ASIA
METROPOLITAN
UNIVERSITY
EMPOWERING FUTURE LEADERS

Student Handbook

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VICE-CHANCELLOR'S WELCOMING REMARKS

Professor Dr. Mohamad Khan B. Jamal Khan

It is with great pleasure that I welcome you to the Asia Metropolitan University family; a family that has grown leaps and bounds since our inception in 2001. Asia Metropolitan has established an institution dedicated to the growth and nurturing of our students not only through our programmes accredited by the Malaysian Qualifications Agency (MQA) and Ministry of Higher Education (MOHE), but the provision of facilities and extracurricular activities to complement their academic progression. The University believes that it is fundamental for a student to attain an all-rounded education which includes strong core values and personal character development, attributing in our aims in "Empowering Future Leaders".

I would like to congratulate each and every one of you of being a part of our growing community here at Asia Metropolitan University. This journey that you will be undertaking will be one that is essential in this phase of your lives and I strongly urge all everyone to maximise the opportunities provided. The University has worked extremely hard in the provision of the necessary learning and development to strengthen your knowledge in your respective fields of study.

It is imperative that as students of the University, you not only focus on the formal learning, but undertake leadership roles and immerse yourselves in extracurricular activities to create, harness and develop your core competencies beyond the classrooms.

Do not be afraid to take a step forward, do not be afraid of stepping out of your comfort zones; it is part and parcel of growing. Learning is one that may be a challenging process, but it is also one that is enriching and joyous when you reap the benefits of collaborative learning amongst your peers and lecturers.

Asia Metropolitan University has been specially equipped with the right plan of academic staff and facilities to prepare its students with the right skills, knowledge and competencies to remain relevant not only within Malaysia but on a global scale. I would like to wish each and every student the best of luck in undertaking this new journey. May this path you take be one that is full of experiences, invaluable lessons and wonderful memories.

Professor Dr. Mohamad Khan B. Jamal Khan
Vice-Chancellor
Asia Metropolitan University

VISION & MISSION OF AMU

Vision

To uplift communities with equitable access to quality education

Mission

To transform societies with holistic learning and outstanding student experiences

DEPUTY VICE CHANCELLOR ACADEMIC

The Deputy Vice Chancellor Academic is responsible for the activities of the faculties. The Deputy Vice Chancellor Academic works closely with the senate, the faculties and relevant departments within the University such as the Examination Unit, Registrar office, Academic Affairs and Operation's Division to ensure the smooth running of academic activities.

The Deputy Vice Chancellor Academic is responsible for leading the University's learning and teaching strategy and consolidating the implementation of AMU curricular and delivery to ensure that academic programmes meet the standards in teaching and learning besides achieving their distinctive learning outcomes. In an effort to enhance the academic and professional success of all of our students, AMU offers a variety of programmes that combine academic excellence with a strong applied and critical focus that is enriched by the wide variety of experiences during the clinical or industry attachment. Students and faculty members can explore their interests and learn from each other. Our programmes emphasize cross-cultural competence and sensitivity, enabling students to be useful members of the Malaysian and global society.

DEPUTY VICE CHANCELLOR STUDENT EXPERIENCE & LEARNING SUPPORT

Professor Kanaga Kumari Chelliah

The Deputy Vice Chancellor Student Experience and Learning Support (SELS) holds the portfolio of administering and managing student and alumni affairs. SELS provides a variety of support services to assist students in managing substantial demands of student life. The essence of SELS is to concentrate on activities that contribute towards intellectual enhancement and soft-skills development for the holistic development of AMU students.

ACADEMIC CALENDAR

The following semester breakdown applies to diploma and degree programmes. Note the differences in semester week between diploma and degree programmes. The Degree programme (except for Bachelor of Accoutancy (BACC), Bachelor of Business Administration (BBA) and Bachelor of Information Technology (BIT) consist of eight long semesters within the four years of study period; Foundation in Science (FIS) and Foundation in Business Studies (FBS) consist of three long semesters with 1 year of study duration; whereas the Diploma, Foundation IT, BACC, BIT and BBA programmes consist of three semesters (two long and one short) within each year of study. In each academic calendar year, the Degree programmes (except BACC, BBA and BIT) have two long semesters*; Foundation in Science (FIS) and Foundation in Business Studies (FBS) undergo three long semesters; whereas the diploma, Foundation in IT, BACC, BIT and BBA programmes undergo two long semesters* and one short semester*.

Academic Calendar for Year 1 Degree Programme (excluding BACC, BBA and BIT):

SEMESTER	DURATION
First semester (Long semester)	
Induction	1 week
Classes	14 weeks*
Mid Semester Break	1 week
Revision	1 week
Final Examinations	2 weeks
Semester Break	3 weeks
Second semester (Long semester)	
Classes	14 weeks*
Mid Semester Break	1 week
Revision	1 week
Final Examinations	2 weeks
Semester Break	3 weeks

Academic Calendar for Year 1 Diploma, Foundation in IT, BACC, BIT and BBA Programmes:

SEMESTER	DURATION
First semester (Long semester)	
Induction	1 week
Mid Semester Break	1 week
Classes	14 weeks*
Revision	1 week
Final Examinations	2 weeks
Semester Break	3 weeks
Second semester (Long semester)	
Classes	14 weeks*
Mid Semester Break	1 week
Revision	1 week
Final Examinations	2 weeks
Semester Break	3 weeks
Third semester (Short semester)	
Classes	7 weeks
Revision	1 week
Final Examinations	2 weeks
Mid Semester Break	2 week

Note: * Refers to teaching week only
Long semester: 14 teaching weeks/semester
Short semester: 7 teaching weeks/semester

Academic Calendar for Year 1 FIS and FBS programme:

SEMESTER	DURATION
First semester (Long semester)	
Induction	1 week
Classes	12 weeks*
Mid Semester Break	1 week
Revision	1 week
Final Examination	1 week
Semester Break	1 week
Second semester (Long semester)	
Classes	12 weeks*
Mid Semester Break	1 week
Revision	1 week
Final Examination	1 week
Semester Break	3 weeks
Third semester (Short semester)	
Classes	12 weeks*
Mid Semester Break	1 week
Revision	1 week
Final Examination 1 week	1 week

Note: * Refers to teaching week only
Long semester: 12 teaching weeks/semester
Short semester: 7 teaching weeks/semester

CENTER FOR FOUNDATION, LANGUAGE AND GENERAL STUDIES

About the Center

Center for Foundation, Language and General Studies (CFLGS) provide three foundation programmes: Foundation in Science, Foundation in Business Studies and Foundation in Information Technology. These foundation programmes are conducted for students who have successfully completed SPM or other equivalent level to SPM. The programmes are tailored to provide students with the comprehensive basic knowledge and necessary skills relevant to the respective Bachelor programmes such as medicine, science, management or information technology.

CFLGS also serves as a support centre that complements the academic delivery of all faculty in Asia Metropolitan University by offering all compulsory Mata Pelajaran Umum (MPU) or General Studies subjects suggested by Ministry of Higher Education Malaysia (MOHE) as well as core university courses. At the centre, the students will experience valuable learning environment where they will develop their self-esteem through the activities conducted by the Centre, SELS and the university as a whole.

CFLGS is committed to the following core values:
- Passion for excellence in delivering quality education and professional services
- Foster creativity and innovation
- Practice good corporate citizenship behaviour amongst staff and students with integrity, respect, discipline and courtesy
- Accountability for our actions and exercise responsible stewardship
- Commitment towards sustainable environmental protection, social advancement and economic prosperity

Programmes Offered

The list of programmes offered at CFLGS is as follows:
- Foundation in Business Studies
- Foundation in Science
- Foundation in Information Technology

Our programmes are designed with courses which are relevant and focused to the field. Thereby, the students will be equipped with the knowledge and skills to prepare them for admission into bachelor programmes.

This programme is unique in the following ways:
- Guarantees a smooth transition for qualified SPM leavers to pursue a degree programme
- A study duration of 12 months
- Offers competitive education fees at an affordable rate
- Taught by experienced faculty members who bring their real world expertise to the classroom
- Ensures an action-oriented learning programme through workshop, simulation and role plays
- Nurtures students in leadership skills, communication skills, interpersonal skills, problem solving skills, creative and innovation skills as well as planning and organizing skills
- Guarantees quality education as the programme is accredited by MQA and approved by MoE
- Provides educational pathways to bachelor, master and doctoral degrees at AMU and/or abroad.

CENTER FOR FOUNDATION, LANGUAGE AND GENERAL STUDIES

PROGRAMME STRUCTURE

Foundation in Business

YEAR 1 - SEMESTER 1 (12 WEEKS)				
NO.	SUBJECT	CODE	CLASSIFICATION	CREDIT HOURS
1	Introduction to Business Management	FFBB 1113	Core	3
2	Principles of Accounting	FFBA 1114	Core	4
3	Business Law	FFBL 1114	Core	4
4	Introduction to Information Technology	FFBI 1113	Core	3
5	English	FFUE 1113	Core	3
			Total	17

YEAR 1 - SEMESTER 2 (12 WEEKS)				
NO.	SUBJECT	CODE	CLASSIFICATION	CREDIT HOURS
1	Introduction to Entrepreneurship	FFBN 1214	Core	4
2	Business Mathematics	FFBM 1214	Core	4
3	Business Communication	FFBC 1214	Core	4
4	Interpersonal Communication Skills	FFBC 1212	Core	2
5	Introduction to Marketing	FFBE 1213	Core	3
			Total	17

YEAR 1 - SEMESTER 3 (14 WEEKS)				
NO.	SUBJECT	CODE	CLASSIFICATION	CREDIT HOURS
1	Basic Business Statistics	FFBS 1314	Core	4
2	Business Ethics	FFBT 1313	Core	3
3	Critical Thinking	FFUT 1313	Core	3
4	Organisational Behaviour	FFBB 1314	Core	4
5	Introduction to Economics (Micro & Macro)	FFBE 1213	Core	3
			Total	17

Foundation in Science

YEAR 1 - SEMESTER 1 (12 WEEKS)				
NO.	SUBJECT	CODE	CLASSIFICATION	CREDIT HOURS
1	English I	FFUE 1113	Major	3
2	Mathematics I	FFSM 1114	Major	4
3	Biology I	FFSB 1114	Major	4
4	Behavioural Sciences: Psychology	FFUP 1113	Major	3
5	Fundamental of IT	FFUI 1113	Major	3
			Total	17

CENTER FOR FOUNDATION, LANGUAGE AND GENERAL STUDIES

YEAR 1 - SEMESTER 2 (12 WEEKS)
NO.	SUBJECT	CODE	CLASSIFICATION	CREDIT HOURS
1	English II	FFUE 1223	Major	3
2	Biology II	FFSB 1224	Major	4
3	Physics I	FFSP 1214	Major	4
4	Chemistry I	FFSC 1214	Major	4
5	Introduction to Business	FFUB 1212	Major	2
			Total	17

YEAR 1 - SEMESTER 3 (12 WEEKS)				
NO.	SUBJECT	CODE	CLASSIFICATION	CREDIT HOURS
1	English III	FFUE 1333	Major	3
2	Physics II	FFSP 1324	Major	4
3	Chemistry II	FFSC 1324	Major	4
4	Mathematics II	FFSM 1324	Major	4
5	Interpersonal Communication Skills	FFUC 1312	Major	2
			Total	17

Foundation in Information Technology

YEAR 1 - SEMESTER 1 (14 WEEKS)				
NO.	SUBJECT	CODE	CLASSIFICATION	CREDIT HOURS
1	Fundamental of Mathematics	FFTM 1113	Core	3
2	Introduction to Information Technology	FFTT 114	Core	4
3	English	FFUE 1113	University Compulsory	3
4	Introduction to Networking	FFTN 1114	Core	4
5	Introduction to Social Media	FFTT 1123	Core	3
6	Interpersonal Communication Skills	FFUC 1123	University Compulsory	3
			Total	20

YEAR 1 - SEMESTER 2 (14 WEEKS)				
NO.	SUBJECT	CODE	CLASSIFICATION	CREDIT HOURS
1	Fundamental of Database	FFTS 1214	Core	4
2	Fundamental of Programming	FFTS 1224	Core	4
3	Fundamental of Operating System	FFTN 1213	Core	3
4	Fundamental of Statistics	FFTM 1214	Core	4
5	Critical Thinking	FFUT 1213	University Compulsory	3
			Total	18

YEAR 1 - SEMESTER 3 (7 WEEKS)				
NO.	SUBJECT	CODE	CLASSIFICATION	CREDIT HOURS
1	Introduction to Multimedia	FFTD 1314	Core	4
2	Introduction to IT Security	FFTT 1314	Core	4
3	Fundamental of Web Page Design	FFTD 1324	Core	4
			Total	12

FACULTY OF BUSINESS, MANAGEMENT AND INFORMATION TECHNOLOGY

About the Faculty

FBMIT offers innovative undergraduate programmes in Business, Management, Accounting and Information Technology. Emphasizing on how technology can help enhance business opportunities, students are prepared to secure successful careers in various industries. The faculty works closely with the industry to offer study programmes that meet job-market needs.

About Us

Faculty of Business, Management and Information Technology (FBMIT) offers 6 Programmes which are Diploma in Business Administration (DIBA), Diploma in Accounting, Diploma in Information Technology (DIT), Bachelor of Business Administration (BBA) (Hons), Bachelor of Accountancy (Hons), and Bachelor of Information Technology (Hons). These programmes help building expertise on developing entrepreneurship skills among students. FBMIT academic staffs are qualified with relevant academic qualification. FBMIT seek to promote an interdisciplinary approach – a strategy that has contributed immensely to many achievements of our students. Be it our business administration, accounting and information technology courses, they are fused with innovative teaching and learning practices with strategic partnerships and research. Our BBA programme now in collaboration with Dublin School of Business as outbound programme where students can finish their final year in UK.

Available Programmes

- Diploma in Business Administration (2.5 years)
- Diploma in Accounting (2 years)
- Diploma in Information Technology (2.5 years)
- Bachelor of Business Administration (Hons) (3 years)
- Bachelor of Accountancy (Hons) (4 years)
- Bachelor of Information Technology (Hons) (2.5 years)

Diploma in Business Administration

This program aims to produce graduates with knowledge and skills to support and assist in any organization's business administration initiatives. Diploma in Business Administration course structure consists of wide range of areas such as human resources, finance, marketing and other essential areas to the business. Furthermore, students will be sent to practical training equal to one semester during their final year to furnish their skills and get them ready for the job market.

Career Opportunities
- Marketing and Sales Executive
- Finance Executive
- Administrative Executive
- Customer Service Executive
- Human Resource Executive

Diploma in Accounting

This programme aims to prepare graduates who possess the ability to do accounting tasks and assess the implications towards business(es) and organization. Graduates will be equipped with necessary skills in assisting an organization in the keeping, maintenance of accounting records as

FACULTY OF BUSINESS, MANAGEMENT AND INFORMATION TECHNOLOGY

well as in the preparation of financial statements. Furthermore, students will be sent to practical training equal to one semester during their final year to furnish their skills and get them ready for the job market. Student has the option to sit for exam and obtain certificate for UBS Accounting System.

Career Opportunities

Graduates of Diploma in Accounting can find gainful employment in the following areas:
- Accounting, Costing and Finance
- Auditing
- Taxation
- Public Sector Accounting
- Accounting Information Systems

Diploma in Information Technology

This program aims to produce graduates with knowledge and skills to support and assist in any organization's computing and information technology setups. Its structure consists of computer hardware and architecture, system technologies and organizational issues. Furthermore, students will be sent to practical training equal to one semester during their final year to test their skills and get them ready for the job market.

Career Opportunities
- Product Engineer
- Project Administrator
- IT System Analyst
- Technical Support Engineer
- Web Designer
- Web programmer
- Webmaster

Bachelor of Business Administration (Hons)

This programme aims to prepare graduates who possess the ability to design, implement and manage business concepts and recognise the impact of business on individuals, organisation and society. Its course structure consists of business, entrepreneurship, finance, marketing and organizational issues. Furthermore, students will be sent to practical training equal to one semester during their final year to enhance their skills and get them ready for the job market.

Career Opportunities
- Sales Office
- Marketing Executive
- Financial Analyst
- Business Consultant
- Human Resource Executive

Bachelor of Accountancy (Hons)

The program aims to produce graduates with interpretation skill by learning principles and practices of financial accounting which relevant to managing business organisation. Bachelor of Accountancy (Honours) course employs framework, conventions and accounting standards that

FACULTY OF BUSINESS, MANAGEMENT AND INFORMATION TECHNOLOGY

allow the graduates to understand and apply appropriate accounting concepts and principles to the preparation of business accounts in accordance with International Financial Reporting Standards (IFRS). Students have the option to sit for exam and obtain certificate for UBS Accounting System.

Career Opportunities
- Cost Accounting Executive
- Financial Analyst
- Forensic Accountant
- Credit Analysis Officer
- Financial Officer
- Auditor
- Budget Analyst

BACHELOR OF INFORMATION TECHNOLOGY (HONS)
The program aims to produce graduates who can support information technology applications and respond to the computing needs of any organisation. Bachelor of Information Technology course structure consists of computer hardware and architecture, system technologies and organizational issues. Furthermore, students will be sent to practical training equal to one semester during their final year to furnish their skills and get them ready for the job market.

Career Opportunities
- Product Engineer
- Project Administrator
- IT System Analyst
- Programmer
- Technical Support Engineer
- System Administrator
- Database Administrator

FACULTY OF HEALTH SCIENCE

Overview

The Faculty of Allied Health Sciences and Faculty of Therapeutic Sciences was merged and renamed the Faculty of Health Sciences in November 2017. The Faculty of Health Sciences aims to produce holistic and competent health science professionals with a high employability rate. Currently the faculty offers 1 Master, 3 degree programmes and 2 diplomas which are fully accredited by MQA and recognized by JPA.

The delivery of the programmes is done by qualified academicians with clinical experience and specialization in health sciences. The highest level of integrity and professionalism is maintained to produce quality graduates.

The faculty ensures that fully equipped, safe and conducive classrooms and laboratories are provided for the students. Equipment are made available and tailored to the needs of the learning requirement of the individual programmes. The faculty also maintains good liaison with the health care industry and students will further gain comprehensive skills and knowledge from the clinical/ industrial placement.

Credibility of examinations for all programmes under FOHS are determined by its compliance to MQA set standards and guidelines, while the appointment of external examiners for each individual programme further strengthens the verification of their validity and integrity. FOHS is proud to acknowledge that students who have graduated from its various programmes have been employed in a wide scope of employment including universities, government and private hospitals, pharmaceutical companies and research/private health laboratories.

Strengths in the Faculty of Health Science at AMU

FOHS programmes are unique in the following ways:
· Qualified, specialized and experienced staff
· Students in AMU have the added advantage of gaining real-life exposure at hospitals during their clinical placement at accredited hospitals in Malaysia and India to gain international experience.
· Availability of international and local experts to ensure the academic success of our students.
· Blended and flexible learning
· State-of-the-art equipment to support hands on skill training and research.

The programmes offered currently are as follows:

No.	Programmes	MQA Code	Duration of Study	Graduating Credit
1	Master of Science in Healthcare Management	A9905	1.5 years	42
2.	Bachelor of Biomedical Science (Hons)	A10078	4 years	136
3.	Bachelor of Medical Imaging &Radiotherapy (Hons)	A 9993	4 years	143
4.	Bachelor of Science Healthcare Management (Hons)	A 9630	4 years	129
5.	Diploma in Healthcare	A 6719	3 years	92
6.	Diploma in Occupational Safety and Health	A7491	3 years	99

FACULTY OF HEALTH SCIENCE

Diploma in Healthcare

This programme provides students with the knowledge on healthcare organizational values, strategy and philosophy, paving the way for graduates to obtain task-performing skills to be applied in a healthcare setting upon graduation.

This programme is beneficial in the following ways:

- It paves the way for graduates to obtain task-performing skills to be applied in a healthcare setting upon graduation
- It equips students with comprehensive healthcare management theories within the healthcare industry.
- It emphasizes on core subjects including management philosophy, organizational values, business planning and strategic decision-making as well as the application of effective communication skills.
- It prepares you for hospital administration, health sciences and hospital technology, hospitality and effective customer service skills
- DHC develops analytical thinking and leadership skills and local & international customer management skills
- Knowledge and usage of information technology in the healthcare industry is further enhanced
- Basic principles of revenue management in front office setting is an important feature of this programme.

Diploma in Occupational Safety & Health

Occupational Safety and Health, is a multidisciplinary practice dealing with all aspects of health and safety in the workplace, with a strong focus on preventing workplace hazards.The enjoyment of these standards is a basic human right that should be afforded to each and every worker, regardless of the nature of their work. With OHS standards in place, workers are able to carry out their responsibilities in a safe and secure working environment, free from hazards. The Diploma in Occupational Safety and Health programme provides knowledge, skills and attitudes through educational training, theory applications practicum attachment, and the instillation of professional values and ethics through social context among the students and the stakeholders.

Bachelor of Science Healthcare Management (Hons)

This programme is designed to help students acquire intensive knowledge, concept and skills in the multiple disciplines of healthcare management.

This programme has various strengths in the following ways:

- Allows students to explore different administrative principles.
- Discover management best practices used within the healthcare industry.
- Develop abilities to work on staff development and effective task scheduling within different healthcare facilities.
- Equips ideas on methods for providing quality care.
- Measure outcomes to determine improvements within healthcare organizations.
- Develop necessary knowledge of legal compliance related to laws and regulations of the healthcare industry.

FACULTY OF HEALTH SCIENCE

• Prepares students for careers in human resource related settings and relevant industries, patient care services, material management, insurance underwriters, administrative officers, health related underwriters and in marketing and public affair departments in health-related business organizations.

Bachelor of Biomedical Science (Hons)

This programme combines the both fields of biology and medical science in order ro prepare students for a cereer in Biomedical Science with a strong emphasis on research. As a biomedical science major, students will be exposed to a number of essential topics including anatomy, biochemistry, clinical chemistry, genetics, immunology, microbiology, pathology, pharmacology, physiology and legal, social and ethical issues. Additionally students' will also be equipped with skills in a research laboratory and exposed to personal development programmes such as communication skills, the study of complementary medicine, entrepreneurial skills and ethics will further enhance skills and knowledge currently demanded ready for the new and challenging world. To increase students' chances of employability, they will offer an industrial placement at the end of the programme to gain experience in the working environment of local hospitals or laboratory equipment sales industries.

Bachelor In Medical Imaging And Radiotherapy (Hons)

The programme is designed to produce graduates with knowledge and competency in two disciplines medical imaging and radiotherapy. Medical Imaging is related in producing diagnostic images using radiography, mammography, fluoroscopy, ultrasonography, computed tomography, magnetic resonance imaging and radionuclide imaging. Radiotherapy is the use of precisely targeted ionizing radiation to destroy cancer cells while reducing the impact of radiation on healthy cells.

Master of Science in Healthcare Management

This programme is design to provide healthcare workers/managers with the practical knowledge to lead teams, improve processes and implement strategies within the complex world of healthcare delivery. This programme also prepare the students with general management knowledge and subsets of skilled which are useful in healthcare management in order to meet the growing demands of the healthcare industry locally and globally.

