



ALBUKHARY INTERNATIONAL UNIVERSITY  
DU014 (K)



# POSTGRADUATE ACADEMIC GUIDELINES

# 2024

CENTER FOR GRADUATE STUDIES

## Postgraduate Academic Guideline

*Centre for Graduate Studies  
Albukhary International University  
January 2024*

*Photo by Mujtaba Amin*

*CGS Postgraduate Academic Guideline  
Correct at the time of printing*

## TABLE OF CONTENTS

No.	Content	Page
<b>PART ONE: DEFINITION</b>		<b>6</b>
<b>PART TWO: INTRODUCTION</b>		<b>9</b>
1.0	UNIVERSITY	9
	1.1 Vision	9
	1.2 Mission	9
	1.3 Core Values (5As)	9
2.0	CENTRE FOR GRADUATE STUDIES (CGS)	10
	2.1 Philosophy	10
	2.2 Contact	10
<b>PART THREE: RESEARCH AND POSTGRADUATE STUDIES</b>		<b>11</b>
3.0	RESEARCH AND POSTGRADUATE STUDIES AT AIU	11
	3.1 AIU research area	11
	3.5 Criteria for Members of Supervisory Committee	11
	3.6 Renomination of Supervisory Committee	12
	3.7 Supervisor-to-student ratio	12
<b>PART FOUR: GENERAL REQUIREMENTS</b>		<b>13</b>
4.0	ADMISSION REQUIREMENTS	13
	4.1 Master's Degree by Research	13
	4.2 Master's Degree by Coursework	14
	4.3 Doctoral Degree	14
	4.4 Language Requirements	15
	4.5 Application for Admission	15
	4.6 Students' enrolment for the programme	16
	4.7 Deferment of Admission	16
	4.8 Course Registration	17
	4.9 Course Registration for Research Programme	18
	4.10 Proposal Defence for Research Programme	18

	4.11	Duration of Study	18
	4.12	Attendance	19
	4.13	Absenteeism due to Medical Reasons	20
	4.14	Deferment	20
	4.15	Withdrawal	21
	4.16	Suspension of Studies	22
	4.17	Plagiarism Academic Fraud	22
	4.18	Proceeding for Academic Misconduct	25
	4.19	Official Academic Transcript	25
	4.20	Award of Degree	26
	4.21	General Fee Policy	27
	4.22	General Provisions	28
<b>PART FIVE: COURSEWORK PROGRAMME</b>			28
5.0	ACADEMIC ADMINISTRATION		28
	5.1	Introduction to academic administration	28
	5.4	Academic Standing	30
	5.5	Assessment System	34
	5.6	Final Examination	35
	5.7	Barring from Examination	35
	5.8	Unbarring (Appeal) for Coursework Mode	36
	5.9	Absence from Examination	37
	5.10	Date (s) and Duration of Final Examination	38
	5.11	Final Examination Schedule	38
	5.12	Attending Examination	38
	5.13	Administrative Order on the Conduct of Final Examination	39
	5.14	Violation of Final Examination Rules and Regulation	40
	5.15	Repeating the Course	41
	5.16	Appeal Against Grade	41

<b>PART SIX: RESEARCH PROGRAMME</b>		42
6.0	STUDENT STATUS FOR RESEARCH MODE	42
	6.1 General Rules	42
	6.2 Study Progress for Research Programme	42
	6.3 Extension of Candidature for Research Programme	43
	6.4 Thesis Supervision	44
	6.5 Conversion of Candidature	46
	6.6 Appointment of Thesis Examiner for Master's Degree	47
	6.7 Appointment of Thesis Examiner for Doctor of Philosophy	48
	6.8 Thesis Examination	49
	6.9 Thesis Submission for Viva Voce Examination	49
	6.10 Viva Voce and Thesis Examination	49
	6.11 Final Thesis Submission	50
	6.12 Termination of Candidature for Research Programme	51
<b>PART SEVEN: STUDENT'S LIFE IN CAMPUS</b>		52
7.0	ACCOMMODATION	52
8.0	MINIMUM RESIDENCY REQUIREMENT	52
9.0	STUDENT SUPPORT SERVICES	53
	9.1 Social Business Design Lab	53
	9.2 3Zero Club	53
10.0	AIU E-PLATFORM	53
	10.1 E-Learning Portal	53
	10.2 Internet Access	53
	10.3 Library Access	54
11.0	SMART CARD (ID)	54
12.0	DRESS CODE	55
13.0	LIFE ON CAMPUS	55
14.0	GUIDE TO CAMPUS	56

## **PART ONE: DEFINITION**

“Degree” refers to the award conferred by the University to a student who has fulfilled the requirements for a Master’s degree or Doctor of Philosophy degree or its equivalent;

“Programme” refers to any postgraduate study programme by research;

“Coursework programme” refers to the structure of a programme of study with a research component of less than fifty percent (50%);

“Research-mode programme’ means postgraduate programmes with a one hundred percent (100%) research component;

“Mixed-mode programme” means postgraduate programmes with at least a fifty percent (50%) research component;

“Coursework” refers to work assigned to and done by a student within a given period, which is assessed as an integral part of the programme;

“Credit Hours” refers to a weightage given to a course based on the number of hours per week of lectures, tutorials, research work or laboratory work;

“Course Outlines” refers to courses and other activities that are compulsory for students as determined by the University;

“Core Specialisation Courses” refers as a group of courses offered by the coursework programme for their students in choosing their area of specialisation that they are interested to pursue at the end of their studies. The courses taken shall contribute to the overall programme structure;

“Elective Course” refers to an optional course as specified by the programme;

“Transcript” refers to a complete record of a student’s particulars and academic performance.

“Research project” refers to the documentation of the research component prepared and submitted by the candidate in a coursework programme (all forms of capstone projects - case study, business/marketing plan, exposition, performance, an artefact, etc);

“Assessment(s)” 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.

“Examination” refers to any form of evaluation to measure a student’s performance;

“Dissertation” refers to an academic composition or a documentation of an original research prepared and submitted by a student for the award of a degree of a programme by Mixed mode;

“Thesis” refers to a document presented as a requirement for an academic degree or professional qualification;

“Progress report” refers to the periodic submission to the department of a report regarding a candidate’s progress;

“Viva-voce” refers to an oral defense of the thesis.

“Plagiarise” refers to use ideas, words, or works of another person without acknowledging its source;

“University” refers to Albukhary International University;

“Senate” refers to the Senate of Albukhary International University;

“Academia” refers to a fulltime academic member of the university or an instructor in permanent or contract position;

“University Graduate Studies Committee (UGSC)” refers to a Council of Postgraduate Studies at university level;

“Centre for Graduate Studies (CGS)” refers to the department established by the University to manage, administer and supervise postgraduate study programmes;

“School” refers to any of the schools at the University;

“Dean” refers to the Head of any School;

“Head of Programme” means an academic staff appointed by the School to manage the postgraduate studies at the School’s level;

“Candidate” refers to a candidate who has been offered a place in a programme but has not registered for it;

“Student” means a candidate who has been enrolled for a postgraduate study programme at the University;

“Main-supervisor” refers to a person appointed as a Lead Supervisor to supervise the research works;

“Co-supervisor” refers to a person appointed as a Supervisor with the Main Supervisor to supervise the student;

“Field-supervisor” refers to a person who has particular expertise unavailable within the University;

“Supervisory Committee” consists of main supervisor, co-supervisors and/or field supervisor that supervise the research works;

“Evaluation Panel” refers to panels of two (2) or more members, including a chairperson appointed by the respective School, to assess a graduate student’s research work;

“Internal Examiner” refers to a University’s academia appointed by the Centre for Graduate Studies with the endorsement of the University Graduate Studies Committee and approved by the Senate to assess theses/dissertations and examinations of Master’s degree programme and Doctor of Philosophy programme students;

“External Examiner” refers to a person from outside the University appointed by the Centre for Graduate Studies with the endorsement of the University Graduate Studies Committee and approved by the Senate to examine and assess theses/dissertations of students in Master’s and Doctor of Philosophy programmes;

“Thesis Examination Panel” consists of a group of experts comprising all internal and external examiners to assess theses and conduct the viva-voce session;



## **PART TWO: INTRODUCTION**

The objective of the regulation is to provide guidelines for prospective candidates and students in planning their postgraduate studies. Students graduated with a postgraduate degree through the programme should be able to demonstrate a mastery of the chosen domain. A postgraduate degree requires the graduates to demonstrate learning outcomes (LO) at MQF Level 7 for Masters Degree and Level 8 for Doctoral Degree as stipulated in the Malaysian Qualifications Framework (MQF).

