STUDENTS’ HANDBOOK

UNIVERSITY RULES & REGULATIONS
Please note:

This Handbook is based on the Rules and Regulations of the University under the Asia e University Statute.

It is accessible through the Asia e University website and students are advised to use this as a guide.

Whilst every effort has been made to ensure accuracy at the time of preparation, kindly note that this Handbook is subject to change without notice.

Thank you,

Registrar
AeU

August 2011

**Terms and Conditions governing Learning and Teaching**

The University reserves the right to make variations to the contents or methods of delivery of programmes and modules, to discontinue and to merge or combine programmes and modules, if such action is reasonably considered to be necessary by the University in the context of its wider purposes. If the University discontinues any programme, it will use reasonable endeavours to place the student on a suitable alternative programme.

The University will not be deemed to be in breach of these Terms and Conditions, or otherwise liable to its students in any manner whatsoever, for any failure or delay in its ability to provide the educational services due to an event beyond the reasonable control of the University. Such an event, for the purposes of these Terms and Conditions, means any cause preventing the University from providing the educational services arising from or is attributable to acts, events, omissions or accidents beyond the reasonable control of the University including, without limitation, strikes, lockouts or other industrial disputes, protests, war or national emergency, an act of terrorism, riot, civil commotion, malicious damage, compliance with any law or government order, rule, regulation or direction, breakdown of plant or machinery, utilities failure, fire, explosion, an Act of God, flood, storm, epidemic or other natural disaster, or default or delays of suppliers or sub-contractors. The University will use all reasonable endeavours to minimise the resultant disruption to those services.
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Message from President/CEO
MESSAGE FROM THE PRESIDENT/CEO

It gives me great pleasure to pen a few words to welcome our global community of students, be they new or re-enrolling, full-time or part-time, undergraduate or postgraduate to AeU.

Asia e University is flexible, affordable, borderless and innovative with quality education as its primary objective. We are young, established only in 2010 under the Asia Cooperation Dialogue, to promote Asian Cooperation through e-education, an initiative of the Government of Malaysia and supported by the ACD Ministerial meetings.

With public and private market demands on educational institutions of higher learning, AeU has positioned its strategies to focus on:

- International brand recognition
- International faculty and curriculum development
- International student body consolidation
- International programme and quality course content development
- Global partnerships
- Leveraging on ICT

Currently, AeU is offering more than 30 programmes at PhD, Master’s (academic and executive), degree, postgraduate diploma and foundation levels. Student enrolment stands past 7,000, not only in Malaysia but spread across Bahrain, Cambodia, China, Denmark, India, Indonesia, Sri Lanka, US, and Vietnam, etc.

To lend support to this achievement, AeU will continue to develop and invest in human resources, technology, research and innovation to provide quality teaching and excellent learning programmes. We are committed to providing value-added academic, intellectual and professional skills to all our students to groom them for market needs and employability.

This booklet aims to provide an integrated reference student guide for undergraduate and postgraduate, local and international students. It covers rules and regulations on admissions, assessments, examinations and other general information which will assist you in understanding the University better.

Focus on the learner and customer service will continue to remain one of our main pillars. Our Faculty members, academic facilitators and staff are here to assist you in every way we can to make your pursuit of academic and career goals a reality. However, your own motivation, drive and initiative will be the primary determinants of your success.

I am confident you will be a winner with sheer commitment and dedication and sincerely wish you well.

PROF DATO’ DR ANSARY AHMED
President/CEO
Asia e University
Vision,
Mission,
Core Values,
Corporate Principles,
The Seven ‘E’s’
and
Organisational Structure
VISION, MISSION, CORE VALUES, CORPORATE PRINCIPLES AND ORGANISATIONAL STRUCTURE

Vision

To be a leader and a premier educational hub in the promotion of affordable and quality e-learning in Asia.

Mission

To work in collaboration with universities, institutions and corporations, drawing upon their collective expertise, prestige and resources to provide quality Higher Education and Lifelong Learning.

Core Values

Empowerment
We inspire trust and cultivate responsibilities in order to create value for our clients.

Excellence
We aspire to excel in our services and are committed to continuous improvement.

Integrity
We strive to maintain the highest ethical standards and professionalism.

Creativity
We constantly seek new and innovative ways of doing things.

Professionalism
We inculcate the highest standards in carrying out our duties and tasks.

Corporate Principles

Viability
financial sustainability, a clear ROI, a sound business model.

Social Responsibility
with a clear contribution to social transformation.

Flexibility and Relevance
Demand-driven, flexible, relevant, innovative education.

Internationalisation
seamless cross-border, cross-cultural interactions.

Networking
building bridges between academia, business and the public.
The Seven ‘E’s

Empowered Learning
Putting the learner at the centre of the learner experience. Demand driven, open to choice, learner-centric.

Enhanced Learning
Relentlessly setting new benchmarks, continuously taking the learning to a higher level.

Exploratory Learning
Actively pushing the boundaries of the known, with rigorous inquiries, creativity and curiosity.

Expanding Learning
An open paradigm of learning without boundaries or limitations.

Effective Learning
Functional, purposeful intended education; producing winners.

Electronic Learning
Any place, anytime, anywhere, 24/7, 365.

Experiential Learning
Learning through reflection, action, adventure, choice, cooperation and communication.
AeU Organisational Structure

the structure

SPEED - School of Professional and Executive Education
STEER - School of Technical, Engineering Education and Reskilling
SAHUSS - School of Arts, Humanities and Social Science
SECS - School of Education and Cognitive Science
SFS - School of Foundation Studies
SGS – School of Graduate Studies
SICT - School of Information and Communication Technology
SOM - School of Management
The Student Charter
THE STUDENT CHARTER

The purpose of the AeU Student Charter is to explain what students can expect of the university and what is reasonably expected of students by the university.

This Charter reaffirms university commitment to providing a quality learning experience and to upholding the principle that Customers’ best interest is the key focus of all academic, administrative and operational decisions.

1. **General**

   **Students can expect:**

   - To have access to information on the vision, mission and educational goals of the university.
   - To have access to the relevant university rules, regulations, policies and procedures relating to their rights as a student.
   - To be able to participate freely in all academic and social activities of the university.
   - To be treated equitably and with respect and courtesy, irrespective of gender, race, disability or medical condition, cultural background religion, age and political conviction.
   - To be provided a safe learning environment, free from harassment or discrimination of any kind.
   - To provide the necessary support if students seek help.
   - To be given recognition of the legal right to intellectual property and privacy.