CENTRE FOR POSTGRADUATE STUDIES

About the Centre

The mission of the Centre for Postgraduate Studies (CPS) is to develop holistic global professionals through quality research, industry collaborations, innovative teaching and learning at postgraduate level. The purpose of the Centre is to lead and manage the provision of a supportive and enabling environment for postgraduate studies.

The main objective of the CPS is to become a Postgraduate Studies excellence centre that effectively enables Asia Metropolitan University to fulfill its Postgraduate education and training mandate as per the norms of Malaysian Qualification Agency (MQA).

The centre has the important mandate in coordinating the various faculties of the Asia Metropolitan University (AMU) for admission and examination results endorsement, appointment of research supervisors and graduation of postgraduates infine to quality measure by Quality Department. The centre is strictly adhered to quality regulations and procedures and maintained high academic standards.

In addition to providing post graduate students with high quality academic, psychosocial and social-emotional support services, the centre is mandated to build capacity for the expression of excellence in teaching, student research supervision and innovation amongst postgraduate staff. The Centre also works closely with the Centre for Research and Development (CRD), to facilitate postgraduate representation and engagement with research processes in line with animal and human ethics in the University.

The key responsibilities of CPS are:

•   Monitor the student enrolment to the postgraduate programmes; including international applicant admission to ensure entry requirement as per the MQA standards and the maintenance of high academic standards.
•   Endorse the postgraduate application in University Sub Senate for Asia metropolitan University postgraduate admission and records.
•   Appoint the supervisor's for postgraduates and PhD research candidature for their proposed research Projects / dissertations / thesis.
•   Coordinate and endorse the postgraduate results/graduation conferment in University Sub Senate for Senate approval.
•   Coordinate the consideration and processing of postgraduate student research proposals, theses and dissertations.
•   Coordinate and administer viva voce examinations for PhD thesis.
•   Ensure a strong profile of postgraduate studies and activities at Asia Metropolitan University;
•   Empower academic staff, through conferences, workshops and seminars, to teach at the postgraduate level. Conduct effective student supervision and lead viable collaborative between staffs and students;
•   Consider and assess the viability, quality and accreditation issues of new postgraduate programmes;
•   Review existing postgraduate programmes offered by various faculties of Asia Metropolitan University.

CENTRE FOR POSTGRADUATE STUDIES

Asia Metropolitan University has numerous postgraduate and PhD programmes in business and health sciences. As to date, CPS has established four master level and two doctorate level programmes on full and part time basis.

Masters Programmes:
Master in Business Administration (MBA – General Management).
Master in Business Administration (Human Resource Management).
Master in Business Administration (Open & Distance Learning)
Master of Science in Health Care Management (MHCM).
Postgraduate Certificate in Teaching Methodology (PGCTM).

Doctorate Programmes:
Doctor of Philosophy
Doctor of Philosophy in Management(PhD-Mgmt)
Doctor of Business Administration(DBA)

Student Experience and Learning Support

"A JOURNEY OF A THOUSAND MILES, BEGINS WITH A SINGLE STEP"

STUDENT EXPERIENCE & LEARNING SUPPORT

Student Experiences and Learning Support (SELS) under the portfolio of Deputy Vice Chancellor, Student Experiences and Learning Support is established as a Centre to provide a variety of support services to assist students in managing substantial demands of a student life. The essence of SELS is to concentrate on activities that contribute towards intellectual enhancement and soft-skills development for the overall well-being of AMU students.

SERVICES AND ACTIVITIES

SELS provides a broad range of services and activities through its three major units: Counselling, Student Activities and Students Services. The student services are relevant and beneficial to them throughout their campus life and upon graduation. Campaigns related to reading, money sense and health sustainability are among the programmes that are regularly conducted to enhance generic and money management skills. Students are encouraged to participate in co-curricular activities to explore opportunities to interact with students from other disciplines and to develop the holistic graduate attributes sought after by employers. Various clubs and societies have been established at AMU which focus on students' personal or social interests. SELS offers various indoor and outdoor activities for students to get involved in and students may participate in physical challenge activities. We encourage sports, games and recreation activities as a stress relief and to foster bonding and teamwork among participants.

COUNSELING (FACE TO FACE & ECOUNSELLING)

Students are welcome to seek counselling from SELS Registered Counselor on a wide variety of concerns which may range from academic related problems to personal problems, stress and poor time management, low motivation and self-esteem. We also offer counselling to those students who have experienced traumatizing incidents. Confidentiality is assured as all Counselors follow strict code of ethics. This service is offered during office hours or an appointment may be made during office hours. They may consult on a personal basis or in a group using physical or virtual meetings.

STUDENT REPRESENTATIVE COUNCIL (SRC)

SRC consist of students who have been elected and appointed to represent students. SRC is an extension of SELS that helps to monitor students' wellbeing as well as to ensure that any issues arising from students are channeled in the proper manner for attention, action and solution. The SRC General Election (GE) will be held once a year. During GE, students will go through similar processes as an actual general election which is naming candidates; presentation of manifestos, campaigning and polling.

EVENTS

SELS regularly organizes events to promote health and wellness as well as multicultural and religious activities to cater to students' needs. These events are either led by SELS Officers or by student groups. SELS will always be there to give full support in terms of funding, coaching, equipment and advice. Project planning, documentation, report writing, communication skills, presentation and marketing skills are among the competences acquired as outcomes of these activities.

INTERNATIONAL OFFICE UNIT

International Office (IO) to accommodate to the local study environment as well as to help dealing with immigration and Education Malaysia Global Services (EMGS) processes. Provides help in ensuring medical and banking needs are met. IO also deals with embassies on relevant documents and ensuring adherence to existing laws.

Examination Department

EXAMINATION DEPARTMENT

Examination Department (ED), established since January 2007, serves to fulfill the examination function of AMU. Our mandate is the management of examinations and administration of related activities. The unit has ample space for its operations at the ED Office located at the AMU Johor Bahru campus. This provides a secure environment for the execution of its tasks. We have a large examination hall which serve candidates drawn from the different faculties and centres across the University. Customers are served from a reception area that is specially coordinated to suit their needs. ED also houses very secure strong room facilities to ensure that all examinations are run smoothly by the University.

Services of ED

The following list constitutes the services rendered by ED:
1. Management and coordination of the AMU examination processes
2. Managing all examinations run at AMU
3. Management of examination halls at the AMU Johor Bahru Campus
4. Monitoring of examination venues during the examination periods
5. Timetabling of Examinations for Foundation, Diploma, undergraduate and postgraduate degrees
6. Issuance of Examination slips to candidates
7. Examination arrangements for students with disabilities
8. Preparing examination papers and other examination materials.
9. Printing, packaging and labeling of all examination papers.
10. Arranging for marking of work presented for examinations.
11. Entering of marks submitted by examiners into the system.
12. Preparation of mark sheets and reports for Faculty and University Board Meetings
13. Co-ordination and facilitation of all Senate Sub-Committee Examination (SSCE)
14. Preparation and issuance of all examination results to be released to students
15. Acting as a liaison for all Examination Disciplinary/Appeal cases
16. Determining procedures to enable the review and appeal of results of examinations at the request of candidates
17. Maintenance of Student Examination Records
18. Custodian of all SSCE approved students' examination results
19. Managing all re-sit, retake and repeat examinations

AMU Student's Accomodation

AMU STUDENT'S ACCOMODATION

LOGISTICS

"HOME IS WHERE THE LOVE RESIDES, MEMORIES CREATED, FRIENDS ALWAYS BELONG AND LAUGHTER NEVER ENDS"

Hostels are provided for students on request for accommodation from AMU on a sharing basis.

Each unit is equipped with the following Furnitures and fittings:

Section	Items
Hall	Study Table, Study Chair, Ceiling Fan & Ceiling Light.
Kitchen	Washing Machine, Fridge, Kitchen Cabinet, Induction Cooker, Oven & Kettle, Ceiling Light.
Room	Single Bed, double decker & Mattress, Two Door wardrobe, Stand Fan and wall fan

1. **Maintenance and Repairs**
   Students are given a period of 30 days (from the check-in date) to lodge any complaints on the damages to unit or the furniture's and fittings. Any damages during this period will be AMU's responsibility where applicable.

   All complaints must be made by completing the Hostel Maintenance Form using google form by scanning the QR code provided. SELS Department will liaise with Maintenance personnel or facility department to undertake the necessary action. Subsequent repairs, damages or loss of University property caused by student will be borne by the student.

2. **Cooking and Preparation of Food**
   Students are allowed to cook in the hostel premises using rice cookers and electric cookers/hot plates. Gas stoves are strictly not allowed. Preparation of food must be carried out in the kitchen area only. Food cannot be stored or prepared in any other area in the hostel unit. Non halal food and drink should not be cooked, eaten and bring into the hostel premises. Washing of crockery, cutlery, pots and pans must only be done in the kitchen sink. Students must not wash dirty dishes in the bathroom sink as this will lead to blockages.

AMU STUDENT'S ACCOMODATION

3. **Utility Bills**

   Utility bills consist of electricity and water. All students in the unit are required to share the cost of utilities bills accordingly and settle the said bills promptly. Failure to settle the bills will lead to electricity & water supply disconnection. Any reconnection fee for disconnected utilities will be borne by students. students are required to submit the utility bill together with payment proof to SELS Department every month for tracking and filing purpose.

4. **Visitors**

   Visitors must get written permission from the SELS Department / Wardens before being allowed into the Hostel Premises. Visitors are not allowed to stay after 10 pm in the hostel units.

5. **Staying out of Hostel**

   Students are supposed to get written permission from the warden to spend the night outside the hostel, failure to adhere would result in penalty issued to the student.

6. **Electrical / Electronic Equipment**

   Students are only allowed to use electrical appliances such as personal computers, rice-cookers, hair- dryers, electric kettles and electric stove. Any form of HIFI system or Home Theatre System is not allowed. We advise students not to leave any valuable items unattended   when they are not in the unit. The University will not take any responsibility over the loss of any missing items in the unit.

7. **Cleanliness / Tidiness**

   All forms of stickers, nails and posters are not allowed to be put up on the walls of the units. Rubbish must be disposed off properly. Eating or storage of food in the bedrooms is not allowed. Pets are strictly prohibited in the hostel units.

8. **Safety In and Out of the Hostel Unit**

   All units must be properly locked (including grills padlocked). This should be done even when students are in the unit to ensure the safety of the students. Do not open the doors to strangers.

9. **Emergencies**

   Students are advised to contact the warden on duty / SELS incase of emergencies or accidents. If a student is seriously ill and needs to be taken to the hospital at night, the duty warden will bring and accompany the student to the government hospital.

10. **Checking Out**

    At the end of the course of study, students are compulsary to fill in the Check-Out Form and settle the utilities bill. A scheduled check will be carried out at the hostels. Students have to pay for any damages or missing items in the hostels. All utility bills have to be settled till the date of vacating the hostels. Students must ensure that all keys and access card (If any) are returned together with the Check-Out Form.

AMU STUDENT'S ACCOMODATION

11. Hostel Offences & Penalties

NO	OFFENCE	PENALTY
1	i. Damaging/vandalizing any fixtures in the hostel ii. Vandalizing or removing hostel/AMU property	- Study table (RM200.00) - Plastic Chair (RM20.00) - Fridge (RM500.00) - Kettle (RM100.00) - Stand Fan (RM100.00) - Ceiling Fan (RM180.00) - Ceiling Light (RM30.00) - Dining Table (RM450.00) - Dining Chair (RM80.00) - Washing Machine (RM700.00) - Single Bed (RM200.00) - Single Mattress (RM250.00) - Door (RM300.00) - Door Knob (RM50.00) - Water Heater (RM200.00) - Oven (RM150.00) - Induction Cooker (RM200.00) - Wardrobe (RM280.00) - Pillow (RM20.00)
2	i. Changing hostels without permission ii. Changing rooms without permission iii. Renting out their rooms to others	- RM100.00 & returning to the original hostel room - Termination of hostel and fine of RM 250.00
3	Failure to vacate the room/move the room & failure to hand over the key within the stipulated period	- Fine of RM 250.00
4	Failure to switch off the lights/fans before leaving the room/hostel	- Fine of RM 50.00
5	Providing false information about oneself/failure to provide information required by the warden or his/her representative	- Written warning - RM 50.00
6	Failure to keep the Unit or room neat and tidy	- RM100.00
7	Eating or cooking of non-halal food in hostel	Written Warning and Fine RM50.00
8	Dirty, unkempt hostel units	Written Warning and Fine RM100.00
9.	Causing noise, disruption in AMU or hostel (based on written complaint)	Written Warning and Fine RM100.00
10	Sleeping out of hostel without permission	Written Warning and Fine RM150.00
11.	Intoxication in hostel units	Written Warning and Fine RM300.00
12.	Present in the opposite gender hostel / Allow opposite gender into hostel unit	Written Warning and Fine RM300.00.
13	Organizing parties, social gatherings in hostel unit without permission	Written Warning and Fine RM100.00
14	Use of gas-cookers in hostel unit	Written Warning and Fine RM200.00

TRANSPORTATION

Shuttle Service
AMU provides free shuttle services from Campus to the hostel and vice versa. Students are required to strictly adhere to the stipulated timings for pick up and drop, in cases transportation is provided by the university.

Centre for Academic, Industry and International Collaboration

CENTRE FOR ACADEMIC, INDUSTRY AND INTERNATIONAL COLLABORATION

The Centre for Academic, Industry and International Collaboration (CAIC) is an initiative of AMU devoted to promoting academic alliances with higher learning institutions and various companies at National and International level. The Centre establishes linkage through Academic Collaboration Agreement and Memorandum of Understanding to support and deliver our accredited academic programmes, facilitate Research Collaboration, Student Exchange Programmes and Faculty Exchange Programmes. AMU envisions to be an effective and competent source of manpower for the current and future industrial requirements. Academic collaboration occurs within programmes offered jointly by AMU and their partnering organizations within and beyond Malaysia. Upon completion of which the student will be conferred an award by AMU.

The university endeavors to collaborate and partner with interested institutions, organisations and the community in the advancement of academic excellence, research and social welfare. The university appreciates that the collaboration and partnership is necessary to:

i.   Promote partnership in academic training, clinical practices, internship and apprenticeship, that leads to the award of certificates, diplomas, degrees and postgraduate qualifications.
ii. Advance adoption of appropriate technologies as well as to develop innovative technologies.
iii. Promote partnership with industrial organisations to put into use newly developed innovations.
iv. Enhance collaborative research in all fields.
v.   Create a reasonable and workable policy that enables an efficient administration of collaborations and partnerships in the advance of the university's objectives.
vi. Develop stronger links and joint educational programmes with other institutions in pursuit of its mission of enhancing access to higher education.
vii. Strengthen and diversify educational programmes through the synergies developed across partnerships and collaborations
viii. Facilitate the internationalisation of Asia Metropolitan University's educational programmes and research by having collaboration with international organisations and institutes.

Centre for
Quality Assurance

CENTRE FOR QUALITY ASSURANCE

Centre for Quality Assurance (CQA) is the office mandated to escalate implementation of the internal Academic Quality Assurance policies, procedures and guideline and is headed by the Director. CQA ensures all processes of the core business are in aligned with the MQA requirements, MOHE approvals and Act. CQA also ensures a culture of continuous self-assessment in all academic areas and excellence at AMU.

The objectives of the Centre are as the following:
1. To coordinate the internal and external quality review process and implementation according to ISO and in line with COPPA/COPIA
2. To provide technical input and facilitate process for programme approval, accreditation and recognition from MQA, MOHE and other governing bodies (e.g. MMC and LFM)
3. To plan and coordinate all activities pertaining to Internal Audit of teaching and learning practices, while ensuring satisfactory actions of non-compliance
4. To coordinate preparation of self-assessment report and other documentations for institutional audits (such as SETARA and COPIA)

CQA Framework

Aspirations and Goals of the Centre

1. To adhere to possible standards of ethical practice and integrity in all its operations and domains of activity
2. To monitor and ensure the highest standard of teaching quality by conducting a transparency review and auditing processes
3. To disseminate a good practice for the enhancement of the University's learning and teaching provision

The Quality Assurance Policy

AMU is committed to deliver recognized educational and training programmes, that meet students' expectations by continually improving the system and adopting high standards of quality internal audits. The internal audits are properly planned and executed with trained internal auditors, who take turns to involve in this exercise. Internal audit activities are stretched throughout the years covering the programmes, faculties and supporting department of the University.

CENTRE FOR QUALITY ASSURANCE

CQA Strategic Plan

1. CQA aims to attain   the quality in teaching and learning   conducted through gathering student feedbacks, by conducting Students Evaluation Survey each semester (or at least once every Academic Calendar).
2. CQA will review its curriculum and academic programme every 3-4 years to ensure that programmes offered are relevant to the market demand, technological advancement and industrial needs. Such reviews ensure the relevance and employability of students
3. CQA to audit all supporting departments to the Academic faculty to ensure work flows and processes are in accordance to the policies and guideline stipulated.
4. CQA to coordinate the measuring and monitoring of quality objectives and other AMU performance indicators.

Centre Director

QMS & Risk Management Unit

Accreditation Unit

Curriculum Management Unit
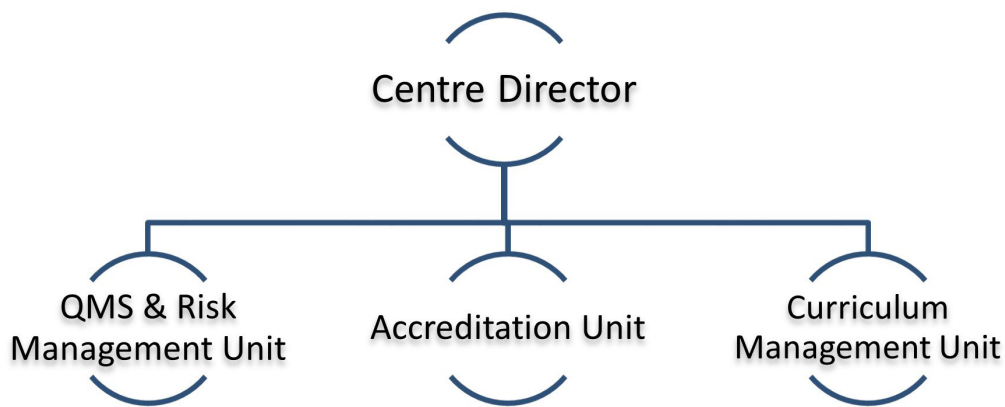
Rules and Regulations

ACADEMIC REGULATIONS

All Undergraduate and Postgraduate students should comply with these academic regulations. AMU reserves the right to amend and regulations from time to time.

SECTION 1: PROGRAMME BY COURSEWORK

PART 1.1: PRELIMINARY

1.1.1 Introduction
The AMU Academic Regulations provide the framework for the conduct of the University's academic activities for undergraduate and postgraduate programmes (by coursework & by research). The Academic Regulations are intended to provide effective mechanism and structures to ensure that students are fairly and objectively assessed while at the same time maintaining the AMU's academic standards. Academic members of staff are required to comply with the provisions of these documents Continuing efforts are made to revise and update the Academic Regulations in order to enhance the quality of the University programmes and the achievement of its educational goals. University academic regulation supersedes the academic regulation of each faculties / centres. The University Senate reserves the right to make any other decisions and amendments in these documents as it deems fit.

Registered students are required to comply with all regulations, procedures and instruction specified in this document as issued and approved by the University Senate.
Students are required to:

1. Abide by all regulations all stipulated in this Academic Regulations.
2. 2. Take appropriate actions pertaining to the stipulated regulations stated in this Academic Regulations, e.g.:
   a. Fulfill all academic requirements in the programme enrolled at the University
   b. Complete the course registration within the stipulated time as stated in the academic calendar of each respective intake.
   c. Attend teaching and learning sessions (lecturers/ practical training/ industrial training/ practicum / clinical training/Viva as specified by the University.
   d. Be proactive in obtaining guidance and advice from the Deans /Deputy Deans, Director, lecturers, mentors and administrative staff when faced with any form of academic and nonacademics predicaments.
   e. Be fully accountable for all the repercussions of non-compliance towards the stipulated regulations and procedures.

DEFINITION
These Regulations of Asia Metropolitan University shall apply, unless specified otherwise:
1. '**Academic Advisor**' means an academic staff member of the University appointed by Centre for Postgraduate Studies to advice, guide and monitor the progress of the student and to coordinate the programme of study;
2. '**Academic Member**' means a full-time academic staff member or teaching staff on a permanent or contract position;
3. '**Active student**' means a student who activated his/her student status for every semester/ trimester of study in this university;
4. '**Adjunct Lecturer/ Professor**' means an industrial expert appointed by the University to deliver lectures on topics related to the course content.
5. '**Applicant**' means a person who applies for admission into undergraduate or Postgraduate programme at this University;
6. '**Audit Course**' means a course registered for by a student for which the grade will not be taken

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into account to determine the CGPA;

7. '**Barred from Examination**' means students who get barred will not be allowed to sit for final examination and will be given an 'F' grade for the course.

8. '**Candidate**' means a Postgraduate research student who has successfully defended his/her research proposal;

9. '**CGPA**' means the Cumulative Grade Point Average obtained for all the semester/trimesters;

10. '**College**' means the main academic entity which consists of and include schools, departments, disciplines and academic programmes;

11. '**Comprehensive Examination**' means an examination to evaluate the overall academic ability of student and which will enable the student to continue into doctoral programme;

12. '**Core course**' means a compulsory course as specified according to programme;

13. '**Co-Supervisor**' means a person appointed jointly with another supervisor to supervise the thesis, dissertation, research paper or project paper of a student. The person can be appointed from other department, faculty, college or university;

14. '**Course**' means is a subject that carries a unique code and a number of credit hour.

15. '**Coursework**' means work assigned to and done by a student within a given period, which is assessed as an integral part of the programme;

16. '**Coursework structure**' means the structure of a programme of study;

17. '**Credit hours**' means a weightage given to a course based on the number of hours per week of lectures, tutorials, or laboratory work.

18. '**Curriculum**' comprises of courses and other activities that are compulsory for students, as determined by the University;

19. '**Dean**' means an officer of the University who heads the Faculty. Dean is responsible for all faculty matters involving undergraduate and tPostgraduate academic studies;

20. '**Degree**' means an award conferred by the University on a student who has fulfilled the requirements for a programme of study'

21. '**Deputy Vice Chancellor Academic**' (DVCA) means an officer of the University who heads the Academic Division. DVCA is responsible for all matters involving foundation, undergraduate and Postgraduate academic studies;

22. '**Deputy Vice Chancellor, Research and Innovation**' (DVCRI) means an officer of the University who heads the Research & Development and Consultancy Division. DVCRI is responsible for all matters involving research, development and consultancy;

23. '**Deputy Vice Chancellor Students Affair & Alumni**' (DVCSAA) means an officer of the university who heads the students' services division. DVCSAA is responsible for all matters to provide facilities, services and structured programme to all students to support the university's aspiration to produce well-rounded Postgraduates;

24. '**Director**' means an officer of the University who heads the Centre. Director is responsible for all centre matters involving undergraduate and Postgraduate academic studies;

25. '**Dissertation**' means an academic composition of the documentation of the research prepared and submitted by the student for the award of the degree for the programme by coursework

26. '**Elective Course**' means an optional course as specified according to the programme;

27. '**Examination**' means any form of evaluation to measure student's performance;

28. '**External Examiner**' means a person from another university appointed by the University to evaluate the performance of a student;

29. '**Final Examination**' means a compulsory component to be given to students who are registered for non-project based course(s). It is compulsory for students to attend the final examination, failing which; the students will be given an 'F' grade.