### **1.0 UNIVERSITY**

#### **1.1 Vision**

Innovating solutions that promote the convergence of ideas towards a sustainable world.

#### **1.2 Mission**

Provides opportunity to serve humanity through social business in a redesigned learning environment.

#### **1.3 Core Values (5As)**

1.3.1 Adab - This is derived from the word 'ta'dib' which means education. It is said that a person of high Adab is also a person of high education and knowledge. Adab embodies the attainment of the 'insan kamil' or the perfect man. With Adab, the person must have achieved the other 4As below.

1.3.2 Akhlaq - Our moral behaviour which should resemble the high Adab that we carry and the moral compass in all our actions.

1.3.3 Aqidah - The religious and spiritual belief: persons strong in faith are those with discipline who understand their purpose in this life and the hereafter.

1.3.4 Amanah - Integrity in all our actions and intentions. This is a key principle that governs every aspect of the University.

1.3.5 Amalan - For every intention, there must be action ~ It is pointless for us to dream or wish to do something but take no action on those good intentions; alas we will be in a state of atrophy where nothing is done.

The 5As core values will be reinforced through activities which foster leadership, volunteerism, civic responsibility, mutual cooperation, respect of diversity and human rights as well as resourcefulness in promoting a life of dignity, well-being and success for individuals and societies living in peace and harmony in a sustainable, moral and ethical manner.

## **2.0 CENTRE FOR GRADUATE STUDIES (CGS)**

### 2.1 Philosophy

CGS was founded with the intention of providing opportunity where the pursuit of knowledge can flourish together with exploration and stretching its boundary towards a new horizon for future needs.

CGS aspires to develop adaptable, balanced, well-rounded individuals who are willing and able to serve humanity, acting as change agents in respective communities.

### 2.2 Contact

Phone: (+60)04-7747300

Email: [postgraduate@aiu.edu.my](mailto:postgraduate@aiu.edu.my)

Website: [www.cgs.aiu.edu.my](http://www.cgs.aiu.edu.my)

## **PART THREE: RESEARCH AND POSTGRADUATE STUDY**

### **3.0 RESEARCH AND POSTGRADUATE STUDIES AT AIU**

- 3.1 Postgraduate study at AIU is firmly anchored within the emerging field of Social Business and Entrepreneurship. Student's research is expected to inquire specifically into issues that affect the quality of life of underprivileged or marginalized communities, reflected in poverty or unequal access to essential needs, and deliver original contributions to knowledge that enhance understanding about the social vulnerabilities under study, or propose enterprise-led solutions that stand to mitigate the causes of vulnerability, and improve socio-economic standing or the living environment of target communities.
- 3.2 Research students are expected to draw on social business platforms, publish research and emerging innovations, and propose business-oriented initiatives that help attain key Social Business goals, such as reduction in poverty, unemployment, or net carbon emissions. Research students are expected to attain a thorough grasp of relevant concepts, tools, methodologies, and approaches that can be applied in context towards creating a more sustainable society through harnessing the power of entrepreneurship.
- 3.3 AIU's postgraduate education and academic training is designed to be multi-dimensional, and cross-disciplinary, with a singular emphasis on practical solutions for challenges faced by vulnerable populations grounded in robust research evidence.
- 3.4 AIU's postgraduate programmes aimed at preparing mature practical thinkers with specialized competencies that directly impact the creation of a socio-economically sustainable and environmentally conscious society. AIU's postgraduate programs emphasize interdisciplinary approaches contextualized to the multi-dimensional dynamics of society, the core precepts of social good, and the fundamental role of business enterprises in creating equity and access.
- 3.5 Criteria for Members of Supervisory Committee

A member of a Supervisory Committee may also be one of the following:

- i. An academic staff member who possesses postgraduate qualification or has relevant professional qualification or with relevant expertise recognised by the University.
- ii. A Research Fellow with relevant credentials who is appointed for a minimum period of one (1) year.

- iii. A Research Officer with relevant credentials from any research institution recognised by the University.
- iv. An individual with PhD degree or relevant credentials/specializations/industrial experiences recognised by the University.

### 3.6 Renomination of Supervisory Committee

3.6.1 A supervisory committee may be renominated under the following circumstances:

- i. Upon the withdrawal, resignation, incapacitation or disqualification of any member of the supervisory committee;
- ii. Where the School/Centre deems it necessary that a member of the supervisory committee should be replaced;
- iii. Where the School/Centre deems it necessary that additional members are required;
- iv. Principal supervisor must be full-time staff of the university.

3.6.2 Changing of the main supervisor or any member of the supervisory committee must be made not later than the second semester (Master's degree programmes) or the fourth semester (Doctoral degree programmes) except where a member of the Supervisory Committee:

- i. has retired or is about to retire;
- ii. is on a long leave of absence (for medical or any other reasons);
- iii. has resigned from the University;
- iv. has become disqualified; or
- v. has other reasons to withdraw from the supervisory committee as deemed acceptable by the University Graduate Studies Committee or its equivalent.

3.6.3 In the case of the original main supervisor being replaced, the student is permitted to continue their existing study under the supervision of the new main supervisor.

3.6.4 If the change of supervisor is approved within the first three (3) months of the semester, it shall take effect immediately. Otherwise, the effective date of the change of supervisor shall take effect the following semester.

### 3.7 Supervisor-to-Student Ratio

The number of students who may be supervised by the main supervisor shall be determined by the School based on a number of factors including the main supervisor's teaching load or duties at undergraduate and graduate levels, the capacity of their research laboratory, availability of research grants, and adequacy of research facilities in the School.

The recommended principal supervisor-to-student ratio is as shown in Table 3.1:

Principal Supervisor : Student ratio	
Principal supervisor: student	1:10

## PART FOUR: GENERAL REQUIREMENT

### 4.0 ADMISSION REQUIREMENTS

Applicants must fulfil the following requirements:

#### 4.1 Master's Degree by Research

##### A. Masters of Business Management

- i. A Bachelor's degree in a business related field with a minimum CGPA of 2.75 or equivalent qualification from Albukhary International University (AIU) or any recognized university by the Senate; or
- ii. A Bachelor's degree in a business with a minimum CGPA of 2.50 can be accepted subject to:
  - rigorous internal assessment; or
  - a minimum of 5 years working experience in any relevant field; or
- iii. Other professional qualifications recognize by the Senate as equivalent to a bachelor's degree;

##### B. Masters of Education

- i. A Bachelor's degree with a minimum CGPA of 2.75 or equivalent qualification from Albukhary International University (AIU) or any recognized university by the Senate; or
- ii. A Bachelor's degree or equivalent qualification with a minimum CGPA of 2.50 can be accepted subject to:
  - rigorous internal assessment; or
  - a minimum of 5 years working experience in any relevant field; or
  - Other professional qualifications recognize by the Senate as equivalent to a bachelor's degree;

## 4.2 Master's Degree by Coursework

### A. Master in Social Business

- i. A Bachelor's degree [Level 6, Malaysian Qualifications Framework, [MQF] in related fields with a minimum CGPA of 2.50 as accepted by the Senate; or
- ii. A Bachelor's degree [Level 6, MQF] in related fields with a minimum CGPA of 2.00 and not meeting CGPA of 2.50 can be accepted subject to a rigorous internal assessment; or
- iii. A Bachelor's degree [Level 6, MQF] in non-related fields with a minimum CGPA of 2.00 as accepted by the Senate and with relevant working experience, subject to a rigorous internal assessment; or
- iv. A Bachelor's degree [Level 6, MQF] in non-related fields with a minimum CGPA of 2.00 as accepted by the Senate and without relevant working experience, subject to passing pre-requisite courses; or
- v. Other equivalent/related qualifications to a Bachelor's degree [Level 6, MQF] recognized by the Malaysian Government.