   **University can also expect students:**

   - To acquaint and understand the vision, mission and educational goals of the university.
   - To acquaint and comply themselves with the relevant university rules, regulations, policies and procedures of AeU relating to their rights as a student.
   - To participate constructively and actively in the learning experience within university supportive educational community.
   - To recognize and respect diversity.
   - To behave in an appropriate manner within the learning environment and to respect the staff, fellow student and visitors at all times.
   - To behave responsibly when representing the university at social, cultural and sporting events.
2. **Student Selection**

**Students can expect**

- All applications will be considered in line with published recruitment and selection criteria and procedures.
- University practices a fair admission policy where all applications will be considered in a fair, equitable and consistent manner.

University can also expect students:

- To be aware of their chosen field of study.
- To provide accurate information and comply with course enrolment requirements to ensure enrolment is valid.

3. **Teaching and Learning Support**

**Students can expect**

- To be able to access information about all relevant aspects of a programme including subjects, learning outcomes, content, assessments and learning schedule in a timely manner before programme commencement.
- A learning experience of high standard in line with good academic practice.
- To have reasonable access to lecturers, academic facilitators and Heads of Schools to discuss academic matters, address concerns and complaints.
- The availability of all learning materials required for program completion.
- To be able to access appropriate facilities, resources and services to support learning, research and publication, including the Learning Management System and e-Library.
- Minimum disruption of facilities and services that may affect students during their course of study and any such disruption would be rectified in a timely manner.
- To be able to access appropriate academic counseling and remediation activities on academic work.

University can also expect students to:

- Be informed of the programme and subject requirement and their individual academic progress.
- Make appropriate use of university facilities and service in a responsible manner and consistent with the University policies governing the use of learning centres, library, computing and networking facilities.
• Participate fully in the learning activities to meet all learning and assessment requirements.
• Be proactive in seeking out the support of academic facilitators, lecturers, supervisors and deans throughout the duration of the programme for concerns affecting their studies.
• Refrain from cheating, plagiarism and fabrication or falsification of their work.

4. Other Concerns

Students can expect:

• To have the opportunities to provide feedback to the university on programme quality, teaching performance, support services and facilities.
• To be able to lodge a complaint or an appeal to the university authorities without fear of any recrimination.
• Feedback will be communicated to various university committees so that their interests will be taken into consideration for decision making on academic matters and support service.
• To be treated with respect and courtesy for any university investigative or disciplinary procedures.

University can also expect students:

• To participate fully with the survey mechanisms that the university uses to get feedback and opinion.
• Not to make any malicious or vexatious complaints or allegations.
• To be fair and responsible and provide only facts and evidence for any feedback or complaints.

5. Alumni

Students can expect:

• To be able to keep in touch with the university as an alumni.
• To have the opportunities and access to university activities and benefits.

University can also expect students:

• To provide the university with up to date contact information
• To participate actively at university alumni activities and events.
Open & Distance Learning in AeU and Graduate Profile
OPEN & DISTANCE LEARNING IN AEU AND GRADUATE PROFILE

The terms open learning and distance education represent approaches that focus on opening access to education and training provision, freeing learners from the constraints of time and place, and offering flexible learning opportunities to individuals and groups of learners. [UNESCO, 2002]

The Profile of an ‘Ideal’ ODL Student:

- Self-discipline
- Mature, experienced
- High emotional quotient
- Willingness to ask for help
  (which requires self-awareness and high emotional quotient)
- Independent

![Blended Learning Diagram]

Blended Learning

ODL Roadmap
Flexible Assessments

- Quiz/Test
- Essay
- Project
- Presentation
- Field/Work/Practicum

Continuous Assessments

Continuous Assessments

- Quiz/Test
- Case Study
- Project
- Presentation
- Essay

Online Assessments

Online Assessments

- Quiz/Test
- Online/Digital
- Multimedia

Presentation

Presentation

- Online
- Face to Face

Case Study/Project

Case Study/Project

- Hardcopy/Print form
- Online/Digital
- Multimedia

Examination

Examination

Graduate Profile

Applied Skills

Applied Skills

- Financial Accounting
- IT and computing
- Industrial

People Skills

People Skills

- Leadership
- Interpersonal
- Communication
- Motivation

Adaptability Skills

Adaptability Skills

- Learning to learn
- Enterprising, Resilient
- Collaborator/Versatilist

Cognitive Skills

Cognitive Skills

- Analytical, Logical
- Critical, Creative
- Problem solving
- Organisational
Regulations on Admissions
REGULATIONS ON ADMISSIONS

Entry Requirements

1. Degree Programme

A candidate may be admitted into the Degree programme through:

(a) Regular Entry

This applies to candidates who possess the following:

- A minimum of two (2) principles in STPM or its equivalent qualification
- Approved/accredited Diploma by Malaysian Qualifications Agency
- Other equivalent qualifications recognised by the Senate of the University.

(b) Open Entry

This applies to candidates who are:

- At least 21 years old on 1st January of the year of application
- Possess a minimum of PMR/SRP/LCE or its equivalent
- Possess relevant working experience
- Other equivalent qualifications recognised by the Senate of the University.

2. Postgraduate Programme

(1) Master’s Programme

A candidate may be admitted into the Masters’ programme through:

(a) Regular Entry

This applies to candidates who possess:

- A Bachelor’s degree or
- Other equivalent qualifications recognised by the Senate of the University.

(b) Open Entry

This applies to candidates who are:

- At least 35 years old on 1st January of the year of application
- Possess a minimum of Diploma/STPM/HSC/Matriculation or its equivalent
- Possess relevant working experience
- Other equivalent qualifications recognised by the Senate of the University.

(2) Executive Master’s Programme

A candidate may be admitted into the Executive Masters’ programme if they possess the following:

- At least 30 years old on 1st January of the year of application
- Possess a minimum of SPM or equivalent
- Possess a minimum of 5 years of managerial/supervisory working experience
- Other equivalent qualifications recognised by the Senate of the University.
3. Doctor of Business Administration (DBA)

A candidate may be admitted into the DBA programme if he possesses:

- A Master's degree recognised by the Senate of the University; or
- Other equivalent qualifications recognised by the Senate of the University.
- The Senate may, from time to time, require a candidate to enroll and/or pass/audit
  prerequisite courses before he/she is allowed to proceed with the DBA programme.

