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ALBUKHARY INTERNATIONAL UNIVERSITY

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**AIU UNDERGRADUATE
ACADEMIC REGULATIONS
HANDBOOK**

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TABLE OF CONTENT

SECTION	ITEM	PAGE
PRELIMINARY	FOREWORD	i
	PREAMBLE	ii
	DEFINITIONS	iii
1.	ACADEMIC SYSTEM.....	1
2.	PROGRAMME REGISTRATION.....	2
3.	COURSE REGISTRATION.....	3
4.	CREDIT SYSTEM	6
5.	GRADING SYSTEM	11
6.	ATTENDANCE	14
7.	ASSESSMENT	16
8.	ACADEMIC STANDING.....	23
9.	IMPROVING ACADEMIC PERFORMANCE	26
10.	AWARD OF DEGREE.....	27
11.	DEFERMENT OF STUDY	28
12.	CHANGE OF PROGRAMME OF STUDY	30
13.	THE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE.....	32
14.	ACADEMIC MISCONDUCT.....	34
15.	WITHDRAWAL FROM UNIVERSITY	36
16.	SUSPENSION OF STUDIES	37
17.	GENERAL PROVISIONS	38
18.	ENFORCEMENT AND PRACTICE	39

PRELIMINARY

FOREWORD

This AIU Undergraduate Academic Regulations serve as a guide and reference document to students, academic staff and administrative staff of the university.

To the students, the regulations are applicable starting with Cohort 2023/2024 intake. I advise you to read and understand the clauses in this document so that your stay and study at AIU would be smooth and organized. Particular attention should be given to course registration, attendance, assessment and examination and rules pertaining to academic conduct while you are students of AIU. Let our 'Inspiring Minds' be grounded on a set of governing principles to achieve scholarly excellence.

To the Academic Staff, it is your duty to comprehend and fully understand the regulations in order to facilitate your responsibility of advising the students in their academic pursuit. Your timely and accurate interpretation of the regulations would bolster the trust and confidence of the students on the AIU academic system.

"inspiring minds"

Datuk Ts. Dr. Mohd Razali Muhamad
Deputy Vice Chancellor (Academic)
24 October 2023 / 9 Rabiulakhir 1445

PREAMBLE

This document shall be the official reference document that regulate the academic procedures and processes for the Undergraduate (UGP) programmes of the Albukhary International University (AIU). This regulations document outlines the method of implementing policies and plans in order to coordinate, manage, supervise and administer the academic affairs. It is approved by the AIU Senate to ensure the quality and conformance to the standard of education, and the conferment of the bachelor's degree(s) at AIU.

The document is published to all staff and students of AIU for reading and adhering to the guidelines. The regulations were conferred by Section 35 of the Constitution of the University. The AIU Undergraduate Academic Regulations was first endorsed in the Academic Management Committee Meeting in 2011.

The regulations were revised in the following Meetings:

1. Senate Meeting 1, No. 01/2018 held on 18 July 2018 (Senate Paper No. 006- 2018 [006]); and,
2. Senate Meeting 22, No. 08/2020 held on 28 October 2020 (Senate Paper No. 290-2020 [290])
3. Senate Meeting 24, No. 01/2021 held on 27 January 2021 (Senate Paper No. 314-2021 [314])
4. Senate Meeting 54, No. 09/2023 held on 27 October 2023 (Senate Paper No. 851-2023 [851])

The current edition of AIU Undergraduate academic regulations was deliberated and revised by Special Academic Planning Committee 15, No 05/2023.

This AIU Undergraduate Academic Regulations is applicable to all students pursuing undergraduate programmes in the University.

DEFINITIONS

1. "**Academic Session**" means a 12-month duration as determined by the Senate.
2. "**Academic Status**" means the status assigned to students at the end of each semester they are enrolled in based on their CGPA.
3. "**AMD**" refers to the Academic Management Department of the university.
4. "**AS**" means Active Academic Standing and given to students who obtains CGPA 2.00 and above.
5. "**Attendance**" means the requirement for students to attend at least 80% of the scheduled classes including lecture, tutorial, laboratory, seminar etc.
6. "**Audit Course**" means any course taken by a student which is not compulsory course of the current programme's curriculum.
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 dependent on the attendance of the course.
9. "**Compulsory Course Registration Period**" means the period between Week 13-14 of the long semester and Week 7-8 of the short semester during which a student must register for their courses for the following semester.
10. "**Course**" means components of a programme. The term courses are used interchangeably with subjects, units or modules.
11. "**Coursework**" means any form of assessment carried out in the duration of the instructional session of a semester.
12. "**Credit**" means the unit of measurement for the load of a course.
13. "**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.
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 Load**" means the total number of credits undertaken by a student in a semester.
17. "**Credit Transfer**" means the process of transferring the credits for courses which a student has undertaken in his previous programme to the current programme of study. This process allows the credits that have been acquired to be counted as part of the graduation credit requirement of the current programme that the students are pursuing. Essentially, transferable credit should be from courses that are equivalent to the courses of the programme of study being pursued at the University.
 - a) "**Horizontal Credit Transfer**" means the horizontal transfer of course credits for a student who is still actively studying, at the same level of qualification as the current programme being followed by the student at the University.
 - b) "**Vertical Credit Transfer**" means the transfer of course credits of a student who has graduated or has achieved competency in the course either vertically to the current programme of study being attended by the student at lower-level degree from the same IHL or other IHL.
18. "**Dean**" means the head of a School appointed by the Vice Chancellor and President.
19. "**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 Senate.

