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ALBUKHARY INTERNATIONAL UNIVERSITY

"inspiring minds"

AIU **ACADEMIC REGULATIONS**
FOR UNDERGRADUATE AND
FOUNDATION STUDIES
PROGRAMMES

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PRELIMINARY

FOREWORD

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

To the students, 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"

PROFESSOR DR. HAJI MOHAMAD ABDULLAH HEMDI
Deputy Vice Chancellor (Academic)
22 July 2025/ 9 Rabiulakhir 1445

PREAMBLE

This document serves as the official reference for regulating academic procedures and processes for the Undergraduate Programme (UGP) and the Foundation Studies Programme (FSP) at Albukhary International University (AIU). It outlines the implementation of academic policies and plans to ensure effective coordination, management, supervision, and administration of academic matters.

Approved by the AIU Senate, this regulation document ensures that the University's academic operations uphold quality standards and align with the requirements for the conferment of bachelor's degrees at AIU.

The document is disseminated to all AIU staff and students as a guide to be read and followed in all academic-related matters. These regulations are enacted under Section 35 of the University Constitution.

The current edition of the AIU Academic Regulations for Undergraduate and Foundation Studies Programmes was reviewed and updated by the Special Academic Planning Committee 24, Meeting No. 01/2025, and subsequently approved by the Senate on 31 July 2025.

This document is applicable to all students enrolled in Undergraduate and Foundation Studies Programmes at Albukhary International University.

DEFINITIONS AND ABBREVIATIONS

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. **"AS"** means Active Academic Standing and given to students who obtains CGPA 2.00 and above.
4. **"Attendance"** means the requirement for students to attend at least 80% of the scheduled classes including lecture, tutorial, laboratory, seminar etc.
5. **"Audit Course"** means any course taken by a student which is not a compulsory course of the current programme's curriculum.
6. **"CGPA (Cumulative Grade Point Average)"** refers to the quantitative measure that reflects a student's overall academic performance throughout the duration of a programme.
7. **"Compulsory Attendance (CA) Course"** means the course where the pass or fail grade is dependent on the attendance of the course.
8. **"Compulsory Course Registration Period"** means the period which a student must register for their courses for the following semester.
9. **"Course"** means components of a programme. The term courses are used interchangeably with subjects, units or modules.
10. **"Coursework"** means any form of assessment carried out in the duration of the instructional session of a semester.
11. **"Credit"** means the unit of measurement for the load of a course.
12. **"Credit Counted"** means the number of credits for courses completed in the semester taken into account in the calculation of the GPA and the CGPA.
13. **"Credit Earned"** means the total number of credits earned for courses passed not including credit transfer.
14. **"Credit Fulfilled"** means the total number of credits earned for courses passed including Credit Transfer.
15. **"Credit Load"** means the total number of credits undertaken by a student in a semester.
16. **"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.
17. **"Dean"** means the head of a School appointed by the Vice Chancellor and President.
18. **"Deferment 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.

19. **"Duration of Study"** means the maximum number of semesters allowed in order to complete a programme of study.
20. **"Elective Course"** means the optional course offered within a course to fulfil the graduation requirement.
21. **"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.
22. **"Examination Hall/Venue"** refers to any space that is used for examination, tests, or any form of assessment.
23. **"Final Examination / Final Assessment"** means the assessment carried out at the end of the semester to measure students' academic achievement.
24. **"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.
25. **"FS"** means Failed Academic Standing.
26. **"GPA"** (Grade Point Average) means the average Grade Point Values obtained in a semester.
27. **"Grade"** means the letter used to indicate a student's achievement in a course.
28. **"Grade Point Value"** means the equivalent numerical value for each grade.
29. **"HEP"** means Higher Education Provider.
30. **"JIM"** refers to the Immigration Department of Malaysia (also known as the Jabatan Imigresen Malaysia – JIM).
31. **"Late Course Registration Period"** means the period between Week 3 to 4 of 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.
32. **"Massive Open Online Courses (MOOC)"** means an online course aimed at unlimited participation and open access via the web.
33. **"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.
34. **"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.
35. **"Pre-requisite"** means the compulsory course that the students must take prior to taking the specific course.
36. **"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.
37. **"PS"** means Probation Academic Standing.
38. **"PS1"** means Probation Academic Standing when a student obtains CGPA less than 2.00 for the first time.
39. **"PS2"** means Probation Academic Standing when a student obtains CGPA less than 2.00 for the second time of the consecutive semester.
40. **"Redeem Course (DC)"** means a course that is taken by the graduating students that obtains Academic Probationary Status (PS) for improving their CGPA.
41. **"Registered Credit"** means the total number of credits registered in a semester.
42. **"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.
43. **"Re-sit Examination (RS)"** means the student re-take an examination with charger within a stipulated time due to obtaining Grade C-.

44. "**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.
45. "**Semester**" means the duration of study in an Academic Session as stipulated by the University.
46. "**Senate**" means the highest academic body of the University established under the Constitution of Albukhary International University.
47. "**Special Examination**" means a final examination conducted outside the final examination schedule for reasons accepted by the Senate.
48. "**Student**" means a student who has completed at least one (1) semester of study at the University.
49. "**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.
50. "**Transcript**" means an official statement issued by the University listing all the examination results obtained by a student during his/her duration of study.
51. "**University**" means the Albukhary International University ("AIU").

SECTION 1

GENERAL ADMISSION

1.1 General

- 1.1.1 All applicants are required to submit their application via the Albukhary International University Apply Portal, accompanied by the required supporting documents.
 - 1.1.2 Applicants are strongly encouraged to complete the online application form accurately and thoroughly. Please ensure that your full name, correspondence address, and contact number(s) are clearly provided to ensure smooth processing.
- 1.2 As entry requirements may vary between programmes, applicants are advised to refer to the University's official website to confirm the specific requirements for their chosen programme prior to applying.
- 1.3 Applicants who meet the programme's entry requirements and, where applicable, successfully pass the required interview, will be issued an Offer Letter by the University.
- 1.4 For undergraduate programmes, international applicants who meet the University's English language requirement (as listed on the University's official website) will be issued an Offer Letter (OL) and may directly enrol into the programme.
- 1.5 A Conditional Offer Letter (COL) may be issued to international applicants who do not meet the University's English language proficiency requirement. These applicants will be required to enrol in the English Preparatory Programme, where they must improve their proficiency within a period of up to 12 months before progressing into the UGP academic programme.
- 1.6 Local applicants are required to demonstrate English language proficiency by achieving a minimum score of Academic Band 2.0 in the Malaysian University English Test (MUET) in order to enrol in the academic programme.

SECTION 2

ACADEMIC SYSTEM

2.1 The Undergraduate Programme (UGP) at the university follows an academic calendar divided into three (3) semesters per academic year:

2.1.1 Semester 1 and Semester 2

- a) Each of these main semesters spans a total of 17 weeks. These 17 weeks are inclusive of:
 - i. Lecture weeks (where students attend classes),
 - ii. Revision or preparation weeks (typically towards the end before exams), and
 - iii. Examination weeks (when final assessments take place).
- b) These semesters form the core teaching and learning periods during the year.

2.1.2 Semester 3 (Short/Special Semester)

- a) This semester is shorter in duration, typically 9 weeks. It may include:
 - i. Condensed courses (offered in an accelerated format),
 - ii. Industrial training or internship placements,
 - iii. Community service learning, or
 - iv. Make-up or repeat courses for students who need to improve their grades or catch up.
- b) Although shorter in duration, Semester 3 is formally counted in the total duration of study. It contributes to the maximum time limit allowed for degree completion and is considered in academic progression and planning.

2.2 The UGP academic session is shown in Table 2.1.

Table 2.1 Academic Session for UGP

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

- 2.3 For the Foundation Studies Programme (FSP), each of the three (3) semesters consists of fourteen (14) weeks, also inclusive of lectures, examinations, and preparation periods.

Table 2.2 Academic Session for FSP

Semester 1	Week
Lectures	13 Weeks
Examination	1 Weeks
Total (A)	14 Weeks
Mid-Semester Break	1 Week
End of Semester	2 Weeks
Total (B)	3 Weeks
Semester 2	
Lectures	13 Weeks
Examination	1 Weeks
Total (C)	14 Weeks
Mid-Semester Break	1 Week
End of Semester	2 Weeks
Total (D)	3 Weeks
Semester 3	
Lectures	13 Weeks
Examination	1 Weeks
Total (E)	14 Weeks
Mid-Semester Break	1 Week
End of Semester	2 Weeks
Total (F)	3 Weeks
Total (A+B+C+D+E+F)	51 Weeks

SECTION 3

COURSE REGISTRATION

- 3.1 A student is required to register for courses in accordance with the programme study plan 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.
- 3.2 All active students must register for the course offering according to the programme study plan on the date stipulated by the University.
- 3.3 For the new students, if a student fails to register as stated in clause 3.2 without any acceptable reason by the University, then the offer will be void.
- 3.4 All students are required to register courses in the subsequent semester:
- 3.4.1 Failure to register within the stipulated duration without reasons that are accepted by the University will result in students being prohibited from taking the final examination.
- 3.4.2 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 the registration period or compulsory registration period. (as stated in Table 3.1 and Table 3.2 for undergraduate programmes (UGP), and Table 3.3 for the Foundation Studies Programme (FSP).
- 3.6 Course Registration Requirements
- 3.6.1 All undergraduate students are required to register for their courses within the designated course registration period, as specified in Table 3.1 and Table 3.2. Failure to register within this period may result in inability to attend classes, delays in academic progression, or other administrative consequences. Students are advised to plan ahead and complete their registration through the university's official system within the stipulated timeframe.

Table 3.1 Course registration table for a long semester for UGP

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

Table 3.2 Course registration table for a short semester for UGP

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

- 3.6.2 Foundation students are required to register for their courses within the designated registration period, as outlined in Table 3.3.

Table 3.3 Course registration table for Foundation Studies Programme

Period	Week
Registration (Semester & Course registration)	10-12 (preceding semester)
Add and/or Drop	1-2

- 3.6.3 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.
- 3.6.4 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.
- 3.6.5 A student who still fails to register during the Late Course Registration Period shall be determined by the Senate on the status of the student, except for acceptable reasons.
- 3.6.6 A student must not register more than **TWENTY (20)** credits for Long Semester and must not exceed **NINE (9)** credits in Short Semester. For students under the Academic Probationary, the maximum number of credits that can be registered by a student is **TWELVE (12)** credits for Long Semester and a maximum of **SIX (6)** credits in Short Semester.
- 3.6.7 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".

3.7 Repeat Course Registration

- 3.7.1 Students who fail any courses must repeat until they pass.
- 3.7.2 The "Rx" status will be recorded in the course registration record and transcript according to the number of times student repeat the particular course:
- a) R1 – first time repeat
 - b) R2 – second time repeat
 - c) R3 – third time repeat
- ("Rx, x= Repeated running number")**
- 3.7.3 Students who fail an elective course must repeat the course or take another equivalent elective course until they pass.
- 3.7.4 A student may repeat a course following the given conditions: -
- a) Courses with grade "C-" and below must be repeated;
 - b) Students are still in the duration of study.

SECTION 4

CREDIT SYSTEM

4.1 Course Credit:

- 4.1.1 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)/ Effective Learning Time (ELT) as stipulated by the course requirement / programme standard.
- 4.1.2 For programmes that include Industrial Training or Practicum, one (1) credit hour is equivalent to two (2) weeks of training.