4. Doctor of Philosophy (PhD)

A candidate may be admitted into the PhD programme if he possesses:

- A Master's degree recognised by the Senate of the University; or
- Other equivalent qualifications recognised by the Senate of the University.
- The Senate may, from time to time, require a candidate to enroll and/or pass/audit
  prerequisite courses before he/she is allowed to proceed with the PhD programme.

English Proficiency

For courses conducted in English, all international students are required to achieve a level of
English Language Proficiency equivalent to International English Language Testing System
(IELTS) of 5.5 or Test of English as a Foreign Language (TOFEL) overall score of 550 or the
AeU Certificate of Intensive English or any other equivalent proficiency test as approved by
the Senate of the University.
# Summary Table

## Doctoral
- Doctor of Philosophy (Arts) (by research) / part time (4 years)
- Doctor of Philosophy (Business Administration) (by research) / full time / part time (3 – 4 years)
- Doctor of Philosophy (Education) (by research) / full time / part time (3 – 4 years)
- Doctor of Philosophy (Information & Communication Technology) (by research) / full time / part time (3 – 4 years)
- Doctor of Business Administration (DBA) (Coursework & Research) / part time (4 years)
- Industrial Doctorate (INDD) (Coursework & Research) / part time (4 years)

## Master
- Master of Humanities & Arts (Research) / full time / part time (1 - 2 years)
- Master of Social Sciences (Research) / full time / part time (1 - 2 years)
- Master of Business Administration (Coursework) / part time (2 years)
- Master of Sciences (Management) (Research) / full time / part time (1 - 2 years)
- Master in Management (Coursework) / part time (2 years)
- Master of Human Resource Management (Coursework) / part time (2 years)
- Master of Education (Coursework) / part time (2 years)
- Master in Information & Communication Technology Management (Coursework) / part time (2 years)

## Postgraduate Diploma
- Post Graduate Diploma in Higher Education Teaching (Coursework) / part time (1.5 years)

## Bachelor
- Bachelor of Business Administration (Hons) / part time (4-5 years)
- Bachelor of Education (Early Childhood Education) (Hons) / part time (4-5 years)
- Bachelor of Education (TESL) (Hons) / part time (4-5 years)
- Bachelor of Education (Teaching Islamic Studies in Primary School) (Hons) / part time (4-5 years)
- Bachelor of Education (Teaching Malay Language in Primary School) (Hons) / part time (4-5 years)
- Bachelor of Digital Creative Media (Hons) / part time (4-5 years)
- Bachelor of Information & Communication Technology (Hons) / part time (4-5 years)
- Bachelor of Technology (Information Technology) (Hons) / part time (4-5 years)

## Graduate Diploma
- Graduate Diploma in Early Childhood Education / part time (2 years)
- Graduate Diploma in Business Management / part time (2 years)

## Foundation
- Foundation Studies – GAC / full time (1-1.5 years)

## Executive Programmes
- Executive Master of Business Administration / part time (1 year)
- Executive Master of Public Administration / part time (1 year)
- Executive Master of Strategic Human Resource Management / part time (1 year)
- Executive Master in Islamic Banking and Finance / part time (1 year)
- Executive Master in Open Source Computing / part time (1 year)
- Professional Bachelor of Computer Technology / part time (3 year)
- Professional Bachelor of Digital Creative Media / part time (3 year)
UNDERGRADUATE
INFORMATION
1. THE ACADEMIC CALENDAR

(1) The academic year is divided into three (3) semesters, January Semester, May Semester and September Semester, as follows:

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>DURATION IN WEEKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td></td>
</tr>
<tr>
<td>Study Weeks</td>
<td>14</td>
</tr>
<tr>
<td>End of Semester Examination</td>
<td>1</td>
</tr>
<tr>
<td>End of Semester Break</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>17</td>
</tr>
<tr>
<td>MAY</td>
<td></td>
</tr>
<tr>
<td>Study Weeks</td>
<td>14</td>
</tr>
<tr>
<td>End of Semester Examination</td>
<td>1</td>
</tr>
<tr>
<td>End of Semester Break</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>18</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td></td>
</tr>
<tr>
<td>Study Weeks</td>
<td>14</td>
</tr>
<tr>
<td>End of Semester Examination</td>
<td>1</td>
</tr>
<tr>
<td>End of Semester Break</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>17</td>
</tr>
</tbody>
</table>

Grand Total  52

2. PROGRAMME REGISTRATION

(1) Students who have been offered entry into the University are required to register within the period indicated in the letter of offer.

(2) Students may request to defer their registration by writing officially to the University not later than two (2) weeks after the commencement of the semester.

(3) Each deferment is for a period of one semester, unless otherwise indicated.

3. SUBJECT REGISTRATION

(1) Credit Load Per Semester

(a) The total credit hours for part time students shall normally be 9 credit hours in a semester.

(b) The total credit hours for full time students shall normally be 15 credit hours in a semester.

(c) Students are allowed to register for more credit hours in a semester with the approval of the Dean subject to the students' academic performance.

(d) For programmes in modular mode, the total credit hours at each registration shall normally be 6 credit hours.
(2) Registration Period

Registration is open until the fifth week of the semester.

(3) Adding and Dropping Subjects

(a) Students may add subjects within two (2) weeks of the commencement of the semester.

(b) Students may drop subjects within seven (7) weeks of the commencement of the semester.

(4) Withdrawing From Subjects

(a) Students may withdraw subjects within the eighth (8th) to the thirteenth (13th) week of the semester.

(b) Withdrawals made within the specified period will be recorded in the academic transcript as W, and this grade will not be included in the GPA for the respective semester.

(c) Students who have been allowed to withdraw are required to re-register for the subject in the next semester and pay the necessary fees.

4. CHANGE OF PROGRAMME

(1) Students who wish to change programmes may have their grades obtained for subjects in the previous programme transferred to the new programme. The grades will be counted in the computation of GPA and CGPA.

(2) Students may apply to change programme within two (2) weeks after the commencement of the semester. A payment of RM 50.00 (USD 15) is required for the application.

5. TYPES OF SUBJECTS

Subjects offered at different levels are as follows:

(1) Compulsory MQA Subjects

(a) Malaysian students are required to take these subjects as a condition to graduate. MQA (Malaysian Qualifications Agency) compulsory subjects are Bahasa Melayu (only for students who did not obtain a credit in the subject at SPM level), Pengajian Malaysia and Pendidikan Islam/Moral.

(b) International students will be exempted from these subjects and are to replace them with other elective subjects.

(2) Compulsory University Subjects

These subjects are deemed compulsory by the University. All students are required to pass these subjects before being eligible for graduation.
(3) Core Subjects of the University

Core subjects are designed to provide students with a basic knowledge and understanding in the areas of study pursued by the student.