30. '**Grade**' means an assessment in a form of a letter grade signifying a student's performance in a particular course.

31. '**Grade-point**' means the point given to a course based on the grade obtained multiplied by the credit hours allocated to it.

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32. '**Grade Point Average**' (GPA) means grade obtained by student at the end of the semester for each semester/trimester;

33. '**Graduation Audit**' means graduation audit process will be finalized at the academic department and the results of the expected graduation list to be tabled for endorsement by the Senate.

34. '**Head of Department**' (HOD) means an officer of the University who heads a particular academic department. HOD is responsible for managing all academic and administration matters of the department.

35. '**Incomplete Grade**' means (I) will be given to a student who is not able to sit for final examination or to complete a course due to reasons accepted by the University.

36. '**Internal Examiner**' means an academic staff member of University appointed by the Centre for Postgraduate Studies to evaluate the performance of a Master or doctoral student;

37. '**Internal Validation Committee**' means a committee formed to validate thesis/dissertation work that has undergone final viva voce process to evaluate consistency in marking standards.

38. '**Invigilator**' means a qualified individual appointed by the University to invigilate a particular examination.

39. '**Lecturer'** means a person assigned by the respective Head of Department to manage a certain course, who is responsible in delivering course materials, supervising students' projects and evaluating students' achievements.

40. '**Main Supervisor**' means a person appointed to head the supervisory group whenever a student has more than one (1) supervisor;

41. '**Mentor**' means an academic staff assigned by Head of Department to monitor the mentees' academic performance. Roles of a mentor are to establish a caring, genuine and open relationship that encourages learning, to monitor mentees' progress towards academic performance, and to find/suggest solutions to overcome the mentees' problem in learning, i.e. – time management, smart learning, registration of courses and etc (to assist mentees in obtaining the desired semester/trimester results);

42. '**Mentee**' means a student assigned to a mentor upon obtaining academic result that places the student under 'Academic Probation', 'Academic Probation and Warning' and 'Academic Dismissal' (reinstated after appeal). Roles of a mentee are to be responsible for his/her academic performance and to cooperate with his/her mentor to improve his/her academic performance, to attend talks or workshops organized for them by the University, to meet the mentor fortnight according to the pre-arranged schedule, and to seek advice and opinion of the mentor regarding his/her academic matters.

43. '**Postgraduate Committee**' means the committee set up at the University to look into all issues pertaining to postgraduate studies;

44. '**Programme**' means programme refers to the approved curriculum to be offered and conducted by the University;

45. '**Pre-requisite course**' means a course determined for the programme that must be fulfilled by a student as a condition to register for another course;

46. '**Project Paper**' means an academic composition presented by a student as a partial fulfillment of the undergraduate or postgraduate programme by coursework;

47. '**Registrar**' means an officer of the University, responsible in administering students' intake, academic records, course registration, examinations, graduation approval and accreditation of programmes;

48. '**Appeal for Reinstatement/Readmission**' means an appeal for reinstatement/readmission is an application by a student who has been placed under dismissal status to continue study at the University.

49. '**Repeat Semester/trimester**' means a semester/trimester where a student has to repeat all courses taken in that semester, in which the CGPA is less than 2.00 for undergraduate for the first time;

50. '**Re-sit Subject**' means a course where a student has to re- sit the final examination for less than

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C grade subject in that semester/trimester;

51. '**Re-take**' means course redemption (grade replacement) policy for course/s with 'B' grade and below which is applicable for course/s
52. '**Result Slip**' means examination result for each semester/trimester.
53. '**Senate**' means an academic body of AMU and is subject to the provisions contained in the constitution, statutes, procedures and rules of AMU. It is empowered to monitor the development and delivery of academic programmes, research, examinations, awards, degrees, diplomas and certificates.
54. '**Student**' refers to an individual who enrolls for any academic programme at the University;
55. '**Suspension period**' means a period in which a student is suspended from being a student of AMU due to disciplinary or academic reasons. The suspension period will be considered as part of the duration of study at AMU.
56. '**Senate Sub-Committee Examination**' (SSCE) means the body appointed by the Senate to administer examination matters.
57. '**Senate Sub-Committee Admission and Enrollment**' (SSCAE) means the body appointed by the Senate to administer admission and enrollment matters.
58. '**Senate Sub-Committee Graduation**' (SSCG) means the body appointed by the Senate to administer students who have completed and fulfilled all the requirements for graduation matters.
59. '**Senate Sub-Committee Academic**' (SSCA) means the body appointed by the Senate to administer academic matters.
60. '**Transcript**' means a transcript is a complete record of a student's particulars and academic performance;
61. '**Thesis**' means an academic composition or a documentation of the original research prepared and submitted by the student for the award of the degree under the programme by research
62. '**Thesis Committee**' means a committee of two (2) or more members including a chairperson setup by the Centre for Postgraduate Studies to supervise the research and/or evaluate a student's performance
63. '**Thesis Examination Board**' means the panel established by a particular faculty to evaluate the thesis or dissertation and conduct the oral examination
64. '**Transfer student'** means a student from another institution of higher learning who is transferred to AMU
65. '**University**' means Asia Metropolitan University

SECTION 1. 2: STUDENT RECRUITMENT AND ADMISSION

1.2.1   Introduction
   i.   This Policy states Asia Metropolitan University (the University) position on key matters relating to recruitment, selection, admissions and widening participation activity. This policy complies with relevant legislation and takes account of the requirement and principles outlined by the Ministry of Higher Education (MOHE), Malaysian Qualification Agency (MQA), Malaysia Medical Council (MMC), and Malaysia Nursing Board (MNB).

   b) Scope
   i.   This policy covers applications for places on our undergraduate, postgraduate taught, postgraduate research and continuing professional development courses leading to the award of a degree, diploma or certificate. Courses may be offered in the one or more of the following study modes: full time, part time, distance or blended learning. Study modes available for each individual course will be detailed in the course description.
   ii. Recruitment, selection and admission policies, practices and procedures for validated programmes run by partner institutions are the responsibility of the partner institution and

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are not covered by this policy. All partner institutions are required to have appropriate policies, procedures and practices in place.

c) Equality and diversity
i.   The University is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all members of its community, including those that seek to apply to the University, are treated with respect and dignity. We aim to create a culture of diversity within our community, providing a dynamic working and learning environment, where all members are valued for their contribution and individuality.
ii. We are committed to providing equality of opportunity for all, irrespective of:
   • Age
   • Disability
   • Ethnicity (including race, colour and nationality)
   • Gender (including gender reassignment, marital status, pregnancy or maternity)
   • Religion, belief
   • Sexual orientation (including civil partnership status)

SECTION 1.3: REGISTRATION (UNDERGRADUATE PROGRAMMES)

1.3.1   Student recruitment

a.   Provision of Information
i.   The University is committed to the provision of timely, accurate and appropriate pre-entry information and support to prospective students. Our recruitment and admissions activities are informed by a commitment to the provision of impartial advice and guidance and support for applicants to enable them to make informed decisions about Asia Metropolitan University as a study destination.

ii. Information provision is guided by the following principles:
   • **Accuracy**: The University is committed to providing accurate and detailed information on the nature of our programmes, their structure and duration, modes of assessment, associated fees or additional costs. This information is maintained by recruitment, admissions and finance personnel to ensure that information remains current and is accurate at point of enrolment.

   • **Transparency**: Information about our courses and the student experience more broadly is communicated through multiple channels including: University websites, undergraduate and postgraduate prospectuses, brochures, digital communications, open days, post-application visits days, and through correspondence with front-line recruitment and admission staff. To ensure transparency and consistency, the University maintains individual programme information profiles accessible in multiple locations on the University website. The information includes: entry requirements, programme specific selection, and assessment criteria and processes, programme structure, teaching and learning, coursework and assessment, fees, funding, attendance requirements, professional accreditation and employability outcomes.

   • **Timeliness**: The University seeks to provide appropriate information at each stage of the applicant journey, from early interactions with high school students to targeted communication with offer holders.
   We make every effort to ensure that the information we provide is accurate when it

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is published. Printed materials such as the prospectus and subject-specific literature can be prepared as much as 18 months before a programme begins. Therefore, applicants should refer to the University website for the most up-to-date information about programme content, selection criteria, University processes and financial matters. The University has safeguards in place to ensure any programme changes made post-offer are reasonable, in the best interests of students and brought to the attention of students at the earliest opportunity. In such circumstances applicants will be given the option to transfer to an alternative programme or to withdraw their application.

b. Commitment to Professional Standards in Recruitment

i. The University provides a professional service to applicants and prospective students, delivered by expert representatives. Our recruitment practitioners, drawn from across the professional support services and academic community, are committed to:

    a. Maintaining high professional standards and a commitment to the provision of impartial advice and guidance and fair admissions.

    b. Keeping abreast of Malaysia and international Higher Education trends and developments.

    c. Maintaining integrity in their interactions with prospective students and avoiding offering personal views or opinions on other Universities/ Institutes.

    d. Developing knowledge of sources of information and advice about progression to higher education.

    e. Developing promotional materials that provide a balanced and accurate account of the University's student experience.

    f. Providing support only for events that provide free and impartial advice to prospective students.

ii. All recruitment and admissions staff undertakes training and development to ensure their knowledge of recruitment, selection and admissions practice, policy and procedure remains current. Information and training is disseminated through recruitment and admissions networks, coordinated by the Recruitment and Admissions Team and attended by staff responsible for recruitment and admission activities and processes.

c. Assessments of applications

    i. Fair Admissions

      a. The University is committed to delivering a fair admissions system that admits students of outstanding achievement and potential, irrespective of their background. In doing so, we are committed to the 5 key principles of Fair Admissions as outlined in the Schwartz report: transparency, minimising barriers to entry, selecting for merit, potential and diversity, professionalism and using assessment methods that are reliable and valid.

    ii. Selection Criteria

      a. Applications will be assessed against academic and non-academic selection criteria specific to the course of study for which an application has been made. Applicants are advised to check information on course specific entry requirements

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which are published on the University website at *www.amu.edu.my.*

b. All applicants for a programme are assessed against the same entry criteria. Where places are limited by quota, we offer places to those eligible applicants who best meet our selection criteria, and whom admissions staff judge to have most potential to benefit from their chosen programme and to contribute to the Academic Faculty and the University based on first come first serve basis.

c. Methods of assessing applications vary between programmes but may include: prior and predicted academic achievement, references, personal or supporting statements, interview, aptitude tests, and research proposals.

d. Our applicants come from diverse educational, professional and personal backgrounds. We recognise that occasionally a programme's standard procedure for assessing applications may not provide the admissions staff with an accurate understanding of an applicant's suitability. In such cases we may ask applicants to provide us with alternative evidence to support their applications and for some cases the applications will be presented to the University Senate for final decision of accepting or rejecting the applications.

iii. Entry qualifications

a. Entry Qualifications for Admission

i. The University welcomes applications from students achieving excellence in a wide range of qualifications. The admissions staffs are responsible for evaluating the qualifications and/or subjects that are appropriate for admission based on the entry requirement for each programme that have been stated and approved by the Ministry of Higher Education (MOHE), MQA and all other bodies related to the programmes.

b. Applicants with Malaysia qualifications

i. The University will strictly evaluate all applicants' academic qualification based on the entry requirement as stated in the MOHE, MQA and any other bodies related to the specific programme.

c. Applicants with non- Malaysia qualifications

i. The University welcomes students from all over the world and we invite applications from students whose previous education has not included Malaysia qualifications. Applications from international applicants will be assessed against the standard entry criteria with equivalency standard as specified by MQA. We have experience in considering a wide range of international qualifications, and our International Office offers advice and guidance for applicants who may wish to discuss whether their qualifications will meet our criteria.

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d. English language requirements

i. Our teaching, assessment and student support are delivered in English. Applicants must therefore demonstrate proficiency in the written and spoken use of the English language to the general standard required by the University, and in the specific entry requirements of the course they are applying for. We must also make sure that international applicants, who will study with us, meet the JPT, MQA and EMGS English language requirements.

ii. The minimum acceptable level of proficiency for admission to most programmes is International English Language Testing (IELTS) average score of 5.0 – 5.5 depending on the individual programme standard accordingly.

e. Duty to disclose criminal convictions

i. The University is committed to providing equal opportunities for applicants irrespective of their personal circumstances or background and as such does not wish to unnecessarily preclude those with a criminal conviction from joining a course of study. However, the University has a duty to ensure the safety of its student and staff community, and that of other people with whom students interact as part of their course of study. The application process requires applicants to disclose relevant unspent criminal convictions.

ii. For courses where studies necessitate interaction with children and/or vulnerable adults, applicants must declare all criminal convictions. Applicants will be advised if these or any other conditions apply in the recruitment information relating to the course.

f. Medical fitness assessments

i. We require applicants for certain programmes to demonstrate medical fitness to practise, in order to comply with the requirements of relevant professional bodies. Applicants will be advised if these or any other conditions apply in the recruitment information relating to the programme.

g. Applicants seeking to enter with accreditation of prior learning

i. Applicants may be considered through the accreditation of prior learning, which may be certificated or experiential. The Admission & Records staff are responsible for determining the grounds on which accreditation is acceptable. Credit is allocated for evidence of achieving appropriate and assessed learning outcomes, rather than for experience itself. APL credit will normally be accepted within a maximum of five years from the date it was awarded. APEL experience will normally be accepted within a maximum of five years from the date of the most recent activity. Applicants are strongly advised to discuss their circumstances with the relevant academic School or Division admissions staff before submitting an application.

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h. Applicants with additional support needs

i. The University welcomes applications from people with additional support needs. We operate procedures to ensure that these applications will be considered appropriately and that applicants with additional support needs will be provided with appropriate support for the application process and their subsequent study.

i. Applicants with special circumstances

i. Applicants with special circumstances that have affected previous study or are likely to affect academic performance in current studies should provide this information at the point of application. If these circumstances are encountered after the submission of an application, applicants should inform the admissions staff in the academic Faculty or Centre to which they applied as soon as possible. Special circumstances cannot be considered after an adverse decision has been made where prior notification could have been made. Where special circumstances have already been taken into account, for example by the relevant examination board, we will not be able to make further allowances.

j. Applicants seeking deferred entry

i. Applications for deferred entry are assessed against the same entry requirements and considered equally to other applications up to the point of confirmation. Deferred entry where possible is normally granted for one year only and two years at the maximum, at the discretion of admissions staff. Applicants whose first language is not English and who are required to present English Language qualifications should ensure that the test results will be valid on the date of registration.

k. Applicants Wishing to Reapply

i. Applicants who are unsuccessful may apply again in a subsequent year. Applications will be considered against the standard course entry criteria for that year of entry. The new application should demonstrate an improvement from the previous application. We may draw upon all information from previous applications or any previous registrations at the University as a student when assessing suitability for a course

1.3.2   Information on the admissions process

i. Start of Admissions Cycle

a. The admissions cycle at Asia Metropolitan University formally starts on the first week of January. The new academic session for all programmes will start in January.

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ii. Admissions Process

a. Initial Application

i. Applications are assessed and the programme offered on the basis of the academic entry requirement. Applicants will normally receive a response within 24 hours for direct entry requirement and within 2 working days for the application which is not direct entry requirement. The Admission & Records staff will start processing the application when the application is completed.

b. Screening and Evaluation Process

i. Senate Sub Committee of Admission & Enrolment (SSCAE)

   • The A&R staff will prepare applicant enrolment database and present to the SSCAE for deliberation of their entry requirement especially for the indirect entry requirement. The member of SSCAE consists of DVCA (Chairman), all Deans of Faculty, Registrar and A&R Staff (Secretary).

ii. University Senate

   • After deliberated in the SSCAE, the A&R will present the outcome from the SSCAE to the Senate meeting for approval and endorsement.

The Making of Offers:

a. All applicants who are offered a place to study at the University will receive an offer letter detailing the terms and conditions of the offer. This will include details of any individual requirements that need to be fulfilled before an applicant can be admitted to the University. Offer letters will be sent out either by post or as an email attachment.

b. Where an offer is conditional upon attaining a specified level of academic achievement this offer will be tailored to suit the qualifications that the applicant is undertaking.

c. Conditional offer holders are responsible for providing evidence that they have met the terms and conditions of their offer. This evidence could include for example, certificates and degree transcripts once these become available or the fulfilment of other requirements such as medical fitness.

1.3.3 International student admissions

a. General Admission Policies

i. International students are expected to meet the requirements for admission from secondary schools or from other colleges and universities.

ii. International students from secondary schools are expected to meet the programme and university entry requirement and proof of adequate English proficiency, as well as a written statement of purpose.

iii. International transfer students from other accredited colleges or universities must

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have above average grades in all previous college study. Only credit appropriate to the curricula at this institution will be accepted toward a degree. Students transferring from other institutions in the United States must submit the International Transfer Form or other evidence of release from the previous program by their former foreign-student advisors and the equivalent of one semester's work at those institutions before admission will be granted.

i.   An official statement of finances indicating sufficient funds available to meet all educational and other fees and living expenses for the duration of the studies is required.

b.   Required Academic Records – International

i.   Students must provide complete and official certificates of all degrees, diplomas, mark sheets, grade reports and examination records. Secondary-school records must be submitted as well as college/university transcripts or credentials. All previous undergraduate work must include syllabi of courses taken with literal translations. If documents are in another language, applicants must also provide in literal English translation.

c.   English Proficiency Requirement

i.   International students are required to establish proof of adequate English proficiency as part of the admission process.

ii. Applicants from countries in which English is not the native language (or if it is one of the official languages but is not necessarily the first language of the majority of the population) are required to present satisfactory Test of English as Foreign Language (TOEFL) scores or International English Language Testing System (IETLS) Scores to satisfy this requirement. The minimum score is 61iBT (internet Based Test) or a score of 5.5 on the IELTS Exceptions to this policy:

a.   Non-native speakers from post-secondary institutions in English-speaking provided they have spent a minimum of two years or a total of 60 credit hours in successful full-time study and English was the medium of instruction.

d.   Admission deferral

i.   An offer of admission, granted on a regular basis for a given term, may be deferred for up to one calendar year from the term first granted. However, if the applicant attends another college or university after the original offer of admission, a new application must be submitted and official transcripts of the additional work must be furnished. Applicants must request such a deferral for a specific term by contacting International Student Affairs. This request should be submitted through International Office. Individual financial support documentation must be renewed annually.

e.   Post-bachelor's classification-international

i.   If international students do not want to work toward an advanced degree or are ineligible for graduate-level credit, they may be considered for admission as bachelor's degree students if they file credentials with International Student Affairs that indicate

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an undergraduate degree has been earned from an accredited institution. Students may take undergraduate-level courses numbered 300 or 400 for undergraduate credit while in that status, but they may not enroll in courses numbered 500 or higher. In general, the previously outlined policies for admission of transfer students are applicable.

f. Registration with international student advisor

i. Admitted international students must first report to International Student Affairs for a check-in session prior to their first registration at AMU. Once admitted, international students must show proper and regular progress toward their degrees.

g. Health insurance

i. At each registration session, international students must present health insurance containing repatriation and medical evacuation. Effective fall 1998, international students are required to purchase exclusive, mandatory UMKC health insurance.

h. English proficiency evaluation

i. All international students subject to the TOEFL/IELTS requirement must be evaluated (unless they have scored 100iBT or higher on the TOEFL or 6.5 or higher on the IELTS) by the Admission & Records Department or Centre for Languages and General Studies (CFLGS) regarding the level of their English proficiency. If any weakness in that level of proficiency is revealed, appropriate coursework will be required to assure that the student's success is not jeopardized.

ii. In order to comply with the relevant Malaysia legislation and immigration regulations, the University will notify the immigration authorities, where relevant, of any non-arrival, or late arrival, of an applicant and of any subsequent changes to a student's registration status. The University reserves the right to refuse admission should an applicant be found not to be in a position to meet all Malaysia visa requirements for the anticipated full duration of his/her programme of study.

1.3.4 Interactions between the university and applicants

i. The University will communicate regularly with offer holders providing relevant information throughout the process with information such as accommodation, immigration requirements, start of year registration processes and welcome week events.

a. Fraud, Omission and Plagiarism

i. Applicants may not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false information at any point of the application process including after an offer is made. Should this occur the University reserves the right under the provisions to dismiss the application, withdraw an offer of a place and/or revoke your registration. The University may also, in accordance with its obligations, notify external organisations about any suspected misrepresentation.

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ii. Scanned copies of documents are generally accepted during the admission process but the original documents must be shown during the registration day. The University has right to request at any stage. Decision makers are trained in detecting and dealing with fraudulent documents. Faculty may ask to see original documents as part of the admissions selection process or at registration.

b. Outreach and support work and additional access routes

i. The University is committed to identifying and attracting outstanding students based on their educational potential and merit, nationally and internationally, irrespective of background.

ii. We work closely with primary and secondary learners to expand opportunity for progression into higher education generally. This work is particularly important within our local communities in Greater Manchester and the North-West region, where progression rates into higher education still fall significantly below the national average.

iii. Our post-16 activities have a more specific focus on fair access to The University of Manchester and we are committed to developing and expanding alternative progression programmes for particular students and subject areas.

1.3.5 Confirmation

i. The University will confirm whether an applicant has met their offer upon receipt of results. All applicants meeting the conditions of their offer will have their place confirmed.

ii. The University Personal Data Protection – prospective students, applicants and offer explains manage maintain and use personal data when you make enquiries about studying at Asia Metropolitan University (AMU), make an application and if you go on to become an offer holder i.e. the time before you become a registered student. For example, it provides details of what data may be sent to the Ministry of Higher of Education (MOHE), when data may be disclosed to a third party and what information is included

1.3.6 Data protection and disclosure of personal information

a. University Use Of Personal Data Protection Act (PDPA)

i. The University collects data on prospective enquirers who request prospectus information or other course literature, attend open days or other recruitment events. This data is collected for the specific purpose of providing information to prospective applicants and parents.

ii. The University Personal Data Protection – prospective students, applicants and offer explains manage maintains and uses personal data when you make enquiries about studying at Asia Metropolitan University (AMU), make an application and if you go on to become an offer holder i.e. the time before you become a registered student. For example, it provides details of what data may be sent to the Ministry of Higher of Education (MOHE), when data may be disclosed to a third party and what information is included on your student record if the student go on to become a registered student at AMU.