20. "**Duration of Study**" means the maximum number of semesters allowed in order to complete a programme of study.
21. "**Elective Course**" means the optional course offered within a course to fulfil the graduation requirement.
22. "**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.
23. "**Examination Hall/Venue**" refers to any space that is used for examination, tests, or any form of assessment.
24. "**Final Examination / Final Assessment**" means the assessment carried out at the end of the semester to measure students' academic achievement.
25. "**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.
26. "**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.
27. "**FS**" means Failed Academic Standing.
28. "**GPA**" (Grade Point Average) means the average Grade Point Values obtained in a semester.
29. "**Grade**" means the letter used to indicate a student's achievement in a course.
30. "**Grade Point Value**" means the equivalent numerical value for each grade.
31. "**HEP**" means Higher Education Provider.
32. "**JIM**" refers to the Immigration Department of Malaysia (also known as the Jabatan Imigresen Malaysia – JIM).
33. "**Late Course Registration Period**" means the period between Week 3 to 4 of long semester and Week 1 of short semester given to a student who failed to register courses during Compulsory Course Registration Period, to register for the following semester's courses.
34. "**Massive Open Online Courses (MOOC)**" means an online course aimed at unlimited participation and open access via the web.
35. "**MPU**" 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.
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.
37. "**Pre-requisite**" means the compulsory course that the students must take prior to taking the specific course.
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. "**PS**" means Probation Academic Standing.
40. "**PS1**" means Probation Academic Standing when a student obtains CGPA less than 2.00 for the first time.
41. "**PS2**" means Probation Academic Standing when a student obtains CGPA less than 2.00 for the second time of the consecutive semester.
42. "**Redeem Course (DC)**" means a course that is taken by the graduating students that obtains Academic Probationary Status (PS) for improving their CGPA.
43. "**Repeat Course (RC)**" means a course that must be repeated by a student due to failing a course (Grade D+ or below) in any of the coming semesters prior to graduation.

44. "**Re-sit Examination (RS)**" means the student re-take an examination with charger within a stipulated time due to obtaining Grade C-.
45. "**School / Centre**" means the University Authority, which is responsible for conducting academic programmes, and is vested with the powers from the Senate to confer bachelor's degrees to students.
46. "**Semester**" means the duration of study in an Academic Session as stipulated by the University.
47. "**Senate**" means the highest academic body of the University established under the Constitution of Albukhary International University.
48. "**Special Examination**" means a replacement examination for the Final Examination/Assessment.
49. "**Student**" means a student who has completed at least one (1) semester of study at the University.
50. "**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.
51. "**Suspension of Studies**" means the status of a student who is barred from attending any instructional meetings in a semester as directed by the University due to disciplinary reasons.
52. "**Transcript**" means an official statement issued by the University listing all the examination results obtained by a student during his/her duration of study.
53. "**University**" means the Albukhary International University ("AIU").

SECTION 1

ACADEMIC SYSTEM

- 1.1 The University implements a THREE (3) semester academic year in which Semester 1 and Semester 2 comprise of 18 weeks. These 17 weeks includes lectures, examinations, and preparations. Meanwhile, Semester 3 comprises 9 weeks. This semester is counted in the calculation of study.
- 1.2 The academic session is shown in **Table 1.1**.

Table 1.1 Academic Session

Semester 1	Week
Lectures	14 Weeks
Revision Period	1 Week
Examination	2 weeks
Total (A)	17 Weeks
Mid-Semester Break	1 Week
End of Semester Break	2 Weeks
Total (B)	3 Weeks
Semester 2	
Lectures	14 Weeks
Revision Period	1 Week
Examination	2 weeks
Total (C)	17 weeks
Mid-Semester Break	1 Week
End of Semester Break	2 Weeks
Total (D)	3 Weeks
Semester 3	
Lectures	7 Weeks
Revision Period	1 Week
Examination	1 week
Total (E)	9 weeks
End of Semester Break (F)	2 Weeks
Total (A+B+C+D+E+F)	51 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.

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 School 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 degree.
- 3.2 A student is required to register for the course within the registration period, see Table 3.2.1 and Table 3.2.2.

3.2.1 Course registration table for a long semester

Period	Week
Registration (Semester & Course registration)	13-14 (preceding long semester)
	7-8 (preceding short semester)
Add and/or Drop	1-2
Late registration (Special Case Only)	3-4

3.2.2 Course registration table for short semester

Period	Week
Registration (Semester & Course registration)	13-14 (preceding long semester)
Add and /or Drop	1
Late registration (Special Case Only)	

- 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 students and deferred students are required to register courses in the subsequent semester:
- 3.5.1 Failure to register within the stipulated duration without reasons that are accepted by the University will result students to be terminated from their study.
- 3.5.2 Permission for students to register the courses is subject to the maximum total credit, or otherwise with the Dean's approval.

- 3.5 Course registration for the following semester must be done within registration period or compulsory registration period (as stated in the **Table 3.2.1 and Table 3.2.2**).
- 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 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 for Semester 1 and Semester 2 and must not exceed SIX (6) credits in Semester 3. For students under the Academic Probationary Period, the maximum number of credits that can be registered by a student is TWELVE (12) credits for Semester 1 and 2 and a maximum of SIX (6) credits in Semester 3.
- 3.9 Registration for a course with pre-requisite is only allowed after the student has passed the prescribed pre-requisite course by obtaining at least a grade "C".
- 3.10 For Course Withdrawal:-
- 3.10.1 "Withdrawal from a course" means withdrawal from one or more courses in any semester after the fourth 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 Dean's approval.
- 3.10.3 The application for the withdrawal of courses must be made no later than the last working day of week 13 of Semester 1 and 2. Meanwhile, a student is allowed to withdraw courses before the last day of Week 5 of Semester 3.
- 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 failed to attend lectures and did not follow all the teaching and learning activities of a course with less than 80% attendance without official withdrawal will be barred and given a grade "F" which will be recorded in the student's official record for the course concerned.
- 3.10.6 The withdrawal from the MPU course is not allowed except with the Dean's approval.
- 3.10.7 For cases of 'Course 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 curriculum structure must repeat the course until they pass.

- 3.11.2 Students who fail a Pre-Requisite course in the curriculum structure must repeat the course until they pass.
- 3.11.3 Students who fail a curriculum course can repeat the course or take another equivalent curriculum 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 "D+" and below must be repeated;
 - 3.11.6.2 Student will be charged a penalty that will be determined by the University. The penalty will be imposed on per credit basis for the number of attempts 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 Re-sit ("RS"): -

The School will notify the affected student that need to Re-sit or the affected student may submit an application to improve the grade of any category of courses, subject to the approval of the Dean of the School 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;
 - 3.12.3 Only courses with grade "C-" will be permitted a Re-sit of the final examination/final assessment;
 - 3.12.4 The grade of Re-sit is capped on C+. 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 For Industrial Training, ONE (1) credit is equivalent to TWO (2) weeks of training.

4.4 In regard to the academic workload for each semester

4.4.1 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) for Semester 1 and Semester 2.

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

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

4.4.4 Students with Probation Academic Standing Status ("PS1" and "PS2") are only allowed to take maximum of TWELVE (12) credits for the long semester.