## 4.3 Doctoral Degree

### A. Doctor of Philosophy (Business Management)

- i. A Master's degree [Level 7, Malaysian Qualification Framework, MQF] in a business or related field from Albukhary International University (AIU) or any recognized university by the Senate; or
- ii. Other qualifications that are recognized by the Senate as equivalent to a Master's degree [Level 7, MQF]

### B. Doctor of Philosophy (Education)

- i. A Master's degree from Albukhary International University (AIU) or any recognized university by the Senate; or
- ii. Other qualifications that are recognized by the Senate as equivalent to a Master's degree [Level 7, MQF]

## 4.4 Language Requirements

4.4.1 Applicants for whom English is not their first language must demonstrate their proficiency in the use of English as set out in the University's policy. Candidates who have undergone their bachelor's degree with English Language as the medium of instruction are exempted from the Language Requirements.

An offer can be made based on academic qualifications, but for applicant who does not yet have an acceptable English Language qualification, an offer may be made conditional on the applicant obtaining a specific English Language qualification.

4.4.2 International candidates admitted on a Provisional Letter of Admission because they have not submitted their English language proficiency results may join classes on the condition that English Proficiency test results will be submitted no later than two (2) semesters of candidature. Failing to do so may result in withholding of degree. The minimum standards acceptable are either one of the three:

Table 4.1: English Language Requirements

<b>English test</b>	<b>Score</b>
IELTS (Academic Version)	Band 6.0
TOEFL: Paper-based Internet-based Computer-based	Min: 550 Min: 80 Min: 213
MUET ( <i>Local students enroll for PhD in Education only</i> )	Band 4

## 4.5 Application for Admission

### 4.5.1 Application Process:

Candidates must fill up the online application system through the AIU website. Only completed applications will be processed by the CGS. Candidates are considered for admission if they meet the entry requirements of the programme and general criteria which are medically fit, mentally fit and demonstrates English proficiency.

#### 4.6 Students' enrolment for the programme

- 4.6.1 All student must register and enrol for the programme offered on the date stipulated by the University.
- 4.6.2 For the new students, if a student fails to register without any acceptable reason by the University, the offer will be void.

#### 4.7 Deferment of Admission

- 4.7.1 A candidate may apply in writing to the head of the CGS to request deferment of admission to a later time. If approved, the candidate will be notified of the new date of admission.
- 4.7.2 Deferment of studies may not be permitted after registration and completion of at least one (1) semester, except for medical or valid personal reasons, duly approved by the head of the CGS.
- 4.7.3 A candidate may not defer admission for more than two (2) semesters or one (1) year, unless permitted in writing by the CGS.
- 4.7.4 The period of deferment, if approved, may not be counted as part of the duration of study.
- 4.7.5 The total period of deferment may not exceed the maximum study duration allowed for a particular programme.
- 4.7.6 Students who have received deferment may not claim access to, and may not be allowed to use any of the facilities available at AIU.
- 4.7.7 No Tuition and Recurring Fees may be charged for an approved deferment. In case a student has already paid in advance, the paid fees may be carried forward for the subsequent active semester. During deferment, the status of a student will be shown as "Active" in the system.



## 4.8 Course Registration

- 4.8.1 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.
- 4.8.2 A student is required to register for the course within the pre-registration period or compulsory registration period.
- 4.8.3 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.
- 4.8.4 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.
- 4.8.5 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.
- 4.8.6 Permission for students to register the courses is subject to the maximum total credit, or otherwise with the Dean's approval.
- 4.8.7 Course registration for the following semester must be done within pre-registration period or compulsory registration period.
- 4.8.8 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.
- 4.8.9 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.
- 4.8.10 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 B.

#### 4.9 Course Registration for Research Programme

- 4.9.1 It is compulsory for all research mode candidates to register and attend the Research Methodology course.
- 4.9.2 Students must register and submit their progress report for every semester on the dates stipulated by the CGS. Failure to submit the progress report will result in the student being barred for the subsequent semester.
- 4.9.3 Students who fail to register for two (2) consecutive semesters will have their candidacy terminated without notice.
- 4.9.4 After submitting the thesis and while waiting for viva voce, the student does not need to register for each semester until the viva voce examination is complete.

#### 4.10 Proposal Defence for Research Programme

- 4.10.1 Students are expected to undergo a proposal defence no later than second semester of candidature.

#### 4.11 Duration of Study

- 4.11.1 Students who register for postgraduate study must fulfil the duration of candidature as shown in Table 4.2:

Table 4.2: Duration of study

Programme	Full-Time		Part-Time	
	Minimum	Maximum	Minimum	Maximum
PhD	6 sem	12 sem	8 sem	16 sem
Masters by Research	4 sem	8 sem	6 sem	12 sem
Masters by Coursework	3 sem	4 sem	4 sem	6 sem

4.11.2 The Senate may allow exemptions for students who have produced outstanding achievements/outputs or fulfilled the study requirements and completed their studies within a shorter period.

4.11.3 Students must submit their candidature extension form at least three (3) months before the end of study duration.

#### 4.12 Attendance

4.12.1 It is compulsory for students who enrol and registered to thought courses 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 case they are unable to attend the scheduled activities.

4.12.2 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, students will be considered as failed and will be given a ZERO ('0') mark for the particular courses; and given grade 'F' (Failed).

4.12.3 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.

4.12.4 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 2<sup>nd</sup> warning letter and/or the attendance report from the School. A copy of the warning letter(s) must be sent to the Head of CGS, Examination Unit, as well as for the student's file at the Student Records Unit.

#### 4.13 Absenteeism due to Medical Reasons

- 4.13.1 A student who has prolonged medical illness in the duration of the academic programme need to inform CGS in writing with supportive evidence from a Certified Medical Officer (i.e. Letter from a registered medical specialist).
- 4.13.2 The Grade 'I' (Incomplete) is awarded to a student who could not complete the course due to prolonged illness.
- 4.13.3 Upon the Senate's approval, the student may be allowed or advised by the CGS to:
- i. Sit for the Final Examination or End-of-Course assessment where applicable. A failure in the Final Examination will be treated as the usual manner;
  - ii. 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).

#### 4.14 Deferment

A student may make a formal written application to the CGS to defer his/her study by filling up the **form**. The form may be obtained at the Admission Unit/Schools/Centre. CGS needs to get Senate approval for deferment after endorsement from the Dean has been obtained. The deferment of studies can be made based on the following reasons:

- 4.14.1 Deferment of studies is only allowed after registration and completion of at least one (1) semester, except for medical or valid personal reasons.
- 4.14.2 Students are allowed to defer their studies maximum of two (2) semesters throughout the entire duration of the candidature period. Either two (2) consecutive semesters or two (2) separate semesters.
- 4.14.3 The approved period of deferment will not be counted as part of the duration of study.
- 4.14.4 The total period involved by including the deferment period must not exceed the maximum study duration allowed for a particular programme.
- 4.14.5 Students who are successful in the application for deferment will have no access to and are not allowed to use any of the facilities available at AIU.