4.2 Academic Credit load

- 4.2.1 The student with Active Academic Standing Status ("AS") must register with a minimum credit hour (12 Credits), and not more than maximum credit **(20 Credits)** for long semesters.
- 4.2.2 The registration includes any Audit Course ("AC") and Compulsory Attendance ("CA") Course of that particular semester.
- 4.2.3 In the case of students wishing to take less than minimum credit or more than maximum credit, Dean's/Head's approval is required. However, students are not allowed to take more than **TWENTY-FOUR (24) Credits** in a semester.
- 4.2.4 Students with Probation Academic Standing Status ("PS1" and "PS2") are allowed to register for a maximum of **TWELVE (12) credit hours** during the long semester. This limit applies to both **undergraduate and foundation students**. A maximum of **NINE (9)** credits only in the short semester, Dean's approval is required.
- 4.3 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.
- 4.4 The duration of the study of the undergraduate and foundation programme is shown in table below:

Table 4.1 Duration of Study for Undergraduate Programme

Programme	Duration of study	
Undergraduate Programme	Minimum	3 years
	Maximum	6 years
Foundation Studies Programme	Minimum	1 years
	Maximum	2 years

4.5 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.

4.6 The maximum study duration for the students is determined by the school based on the approved vertical credit exemption.

4.7 Credit transfer

4.7.1 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.

4.7.2 Vertical Credit Transfer

- a) Vertical credit transfer can be given to students who have diplomas and/or degrees from other higher institutions recognised by the Senate.
- b) The approved credit transfer must not be more than 50% (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.
- c) Only courses with a minimum grade of C may be considered for credit transfer of up to **30%** of the total programme credits.
- d) For credit transfer of **31% to 50%**, only courses with a minimum grade of B may be considered.
- e) In all cases, the course must have at least **80%** content equivalency with the corresponding course offered at the University.
- f) The application for this vertical credit transfer should be made in the first week of the semester in the first year of study.
- g) A course which has been approved for credit transfer cannot be registered again by a student for the purpose of improving CGPA.
- h) The vertical credit transfer is not allowed from a higher level to a lower-level programme.
- i) 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.
- j) The programme from which the course credits are transferred from are accredited or approved in the country of origin.

4.7.3 Horizontal Credit Transfer

- a) Horizontal credit transfer allows a student to move from one programme to another **at the same academic level** (e.g., Bachelor's to another Bachelor's, and bring along the **credits of equivalent courses** they have already completed.
- b) 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.

- c) In the case of horizontal credit transfer between programmes within the University, there is no limit for credit transfer.
- d) 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.
- e) 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.
- f) 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.
- g) 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.
- h) A process flowchart for credit transfer is as stated in **Figure 1: Credit Transfer Flowchart**.
- i) The approved courses for credit transfer will be given status of "TC" (credit transfer) in the system and transcript.

4.8 Process of Credit Transfer:

- 4.8.1 The student submits a formal application for credit transfer to the School.
- 4.8.2 The student must attach the following documents:
 - a) Official transcript of previous qualification (e.g., diploma)
 - b) Course syllabus/descriptions (including learning outcomes, credit hours, assessment methods)
 - c) Copy of certificate of previous qualification.
- 4.8.3 The School will conduct a course mapping to compares learning outcomes, content, credit hours, and level of difficulty.
- 4.8.4 Ensures at least 80% equivalency between the previous course and the target course.
- 4.8.5 The Senate will evaluate and recommend approval or rejection.
- 4.8.6 The student is formally notified of the approved credit transfer.
- 4.8.7 The approved credits are recorded in the student's academic transcript with a remark such as "TC".

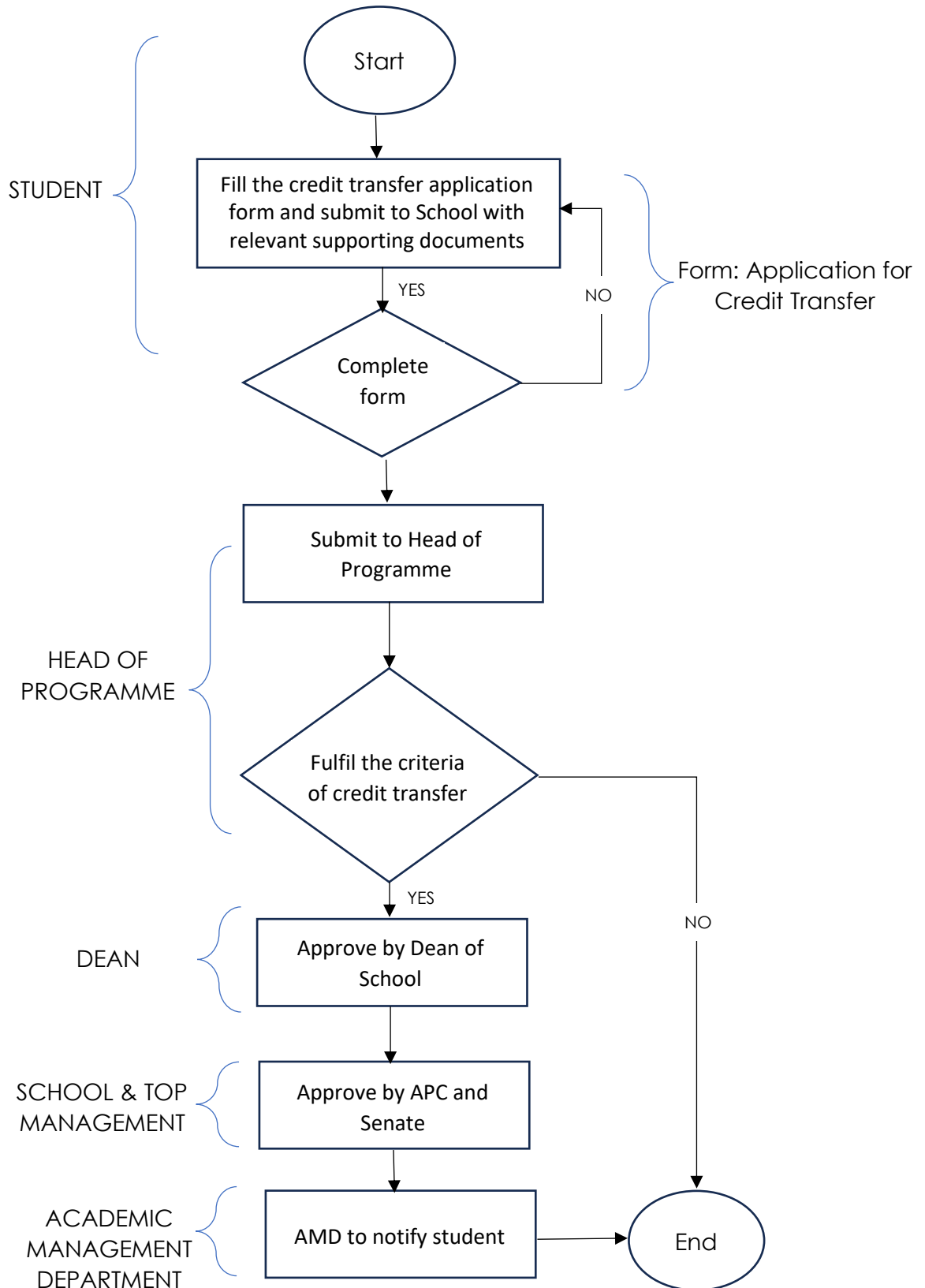


Figure 1: Credit Transfer Flowchart

SECTION 5

ATTENDANCE

5.1 Attendance

- 5.1.1 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.
- 5.1.2 Students must achieve a minimum of **80% attendance**.
- 5.1.3 A valid reason must be provided to the lecturers as soon as possible in the case they are unable to attend the scheduled activities.
- 5.1.4 Students with less than 80% attendance based on the total scheduled contact hours for every course without any reason will be barred from sitting the Final Examination or any other form of Final Assessment.
- 5.1.5 The student will receive a warning letter from the School for every 10% of absence recorded in a course during the semester. If a student is absent for 20% or more of the total scheduled class sessions, he/she will be barred from sitting for the Final Examination or Final Assessment for that course.
- 5.1.6 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.

5.2 Absenteeism due to Medical Reasons

- 5.2.1 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).
- 5.2.2 Upon the Senate's approval, the student may be allowed or advised by the School or Centre to 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 6

GRADING SYSTEM

- 6.1 The grading system is used to measure and record students' academic performance in each course. 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.
- 6.2 The overall grading system at Albukhary International University (AIU), which applies to Foundation Studies Programme (FSP) and Undergraduate Programme (UGP), is presented as follows;

***Note:** This revised grading system takes effect starting from the Academic Intake 2024/2025 and onwards.

Table 6.1 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	4.00	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	
D+	35 - 39	1.33	Failed (Repeat the Course)
D	30 - 34	1.00	
F	0 - 29	0.00	

NOTATION	STATUS INTERPRETATION
IC	Incomplete
XX	Absent from Final Examination without Permission
YY	Absent from Final Examination with Permission
BE	Barred from Examination
TC	Approved Credit Transfer
Rx	Repeat Course
RS	Re-sit Course
CC	Course Completed
n/a	Not Applicable
PS1	Probation Academic Standing for the first time
PS2	Probation Academic Standing for the second time

SECTION 7

ASSESSMENT

7.1 Assessment is the process of measuring and evaluating students' achievement of learning outcomes, using a variety of methods and tools. It includes formative and summative assessments to ensure that students have acquired the required knowledge, skills, and attitudes.

7.2 Assessment Policy

7.2.1 In general, assessment of a course is assessed 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.

7.2.2 Students are required to complete all assessments provided throughout the course.

7.3 Passing marks for Continuous Assessment, Final Examination and Overall Grade

7.3.1 The overall minimum passing grade for a course is Grade C. However, students must obtain at least Grade D+ in the final examination to pass that part of the course.

7.3.2 The passing mark for the final examination is shown below:

Table 7.1 Passing Marks (UGP)

Weightage Allocation (%)	Minimum Passing Marks (%)	Marks
30%	10.5%	35/100 (D+)
40%	14%	35/100 (D+)

7.3.3 The students who achieve a D+ grade in the final examination will pass the course, provided their overall course marks reach a minimum C grade.

7.3.4 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.

7.3.5 Students 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 6.1. Grades, Score and Grade Point Relationship.

- 7.3.6 Programmes that are not governed by a specific Programme Standard shall adhere to the Undergraduate Programme Standard as the default reference.

7.4 Final Examination / Final Assessment

7.4.1 Eligibility to sit for Final Examination

- a) 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 for the course.
 - ii. Student has fulfilled the required 80% attendance to the course teaching and learning sessions and other course requirements.
- b) 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.
 - 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/Assessment Venue.

7.4.2 Barring From Examination

- a) 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 7.4.1 (a)**) In such a case, the student may be given the chance to appeal to the Examination Unit upon the recommendation by the Dean of School or Head of Centre and/or Registrar's Office; or
 - ii. a student has violated any of the University's Regulations
- b) 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 final examination mark and an **"BE"** status (Barred from Final Examination/Final Assessment).
- c) In cases of violation of the University Regulations, 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).

7.4.3 Unbarring Final examination status

- a) The unbarring can be done by the following:

- i. Students can appeal to the School by filling up the Form. The form may be obtained from the Office of Examination Unit and/or the Schools.
- ii. 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.