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b. University use of Applicant Data

i. The University needs to collect, maintain and use personal data relating to its applicants to allow us to process applications for study, register students, to administer courses and to provide facilities for students.

ii. Data collected during the admissions and registration processes will be used for the purposes of maintaining student records, managing processes in relation to academic progress, providing personal and academic advice and support, managing accommodation services and providing access to the Library and sports facilities, Student Experience & Learning Support (SELS) and Student's Council.

iii. The University also needs to collect and process more sensitive personal data (special category personal data, for example, data concerning your racial/ethnic origins, health and wellbeing and sexuality) to undertake equal opportunity monitoring, and provide access to some courses and support for students where appropriate. We are also legally required to collect and process data on past criminal convictions for access to some courses. This data will only be shared between staff who have a legitimate need to see it.

iv. We will hold and process your personal data in compliance with our obligations as Data Controller under the Personal Data Protection Act 2010 (PDPA) of Act 709 (which is accessible at: http://www.pdp.gov.my/index.php/my/).

v. We will not share your data with third parties unless we have an appropriate consent from the student, are under a statutory or regulatory obligation to do so or are otherwise permitted to do so under the Personal Data Protection Act 2010 (PDPA) of Act 709.

vi. Anonymised and aggregated applicant data are analysed by the University, for purposes including institutional and statutory monitoring, market research, planning, and teaching and learning, in order to ensure that our processes are fair and effective and our courses best reflect applicant need.

c. Feedback, appeals and complaints

i. We aim to consider all applications fairly and effectively against the published entry requirements and in line with our procedures. We provide feedback on request to applicants whose application has been unsuccessful to enable them to reflect on their progress through the application process. Feedback is usually given in writing, at the discretion of the course admissions staff. To request feedback, applicants should contact the admissions staff for their chosen course.

ii. If applicants or prospective students are dissatisfied with the outcome or treatment of their application, the concerns should be raised firstly with the Admissions staff for the course for which the application was made. Where the concerns remain, applicants are advised to use the Appeals and Complaints Procedure for Applicants which has been established to safeguard the interests of prospective students. The procedure is available on the University's website.

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d. Implementation

    i.   The implementation plan has been developed and will be overseen by the Registrar and Admission & Records Manager with planned reviews at six and twelve months.

e. Monitoring and review

    i.   This policy and related recruitment and admissions procedures and practices across the University are overseen by the Registrar and Admission & Records Manager. Activities or developments that have implications for the policy are considered at each meeting.

1.3.7 New Student Subject Registration

i. New students must register within the first TWO (2) weeks of the commencement of the semester/trimester. Student who fails to register during this specified period without prior approval from the Dean/ Director will be deemed to have rejected the offer.
ii. New students who do not follow the above without any acceptable reason, will have their offer automatically withdrawn.
iii. It is the responsibility of the student to provide accurate and updated personal information. The University shall not be held responsible for errors appearing in a student's transcript, certificate or any other University

1.3.8 Current Student Subject Registration

a. Students must register for every subject taken during each semester/trimester.
b. Students must register for the right code for all subjects.
c. All students must register within the first TWO (2) weeks of the commencement of every semester/trimester.
d. Students who do not register within the stipulated time without prior approval from the Dean/Director to defer registration, consider terminated from university.
e. Students are responsible to notify errors on their subject registration latest by the end of the second week of the semester/trimester.
f. Pre-requisite subjects must be fulfilled before a student is allowed to register for the next subject.
g. A student with any outstanding payments to the University will not be allowed to register for any subjects,

1.3.9 Confirmation of Subject Registration

a. A student must confirm the subject for which subject is registered in the current semester/ trimester no later than the last working day of the add/drop period specified by the University;
b. Confirmation of subject registration will be

1.3.10 Project Paper/Research Paper/Dissertation

a. The number of credit hours for project paper/research paper/dissertation is stipulated by each programme of study.
b. Student is allowed to start their project paper/research paper/dissertation after they have successfully completed and passed all the pre-requisite subject as may be determined under the programme of study.

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1.3.11 Registration in other Institutions of Higher Learning

a. Students, who have registered in AMU, whether on a full-time or part-time basis, will not allowed to register for a programme of study in another institution of higher learning, locally or overseas, without prior approval from the university.

b. Students who do so, can have their candidature in this university terminated.

1.3.12 Adding/Dropping/Withdrawal Subjects

a. Adding/Dropping of Subjects

i. Adding or dropping a subjects is only allowed with the permission of the Dean of Faculty/Director of Centre within the first TWO (2) weeks of every semester/trimester and subject to the compliance of the total credit hours allowed.

ii. Any adding/dropping of subject which is done after the second (2nd) week, the student will be charged full tuition fees or such other penalty as indicated in the Student Handbook.

b. Withdrawal

i. Withdrawal from the programme

Students are allowed to withdraw from the programme latest by week eight (8) of the semester/trimester provided that they maintain a minimum of nine (9) credit hours for undergraduate programmes or one subject for postgraduate programmes. The course fee however, shall not be refunded.

ii. Withdrawal from Examination

Students who have registered for subjects but are unable to sit for the examination due to some unavoidable circumstances may apply for withdrawal from the examination, subject to recommendation of the Dean/Director approval by the Deputy Vice Chancellor, Academic. If the withdrawal is due to illness or injury or extenuating circumstances, the student must furnish the University with a medical certificate or a letter certified by doctor. Upon approval, the student will be given an INCOMPLETE status and the student is required to repeat that particular subject when it is next offered.

1.3.13 Late Registration

In exceptional cases, a student may be allowed to register for a course after the stated time with the approval of the respective Dean of Faculty / Director of Centre.

Duration Of Study
The duration of study for full time and part time undergraduate and postgraduate are given below in Table 1 and Table 2 respectively.

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Table 1: Duration of Study for Undergraduate Programmes

Programme:	Minimum duration of study	Maximum duration of study:
Foundation	1 year	2 years
Diploma	2 years	5 years
Bachelor's Degree	3 years	6 years

Table 2: Duration of Study for Postgraduate degree Programmes

Degree Programme	Type of Candidature	Period of Candidature	
		Minimum	Maximum
Masters by Coursework and Mixed Mode	Full Time	12 months	36 months
	Part Time	24 months	48 months
Masters by Research Degree	Full Time	24 months	48 months
	Part Time	36 months	72 months
PhD/DBA Degree	Full Time	24 months	72 months
	Part Time	36 months	96 months

SECTION 1.4: PROGRAMME GUIDELINES

1.4.1   Core/Elective Courses

a. It is compulsory for students to pass all subjects as prescribed by the Curriculum of Study.
b. In the event the student fails in any of these subjects, the student must repeat the subject until they obtain a passing Grade. However, this requirement should be in line with the respective faculty/center programme handbook.
c. A student may also take an Elective Course. The Elective Course taken may only be repeated replaced by another Elective Course.
d. The best Grade obtained for any repeated subject shall be taken into account in calculating the CGPA for that Student.

1.4.2   Audit/Additional Course

a. Some subjects may be taken as audit/additional subject with the permission and approval of the Dean/Director of the Faculty/Centre
b. A student registered for an audit/additional subject must follow all academic activities and may need to sit for all examinations.
c. Students should note that undertaking additional credits is done entirely at their own risk;
d. Any effect of the workload associated with the additional module(s) will not be accepted as an extenuating circumstance in relation to performance on their degree course;
e. Any credits awarded for the additional module(s) will not appear on the final transcript Confirmation of any details associated with the additional module(s) is carried out exclusively by the faculty(s) offering the module(s)
f. Any credits awarded for the additional module(s) will not be counted when determining either progression entitlement or an award of the University (including interim awards), irrespective of the student's performance in such a module(s) and the Grade will not be counted for the GPA/CGPA calculation but the Grade will be recorded in the transcript.

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SECTION 1.5: CREDIT POLICY

1.5.1   Credit requirement to graduate

a.   Every programme of study in the University has a curriculum structure and set of courses arranged by semester/trimester. Students must be familiar with their curriculum structure and programme requirements. The students are required to fulfil the credit requirements as stipulated in the curriculum structure in order to graduate.

b.   Students must pass all required subjects listed in the curriculum of a specific course of study as stated in the student handbook.

c.   The credits for graduation and the duration of study of a particular course of study are determined by the Faculty/Centre, with the approval of the Senate.

1.5.2   Total Credit Hours for Course Registration

1.5.2.1 Undergraduate

a.   All full-time students must register for a minimum of 12 credit hours and a maximum of 21 credit hours in a regular semester/trimester and a minimum of 6 credit hours and maximum of 10 credit hours in a short semester;

b.   All part-time students must register for a minimum of 9 credit hours in a regular semester/trimester and a minimum of 6 credit hours in a short semester;

c.   The student may register for less than the minimum or more than the maximum credit hours with the approval of the Dean of the respective Faculty/Centre;

d.   The student in the final semester/trimester of study may register for any number of credit hours, subject to a maximum of 21 credit hours to complete the programme of study.

1.5.2.2 Postgraduate

a.   All full-time students must register for a minimum of 9 credit hours and a maximum of 18 credit hours in a regular semester/trimester;

b.   All part-time students must register for a minimum of 6 credit hours and a maximum of 15 credit hours in a regular semester/trimester;

c.   The student may register for less than the minimum or more than the maximum credit hours with the approval of the Dean of the respective Faculty/Centre;

d.   The student in the final semester/trimester of study may register for any number of credit hours, subject to a maximum of 18 credit hours to complete the programme of study.

1.5.3   Credit Earned

1.5.3.1 Credit earned refers to a situation where credit is given to a student based on a similar course(s) taken previously from any programme of the same level in the University. The earned credit hours and Grade(s) are counted as part of the fulfilment of the total credit hours completed for the current programme offered by the University.

1.5.3.2 Conditions for credit earned are as follows:-

a.   An application for credit earned must be lodged using the prescribed form with the Dean/Director of the Faculty/Center for approval not later than week TWO (2) of the first semester/trimester in the first year of study.

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b. All approved subjects will be recorded in the student's record as having been taken and their Grade(s) counted in the calculation of GPA/CGPA.
c. All students are allowed to register for a subject which has been given credit earned status for the purpose of improving the Grade.
d. The Dean/Director must endorse all credit-earned subjects before they are lodged with the Registrar office.
e. The student must obtain at least a minimum "C" Grade for undergraduate programmes and "B" for postgraduate programmes, for them to be eligible for credit earned.

1.5.4 Transfer of Credits

1.5.4.1 General
a. The syllabus of the subject offered for credit transfer must cover at least 80% syllabus of the corresponding subject at AMU.
b. The grade obtained for the subject offered for credit transfer shall be equivalent to at least AMU grade C.
c. The credit value of the subject from the programme to be transferred must be the same or more than the credit value of the subject offered by AMU.
d. Only subjects from accredited/recognized Certificate programmes (MQF level 3)/ Diploma programmes) can be considered for credit transfer.
e. Transfer of credit from a higher-level programme (e.g. Bachelor's degree) to lower program (e.g. diploma) is not permitted.

1.5.4.2 Vertical credit transfer
a. ertical credit transfer is allowed for the following circumstances:
   i. From Diploma to Bachelor's degree level. The maximum transferrable credit is 30% (i.e. approximately one year of Bachelor's degree duration) of the total programme's credit.
   ii. Student who possesses an advanced diploma in addition to a Diploma qualification mayapply for a consideration for credit transfer of up to a maximum of two years of the Bachelor's degree duration. Student may join the third year of the programme if the application is successful.
   iii. From Certificate (MQF Level 3) to Diploma.

1.5.4.3 Horizontal credit transfer
Horizontal credit transfer is allowed in the following circumstances:
a. Student who possesses a qualification and wishes to pursue another programme at the same level as the earlier qualification. E.g.: Possessed Bachelor's degree qualification and wanting to pursue another Bachelor's degree.
   i. If the previous qualification was completed in AMU, no limit is imposed on the credit transfer. The same subject can be considered for credit transfer multiple times provided that the transfer is for programme within the same field (Eg. First degree completed is Bachelor in Information Technology (Hons). Student may use the same subjects from this first degree to credit transfer for subsequent Bachelor of Computer Science (Hons) programme. If the previous qualification is from a different institution, the credit transfer is limited to the extent where the student must complete a minimum of 1 year for Bachelor degree level and 1 semester for the Diploma level in AMU.

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ii. Student following a programme and wishes to change to another programme offered by AMU at the same level and within the same field. This is on condition that he/she meets the requirement of the new program.
- Grade transfer is allowed. In this case, there is no limit to the amount of credit allowed to be transferred.
- If the previous programme is from another institution of higher learning, the credit transfer is dependent on the residential year: student must spend at least 1 year at AMU for Bachelor's degree level and 1 semester at AMU for Diploma level.

Note: Item ii A) When there is an application for a change in programme, both faculties are to discuss and agree on subjects to be allowed for credit transfer.

iii. Student who has failed/been terminated from a programme and wishes to pursue another programme at the same level in AMU.
- No credit nor grade transfer is (including the MPW/MPU subjects) allowed.

iv. Student who quit a programme and wishes to continue another programme at the same level in AMU.
- Grade transfer may be considered. In this case, there is no limit to the amount of credit allowed to be transferred. The subject taken by the student must not be more than FIVE years prior to the registration date of the new programme at AMU.
- If the previous programme was taken from another institution, the credit transfer is dependent on the residential year: student must spend at least 1 year at AMU for Bachelor's degree level and 1 semester at AMU for Diploma level.

v. Student of a programme in AMU who enrol for a few subjects at another institution of higher learning at the same time (for example via mobility or exchange programme)
- Credit transfer is allowed and it must not be more than 30% of the total credit of the programme registered for and it is also dependent upon the mutual understanding of both institutions.

1.5.5   Exemption of Course

1.5.5.1 Exemption refers to a situation where students are exempted from taking certain Course(s) but these courses are to be replaced with other course(s) to fulfil the total credit hours completed for the respective programmes offered by the University.

1.5.5.2 **Students are eligible for credit exemption of courses with the following conditions:**
- a. Students who fail/do not complete / terminated from any programme of study/ other institutions of higher learning programme, are not eligible for any credit exemption
- b. The maximum number of credit exemption cannot exceed 50% of the total credit unit requirement of the programme of study (subjected of MOHE circular No. 1/2011-3/2011) of the total credit units of the programme currently undertaken.

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c. The programme applied for credit exemption must be more than 80% content similarity with the programme offered.
d.   The University reserves the right to conduct a test for the subject to be exempted.
e. The exempted subject must be replaced with other subjetcs to fulfill the total credit hours completed for the respective programmes offered by the University.
f. The student is not allowed to register again for an exempted course for the purpose of improving their grade.

SECTION 1.6: ASSESSMENT

1.6.1   Policy
The purpose of this policy is to outline the process of collecting relevant evidence and making informed judgments to evaluate student learning outcomes. Asia Metropolitan University has designed this policy to ensure that:

a. all student assessment tasks are appropriately designed to determine the extent to which students have met the learning and skills outcome requirements within a course of study and to assist academicians to make decisions about the performance of individual students within a course of study.
b. academic integrity is followed by every AMU Student in all academic undertakings.
c. a firm adherence to a set of values, and the values most essential to an academic community with respect to the intellectual efforts of oneself and others.

1.6.2 Purpose of Assessment
The purpose of assessment is:
a. to promote, enhance, and improve the quality of student learning through feedback that is clear, informative, timely, constructive and relevant to the needs of the student;
b. to measure and confirm the standard of student performance and achievement in relation to a course of study's defined learning outcomes;
c. to reward student effort and achievement with an appropriate grade;
d. to provide relevant information in order to continuously evaluate and improve the quality of the curriculum and the effectiveness of the teaching-learning process.

1.6.3 Forms of Assessment
Normally, assessment of a course will involve a number of different forms of assessment. Some assessment is formative; it is specifically intended to assist students to identify weaknesses in their understanding, so that they may improve their understanding and enhance their learning. Other assessment is summative; its objective is primarily to pass judgment on the quality of a student's learning, generally in terms of assigned marks and grades. Furthermore, critical reflection on the outcomes of assessment tasks, both formative and summative, can inform lecturers and students, not only about the quality of student learning but also about the effectiveness of teaching. The forms of assessment to be utilized for each course will be clearly set out in the documentation given to students at the commencement of each course.

Forms of assessment may include:

i. Written Exams - may take the form of short answer questions, multiple-choice questions and essays, where appropriate.
ii. Written Assignments - may take the form of essays, reports, case studies and portfolios.
iii. Presentations (oral/poster) - students will be assigned with particular topics for research/

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    study topics and will be required to present their findings.

    iv. Practical Assignments/Projects - students may be required to complete a series of practical assignments or a project designed to test students' abilities in clinical settings / under 'real world' conditions.

    v. Objectively Structured Practical Examinations (OSPE) /Objectively Structured Clinical Examinations (OSCE) - student will be assessed on competency and generic skill.

    vi. Clinical Assessment / Clinical Examination - student will be assessed on competency and generic skill on real patients in the clinical setting / mock ward.

    vii. Viva-voce - oral examination of the student's thesis/dissertation.

1.6.4   Notification of Assessment

A fundamental aspect of developing a course is the specification of the prescribed assessment tasks in a way that relates them directly to the course objectives (including expected learning outcomes), the course structure, the teaching methods to be used, and the learning strategies to be fostered. Lecturers will ensure that students are fully informed, in writing, by the end of the first week of the term, about course objectives and expectations, including the assessment requirements. The details of all assessment tasks will be stated clearly in the course outline, which will include a statement of the objectives of the course; its assessment plan, including weightage allocated to each assessable component and the links to the learning outcomes for each assessable component; related submission dates; deadlines and penalties in a way that is appropriate to the academic level of the students. (Refer to SOP Exam/01 5.0)

1.6.5   Timing and Weight of Assessments

Students are expected to reach the objectives of a course progressively throughout a semester. They will be set tasks during the semester that allow their progress to be evaluated against established criteria. Such tasks will contribute to the final assessment in a course. *(Refer to COPPA 2017)*

Assessment tasks will be designed carefully, first, to keep in proportion student time commitment and the weightage of the assessment task in the overall assessment, and second, to reflect, as far as possible, the importance of each task in determining the effectiveness of students' having met the course objectives. This might mean that an important task, such as a final examination, is weighted heavily. Care should be taken to avoid the imposition of a heavy imbalance of assessment load toward the second half of the semester.

One or more assessment tasks will be set, submitted, marked and returned to students by the midpoint of a course. Although students need regular feedback on their progress, set assessment tasks should be kept to the minimum that is sufficient to enable students to make judgments about their progress. Due dates for assessment tasks will be well separated in time so as to give students periods of time for reflective learning that are free from the pressure of a looming deadline.

In some disciplines, students are expected to practice skill development continuously. To evaluate students' ability to perform such on-going tasks, consideration should be given to strategies for selfassessment. In this way, students can obtain evidence concerning their level of understanding of the work, while avoiding the stress of frequent formal appraisal by an examiner.

Apart from final examination scripts, all assessed work will be returned to the student,

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preferably in a class context. The student has the right to seek clarification of the assessment result.

Course outlines will advise students at the beginning of a course how all assessment results are to be combined to produce an overall mark for the course *(Refer to constructive alignment portrayal in COPPA 2017).*

In particular, the course outline will make expressly clear:
a. the weight of each task in contributing to the overall mark;
b. the formulas or rules used to determine the overall mark;
c. minimum standards that are applied to specific assessment tasks, and the consequences if such standards are not met (including failure to submit particular tasks);
d. rules regarding penalties applied to late submissions; and
e. precise details of what is expected in terms of presentation of work for assessment.

The course outline will also make clear to students that the aggregated mark for the course will be moderated by Course Coordinators. Moderation may result, in some cases, in a variation of the final grade awarded to the student for the course which is inconsistent with the individual marks awarded to the student for individual assessment items.

Emphasis will be placed on appropriate referencing conventions and requirements, on the degree of cooperation permitted between students, and on what constitutes academic dishonesty and the consequences of committing it as outlined in Exam SOP. *(Refer to SOP Exam/01 5.3.7)*

1.6.7 Submission of Assessment Items

Students are required to submit assessment items at the time and date specified in the course outline. Assessment items submitted after the due date will be subject to a penalty unless the Course Coordinator has given prior approval in writing for an extension of time to submit that item or mitigating circumstances apply.

Assessments should be submitted in the form specified in the course outline or as notified by the Lecturer/Course Coordinator. Where assessment items are submitted electronically, the date and time the email was received or the date the assessment was uploaded will be considered the date and time of submission. Written papers or other physical submissions are to be time and date stamped as a record of receipt.

1.6.8 Penalties for Late Submission

An assessment item submitted after the assessment due date, without an approved extension or without approved mitigating circumstance, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 5% of the total mark applicable for the assessment item, for each day or part day that the item is late (a 'day' for this purpose is defined as any day on which the relevant campus administration is open). Extensions to assignment deadlines based on mitigating circumstances shall be at the discretion of the Lecturer/Course Coordinator, and will be granted in writing. Mitigating circumstances are circumstances outside of the student's control that have had an adverse effect on the student's work or ability to work.

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1.6.9   Assessment Feedback

Timely feedback to the student throughout the semester is considered an essential component of the teaching and learning process. Feedback will be provided by a variety of methods including informal discussions in lectures and tutorials, review of individual marked coursework and review of marked examination papers on request.

1.6.9   Coverage and Duration of Final Examination

Final examination questions should be comprehensive or at least be covering all major topics in the course and should reach the levels of the Bloom's taxanomy expected by the level of course. The duration of the final examination may vary between 1.5 hours to 3 hours, depending on the requirement of the programme and the level of the course. The general guidelines are as follows:

Level of study	Forms of Questions	Duration
Diploma and Bachelor	Option 1: MCQs (maximum 40%) Short answer questions + Multiple Essay Questions (60%-100%) Option 2: Short answer questions (maximum 40%) Essay questions (60%-100%)	1.5 hours to 3 hours
PG	courses Essays + short cases	3 hours

1.6.10 Special Consideration

Students whose ability to submit or attend an assessment item is affected by sickness or other circumstances beyond their control, may be eligible for special consideration. No consideration is given when the condition or event is unrelated to the student's performance in a component of the assessment, or when it is considered not to be serious. Student is required to produce a Medical Certificate (MC) or written justification within three (3) working days from the exam date to Examination Department and their respective Dean/Director for clarification on their absence.

When considering the special consideration application, the Head of Programmes may take into account one or more of the following conditions:

a. the student's performance in other assessment in tasks in the course;
b. the circumstances, background, nature and severity of the event;

If an application for special consideration or misadventure is lodged, any one of the following outcomes may ensue:
a. no action is taken;
b. additional assessment or a supplementary examination is undertaken. Additional assessment may take a different form from the original assessment. If a student is granted additional assessment, the original assessment will be ignored;
c. marks obtained for the completed assessment tasks are aggregated or averaged to

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achieve a percentage result; or
d. the deadline for assessment is extended;

The student will be advised in writing of the final decision regarding their application for special consideration at the earliest opportunity. The grade will be recorded as "I" (Incomplete) a supplementary assessment is approved. This is a temporary grade only and must be finalized before the end of the following term.

1.6.11 Additional Assessment/Additional Examination

There are three (3) circumstances which allow a student to submit additional coursework or resit an examination, i.e.:
a. Where a student marginally fails a course of study (i.e. usually has achieved a score of 46%-49%) the student will be offered the option of completing additional assessable work which, if completed at the prescribed standard, will result in the student passing the course. The grade awarded after the additional assessment is finalized is limited to C or F. If the student does not take up the opportunity to complete additional assessment work the grade resolves to an F.
b. If a student passes a course (C or higher), but the student fails the continuous coursework. The grade awarded for the coursework component after the additional assessment is finalized is limited to B- or F. This provision is only applicable for the programmes whose programme standards require students to pass both coursework and final examinations in order to pass a course.
c. If a student passes a course (C or higher), but the student fails the final examination. The grade awarded for the final examination after the resit is finalized is limited to B- or F. This provision is only applicable for the programmes whose programme standards require students to pass both coursework and final examinations in order to pass a course.