4.14.6 The Tuition and Recurring Fees for the approved period of deferment will not be imposed to the student. If the student already paid for that semester, the fee will be carried forward for the subsequent active semester. The status of student remains ACTIVE in the system.

#### 4.15 Withdrawal

Withdrawal from the programme can be made by sending a withdrawal form available at CGS Center.

##### 4.15.1 Withdrawal Application

- i. Complete application for withdrawal must be made addressed to the Registrar of AIU and whenever possible, supporting documents are provided together with the application.
- ii. 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.
- iii. The approval of a student's application for withdrawal will also depend on the clearance by the CGS Centre, Library, Student Affairs Department, Finance Department and finally the Registrar's Office and AAMD (Admission Unit).
- iv. A student whose application is rejected due to outstanding fees/book fines/unreturned library book 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).

##### 4.15.2 Withdrawal Implications

- i. Student receiving approved withdrawal from study is responsible for any implications or actions by her/his Sponsor, if applicable.
- ii. Refund of all fees (except for registration and student ID fees) will be made for withdrawals up to two (2) weeks from the date of registration. After two weeks, no refund will be given.
- iii. The tuition fee paid can be refunded based on the **AIU Refund Policy. However, AIU reserved the rights to amend the clause and statements in the AIU Refund Policy and students are subjected to the latest amendment of the policy.**
- iv. Tuition fees paid are not refundable if the student quits or withdraws from AIU after Week 2 of the current semester.
- v. AIU is not in any way responsible for the cost for students to return to their hometown or country.

#### 4.16 Suspension of Studies

A student may be suspended during their studies due to the following reasons:-

- 4.16.1 Disciplinary action related to Academic and non-Academic Misconduct(s).
- 4.16.2 Failure to pay all the University's fees that is due.
- 4.16.3 The duration of suspension shall count towards the calculation of the duration of study at the University.
- 4.16.4 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.

#### 4.17 Plagiarism Academic Fraud

- 4.17.1 Students are responsible for writing their thesis and all coursework's components using their own words.
- 4.17.2 Quotations from published or unpublished sources and the sources of any other materials must be clearly cited and acknowledged.
- 4.17.3 Candidates are reminded that the University is strongly against plagiarism / academic fraud and examiners are empowered to penalise candidates found guilty of plagiarism / academic fraud, which may lead to expulsion or suspension from the programme.
- 4.17.4 Similarity index shall not exceed 30% (i.e. Turnitin) of the overall thesis.
- 4.17.5 A systematic style of citation and references must be adhered to 'AIU: Guide to the Thesis Writing'.
- 4.17.6 Academic misconduct is an academic offence that is subject to 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 an unfair advantage in assessments.

4.17.7 Cheating includes:

- i. using unauthorised materials, information or learning assistance in any academic-related matters;
- ii. changing answers on an already graded document before submission for regrading purpose, or
- iii. failure to follow prescribed academic procedures or instructions (i.e. any of the Final Examination /Final Assessment regulations and protocols at section 5.6 of this document).

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

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

- i. deceiving and claiming that part or all of the work of others which has been bought or copied as the student's original work;
- ii. ignoring or failing to acknowledge the actual source of the work; or
- iii. 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 programme, oral presentations or other work) must be either the student's own work or acknowledged clearly with appropriate citations, and
- iv. other misconduct stated in the terms of reference in AIU Plagiarism Policy.

#### 4.17.10 Multiple submission means:

- i. 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
- ii. 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.
- iii. Assisting the academic misconduct means that the student abets/assists the other person to commit a deliberate academic misconduct.

#### 4.17.11 Collusion Includes:

- i. 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;
- ii. 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.



#### 4.18 Proceeding for Academic Misconduct

- 4.18.1 Academic misconduct other than the above that can be categorised as academic misconduct by the University. 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.
- 4.18.2 If a student is found to have committed an offence of any of the items stated in **clause 4.17**, a committee of Preliminary Investigation for the Academic Misconduct will be formed to investigate the offence.
- 4.18.3 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.
- 4.18.4 Upon the recommendation from the Academic Misconduct Hearing Committee and conviction of the offence, the Senate may take any of the following actions:-
- i. To award **ZERO (0)** for the overall result of the examination of the particular subject including the course work.
  - ii. 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 studies.
  - iii. Any other decisions deemed fit by the Senate for this misconduct.

#### 4.19 Official Academic Transcript

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

## 4.20 Award of Degree

4.20.1 The Senate shall endorse the conferment of a Master's degree or Doctor of Philosophy to a candidate upon recommendation by the UGSC once all requirements for graduation have been fulfilled and all debts or dues owed to the university have been settled.

4.20.2 Students shall also fulfil the requirement as follows:

### A. For Coursework Programme

- i. obtained a CGPA of at least 3.00 and achieved Active Status (**AS**);
- ii. pass all courses required for the programme within the stipulated period of study;
- iii. complete a total of graduating credits according to the programme and approved by the Senate;
- iv. meet all requirements for Postgraduates Academic Regulation;
- v. apply for graduation and obtain approval from the CGS;

### B. For Research Mode Programme

- i. pass compulsory courseworks and viva-voce.
- ii. Attend and complete a total of graduating credits according to the programme, if any, and approved by the Senate;
- iii. meet all requirements for Postgraduates Academic Regulation;
- iv. apply for graduation and obtain approval from the CGS;
- v. **Master's by Research students** are required to submit at least one (1) journal article accepted or published in ANY of the following categories:
  - a. Journals/proceedings indexed by Thomson Reuters Web of Science (WoS), Scopus or Education Research Abstracts Online (ERA)
  - b. Journals published by the University or listed in myJurnal (Malaysian Journal Management System) from MyCite (Malaysian Citation Centre)
  - c. Book chapters published by publishers listed in the Web of Science (WoS) Master Book List or any publisher listed under the Malaysian Scholarly Publishing Council (MAPIM).
- vi. **PhD candidates** are required to submit at least:
  - a. One (1) journal article accepted by or published in journals indexed by WoS/Scopus/ERA, or
  - b. Two (2) articles journal accepted or published in any categories listed below:
    - i. Journal published by the University or listed in myJurnal (Malaysian Journal Management System) from MyCite (Malaysian Citation Centre)

- ii. Book chapters published by publishers listed in the Thomson Reuters Web of Science (WoS) Master Book List or any publisher recognized and listed under the Malaysian Scholarly Publishing Council (MAPIM).

#### 4.21 General Fee Policy

- 4.21.1 All related fees shall be paid upon every registration in each semester for new and returning students.
- 4.21.2 Sponsored full-time candidates must provide financial affidavit/offer of scholarship during the registration.
- 4.21.3 A student who withdraws from study within the first two (2) weeks of a semester with the Dean's approval may apply for a refund of all fees except registration fees.
- 4.21.4 Fees will not be refunded if the candidature is withdrawn after two weeks of enrolment.
- 4.21.5 Online payment is advisable and mostly preferred. Cash payment can only be made at the Finance Department during office hours. Submit the copy of payment slip during registration or email to [cgs@aiu.edu.my](mailto:cgs@aiu.edu.my).
- 4.21.6 For international students, fees are to be paid in Ringgit Malaysia.
- 4.21.7 The amount of fees is subject to change from time to time by the University without prior notice and shall be applicable to new students only.