4.4.5 Students are only allowed to take maximum of NINE (9) credits only in the short semester.

4.5 The minimum number of credits for graduation is ONE HUNDRED AND TWENTY (120) for undergraduate programmes. However, the exact requirement of this is determined by the School with the approval of the Senate.

4.6 The duration of the study of the undergraduate programme is shown in Table 4.2.

Table 4.2 Duration of Study

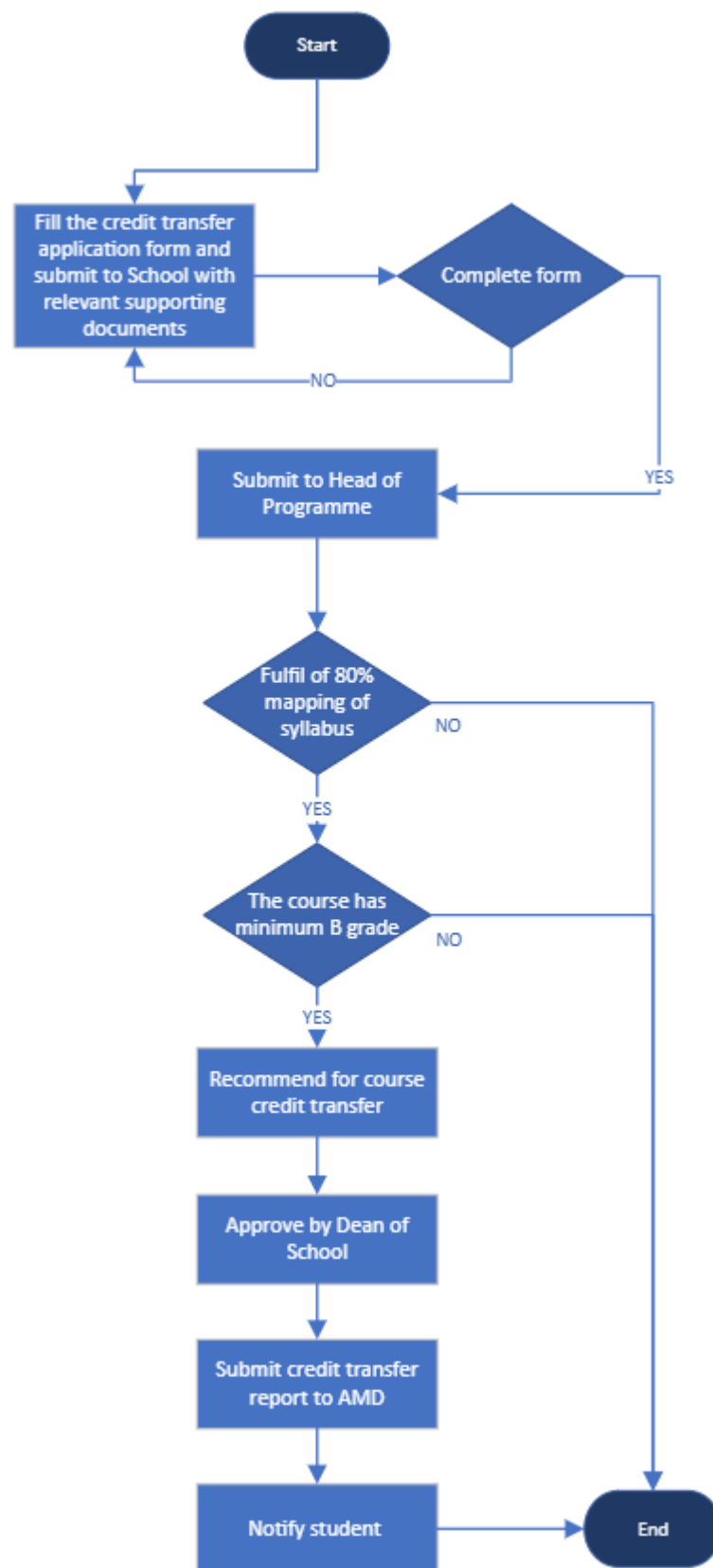
Duration of study	
Minimum	3 years
Maximum	6 years

- 4.7 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.
- 4.8 The maximum study duration for the students is determined by the School based on the approved vertical credit exemption. (Refer to **Clause 4.10 and 4.11**)
- 4.9 Credit transfer refers to the practice of granting exemption to course(s) in a programme on the basis that the requirements of a course or courses have been demonstrated to have been fulfilled by the students.
- 4.10 Vertical Credit Transfer:-
- 4.10.1 Vertical credit transfer can be given to students who have diplomas and/or degrees from other higher institutions recognised by the Senate;
- 4.10.2 The approved credit transfer must not be more than 30% (or based on the any other percentage set by the relevant Accreditation Bodies) of the total number of credits for the award of a degree;
- 4.10.3 Only the course(s) with a minimum of "B" grade, or Grade Point of **3.00** or equivalent can be considered for vertical credit transfer and has minimum equivalency of **80%** in term of content of the course with the course offered in the University;
- 4.10.4 The application for this vertical credit transfer should be made in the first week of the semester in the first year of study;
- 4.10.5 A course which has been approved for credit transfer cannot be registered again by a student for the purpose of improving CGPA;
- 4.10.6 4.10.6 The vertical credit transfer is not allowed from a higher level to a lower level programme.
- 4.10.7 The course credit hour for the former programme must be at least equivalent to the value of the applied credit course. In the case of the course has less credit hour then TWO (2) or more courses can be combined to get the equivalent credit hour;
- 4.10.8 The programme from which the course credits are transferred from are accredited or approved in the country of origin;
- 4.10.9 Refer to **Appendix 4.1** for vertical credit transfer process flowchart.
- 4.11 Horizontal Credit Transfer: -
- 4.11.1 Students who join mobility programme (approved by the Senate) at other HEPs are eligible to apply for Horizontal Credit Transfer. Only course(s) that have been endorsed by the University before commencing their mobility programme are qualified for horizontal credit transfer;