(4) Specialisation Subjects

Specialisation subjects are designed to provide students with a broader knowledge and a deeper understanding of the subjects pertaining to their area of specialisation.

(5) Elective Subjects

Elective subjects are open to any student who wishes to register.

6. CREDIT TRANSFER

(1) Applying for Credit Transfer

(a) Students may apply for credit transfer for the purpose of obtaining an exemption from one or more subjects required by their programmes because they have taken and passed similar subjects of the same credit value in other institutions.

(b) Applications for credit transfer shall normally be made within seven (7) weeks of the first semester at the University for new students.

(c) Applications for credit transfer must be accompanied by the transcripts of examination results and syllabus or outline of the subjects pursued at the relevant institutions.

(2) The Principle of Credit Transfer

The principles for credit transfer are as follows:

(a) The institution from which credits for one or more subjects are to be transferred must be recognised by the University.

(b) Subjects from institutions recognised in (a) above, must be accepted by the University as credit transferable subjects.

(c) Subjects accepted for credit transfer by the University in (a) must be similar or close to one or more subjects offered in programmes by the University.

(d) The student must have obtained a pass in the subjects concerned.

(e) Credit transfer is applicable if the date of the result of the subject concerned was obtained within the last 5 years.

(f) Transferred credits will not be calculated in the GPA and the CGPA. Transferred credits will be taken into account to fulfill the total credit requirements for graduation.
(3) Maximum Number of Transferable Credits

The maximum number of transferable credits depends on the following conditions:

(a) The total credit hours of subjects exempted due to credit transfer must not exceed the credit hours of the subjects taken at other relevant institutions, after taking into account the relevant time taken for the subject at the relevant institution whether it is quarter semester, half semester or any other semester period.

(b) The maximum transferable credit is 30% of the credit hours required for graduation in a University programme. For example, if a University programme requires 120 credit hours for graduation, the maximum transferable credit allowed is 36 credit hours.

(4) University Subject Requirement

(a) For the Degree programme, a student shall only be awarded the Degree after completing the University subjects of at least 70% of the total credit hours required to graduate from a University programme.

(b) For example, a University Degree programme requires 120 credit hours for graduation. A student who has received credit transfer from other institutions is eligible for a Degree after completing 84 credit hours at the University.

7. GRADE SYSTEM

(1) Grade and Point Values

(a) A student’s performance in a subject is indicated by the grade received. The relationship between the grade and the point value is as shown below:

<table>
<thead>
<tr>
<th>Mark</th>
<th>Grade</th>
<th>Point Value</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 – 100</td>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>75 – 79</td>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>70 – 74</td>
<td>B+</td>
<td>3.33</td>
<td>Good</td>
</tr>
<tr>
<td>65 – 69</td>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>60 – 64</td>
<td>B-</td>
<td>2.67</td>
<td>Pass</td>
</tr>
<tr>
<td>55 – 59</td>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>50 – 54</td>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>45 – 49</td>
<td>C-</td>
<td>1.67</td>
<td>Marginal Pass</td>
</tr>
<tr>
<td>40 – 44</td>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>35 – 39</td>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>0 – 34</td>
<td>F</td>
<td>0.00</td>
<td>Fail</td>
</tr>
</tbody>
</table>

(b) Passing Grade

The general passing grade in all subjects is a D and above except for MQA Compulsory subjects where the passing grade is a C and above. However the passing grade for each subject depends on the requirements of the School with the approval of the Senate of the University.
Accumulating Points

(i) The points are counted by taking the total credit hours for a particular subject and multiplying it with the grade received for a particular subject. For example, a student who receives an A in Principles of Management which carries 3 credit hours receives 12 points for the subject (3 hours x 4.00 point value for an A).

(ii) The total points is the total of all points accumulated by students of all subjects taken in one semester as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
<th>Grade Point</th>
<th>Credit Hour (Counted)</th>
<th>Credit Hour x Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Management</td>
<td>A</td>
<td>4.00</td>
<td>3</td>
<td>4.00 x 3 = 12.00</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>B-</td>
<td>2.67</td>
<td>3</td>
<td>2.67 x 3 = 8.01</td>
</tr>
<tr>
<td>Principles of Finance</td>
<td>C+</td>
<td>2.33</td>
<td>4</td>
<td>2.33 x 4 = 9.32</td>
</tr>
<tr>
<td>Total Point</td>
<td></td>
<td></td>
<td>10</td>
<td>29.33</td>
</tr>
</tbody>
</table>

Calculating the GPA and CGPA

(i) The Grade Point Average (GPA) is defined as the total grade points received by students in a semester divided by the number of credit hours counted in the semester. The Cumulative Grade Point Average (CGPA) is defined as the total grade points accumulated from all semesters divided by the total credit hours counted.

(ii) If a student has completed more than the minimum required number of credits for graduation, the CGPA be calculated based on the minimum required number of credits for graduation and which should include:
   - All the core subjects
   - The best grades obtained for the elective subjects.

Repeating Failed Subjects

Students who obtain an F in any subject are required to repeat the subject. For the purpose of calculating the CGPA, the new grade will be counted.

Repeating Subjects for Grade Improvement

Students are allowed to improve their grades by repeating the subject in the programme of their study. For CGPA calculation, the better grade will be counted.

Other Status

Other than the Grades A, B, C, D, F, the following status are also used:

(i) “I” denotes Incomplete. This status is awarded to a student who is unable to sit for an examination or is unable to complete assignments, like projects in the
time given due to illness verified by a Medical Officer or for other reasons with the approval of the Dean. The student who obtained the ‘I’ grade is required to sit for a supplementary examination as replacement for the initial examination or has to complete the incomplete assignment at a date to be fixed by the Dean. Appropriate time extensions will be considered.

‘I’ status is also accorded to the following cases:
- Non submission of Assignment and absent from Final Exam
- Submission of Assignments only and absent from Final Exam
- Non submission of Assignments but sat for Final Exam

(ii) IP = In Progress. This status is given to students who have completed the coursework of a subject but yet to sit for the final examination in the same semester. This status indicates the work progress of the students before a final grade is awarded in the later semester. A student is required to sit for the final examination within the next three (3) consecutive semesters and if he fails to do so, he needs to re-register for the subject.

(iii) CT = Credit Transfer. This status is given to students who have been granted credit transfers for certain subjects in accordance with the relevant regulations. In such cases, students will be regarded as having received the credit hours for the relevant subjects.