7.4.4 Absence from the Final Examination / Final Assessment

- a) Absence from the Final Examination with Permission (YY) means a student is officially allowed to miss the final exam due to valid reasons (such as illness or emergency) and has received approval from the university.
- b) Absence from the Final Examination without Permission (XX) means a student misses the final exam without providing a valid reason or getting official approval from the university.
- c) Student who has 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:
 - i. On medical reason, or, in cases of emergencies with any supportive evidence from a Certified Medical Officer that treat the case; or
 - ii. Due to unavoidable circumstances as approved by the Dean of School or Director of Centre.
- d) The application of Special Examination can be done through the respective School. 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:
 - i. a) Approval for the application must be made to the School and approved by the Senate.
 - ii. b) Once the application has been approved, the student will be given a "YY" status (Absent from the Final Examination / Final Assessment with Permission).
- e) 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 a ZERO ("0") mark for the course.

7.4.5 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 Final Examination Student Slip (FESS), and/or other media of communication as there may be amendment or updates in the schedule.

7.4.6 Final Examination/ Final Assessment Schedule

- a) 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.
- b) Students are advised to always check the Student's Portal, Final Examination Schedule and Slip (FESS) or any other medium communication of the University as there may be amendments or updates in the Final Examination/Final Assessment schedule.

7.4.7 Attending Examination

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

7.4.8 Rules on the Conduct of the Final Examination

- a) 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.
- b) Candidate(s) who arrive **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.
- c) Candidates must always observe the University Dress Code. 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.
- d) 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).

e) Candidates must:

- i. Place the AIU Student ID Card, the Final Examination Schedule and Slip (FESS), Attendance Slip on the Examination/ Assessment desk for inspection.
 - ii. Fill up the Attendance Slip and leave them on the right top hand corner of the examination desk.
 - iii. 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.
- f) Candidates are not allowed to communicate with other candidates or any other person in any manner while the Final Examination is in progress. Candidates who wish to communicate with invigilator(s) shall raise their hand.
- g) Candidate(s) who arrive **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 **THIRTY (30)** minutes after the examination has begun.
- h) Candidates are not allowed to exit the Final Examination within the first **THIRTY (30)** minutes after the examination or assessment session has begun, and **THIRTY (30)** minutes before the examination or assessment session is to be ended.

7.4.9 Violation of Final Examination/Final Assessment Rules and Regulations

In the case of any violation of the examination rules & regulations, students may refer to the Section 12 of AIU Academic Regulation Handbook.

7.4.10 Re-Administration of Final Examination

- a) The University reserves the right to re-administer the Final Examination/Final Assessment as it deems fit in the following situations:
- i. a proven leak in the Final Examination/Final Assessment end-of-course or end-of-semester 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

7.4.11 Special Examination/Assessment:

- a) Offered to students who are assigned with the "YY" 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.
- b) The Examination Unit will conduct Special Examination/Assessment within the first **TWO (2)** weeks of the following semester.

7.4.12 Re-Sit Examination:

- a) The re-sit final examination will only be allowed to the following students:
 - i. The final semester students who are required to pass the course to graduate.
 - ii. The final semester students who are going for internship and required to pass the course for internship eligibility.
 - iii. The students who have failed pre-requisite courses after three attempts.
- b) The maximum overall grade obtainable from a re-sit will be capped at a 'C'.

7.4.13 Failed Courses: -

- a) A student who obtains the "C-" grade and below is required to repeat the course(s). The affected student may refer to the Dean's Office for further clarification.
- b) Students who fail a core course are required to repeat the same course until a passing grade is obtained.
- c) Students who fail in an elective course and/or co- curriculum course must register and repeat the course or take another elective course and/or co-curriculum course and pass the course.
- d) 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.

7.4.14 Appeal Against Course Assessment Result:

- a) An Appeal Against results is applicable for Final Examination or Final Assessment only.
- b) An Appeal Against results is a request by a student to have his/her Final Examination answer script to be re-evaluated.

c) The process of the appeal will be as the following:

- i. The student must submit his/her appeal within **ONE (1)** week 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 **RM200.00** 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 appeal decision will be approved by the Senate and No further appeal will be considered.
- vi. The student will be notified of the result of the appeal by the Examination Unit.

7.4.15 Incomplete ("IC") grade status:

a) This grade may be given to the students who:

- i. do not complete their Industrial Training.
- ii. are enrolled to a course with a duration of more than 1 Semester.
- iii. any other reason approved by the Senate.

b) As stated in Clause 7.4.15, the course must be offered in the following semester consecutively, and students are required to register for it accordingly. The final grade shall only be awarded at the end of the semester in which the course is completed. For the other semester, "IC" grade will be given and the credit hours will be not calculated.

c) "IC" grade shall not affect a student's GPA or CGPA.

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.

8.1.1 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.

8.1.2 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 Academic Standing

8.2.1 The academic standing of a student is determined based on their Cumulative Grade Point Average (CGPA) at the end of each semester. This standing reflects the student's academic progress and may affect their ability to continue in the programme or register for courses in subsequent semesters. The classification is outlined in **Table 8.3** below.

Table 8.3 Academic Standing for Foundation Studies Programme (FSP) and Undergraduate Programme (UGP)

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

8.3 Probation Academic Standing

- 8.3.1 Students with CGPA lower than 2.00 in a semester, will be given Probation 1 ("**PS1**") status. The Probation 2 ("**PS2**") status is given to students with CGPA lower than 2.00 for two consecutive semesters.
- 8.3.2 Students who achieved lower than 2.00 consecutively for three semesters, will be given Fail Academic Standing ("FS") and will be terminated from the study.
- 8.3.3 Students who obtain a semester CGPA of less than 1.00 will be assigned a Fail Academic Standing ("FS") and shall be terminated from their studies.

8.4 The Final Examination result shall be announced to the students after the approval of the Senate except to those students with following:

- 8.4.1 Students whose examination results have been suspended because of Academic Misconduct reasons or other reasons decided by the Senate.
- 8.4.2 Students who owe any related fees with the University.

8.5 Dean's List

Students will be awarded a place on the Dean's List in recognition of outstanding academic performance, provided that all the following criteria are fulfilled:

- 8.5.1 Obtained **GPA \geq 3.50** in a particular semester
- 8.5.2 Registered for at least **TWELVE (12)** credit hours for long semester and minimum of **EIGHT (8)** credit hours for Short Semester and all the courses must be graded ones.
- 8.5.3 Students undergoing Industrial Training are not eligible to be considered for the Dean's List.
- 8.5.4 The student did not sit for any re-sit examination in the same semester.
- 8.5.5 The student did not repeat any course, meaning there are no courses on the transcript that have been taken and graded more than once.

SECTION 9

DEFERMENT OF STUDY

- 9.1 "Deferment 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.
- 9.2 The deferment of studies can be made based on the following reasons:
- 9.2.1 Health reasons
- a) 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 Hospital/Clinic or Private Hospital (Approved by the University)
- 9.2.2 Other reasons (As approved by the Senate).
- a) A student may also apply for a deferment for reasons other than medical, provided the application is submitted **no later than Week 7** of the current semester. This provision is applicable to local students only.
- 9.3 The maximum deferment is **ONE (1)** Academic Year or **THREE (3)** consecutive semesters. However, the duration may be extended, subject to the Senate's approval.
- 9.4 If the study deferment is approved by the Senate, the deferment semesters will not be counted as part of the total number of registered semesters in the programme duration of studies.
- 9.5 A formal written letter and deferment form must be submitted to the Dean of the School together with the other supporting documents. The form may be obtained at the AIU website. School needs to get Senate approval for deferment after endorsement from the Dean has been obtained.
- 9.6 It is the responsibility of the student to report back to the university upon completion of the approved deferment period and to register for courses accordingly. Failure to do so may result in the university taking necessary action, including termination of studies.
- 9.7 Process of applying for deferment of semester:
- 9.7.1 Students obtain the Deferment of Semester Form from the university's official website.
- 9.7.2 Students complete the Deferment of Semester Form in full. All sections of the form must be filled out accurately and completely, including personal details, reasons for deferment, proposed period of deferment, and student's signature.

- 9.7.3 Student prepares and attaches all necessary supporting documents. These may include medical reports, hospital letters, personal or family crisis documentation, or other relevant evidence that justifies the deferment request.
- 9.7.4 The student submits the application directly to the administrative office of their School for initial processing.
- 9.7.5 The School reviews the application for completeness and validity and provides their recommendation or endorsement for the deferment.
- 9.7.6 The endorsed deferment request is presented to the University Senate for approval.
- 9.7.7 If approved by the Senate, the Registrar's Office will prepare and send an official letter notifying the student of the deferment approval, including details such as the deferment period and any conditions attached.

9.8 Impact of Semester Deferment for International Students:

International students considering deferment of their studies must be fully aware of the potential implications on their student visa and immigration status. Compliance with Malaysian Immigration Department regulations is mandatory throughout the duration of their stay.

- 9.8.1 International students who wish to defer their studies must be aware of the potential implications on their visa and immigration status. All international students are required to comply with the conditions and regulations set by the Malaysian Immigration Department regarding their student visa and passport validity.
- 9.8.2 Any interruption of studies, including deferment, must be reported to the ISSU and may affect the validity of the student visa.
- 9.8.3 Students who are granted a deferment may be required to cancel their existing student visa and exit the country, depending on the length of deferment and immigration rules at the time.
- 9.8.4 During the deferment period, students are not permitted to remain in Malaysia on a student visa.
- 9.8.5 Re-application for a new student visa may be required before resuming studies, and students are responsible for the costs and processes involved.
- 9.8.6 International students are advised to consult the ISSU before submitting a deferment request to ensure they understand all immigration implications and to receive guidance on maintaining compliance with visa regulations.
- 9.8.7 Students are advised to refer to the ISSU Handbook for comprehensive information on the process and requirements.