- 4.11.2 In the case of horizontal credit transfer between programmes within the University, there is no limit for credit transfer;
 - 4.11.3 Students from other HEPs who are still in active status may apply for horizontal credit transfer at the University without exceeding of 50% of the total credit for graduation;
 - 4.11.4 It is compulsory for Students to register all the courses that are to be transferred during the current semester. Students need to inform the School immediately of their obtained results from HEP for the courses that they enrol in;
 - 4.11.5 Students who opt to use horizontal credit transfer facility must fulfil the period of residence of at least ONE (1) semester for undergraduate (Level 6, MQF) at the University;
 - 4.11.6 Students may apply for horizontal credit transfer for MOOC courses provided that they pass a qualification test set by the University for the course. The maximum number of credits is subject to 30% of the total credit for graduation;
 - 4.11.7 A process flowchart to horizontal credit transfer is as stated in **Appendix 4.2**.
- 4.12 During submission of the transfer credit application, students are required to present a transcript or exam results of the Diploma or other equivalent degree. However, if required, the School can request for syllabus or synopsis of the course applied for exemption. The School has the right to fix or to impose certain conditions on students, if required in the form of interview or special examination:-
- 4.12.1 The approved courses for credit transfer will be given status of "TC" (credit transfer) in the system and transcript.
- 4.13 Credit Hours for Failed Courses: -
- 4.13.1 Students must register and repeat all failed university compulsory, core and specialisation 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.
 - 4.13.2 Students who fail in an elective course and/or co- curriculum course must register and repeat the course or take other elective course and/or co-curriculum course. If students repeat by taking other elective courses and/or co-curriculum course, their previous credit hours and grade point of the failed course will be replaced in the calculation of the latest CGPA.

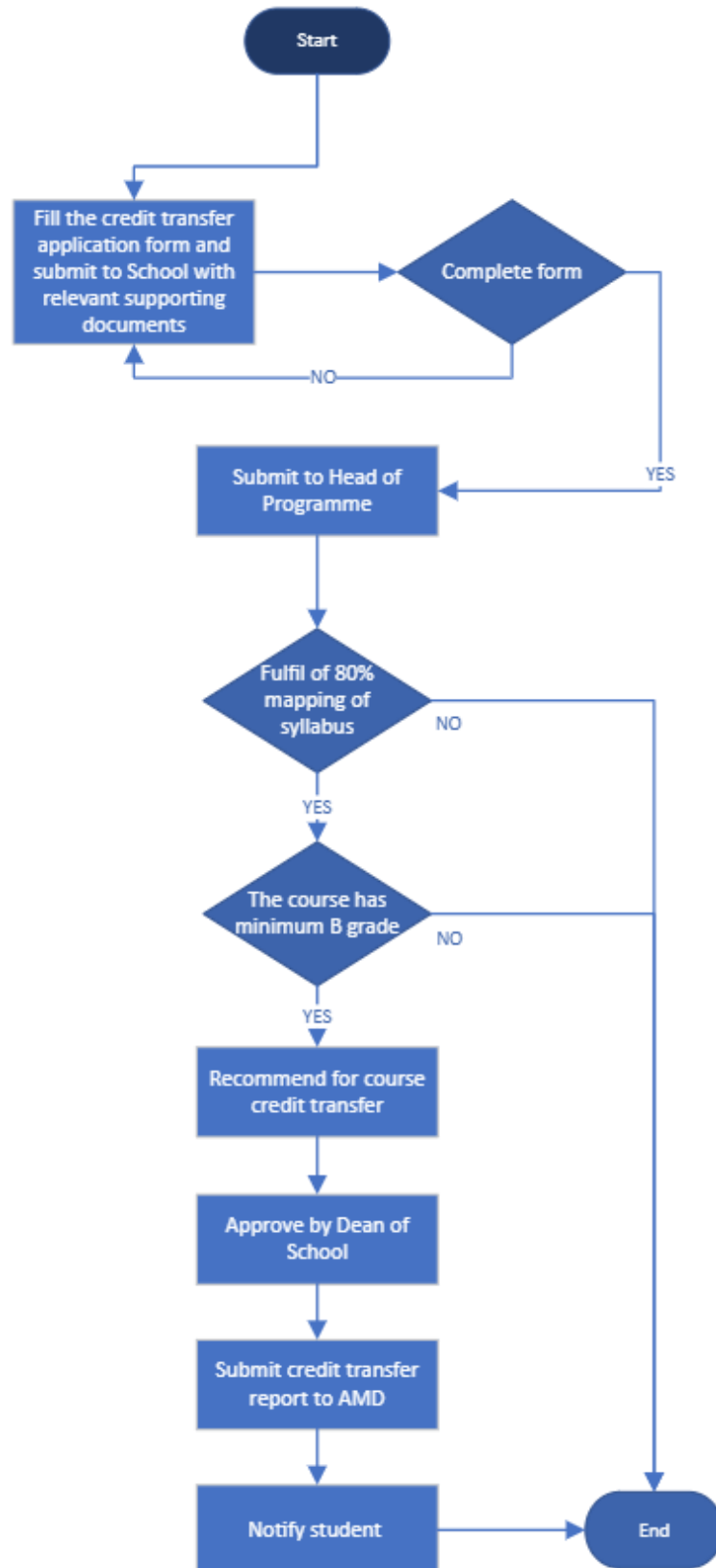
Appendix 4.1

Vertical Credit Transfer Flowchart



Appendix 4.2

Horizontal Credit Transfer Flowchart



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 of Final Examination and Coursework. Some courses might only comprise of Coursework as overall assessment.
- 5.2 The weightage for Final Examination shall be in the range of 30% to 60%.
- 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, Grade Point Relationship, Notation and its Interpretation.

LETTER	SCORE	GRADE POINT	QUALITATIVE ASSESSMENT
A+	90 -100	4.00	High Distinction
A	80 - 89	3.75	Distinction
A-	75 - 79	3.67	High Credit
B+	70 - 74	3.33	Credit
B	65 - 69	3.00	
B-	60 - 64	2.67	Pass
C+	55 - 59	2.33	
C	50 - 54	2.00	
C-	40 - 49	1.67	Failed (Redeemable Fail)
D+	35 - 39	1.33	Failed (Repeat the Course)
D	30 - 34	1.00	
F	0 - 29	0.00	