(iv) W = Subject Withdrawal. This status is given to students who withdraw from a subject within the allocated time as provided for in 7 (4). The W status will not be calculated in the GPA.

(v) AU = Audit. This status will be given to students who have registered for a subject but do not take part in the assessments.

8. EVALUATION SCHEME

(1) Subject Evaluation

Assessments for each subject will be carried out periodically and continuously based on works done within the study weeks in a semester in the manner determined by the School or in accordance with University regulations.

(2) Modes of Assessment

Students’ performance is assessed in the following manner:

(a) Continuous assessment through tests, assignments/project and quizzes. Normally not more than 60% of the total marks may be allocated to this form of assessment.

(b) The end of semester examinations is held comprehensively at the end of each semester for each subject taken. Normally not less than 40% from the total marks may be allocated for the end of semester examinations.

(c) In special cases (with prior approval of the University), the end of semester
examinations can be replaced with other forms of assessment like ‘mini project’, ‘term paper’ and others.

(d) Assessment via practical training must follow modes of assessment approved by the University.

(3) End of Semester Examinations
(a) Final examinations must be held within the allocated time and in modes approved by the University.
(b) Students can apply to defer sitting for the examinations provided all continuous assessments have been submitted. Applications are to be made before the final examination week. The subjects will be graded as ‘In Progress’ (IP) until students sit for the examinations. Students will be allowed to sit for the examinations within the next three consecutive semesters. If he fails to do so, he needs to re-register for the subject.

(4) Announcement of Examination Results
(a) Examination results can only be released to the student concerned and to a party agreed to by the student in writing.
(b) Appeals for Re-marking of Assessment
   (i) Appeals for remarking applies only to the examination component.
   (ii) Appeals for remarking of the examination can be made by filling the ‘Appeal on Examination Grade’ form. A payment of RM 100 or equivalent in other currency is required for each remarking. Applications must be made to the Registry within 10 days of the announcement of the final examination results.
   (iii) Upon appeals for remarking of the examination, a student can have a grade change from ‘Lower’ to ‘Higher’ grade or ‘Higher’ to ‘Lower’ grade.
   (iv) In the event that the student has obtained a ‘Higher’ to ‘Lower’ grade upon appeal, a third examiner may be appointed to evaluate the final examination.
   (v) The Senate shall consider all cases of appeal and reserves the right to reexamine any other portions of the assessment.
(c) Breach of Academic Integrity

Students reported to have breached the Academic Integrity will be given the status of I pending the outcome of enquiries. If found guilty, the grade F will be given for the subject. (See Examination Rules and Regulations)

9. ACADEMIC STANDING

(1) Students’ academic performance and standing are evaluated using the GPA.
(2) The term “Good Standing” (GS) is given to students with GPA ≥ 2.00 and “Probational Standing” (PS) is for students with GPA < 2.00.
(3) Students with PS will be placed under Academic Probation Period for the following semester.

(4) The Academic Probation Period will end when the students achieve GPA \( \geq 2.00 \).

(5) During the Academic Probation Period, the students are not allowed to register for more than 6 credit hours. However the Dean will have the discretion of determining the number of subjects appropriate for the student to register.

(6) The candidature of students may be reviewed if they continuously obtain unsatisfactorily results during the Academic Probation Period.

10. **DEAN’S LIST**

(1) Students with GPA \( \geq 3.70 \) and have not obtained less than a C for any subject in the current semester. To be included into the Dean’s List for that semester, students must also have registered for a subject load of not less than 9 credit hours in the semester.

(2) The respective School will issue a Dean’s List certificate to the students receiving the award.

(3) Students’ transcripts will carry the Dean’s List award notation.

11. **GRADUATION**

(1) Graduation Requirements

   Students are awarded the Degree when they fulfill the following criteria:

   - (a) Completed the minimum credit requirement for the programme.
   - (b) Obtained a CGPA of not less than 2.00 for the final semester of studies.
   - (c) Fulfilled the programme's specific requirements.
   - (d) Paid in full all financial obligations to the University.
   - (e) Free from any pending disciplinary action.

(2) Applying for Graduation

   - (a) The University will give notice to students during the semester when they have fulfilled the requirements for graduation.
   - (b) Students are required to apply for Degree graduation within the set dates. Late graduation applications will be penalised.

12. **DEFERMENT OF STUDY**

(a) Students may apply for deferment of study anytime before the final examination week. Each application is for one semester of deferment.

(b) Students are required to inform the University in writing within 2 weeks after the registration of the new semester if they wish to apply for a second deferment.

(c) Activation fee of RM 50.00 (USD 15) will be charged for each deferred semester upon registration of new semester.
13. RE-ADMISSION AFTER TERMINATION OF STUDIES

(1) Students terminated by the University in their studies under regulation 13.6 will be allowed to re-register for the same or other programmes.

(2) In this provision, only ONE re-admission is allowed.

(3) Students who have been terminated by the University due to academic reasons can appeal to the President through the Dean within 3 weeks after the official announcement of examination results. Decision made by the President on the appeal is final.

14. GENERAL

(1) The Senate reserves the right to make amendments to the University Rules and Regulations from time to time as deemed necessary under this provision. Such amendments must be adhered to at all times with immediate effect.

(2) This rule is applicable to all students admitted into Asia e University.

(3) The President can consider appeals regarding any regulations provided for herein allow for exemptions where appropriate.
POSTGRADUATE INFORMATION
1. THE ACADEMIC CALENDAR

(1) The university academic year is divided into three (3) semesters, January Semester, May Semester and September Semester.

(2) The academic year is scheduled as illustrated as follows:

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>DURATION IN WEEKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td></td>
</tr>
<tr>
<td>Study Weeks</td>
<td>14</td>
</tr>
<tr>
<td>End of Semester Examination</td>
<td>1</td>
</tr>
<tr>
<td>End of Semester Break</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>17</td>
</tr>
<tr>
<td>MAY</td>
<td></td>
</tr>
<tr>
<td>Study Weeks</td>
<td>14</td>
</tr>
<tr>
<td>End of Semester Examination</td>
<td>1</td>
</tr>
<tr>
<td>End of Semester Break</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>18</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td></td>
</tr>
<tr>
<td>Study Weeks</td>
<td>14</td>
</tr>
<tr>
<td>End of Semester Examination</td>
<td>1</td>
</tr>
<tr>
<td>End of Semester Break</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>17</td>
</tr>
<tr>
<td>Grand Total</td>
<td>52</td>
</tr>
</tbody>
</table>

2. THE POSTGRADUATE PROGRAMMES

(1) Postgraduate Programmes

The postgraduate programmes offered by the University are categorised under three (3) structures as follows:

(a) Structure I – Degree by Research

(b) Structure II – Degree by Coursework and Research

(c) Structure III – Degree by Coursework

(2) Structure I – Degree by Research

Students pursuing a postgraduate programme under this structure have to take a sustained and in-depth study on a particular research topic, which he will then write about in the form of thesis.
(a) A student undertakes research under the supervision of a Supervisor appointed by the Dean of School for Graduate Studies. The Supervisor will ensure that the student is making progress towards completing the research on time.