9.9 The flowchart for the deferment of semester is shown in **Figure 2: Deferment Application Flowchart.**

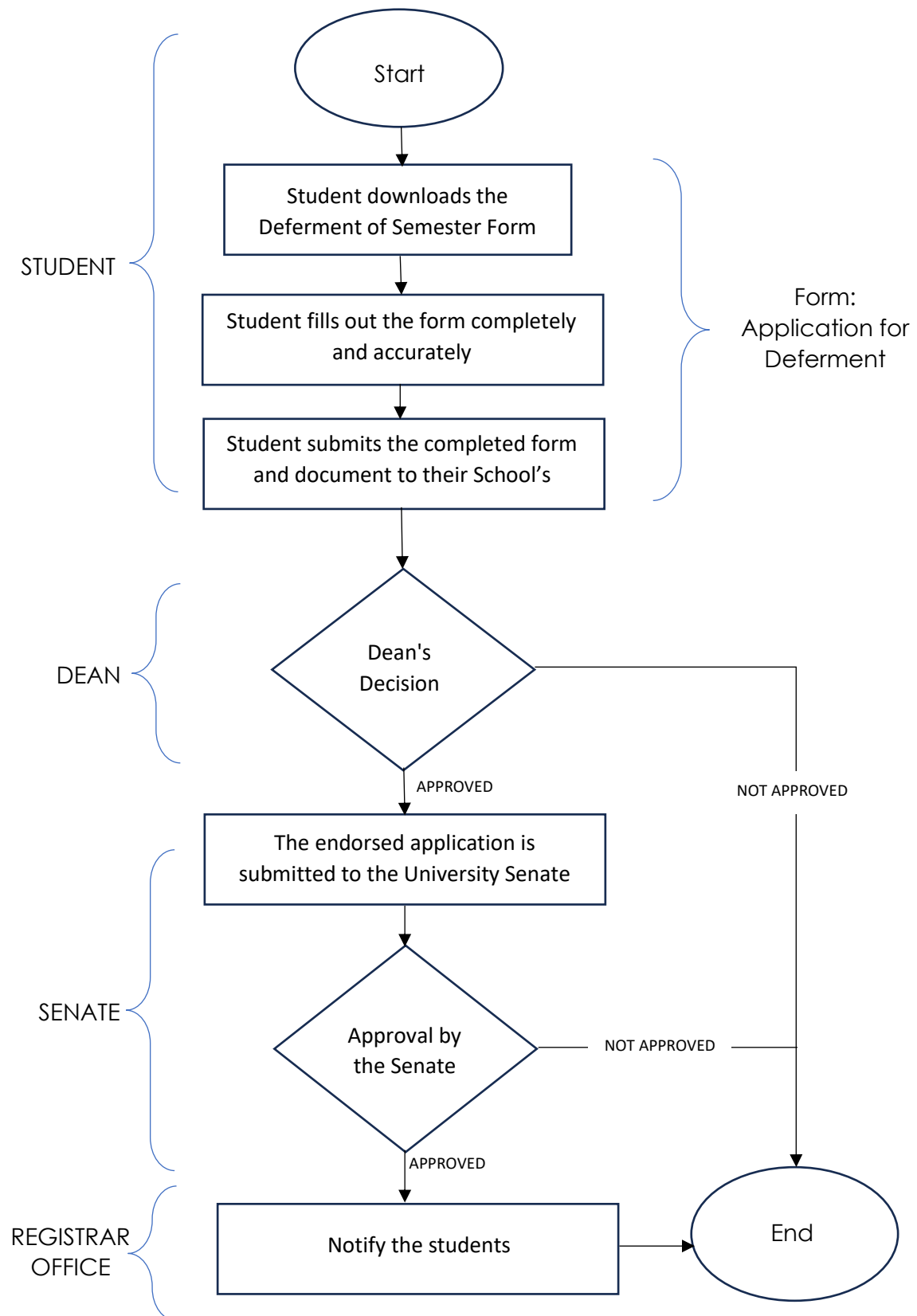


Figure 2: Deferment Application Flowchart

SECTION 10

CHANGE OF PROGRAMME OF STUDY

- 10.1 "Change of Programme" means a student is officially changing from one academic programme to another within the same University.
- 10.2 The University may consider applications from students who needs to change their programme of study within or between the Schools strictly subject to the following conditions:
 - 10.2.1 Did not meet the entry requirement for the current active programme.
 - 10.2.2 Student that is unable to fulfil the English Requirement (stipulated in the entry requirement) of the initial offered programme.
 - 10.2.3 Must meet the entry requirements of the intended programme.
 - 10.2.4 The student must be in good academic standing (i.e., not on probation or facing disciplinary action).
 - 10.2.5 The student's skills or grades indicate they are better suited to a different programme.
- 10.3 Other than this reason, the change of programme request will not be entertained unless with the Senate's approval.
- 10.4 Students are allowed to change their programme only once during their time at the university, and only within the first year of study.
- 10.5 Application for change of programme must be made before the commencement of the new semester. The change of programme form can be obtained from the AIU website.
- 10.6 Until the change of programme is officially approved, the student must continue attending classes, completing all assessments, and sitting for the final examinations as scheduled under their current enrolled programme.
- 10.7 In order to proceed with the change of programme, international students must fully comply with all the requirements set by the Education Malaysia Global Services (EMGS) and the Immigration Department. Meeting these requirements is essential for the application to be processed and approved.
- 10.8 Change of Programme Process:
 - 10.8.1 Students who wish to change their academic programme must first ensure they meet the eligibility criteria as stated in clause 10.2.
 - 10.8.2 The student must fill out the Change of Programme Form and complete all sections of the form and attach relevant documents such as the latest

academic transcript, a letter of justification, and any other supporting documents.

- 10.8.3 Once both School have provided their recommendations, the application need to submit to the receiving school. The receiving school will then present the application at the Senate meeting for final approval.
- 10.8.4 The student will be officially notified of the outcome through an email and an official letter issued by the Registrar's Office.
- 10.8.5 The existing scholarship will be revoked, and a new offer will be extended based on the terms and conditions of the new programme.

10.9 Impact of Changing Programme for International Students:

- 10.9.1 International students who wish to change their academic programme must be aware of the immigration and administrative implications. All international students are required to comply with the conditions set by the Malaysian Immigration Department concerning their student visa and passport.
- 10.9.2 Students are required to cancel their current student visa and, depending on immigration requirements, may be required to leave the country. A new student visa application must then be submitted under the new programme.
- 10.9.3 Students are responsible for all related immigration processing costs, including a mandatory fee imposed by the EMGS for the student visa application under the new programme.
- 10.9.4 Failure to comply may result in immigration non-compliance, which can affect your legal stay in Malaysia and future visa approvals.
- 10.9.5 It is mandatory for international students to consult the International Student Support Unit (ISSU) before initiating any programme change. The ISSU will provide detailed guidance and assist students in ensuring full compliance with immigration laws, fees, and other relevant procedures.
- 10.9.6 Students are advised to refer to the ISSU Handbook for comprehensive information on the process and requirements.

Refer to Figure 3, the flowchart for the change of programme of study is shown in the Change of Programme Flowchart.

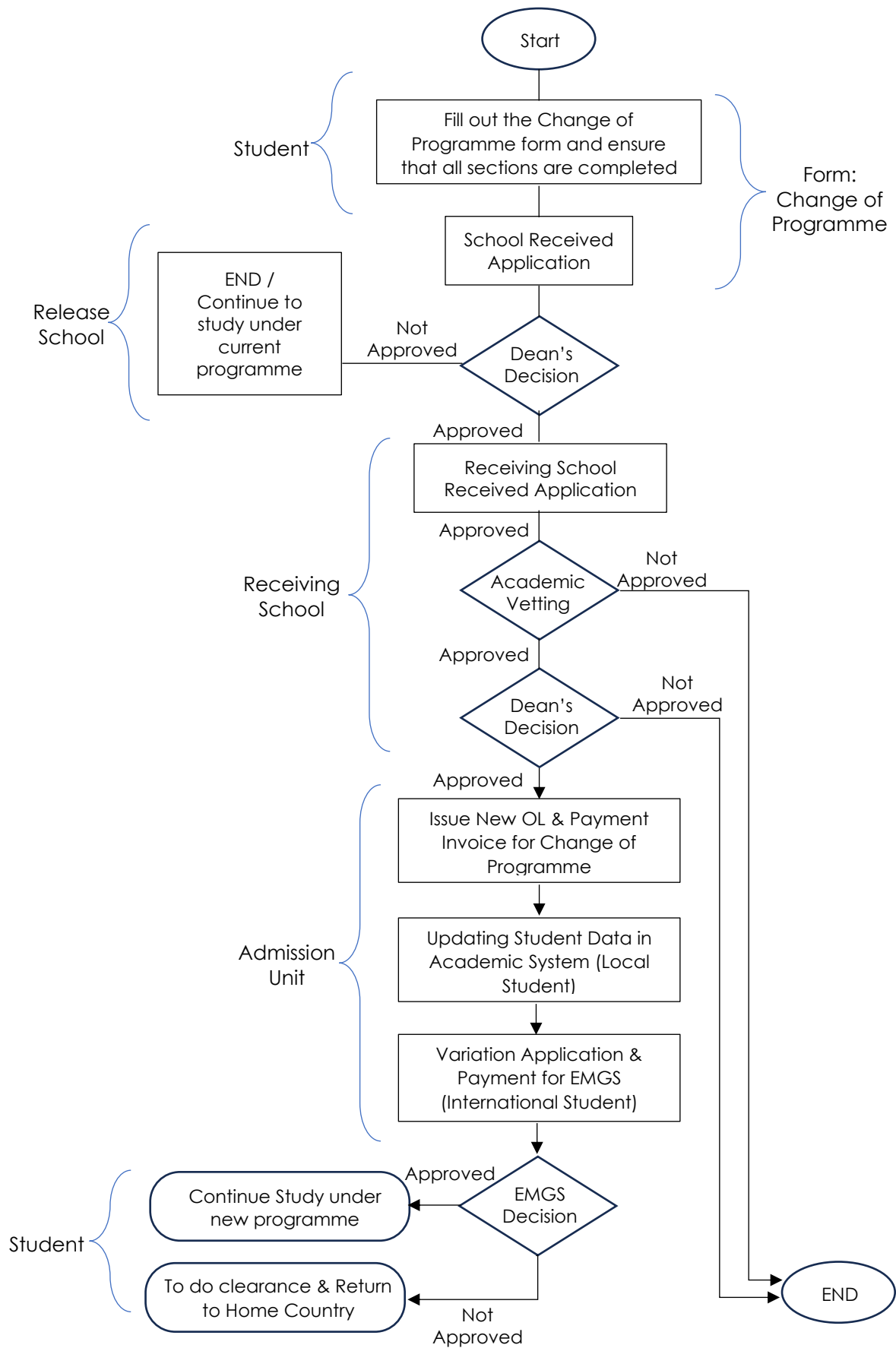


Figure 3: Change of Programme Flowchart.

SECTION 11

THE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE

- 11.1 **Artificial Intelligence (AI)** refers to computer systems or software that are capable of performing tasks that typically require human intelligence. These tasks may include, but are not limited to, understanding and generating language, analysing data, problem-solving, and making decisions.
- 11.2 In an academic context, AI tools such as language assistants, content generators, and paraphrasing software may support the learning process. However, the use of such tools must adhere strictly to the University's policies on academic integrity.
- 11.3 Use of Generative Artificial Intelligence (AI)
- 11.3.1 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.
- 11.3.2 It is required that a declaration acknowledging the use of technologies, if any, generate material for assessment should be included.
- 11.3.3 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.
- 11.3.4 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.
 - e) Explanation of how the generated output was incorporated into the work.
- 11.4 Citation Requirements and Ethical Use
- 11.4.1 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.
- 11.4.2 A review should be done of the assessment details to determine whether additional citations and references of the generated material are necessary.

11.4.3 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.

11.5 Academic Integrity and Plagiarism:

11.5.1 Using AI-generated content without proper acknowledgment or presenting it as original work is considered plagiarism and constitutes a violation of the University's Academic Integrity Policy. Students are reminded that:

- a) All submitted work must reflect the student's own understanding and effort.
- b) AI tools must not be used to generate entire assignments or assessments.
- c) Copy-pasting AI-generated responses without attribution may lead to disciplinary action under academic misconduct.

SECTION 12

ACADEMIC MISCONDUCT

12.1 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.

12.1.1 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 purposes.

12.1.2 Attempt to Cheat means trying to cheat or planning to cheat in any test, exam, or assignment, even if the cheating did not actually happen. This includes actions like bringing in notes without permission, trying to copy, or communicating with others to cheat.

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

12.1.4 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.

12.1.5 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.

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

12.1.7 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 a student and another person in the preparation and production of work which is presented as the student's own.