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") status :-
 - 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") status :-
 - 5.5.3.1 This grade may be given to the students who:-
 - 5.5.3.1.1 do not complete their Industrial Training,
 - 5.5.3.1.2 are enrolled to a course with a duration of more than 1 Semester,
 - 5.5.3.1.3 has any other reason acceptable by Senate.
 - 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 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 Absent From Examination/Final Assessment with Permission ("Y") Status:-
 - 5.5.4.1. Students who are unable to sit for the final examination due to illness (verified by certified medical officer);
 - 5.5.4.2 In this case, the student needs to sit for the Special Examination within the first 2 weeks of the next semester. Failure to do so without acceptable reasons approved by Senate will result to Failed Grade ("F").
- 5.5.5 Withdrawal ("W") Status:
 - 5.5.5.1 This is a status for students who withdraw from a particular registered course.
 - 5.5.5.2 The status of ("W") grade will appear in the transcript.
 - 5.5.5.3 The student is required to re-take the course withdrawn unless the course is not part of the student's programme requirements.
 - 5.5.5.4 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 "C".
- 5.8 A student who obtains a "C-" grade for the course (with Final Examination/Final Assessment) must apply to re-sit for the Final Examination/Final Assessment only. For the course without Final Examination / Final Assessment, if a student obtains the "C-" grade, the student must repeat the course. The affected student may refer to the Dean's Office for further process of clause 5.8.
- 5.9 A student who obtains the "D+" grade and below is required to repeat the course(s). The affected student may refer to the Dean's Office for further clarification.
- 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 Fail ("F") grade. The student will need to repeat the course.
- 5.11 Student must pass both components of Final Examination/Final Assessment and Coursework as required in the Programme Standards. The passing mark of the Final Examination/Final Assessment and Coursework is based on the Grading System as shown in Table 5.1. Grades, Score and Grade Point Relationship.

SECTION 6

ATTENDANCE

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 examination for that course and/or will be barred from sitting the Final Examination or any other form of Final Assessment. In this case, student will be considered as failed and will be given 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 is any students who absence 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 absenteeism report of less than 80% attendance per course from the School. A copy of the warning letter(s) must be sent to the Office of Dean or Head of Centre, Examination Unit, parents/guardian, and sponsor as well as for the student's file at the Admission Unit.
- 6.1.5 In regards of action taken for clause no. 6.1.2, 6.1.3 and 6.1.4, the School or the Examination Unit need to inform the students in through the Final Examination Schedule and Slip (FESS) or the Registrar's Office to inform the student in writing.

6.2 Absenteeism due to Medical Reasons:-

- 6.2.1 A student who has prolonged medical illness in the duration of the academic programme need to inform the Dean of School or Head of Centre in writing with supportive evidence from a Certified Medical Officer (i.e. Letter from registered medical specialist).
- 6.2.2 The Grade "I" (Incomplete) is awarded to a student who could not complete the course due to prolonged illness.
- 6.2.3 Upon the Senate's approval, the student may be allowed or advised by the School or Centre to:

- a. Sit for the Final Examination or Final 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).

SECTION 7

ASSESSMENT

7.1 Assessment System:-

- 7.1.1 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.
- 7.1.2 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 more than 50% unless with the approval from the School.
- 7.1.3 School may decide on any suitable format to assess the Industrial Training, Practicum and Final Year Project.
- 7.1.4 School may also approve implementation of the course with 100% assessment through coursework with a valid academic justification based on the approved curriculum.
- 7.1.5 The proposal to implement clause 7.1.4 must be presented by the School to the Academic Planning Committee (AP) for deliberation and recommendation to Senate. The final approved is by Senate.
- 7.1.6 Lecturers are responsible to ensure all coursework mark (for assessment, before Week 12 of the Semester) to be filled up into the Student's Portal or Notice Board for students' view and notification for long semester.
- 7.1.7 Lecturers are responsible to ensure all coursework mark (for assessment, before Week 7 of the short semester) to be filled up into the Student's Portal or Notice Board for students' view and notification for short semester.

7.2 Final Examination / Final Assessment:-

7.2.1 Eligibility to sit for Final Examination:-

7.2.1.1 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 for the course;
- b) student has fulfilled the required 80% attendance to the course teaching and learning sessions and other course requirements;
- c) for courses that require passing in both components, ONLY student who has passed the coursework component is eligible to sit for final examination.

7.2.1.2 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.

7.2.2 Barring From Examination:-

7.2.2.1 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 7.2.2.2 In such a case, the student may be given the chance to appeal to the AMD (Examination Unit) upon the recommendation by the Dean of School or Head of Centre and/or Registrar's Office; or
- b) a student has violated any of the University's Regulations

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

- a) by the AMD (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 who has reached 20% absence from the class attendance. This Barring letter will only be released if:-
 - i. the student has been counselled by the School / Centre, or
 - ii. after all effort to contact the student has failed;

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

7.2.2.4 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).

7.2.3 Unbarring (Appeal) the status:-

7.2.3.1 The unbarring can be done by the following:-

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

- b) The Dean of School 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.

7.2.4 Absence from the Final Examination / Final Assessment:-

7.2.4.1 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 Dean of School or Director of Centre.

7.2.4.2 The application of 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 School 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 / Final Assessment with Permission). The School or Centre may authorise a Special Examination within the first TWO (2) weeks of the following semester for the student.

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

7.2.5 Date(s) and duration of Final Examination/Final Assessment:-

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 other media of communication as there may be amendment or updates in the Final Examination / Final Assessment schedule.

7.2.6 Final Examination/ Final Assessment Schedule:-

- 7.2.6.1 The draft of Final Examination/Final Assessment 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.
- 7.2.6.2 Student 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) not less than ONE (1) week before the Final Examination begin.
- 7.2.6.3 Students are advised to always check the notice boards, Student's Portal, Final Examination Schedule and Slip (FESS) or any other medium communication of the University as there maybe amendment or updates in the Final Examination/Final Assessment schedule.

7.2.7 Attending Examination:-

- 7.2.7.1 The Final Examination Schedule and Slip (FESS) must be displayed to the Invigilators during the Final Examination or Final Assessment session;
- 7.2.7.2 Any candidate without the AIU Student ID Card and FESS will be denied entry and will not be allowed to sit for the Final Examination or Final Assessment paper or presentation, except, with a written permission from the Examination Unit.

7.2.8 Rules on the Conduct of the Final Examination:-

- 7.2.8.1 Candidates are advised to be at the Final Examination/Final Assessment's Hall or Venue no later than FIFTEEN (15) minutes before the examination starts.
- 7.2.8.2 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/Final Assessment Hall/Venue if the University's Dress Code is not followed by the candidates.
- 7.2.8.3 Candidates are NOT allowed to bring into the Final Examination/Final Assessment's 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 invigilator. 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).

7.2.8.4 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 sheet/script/booklet/OMR paper used. Candidates are not allowed to write their names on the answer booklets/answer scripts/OMR paper.

7.2.8.5 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).