(b) Students may be required to audit some subjects before undertaking their research to strengthen the basic knowledge in areas considered necessary for the advancement of their research work.

(c) At the end of this programme, the student is required to submit a thesis for examination. The thesis must be defended in an oral examination and or viva voce examination.

(3) Structure II – Degree by Coursework and Research

A student pursuing under this structure is required to fulfill a minimum number of credit hours of coursework and examinations. Subject to the student’s performance in the coursework component and the approval of Dean of School of Graduate Studies, the student is allowed to proceed work on his research proposal.

(4) Structure III – Degree by Coursework

A student pursuing a postgraduate programme under this structure is required to attend seminar classes (or under exceptional circumstances are based on a prescribed mode of study). Assessment will normally be based on assignments and/or quizzes and/or presentations and a substantial project paper or case study. The student is required to fulfill the required number of credit hours prescribed and sit for written examinations in the subjects registered at the end of the semester.

3. PROGRAMME REGISTRATION

(1) Students who have been offered entry into the University are required to register within the period indicated in the letter of offer.

(2) Students may request to defer their registration by writing officially to the University not later than two (2) weeks after the commencement of the semester.

(3) Each deferment is for a period of one semester, unless otherwise indicated.

4. SUBJECT REGISTRATION

(1) Credit Load Per Semester

(a) The total credit hours for part time students shall normally be 9 credit hours in a semester.

(b) The total credit hours for full time students shall normally be 15 credit hours in a semester.

(c) Students are allowed to register for more credit hours in a semester with the approval of the Dean subject to the students’ academic performance.

(d) For programmes in modular mode, the total credit hours at each registration shall normally be 6 credit hours.
(2) Registration Period

Registration is open until the fifth week of the semester.

(3) Adding and Dropping Subjects

(a) Students may add subjects within two (2) weeks of the commencement of the semester.

(b) Students may drop subjects within seven (7) weeks of the commencement of the semester.

(4) Withdrawing From Subjects

(a) Students may withdraw subjects within week 8 to week 13 of the semester.

(b) Withdrawals made within the specified period will be recorded in the academic transcript as W, and this grade will not be included in the GPA for the respective semester.

(c) Students who have been allowed to withdraw are required to re-register for the subject in the next semester and pay the necessary fees.

5. CREDIT TRANSFER

(1) Applying for Credit Transfer

(a) Students may apply for credit transfer for the purpose of obtaining an exemption from one or more subjects required by their programmes because they have taken and passed similar subjects of the same credit value in other institutions.

(b) Applications for credit transfer shall normally be made within seven (7) weeks of the first semester at the University for new students.

(c) Applications for credit transfer must be accompanied by the transcripts of examination results and syllabus or outline of the subjects pursued at the relevant institutions.

(2) The Principle of Credit Transfer

The principles for credit transfer are as follows:

(a) The institution from which credits for one or more subjects are to be transferred must be recognised by the University.

(b) Subjects from institutions recognised in (a) above, must be accepted by the University as credit transferable subjects.

(c) Subjects accepted for credit transfer by the University in (a) must be similar or close to one or more subjects offered in programmes by the University.

(d) The student must have obtained at least a B (65 marks and above) in the subjects concerned.
(e) Credit transfer is applicable if the date of the result of the subject concerned was obtained within the last 5 years.

(f) Transferred credits will not be calculated in the GPA and the CGPA. Transferred credits will be taken into account to fulfill the total credit requirements for graduation.

(3) Maximum Number of Transferable Credits

(a) The maximum number of transferable credits depends on the following conditions:

(i) The total credit hours of subjects exempted due to credit transfer must not exceed the credit hours of the subjects taken at other relevant institutions, after taking into account the relevant time taken for the subject at the relevant institution whether it is quarter semester, half semester or any other semester period.

(ii) The maximum transferable credit is 30% of the credit hours required for graduation in a University programme. For example, if a University programme requires 120 credit hours for graduation, the maximum transferable credit allowed is 36 credit hours.

6. CHANGE AND CONVERSION OF PROGRAMME, DEFERMENT OF STUDY AND WITHDRAWAL OF CANDIDATURE

(1) Change of Programme

(a) If a student wishes to change the programme he is pursuing, his grades obtained for subjects taken in the previous programme may be transferred to the new programme and they will be counted in the GPA and CGPA calculations.

(b) Grades are transferred based on the structure of the new programme.

(c) A student will be registering as a first semester student of the new programme or the semester status will be determined based on the number of subjects of which grade transfer is approved.

(d) Students can apply to change programme within two weeks after the beginning of the semester and a payment of RM 50.00 (USD 15) is required for each application.

(2) Conversion from Master’s to Doctoral Degree Programme

A student under Structure I may apply for conversion from a Master’s to a Doctoral degree programme. The application must be made with the recommendation of the Supervisor/Supervisory Committee of the student. The Supervisor/Supervisory Committee shall make a recommendation to the Dean, who will then forward the application to the Postgraduate Studies Committee for approval.
The following regulations are to be adhered to:

(a) The student:
   (i) has completed at least three (3) semesters or one (1) academic year of the Master’s programme.
   (ii) has shown outstanding research work that merits the conversion; and

(b) The Supervisor/Supervisory Committee must submit a comprehensive report to the Dean highlighting the merits and achievements that will support or justify the conversion. If approved, the conversion will take effect the following semester.

(3) Deferment of Study

(a) Students may apply for deferment of study anytime before the final examination week. Each application is for one semester of deferment.

(b) Students are required to inform the University in writing within 2 weeks after the registration of the new semester if they wish to apply for a second deferment.

(c) Activation fee of RM 50.00 (USD 15) will be charged for each deferred semester upon registration of new semester.

(4) Withdrawal of Candidature

A student who wants to withdraw from a postgraduate programme shall apply in writing to the University. A student who has withdrawn may apply for re-admission by submitting a new application.