12.1.8 Other Academic Misconduct:

- a) Failure to follow prescribed academic procedures or instructions from the invigilators.
- b) Academic misconduct other than the above that can be categorised as academic misconduct by the University.

12.2 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.

12.3 Academic Misconduct Committee:

12.3.1 **Academic Misconduct Investigating Committee** is a committee established to review and investigate the alleged offence;

12.3.2 **Academic Misconduct Hearing Committee** is a committee established to hear and deliberate on cases involving academic misconduct, 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. Students involved will be required to attend a formal hearing session, during which the committee will review the case and the student will be given an opportunity to present their defence. Attendance at the hearing session is **mandatory**. Failure to attend without valid reason will result in the student being bound by the committee's decision and forfeiting the right to appeal;

12.3.3 **Academic Misconduct Appeal Committee** is a committee established to review appeals submitted by students against the decisions of the Academic Misconduct Hearing Committee within the period stipulated by the Examination Unit.

12.4 Upon the recommendation from the committees and with the Senate's approval, the punishment for academic misconduct may be imposed as either one or a combination of the following;

12.4.1 Warning Letter

A formal warning letter will be issued to the student, serving as an official record of academic misconduct.

12.4.2 Award “0” Mark for the Final Examination

The student will receive zero mark for the final examination in which the academic misconduct occurred, significantly impacting their overall grade.

12.4.3 Maximum Overall Grade capped at 'C'

Regardless of the student's performance in other assessments, their final grade for the course will be capped at 'C'.

12.4.4 Award an 'F' for the Overall Grade Course

The student will receive a failing grade ('F') for the course and will be required to repeat it.

12.4.5 For Students with Academic Misconduct in Multiple Courses

If a student is found guilty of academic misconduct in more than one course during the same semester, all courses taken in that particular semester will be recorded as 'F'.

12.4.6 Semester Suspension (1 – 2 Semesters)

Depending on the severity and recurrence of the academic misconduct, the student may face suspension for one to two semesters.

12.4.7 Ineligibility for Special Awards

Students found guilty of academic misconduct will not be considered for any academic or special awards.

12.4.8 Termination from Studies

In cases of serious misconduct or repeated violations, a student may be subject to **termination from the university**.

12.5 The academic misconduct flowchart is illustrated in the Academic Misconduct Flowchart below:

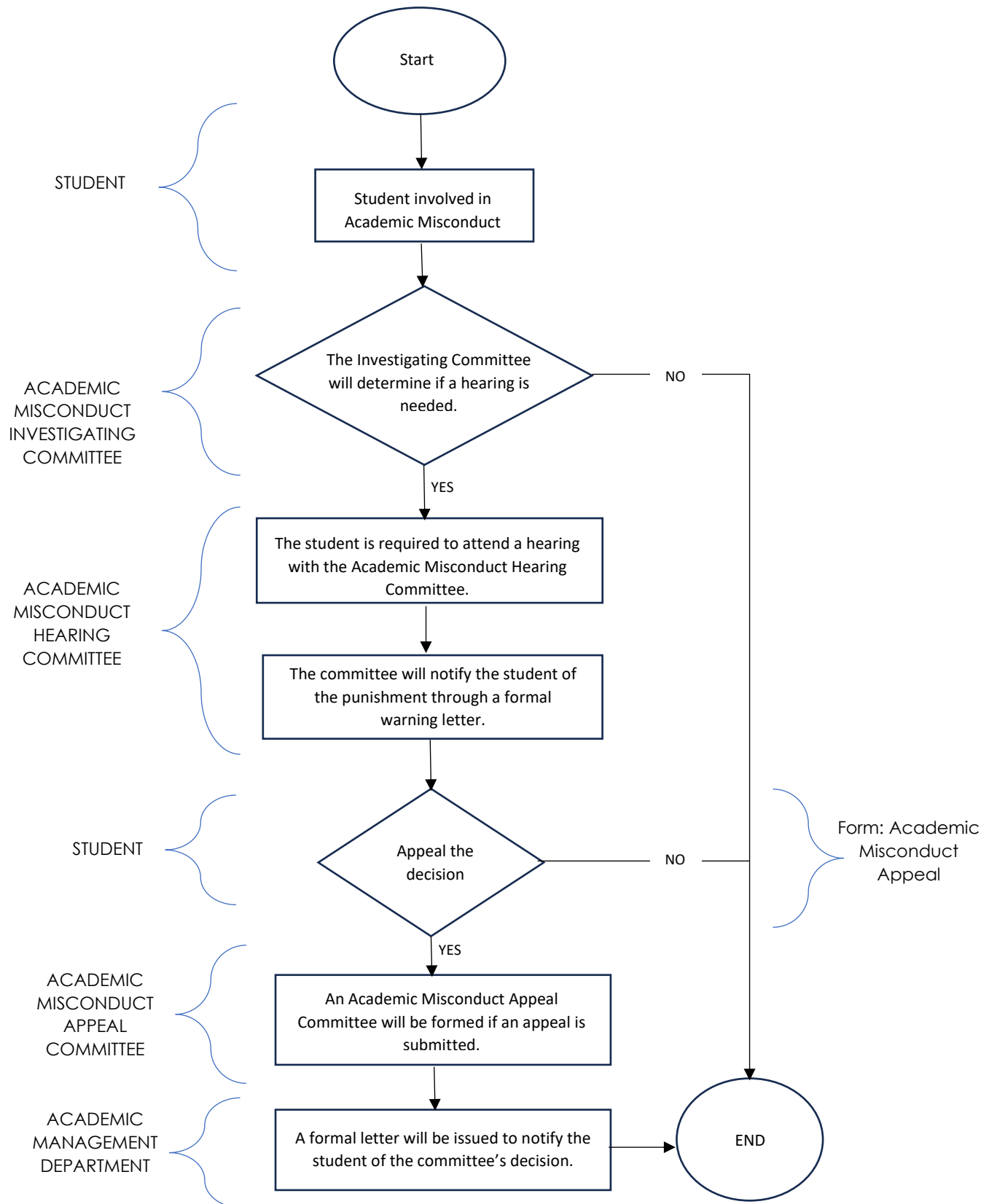


Figure 4: Academic Misconduct Flowchart.

SECTION 13

WITHDRAWAL FROM UNIVERSITY

13.1 Withdrawal Application

- 13.1.1 Students who wish to withdraw from the University must complete the request form available at the AIU official website.
- 13.1.2 Students may also be referred to the University Counsellor / Academic Advisor and justify the reasons for 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.
- 13.1.3 Once the form is completed and all necessary documents are attached, the application must be submitted to the Academic Management Department (AMD). AMD will process the application and present it to the University Senate for approval.
- 13.1.4 All withdrawal applications are subject to Senate approval.

13.2 Withdrawal Implications:

- 13.2.1 Students receiving approval to withdraw from the study are responsible for any implications or actions by her/his Sponsor, if applicable.
- 13.2.2 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.
- 13.2.3 However, tuition fees paid are not refundable if the student quits or withdraws from AIU after Week 4 for long semester and Week 2 for short semester.
- 13.2.4 AIU is not in any way responsible on the cost for students to return to their hometown or country.
- 13.2.5 Withdrawal international students are required to report to ISSU immediately to begin the visa cancellation process and to avoid immigration penalties.

SECTION 14

SUSPENSION OF STUDIES

- 14.1 Suspension of studies refers to a temporary discontinuation of a student's academic status, typically imposed by the University due to academic, disciplinary, administrative, or other formal reasons. During the suspension period, the student is not considered an active student and is not allowed to participate in any academic or university-related activities until the suspension is lifted or the student is reinstated.
- 14.2 A student may be suspended during their studies due to the following reasons:
 - 14.2.1 Disciplinary action related to Academic and non-Academic Misconduct(s);
 - 14.2.2 Failure to pay all the University's fees that are due.
- 14.3 The duration of suspension shall count towards the calculation of the duration of study at the University.
- 14.4 The student is not eligible to receive any refund, and the University reserves the right to claim any fee, charge, or outstanding debt from the student, or his guarantor, or next-of-kin. The student is also not entitled to access any university facilities, semester services, or student support during the suspension period.
- 14.5 Impact of Suspension of Studies for International Students:
 - 14.5.1 In cases where a student is suspended by the university due to academic, disciplinary, or administrative reasons, international students must be aware of the impact on their immigration status.
 - 14.5.2 All international students are bound by the Malaysian Immigration Department's visa and passport regulations, and suspension of studies has direct consequences on the validity of their student visa.
 - 14.5.3 Once a suspension is issued, the student is considered no longer actively enrolled, and therefore not eligible to remain in Malaysia under a student visa.
 - 14.5.4 All international students under suspension are required to report to the ISSU immediately upon notification.

SECTION 15

TERMINATION OF STUDIES

- 15.1 Termination of studies refers to the permanent discontinuation of a student's enrolment at the University. This action is taken when a student fails to meet the academic, disciplinary, financial, or administrative requirements set by the University, and is therefore no longer allowed to continue their programme of study.
- 15.2 Reasons for termination of studies may include any one or a combination of the following:
 - 15.2.1 Failure to meet academic progression or GPA requirements;
 - 15.2.2 Repeated academic or disciplinary misconduct;
 - 15.2.3 Exceeding the maximum period of study;
 - 15.2.4 Non-payment of tuition or outstanding fees;
 - 15.2.5 Any other reason deemed appropriate by the University in accordance with its rules and regulations
- 15.3 Impact of Termination of Studies for International Students:
 - 15.3.1 International students must be aware that termination of studies has immediate and serious consequences for their legal status in Malaysia
 - 15.3.2 The student is no longer considered an active student and therefore not eligible to hold a valid student visa.
 - 15.3.3 The student visa must be cancelled immediately, and the student is required to leave Malaysia without delay.
 - 15.3.4 Overstaying in the country after termination constitutes a violation of the Immigration Act, which may lead to blacklisting, fines, or detention.
 - 15.3.5 The student loses access to all university services, academic platforms, supervision, and facilities effective immediately.
 - 15.3.6 University reserves the right to recover any outstanding debt or charges from the student, their guarantor, or next-of-kin.
 - 15.3.7 Terminated international students are required to report to ISSU immediately to begin the visa cancellation process and to avoid immigration penalties.

SECTION 16

AWARD OF QUALIFICATION

- 16.1 Award of qualification refers to the formal conferral of an academic degree, or certificate to a student who has successfully fulfilled all academic requirements of a programme as approved by the University Senate.
- 16.2 A student will only qualify for award of an academic qualification once the requirements are fulfilled:
- 16.2.1 Obtain a CGPA of at least 2.00 and achieve Active Status (“**AS**”);
 - 16.2.2 Must successfully completed all required courses in the academic programme as stipulated in the approved curriculum;
 - 16.2.3 Complete a total of graduating credits for the programme set by the School and approved by the Senate;
 - 16.2.4 Meet all requirements as stated in the AIU Academic Regulation;
 - 16.2.5 Apply for graduation and obtain approval from the School;
 - 16.2.6 Verified and approved to be awarded by the Senate; and
 - 16.2.7 Fulfil other requirements as required by the Senate.