1.6.12 Grading System

The grading system, Grade and quality points shall be according to the grading scheme as per student handbook.

Mark Range	Grade	Average Grading Points	Achievement	Remarks
80.00–100.00	A	4.00	High Distinction	Excellent. First Class Standing. Superior Performance showing comprehensive, in-depth understanding of the subject matter. Demonstrate initiative and fluency of expression.
75.00 – 79.00	A-	3.67	Distinction	
70.00 – 74.00	B+	3.33	Credit	Very Good. Second Class Standing. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies.
65.00 – 69.00	B	3.00	Credit	
60.00 – 64.00	B-	2.67	Credit	
55.00 – 59.00	C+	2.33	Pass	Satisfactory. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline.

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50.00 – 54.00	C	2.00	Pass	Pass. Some understanding of principles and facts but with definite deficiencies
45.00 – 49.00	C-	1.67	Redeemable fail	Pass. A passing grade indicating marginal performance. Student not likely to succeed in subsequent courses in the subject. Maximum grade awarded is 'C'
40.00 – 44.00	D+	1.33	Redeemable fail	
35.00 – 39.00	D	1.00	Redeemable fail	
0.00– 34.00	F	0.00	Fail	Fail. Knowledge of principles and facts is fragmentary; or student has failed to complete substantive course requirements.
	I		Incomplete	Temporary grade.
	W		Withdrawal	Withdrew from a course.
Postgraduate only	IP		In-Progress	Satisfactory progress of research work.
Postgraduate only	UP		Unsatisfactory Progress	Unsatisfactory progress of research work.
Postgraduate only	TE		Thesis Examination	Thesis examination period.

Postgraduate students must maintain a good standing of 3.00 CGPA throughout their studies. Students whose CGPA is below 3.00 will be placed on academic warning or probation and require an academic improvement plan to be approved by the Programme Head. Students failing to maintain a minimum grade of 3.0 CGPA at the time they are ready to register for graduation will not be allowed to graduate until the student has successfully improve his/ her CGPA to a 3.0 or above. In most circumstances, this will require the student to repeat a course or courses already taken with the goal of improving his/her grade in that course or courses. Any grade B- and below will be considered as not having achieved good level.

a. **Incomplete Grade ('I')**
    A temporary 'I' grade will be awarded to a student who is unable to complete the course requirements. A student must complete the part of the requirement of the course requirements within the first four (4) weeks of the subsequent semester. All complete grades must be submitted within the first twelve (12) weeks of the subsequent semester. The number of 'I' grades for any student in one semester shall not exceed two, unless it is recommended by the Faculties or Centre of Studies. However, an 'I' grade shall not be given to students who:

    I.   are absent from an end-of-semester examination;
    II. are barred from taking the end-of-semester examination;
    III. wish to improve their grades;
    IV. lack potential to be on good standing when the grade is finalized.

b. **Independent Research Work**

    I.   Satisfactory Progress Grade (IP)
         The satisfactory progress (SP) grade is awarded for courses that require independent research or any similar courses which may continue beyond one semester. A student preparing his research work is awarded the 'SP' grade only if the report submitted by his supervisor indicates satisfactory progress.

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    II.   Unsatisfactory Progress Grade (UP)

        Whereas students will be awarded the 'UP' grade if the report submitted by his supervisor indicates unsatisfactory progress. A student who obtained unsatisfactory progress (UP) for two (2) consecutive semesters shall be dismissed from the programme upon the endorsement of the SSCA.

c. Withdrawal from a Course (W)

A student can apply to withdraw from any courses that he has already registered for. The student must apply before week eight (8) of a regular semester or. Students are allowed to withdraw from the courses latest by week eight (8) of the semester/trimester or week four (4) of a short semester The course fee however, shall not be refunded. To withdraw from a course, a student must get the approval from Dean/Director/Head of the respective faculties or centres.

The total credit hours after the approval must not be less than nine (9) credit hours for undergraduate programmes or three (3) credit hours (one course) for postgraduate programmes. must not be less than the minimum academic workload. The student will be charged a fee of RM100 to withdraw from a course and a 'W' grade will appear in the student's transcript. A withdrawn course will not contribute to GPA and/or CGPA computation. The course fee paid can neither be brought forward nor refunded.

1.6.3 Academic Standing

The status of a student in a semester/trimester is determined by:

a. The results of the examinations of the previous semester/trimester;

b. The student's status in the previous semester/trimester.

Good Standing:

Undergraduate:

A student must obtain a CGPA of at least 2.00 and above (CGPA ≥ 2.00) to earn a Good Standing status and be able to continue the subsequent semester/trimester.

Postgraduate:

A student must obtain a CGPA of at least 3.00 and above to earn a Good Standing status and be able to continue the subsequent semester/trimester

Probation:

Undergraduate:

A student whose CGPA falls less than 2.00 (CGPA<2.00) in any semester/trimester shall be placed under the Probation status and is divided into two categories :

Postgraduate:

A student whose CGPA falls less than 3.00 (CGPA<3.00) in any semester/trimester shall be placed under the Probation status and is divided into two categories

a. Probation 1

Undergraduate:

A student is given upon achieving a CGPA of 1.00 to 1.99 (1.00<CGPA)in a semester/trimester.

Postgraduate:

A student is given upon achieving a CGPA below 3.0 in a semester/trimester.

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b. Probation 2

Undergraduate:
A student is given upon achieving CGPA of less than 2.00 (CGPA <2.00) in the consequence semester/trimester after Probation 1.
Postgraduate:
A student is given upon achieving CGPA of less than 3.00 in two consecutive semester/trimesters

Weak Standing:

Undergraduate:
This refers to students' level of achievement whose CGPA of at least 2.00 and above (CGPA >2.00), but with GPA less than or equal to 1.99 (GPA<1.99).
Postgraduate:
This refers to student's level of achievement whose CGPA of at least 3.00 and above (CGPA ≥3.00), but with GPA less than or equal to 2.99 (GPA ≤2.99).

Dismissal:

Undergraduate:
A student shall be dismissed from the programme if they fulfills at least one of the criteria below :
a. Obtained a CGPA less than 2.00 (CGPA<2.00) for 2 consecutive semesters/trimesters for long semesters/trimesters.
b. Obtained a CGPA less than 1.00 (CGPA<1.00) in any semester/trimester.
Notes: However, prior to the dismissal, the student will be sent for a counseling session to track their academic performance upon recommendation from the faculty/center.
Postgraduate:
Obtained a CGPA less than 3.00 (CGPA<3.00) for 3 consecutive semesters/trimesters.

1.6.14 Failure/Repeating a Subject

a. The student who has failed a subject must be allowed to repeat the subject immediately in the subsequent semester/trimester or when the subject is offered until they obtains a pass Grade;
a. The student may take a subject with the purpose of improving their CGPA as/when the subject is offered by the faculty/centre. The highest grade obtained shall be included in computing the students CGPA.
a. The student needs to pay all required fees for the subjects taken.

1.6.15 Graduation

A student qualifies to graduate when they:
a. Is a registered student of a programme of study and has fulfilled the condition requirements of the programme including the following;
   i. Fullfill the total credit hours as stipulated in the student handbook to review all matters related to students who are eligible to graduate and recommendation to through Senate Sub Committee Graduation (SSCG) before endorse at the University Senate level.
   ii. Successfully attained the programme learning outcome as stipulated in the programme handbook.
b. Has achieved a Cumulative Grade Point Average of not less than 2.00 (For undergraduate) and 3.00 (for postgraduate) been approved by Senate; and has submitted the application

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to Postgraduate not later than four (4) weeks before the end of the semester/trimester he/she expects to Postgraduate

c. Is recommended by the respective Faculty and approved by the University Senate.
d. Students graduating from postgraduate programme by coursework must fulfill the requirements stated in their respective programme handbook.

1.6.16 Deans' List

The dean's list is entitled for undergraduate programmes only. The award will be given to students who fulfilled the criteria:
a. Minimum 12 credit hours and above in any particular semester/trimester
b. Obtained GPA of 3.67 and above

SECTION 1.7: PROGRAMME STANDING

1.7.1   Re-admission
a. The Senate may consider an appeal made by a student who has failed to complete the programme provided that the student has made an appeal to the Faculty/Centre within TWO (2) weeks after the results are released.
b. The student may, in the new semester/trimester, apply to the same programme or different programme subject to the current admission requirements of the programme.
c. The student will be registered as a new student, and will start his/her study with a new CGPA and GPA [whereby accumulative credit and obtained credit are ZERO (0)].
d. The readmitted student may request for credit earned for similar courses already taken and passed in the previous programme.
e. A student is allowed to be readmitted to the same programme only once.
f. Nevertheless, readmission to another programme is allowed upon the recommendation of the respective Dean/Director of that Faculty/Centre.

1.7.2 Deferment of Study

1.7.2.1 Successful Applicants
a. Applicants who have been accepted into a programme of study but have not yet to register yet can opt to defer their registration by sending in a written application to the Dean/Director of the respective Faculty/Centre. The total deferment period in the study must **not exceed ONE (1) year**.

1.7.2.2 Students currently Pursuing Programmes at AMU
A student who wishes to apply for a deferment must satisfy the following requirements:
a. Deferment of studies may be given for a **maximum of TWO (2) consecutive** semesters/trimesters in one approval.
b. Total deferment period in the study must **not exceed ONE (1) year**. However, a student, under extenuating circumstance, may be allowed to defer ONE (1) more semester/trimester after the stipulated period with the approval of the respective Dean of Faculty / Director of Centre.
c. All applications for deferment must be in writing and to be addressed to the Deputy Vice Chancellor, Academic.
d. Students who are permitted to defer on medical grounds must produce medical evidence that they are fit to return to study before being permitted to register.
e. All successful applicants for deferment are exempted from paying the necessary fees and the length of absence is not considered as part of the period of study.

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1.7.3 Withdrawal from Programme

a. A student who wishes to withdraw from their registered programme must forward an official letter of withdrawal to the Dean of Faculty / Director of Centre.

b. Fees may only be refunded to students under the following circumstances :
   i. In any case, registration fee will be forfeited regardless of time frame. For all programmes, registration fee payment will be forfeited.
   ii. All deposit will be refunded after students has submitted their clearance form and surrendered their matric card.
   iii. Refund on tuition and accommodation fees:
   - withdrawal **within day 1 to day 7** after the official registration day, 100% of the fee paid upon registration (referring to the payment structure of registration day for respective programme) will be refunded.
   - Withdrawal **within 8 to 21 days** after the official registration day, 50% of the tuition paid upon registration will be refunded. **After 21 days**, there is no refund for tuition fees.

Any student withdrawing from the University with outstanding fees will be contacted by letter. Should this fail to secure the payment; they may refer to the University's finance department.

1.7.4 Change of Programme

Change of programme of study is not encouraged. However, the University may consider an application to change a programme that is made by a full-time student within the same Faculty/Centre or to another course offered in another Faculty/centre provided that:

a. The student who wishes to change to another programme is required to fulfil the current entry requirements of the new programme, subject to the approval of the respective Dean(s)/Director(s) and university senate approval

b. The student must apply in writing to the Dean/Director/Registrar office prior to the commencement of the new semester/trimester or Application to change the programme must be made **within TWO (2) weeks** after the examination result have been released by the university

c. The student who has been given approval to change their programme of study will be given Credits Earned.

d. A student is allowed to change the programme **ONCE** only during their programme of study.

e. A student has to pay non-refundable fee of **RM300.00** when applying for a change of programme.

f. A research intent must be enclosed with the application to change a programme by course work to a programme by full research or from research programme to another research programme.

g. An approval for the new programme will be effective once approved by the Senate.

h. Any differences of fees due to change of programme are to be borne by student and any axcess fees paid by student for the previous programme will not be refunded.

1.7.5 Change of Study Centre
A Student is allowed to change his current study of faculty/centre provided that:
a. the student maintains the same programme;
b. the approval of the Head of Regional Centre/Dean/Director and
c. the application is submitted in writing to the Dean/Director/Registrar prior to the commencement of the new semester/trimester.

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1.7.6 Appeal against Dismissal

I. A student who is dismissed because of his/her inability to fulfill the requirements to proceed with his/her studies may make an appeal to the Dean of the Faculty/Director of the Centre.

II. The procedures to make an appeal are as follows:
   a. Student must submit his/her application **within two (2) weeks** of the declaration of results;
   b. Student must pay an application fee of **RM100.00**;
   c. The Faculty/Centre will establish a Faculty/Centre Students Appeals Committee, consisting of three (3) persons, to look into the student's petition;
   d. The matter will then be taken up to the Senate Appeals Committee for deliberation and decision.
   e. The decision of the Senate Appeal Committee will be final and will be reported to Senate for endorsement.

1.7.7 Appeals against Grade

I. Writing an appeal to recheck the final examination marks (grade) of a subject must be made in writing no later than 2 weeks after the examination result is released upon endorsement by the University Senate. Any appeal after that shall not be considered.

II. A student needs to fill in the Review Answer Script Form at the Examination Department office.

III. The student shall pay a non-refundable administrative fee of RM100 for each subject that they are appealing against.

IV. Appeal Process
   a. Upon received of the letter of appeal, the Dean of Faculty/ Director of Centre may then form a panel of examiners to remark the examination answer script. The panel members shall consist of Head Department of the respective area, the course coordinator / lecturer and an independent lecturer.
   b. The grade awarded by the panel, after being endorsed by the Sub Senate Committee Examination, shall be conveyed to the student and recorded in the student's record / examination result by the Examination Department. The decision made by the University Senate is considered final and further appeal may not be entertained.

SECTION 1.8: EXAMINATION

1.8.1 Final Examination

a. Final Examination is held at the end of every semester and all students are required to sit for these examinations in order to fulfill the requirements of the programmed they are undertaking.

b. Students are only allowed to sit for the subjects they have registered for as shown in the Examination slip

c. Students need to meet the minimum requirement 80% attendance and other such requirements as deemed necessary

d. A student can only sit for this examination once.

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1.8.2 Special Examination

a. Absence from final examination will not be allowed except on medical grounds on the day of examination.
b. Students must provide the Medical Certificate (MC) or written justification to respective Dean/Head of Centre and Examination Department for any days of absence within three (3) working days from the exam date.
c. The medical certificate or written justification must be verified by the Head of Program and Dean.
d. The special examination shall be conducted within two (2) weeks after the final examination week unless the student is on prolonged medical leave. In this case, the student will have to request for deferment.
e. A student on medical leave for pregnancy or prolonged illness will not be allowed to sit for the special examination unless he/ she fulfill the 80% attendance requirement.

1.8.3 Re-Sit Examination

i. Re-sit exam are conducted for students who have scored a redeemable fail of C- to D during Final Exam and student scored C grade and above BUT not achieved minimum passing marks for all assessment components (continuous assessment/ final exam/ etc.) - applicable for relevant programmes only.
ii. Re-sit examination is not applicable on lab-based courses/ practical work/ clinical work.
iii. The exams shall be conducted as follows:
    a. First re-sit examination to be held 2 weeks after results are released.
    b. Second re-sit examination to be held 2 weeks after the first re-sit examination.
iv. Timetable for re-sit examination will be prepared by the Examination Department 2 (two) days after result was published through student portal. The timetable will be announced and published at the student portal.
v. The list of re-sit students, subject details and re-sit exam timetable will be forwarded to HOPs after announcement of re-sit examination timetable.
vi. HOPs are responsible to ensure all re-sit students to register (fill up the re-sit form) and students to make the necessary re-sit paper payment before sitting for the examination.
vii. Grade to be awarded is limited to B- (B minus) only.
viii. Students who fail after the second attempt of re-sit examination will be required to repeat the subject when it is next offered.
ix. Form required: Re-sit examination registration form
x. Payment of re sit examination:

Re sit Examination Fee	Remarks
• **RM100**/ subject for first attempt.	• Student scored C- to D grade during final exam. • Student scored C grade and above **BUT** not achieved minimum passing marks for all assessment components (continuous assessment/ final exam/ etc.) - *applicable for relevant programmes only.*
• **RM300**/subject for second attempt.	• Student scored C- to D grade during 1st attempt re-sit exam. • Student scored C grade and above **BUT** not achieved minimum passing marks for all assessment components (continuous assessment/ final exam/ etc.) in 1st re sit attempt - *applicable for relevant programmes only.* • Student absence during 1st re-sit attempt.

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1.8.4   Retake Examinations

i.   Students who are required to meet the minimum requirement for graduation or wanting for better grades are given opportunity to improve their grades. This shall be considered on a case by case basis upon approval from the respective Faculty or Centre.

ii.   Grade replacement for the subjects with 'B' grade and below.

iii.   Students must fill in the application form together with a letter to be approved by the DVCA prior to sitting for these examinations.

iv.   The examination shall be conducted **within two (2) weeks after the application is approved**.

v.   Students are given **only one (1) opportunity** for each subject to improve the grade.

vi.   Form required: Retake examination registration form

vii.   Examination fee of **RM 200 per credit hour** is payable to Finance Department prior to sitting for the examination.

1.8.5   Repeat Subject

i.   Students who obtained a grade "F" in any subject in the final examination, students who were barred from taking final examination for any semester and student who fail to turn up re sit papers are required to sit for repeat examination.

ii.   The number of times a student is allowed to repeat a required course/ subject is **once**.

iii.   A student has to repeat the course immediately when the course is offered during the following semester.

iv.   The monitoring is done by the respective faculty/ Centre. Such repeating may be by full attendance at lecturer or by independence study or in any other way approved by the Dean of Faculty/ Head of Centre.

v.   The entire subject fee will be charged upon registration for Repeat Subject by Finance Department.

vi.   Form required: Repeat subject registration form

vii.   The repeat fees will be charged according to level of studies (foundation/ diploma/ bachelor/ post graduate) and credit hours for the subject.

Repeat Subject Fee
•   Foundation: RM300/credit hour
•   Diploma: RM400/ credit hour
•   Bachelor: RM600/credit hour

1.8.6   Eligibility to Sit for Examination

a.   Eligibility for a student to be admitted to any final includes:
   i.   He/ she is officially registered in such course
   ii.   He/ she has fulfilled the required 80% attendance and other course requirements
   iii.   He/ she has fulfilled the financial requirements.
   iv.   He/ she has fulfilled the online survey assessment.

b.   Examination slip will be released by the Examination Department at least 1 week before final examination and student complete the assessment form. It is compulsory for

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students to :
  i.   Print the examination slip through student portal.
  ii. Students will not be allowed to sit for the examination if they failed to show the exam slip before entering the exam venue.

1.8.7 Attendance

a. Students must attend all teaching learning sessions and course activities such as lecturers/workshops / tutorials/ laboratories /industrial training / internship and others as stipulated in the curriculum.

b. Students with less than 80% attendance from the total contact hours for every course, without any reason are not allowed to sit for the final examination (prior to Dean/ Director of Faculty/Centre approval and decision). Student is considered fail and given an 'F' notation.

c. The university has the right to review the medical / certificate/medical cert or any other documents, based on the faculty or centre decision.

d. Attendance of every student is vital. A student who is absent for 3 consecutive days of his/her academic session during the course / semester/trimester will receive a warning letter from the faculty Dean or Centre Director. A copy of this warning letter will be sent to office of the Faculty or Centre and parents.

1.8.8 Barring From Final Examination

a. Any student may be barred from taking final examination if:
  i.   He/she fails to meet any of the above requirements for eligibility to sit for examination. In such a case, the student may be given the chance to appeal.
  ii. He/ she has violated any of the University Regulations.

b. Barring of students from the examination shall be:
  i.   By the Dean of Faculty / Director of Centre upon recommendation of the lecturer and supported by the Course Coordinator in cases of unsatisfactory attendance.
  ii.   By the Finance Department upon failing to meet the finance obligations and the appeals has been rejected.
  iii. Academic Affairs received memo from the Faculty and the list will be given to Examination Department and students cannot sit for the examinations. The faculty will inform directly to the student.

In cases of violation of University Regulations, barring of students from the examination shall be by the Deputy Vice Chancellor (SELS).

1.8.9 Examination Results

a. The final examination results will be announced by the Examination Department after the results have been approved by the Senate Sub Committee Examination (SSCE).

b. The list of dismissed students will be tabled at Senate for approval;

c. The examination results of any student with an outstanding payment to the University will be withheld. Results will be released once the payment has been made;

d. The final examination marks shall remain confidential. A Student shall have no right to view the examination script after it has been marked and the result has been published.

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1.8.10 Conduct of Examination

1.8.10.1 Administrative Order on the Conduct of Examination
All students sitting for examinations are required to comply with the rules governing the conduct of examinations given below and the Administrative Order on the Conduct of Examination read by the invigilator to the students before the examination starts.

1.8.11.2 Attending Examination
The examination slips must be shown to the invigilators during the examination. Candidates without examination slip and Student ID card are not allowed to sit for the examination, except with written permission from the Invigilator.

1.8.11.3 Re-Administration of Examination
The University reserves the right to re-administer an examination as it deems fit in the following situations:
a. A leak in the examination questions.
b. Candidates are not able to sit for the end of course due to natural disasters or any others reason as approved by University Senate

1.8.11.4 Examination Offences
a. Students who have committed a misconduct or academic wrongdoing can be charged with Academic misconduct according to the University and College University Act, 1971, Regulations of the University (Students Disciplinary) and student handbook.
b. It is an offence to introduce into, or use in the examination room, unauthorized materials or aids. Any such materials or aids in a student's possession on entry to the examination room must be deposited immediately with the Invigilator before the examination starts.
c. Any unauthorized materials and aids brought into the examination room and not deposited with the Invigilator must be surrendered to the Invigilator on request. Any materials or aids surrendered may be handed over by the Invigilator to the University.
d. The original materials or aids may be retained by the University at its absolute discretion;
e. Students must not pass any information from one to another during an examination.
f. A student may not act in collusion with another student or any other person, nor copy from another student, nor engage in any similar activity. Any of these activities constitutes an examination offence;
g. Plagiarism is the presentation of another person's thoughts or words as if they were the student's own. Plagiarism is an offence. All work submitted as part of the requirements for any examination must therefore be expressed in the student's own words and incorporate his own ideas and judgements.
h. Direct quotations from the published or unpublished work of another must always be clearly identified as such and a full reference to the source must be provided.

1.8.11.5 Violation of Examination Regulations
In the case of violation of the above rules and regulations, students are subjected to the activity stated in the Student Handbook.

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1.8.11.6   Examination Schedule and Date
   a. It is the responsibility of every student to take note of the announcement by the Examination Department.
   b. The Examination Department will issue the schedule for the final examination or any other examination indicating the place and time for the examination;
   c. The draft of the final examination or any examination schedule must be prepared by each Faculty / Centre and displayed not later than 2 weeks before the examinations begins. Students must take note in order not to make mistakes regarding the date, time, and venue of the examination.
   d. On rare occasions, circumstances may render the cancellation or postponement of an examination. If such circumstances arise the authority to cancel or postpone the examination is vested with the DVCA or any Dean/Director of the Faculty/Centre

1.8.11.7   Absence from Examination
   a. Students who have registered for the course must attend all examination unless due to the following reasons:
      i. On medical grounds or in cases of emergencies with supportive evidence from the treating doctor.
      ii. Due to unavoidable circumstances in which he /she must apply for withdrawal from examination, and submit supportive evidence.
   b. Application for withdrawal from examination must be submitted to the Dean of Faculty / Director of Centre within one (1) week of the examination period.
   c. Application done by memo from the Faculty with the attachment from students' letter and supporting documents. If the withdrawal is due to illness or injury, the application must be accompanied by a medical certificate from supportive evidence from the treating doctor.
   d. Approved for the application will be done by the Dean of Faculty/ Director of Centre.
   e. If application approved, students will be given status of "Taking" for the said subject until student sit for Special Examination.
   f. If application is not approved or student did not attend the examination without valid reason, student will be given an "F". The continuous assessment marks for the said course will be considered as the overall marks.