## 4.22 General Provisions

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

## PART FIVE: COURSEWORK PROGRAMME

### 5.0 Academic Administration

#### 5.1 Introduction to Academic Administration

- 5.1.1 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 Coursework as an overall assessment.
- 5.1.2 The weightage for Final Examination shall be in the range of 30% to 60%.
- 5.1.3 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

GRADE	SCORE	GRADE POINT	QUALITATIVE ASSESSMENT
A+	90-100	4.00	Distinction
A	80-89	3.75	
A-	75-79	3.67	
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-	47-49	1.67	
D+	44-46	1.33	

D	40-43	1.00
E	30-39	0.67
F	0-29	0.00

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

5.1.4.1 Incomplete (**I**) Grade

- i. A student who obtains this grade is required to repeat the course and should not earn the credit hours of the course.
- ii. The minimum percentage for attendance is 80%.
- iii. This grade may be given to the students who:
  - a. are unable to sit for the final examination due to illness (verified by certified medical officer)
  - b. are enrolled to a course with a duration of more than 1 Semester
  - c. has any other reason acceptable by Senate.
  - d. In the case of **clause 5.1.4** students need to sit for the Special Examination within the first 2 weeks of the next semester. Failure to do so without acceptable reasons approved by the Senate will result in the change of Grade from “**I**” grade to Fail Grade (**F**).
  - e. “**I**” grade shall not affect a student's GPA or CGPA.

5.1.4.2 Withdrawal (**W**) Grade

- 5.1.4.2.1 A grade for students who withdraw from a particular registered course.
- 5.1.4.2.2 The status of (**W**) grade will appear in the transcript.
- 5.1.4.2.3 The student is required to re-take the course withdrawn unless the course is not part of the student's programme requirements.
- 5.1.4.2.4 All fees paid are subjected to updated finance policy.

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

- 5.1.4.3.1 The Senate may review the grading system as shown in **Table 5.1** from time to time.
- 5.1.4.3.2 The minimum passing condition for a particular course is B.
- 5.1.4.3.3 Students who failed core course(s) must repeat the course for a maximum of three (3) times.
- 5.1.4.3.4 A student who obtains a **B-** grade and below is required to repeat the courses.
- 5.1.4.3.5 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.

## 5.2 Academic Standing

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

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

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

CN = Credit for Nth course

PN = Grade Point Value earned for Nth course

An example of a GPA calculation is shown in Table 5.2:

Table 5.2 Example of GPA Calculation – Semester 1

Course	Marks	Grade	Credit	Grade Point Value (P <sub>N</sub> )	Point value for Course (C <sub>N</sub> P <sub>N</sub> )
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	0
			TCC = 14 TCC <sub>1</sub> = 14		TGP = 40.32 TGP <sub>1</sub> = 40.32

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

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

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

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

Where,

TGP<sub>N</sub> = Total Grade Point Value earned in Nth semester

TCC<sub>N</sub> = Total Credit Counted in Nth semester

**Table 5.3 (a):** Shows the calculation of CGPA for the Semester 2.

Course	Marks	Grade	Credit	Grade Point Value (P <sub>N</sub> )	Point value for Course (C <sub>N</sub> P <sub>N</sub> )
I	73	B	3	3.67	11.01
II	23	F	3	0	0
III	80	A	3	3.75	11.25
IV	67	C	3	3.33	9.99
V	48	E	2	2.33	4.66
VI	96	A*	1	4.00	4.0
Total			TCC = 15		TGP = 40.91
			TCC <sub>2</sub> = 15		TGP <sub>2</sub> = 40.91

**Table 5.3 (b):** GPA and CGPA Calculation for Semester 2

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

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

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

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

The academic standing of a student is based on the CGPA and this is shown in **Table 5.3 (c)**;

**Table 5.3 (c)** Academic Standing for Postgraduate Program

CGPA	ACADEMIC STANDING
CGPA ≥ 3.00	Active Academic Standing (AS)
CGPA < 2.99	Probation Academic Standing (PS)



- 5.2.3 Students with CGPA lower than 3.00 in a semester, will be given the Probation 1 (**PS1**) status. The Probation 2 (**PS2**) status is given to students with CGPA lower than 3.00 for two consecutive semesters. If the CGPA of the student is still lower than 3.00 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.
- 5.2.4 Students with Probation Status (**PS1** or **PS2**) 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.
- 5.2.5 The Academic Standing result shall be announced to the students after the endorsement of the Senate except to those students with following conditions:
- 5.2.5.1 students whose examination results have been suspended because of disciplinary reasons or other reasons decided by the Senate, and/or
  - 5.2.5.2 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
  - 5.2.5.3 Any other or specific reason that will be informed through the Examination Unit to the student.

- 5.2.6 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.
- 5.2.7 A Final Semester student who has fulfilled the required total Credit Fulfilled for the award of postgraduate certificate but obtains **PS** status (either **PS1** or **PS2**) will be given the chance to improve his Academic Standing subject to the following conditions:-
- i. The duration of study has not exceeded the maximum duration
  - ii. The student is required to re-take a number of courses with the approval of the School using Redeem Course Status (**DC**).
  - iii. A student who fails to improve his Academic Standing by earning Active Academic Standing status (**AS**) shall be given **FS** status and dismissed.

### 5.3 Assessment System

- 5.3.1 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.
- 5.3.2 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 CGS.
- 5.3.3 CGS may also approve implementation of the course with 100% assessment through coursework with a valid reasonable requirement based on the approved curriculum.
- 5.3.4 Lecturers are responsible to ensure all coursework marks (for assessment, before Week 12 of the Semester) to be filled up into the Student's e-learning platform for students' view and notification.

## 5.4 Final Examination

### 5.4.1 Eligibility to sit for Final Examination.

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

- i. student is officially registered the course;
- ii. student has fulfilled the required 80% attendance to the course teaching and learning sessions and other course requirements;
- iii. student has fulfilled the financial requirements.

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

### 5.4.3 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:

- i. 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.
- ii. 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 Venue.

## 5.5 Barring from Examination

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

- i. 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 5.6**). 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 CGS;
- ii. a student has violated any of the University's Regulations.

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

- i. by the AAMD (Examination Unit) with recommendation from the School for cases of unsatisfactory attendance; or
- ii. by the Registrar upon failing to meet the finance obligations and/or due to any appeals that has been rejected; or

- iii. 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:
  - a. the student has been counselled by the Centre, or
  - b. after all effort to contact the student has failed;

5.5.3 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" notation (Barred from Examination).

5.5.4 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).

## 5.6 Unbarring (Appeal) for Coursework Mode

5.6.1 The unbarring can be done by the following:

5.6.1.1 Students can appeal to the AAMD (Examination Unit) upon the recommendation by the CGS 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;

5.6.1.2 The CGS office 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;

5.6.1.3 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.

5.6.2 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).

## 5.7 Absence from Examination

5.7.1 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:

5.7.1.1 on medical reason, or, in cases of emergencies with any supportive evidence from a Certified Medical Officer that treat the case; or

5.7.1.2 due to unavoidable circumstances as approved by the CGS.

The application for **clause 5.9.1** 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:

5.7.1.2.1 Approval for the application must be made to the School and approved by the Senate;

5.7.1.2.2 Once the application has been approved, the student will be given a 'Y' notation (Absent from the final examination with permission). The CGS may authorise a Special Examination within the first 2 weeks of the following semester.

5.7.1.2.3 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').

## 5.8 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.

## 5.9 Final Examination Schedule

5.9.1 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.

5.9.2 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) not less than ONE (1) week before the Final Examination begins.

5.9.3 Students are advised to always check the notice boards, Student's Portal, Final Examination Schedule and Slip (FESS) or any other communication as there may be amendment or updates in the Final Examination schedule.

## 5.10 Attending Examination

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

5.10.2 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 or Final Assessment paper or presentation, except, with a written permission from the Chief Invigilator.