- 16.3 Classification of the bachelor's degree is based on the final CGPA, according to the class of division as follow:

Classification	Final CGPA
First-class Honours	3.67 – 4.00
Second-class Honours; Upper Division	3.00 – 3.66
Second-class Honours; Lower Division	2.33 – 2.99
Third-class Honours	2.00 – 2.32

- 16.4 For Foundation Studies Programme (FSP) students, those who have meet all academic requirements and are conferred the Foundation Studies Certificate may progress to the Bachelor's degree programme.
- 16.5 Students who have successfully fulfilled all academic requirements and demonstrated outstanding performance may also be considered for Special Awards, subject to the criteria set by the University. These awards include:
- 16.5.1 Chancellor's Award;
 - 16.5.2 Vice Chancellor's Award;
 - 16.5.3 Sharifah Rokiah Award;
 - 16.5.4 Best Student Foundation Award.

- 16.6 Students who are unable to complete their studies due to permanent disability (Aegrotat) or death (Posthumous) may be awarded their degree subject to the approval of the Senate.
- 16.7 Nominees for these awards are selected based on academic excellence, leadership, co-curricular involvement, and overall contribution to the university community.
- 16.8 Official Academic Transcript:
 - 16.8.1 Official transcripts are prepared by the Examination Unit and will bear the University's logo and seal. The transcript will be signed and stamped by the Registrar's Office. It is typically recognised and accepted for official matters as proof of academic qualification for purposes such as admission into further academic programmes or employment. Official transcripts are only issued upon completion of study and approval by the University Senate.
- 16.9 Official Academic Certificate:
 - 16.9.1 The Official Academic Certificate is the formal document awarded by the University to a student upon the successful completion of all graduation requirements for a programme, subject to Senate approval. It serves as the official proof of the conferment of the academic qualification and includes key information such as the student's name, programme of study, date of conferment, institutional seal, and authorised signatures.

SECTION 17

GENERAL PROVISIONS

- 17.1 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 Academic Regulations from time to time as the need arises.
- 17.2 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.
- 17.3 The Senate has the power to occasionally permit any exemptions that are considered appropriate from the needs of these regulations.
- 17.4 The information provided in this document reflects the AIU Academic Regulations in effect at the time of publication and is subject to revision without prior notice.

SECTION 18

ENFORCEMENT AND PRACTICE

This Albukhary International University Academic Regulations was endorsed at the AIU Senate Meeting 72, No. 06/2025 on 31 July 2025 and is effective beginning Semester 3, Session 2024/2025.

This AIU Academic Regulations for Undergraduate and Foundation Studies Programmes is applicable to the AIU students.

SAMPLE OF FORM

NO.	FORM
1.	Add-Drop Course Form
2.	Resit Final Examination Application Form
3.	Appeal Against Grade Application Form
4.	Misconduct Appeal Form
5.	Change of Programme Form
6.	Deferment Form
7.	Request for Academic Verification
8.	University Withdrawal Form
9.	Student Clearance Form



Instructions to applicant:

1. Incomplete form will not be processed.
2. Application without using the AIU-AAM-O09-A/D/W.210111.rev01 form **WILL NOT** be entertained.
3. Prior approval from lecturer is required for adding/dropping of the desired courses.
4. This form needs to be submitted to the Dean/Head of Programme for further approval.
5. Completed form must be returned to Academic Management Department.

ALBUKHARY INTERNATIONAL UNIVERSITY

APPLICATION TO CREDITS ADD/DROP OF COURSES

PART A: To be completed by student

Full Name :

Student ID Number : MyKad /Passport No.:

Email Address : Contact No.:

Level of Study : ☐ Foundation Studies Please state your programme:

☐ Undergraduate Programme

Current Semester : ☐ 1 ☐ 2 ☐ 3 Total Credit Hours Completed:

Academic Intake : Session :...../..... Last Semester GPA:

Latest CGPA:

ADD Course(s) Request

No	Course Code	Courses Title	Credit Hour	Reasons to add the course	Lecturer's Signature (if approved)

DROP Course(s) Request

No	Course Code	Courses Title	Credit Hour	Reasons to drop the course	Lecturer's Signature (if approved)

I declare that all information stated in the application form is true and correct.

.....
Student's Signature

.....
Date

PART B: Recommendation from the Academic Advisor (*delete those not relevant)

I verify the student's application for *add/drop/course withdrawal is *supported/not supported:

Comments:
.....
.....

.....
Signature

.....
Official Stamp

.....
Date

PART C: Approval from the Dean of School/ Head of Programme/Course Coordinator

☐ Approved ☐ Not Approved

Comments:
.....
.....

.....
Signature

.....
Official Stamp

.....
Date

PART D: ICT Department & Academic Management Department Record

The student application had been updated into the Student System: On...../...../..... By:

Time..... Signature:

**to be filled by ICT Department*

Acknowledged by (AMD):

.....
Signature

.....
Official Stamp

.....
Date



ALBUKHARY INTERNATIONAL UNIVERSITY

APPLICATION FORM FOR RESIT FINAL EXAMINATION

SEMESTER _____ SESSION _____

Instructions:

1. Complete Section A and Section B
2. Submit the completed form to school/centre of your studies

Note: **ONLY** students with **RS remarks** are eligible to apply for Re-Sit Final Examination.

SECTION A: STUDENT'S INFORMATION (TO BE FILLED BY THE STUDENT)

Name:	Student ID No.:
Email:	
Programme:	
School:	
Current Academic:	
CGPA:	Total Credit Earned:

SECTION B: COURSE APPLIED FOR RESIT FINAL EXAMINATION

No.	Course Code	Course Title	Name of Examiner	Grade Obtained (UGP: C- only; CFS: E only)
1.				
2.				
3.				
4.				
5.				

Student's Signature

Date

SECTION C: To be filled by the Finance Office

I certify that the abovementioned student has paid RM _____ for the application of Re-sit Final Examination.

.....
(Signature & Officer's Stamp)

Receipt No.: _____
Date : _____

Finance Officer's Name: _____

*Official Receipt (OR) issued and enclosed

SECTION D: To be filled by the Examination Unit (EXU)

.....
(Signature & Officer's Stamp)
Name:
Date:



ALBUKHARY INTERNATIONAL UNIVERSITY
DU014(K)

APPLICATION FOR APPEAL AGAINST GRADES FORM

PART 1: TO BE FILLED BY THE STUDENT (APPLICANT)

Important Note:

1. This application for Appeal Against Grades must be submitted to the Examination Unit, not more than **TWO (2) WEEKS** (14 days) after the release of result statement or Official transcript of the semester.
2. Application for Appeal Against Grades **can only be made for the** End-of Semester's Final Assessment/Final Examination Result within the stipulated duration for the appeal.

Personal Details

Name: _____
Student ID No.: _____ School: _____
Intake: _____ Programme: _____
Applicant's Email : _____ Applicant's contact No.: _____

Grade Appeal (Course information)

I am appealing for the following course's grade:

Course Code : _____ Course Title : _____

Instructor/Lecturer of the Course : _____

I would like to apply for appeal against the grade for the course at the (√) semester and academic session below:

[Please tick (√) and fill up the session]

☐

Semester 1,
session 20__ / 20__

☐

Semester 2,
session 20__ / 20__

☐

Semester 3,
session 20__ / 20__

Applicant Declaration and signature:

[Please tick (√) and sign the declaration]

☐

I have discussed and been advised by my Academic Advisor or the Dean of School /Head of the Centre before proceeding with this appeal.

☐

I certify that the information on this form and supporting documentation are true, complete and accurate.

☐

I understand that any misinterpretation of this appeal /material may result in a charge of Academic Misconduct / Academic Dishonesty.

☐

I agree for Albukhary International University to disclosing my personal information and academic records, including the information I have provided on this form and any supporting documents, to the Appeal Secretariat, examiner, related administrative staff and the University's Senate.

☐

I also understand that if the required documentation is incomplete, the appeal will not be processed.

Applicant's Signature:

Date: DD / MM / YYYY

PART 2. TO BE FILLED BY THE FINANCE OFFICE

I certify that the abovementioned student has paid RM _____
(Ringgit Malaysia: _____) for the application of Appeal Against Grades*

.....
(Signature & Officer's Stamp)

Receipt No.: _____
Date : DD / MM / YYYY

Finance Officer's Name: _____

**Official Receipt (OR) issued and enclosed*

PART 3. TO BE FILLED BY THE SCHOOL OR CENTRE

For Office's use only

Important Note:

1. The information beyond this part is **not** to be viewed by the applicant.
2. The Examiner shall be appointed by the School / Centre.
3. The Examiner is required to provide a written explanation for each case that resulted in a change of grade/marks

Course Information

Course Code : _____ Course Title: : _____

Name of the Lecturer for the Course : _____

Assessment weightage:

%	%
(for carry marks)	(for Final Examination/Final Assessment)

[i.e: **70%** | **30%** or **40%** | **60%** or **100%** etc]

The **current** grade and marks (before review):-

Grade & Marks :

--	--

(Grade) (Marks)

The grade and marks **after** revision or remarking:-

Grade & Marks :

--	--

(Grade) (Marks)

Comment from the Examiner:

Remarks /
Comments:

.....
Examiner's signature

Name of the Examiner : _____
Date. : DD / MM / YYYY

**PART 4. TO BE FILLED BY THE DEAN'S OFFICE OR
HEAD OF CENTRE'S OFFICE**

For Office's use only

Important Note:

1. The information beyond this part is **not** to be viewed by the applicant.
2. The Dean of School / Head of Centre need to comment and accepted the grade before submission to the AMD to be processed for Senate's approval.
3. The School / Centre to submit the completed form to the AMD.

The latest accepted grade and marks as reviewed and agreed by the Dean of School / Head of Centre will be as the following:

(Grade)	(Marks)

Remarks /
Comments:

.....
(Dean of School/Head of Centre's signature)

Name: _____

Date. : DD / MM / YYYY

**PART 5. TO BE FILLED BY THE ACADEMIC MANAGEMENT
DEPARTMENT (AMD)**

For Office's use only

- i. Date of table to the Senate Meeting or Special Senate Meeting : DD / MM / YYYY
- ii. SENATE PAPER NO. ____-____ [____]

[Please tick (√)]

- iii. Notification to the applicants : ☐ with changes ☐ without changes

Letter Ref. No. : AIU-____-M01-_____

Date of the letter : DD / MM / YYYY

.....
(Signature & Officer's Stamp)

Processing Officer's Name: _____

Date : DD / MM / YYYY



ALBUKHARY INTERNATIONAL UNIVERSITY
DU014 (K)

APPLICATION FOR APPEAL AGAINST ACADEMIC MISCONDUCT HEARING DECISION FORM

PART 1: TO BE FILLED BY THE STUDENT

Important Note:

1. This application for Appeal Against the Academic Misconduct Hearing Decision must be submitted to the Examination Unit within the stipulated duration for the appeal only.
2. Students are allowed to appeal the decision only once per semester.
3. The decision of the appeal committee is final and binding.
4. The Academic Management Department or Examination Unit will notify the student of the appeal results via email.
5. **You are also required to write a formal appeal application email to the Vice Chancellor.**
(CC:examination@aiu.edu.my)

Personal Details

Name:	
Student ID:	
School:	
Programme:	
Student Email:	
Contact No:	

Appeal for Academic Misconduct Hearing Decision

I would like to apply for appeal against the Academic Misconduct Hearing Decision

(Please tick ✓ and fill up the session)

☐

Semester 1,
Academic Session
20__/20__

☐

Semester 2,
Academic Session
20__/20__

☐

Semester 3,
Academic Session
20__/20__

I am appealing on the decision of the Academic Misconduct Hearing Decision

☐

or

I am appealing for the following punishment (Please tick)

- a. Warning Letter
- b. Award "0" Mark for the Final Examination
- c. Maximum Overall Grade capped at 'C'
- d. Award an 'F' for the Overall Grade Course
- e. For Students with Academic Misconduct in Multiple Courses
- f. Semester Suspension (1 – 2 Semesters)
- g. Ineligibility for Special Awards
- h. Termination from Studies

Reason to appeal for the committee decision:

Applicant Declaration & Signature

I acknowledge that:

<input type="checkbox"/>	I understand that the decision of the appeal committee will be final and binding.
<input type="checkbox"/>	I accept that submitting false or misleading information may result in further disciplinary action.
<input type="checkbox"/>	I have read and understood the guidelines and procedures for submitting an appeal.