7.2.8.6 Candidates are not allowed to communicate with other candidate 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.

7.2.8.7 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 has begun.

7.2.8.8 Candidates are not allowed to leave the Final Examination/Final Assessment 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.

7.2.8.9 Candidates who wish to leave the Final Examination/Final Assessment Hall/Venue at other times stipulated above for any reason, must get the permission from the Chief Invigilator. The candidate(s) must record their Exit in the log sheet provided.

7.2.8.10 Candidates who wish to leave and end his/her Final Examination/Final Assessment 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/Final Assessment 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/Answer Paper/ OMR paper and completed the Attendance Slip before giving the permission to the candidate(s) to leave.

7.2.9 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 Undergraduate Academic Regulation Handbook or any policies that has been approved by Senate.

7.2.10 Re-Administration of Examination:-

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

- a) a proven leak in the Final Examination/Final Assessment end-of-course or end-of-semester 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

7.2.11. Special Examination/Assessment:-

7.2.11.1 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;

7.2.11.2 May be offered to graduating students who had failed a course in the final two semesters of their study. The final GPA and CGPA will be recalculated based on the new grade obtained for the course. The minimum of grade "C" is required to pass the given Examination/Assessment.

7.2.11.3 The School or Centre may authorise a Special Examination/Assessment within the first TWO (2) weeks of the following semester.

7.2.12 Re-Sit Examination:-

A student may take a re-sit examination if he/she obtained overall "C-" grade after the first attempt. The grade of Re-sit is capped at "C+". Re-Sit Examination is not applicable for the barred students.

7.2.13 Repeating the Course:-

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

7.2.14 Appeal Against Grade:-

7.2.14.1 An Appeal Against Grade is a request by a student to have his/her answer script to be re-evaluated.

7.2.14.2 An Appeal Against Grade is applicable for Final Examination or Final Assessment only.

7.2.14.3 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 RM 200 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.

7.2.15 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 8

ACADEMIC STANDING

8.1 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 n^{th} course

P_n = Grade Point Value earned for n^{th} course

An example of a GPA calculation is shown in **Table 8.1**:

Table 8.1 Example of GPA Calculation – Semester 1

Course	Marks	Grade	Credit	Grade Point Value (P_n)	Point value for Course (P_nC_n)
I	92	A+	3	4.00	12.00
II	78	A-	3	3.67	11.01
III	65	B+	3	3.33	9.99
IV	50	C+	2	2.33	4.66
V	33	D+	2	1.33	2.66
VI	15	F	1	0.00	0.00
Total			TCC = 14 TCC ₁ = 14		TGP = 40.32 TGP ₁ = 40.32

$$GPA = \frac{40.32}{14} = 2.88$$

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 n^{th} semester

TCC_n = Total Credit Counted in n^{th} semester

Table 8.2 shows the calculation of CGPA for Semester 2.

Table 8.2 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	A-	3	3.67	11.01
II	23	F	3	0.00	0.00
III	80	A	3	3.75	11.25
IV	67	B+	3	3.33	9.99
V	48	C+	2	2.33	4.66
VI	96	A	1	4.00	4.00
Total			TCC = 15		TGP = 40.91
			TCC ₂ = 15		TGP ₂ = 40.91

$$GPA = \frac{40.91}{15} = 2.73$$

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

$$GPA = \frac{40.32 + 40.91}{14 + 15}$$

$$CGPA = \frac{81.23}{29} = 2.80$$

8.2 The academic standing of a student is based on the CGPA and this is shown in **Table 8.3**.

Table 8.3 Academic Standing for Undergraduate

CGPA	ACADEMIC STANDING
CGPA \geq 2.00	Active Academic Standing (AS)
CGPA < 2.00	Probation Academic Standing (PS)

- 8.3 Students with CGPA lower than 2.00 in a semester, will be given the Probation 1 (“**PS1**”) status. The Probation 2 (“**PS2**”) status is given to students with CGPA lower than 2.00 for two consecutive semesters. 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.
- 8.4 Students with Probation Status (“**PS1**” or “**PS2**”) may only register a maximum of 12 Credit Hours in the following Semester. Dean's Approval is required if students intend to register more than 12 Credit Hours.
- 8.5 The Academic Standing result shall be announced to the students after the endorsement of the Senate except to those students with following conditions:
- 8.5.1 students whose examination results have been suspended because of disciplinary reasons or other reasons decided by the Senate, and/or
- 8.5.2 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
- 8.5.3 Any other or specific reason that will be informed through the Examination Unit to the student.
- 8.6 Students will be listed in Dean's List once the following requirements are met:
- 8.6.1 Obtained GPA \geq 3.50 in a particular semester
- 8.6.2 Registered for at least TWELVE (12) credit hours (for Semester 1 and Semester 2) and minimum of 8 credit hours (for Semester 3) and all the courses must be graded ones.
- 8.6.3 Students undergoing Industrial Training are not eligible to be considered for the Dean's List.
- 8.7 In the case of students 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.
- 8.8 A Final Semester student who has fulfilled the required total Credit Fulfilled for the award of Bachelor Degree but obtains “**PS**” status (either “**PS1**” or “**PS2**”) will be given the chance to improve his Academic Standing subject to the following conditions:-
- 8.8.1 The maximum duration of study has not been exceeded.
- 8.8.2 The student is required to re-take a number of courses with the approval of the School using Redeem Course Status (“**DC**”).
- 8.8.3 A student who fails to improve his Academic Standing by earning Active Academic Standing status (“**AS**”) shall be given “**FS**” status and dismissed.
- 8.9 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 Schools for the previous academic session.

SECTION 9

IMPROVING ACADEMIC PERFORMANCE

A student may improve their academic standing or their grade with the following conditions:

9.1 Re-sit Examination

9.1.1 the School's approval is obtained;

9.1.2 only courses with grade "**C-**" is allowed to re-sit the Final Examination/Final Assessment only;

9.1.3 re-sit for grade improvement for a course is only allowed once;

9.1.4 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;

9.1.5 the re-sit examination, shall be done within TWO (2) weeks of the following semester;

9.2 Repeat Examination

9.2.1 courses with grade "**D+**" or below must be repeated;

9.2.2 student will be charged a **penalty** based on **per credit** basis for the second attempt to repeat the course. The penalty to be imposed shall be determined by the University;

9.2.3 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;

9.2.4 student is still in the specified duration of study.