7. SUPERVISOR AND SUPERVISION

(1) Supervisor

(a) The School may assign a suitable supervisor after admission or the student may nominate his own supervisor by submitting a Supervisor Nomination Form.

(b) A student with the advice of the Supervisor may nominate a Supervisory Committee (if required). If a Supervisory Committee is required, the student must complete and submit a Nomination of Thesis Supervisory Committee Form to the School.

(c) A Supervisory Committee must consist of a Chairman and at least one (1) other member who is capable of providing advice and guidance to the student’s research.

(d) The Chairman of the Supervisory Committee may be the Supervisor or any other academic member appointed by the School.

(2) Additional Requirements for Appointment

(a) In addition to the requirements prescribed in Rule 7 (1), a Supervisor/Supervisory Committee for a student pursuing a Master’s degree may also be one of the following persons:
(i) An academic staff member who is a Doctoral degree holder; or

(ii) An academic staff member with the rank of a Lecturer with a Master's degree qualification and has published his research; or

(iii) An individual with relevant postgraduate or professional qualifications recognised by the University.

(b) In addition to the requirements prescribed in Rule 7 (1), a Supervisor/Supervisory Committee for a student pursuing a Doctoral degree may be one of the following persons:

(i) An academic staff member who is a Doctoral degree holder; or

(ii) An academic staff member who is a Professor/Associate Professor; or

(iii) An individual with relevant postgraduate or professional qualification recognised by the University.

(3) Restriction

(a) A Supervisor or members of a Supervisory Committee shall not in any manner be personally related to the student who is under their supervision.

(b) An academic staff member who is currently enrolled in a full-time or a part-time Master's or Doctoral study shall not be appointed as a Supervisor or as a member of the Supervisory Committee.

(4) Change of a Supervisor or Reconstitution of the Supervisory Committee

(a) A Supervisor shall be changed or a Supervisory Committee shall be reconstituted under the following circumstances:

(i) Upon a withdrawal by, or resignation, incapacitation or disqualification of the Supervisor/Supervisory Committee;

(ii) Where, the University decides and deems it desirable that the Supervisor/Supervisory Committee should be replaced;

(iii) Where, the University decides and deems it desirable that additional members are required.

(iv) A student may also seek to change the Supervisor or reconstitute the Supervisory Committee if he believes that continued supervision by the Supervisor/Supervisory Committee will not lead to the satisfactory completion of the degree. The student has to complete and submit a Change of Dissertation/Thesis Supervisor or Reconstitution of Thesis Supervisory Committee Form to the Dean for approval.

(5) Responsibilities of the Supervisor/Supervisory Committee

The Supervisor/Supervisory Committee is responsible for guiding the student in planning the research and in the dissertation/thesis preparation. The followings are some aspects of the responsibilities of the Supervisor/Supervisory Committee:

(a) Guides the student in the selection and planning of an original research topic that can be successfully completed.
(b) Establishes with the student a realistic timetable for completion of the various phases of the research.

(c) Provides the student with a realistic time schedule for provision of feedback and to ensure that the student adheres to the timetable.

(d) Ensures that student has an understanding of the relevant theories and the methodological and technical skills necessary for the research, including provision of information through an ethical review process where applicable.

(e) Makes arrangements to ensure continuity of supervision during leaves or an extended period of absence.

(f) Submits a Progress Report on the student’s research work progress at the end of each semester to the Dean.

(g) Attends the student’s research proposal defense and decides whether the proposal is acceptable for the student to proceed to the next stage of the research.

(h) Continues to guide and advise the student after the research proposal defense.

(i) Decides, (or if the student has a Supervisory Committee, decides as a committee) to recommend to the Dean for the submission of the student’s dissertation/thesis.

(j) Attends the student’s viva voce examination; however the Supervisor/Supervisory Committee does not take part in making the decision to the dissertation/thesis.

(6) Project Supervision

A student pursuing a study under Structure III, is required to undertake a project paper as a requirement for graduation. The School may assign a suitable supervisor or the student may nominate his own supervisor by submitting a supervisor nomination form. The responsibilities of the Supervisor are the same as that of the Supervisor/Supervisory Committee as listed under Rule 7 (5).

8. PROGRAMME EVALUATION

(1) Grading System

(a) Grade and Point Values

A student’s performance in a subject is reflected by the grade received. The relationship between the grade and the point value is as shown below:

<table>
<thead>
<tr>
<th>Mark</th>
<th>Grade</th>
<th>Point Value</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-100</td>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>75-79</td>
<td>A-</td>
<td>3.75</td>
<td>Very Good</td>
</tr>
<tr>
<td>70-74</td>
<td>B+</td>
<td>3.50</td>
<td>Good</td>
</tr>
<tr>
<td>65-69</td>
<td>B</td>
<td>3.00</td>
<td>Pass</td>
</tr>
<tr>
<td>60-64</td>
<td>B-</td>
<td>2.75</td>
<td></td>
</tr>
<tr>
<td>55-59</td>
<td>C+</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td>50-54</td>
<td>C</td>
<td>2.00</td>
<td>Marginal Pass</td>
</tr>
<tr>
<td>45-49</td>
<td>C-</td>
<td>1.75</td>
<td></td>
</tr>
<tr>
<td>40-44</td>
<td>D+</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td>35-39</td>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>0-34</td>
<td>F</td>
<td>0.00</td>
<td>Fail</td>
</tr>
</tbody>
</table>
(b) Passing Grade

The general passing grade in all subjects is a B and above.

(c) Accumulating Point

(i) The points are counted by taking the total credit hours for a particular subject and multiplying it with the grade received for a particular subject. For example, a student who receives an A in Principles of Management which carries 3 credit hours receives 12 point for the subject (3 hours x 4.00 point value for an A)

(ii) The total point is the total of all points accumulated by a student from all subjects taken in one semester.

(d) Calculating the GPA and CGPA

(i) The Grade Point Average (GPA) is defined as the total grade points received by students in a semester divided by the number of credit hours counted in the semester. The Cumulative Grade Point Average (CGPA) is defined as the total grade points accumulated from all semesters divided by the total credit hours counted.

(ii) If a student has completed more than the minimum required number of credits for graduation, the CGPA be calculated based on the minimum required number of credits for graduation and which should include:
   - All the core subjects
   - The best grades obtained for the elective subjects.

(e) Repeating Failed Subjects

A student who obtained F in any subject is required to repeat the subject. For the purpose of calculating the CGPA, the new grade will be counted.