Applicant signature: _____

Date: _____

For office's use only

PART 2: TO BE FILLED BY ACADEMIC MANAGEMENT DEPARTMENT/EXAMINATION UNIT

Approved by:

Signature : _____

Officer's name : _____

Date : _____

Remarks (if any) : _____

Appeal Result

Date of appeal committee meeting	:	
Appeal Decision	:	
Date of senate approval	:	



ALBUKHARY INTERNATIONAL UNIVERSITY

APPLICATION FORM FOR CHANGE OF PROGRAMME

Instructions to Applicant:

1. Incomplete form will not be processed.
2. Application without using the AIU-AAM-O09-CPF.230131.rev02 form **WILL NOT** be entertained.
3. The change of programme is only allowed once throughout the student's period of study which is during the **FIRST YEAR** of undergraduate study.
4. Please append copies of Highest Academic/Foundation/MUET/IELTS certificates.
5. Attached to this form, the official receipt of payment for Change of Programme **(International Student Only)**

PART A: (To be fill-up by student)

Name :

Student ID Number : MyKad/Passport Number :

Mailing Address :

Postcode:..... City:..... Country:.....

Current Programme :

Programme Code : Current Semester : **Year 1** Semester.....

Contact No. : Email Address :

Please tick (v).

Level of Study: ☐ English Preparatory ☐ Foundation Studies ☐ Undergraduate

Commence Semester: ☐ February 20..... ☐ March 20..... ☐ September 20..... ☐ October 20.....

Mode of Study: ☐ Full Time ☐ Part Time

PART B: (To be filled-up by student)

I wish to change:

Item	From	To
<input type="checkbox"/> Programme	<input type="checkbox"/> Foundation Studies <input type="checkbox"/> Bachelor of Business Administration (Hons) <input type="checkbox"/> Bachelor of Business Administration (Hons) (Marketing) <input type="checkbox"/> Bachelor of Business Administration (Hons) (Human Resource Management) <input type="checkbox"/> Bachelor of Elementary Education (Honours) <input type="checkbox"/> Bachelor in Early Childhood Education (Honours) <input type="checkbox"/> Bachelor of Media and Communication (Honours) <input type="checkbox"/> Bachelor of Computer Science (Honours) <input type="checkbox"/> Bachelor of Economics (Honours) <input type="checkbox"/> Bachelor of Social Development (Honours) <input type="checkbox"/> Bachelor of Politics and International Relations (Honours) <input type="checkbox"/> Bachelor of Finance (Islamic Finance) (Honours)	<input type="checkbox"/> Foundation Studies <input type="checkbox"/> Bachelor of Business Administration (Hons) <input type="checkbox"/> Bachelor of Business Administration (Hons) (Marketing) <input type="checkbox"/> Bachelor of Business Administration (Hons) (Human Resource Management) <input type="checkbox"/> Bachelor of Elementary Education (Honours) <input type="checkbox"/> Bachelor in Early Childhood Education (Honours) <input type="checkbox"/> Bachelor of Media and Communication (Honours) <input type="checkbox"/> Bachelor of Computer Science (Honours) <input type="checkbox"/> Bachelor of Economics (Honours) <input type="checkbox"/> Bachelor of Social Development (Honours) <input type="checkbox"/> Bachelor of Politics and International Relations (Honours) <input type="checkbox"/> Bachelor of Finance (Islamic Finance) (Honours)
Beginning Semester	<input type="checkbox"/> February 20..... <input type="checkbox"/> March 20..... <input type="checkbox"/> September 20..... <input type="checkbox"/> October 20.....	

Reason to change (to be filled by the student; add attachment if space is insufficient):

.....
.....
.....
.....
.....
.....
.....
.....

.....
Student's Signature

.....
Date

PART C: Recommendation from the Academic Advisor

I verify the student's application for a change of programme is supported/not supported (*delete those not relevant):

Remarks:.....
.....

.....
Signature

.....
Official Stamp

.....
Date

PART D: Consultation from the Registrar Office

Remarks:.....
.....

.....
Signature

.....
Official Stamp

.....
Date

PART E: Approval from the International Students Support Unit

		<i>For Office's use only</i>
(Please tick (√))	<input type="checkbox"/> Support	the application of this student.
I hereby	<input type="checkbox"/> Do not support	
Comments: _____ _____		
..... Verified by: Signature & Official Stamp Name: _____	 Date

PART F: Approval from the Dean

1. Change programme within the same school requires approval from the Dean and Head of Department of that school.
2. Change programme with another school requires approval from releasing and receiving Deans
3. Prior approval, School is required to check on applicant's academic qualifications (***please tick (v) below***):

☐ Meet Academic Entry Requirements of new programme ☐ Do not meet the Academic Entry Requirements of new programme

Releasing: Dean /Head of Department/Course Coordinator	Receiving: Dean /Head of Department/Course Coordinator
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved
Remarks (compulsory):	Remarks (compulsory):
<div style="display: flex; justify-content: space-between;"> Signature / Official Stamp Date </div>	<div style="display: flex; justify-content: space-between;"> Signature / Official Stamp Date </div>

PART G: To be completed by Finance Department

Total Payable	: RM 3,500.00	Additionally Remarks:
Total Paid	:	
Outstanding Balance	:	
Payment Mode	: Cash / Online Transfer / Telegraphic Transfer / Cheque / Money Order / Bank Draft	
Official Receipt Number	:	
Official Receipt Date	:	
Signature & Official Stamp:.....		
Date:.....		

PART H: ICT Department & Registrar Office

<p>The student application had been updated into the Student System</p> <p><u>Documents to be processed by Registrar Office:</u></p> <p><input type="checkbox"/> Issuance of New Offer Letter</p> <p><input type="checkbox"/> Approval on Changing of Programme Letter</p> <p>Acknowledged by (Registrar Office):</p> <p>.....</p> <p style="text-align: center;">Signature</p>	<p>On...../...../..... By.....</p> <p>Time..... Signature.....</p> <p style="text-align: center;"><i>*to be filled by ICT Department</i></p> <p>.....</p> <p style="text-align: center;">Official Stamp</p>
<p>.....</p> <p style="text-align: center;">Date</p>	



ALBUKHARY INTERNATIONAL UNIVERSITY
DU014(K)

APPLICATION FOR DEFERMENT OF STUDY

Instruction to the applicant:

1. Incomplete form will not be processed.
2. Deferment application is subject to the AIU's Academic Regulations.
3. Deferment application MUST obtain the FINAL recommendation from the Dean of School or Head of Centre.
4. Completed Section 1 of this form should be submitted to the School/Centre for recommendation and for the School/Centre to escalate the application to the Admission and Academic Management Department to be processed to obtain the Senate's decision.

SECTION 1: TO BE FILLED BY THE STUDENT

Name of the Applicant: _____

Student ID No.: _____ School/Centre: _____

Intake: _____

Home Address: _____

Postcode: _____ City & State: _____ Country : _____

Email address: _____ Contact Number : _____

I wish to defer my study from the programme (√) below:

(Please tick (√))

- | | | |
|---|--|---|
| <input type="checkbox"/> Foundation Studies | <input type="checkbox"/> Bachelor of Finance (Islamic Finance) (Honours) | <input type="checkbox"/> Bachelor of Computer Science (Honours) |
| <input type="checkbox"/> Bachelor of Business Administration (Hons) | <input type="checkbox"/> Bachelor of Social Development (Honours) | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Bachelor of Business Administration (Hons) (Marketing) | <input type="checkbox"/> Bachelor of Elementary Education (Honours) | _____ |
| <input type="checkbox"/> Bachelor of Business Administration (Hons) (Human Resource Management) | <input type="checkbox"/> Bachelor in Early Childhood Education (Honours) | _____ |
| <input type="checkbox"/> Bachelor of Politics and International Relations (Honours) | <input type="checkbox"/> Bachelor of Media and Communication (Honours) | |

Reason of my deferment application:

(Please tick (√))

- ☐ Financial Issue ☐ Medical Reason
- ☐ Other reason: _____

(Please state your reason)

I would like to apply for deferment for the duration of (√) below:

(Please tick (√))

- ☐ 1 semester only ☐ 2 Semesters only ☐ 3 Semesters (maximum)

My **current** Academic Session: **Semester** _____ / **Session** _____ / _____

I am applying to start deferring from Semester: _____ / Session _____ / _____

I have acknowledged and confirmed that my information and the application details given above is true.

.....

Applicant's Signature

.....

Date

Important Note:

1. This form consists of FIVE (5) Sections. School or Centre are required to complete **Section 2** and **Section 4** of this form.
2. The information beyond this part is not to be viewed by the applicant.
3. The School or Centre MUST submit this form to the Admission and Academic Management Department to be processed for the Senate's decision.

SECTION 2: TO BE FILLED BY THE ACADEMIC ADVISOR*For Office's use only*

I certify that the student's application has been reviewed by me and he/she has been advised by me at the School or Centre level, in determining the seriousness of his/her application. Considering all facts, circumstances and background of the student;

(Please tick (√))

☐**Support**

I hereby

the application for deferment of this student.

☐**Do not support**

If supported: The Advisor recommend the student to be deferred for the following duration as (√) below:

(Please tick (√))

☐

1 semester only

☐

2 Semesters only

☐

3 Semesters (maximum)

Student is suggested to start deferring on Semester ____ / Session ____ / ____.

Student is expected to return and to re-register for admission on Semester ____ / session ____ / ____.

Comments: _____

☐

Report is attached (if any)

☐

To be referred to the Counsellor, Student Affairs Department
(if necessary)

.....
Academic Advisor

Signature & Official Stamp

Name: _____

.....
Date

SECTION 3: TO BE FILLED BY THE COUNSELLOR

(if necessary, for counselling)

Important Note:

The information beyond this part is not to be viewed by the applicant.

For Office's use only

I have meet the student for ____ counselling session(s) on DD/MM/YYY & on DD/MM/YYYY. He/She has been directed to me by the School or Centre after he/she has been advised on his/her academic standing. I have counselled the students and;

(Please tick (√))

☐**Support**

I hereby

the application of this student.

☐**Do not support**

Comments: _____

☐

Counseling report is attached.

.....
Counsellor

Signature & Official Stamp

Name: _____

.....
Date

SECTION 4: TO BE FILLED BY THE DEAN OF SCHOOL / HEAD OF CENTRE

Important Note:

1. The information beyond this part is not to be viewed by the applicant.
2. The School or Centre MUST submit this form to the Admission and Academic Management Department to be processed for the Senate's approval.