SECTION 10

AWARD OF DEGREE

- 10.1 A student will only qualify for graduation once the following requirements are fulfilled:
- 10.1.1 obtain a CGPA of at least 2.00 and achieve Active Status (“**AS**”);
 - 10.1.2 pass all courses required for the programme within the stipulated period of study;
 - 10.1.3 complete a total of graduating credits for the programme set by the School and approved by the Senate;
 - 10.1.4 meet all requirements as stated in the AIU Undergraduate Academic Regulation;
 - 10.1.5 apply for graduation and obtain approval from the School;
 - 10.1.6 verified and approved to be awarded a degree by the Senate; and
 - 10.1.7 fulfil other requirements as required by the Senate.
- 10.2 Classification of the bachelor's degree is based on the final CGPA, according to the following:

Classification	Final CGPA
First-class Honours	3.67 – 4.00
Second-class Honours; Upper Division	3.00 – 3.66
Second-class Honours; Lower Division	2.50 – 2.99
Third-class Honours	2.00 – 2.49

SECTION 11

DEFERMENT OF STUDY

11.1 A student may make a formal written application to the Dean of the School to defer his/her study by filing up the **form**. The form may be obtained at the AIU website. School 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:-

11.1.1 Health reasons;

11.1.1.1 A student shall submit an application with supporting document(s) such as the Medical Certificate or a health status and endorsement letter by certified medical officer from the Government/ Private Hospital/Clinic.

11.1.1.2 The maximum deferment is ONE (1) Academic Year or THREE (3) consecutive semesters for every application made by student. However, the duration may be extended, subject to the Senate's approval. The Senate will decide whether the student should be allowed to continue or withdraw from his/her study.

11.1.1.3 If the application is approved by the Senate, the period of deferment shall not be considered as a part of the utilised number of semester.

11.1.2 Other reasons (such as personal reasons, or misconduct).

11.1.2.1 A student may also apply for a deferment for reasons other than medical;

11.1.2.2 The application shall be made no later than week 9th of the current semester;

11.1.2.3 The maximum period allowed for deferment is THREE (3) semesters;

11.1.2.4 If the application is approved by the Senate, the period of deferment shall be considered in counting the number of semesters utilised; and

11.1.2.5 If the student is sponsored, the student is responsible to inform his sponsor on the deferment of his studies. AMD to inform the Scholarship Unit about the deferment.

11.2 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:-

11.2.1 Medical Reason

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

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

11.2.2 Other Reasons.

11.2.2.1 A student who applies to defer his studies for other than medical reason 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