## 5.11 Administrative Order on the Conduct of the Final Examination

- 5.11.1 Students are advised to be at the Final Examination or Hall/Venue no later than FIFTEEN (15) minutes before the examination starts.
- 5.11.2 Students 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.
- 5.11.3 Students 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.
- 5.11.4 Students 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, **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).
- 5.11.5 Students 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).
- 5.11.6 Students 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.
- 5.11.7 Students 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.

- 5.11.8 Students 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.
- 5.11.9 Students 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.
- 5.11.10 Students must: place the AIU Student ID Card, the Final Examination Schedule and Slip (FESS), Attendance Slip on the examination desk for inspection.
- 5.11.11 Fill up the Attendance Slip and leave them on the right top corner of the examination desk.
- 5.11.12 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 script/OMR paper.

## 5.12 Violation of Final Examination Rules and Regulation

In the case of any violation of the above rules & regulations, students are subjected to the latest AIU Postgraduate Academic Regulation Handbook or any policies that have been approved by the Senate.

### 5.12.1 Re-Administration of Examination

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

- i. a leak in the Final Examination end-of-course or end-of-semester and Questions;
- ii. 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;
- iii. or any other reason as approved by University's Senate



### 5.13 Repeating the Course

A student who has failed a course will be required to repeat the said course at the earliest possible time when the course is offered.

### 5.14 Appeal Against Grade

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

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

5.14.3 The process of the appeal will be as the following:

- i. 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.
- ii. 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.
- iii. The processing fee is **RM200** and payable at the Finance Department. The processing fee for the appeal is not refundable.
- iv. The appeal form is to be submitted to the Examination Unit together with the receipt of payment for the process to take place.
- v. 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;
- vi. 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.
- vii. The student will be notified of the result of the appeal by the Examination Unit in writing.

## **PART SIX: RESEARCH PROGRAMME**

### **6.0 Student Status for Research Mode**

#### 6.1 General rules

Students must ensure to always adhere to the following:

- 6.1.1 They are registered for the programme.
- 6.1.2 They have paid the required fees and settled any outstanding debt.
- 6.1.3 Their candidature has not expired.
- 6.1.4 All new students must attend the Postgraduate Studies Orientation Programme after registration. The CGS will announce the dates of orientation programme for each semester.
- 6.1.5 Students are encouraged to attend the research development workshops organised by the CGS and respective departments.

#### 6.2 Study Progress for Research Programme

- 6.2.1 Regular meetings are recommended between students and their supervisors.
- 6.2.2 Students must submit the progress report by the end of semester as determined by CGS.
- 6.2.3 Supervisors must approve and verify the student's progress.
- 6.2.4 Students must ensure that the progress report is completed prior to forwarding it to the CGS. Incomplete reports will be rejected.
- 6.2.5 Students who fail to submit the progress report in two (2) consecutive semesters will be terminated.

### 6.3 Extension of Candidature for Research Programme

- 6.3.1 Application for extension of candidature must be made three (3) months prior to the date of expiry of a student's candidature. In the case of unforeseen circumstances such as medical reasons, students must seek the approval from the main supervisor and the Head of Programme.
- 6.3.2 Application must be made using the available form at the CGS website. The approval of extension is up to the discretion of the Senate.
- 6.3.3 Students who are unable to complete their programme within the stipulated time frame can apply for an extension of the duration of candidature. Every application to extend the duration of candidature must be supported by a valid justification.
- 6.3.4 Extension application form must be verified by the main supervisor.
- 6.3.5 The duly completed and approved form must be forwarded to the CGS for further action.

## 6.4 Thesis Supervision

### 6.4.1 Qualification requirements

Table 6.1: Master's Degree by Research – Main Supervisor and Co-Supervisors

Research	
Main Supervisor	Co-supervisor
<ul style="list-style-type: none"> <li>i. The main supervisor must have a doctoral degree.</li> <li>ii. Where the main supervisor has only a master's degree in the field, the main supervisor must;</li> <li>iii. Have at least 5 years of teaching experience and research; <b>AND</b></li> <li>iv. Has co-supervised master's candidate.</li> <li>v. The supervisors must go through structured supervisor training<sup>1</sup>.</li> <li>vi. The Senate may impose other criteria it deems necessary.</li> </ul>	<ul style="list-style-type: none"> <li>i. Co-supervisor must have a doctoral degree.</li> <li>ii. Where a co-supervisor has only a master's degree in the field, the co-supervisor must have at least 1 year teaching experience <b>AND</b> research.</li> <li>iii. A co-supervisor from the industry or practitioner must at least 5 years of experience in the field at a level appropriate for the dissertation.</li> <li>iv. The supervisors must go through structured supervisor training.</li> <li>v. The Senate may impose other criteria it deems necessary.</li> </ul>

Table 6.2: Doctoral Degree by Research – Main Supervisor and Co-supervisors

Research	
Main Supervisor	Co-supervisor
<ul style="list-style-type: none"> <li>i. The main supervisor must have a doctoral degree, <b>AND</b> <ul style="list-style-type: none"> <li>a) have at least 2 years of teaching experience and research; <b>AND</b></li> <li>b) has supervised master's or doctoral research candidate to completing.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>i. Co-supervisor must have a doctoral degree.</li> <li>ii. Where a co-supervisor has only a master's degree in the field, extensive experience in research is required and subject to the approval of the Senate.</li> <li>iii. A co-supervisor from the industry</li> </ul>

<sup>1</sup> This training programme should be designed to explain and explicate the roles, responsibilities, expectations, policies and rules of the AIU and interpersonal challenges in dealing with personal, cultural, academic and intellectual issues through a multitude of methods.

ii. Where the main supervisor has only a master's degree, extensive experience in research is required in addition to conditions in (i)(a) and (i)(b), and subject to approval by the Senate.	or practitioner must at least have a master's degree and at least 10 years of experience in the field at a level appropriate for the thesis. iv. The supervisors must go through structured supervisor training.
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6.4.2 Changing of the main supervisor must be made not later than the second semester (Master's degree programmes) or the fourth semester (Doctoral degree programmes) except where the main supervisor:

- i. has retired or is about to retire;
- ii. is on a long leave of absence (for medical or any other reasons);
- iii. has resigned from the University;
- iv. has become disqualified; or
- v. has other reasons to withdraw from the supervisory committee as deemed acceptable by the University Graduate Studies Committee or its equivalent.

6.4.3 In the case of the original main supervisor being replaced, the student is permitted to continue their existing study under the supervision of the new main supervisor.

6.4.4 If the change of supervisor is approved within the first three (3) months of the semester, it shall take effect immediately. Otherwise, the effective date of the change of supervisor shall take effect the following semester.

## 6.5 Conversion of Candidature

- 6.5.1 A student enrolled to master by research programme may apply for conversion from a Master degree programme (by research) to a Doctoral degree programme (by research). If the application is successful, the student is required to comply with all requirements for a Doctoral degree.
- 6.5.2 Students with a Bachelor degree who have registered for a Master degree programme may apply to convert their candidacy to a Doctoral degree programme within 6 to 12 months after the Master degree registration.
- 6.5.3 An independent committee shall be appointed by the School to evaluate the application for conversion and this committee shall make its recommendations to the Dean through the School for approval by the University Graduate Studies Committee, and endorsement by the Senate.
- 6.5.4 The following rules apply. The student must:
  - a. submit a research report that meets the scope of a Doctoral degree;
  - b. have passed the conversion viva; and
  - c. conversion is subjected to Senate approval.
- 6.5.5 The main supervisor shall verify in writing in the form of a report that the student:
  - a. has the ability to integrate knowledge of research and/or theories pertaining to issues that are fundamental to the field of study;
  - b. demonstrates critical, analytical and independent thinking skills; and
  - c. has a good understanding of relevant research design and methodology.
- 6.5.6 The School shall appoint a conversion committee, comprising a minimum of three members with the Head of Programme of the School, or their representative as the Chairman.