For Office's use only

After considering the request from the student and reviewed the reports/comments from the Academic Advisor,

(Please tick (√))

I hereby ☐ **Recommend**

the application to be brought for Senate's approval.

☐ **Not recommend**

If recommended: The School recommend the student to be deferred for the following duration as (√) below:

(Please tick (√))

☐ 1 semester only

☐ 2 Semesters only

☐ 3 Semesters (maximum)

Student is suggested to start deferring on Semester ____ / Session ____ / ____

Student is expected to return and to re-register for admission on Semester ____ / session ____ / ____

Comments: _____

.....
Dean of School / Head of Centre

Signature & Official Stamp

Name: _____

.....
Date

SECTION 5: TO BE FILLED BY THE INTERNATIONAL STUDENTS SUPPORT UNIT

Remarks:*For Office's use only*

.....
.....
.....

(Please tick (√))

I hereby ☐ **Support**

the application of this student.

☐ **Do not support**

Comments: _____

.....
Verified by:

Signature & Official Stamp

Name: _____

.....
Date

SECTION 6.
TO BE FILLED BY ACADEMIC MANAGEMENT DEPARTMENT

For Office's use only

i. Date table to the Senate's Committee : ____/____/____

ii. SENATE PAPER NO. ____-____ [____]

iii. Notification to the applicant: The Senate has decided the student's application to be :

(Please tick (✓) the decision of the Senate based on the extraction from the Minutes of the Meeting: Minutes to be attached)

☐

Approved

☐

Approved with amendments

☐

Rejected

Student is suggested to start deferring on Semester ____ / Session ____/____

Student is expected to return and to re-register for admission on Semester ____ / session ____/____

a. Deferment

Letter Ref. No:

b. Date of the

letter:

____/____/____

Processing Officer's Name: _____ Date: _____



ALBUKHARY INTERNATIONAL UNIVERSITY
DU014(K)

**REQUEST FORM FOR
TRANSCRIPT / SCROLL / ACADEMIC CERTIFICATE / VERIFICATION OF STATUS**

TO BE FILLED BY THE APPLICANT	
Full Name: _____ <small>(Please write your name in capital letters)</small>	
NRIC / Passport No.:	Student ID No. :
Phone Number No. (Mobile No.) :	Email Address :
School:	Name of your Academic Advisor (if any):
Admission / Intake : (i.e. Session September 2011/2012)	
Programme: Please write clearly in CAPITAL LETTER	
Name of your Programme: _____	
Type of Academic Documents: Please (√) where applicable <input type="checkbox"/> Transcript (Applicant had to get the validation stamp from the Dean / Registrar/ Examination Unit) <input type="checkbox"/> Scroll [Must provide supporting document] <input type="checkbox"/> Verification of Final Examination or Final Assessment Result <input type="checkbox"/> Verification Letter of a Student Status [Must provide recipient information / address] <input type="checkbox"/> Others [Please state which document]: _____	
Purpose of request: <input type="checkbox"/> Verification for employment <input type="checkbox"/> Verification for study <input type="checkbox"/> Others : _____ <small>[Please state]</small>	
Recipient / Department / Organisation / Institution : _____	
Mailing Address: _____	
Postcode: _____	City: _____ Country: _____
Method of Collection: Please (√) where applicable <input type="checkbox"/> Self-collection* <input type="checkbox"/> By Representative* <small>(With letter of authorisation)</small> <input type="checkbox"/> By post* <small>(Courier fee will be charged to applicant)</small>	
APPLICANT DECLARATION	
Verification from the Applicant: Please (√) to verify <input type="checkbox"/> I agree for Albukhary International University to disclosing my personal information and academic records, including the information I have provided on this form and any supporting documents to the administrative staff that handling for this application and procedures.	
Applicant's Signature: Date: DD / MM / YYYY	
FOR OFFICE USE ONLY	
Application from former student	Application from current student
<input type="checkbox"/> Batch 2010 <input type="checkbox"/> Batch 2018 onwards	<input type="checkbox"/> Active student <input type="checkbox"/> Inactive student <small>(Deferment)</small>
Comment:	Comment:
<u>Registrar's Office</u> Officer Signature: Name: Date: DD / MM / YYYY	<u>Office of AMD</u> Officer Signature: Name: Date: DD / MM / YYYY
Date of the applicant or representative to collect, or for AIU to courier out the Academic Documents: DD / MM / YYYY.	
Officer in charge of the process: (Stamp & Signature)	



ALBUKHARY INTERNATIONAL UNIVERSITY

Supporting Document Checked Box

- | | |
|---|--------------------------|
| 1. Original Request Letter | <input type="checkbox"/> |
| 2. Photocopy of Passport/Current Visa/MyKad | <input type="checkbox"/> |
| 3. Other Relevant Supporting Documents | <input type="checkbox"/> |

APPLICATION FOR WITHDRAWAL FROM PROGRAMME

Applicants should meet with the Head of Programme for counseling before filing in this form. This Withdrawal Form must be completed and returned with your student card to the Admission and Academic Management Department.

PART A: STUDENT'S REQUEST

Name :

Student ID No.: MyKad / Passport No.:

Email Address: Contact No.:

Programme: Level of Study:.....

Mailing Address:

Mailing Postcode: State: Country:

I wish to withdraw from the programme, please tick (✓) ONE:

- ☐ English Preparatory Programme ☐ Foundation Studies Programme ☐ Undergraduate Programme

For the reason below (Please tick (✓) the following boxes)

- | | |
|--|---|
| <input type="checkbox"/> Unable to cope with studies | <input type="checkbox"/> English Language Difficulties |
| <input type="checkbox"/> Financial Difficulties | <input type="checkbox"/> Medical Reasons |
| <input type="checkbox"/> Personal Difficulties | <input type="checkbox"/> Others (Please specify): |

.....
.....

PART B: STUDENT'S DECLARATION

I declare that all information stated in the application form is true and correct.

Signature:.....

Date:

Name:

PART C: CONSULTATION WITH UNIVERISTY'S COUNSELLOR

Finding(s)/Recommendation(s):

.....
.....
.....
.....

Signature & Official Stamp:

Date:

Name:

PART D: APPROVAL FROM HEAD OF PROGRAMME/COURSE COORDINATOR

I hereby, **Approved** / **Not Approved** the withdrawal application.

Comments.....
.....
.....
.....

Signature & Official Stamp:

Date:

Name:

PART E: APPROVAL FROM DEAN//HEAD OF PROGRAMME

I certify that the student has been counseled by me at the Department level in determining the seriousness of his/her application. Considering all facts and background of the student, I hereby approve/do not approve the application.

Comments.....
.....
.....
.....

Dean's Signature & Official Stamp: Date:
Name:

_ PART F: ICT Department, Admission Unit and Academic Management Department Record

The student application had been updated into the Student System

On...../...../.....	By.....
Time.....	Signature:
*to be filled by ICT Department	

Documents to be processed:

- ☐ Confirmation of Withdrawal Letter
- ☐ Fee Refund Memo (if applicable)

Signature & Official Stamp: Date:
Name:



STUDENT CLEARANCE FORM

Please follow the sequence:

- Part A : Section A (filled by student)
- Part B : To obtain the comment and signature from Dean/Head of Programme/Course Coordinator
- Part C : To clear all outstanding matters at the Library
- Part D : To clear all outstanding matters at the Scholarship Unit
- Part E : To clear all outstanding matters at International Student Unit
- Part F : To clear all outstanding matters at the Student Affairs Department
- Part G : To clear all outstanding matters at the Finance Department
- Part H : To clear all outstanding matters at the Academic Management Department
- Part I : Final clearance at the Admission Unit

PART A: Student's Information

Name : _____

Student ID Number: _____ Passport Number: _____

Programme: _____ Nationality: _____

Personal E-mail Address: _____ Contact Number: _____

Scholarship Awarder: _____

Reason for Clearance: Graduation ☐ Withdrawal ☐ Termination ☐ Change of Programme ☐

Signature : _____ Date: ____/____/____

PART B: Academic/School - Dean/Head of Programme/Course Coordinator

[For Office's Use]

Comment / Remarks: _____

Verified by:

Signature : _____ Date: ____/____/____

Name : _____

Position : _____

PART C: Library (Please make sure you have returned borrowed books and cleared all the debts at the library)

(For office's use)

Items borrowed from library: ☐ Returned ☐ Did not return

Total debt/fine estimated: MYR _____

Verified by:

Signature : _____ Date: ____/____/____

Name : _____

Position : _____



PART D: Scholarship Unit

(For Office's Use)

Programme Start Date: ____/____/____

Student Scholarship Coverage

- | | |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Tuition Fee (RM: _____) |
| <input type="checkbox"/> | Accommodation Fee (up to RM300/month) |
| <input type="checkbox"/> | Meal Allowance (up to RM450/month) |

Deduction Agreed: RM _____

Total Scholarship: RM _____

Amount Deducted: RM _____

Remarks:

Verified by:

Signature : _____ Date: ____/____/____
Name : _____
Position : _____

PART E: International Student Unit

(For Office's Use)

- | | | |
|----|--|--------------------------|
| 1. | Departure Flight Ticket | <input type="checkbox"/> |
| 2. | Visa Shortening Process | <input type="checkbox"/> |
| 3. | Offer Letter for Further Studies (in Malaysia, if any) | <input type="checkbox"/> |

Remarks:

Repatriation Information

- Transportation: Land / Air / Sea
- Departure Destination: (from) _____ (to) _____
- Date of Departure: ____/____/____
- Airlines: _____ Time: _____

Verified by:

Signature : _____ Date: ____/____/____
Name : _____
Position : _____



PART F: Student Affairs Department

(For Office's Use)

ROOM NUMBER:	ZONE:
(FOR SA USE ONLY)	
CLEANLINESS: Clean <input type="checkbox"/> Unclean <input type="checkbox"/> Remarks: _____ _____	FURNITURES: Good <input type="checkbox"/> Damaged <input type="checkbox"/> Remarks: _____ _____
ELECTRICAL OUTLETS: Working <input type="checkbox"/> Damaged <input type="checkbox"/> Remarks: _____ _____	ROOM KEY: Good <input type="checkbox"/> Missing/ Broken <input type="checkbox"/> Remarks: _____ _____
TOTAL FINE CHARGES (for room) MYR _____	Inspected/Verified by: Signature : _____ Name: _____ Position: _____ Date: _____
PENDING MEDICAL / INSURANCE CHARGES MYR _____	

PART G: Finance Department (Please make finance clearance upon only after all the above are cleared)

(For Office's Use)

Comment / Remarks:

Verified by:

Signature : _____ Date: ____/____/____

Name : _____

Position : _____



PART H: Academic Management Department (Please make AMD clearance upon only after all the above are cleared)

(For Office's Use)

1. Collection of Scroll & Transcript
2. Update Graduate's status in the University's System
3. Update ICT on Graduate's account deactivations
(Email, ID Card, and etc.)
4. For other clearing reasons
(Withdrawal/termination/dismissed, and etc.)

Remarks:

Verified by:

Signature : _____ Date: ____ / ____ / ____
Name : _____
Position : _____

PART I: Admission Unit (AMD to submit completed clearance form to Admission Unit)

(For Office's Use)

Final Clearance on AIU _____

1. Update Student Files
2. Update Student's status in the e-IPTS/University's System

Remarks:

Verified by:

Signature : _____ Date: ____ / ____ / ____
Name : _____
Position : _____