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

11.2.2.3 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

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

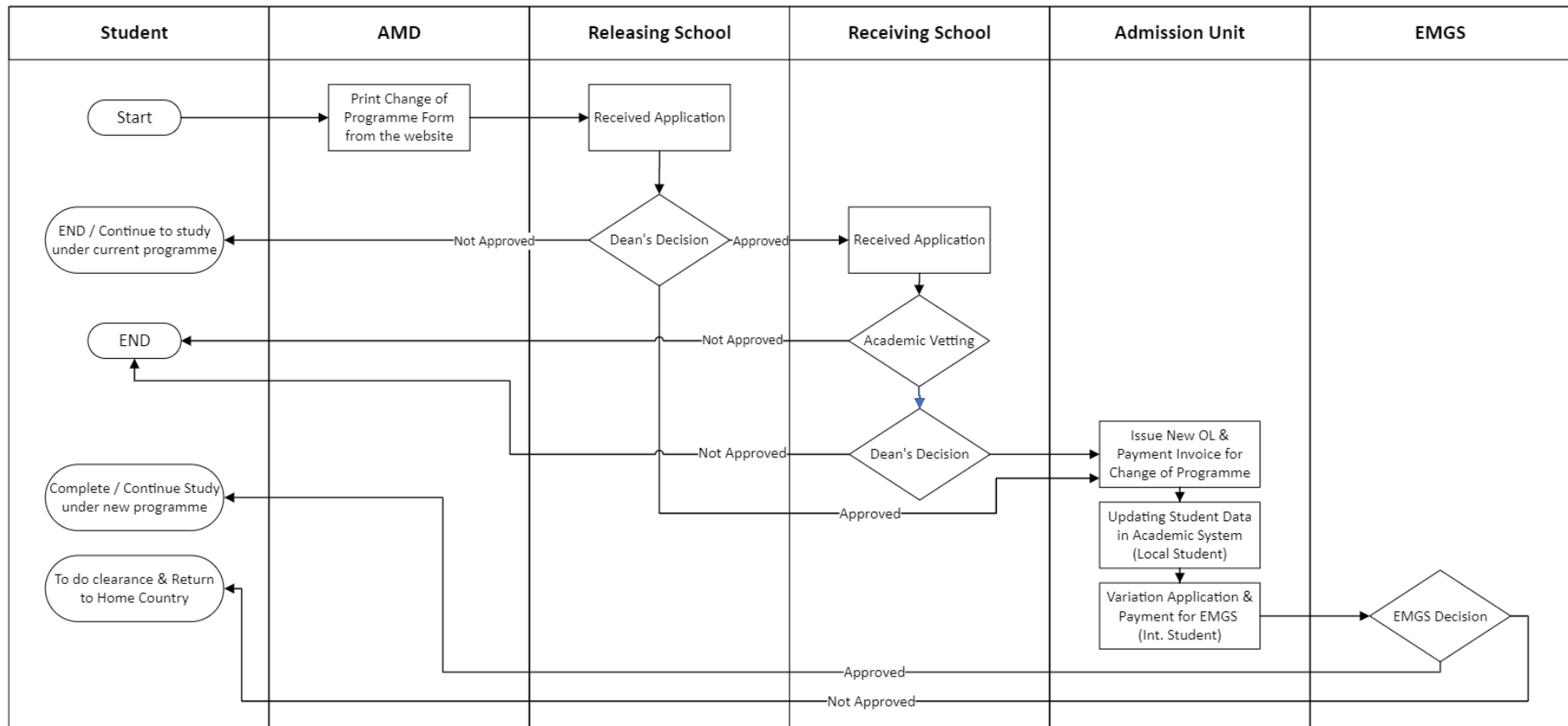
SECTION 12

CHANGE OF PROGRAMME OF STUDY

- 12.1 The University may consider applications from students who wish to change their programme of study within the School or between Schools on the following conditions:
- 12.1.1 the approval from the Dean is obtained,
 - 12.1.2 in the case of change of programme of study between Schools, then, both Deans approval are required,
 - 12.1.3 the change of programme is only allowed once throughout the student's period of study,
 - 12.1.4 Students are only allowed to perform the programme change during the 1st Semester of the 1st year of undergraduate study. For international student, the 1st year of study duration is calculated after completion of English Language Requirement (if the student is applicable for the English Requirement).
 - 12.1.5 The change of programme is allowed only to a student that is unable to fulfil the English Requirement (stipulated entry requirement) of the initial offered programme. Other than this reason, the change of programme request will not be entertained unless with the Senate's approval.
 - 12.1.6 For **international students**, they are required to pay **certain amount** of money that is set by the EMGS and Immigration Department of Malaysia (JIM) to change the programme to proceed with application via the EMGS. The successful of program change application is subject to the approval from the EMGS/JIM. The international student(s) may refer to Admission Unit (International Student Unit- "ISU") for the payment advise.
 - 12.1.7 The change of programme **form** can be obtained from the AIU website.

12.2 The workflow for the change of programme of study is shown in Appendix 12.1

Appendix 12.1



SECTION 13

THE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE

13.1 Use of Generative Artificial Intelligence (AI)

13.1.1 Students are expected that a combination of the following should be used to acknowledge the use of generative AI in academic work:

- a. Written acknowledgement of the use of generative AI and its extent;
- b. Descriptions of how the information was generated (including the prompts used); and
- c. Citing and referencing using American Psychological Association (APA) style of documentation of sources.

13.1.2 It is required that a declaration acknowledging the use of technologies, if any, generate material for assessment should be included.

13.1.3 When modification has been made to the material created by AI, or when the material is used solely to showcase the capabilities of generative AI, it is not appropriate to utilise in-text citations or references.

13.1.4 In such cases, a declaration should be included that encompasses the following elements:

- a. Written acknowledgement of employing generative artificial intelligence;
- b. Specification of the utilised technology/technologies;
- c. Explicit descriptions of how the information was generated;
- d. Identification of the prompts employed; and
- e. Explanation of how the generated output was incorporated into the work.

For a recommended format, see Appendix A, which provides sample declarations.

13.1.8.5 Under certain circumstances, in addition to a declaration, it is required to cite and reference material generated by AI in the same manner as any other source in the assessment using APA style.

13.1.8.6 A review should be done of the assessment details to determine whether additional citations and references of the generated material are necessary.

13.1.8.7 Failure to acknowledge the use of generative AI in academic work, is deemed unethical. Concerns about potential unethical use of generative AI must be reported to the Head of the Programme for assessment. In cases where academic staff members suspect such unethical use, they may initiate an investigation, which typically involves reviewing evidence, such as reports from AI Content Detector software or invigilator/examiner

observations. If, following the investigation, it is reasonably believed that unethical use of generative AI has occurred, a report will be forwarded to the Registrar's Office for further action.

SECTION 14

ACADEMIC MISCONDUCT

14.1 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 voce, accreditation of prior learning portfolios as well as all forms of examination.

14.1.1 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).

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

14.1.3 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.

14.1.4 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.

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

14.1.6 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 cooperation between student and another person in the preparation and production of work which is presented as the student's own.

14.1.7 Other Academic Misconduct

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

14.2 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.

14.3 If a student is found to have committed an offence of any of the items stated in **Clause 14.1**, A committee of Preliminary Investigation for the Academic Misconduct will be formed to investigate the offence. Which after, if there is 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:-

14.3.1 To award ZERO (“0”) for the overall result of the examination of the particular subject including the course work.

14.3.2 To suspend the student for any duration deemed appropriate by the Senate. The number of Semester/s suspended will be counted as part of the total number of Semester that the student has to complete his studies.

14.3.3 Any other decisions deemed fit by the Senate for the misconduct.

SECTION 15

WITHDRAWAL FROM UNIVERSITY

15.1 Withdrawal Application

- 15.1.1 Student who wishes to withdraw from the University must complete the request **form** available at the Registrar Office (Admission Unit).
- 15.1.2 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.
- 15.1.3 Student may also be referred to the University Counsellor / Academic Advisor and justify the reasons of withdrawal. The Counsellor / Academic Advisor 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.
- 15.1.4 The approval of a student's application for withdrawal will also depend on the clearance by the Academic (the School), Library, Student Affairs Department, Finance Department and finally the Registrar Office (Admission Unit).
- 15.1.5 A student whose application is hold until all fees are settled. The **Clearance Form** can be obtained from the Registrar Office (Admission Unit).

15.2 Withdrawal Implications:

- 15.2.1 Student receiving approval to withdraw from the study is responsible for any implications or actions by her/his Sponsor, if applicable.
- 15.2.2 If the approved withdrawal of the study occurs on or before the deadline of the add/drop period, and if student had paid the tuition fee for the current semester, the tuition fee paid can be refunded based on the **AIU Refund Policy**.
- 15.2.3 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.
- 15.2.4 AIU is not in any way responsible on the cost for students to return to their hometown or country.

SECTION 16

SUSPENSION OF STUDIES

- 16.1 A student may be suspended during their studies due to the following reasons:-
 - 16.1.1 Disciplinary action related to Academic and non-Academic Misconduct(s);
 - 16.1.2 Failure to pay all the University's fees that is due.
- 16.2 The duration of suspension shall count towards the calculation of the duration of study at the University.
- 16.3 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 17

GENERAL PROVISIONS

- 16.1 Any form of further actions can be taken within the provisions of this Academic Regulations. However, the Senate has the right to make changes to the AIU Undergraduate Academic Regulations from time to time as the need arises.
- 16.2 These rules and regulations and all interpretations pertaining to it that have been approved by the Senate will be effective immediately for the relevant cohorts.
- 16.3 The Senate has the power to occasionally permit any exemptions that are considered appropriate from the needs of this regulations.
- 16.4 Information contained in this document is accurate at the time of publication of this Undergraduate Academic Regulations.

SECTION 18

ENFORCEMENT AND PRACTICE

This Albukhary International University Undergraduate Academic Regulations was endorsed at the AIU Senate Meeting 54, No. 09/2023 on 27 October 2023 and is effective beginning Semester 1, Session 2023/2024.

This AIU Undergraduate Academic Regulations is applicable to the AIU undergraduate students beginning with Cohort 2023/2024 who are registered from Semester 1, Academic Session 2023/2024 and onwards.