9.1.2 pass all courses required for the programme within the stipulated period of study;
 - 9.1.3 complete a total of graduating credits set by the Centre and approved by the Senate;
 - 9.1.4 meet all requirements for the Foundation Studies Academic Regulations;
 - 9.1.5 apply for graduation and obtain approval from the Centre;
 - 9.1.6 verified to be awarded the Foundation Studies Certificate by the Centre and approved by the Senate; and
 - 9.1.7 fulfil other requirements as required by the Centre.

- 9.2 Student who have fulfilled the programme requirement and been awarded the Foundation Studies Certificate are eligible to progress to the Bachelor Degree level.

SECTION 10

DEFERMENT OF STUDY

- 10.1 A student may make a formal written application to the Head of the Centre to defer his/her study by filling up the **form**. The form may be obtained at the AAMD (Admission Unit)/Schools/Centre. The Centre needs to get Senate approval for deferment after endorsement from Dean has been obtained. The deferment of studies can be made based on the following reasons:-
- 10.1.1 Health reasons;
- 10.1.1.1 A student shall submit an application with supporting document(s) such as the Medical Certificate or a health status and endorsement letter by a certified medical officer from the Government/ Private Hospital/Clinic.
- 10.1.1.2 The maximum deferment is ONE (1) Academic Year or THREE (3) consecutive semesters for every application made by a student. However, the duration may be extended, subject to the Senate approval. The Senate will decide whether the student should be allowed to continue or withdraw from his/her study.
- 10.1.1.3 If the application is approved by the Senate, the period of deferment shall not be considered as a part of the utilised number of semesters.
- 10.1.2 Other reasons (such as personal reasons, or misconduct).
- 10.1.2.1 A student may also apply for a deferment for reasons other than medical;
- 10.1.2.2 The application shall be made no later than Week 9 of the current semester;
- 10.1.2.3 The maximum period allowed for deferment is TWO (2) semesters;
- 10.1.2.4 If the application is approved by the Senate, the period of deferment shall be considered in counting the number of semesters utilised; and
- 10.1.2.5 If the student is sponsored, a student is responsible to inform his sponsor on the deferment of his studies.

10.2 The payment and refund of University Fees for the student whose application has been approved for deferment of studies due to medical or other reasons are subjunctive to the following conditions:-

10.2.1 Medical Reason: -

10.2.1.1 If a student applies to defer his/her studies due to medical reason, all tuition fees (only) for that semester are refundable.

10.2.1.2 The accommodation fee shall be paid based on the number of days the student stays at the hostel.

10.2.2 Other Reasons:-

10.2.2.1 A student who applies to defer his studies for other than medical reasons no later than the last working day of Week 9 of the Semester is required to pay FIFTY PERCENT (50%) of the tuition fees. If the student has fully paid the University Fees, FIFTY PERCENT (50%) of the Tuition Fees is refundable. However, the following fees must be paid, and are not refundable:-

- a. Registration Fee; and
- b. Orientation Fee

10.2.2.2 The accommodation fee shall be paid based on the number of days the student stays at the hostel.

10.2.2.3 A student who applies to defer his studies for other than medical reason starting from Week 10 of the semester is required to pay a HUNDRED PERCENT (100%) of the stated fees below:-

- a. Registration Fee
- b. Orientation Fee
- c. Tuition Fee

10.2.2.4 The accommodation fee shall be paid based on the number of days the student stays at the hostel.

SECTION 11

ACADEMIC MISCONDUCT

11.1 Academic misconduct is an academic offence that is subject to disciplinary action that can be imposed on students if they are found guilty. Academic misconduct includes cheating, attempts to cheat, fabrication or counterfeiting, plagiarism, duplication or assisting in academic misconduct, and any other attempts to gain unfair advantage in assessments. Assessment refers to all forms of written work (including in-class tests), e-assessments, presentations, demonstrations, viva voces, accreditation of prior learning portfolios as well as all forms of examination.

11.1.1 Cheating includes:

- a) using unauthorised materials, information or learning assistance in any academic-related matters;
- b) changing answers on an already graded document before submission for regrading purpose, or
- c) failure to follow prescribed academic procedures or instructions (i.e. any of the Final Examination /Final Assessment regulations and protocols at Section 6 of this document).

11.1.2 Fabrication refers to falsifying or creating any information or excerpts in any academic-related matters including creating or falsifying research information.

11.1.3 Plagiarism means using the work of others (including words, ideas, designs or data), without giving appropriate reference or quotation. These include:-

- a. deceiving and claiming that part or all of the work of others which has been bought or copied as the student's original work;
- b. ignoring or failing to acknowledge the actual source of the work; or
- c. using the work of others which has been modified but can be identified, or the previous work of his or her own student which is shown as if it was the original or new work of the student in question. Unless otherwise stated by the faculty, all work in the form of drafts or final format to meet the requirements of the course (including papers, projects, computer programmes, oral presentations or other work) must

be either the student's own work or acknowledged clearly with appropriate citations, and

- d. other misconduct stated in the terms of reference in AIU Plagiarism Policy.

11.1.4 Multiple submission means:-

- a. resubmitting work that has been previously submitted by the student for counted credit in a similar or same form in a course to fulfil the requirement for a second course, without the approval/agreement of the second course instructor; or
- b. resubmitting work that has been previously submitted by the student for counted credit in a similar or same form in a course to fulfil the requirement for a second course without the approval/agreement of both course instructors.