## 6.6 Appointment of Thesis Examiner for Master's Degree

- 6.6.1 The final examination shall consist of an evaluation of the thesis and a viva voce to determine the student's competency in the field of study.
- 6.6.2 The School must submit the curriculum vitae of the proposed examiner who is an expert in the area of research. The nomination must be certified by the CGS.
- 6.6.3 An external examiner appointed must be from a field related to the research made to ensure the quality of research.
- 6.6.4 Master's Degree
  - a. One (1) external examiner shall be appointed for the research mode candidate. The external examiner is an independent examiner who must not be a member of the University. They must also not be a supervisor/co-supervisor for the candidate. The external examiner shall have minimum criteria as follows:
    - i. Possesses a PhD qualification or an academician with five (5) years' experience in teaching and research.
    - ii. Has produced Master's graduate(s).
  - b. One (1) internal examiner shall be appointed amongst the academic staff with relevant credentials and who do not have any conflict of interest with the student or the supervisory committee members.

These examiners shall also be members of the Thesis Examination Committee.

## 6.7 Appointment of Thesis Examiner for Doctor of Philosophy

- 6.7.1 Two (2) external examiners shall be appointed for the research mode candidate. The external examiners are independent examiners who must not be a member of the University. They must also not be a supervisor / co-supervisor for the candidate. The external examiner shall have minimum criteria as follows:
- a. Possesses a PhD or professional qualification;
  - b. Has produced at least one PhD graduate;
  - c. Has at least five (5) years of experience in the relevant research area beginning from the date of receiving the PhD.
- 6.7.2 In certain cases, one (1) consultant with an expertise in the related field or a subject matter expert from industry who is not an academician but has been involved in the research activities/academic writing/publications shall be appointed as an external examiner and they will also become members of the Thesis Examination Committee.
- 6.7.3 One (1) internal examiner shall be appointed amongst the academic staff with relevant credentials and who do not have any conflict of interest with the student or the supervisory committee members.
- 6.7.4 The appointment of external examiners must not have any conflict of interest (close family link or professional networking) with the students and the supervisors.
- 6.7.5 Members of the Thesis Examination Committee shall not in any manner be personally related to each other, to the supervisory committee or to the student who is being examined. A personal relationship is defined as:
- a. a family relationship; or
  - b. a business/commercial/financial relationship; or
  - c. any other personal relationships which may give rise to conflict of interest in the workplace.



## 6.8 Thesis Examination

### 6.8.1 Nomination of Examination Committee

- a. Recommendation by the School.
- b. Reviewed by the Postgraduate Committee in CGS.
- c. Endorsement by the CGS.
- d. Approval by the Senate.

### 6.8.2 Members of Examination Committee

- a. Chairman
- b. 1 internal (PhD and Masters)
- c. 2 external (for PhD) and 1 external (for Masters)

The Examination Committee must fulfil the criteria set forth by the university.

## 6.9 Thesis Submission for Viva Voce Examination

6.9.1 A notice of intention to submit a thesis must be given by the student at least three (3) months prior to the actual submission date.

6.9.2 Student must ensure that all fees have been paid prior to thesis for examination. CGS has the right to suspend the viva voce examination if the fees are not fully paid.

6.9.3 The thesis must be written in English.

6.9.4 The thesis must be prepared in accordance to 'AIU: Guide to the Thesis Writing'.

## 6.10 Viva Voce and Thesis Examination

6.10.1 Upon receipt of thesis, each examiner will be given one (1) month for a Master's thesis and two (2) months for a Doctor of Philosophy thesis to evaluate and submit a report of thesis examination to the CGS.

6.10.2 The viva voce examination shall be convened when all the examiners' reports have been received. The viva voce examination can be held with the attendance of the Thesis Examination Chairman, an internal examiner and a minimum of one (1) external examiner. When this is not possible, only one examiner absentee is allowed.

6.10.3 A candidate is considered to have passed the viva voce examination if they have successfully defended their thesis and have fulfilled all the requirements of their degree.

6.10.4 The degree shall be awarded based on the report of the viva voce examination.

6.10.5 The **acceptance of the thesis** may be categorised as follows:

Scale 1 – Pass

A student is awarded a Doctor of Philosophy/Master's Degree.

Scale 2 – Pass with minor corrections

A student is awarded Doctor of Philosophy/Master's Degree subject to changes/corrections to the thesis as listed in the Viva-Voce Panel Report.

Scale 3 – Pass with major changes/corrections

A student is awarded Doctor of Philosophy/Master's Degree subject to changes/corrections to the thesis as listed in the Viva-Voce Panel Report. The thesis **MUST** be revised and verified by the Viva-voce Panel after the student has made the changes/corrections.

Scale 4 – Re-examination (Re-viva)

A student is allowed to re-submit the thesis for re-examination after the candidate has made the changes/corrections to the thesis as required in the Viva-voce Panel Report. The thesis **MUST** be re-examined and the candidate **MUST** attend another viva-voce. The result will be only PASS or FAIL.

Scale 5- Fail

A student is not eligible to be awarded a Doctor of Philosophy/Master's Degree and is not allowed to resubmit the thesis for examination.

## 6.11 Final Thesis Submission

6.11.1 A candidate whose thesis is accepted with corrections is given a time frame subject to the categories of corrections. The candidate is to submit a soft-bound copy of the amended version to the CGS for endorsement by the Senate.

6.11.2 A candidate may apply in writing to the CGS for an extension of the final submission date of his/her thesis one month before the expiring date. The application must be made through the supervisor(s). The GSC may, at its discretion, extend the date for final submission of a thesis for a maximum of 60 days.

6.11.3 The Chairperson of the Thesis Examination Committee shall be responsible in ensuring that all required amendments and corrections have been made in the thesis.

6.11.4 The internal/external examiner(s) shall verify that all corrections have been made based on the report of the examination.

6.11.5 Upon endorsement by the Senate, the student shall submit the following to the School:

- a. Two (2) copies of the thesis in hard cover; and
- b. One (1) softcopy of the thesis.

6.11.6 Copyright and Permissions

- a. The copyright to a thesis belongs to the University.
- b. Application for a transfer of copyright from the University to the individual student must be submitted in writing to the Deputy Vice Chancellor responsible for academic at the University.
- c. In the case of no such application being made, or that of an unsuccessful application for transfer, the copyright will remain in the ownership of the University.

## 6.12 Termination of Candidature for Research Programme

6.12.1 The candidature of a candidate shall be terminated for any one of the following reasons:

- a. Failure to register for two (2) consecutive semesters;
- b. Failure to submit the corrected thesis within the time frame given after the thesis examination;
- c. Failed in his/her thesis examination;
- d. Violated any rule or regulation as stipulated by the University.

6.12.2 Students with an unsatisfactory result for two (2) consecutive semesters may be terminated from their course of study. However, the student shall be closely monitored and be given notice of their unsatisfactory progress throughout their course of study.

## **PART SEVEN: STUDENT'S LIFE IN CAMPUS**

### **7.0 ACCOMMODATION**

- 7.1 On-campus accommodation for postgraduate students is limited. Students may contact the Student Affairs office to check availability, and request a copy of the fee structure. The fee structure is revised from time to time.
- 7.2 Campus accommodation for postgraduate students, when available, is on a first-come basis. Upon receiving their Letter of Admission, students may inquire about accommodation from the Student Affairs Office for available options.
- 7.3 Family accommodation may be obtained off-campus if not available on campus. The Student Affairs office may offer guidance, but assumes no responsibility for private rental arrangements. Rents vary significantly and may be chosen to individual preference.
- 7.4 All international students are advised to book on-campus accommodation well in advance, and if available, reside on campus at least during the first semester after registration.
- 7.5 All international students are advised to choose on-campus accommodation, if available, at least during the first semester after registration.