1.8.12 Semester Result Slip

Examination Department will release the examination result through student portal after the Sub-Senate Committee Examination endorsement.

The University reserves the right to retain the semester examination result if the student fails to observe the rules and regulations of the University.

SECTION 1.9: GENERAL

1.9.1   The right to make decisions
The University Senate reserves the right to make any other decision pertaining to these Academic Regulations as it deems fit.

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Any other action may be taken under any other provision of the Academic Regulations. All implementation guidelines must be observed. However, the Senate is entitled to change the guidelines according to any situation that may arise.

1.9.2 Miscellaneous
The University is not responsible for any consequences arising from the students' failure to comply with these Regulations, Procedures, deadlines or instructions.

The Appendices and Tables in these Academic Regulations will become part of the current reinforcement of the regulations.

SECTION 2: POSTGRADUATE PROGRAMME

2.1 APPLICATION PROCESS

2.1.1 Applications are to be made through a standard application form which can be downloaded from AMU website.

2.1.2 All completed application forms must be submitted to the Admission and Records Department, AMU.

2.2 ADMISSION PROCESS FOR RESEARCH-BASED PROGRAMMES

2.2.1 The Centre for Postgraduate Studies (CPS) will check the proposal submitted to determine resource availability including availability of research facilities (e.g., lab) and qualified supervisors.

2.2.2 CPS will propose the supervisors for the students. A co-supervisor may be appointed from external institutions if needed upon evaluating the proposal submitted by the student.

2.2.3 After receiving feedback from CPS, the applications are tabled in the Sub Senate Committee for Admissions and Enrolments which is chaired by the Deputy Vice Chancellor Academic.

2.2.4 The successful candidate will be given an offer letter by the Admissions & Records Department.

2.3 SUPERVISION FOR RESEARCH-BASED PROGRAMMES

2.3.1 CPS will present the nominated supervisors at Sub Senate Committee Academic (SSCA) and Senate for approval. The main supervisor must be a full-time academic staff of AMU (refer to Appendix A- Nomination of Supervisor Form). The criteria for selecting supervisors (main and co-supervisors) are as follow:

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Table 1: Master's Degree by Research - Supervisor and Co-supervisor

Research	
Principal Supervisor	**Co-supervisor**

i. The principal supervisor must have a doctoral degree.
ii. Where the principal supervisor has a master's degree in the field, the principal supervisor must;
    a. Have at least 5 years' experience in teaching and research; AND
    b. Have co-supervised master's candidate.
iii. The supervisors must go through structured supervisor training
iv. AMU Senate may impose other criteria it deems necessary.
	i. Co-supervisor must have a doctoral degree.
	ii. Where the co-supervisor has only a master's degree in the field, the co-supervisor must have at least 1 year experience in teaching AND research.
	iii. A co-supervisor from the industry or practitioner must at least a bachelor's degree and have at least 5 years of experience in the field at a level appropriate for the dissertation
	iv. The supervisors must go through structured supervisor training.
	v. AMU Senate may impose other criteria it deems necessary

Table 2: Doctoral Degree by Research - Supervisor and Co-supervisors

Research	
Principal Supervisor	**Co-supervisor**

i. The principal supervisor must have a doctoral degree, and
    a. have at least 2 years of teaching experience and research; AND
    b. has supervised master's or doctoral research candidate to completion.
ii. Where a principal supervisor has only a master's degree, extensive experience in research is required in addition to conditions in (i)(a) and (i)(b), and subject to approval by AMU Senate.
iii. The supervisors must go through structured supervisor training.
iv. AMU Senate may impose other criteria it deems necessary.
	i. Co-supervisor must have a doctoral degree.
	ii. Where a co-supervisor has only a master's degree, extensive experience in research is required and subject to the approval of AMU Senate.
	iii. A co-supervisor from the industry or practitioner must at least have a master's degree and at least 10 years of experience in the field at a level appropriate for the thesis.
	iv. The supervisors must go through structured supervisor training.
	v. AMU Senate may impose other criteria it deems necessary.

2.3.2   In circumstances where supervisors leave the university, they must ensure that prior to their departure, the Director of CPS is notified. In this situation, the Director of CPS must ensure that alternative and acceptable supervision arrangements are put in place.

2.3.3   Where the supervisor is likely to be absent from the University for an extended period, the Director of CPS should ensure that some appropriate arrangements are made for advising the candidates and that the progress of a research candidates is not severely affected by the absence of the supervisor.

2.4   DURATION OF CANDIDATURE

2.4.1   A candidate who is registered for postgraduate degree must fulfill the duration of candidature as follows:

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Table 7: Duration of Study for Postgraduate Programme by Research

Degree Programme	Type of Candidature	Period of Candidature	
		Minimum	**Maximum**
Masters by Coursework and Full Time	Full Time	12 months	36 months
	Part Time	24 months	48 months
Masters by Research Degree	Full Time	24 months	48 months
	Part Time	36 months	72 months
PhD Degree	Full Time	24 months	72 months
	Part Time	36 months	96 months

2.5   PROGRESS MONITORING

2.5.1   A candidate is required to have formal regular meetings with his/her supervisor(s). Candidates need to use the consultation form (Appendix B – Dissertation/Thesis Consultation Form). The form must be submitted to the supervisors together with Thesis/Dissertation Progress Report (Appendix C).

2.5.2   A candidate is required to defend his/her proposal within the stipulated period (refer to Section 7.0).

2.5.3   Every candidate must submit a 6-monthly progress report in June and December as shown in Appendix B-Thesis/Dissertation Progress Report.

2.5.4   The report would be evaluated by the main supervisor and co-supervisor (if any). The evaluation is based on the progress made by the candidate, difficulties encountered and their future plans. The report may include seminar attendance, scientific meetings, training courses, etc.

2.5.5   The supervisors will grade the progress of the candidate either as a Satisfactory Progress (IP: In-Progress) or Unsatisfactory Progress (UP) based on the six-monthly progress report submitted by the candidate at the end of each semester. Failure to submit the six-monthly report will result in the candidate being automatically given a 'UP' grade. A candidate will have his/her candidature terminated after obtaining 2 consecutives 'UP' grades.

2.6   PROPOSAL DEFENCE

2.6.1   A candidate is required to pass a proposal defence (PD). The expected time line for PD is as follows:

Programme	Minimum Candidature	Maximum Candidature for PD
Master Science by Research	2nd Semester (FT)/ 4th Semester (PT)	3rd Semester (FT)/ 6th Semester (PT)
Doctor of Business Administration	5th Semester (Year 2 (FT)/7th Semester (Year 3) (PT)	8th Semester (Year 4) (FT)/ 11th Semester (Year 5) (PT)
PhD	3rd Semester (FT)/ 6th Semester (PT)	5th Semester (FT)/ 8th Semester (PT)

2.6.2   The requirements for PD are as follows:
a.   The candidate must have completed the Research Methodology class or is able to demonstrate his/her research capacity based on prior research experience.

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    b.   The student must have written three (3) chapters (Introduction, Literature Review and Research Methodology) and approved by the supervisor(s).

    c.   The student must have the instruments ready (for questionnaire-based data collection).

2.6.3   The composition of examiners:

Programmes	Internal Examiner	Minimum Academic Qualification
Master Science by Research (Management)	1(one)	1. DBA/PhD or 2. Master's degree with at least 5 (five) years of teaching and research experience in the field
Master Science by Research (Health Science)	1(one)	Master Degree holder plus Clinical experience/PhD
Doctor of Business Administration	1(one)	DBA/PhD
PhD	1(one)	DBA/PhD

2.6.4   The PD session is open for others to join and participate in question and answer (Q&A) session.

2.6.5   Refer to:
    a.   Appendix D - Nomination of Examiner Form for PD and Viva-Voce,
    b.   Appendix E – Proposal Evaluation Report,
    c.   Appendix F - Chairman Report of PD,
    d.   Appendix G - Proposal & Dissertation Correction Form - Research degrees, and
    e.   Appendix H - Guideline for Oral Examination for Research Degree

2.6.6   At the end of the PD, the panel of examiners would make a joint decision on the outcome of the PD. The panel would decide on one of the following:
    a.   Pass without correction; or
    b.   Pass with minor corrections - to complete the corrections required within three (3) months; or
    c.   Pass with major corrections to complete the corrections required within six (6) months; or
    d.   Resubmission for re-defence to complete the corrections required within nine (9) months to twelve (12) months; or
    e.   Failure

2.7   DEFERMENT OF STUDIES (LEAVE OF ABSENCE)

2.7.1   A student may apply for deferment period (or leave of absence) at any one time for one (1) semester and for a maximum of one (1) academic year throughout his/her study period. The administrative fee for an application for deferment of studies is RM100 or as determined by the Senate from time to time. An application for leave of absence shall be made to the Supervisor and the Head of Programme of the respective Centre of Studies for approval and thereafter CPS shall submit the decisions to the SCCA for endorsement. A student must have a registered status when applying for a leave of absence. Deferment of studies may be counted or not counted as part of the student's duration of study period subject to approval by the SCCA meeting. The SCCA has the prerogative to decide on applications for deferment of studies.

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2.7.2   For international students, the approved deferment must be accompanied with your confirmed air ticket to return to home country during the specific period of deferment. In the case of students undergoing the English Intensive Programme, the norm allowable deferment period at any one time is one (1) level/calendar month. Requests for subsequent deferment of semester are unlikely to be granted but may be considered on a case-by-case basis, depending on the circumstances.

2.7.3   Absence for two (2) semesters or eight (8) months (whichever is longer) without notification will result in automatic termination of your studies. If you wish to continue with the programme, you need to re- apply as a new student.

2.7.4   Procedure for Deferment

The request for deferment must be accompanied by a duly completed Application for Deferment Study Form (Appendix H), and a confirmed air ticket indicating the departure date (for an international student). The student must seek approval from the relevant Centres/Faculties as stated in the form before submitting the duly completed form to the CPS. In the event the deferment is on medical grounds, supporting documents from the respective medical centre is required. The deadline for a deferment request is stipulated in the academic calendar. The request for deferment should be made and finalized by the stipulated deadline.

2.7.5   Fees During Deferment

When approval is granted for a deferment request made for the following semester, the tuition fees payable for the deferred semester will be exempted. However, if the deferment is for the existing active semester, the fees will be ascertained by the Bursar Office.

2.8   EXTENSION OF CANDIDATURE

2.8.1   An application for extension must be made two (2) months prior to the date of the expiration of the candidature.

2.8.2   This application must be made officially to the Director of CPS.

2.8.3   The decision on the application will be made by Senate Sub Committee of Academic (SSCA).

2.9   TERMINATION OF CANDIDATURE

2.9.1   The University Senate reserves the right to terminate a student if his/ her progress is found to be unsatisfactory or he/ she has reached his/ her maximum period of candidature.

2.10   PREPARATION OF THESIS/DISSERTATION

2.10.1   Thesis is to be written in English using the format described in the document "Asia Metropolitan University, Guide to the Preparation of Thesis/Dissertation/Project".

2.10.2   The University takes a very strong stand against plagiarism. Plagiarism at any point

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of a students' course, whether discovered before or after graduation will be investigated and dealt with appropriately by the University. Plagiarism is the use of another person's work without proper acknowledgement. It includes copying published or unpublished work, either wholly or partly (Refer to the section on plagiarism in the Academic Policy on Assessment).

2.11   STANDARD OF THESIS/DISSERTATION

2.11.1 PhDs/DBAs/Masters by Research Degree are awarded for creation and interpretation of knowledge, which extends the forefront of a discipline through original and independent research. Holders of PhD/DBA/Masters by Research Degree will be able to conceptualize, design and carry out research for the generation of new knowledge.

2.12   SUBMISSION OF THESIS/DISSERTATION

2.12.1 Students are required to submit the form CPS/ Exam, at least 3 months prior to submitting his/her thesis/dissertation (Refer to Appendix K - Notice of Submission of Thesis/Dissertation).

2.12.2 The student's status must be active and no outstanding fees at the time of submission the notice.

2.12.3 Student are required to submit 5 copies of his/her thesis/ dissertation.

2.13   THESIS EXAMINATION (TE) GRACE PERIOD

2.13.1 The student who has submitted his thesis/dissertation to CPS for the evaluation by the examiners, will be given a Thesis Examination (TE) status. The maximum period allowed for 'TE' status is an additional of two (2) months after the thesis correction period. If the student does not submit the bound thesis/dissertation in time within this period, CPS may terminate the student with the recommendation of the SSCA.

2.13.2 The student with a 'TE' status does not need to register. During this period, the student will not be required to pay tuition fees but they may be required to pay resource fees (such as library and lab fees).

2.14   APPOINTMENT OF EXAMINER(S)

2.14.1 When the candidate submits the Notice of Thesis Submission, the Centre for Post Graduate Studies/Faculty needs to nominate the examiners to Sub Senate Committee Academic (SSCA) for endorsement and to Senate for approval (for research mode degrees and DBA)

2.14.2 For coursework/mixed mode master's degrees, one internal examiner in the field will be appointed to evaluate the student's project together with the supervisor. Only a written report is required and no requirement for presentation.

2.14.3 For Master's by Research programme, one external examiner and one internal examiner are to be appointed and the approval of the examiners is done at the SCCA meetings.

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2.14.4 For PhD/DBA programmes, one external examiner and one internal examiner are to be appointed. More than 2 examiners may be required in a multidisciplinary dissertation/thesis.

2.14.5 The criteria for selection of the internal and external examiners are as follow:
a. Examiners must have the minimum qualification of no less than the supervisor. Where examiners are without the required qualification, they must have sufficient experience in relevant fields and the appointment must be subjected to the approval of the AMU Senate.
b. Examiners must be from the field/s related to the research of the candidate under evaluation.
c. Examiners have supervised candidates at the relevant level.
d. Examiners must be engaged in research and have produced credible publications or equivalent works.
e. Examiners from the industry can be exempted from requirements in (c) and (d).
f. Examiners need to examine the thesis in a time period given, i.e., two (2) months for a PhD/DBA and one (1) month for a Master's by Research degree.
g. Examiners are required to submit their report using the form provided as
h. shown in Appendix I -Thesis Evaluation Report for Examiner_new.docx.

2.15   VIVA-VOCE (ORAL EXAMINATION)

2.15.1 Students pursuing research mode postgraduate degrees are required to attend the viva voce session which is scheduled by CPS as soon as all reports from the external and internal examiners have been received. Refer to:
a. Appendix D -Nomination of Examiner Form for PD and Viva-voce,
b. Appendix J -Thesis/Dissertation Evaluation Report,
c. Appendix H- Guideline for Oral Examination for Research Degrees, and
d. Appendix K - Chairman Report of Viva-voce

2.15.2 At the viva-voce, the student will appear before a panel comprising:
a. Examiners;
b. Chairman of the session (appointed by the DVCA),
c. Director of CPS (or representative),
d. Supervisor(s) (as observer(s))

2.15.3 At the end of the viva-voce, the panel of examiners would make a joint decision on the outcome of the viva-voce. The panel would decide on one of the following:
a. Pass without correction; or
b. Pass with minor corrections – to complete the corrections required within six (6) months; or
c. Pass with major corrections - to complete the corrections required within twelve (12) months; or
d. Resubmission for re-viva - to complete the corrections required within twelve (12) to eighteen (18) months; or
e. Failure

Refer to Appendix F - Chairman Report of PD & Viva voce and Appendix F-Proposal Thesis & Dissertation Correction Report- Research degrees.

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GUIDELINE FOR EXAMINERS

Recommendation	Recommendation Guidelines
Pass	The candidate is awarded a Doctor of Philosophy/Doctor of Business Administration/ Master Degree by Research subject to changes/ corrections in his/ her thesis as listed in the Panel of Viva report. **This recommendation is made if the thesis:** i. Does not require revision/ Has no problems; ii. Requires text editing, formatting of tables and/ orfigures, corrections of grammar, spelling, typos etc.; iii. Requires a little addition of relevant information; iv. Requires explanation pertaining to several short sections in the text; v. Does not require additional experiments, collection of new data or extensive revision; vi. Ends with a conclusion that does not differ much when revised.
Resubmission	The candidate is allowed to resubmit his/ her thesis after he/ she has made changes/ correction in his/ her thesis as listed in the Report of Thesis/Dissertation Evaluation. This thesis must be reexamined and the candidate must attend another viva-voce. Reexamination must be done by all original examiners. Maximum duration for revision is 1.5 years. **This recommendation is made if the thesis:** i. Has major weakness(es) that can be addressed and improved upon, with additional work; ii. Requires major revision on the theoretical framework; iii. Requires additional experiments, statistical analyses, revision of a large body of text, and expansion of the literature review.
Fail	The candidate is not awarded a Doctor of Philosophy/ Master's Degree and is not allowed to resubmit his/ her thesis. **This recommendation is made if the thesis:** i. Has substantial weaknesses making the thesis to be below acceptable standards which cannot be addressed even with additional work or corrections; or ii. Has weaknesses that cannot be corrected; or iii. Is based on inadequate research; or iv. Has plagiarized work or text.

Code and Conduct

CODE AND CONDUCT

AMU follows the University/ College Act (1967). This act provides the university/college with very broad powers governing the behavior of its students. The university expects its students to be mature and responsible adults who are eventually going to be a good semi professional and professionals. The following rules are to be observed at the university and clinical/ industrial training areas. Failure to abide by the rules and regulations set by the university will result in disciplinary actions and fines.

Behaviors and Manners
1. Students are expected to behave responsibly both within and outside the university campus and to show respect for others and for university property.
2. Rude and disorderly behavior will not be tolerated.
3. Do not vandalize university and public property (ies) in any manner.
4. Be punctual at all times for your lectures, tutorials, practical sessions and other activities.
5. Be polite. Remember to thank all personnel involved with your training programme.
6. Do not smoke within the university premises and in the hospital/industrial training premise.
7. No immoral behavior is allowed including hugging, kissing and holding hands or any other forms of physical contact.
8. Students are not allowed to distribute articles, pictures, CDs and other materials which are obscene and sensitive in nature, which will trigger ill-feelings and discomfort amongst the university community.
9. Students are required to address staffs appropriately and greet them nicely.

Guidelines of the dress code:
a. Any clothing, jewelry or accessories having criminal street gang identifiers, accessories that may be used as weapons, and accessories having drug, sex, tobacco, or alcoholic beverage references or designs is strictly prohibited.
b. Fitting garments may only be worn with another layer of clothing, which meets the dress code.
c. Transparent and/or see-through material is unacceptable.
d. Torn, cut/slashed or frayed material that reveals undergarment is considered inappropriate.
e. No sagging pants are allowed.
f. All students must use appropriate footwear.
g. Hair should be kept neat, clean and reasonably styled.
h. Spiked jewelry are unacceptable.
i. No sandals or slippers to be worn in campus
j. Tube tops, halters and spaghetti straps, and strapless dresses without jackets are unacceptable.
k. The display of cleavage is unacceptable. Low cut blouses, tops and sweaters with plunging necklines are not allowed.
l. Student's ID tag MUST BE displayed at all times within the campus

Note: FAILURE TO COMPLY WITH ANY OF THE ABOVE REGULATIONS WILL BE SUBJECTED TO DISCIPLINARY ACTION.

Disciplinary Procedures
SELS will inform the student in writing, the decision taken and the type of sanction to be imposed once a disciplinary action is brought against a student. The types of sanction could be in the form of:

1. A warning letter
2. A reprimand
3. A counseling session
4. A defined period of probation with conditions attached
5. A defined period of suspension, with or without conditions attached
6. Expulsion from the university/college

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7.   Notation on the official record
8.   A penalty up to a maximum of RM500
9.   Withholding the certificate/diploma/degree, or
10.   A combination of any of the above listed sanctions

A letter will be sent to the last registered address of the student, informing parents/guardians of the offence(s) and the sanction(s) taken by way of AR Registered post in addition by electronic mail of the parents. A letter will be forwarded to the sponsoring/scholarship body, for example to PTPTN.

A. Disciplinary Reporting Process
    The process to report a disciplinary case or incident is as follows:
    1. Incident Report Form is forwarded to SELS from any party including Students' service unit, warden, security personnel, lecturer(s) and/or student(s).
    2. SELS Executive checks the Incident Report Form. Any incomplete form will be returned to the originator.
    3. All Incident Reports are recorded in the Log Book and kept in SELS department by the Executive.
    4. Students who are involved either directly or indirectly are called to make an appointment for Counselling Session.
    5. Students' ID tags are retained at SELS.
    6. Counsellor interviews the student(s) and if the outcome involves disciplinary action, the case is referred to the Student Disciplinary Board for further action
    7. Withheld ID tag is returned to the respective student once he/she has officially attended the counselling session and the case is resolved.
    8. SELS Administrative Assistant records the student's case in the Student Disciplinary System.

B. Student Discipline Handling Process
    The process for student discipline handling is as follows:
    1. Any letter or Incident Report Form relating to disciplinary matters received from the Warden, Security Personnel, lecturer and/or student shall be referred to the SELS.
    2. SELS shall conduct a study and classify the case into its appropriate category of disciplinary offence of Category 1, 2 and 3. For an understanding of the different categories, please refer to Item E.
    3. If the reports are classified as either Category 1 or 2, the case will be handed over to SELS Executive to follow up where the student will receive a Show Cause Letter or required to write a Letter of Confession or pay a Fine as listed in Item E.
    4. For Category 3 disciplinary offence, these cases will proceed to the Student Disciplinary Inquiry (SDI) which is conducted and attended by at least four panel members comprising Programme Disciplinary Representative representing the various academic programmes.

C. Student Disciplinary Inquiry (SDI)
    The SDI follows the following steps:
    1. Student is notified in writing of the SDI and acknowledges the notification by signing on the SDI letter as an acknowledgement of receipt from SELS.
    2. The SELS executive sends a letter or email to the student's parents/ guardians to inform them about the SDI.
    3. The executive informs the AMU Disciplinary Board regarding the SDI by email or call them at least TWO days prior to the session.
    4. The AMU DB may change the SDI schedule based on the situation or necessity of the case or the availability of panel members.
    5. The AMU DB shall explain the disciplinary offence committed by the student and call upon

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the student to explain
6. No one shall be present at the disciplinary hearing except :
   a. The accused student or his/her parent/guardian if the student is unavailable
   b. The University Disciplinary Officer
   c. Prosecutor and/or defendant's witness(es)
   d. Person allowed by the Disciplinary Board
   e. In the event the student fails to attend the SDI on the hearing day, the UDB/CDB may postpone it to another date or proceed with the hearing in the student's absence and shall pronounce its decision on the case.
7. The findings of the SDI are reported to the Manager for him/ her to make a final decision. The decision could be either to close the case or take disciplinary action. If the decision is to close the case, this is documented. All related documents will be stored in the student's file by the Administrative Assistant.
8. If disciplinary action is to be taken, then the type of action is based on the table in Item E.
9. Students can appeal within seven working days from the date of the SDI result.
10. Disciplinary action taken will be keyed into the Student Discipline System.