11.1.5 Assisting the academic misconduct means that the student abets/assists the other person to commit a deliberate academic misconduct.

11.1.6 Collusion Includes:-

- a. the conscious collaboration, without official approval, between two or more students in the preparation and production of work which is ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of his or her individual efforts;
- b. collusion also occurs where there is unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own.

11.1.7 Other Academic Misconduct

Academic misconduct other than the above that can be categorised as academic misconduct by the University.

11.2 The onus is on the student to take all reasonable precautions to guard against unauthorised access to her/his work, stored in whatever format, before and after assessment.

11.3 If a student is found to have committed an offence of any of the items stated in **clause 11.1**, A committee of Preliminary Investigation for the Academic Misconduct will be formed to investigate the offence. Which after, if there is a *prima facie*; an Academic Misconduct Hearing Committee for the case

will be set up for hearing and deliberating on the case, where the student will be called to a hearing session for the Committee to hear his/her case and for the student to defend themselves. Upon the recommendation from the Academic Misconduct Hearing Committee and conviction of the offence, the Senate may take any of the following actions:-

- 11.3.1 To award ZERO ("0") for the overall result of the Examination/Assessment of the particular course including the course work.
- 11.3.2 To suspend the student for any duration deemed appropriate by the Chairman of the Senate. The number of Semester(s) suspended will be counted as part of the total number of semesters that the student has to complete his/her studies.
- 11.3.3 Any other decisions deemed fit by the Senate for the misconduct.

SECTION 12

WITHDRAWAL FROM UNIVERSITY

12.1 Withdrawal Application:-

- 12.1.1 Students who wish to withdraw from the University must complete the request **form** available at the AAMD (Admission Unit).
- 12.1.2 A complete application for withdrawal must be made addressed to the Registrar of AIU and whenever possible, supporting documents are provided together with the application.
- 12.1.3 Students may also be referred to the University Counsellor / Academic Advisor and justify the reasons for withdrawal. The Counsellor will record and conduct the Exit Interview. If necessary, the Counsellor/Academic Advisor needs to contact the parents/guardian/ sponsoring organisation to confirm the matter.
- 12.1.4 The approval of a student's application for withdrawal will also depend on the clearance by the Academic (the Centre for Foundation Studies), Library, Student Affairs Department, Finance Department and finally the Registrar's Office and AAMD (Admission Unit).
- 12.1.5 A student whose application is rejected due to outstanding fees/book fines/unreturned library books etc., will have to settle them, failing which student will not be approved for withdrawal. The **Clearance Form** can be obtained from the AAMD (Admission Unit).

12.2 Withdrawal Implications:-

- 12.2.1 Student receiving approved withdrawal from study is responsible for any implications or actions by her/his Sponsor, if applicable.
- 12.2.2 If the approved withdrawal of the study occurs on or before the deadline of the add/drop period, and if a student has paid the tuition fee for the current semester, the tuition fee paid can be refunded based on the **AIU Refund Policy**.
- 12.2.3 However, tuition fees paid are not refundable if the student quits or withdraws from AIU after Week 4 for regular semester and Week 2 for short semester.
- 12.2.4 AIU is not in any way responsible for the cost for students to return to their hometown or country.

SECTION 13

SUSPENSION OF STUDIES

- 13.1 A student may be suspended during their studies due to the following reasons:-
- 13.1.1 Disciplinary action related to Academic and/or non-Academic Misconduct(s);
 - 13.1.2 Failure to pay all the University's fees that is due.
- 13.2 The duration of suspension shall count towards the calculation of the duration of study at the University.
- 13.3 The student is not eligible to receive any refund, and the University reserves the rights to claim any fee, charge, or outstanding debt from the student, or his guarantor, or next of-kin.

SECTION 14

GENERAL PROVISIONS

- 14.1 Any form of further actions can be taken within the guidelines of this Academic Regulations. All the actions to be carried out must be in accordance with the guidelines. However, the Senate has the right to make changes from time to time as the need arises.
- 14.2 These rules and regulations and all interpretations pertained to it that have been outlined by the Senate will be effective immediately.
- 14.3 The Senate has the power to occasionally permit any exemptions that are considered appropriate from the needs of these regulations.
- 14.4 Information listed here is accurate at the time of publication of this Academic Regulations.

SECTION 15

ENFORCEMENT AND PRACTICE OF RULES

This Albukhary International University Foundation Studies Academic Regulations was reintroduced and endorsed at the AIU Senate Meeting 25, No. 02/2021 on 24 February 2021 and thereof; is effective in Semester 1, Session 2020/2021 onwards.

This AIU Foundation Studies Academic Regulations is applicable to the AIU Foundation Studies students who has registered from Semester 1, Session 2019/2020 and onwards.



ALBUKHARY INTERNATIONAL UNIVERSITY

PUBLISHED BY:

ADMISSION AND ACADEMIC MANAGEMENT DEPARTMENT (AAMD)

ALBUKHARY INTERNATIONAL UNIVERSITY (AIU)
JALAN TUN ABDUL RAZAK
05200 ALOR SETAR
KEDAH DARUL AMAN
MALAYSIA

TEL. NO.: +604 7747300
EMAIL : aamd@aiu.edu.my

"inspiring minds"

AQIDAH

AKHLAQ

ADAB

AMANAHA

AMALAN