### **8.0 MINIMUM RESIDENCY REQUIREMENT**

- 8.1 Students are mandated by AIU to fulfill a minimum residency period, which necessitates their physical presence on campus for all planned academic or curricular activities. The residency period is specified in the Letter of Admission, and carries the obligation for the student to be present on campus for Enrollment, the Orientation program, and initial guidance sessions with their Supervisor.

## **9.0 STUDENT SUPPORT SERVICES**

### **9.1 Social Business Design Lab**

Every student in AIU, especially research mode students, are closely connected to the idea of Social Business in their research. The AIU-Social Business Design Lab is a brainstorming platform to support research mode students in terms of identifying issues and finding the samples or population.

### **9.2 3Zero Club**

The 3ZERO Club is an initiative towards achieving Nobel Peace Laureate Professor Muhammad Yunus' vision of creating a world of three zeros — zero net carbon emission, zero wealth concentration for ending poverty, and zero unemployment by unleashing entrepreneurship in all. Complementing the 8 Hour Rule by AIU, the 3Zero Club activities allow the students to fulfill the 8-hour contribution to society (by helping others in need). Postgraduate students may register for the club at their respective schools.

## **10.0 AIU e-PLATFORM**

### **10.1 E-Learning Portal**

Upon registration, all students receive access to the AIU E-Learning portal. Faculty use the E-Learning portal to provide course outlines and learning materials, set assignments, report assessments, and elicit student feedback. Once registration status is activated, with payment confirmed by the Finance Department, students are able to view courses registered for.

### **10.2 Internet access**

Student email ID is the default login ID for accessing the AIU Student Wi-Fi network. Students receive advice from the ICT Department on how to set up Student Wi-Fi connections for laptops or mobile devices.

### 10.3 Library access

Registered students are entitled to access the library facilities on AIU campus. During the registration process, all students must register their library membership. As for now, AIU library owns both printed and online reference materials including a subscription to the ProQuest package, an online database that provides access to a wide range of academic references and e-books.

Besides the ProQuest package, AIU Library also provides links to u-Pustaka and other open-access databases on the AIU Library portal: <https://aiu.libcat.my/>. New subscriptions and databases will be added from time to time to cater to the growing need for quality references.

In addition, AIU Library offers support for postgraduate students in search of information, research support through e-coaching classes, and external experts' invitations to share how to publish in high-impact journals.

## 11.0 SMART CARD (ID)

- 11.1 A smart card is issued to all registered AIU postgraduate students upon completion of the registration process. This card is non-transferable and is for the following purposes:
- a. Identification/security check for entry and movement within the Campus
  - b. Access to and use of AIU facilities (i.e. Library, Sports, etc.)
  - c. Access to Examinations (examination hall)
  - d. Avail of Medical treatment at the University's approved facilities
  - e. Verification of student status in matters pertaining to lawful government agencies, immigration authorities, and police.
- 11.2 Loss of the smart card must be reported immediately to the AIU Security Office and the CGS. A fee of RM60.00 is charged for every card replacement.

## **12.0 DRESS CODE**

- 12.1 Students are required to observe the stipulated dress code of the University and be appropriately attired at all times.
- 12.2 Campus Formal attire must be worn at all official functions/activities. Entry may be denied in case of failure to comply with the dress code. The accepted AIU dress code is available with Student Services. Clothes should be clean and pressed, and shoes polished, for a professional appearance.
- 12.3 The standard formal dress code includes a jacket with matching trousers or skirt. Dark colors indicate formality. National Costumes may be worn for formal occasions. Women may choose long skirts or pants-suits with dress shoes. Men may wear collared shirts, with or without a tie, and dress shoes with socks. Accessories may be simple and tasteful.
- 12.4 Casual attire may not be worn in campus work areas, and particularly during official functions/activities. Attire should be appropriate activities. Women may not wear sleeveless dresses, miniskirts, shorts and revealing clothes. Flip flops or open footwear may not be worn while attending classes or interviews, visiting University departments, etc. Men may not wear excessively long hair.
- 12.5 Sports attire is for areas allocated for sports only.

## **13.0 LIFE ON CAMPUS**

- 13.1 Academic facilities house teaching and learning activities, including auditorium, classrooms, lecture halls, computer labs, media studios, and the Library, which houses the Professor Yunus Social Business Corner.
- 13.2 Student services provide campus residents with necessary support facilities outside class, including such the Cafeteria, multipurpose activity areas, and referral services for health, counseling, and religious observances.

- 13.3 Recreational areas provide facilities for relaxation and leisure, including the Gym, sports fields, and student activity areas.
- 13.4 Residential buildings house separate hostels for men and women, and staff apartments. Single-unit accommodation may be available on additional payment. Family accommodation is currently not available to students. Private accommodation in the vicinity of the campus may be available on rent.
- 13.5 Additional facilities on or within the campus precincts include the Masjid Albukhary with its attached Museum, Souq Albukhary shopping center containing supermarkets, shops for clothing and accessories, a bookstore, opticians and a selection of refreshment outlets, and a number of student-run entrepreneurial ventures.
- 13.6 AIU is surrounded by a wide selection of eateries and daily use commercial outlets to meet the needs of campus residents. Taxis and commercial transportation providers such as Grab are promptly accessible.

## **14.0 GUIDE TO CAMPUS**

- 14.1 AIU is well-connected to places within and outside Malaysia.
- 14.2 Travelers arriving by air can connect directly from Kuala Lumpur International Airport (KUL) to Sultan Abdul Halim Airport (AOR) in Alor Setar. The distance between Sultan Abdul Halim Airport (AOR) and AIU is about a 20-minute drive.
- 14.3 Trains connect Alor Setar to all destinations within Malaysia and to Thailand in the north. High-speed ETS services run regularly from Kuala Lumpur's KL Sentral Station through Alor Setar KTM Station, which is a 20-minute drive from AIU. Local trains run through Alor Setar to the Padang Besar border crossing with Thailand. Train schedules are available online.



14.4 Roadways are well-developed, with frequent bus services running directly from Kuala Lumpur International Airport, KL Sentral, Putrajaya Bus Terminal and Penang Bus Terminal to Alor Setar. Bus services also connect with Dannok in Thailand. Bus schedules are available online, and include overnight services between Alor Setar and Kuala Lumpur. The Shahab Perdana Bus Terminal is a 15-minute drive from AIU.

14.5 You may find the schedules and fares for trips to Alor Setar from Kuala Lumpur from the links suggested below:

Bus: <https://www.redbus.my/>

Train: <https://www.ktmb.com.my/ets-from-kl-to-alor-setar.html>

Airline: <https://www.malaysiaairlines.com/my/en/home.html>

14.6 The AIU campus is surrounded by a vibrant community with all living amenities within reach. The campus precincts are accessed through the Main Gate located on Jalan Tun Razak, opposite the Petronas Alor Malai Taman PKNK Station. Prominent neighborhood landmarks include:

- a. Masjid Albukhary - An iconic building, connected to the campus through a walk-through gate, houses a museum.
- b. Souq Albukhary - Shopping complex located at the edge of the campus, which houses:
  - c. MPH Bookstore - selling books, stationary and crafts
  - d. Bank Muamalat - full service bank with ATM
  - e. TF Mart - grocery store with fresh produce and dry goods
  - f. MR.DIY - household supplies, utensils and electronic goods
  - g. Bajet-Bajet - household supplied, dry goods at warehouse prices
- h. V2 Opticare - optician and eyewear
- i. Medical Clinic - Klinik Al Ehsan, on Jalan Tun Razak, next to Petronas

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