D. Appeal
   1. The first appeal decision will be made by the Manager. If the student is not satisfied with the result of the appeal a second appeal would be made to Vice Chancellor & CEO.
   2. Any fines imposed will be as stated in the List of Disciplinary Offences in the table in Item E.
   3. All information pertaining to the appeal will be stored in the Student Disciplinary System.
   4. The status of the student will be updated in BARRACUDA at the Admission and Records Department.

E. List of Disciplinary Offences, Categories and Action to be taken

CATEGORY MINOR OFFENCES

No.	Offences	Fine (RM)
1	Not wearing Student ID/ Matriculation Card	30.00
2	Not wearing uniform (Nursing students only)	30.00
3	Not Abiding to the Dress Code	30.00

CATEGORY 1

No.	Offence	Penalty
1	Littering in the campus	Written Warning and Fine RM50.00
2	Eating in the classroom or laboratory	Written Warning, and Fine RM50.00
3	Absent from clinical placement (1 day)	Written Warning, posting replacement and Fine RM50.00
4.	Use social media or electronic media to slander staff or students.	Written Warning and Fine RM100.00

CATEGORY 2

No.	Offence	Penalty
1	Misbehaviour/rude in and out of university	Written Warning and Fine RM100.00
2	Absence from mandatory official functions without permission	Written Warning, and Fine RM50.00
	Written Warning and Fine RM100.00	Written Warning, posting replacement and Fine RM50.00
3	Causing noise and disruption in campus	Written Warning and Fine RM100.00

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4	Smoking in campus area	Written Warning and Fine RM100.00
5	Riding motorcycles without helmets in campus	Written Warning and Fine RM150.00
6	Cheating during examination virtual and F2F	Written Warning, Re-sit for Exam, and Fine RM300.00
7	Stealing	Written Warning, Fine RM300.00, and police report
8	Intoxication in campus	Written Warning and Fine RM300.00
9	Forging documents/ certificates/MC/class attendance/student ID	Written Warning and Fine RM300.00.
10	Watching, having in possession, distributing obscene articles, etc	Written Warning and Fine RM300.

CATEGORY 3

| No.	Offence	Penalty
1	Immoral Interaction	Written Warning and Fine RM500.00
2	Involved in fights / gang fights	Written Warning, Fine RM500.00 and Police Report or Suspension / Expulsion
3	Sexual misconduct and sexual harassment	Suspension / Expulsion, Fine RM500.00 and Police Report
4	Involved in political activities which can tarnish AMU image	Suspension / Expulsion, Fine RM500.00 and Police Report and legal action
5	Gambling in and out of AMU	Suspension / Expulsion, Fine RM500.00 and Police Report and legal action
6	Installing illegal computer software into AMU computers	Suspension / Expulsion, Fine RM500.00 and Police Report
7	Abetting to immoral relationships with fellow student/ outsiders that would tarnish image of AMU campus and outside	Written Warning and Fine RM300.
8	Involve in social media/ activities which can Tarnish the image of the college (based on written complaint)	Suspension / Expulsion, Fine RM500.00 and Police Report
9	Leaking and releasing confidential information to any other third party without prior consent from the AMU management	Suspension / Expulsion, Fine RM500.00 and Police Report
10	Involvement whether individually or in group, whether directly or indirectly with any illegal activities which tarnish the college reputation and in breach of the Act 555, Private Higher Education Institution, 1996.	Suspension / Expulsion, Fine RM500.00 and Police Report
11	Riot, commotion, demonstration, protest against the AMU management.	Suspension / Expulsion, Fine RM500.00 and Police Report
12	Vandalism, sabotage, destruction and demolition of AMU properties	Suspension / Expulsion, Fine RM500.00 and Police Report
13	Unethical behaviour eg cursing, vulgarism and uttering rude and offensive words to AMU management personnel	Suspension / Expulsion, Fine RM500.00 and Police Report
14	Releasing press statement to any forms of media or any other third party without prior consent from AMU management	Suspension / Expulsion, Fine RM500.00 and Police Report
15	Criminal threat to any individual including AMU management	Suspension / Expulsion, Fine RM500.00 and Police Report
16	Using drugs and involved in drug syndicate.	Expulsion, Fine RM500.00 and Police Report
17	Criminal offence in or out of AMU.	Expulsion, Fine RM500.00 and Police Report
18	Rape, molesting, flashing	Expulsion, Fine RM500.00 and Police Report

CODE AND CONDUCT

Student Identification Card

A Student Identification Card makes it possible to identify its holder as a student and allows him/her to benefit from the facilities available within the University. Student Indentification Card are issued to all students and it should be prominently displayed at all times.

In AMU, Student Indentification Card are compulsory for admission to the University's compound, tests and examinations, entrance to the library, computer laboratories, language classes and science laboratories.

Should a student lose his/her Student Indentification Card; it should be reported immediately to the Admission and Records Department. A temporary Student Indentification Card will be issued until a replacement card is ready. The fee for card replacement is RM50.00.

Any student who is found to be forging/misusing his/her Student Indentification Card will be subjected to disciplinary action. Falsifying or changing the photograph of the Student Indentification Card is liable for a fine of RM500.00.
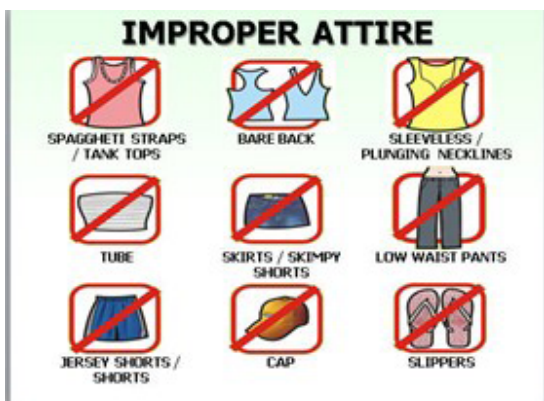
Examination Rules and Regulations

EXAMINATION RULES AND REGULATIONS

A. Administrative Order
Examinations shall be conducted in the following manner except where the regulations of an external body specifies otherwise.

B. Administration of Examinations
1. Examinations may be written, oral, practical or any combination of these, as determined by the Faculty/Centre and approved by the Senate.
2. The time and location of final examinations are scheduled by the Head of Department, Examination Department and may be changed by the Head of Programme with approval from the Dean, provided there are no clashes.
3. The final examination may be conducted on the last day of class or during the revision week with the approval of the Deputy Vice Chancellor and subject to concurrence of the students
4. Only candidates who are registered for the course and not disqualified or barred from the examination or any part thereof are allowed to enter the examination hall/venue.
5. Students with disabilities and requiring any special or additional needs should notify their Head of Programme or Faculty office and Student Experience & Learning Support (SELS) (if not already done so) following enrolment. Documentary evidence of their disability and needs must be provided where practicable.

C. Types of Examinations
1. Final Examinations
a. Final examinations are held at the end of every semester and all students are required to sit for these examinations in order to fulfill the requirements of the programme they are undertaking.
b. Students are only allowed to sit for the subjects they have registered for as shown in the Exam Slip.
c. Students need to meet the minimum 80% attendance and other such requirements as deemed necessary.
d. A student can only sit for these examinations once.

2. Special Examinations
a. Absence from final examinations will not be allowed except on medical grounds on the day of examination.
b. Students must provide the Medical Certificate or written justification to Examination Department (ED) and the respective Deans/Heads of Centre for any days of absence within seven (7) working days from the exam date.
c. The medical certificate or written justification must be verified by the Head of Programme and the Dean.
d. The special examination shall be conducted two weeks after the final exam week unless the student is on prolonged medical leave. In this case the student will have to request for deferment.
e. A student on medical leave for pregnancy or prolonged illness will not be allowed to sit for the special examination unless he/she fulfills the 80% attendance requirement.

3. Re-sit Examinations
i. Re-sit exam are conducted for students who have scored a redeemable fail of C- to D during Final Exam and student scored C grade and above BUT not achieved minimum passing marks for all assessment components (continuous assessment/ final exam/ etc.) - applicable for relevant programmes only.
ii. Re-sit examination is not applicable on lab-based courses/ practical work/ clinical work
iii. The exams shall be conducted as follows:

EXAMINATION RULES AND REGULATIONS

      a.   First re-sit examination to be held 2 weeks after results are released.

      b.   Second re-sit examination to be held 2 weeks after the first re-sit examination.

iv. Timetable for re-sit examination will be prepared by the Examination Department 2 (two) days after result was published through student portal. The timetable will be announced and published at the student portal.

v.   The list of re-sit students, subject details and re-sit exam timetable will be forwarded to HOPs after announcement of re-sit examination timetable.

vi. HOPs are responsible to ensure all re-sit students to register (fill up the re-sit form) and students to make the necessary re-sit paper payment before sitting for the examination.

vii. Grade to be awarded is limited to B- (B minus) only.

viii. Students who fail after the second attempt of re-sit examination will be required to repeat the subject when it is next offered.

ix. Form required: Re-sit examination registration form

x.   Payment of re sit examination:

Re sit Examination Fee	Remarks
• **RM100**/ subject for first attempt.	• Student scored C- to D grade during final exam. • Student scored C grade and above **BUT** not achieved minimum passing marks for all assessment components (continuous assessment/ final exam/ etc.) - *applicable for relevant programmes only.*
• **RM300**/subject for second attempt.	• Student scored C- to D grade during 1st attempt re-sit exam. • Student scored C grade and above **BUT** not achieved minimum passing marks for all assessment components (continuous assessment/ final exam/ etc.) in 1st re sit attempt - *applicable for relevant programmes only.* • Student absence during 1st re-sit attempt.

4. **Retake Examination**

    i.   Students who are required to meet the minimum requirement for graduation or wanting for better grades are given opportunity to improve their grades. This shall be considered on a case by case basis upon approval from the respective Faculty or Centre.

    ii. Grade replacement for the subjects with 'B' grade and below.

    iii. Students must fill in the application form together with a letter to be approved by the DVCA prior to sitting for these examinations.

    iv. The examination shall be conducted **within two (2) weeks after the application is approved.**

    v. Students are given **only one (1) opportunity** for each subject to improve the grade.

    vi. Form required: Retake examination registration form

    vii. Examination fee of **RM 200 per credit hour** is payable to Finance Department prior to sitting for the examination.

5. **Repeat Subject**

    i.   Students who obtained a grade "F" in any subject in the final examination, students who were barred from taking final examination for any semester and student who fail to turn up re sit papers are required to sit for repeat examination.

    ii. The number of times a student is allowed to repeat a required course/ subject is **once**.

    iii. A student has to repeat the course immediately when the course is offered during the following semester.

EXAMINATION RULES AND REGULATIONS

iv. The monitoring is done by the respective faculty/ Centre. Such repeating may be by full attendance at lecturer or by independence study or in any other way approved by the Dean of Faculty/ Head of Centre.

v. The entire subject fee will be charged upon registration for Repeat Subject by Finance Department.

vi. Form required: Repeat subject registration form

vii. The repeat fees will be charged according to level of studies (foundation/ diploma/ bachelor/ post graduate) and credit hours for the subject.

Repeat Subject Fee
• Foundation: RM300/credit hour
• Diploma: RM400/ credit hour
• Bachelor: RM600/credit hour

6. **Note for Re-Sits. Retake and Repeats**
A student may re-sit/retake for a maximum of 2 times per subject and repeat 1 time per subject. The original grade will remain on the record to reflect the student's actual enrolments and to maintain the historical record of any academic probation to which the students may have been subjected to. However, for a re-sit exam the student will only be awarded a maximum of grade "B-".

D. **Barring From Entry Into Examinations**
1. Students may be barred from taking the examination if
   • They do not show proof that they have registered for the papers as shown in the Exam Slip.
   • They fail to meet the minimum 80% attendance and other such requirements as deemed necessary.
   • They have committed a breach of any of the University Regulations
2. Barring of students from examinations shall be by the Dean/Head of Centre upon recommendation by the lecturer in cases of unsatisfactory attendance. In such cases, the student may be given the chance to appeal or justify his/her actions;

E. **Consequence of Barring From Examination**
Unless otherwise reconsidered, any student who is barred from any examinations shall automatically be given an "F" grade for that course/subject irrespective of coursework performance.

F. **Attendance At End-of-Semester Examinations**
A student who is absent without valid reasons acceptable to the University authorities will be given an "F" grade. The student must sit for the final examinations to ensure a pass. To do this the student has to register for a Repeat paper.

G. **Date of The Examinations**
1. The time and date of examinations will be posted by the Examination Department on the main notice board in the campus at least 3 weeks prior to the exam dates.
2. Copies of examination schedules will also be forwarded to all Head of Programme.
3. Misinterpretation of the examination timetable is not acceptable for absenteeism during the examination.

EXAMINATION RULES AND REGULATIONS

H. Venue for Examinations

1. The venue for examinations can be a room, a hall or a designated area identified by the Examination Department for the purpose of conducting examinations. The venue and the surrounding areas, such as corridors, is a restricted area during examination unless for those candidates who are permitted under special circumstances, like sick bays and designated toilets.

2. Only candidates and officials connected with examinations are permitted within the venue during the examination period.

I.   Examination Procedures

1. Restrictions on Entering and Leaving the Examination Hall

    a. Candidates can only enter or leave the Examination Hall / room with the permission of the Invigilator-in charge.

    b. Candidates must bring along the Exam Slips, which can be view and print from student portal. Candidates will not be allowed to take the examination without the Exam Slips, even if their names appear on the attendance.

    c. The Invigilator-in-charge may allow the candidates to enter the Examination Hall/room 30 Minutes ahead, to listen to the announcements.

    d. Upon entering the Examination Hall/ Venue, the candidates are required to find their respective seat and to remain silent at all times. Talking is not permitted.

    e. Candidates must follow the instructions of the Chief Invigilator.

    f. Candidates will not be admitted to an examination if they are more than thirty minutes (30) late.

    g. Candidates should not start answering the questions papers until the Chief Invigilator makes an announcement to do so.

    h. Candidates are not allowed to leave the exam hall/room within the last fifteen minutes of the examination or within any specific period towards the end of the examination as specified by the Chief Invigilator. This is to avoid disturbing other candidates to whom the last few minutes are crucial.

2. **Taking Articles into the Examination Hall/Room**

    a. Apart from writing implements, candidates may bring to their examination desks only such instruments, books and other items as have been specified by the examiners.

    b. A candidate may not also receive any article(s) from any other person while in the exam room except that a candidate may receive from the invigilator or invigilators such articles as may be authorized by the examiners.

    c. No communication by whatever means is allowed between candidates during the examination.

    d. Mobile phones, MP3 players and other electronic devices (except for calculators where these are expressly permitted) should not be brought into the examination hall /room. If these are brought into the examination hall/room they must be left in the designated area and switched off.

3. **Cancellation or Postponement**

    a. If circumstances arise, which, in the opinion of the Chief Invigilator at an examination, upon consulting with the DVC (Academic) and the respective Deans/Heads of Centers, render necessary the cancellation or postponement of the examination, he/she must stop the examination and, as soon as possible collect the scripts already written and report the matter to the DVC (Academic). The Dean/Head of Centre may, in consultation with the DVC(Academic) arrange a substitute examination, under which conditions the original examination becomes null and void.

EXAMINATION RULES AND REGULATIONS

b. If, in the opinion of an invigilator at an examination, circumstances arise which render the examination unfair to any candidate, he/she must report the matter to the Dean/Head of Centre.

4. **At the End of the Examination**
   a. The Chief Invigilator will announce the following: "The examination has ended. Please stop writing and tie up your answer scripts. The objective answer sheet must be submitted together with your answer scripts. Please do not take back the question papers or remove any pages from the question paper."
   b. Candidates must stop writing and follow the Chief Invigilator's instructions.
   c. Although the examination has ended, silence must be observed because examination in the next hall/room may still be on.
   d. When the candidates have tied up the answer scripts, they are to remain seated quietly and wait until all the scripts to be collected.
   e. Candidates are instructed not to take out any unused examination materials or materials they may have used for rough work.
   f. Candidates are to leave the Examination Hall/Room in an orderly manner and this is done only when permission has been given by the Invigilator-in-charge.

5. **Online Examination Procedure**
   a. Make sure you have good internet connection and electronic devices in proper condition.
   b. Please attend the trial-run examination conducted by lecturer prior to final examination to familiarize yourself about the procedure to login into online examination (Microsoft Teams)
   c. Make sure students can login into online examination (Microsoft Teams) using official AMU student email address one week before examination to avoid any problem arises. If you unable to log in, please inform to Examination Department, IT Department or your lecturer early. We will not entertain any last minute problems.
   d. Please login into online examination (Microsoft Teams) 30 minutes before the start of the Exam.
   e. Please switch on your camera video during the examination.
   f. Student may not use textbook, course notes, or receive help from any other outside source during online examination.
   g. Phones must be switched off or on silent mode during online examination.
   h. Students are not allowed to bring unauthorized materials unless it is required or specified by the examiner.

J. **Irregularities**
   1. Where the Dean of the Faculty/ Head of Centre has a reason to believe that irregularities have been committed in the preparation of any examination, the Dean/Head at his/her discretion, may defer the conduct of such an examination and conduct an investigation, the results of which shall be forwarded to the DVC for appropriate action.
   2. The said examination may be substituted with another as recommended by the Dean/Head in consultation with the DVC.
   3. Should the irregularities be found after the conduct of the examination, the results of the original examination will become null and void.

K. **Breach of Discipline in Examinations**
   1. Where the DVC (Academic) is satisfied that any candidate has committed a breach of any provision of these regulations or any instruction made by an authority under these Regulations, such a candidate shall be deemed to have committed an offence and the DVC

(Academic) may:
- authorize the Student Discipline Committee to take action against the candidate according to the Student Discipline Rules
- if the candidate is found guilty of a serious offence by the Student Discipline Committee, the candidate will receive an "F" grade for the said course/subject
- report the matter to the Senate for such actions or act in any other way he/she deems fit.

M. Re-grading or Remarking of Examination Papers Upon Student Request

1. Writing an appeal to recheck the final examination marks (grade) of a course must be made in writing no later than 2 weeks after the examination result is released upon endorsement by the University Senate. Any appeal after that shall not be considered.
2. A student needs to fill in the Review Answer Script Form at the Examination Department office.
3. The student shall pay a non-refundable administrative fee of RM100 for each course that she/he is appealing against.
4. Appeal Process
    Upon receiving the letter of appeal, the Dean of Faculty/ Director of Centre may then form a panel of examiners to remark the examination answer script. The panel members shall consist of Head Department of the respective area, the course coordinator / Senate is considered final and further appeal may not be entertained.

    The grade awarded by the panel, after being endorsed by the Sub Senate Committee Examination, shall be conveyed to the student and recorded in the student's record / examination result by the Examination Department. The decision made by the University Senate is considered final and further appeal may not be entertained.

Library Rules and Regulations

LIBRARY RULES AND REGULATIONS

Admission to AMU Library is restricted to the registered members only. Upon enrolment, all students are registered with the Library and with a valid Student ID Card, students are allowed access to library facilities from the first day of the semester until the last day of the month on which their programme ends. While the primary objective of the Library is to provide its materials, services and the use of its facilities to all the registered members of AMU, access to the Library is also made available to the selected community of the University/College's associate institutions, partner university/college and establishments in which AMU had an understanding on library usages.

A. Rules and Regulations

To protect the rights and ensure the safety of the students and other users, the following rules and regulations have been established for the AMU Library. Whenever necessary to preserve the tranquil atmosphere of the Library, the Librarian will enforce these rules and students' privileges to access to the Library may be suspended.

The rules and regulations are as follows:
1. Students should be in proper attire within the Library. Slippers, tight-fitting trousers or short pants are not allowed in the library.
2. Students are requested to clearly display their Student Identification Card on their attire when entering the Library.
3. Student Identification Card must be produced during all Library transactions.
4. To maintain the Library collection in good condition, students are requested to treat the Library materials carefully. Books and other Library materials must not be mutilated or defaced. Full replacement cost will be charged if such damage is caused.
5. All library materials must be properly checked out at the Circulation Counter. Students leaving the Library in possession of books and papers must ensure that materials on loan have been scanned and synthesized. The exit door is equipped with electronic security system to detect violators.
6. Borrowers are held responsible for the safe custody of any materials on loan to them. They shall be required to pay the cost of replacement of any items which is lost or damaged whilst on loan to them.
7. Theft of Library materials is a serious offence. Penalties may include full payment of cost, suspension of library privileges or academic sanction.
8. Seat reservation is not permitted in the Library. Unattended belongings may be removed by the Library staff.
9. Sleeping is not allowed in the Library.
10. Hand phone conversations are not allowed in the Library.
11. Library materials and furniture should not be misused or moved.
12. Borrowers are required to return or renew their loans when due. The due date is indicated on the Due Slip. Fines are imposed for late returns.
13. Bags, parcels, hand phones and umbrellas are not allowed to be taken into the Library. They may be placed in the pigeonholes provided outside the Library. The Library is not responsible for the safe keeping of any personal belongings.
14. Computers located in the public areas of the Library serve educational purposes and should not be used for chatting, viewing obscene pictures, playing computer games or downloading of computer software.
15. All Library materials are protected by the Copyright Act. Students are warned that they are fully responsible for any legal consequences concerning copyright infringement that may arise.
16. All library users should enter and leave the Library through the designated entrances and exits unless directed otherwise by the Library staff.

LIBRARY RULES AND REGULATIONS

17. Any user who fails to comply with the Library Regulations may result in suspension of library privileges. The user's name will be recorded in the library's register and he/she may be expelled from the Library at the request of the library staff.

B. Behavior and Conduct of User

AMU Library is a place for study and research. Good order and quietness must be maintained at all times. Any conduct that interferes with other students' use of the Library is prohibited. Such conduct includes, but is not limited to:

1. Loud or boisterous activities.
2. Conversations and behaviors that distract others.
3. Abusing Library furniture, equipment or materials.
4. Harassing others, either verbally or physically.
5. Impeding access to the Library's facilities.
6. Fighting in the Library.

C. Borrowing of Books

1. All books in the library can be borrowed except those classified under Red Spots.
2. Books on loan are to be returned on the stated due date.
3. Library users' borrowing privileges depend on the category of users. The table below details the privileges:

User	Borrowing Privilege (Number of books)	Duration Allowed	Fine (late return)
Academic Staff	6	30 days	RM 1.00/day/book
Non Academic Staff	6	30 days	RM 1.00/day/book
Foundation student	3	7 days	RM 0.50/day/book
Diploma student	3	7 days	RM 0.50/day/book
Bachelor student	4	14 days	RM 0.50/day/book
Postgraduates student	5	21 days	RM 0.50/day/book

4. Books on loan are to be returned on the stated due date.

D. Overdue Borrowing, Loss and Damages of Library Materials

1. A fine is imposed on keeping library materials beyond the due date, and for library materials being mutilated, defaced or damaged in any manner;
2. Fines imposed on overdue borrowing starts from the first day a book return is overdue until it is cleared at the Circulation Counter or the book is reported lost.
3. A User will be required to replace lost or damaged Library materials. A replacement copy (being the latest edition) must be bought by the User at his/her own expense, or he/she undertakes to pay the current market price of the latest edition of the lost item. In addition, RM30.00 processing fee + fines for overdue borrowing starting from the day that the loss is reported will be charged to the User.
4. Loan privileges of users who ignore the recall and overdue notices or refuse to pay any outstanding charges such as overdue fines, replacement costs of damage books or repair of damaged property, will be suspended.

E. Security

1. The University is neither responsible for the loss of valuable items left within the library premises nor for damages to personal property.
2. Lost items found will be stored in the Library office, and will be handed over to Student Experience & Learning Support Department at the end of each month if no one claims the

LIBRARY RULES AND REGULATIONS

       items.
3. If the library alarm system is activated whilst a student is passing through it, the user may be questioned and checked. At the request of the library staff, personal belongings should be shown for inspection at the library exits.

F. Discussion Room
1. The Discussion Rooms in the Library are meant for group study and discussions only.
2. The room has to be booked one (1) day prior to its use.
3. Use of Discussion Rooms is limited to two (2) hours only

G. E-Resources Station
1. E-Resources station is meant for information sourcing, research works, and academic assignments.
2. Users are reminded to comply with all the library rules and regulations when using the computer.

H. Copyright
1. All students are advised that copyright protection in Malaysia is governed by the Copyrights Act 1987.
2. Library users must comply with the Copyright Act and licensing agreements when using audiovisual equipments, computers, online services, and photocopying facilities.
3. Copyright is infringed when a person who, not being the owner of the copyright and without license from the owner, does or authorizes any of the following acts:
   a. Reproduces in any material form, performs, shows or plays or distributes to the public, communicates by cable or broadcast of the whole work a substantial part thereof either in its original or derivative form;
   b. Imports any article into Malaysia for the purpose of trade or financial gains;
   c. Makes, lets for hire or by way of trade, exposes or offers for sale or hire any infringing copy;
   d. Sells, loans for hire or by way of trade, exposes or offers for sale or hire any infringing copy;
   e. Distribute infringing copies;
   f. Possesses, other than for his/her private and domestic use, any infringing copy;
   g. By way of trade, exhibits in public any infringing copy;
   h. Imports into Malaysia, other than for his/her private and domestic use any copy which if it were made in Malaysia would be an infringing copy;
   i. Makes or has in his/her possession any contrivance used or intended to be used for the purpose of making infringing copies;
   j. Causes the work to be performed in public.

I. Library Operating Hours
The Library operating hours are as follows. Any changes in the operating hours will be published on the Notice Board for the users' attention.

Monday to Friday	8:00 am – 6.00 pm
Weekend and Public holidays	Closed

Finance Rules and Regulations

FINANCE RULES AND REGULATIONS

STUDENT BILLING & PAYMENT POLICY

The purpose of this policy is to provide information on billing and payment based on approved fees structure by management. Fee structures are subject to change. Finance will only honor fees structure approved by management.

Tuition Fees
Tuition fees charge on the semester based & Modular based. Students need to settle the self pay portion directly to University within 30 days as per the billing.

Re-sit
Re-sit paper subject to RM100 charges for each paper/subject (Subject to change).

Repeat
Students who need to repeat the subject will be charge as follow:-

- Foundation RM 200 per Credit Hours (Subject to change)
- Diploma RM 400 per Credit Hours (Subject to change)
- Degree RM 600 per Credit Hours (Subject to change)
- Master & Doctorate based on modular (Subject to change)
- If the students repeat the semester than the fees for semester will be charged in full.
- All students with the outstanding will be blocked from new semester registration by the system if the self pay portion has not been paid. Finance will consult the students on their outstanding and notify the lecturer on the settlement of the students outstanding.
- Fees paid are neither refundable nor transferable.

Completed student attending convocation
All outstanding must be cleared before students are allowed to attend convocation.

Completed student not attending convocation
Student Certificate will be withheld until all outstanding is cleared.

Student graduated / quit
All outstanding must be cleared

STUDENT REFUND POLICY

A. **TYPE OF REFUNDS**
   Refunds arise from:
   1. Withdrawal from the programme of study,
   2. Drop out/Quit from a programme of study,
   3. Terminated from a programme of study,
   4. Deferment from a programme of study.

   In all cases, any outstanding payments owing to the University will be offset from the refund of fees.

   The calculation of any refund which may be due will be based on payments made by the students for tuition fees less the fee liability. The University will apply the following rules when calculating fee liability for students who are considered withdrawn, drop out/quit, terminated or deferred from

FINANCE RULES AND REGULATIONS

a programme of study from the University.

In the case of students who have left their programme of study, refunds will only be made when the student's withdrawal procedure has been correctly followed and the student is recorded as withdrawn in the University records. Retrospective or backdated withdrawals will be verified against University attendance records. If this is not possible, the date of withdrawal will be taken as the date that the notification of withdrawal is received by the Registry.

Where a student undertakes an approved temporary deferment of their studies, tuition fees already paid will not be refunded but retained until studies are resumed. Students who defer their studies remain liable to pay any outstanding fees which may be due at the point of deferment.

The amount of fees refundable is subjected to the duration of study as follows

Chargeable Fees	Fees Refundable Subject to Duration of Study	
	Duration from Registration Date	Refundable Fees
Hostel fees :		Hostel Deposit: 100%**
Twin Sharing Room RM250.00*		
Single Room RM500.00*		Registration Fee: 0
Initial fee:		
RM 2,000.00 (Diploma – Local)		Non-refundable
RM 2,000.00 (Degree – Local)		Non-refundable
RM 5,700.00 (Degree & Diploma – Foreign)		Non-refundable
Tution fee: (Based on Semester Offered)	1 – 7 days	Course Fee: 100%
Tuition fee: (Based on Semester Offered)	8 – 21 days	Course Fee: 50%
Tuition fee: (Based on Semester Offered)	>21 days	Course Fee: 0%

*subject to change
**refer to terms & condition in the hostel application form

B. TYPE OF REFUNDS

A student who withdraws from the programme after twenty one (21) working days is not entitled to any refund and the full semester fee will be charged. However, consideration may be given to students who have to withdraw due to exceptional circumstances based on management discretion.

C. PAYMENT OF REFUNDS

- Please allow 1-2 months to process refunds.
- All refunds will be paid in Ringgit Malaysia (RM).
- All refunds will only be made in cheque or online transfer.
- Where tuition fees are wholly or partially paid by PTPTN or sponsors, refunds will be made directly to PTPTN/sponsors that originally paid the fee.
- Refunds made directly to the students are the portion of fees originally paid by the students.

D. FURTHER INFORMATION

If you require further information regarding refunds please contact:
The Credit Control Department, Asia Metropolitan University
Tel: 07-3861071
Email: creditcontrol@amu.edu.my

Information Technology Rules and Regulations

INFORMATION TECHNOLOGY RULES AND REGULATIONS

The university is at the forefront with the latest in Information Technology. Computer laboratories are equipped with Dell Core Duo high specification computers with latest windows. All the computers have full Internet access through 100.0 Mbps Broadband link.
Students are taught general computer skills and usage of computer applications. List of applications available for students are as follows:-

- Adobe Acrobat
- Microsoft Office
- SPSS
- Barracuda Campus Management System (barracudacampus.com/s/amu)
- Asia Metropolitan University Email Portal(login.microsoftonline.com)
- 24/7 English

Student portal is a software application designed to assist students in improving the English language. Students are expected to navigate and use the programme on their own.

1. **Usage of Computers at the Laboratory and the Library**
   Rules and Regulations
   a. Intentional damage to, or theft of lab supplies, equipment or furnishings will be dealt by the Management Office. Stern disciplinary action will be taken on the culprits.
   b. The viewing of pornography or sexually oriented graphics is strictly prohibited. Offenders will be barred permanently from the laboratory premises.
   c. Internet access for computer labs is controlled via Firewall managed by IT Department.
   d. All admission is strictly abided by displaying the Student ID Card.
   e. No food or drink is permitted into the laboratory/library at any time.
   f. All users are to sign in the "Sign-in Log" for each session in the laboratory
   g. Copying of software is illegal and strictly prohibited.
   h. Maintain a quiet environment in the laboratory/library.
   i. Usage is strictly for assignment work, research and computer classes only.
   j. Students are NOT ALLOWED to play computer games.
   k. Students are NOT ALLOWED to install any software in the computer. Students caught not abiding to this rule will face immediate termination together with the penalty of RM500.00 fine.
   l. Students are NOT ALLOWED to save files or documents in Drive C (hard disk). Please save all your documents and files in your own thumb drive. Any files saved will be removed automatically during reboot of system.
   m. Any printing of documents or assignments can be done in the Library.
   n. Any unwanted paper must be disposed off into the provided waste paper. Faulty equipments must be reported to IT Personnel in attendance. Students MUST REFRAIN from rectifying the problem as this may result in further damage to the equipment or fatal mishaps.
   o. No equipment is to be taken out of the computer lab without prior permission from IT Department Personnel.
   p. Theft of any kind from the computer labs will be dealt with severely.
   q. Access to social media and any chatting application is STRICTLY PROHIBITED in computer lab. Student can access social media via AMU Student Wi-Fi which is made available in Student Lounge and Rest Area.
   r. Access to Youtube and multimedia contents are ALLOWED for LEARNING purposes only.
   s. Downloading of software (freeware) into the hard disk from the INTERNET is NOT ALLOWED.
   t. Wi-Fi access is provided for students at the Student Lounge and the Student Rest Area.
   u. Firewall is used to block certain websites including prohibited contents.
   v. Student must shut down computer, aircond and lights after lab usage.

INFORMATION TECHNOLOGY RULES AND REGULATIONS

Note:
The University has the absolute right to alter these rules and regulations. Any changes or additions to the rules and regulations will be notified via the notice board outside the computer labs. Students are advised to check the notice board at regular intervals.

2. Disciplinary Action

STUDENTS WHO FAIL TO COMPLY WITH THE RULES AND REGULATIONS WILL BE SUSPENDED OR WILL BE BARRED COMPLETELY FROM USING THE COMPUTER FACILITIES UNTIL FURTHER NOTICE. THE MANAGEMENT HAS THE RIGHT TO EXTEND THE SUSPENSION PERIOD IF AND WHEN NECESSARY.

Note:
Violation of any mandatory offence is subjected to a fine of RM500.00 and termination (especially installing illegal or unauthorized software without written approval from Head of IT Department).

Opening An E-mail and Campus Management (CMS) Account
Every student will be provided with his/her own username and password for email and CMS by Programme Managers. For e-mail, student can access to http://webmail.student.amu.edu.my and for CMS, they can use the link http://www.barracudacampus.com/s/amu.

Student Orientation

STUDENT ORIENTATION

The purpose of the student orientation programme is to welcome the new students to integrate with every aspect of the university environment. The Student Orientation Programme serves four main purposes:

A. Registration -to carry out the necessary administrative procedures to ensure that new students are correctly registered with the university and signed up for the required classes of the programme of study.
B. Social – to welcome and connect the new students with academic staff and key support staff.
C. Orientation – to provide the new students with necessary information about the university, facilities, subsequent semester registration and resources available for teaching and learning.
D. Supporting learning – to provide an introduction to the programme of study and the ongoing support in developing learning and study skills.

In organizing and arranging this student orientation programme, the university ensures that these elements are included:

A. Initial welcome address by the senior management.
B. An introduction on the academic environment.
C. An introduction on the university physical-environment.
D. An introduction to services and support structures available for new students.
E. An introduction to learning and study skills.

The Student orientation programme is managed by :

Student Experience and Learning Support
Asia Metropolitan University
Tel: 07-386 1071 (Ext : 106)

Financial Aids

FINANCIAL AIDS

A. Financial Aid Unit
The Financial Aid Unit assists and facilitates on issues pertaining to the finances of students in obtaining loans/sponsorship/scholarships or other assistance so that the students are able to continue their studies despite economic burden.

This unit is a liaison between students and sponsors or any other scholarship providing institutions. The unit also aids students in dealing with documents regarding loans/sponsorships/scholarships and in ensuring the process in completing related dealing is carried out with ease and completeness. In this regard, the university cannot be held responsible or accountable for the loans/sponsorships/scholarships rejection.

B. PTPTN Loan
One of the government's most issued loans is the higher education fund provider or "Perbadanan Tabung Pendidikan Tinggi Nasional" (PTPTN) loan, which allows Malaysian students from all walks of life to fund their education.

General Conditions of the PTPTN Loan
1. The applicant must be a Malaysian citizen
2. Aged not more than 45 years on the date of application
3. Have met minimum programme entry requirements
4. The course to be pursued by the student must have registration approval from the Ministry of Higher Education
5. The remaining period of study at the time of application should not be less than one (1) year;
6. The applicant has no existing loan with PTPTN
7. The applicant has no other sponsor
8. "Skim Simpanan Pendidikan Nasional" (SSPN) i-saving account is a requirement prior to application

Application is only valid through the PTPTN online application (http://www.ptptn.gov.my) . Students must fill in all necessary information required and submit for processing.

Documents required prior to PTPTN online application are:
1. PTPTN pin number - to obtain from any Bank Simpanan Nasional (BSN) branch
2. CIMB account number - CIMB (conventional account) saving account.
3. SSPN account number - SSPN account can be opened in online through PTPTN website (http://www.ptptn.gov.my) or at Maybank or Bank Islam **with a minimum deposit of RM20.00**

C. MARA Loan
AMU students are eligible to seek financial assistance from MARA. Students enrolled in the selected programmes approved by MARA may consider this option.

Students can obtain the list of programmes approved for MARA Loan from the Financial Aid Unit. General Conditions of MARA Education Loan Scheme. The applicant:

1. Must be a Bumiputera and/or Malaysian citizen.
2. Is not receiving any financing/sponsorship from any other agencies for the same studies/level of studies
3. Never had his/her financial assistance terminated or withdrawn by any sponsors due to disciplinary action before.
4. Has been given relief of contract/repayment by sponsors from previous programmes.
5. Is free of any contract or is given leave of service contract (if any) for the duration of study

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period
6. Is activities in co-curricular activities while in college/university
7. Is certified by a qualified doctor to be healthy and normal
8. Is undergoing a full time programme in the country or overseas
9. Meets academic qualifications set by MARA
10. Is within age limit for the programme applied for.

Applications for MARA loan must be made through online eEduLoan system. Detailed information can be obtained from http://eduloan.mara.gov.my.

D. AMU Scholarships

AMU offers either full or partial scholarships schemes to eligible students. The following definition applies to full and partial scholarships:

1. Full Scholarships

A full scholarship award means that the recipient shall receive 100% sponsorship on tuition fees, text books, uniforms, accommodation and transportation given that the student is able to complete his/ her study and maintain a Cumulative Grade Point Average (CGPA) of 3.00 throughout the duration of his/her study.

The amount of the scholarship depends on the formalized duration of study required for the student.

2. Part Scholarships

A Partial scholarship award can range from 35% to 50% sponsorship on tuition fees, text books, uniforms, accommodation and transportation given that the student is able to complete his/her study and maintain a Cumulative Grade Point Average (CGPA) of 3.00 throughout the duration of his/her study.

The amount of the scholarship depends on the formalized duration of study required for the student.

E. Employee Provident Fund (EPF)

Financial Aids Unit will assist students as well as graduates in providing supporting documents needed for EPF withdrawal (educational purpose).

F. AFFIN Education Financing-i

Financial Aids Unit will assist students in providing supporting documents needed for application

General Conditions of the AFFIN Education Financing- Loan
1. The applicant must be a Malaysian citizen
2. Aged starting 18 years and not more than 45 years on the date of application
3. The course to be pursued by the student must have registration approval from the Ministry of Higher Education
4. Offered to the students pursuing their studies in local or overseas university for higher education.
5. Open for foundation, pre-university (A-Level), certificate, diploma degree, postgraduate (Master's degree & Doctorates) and professional courses.
6. The eligibility of the program is subject to the Bank's approval and must be a Shariah Complaint programme.

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7. Up to 90% of coursework fee or up to remaining unsponsored amount (whichever is lower), plus 5% for RTT (Reduce Term Takaful).
8. High financing amount up to RM400,000.00 (Financing amount up to RM600,000.00 is eligible for medical student only.)

Documents required prior to AFFIN Education Financing- application are:

1. Application form that is provided by Affin Bank
2. Copy of NRIC for applicant & joint applicant
3. Copv of latest 3 months pav slip (certified true coov bv emplover
4. Copy of latest 3 months bank statement where salary is credited
5. Copy of latest 6 months commission slip (for commission based workers)
6. Latest EPF statement
7. Additional documents required are letter of offer from university, letter of acknowledgement from university and tuition fee structure from university

Notices, Announcement and Other Information

NOTICES, ANNOUNCEMENT AND OTHER INFORMATION

A. Notice Board
Students are advised to check the notice boards on a daily basis as new notices are frequently pasted. Students who attempt to put up notices or announcements should submit them to SELS for approval. All notices have to be removed after the publicized event.

B. Social Media
Apart from the above, students may retrieve information and announcement through:

i.   Website : www.amu.edu.my

iv.   SELS Facebook:

ii.   AMU Facebook :

v.   SELS Instagram:

iii.   AMU Instagram :

C. Other Information
Alumni may retrieve information regarding job opportunities and AMU events through :

i.   AMU Alumni Facebook

ii.   SELS Alumni Telegram

iii.   SELS Career Guidance

Health and Emergencies

HEALTH AND EMERGENCIES

A. MEDICAL TREATMENT
1. Students may seek outpatient treatment and hospitalization at government clinics or hospitals during their studies at AMU. All charges will have to be borne by the students.

B. EMERGENCIES
1. During Clinical Placement
In the event of a serious emergency or disaster, all incidents are to be reported immediately to the Clinical Instructor in charge of that particular placement. The Clinical Instructor will then inform the Dean of the respective programme and obtain approval for emergency leave for the student. The emergency leave is granted for circumstances involving only the students themselves and their immediate family members, i.e. parents and siblings.

In the case of a medical emergency, students should contact the Faculty for assistance or their Clinical Instructor or Local Perceptor if the emergency occurs during their placement hours.

2. At the University/College or Hostel
At the University /College or hostel, all incidents are to be reported to the SELS, warden, security personnel or Student's Welfare Officer, as deemed appropriate.

SELS Office Hours – 9.00 a.m. till 6.00 p.m., Monday to Friday
Wardens – 7.00 p.m. till 9.00 a.m., Monday to Friday and 24 hours on weekends.

C. MEDICAL CERTIFICATE
Medical Certificate accepted are those from registered clinics and hospitals only.

Safety and Security

SAFETY AND SECURITY

It is important to take sensible precautions and become familiar with your new environment in order to remain safe at all times. Guidelines for students listed below are for your attention.

A. **PRECAUTION IN SCIENCE LABORATORIES**
   As a safety measure students are not allowed to work in these areas without permission from relevant University authorities. Students are required to read and follow the rules and regulations of all laboratories in use.

B. **IN CASE OF FIRE**
   In the event of fire in any part of the building, the fire alarm will set off automatically. Students should remain calm. They should then move quickly and in an orderly manner from their respective areas to the nearest staircase or exit and evacuate the building to assemble in a designated area within the compound. Listen carefully to the announcements and instructions from Security Personnel.

C. **SAFETY AT STUDENT HOSTELS**
   It is of utmost importance that Students check and make sure that the accommodation that they are staying is safe and fire-trap free.

   Before moving in, check and ensure that following is observed:-
   1. The accommodation has window and door grills which are in good condition yet allow evacuation in case of a fire. Resident Students to ascertain that there is a free access to the Fire Escape.
   2. The LOCKS AND PADLOCKS are in working condition. All RESIDENT STUDENTS in the Unit should know where the keys are kept at all times. The Location of the keys should be allocated at a permanent place that is easy to access by all Resident Students.
   3. All Power Points and Sockets are in good working condition and correctly technically fixed. Improper Power Points and Socket fixtures are not acceptable. Neither are wires that are hanging haphazardly from ceilings or walls.

   While staying in the Hostel, it is the Resident Students' responsibility to ensure safety is observed and practiced by all students at the allocated Hostel Unit.
   Please follow the Safety Procedures - Rules and Regulations as set-up by the Apartment Management for the Student Hostel Units. A briefing must be carried out on the Security Rules and Regulations upon moving into the Hostel.

   Individual Hostel Resident is responsible for the following: -
   a. Lock the Padlock Grills and Front Door at all times of the day or night, regardless of whether there are students "In" or "Leaving" the Hostel Unit, or even when the Unit is empty (Semester Break, Practical Posting, etc). All the Resident Members of the Unit must know the location of where the keys are kept.
   b. Resident Students must report immediately to the Hostel Warden, should any of the Unit-mates not returned to the Unit or stayed overnight outside of the hostel and have not informed the warden.
   c. Resident Students are forbidden to bring in any outsiders, strangers or casual acquaintances or people of the opposite sex (inclusive of Hostel Resident Students) into the Student Resident Unit.
   d. Do not give Hostel Unit address or hand phone number(s) to any outsiders, strangers or casual acquaintances that the Resident Student has met outside. Remember, other Resident Students of the same Unit have the right to be safe, therefore it is the duty and obligation of each and every resident student of the same Unit to ensure each and everyone's safety and privacy.

SAFETY AND SECURITY

e. During the semester break or practical placement, and you are alone, arrange with SELS Department to move into another Hostel Unit where there are other Resident Students around.

f. Should a Resident Student want to go back to "Hometown" or "Staying with Relatives" during the weekends, he/she must get Approval from the warden.

g. It is the Duty of the Student to inform A&R Department of his / her latest address and latest telephone number as well as the next of kin's telephone number, in case the need arises to contact the said Student or the next of kin at home.

h. Do not keep any personal valuables and attractive items such as jewelry in the Hostel.

i. Whenever a Resident Student is going out on semester break or practical posting, always carry your wallets, handbags, hand phones and other valuable items with you. Do not leave it in the Resident Student hostel room.

j. Let someone know where you are and when you expect to be home.

k. Refuse entry to your building or residence to unknown people. If they persist, direct them to someone in charge.

D. SAFETY OFF CAMPUS

New students are usually excited about their new environment and making new friends. However, it is important that students exercise extra caution as below:

1. Do not make friends with dubious characters, especially at nightspots or shopping complexes, no matter how attractive these may seem. Most of all, do not give them your contact number or address, do not bring home or accept a ride from them.

2. Avoid dark lanes or areas that are not well lit.

3. Do not carry large amounts of cash with you when you go out and do not withdraw large amounts of money from the ATM cash machine.

4. If you are walking alone, it is advisable that you walk in the direction facing the on-coming traffic on the road. Avoid going out alone at night.

5. It is advisable to dress decently.

6. Avoid using distracting technology such as smart phones, MP3 players, or anything else that will decrease the awareness of your surroundings.

7. If you perceive you are in danger, yell or blow a loud whistle and look for an escape route.

E. SAFETY ON CAMPUS

1. Discourage careless behavior and ensure all belongings not to be left unattended

2. Do not leave behind your valuables in the bag, when entering the examination hall.

3. Clearly mark all personal property

4. Do not be alone in classes or labs, be in group of two or three

5. Report any suspicious activities to SELS or Security instantly because your action may save lives