(f) Repeating Subjects for Grade Improvement

A student is allowed to improve his grade by repeating the subject in the programme of their study. For CGPA calculation the better grade will be counted.

(g) Status Indicators Other Than Grades

Other than the A, B, C, D, F above, the following status indicators are also used to illustrate a student’s performance:

(i) “I” denotes Incomplete.
   This status is awarded to a student who is unable to sit for an examination or is unable to complete assignments, like projects in the time given due to illness verified by a Medical Officer or for other reasons with the approval of the Dean. The student who obtained the ‘I’ grade is required to sit for a supplementary examination as replacement for the initial examination or has to complete the incomplete assignment at a date to be fixed by the Dean. Appropriate time extensions will be
considered.

`I` status is also accorded to the following cases:
- Non submission of Assignment and absent from Final Exam
- Submission of Assignments only and absent from Final Exam
- Non submission of Assignments but sat for Final Exam.

(ii) IP = In Progress. This status is given to students who have completed the coursework of a subject but yet to sit for the final examination in the same semester. This status indicates the work progress of the students before a final grade is awarded in the later semester. A student is required to sit for the final examination within the next three (3) consecutive semesters and if he fails to do so, he needs to re-register for the subject.

(iii) CT = Credit Transfer. This status is given to students who have been granted credit transfers for certain subjects in accordance with the relevant regulations. In such cases, students will be regarded as having received the credit hours for the relevant subjects.

(iv) S or U = Satisfactory or Unsatisfactory. Research work is graded either as Satisfactory “S” or Unsatisfactory “U”. No point value is given to the research work and thus it is not computed in the cumulative or semester grade point average.

(v) W = Subject Withdrawal. This status is given to students who withdraw from a subject within the allocated time as provided for in 5 (4). The W status will not be calculated in the GPA.

(vi) AU = Audit. This status will be given to students who have registered for a subject but do not take part in the assessments.

9. EVALUATION SCHEME

Modes of Assessment

(1) For Structure I and II

Dissertation/Thesis Evaluation

(a) Stage 1: Preparation of the Research Proposal

(i) After having registered for the first semester, the student is required to prepare a Research Proposal of the intended study which will have to be approved by the Supervisor or Supervisory Committee.

(ii) A student’s progress is evaluated in each semester and if he obtains a grade “U” for THREE (3) consecutive semesters, he will be referred to the Academic Advisor.

(iii) The Research Proposal should be submitted within the stipulated period from date of registration of the first semester to the school.

(iv) Upon fulfilling the conditions of the School of Graduate Studies for a research proposal, a student is permitted to continue with the Master’s or Doctoral study and proceed to the next stage (Stage 2).
(v) A student shall be given THREE (3) opportunities to pass the research proposal. Failure on the third attempt shall result on the termination of his candidature.

(vi) At any stage of the study, a student may be required to audit one or more subjects upon the recommendation of the Supervisor or Supervisory Committee.

(b) Stage 2: Research

(i) The Supervisor or Supervisory Committee shall assist and supervise the student in the preparation of the dissertation/thesis and to ensure that the dissertation/thesis meets required standards.

(ii) During this stage of the research process, the student is required:

1. to meet the Supervisor/the Supervisory Committee regularly during every semester.

2. to submit a written progress report to the Supervisor/Supervisory Committee at the end of each semester and will be graded as “S” (Satisfactory) or “U” (Unsatisfactory). A student who has obtained grade “U” (Unsatisfactory) for THREE (3) consecutive semesters will be referred to the Academic Advisor.

(c) Stage 3: Dissertation/Thesis Examination

Final Examination

The final examination for a Master’s and Doctoral degree programme under Structure I and II shall consist of a dissertation/thesis examination and viva voce examination.

The final examination is to determine the student’s competency in the field of study.

(i) Appointment of Dissertation/Thesis Examiners

The Dean will nominate Dissertation/Thesis Examiners for approval by the Postgraduate Studies Committee.

(ii) Composition of Dissertation/Thesis Examiners

The Dissertation/Thesis Examiners for Master’s degree shall comprise of:

1. one (1) Internal Examiner; and

2. one (1) External Examiner.

The Thesis Examiners for Doctoral degree shall comprise of:

3. one (1) Internal Examiner; and

4. two (2) External Examiners.

(iii) Pre-requisites for Appointment

All internal and external examiners must have established reputations in the area of the dissertation/thesis topic.
1. An internal examiner must be an academic staff member of the University but he must not be the Supervisor or a member of the Supervisory Committee.

2. An external examiner must not be an academic staff member of the University.

(2) Dissertation/Thesis Submission

(a) Notice of Submission of Dissertation/Thesis

A student is required to give three (3) months notice to the School of his intention to submit the dissertation/thesis by using Notice of Submission of Dissertation/Thesis Form. This form must be accompanied by a Table of Contents of the dissertation/thesis.

(b) Submission for Checking of Format.

An unbound copy of the dissertation/thesis shall be submitted to the School to be checked for conformity to the format requirements.

(c) Dissertation/Thesis Submission for Examination

Five (5) soft bound copies of the completed dissertation/thesis must be submitted to the School.

(3) Viva Voce of Dissertation/Thesis Examination

(a) Upon approval of the Senate, the University shall appoint an Examination Committee to conduct the viva voce. The viva voce will be conducted when all the examiners’ reports have been received.

The Examination Committee for Master’s degree shall comprise of:

(i) the Dean or his representative as Chairman

(ii) one (1) Internal Examiner and

(iii) one (1) External Examiner.

The Examination Committee for Doctoral degree shall comprise of:

(i) the Dean or his representative as Chairman

(ii) one (1) Internal Examiner and

(iii) two (2) External Examiners.

(b) The University shall invite the Supervisor to attend the viva voce but his presence is not mandatory. The Supervisor’s role is to provide the examiners with any assistance they require but will not take an active part in the viva voce.

(c) Following the viva voce a joint report should be prepared and agreed by the examiners and submitted by the Chairman of the Examination Committee to the School.

(4) Dissertation/Thesis Examination Results
The recommendation from the Examination Committee shall be one of the following:

(a) Dissertation/Thesis is accepted

(b) Dissertation/Thesis is accepted subject to:

(i) Minor modifications being made

Such minor modifications might include errors in grammar and/or syntax and/or minor changes in phraseology and/or other amendments which do not significantly affect the conclusion of the dissertation/thesis.

(ii) Major modifications being made

Such major modifications might include serious omissions of sections and/or inadequate argument in terms of the research questions/hypotheses and/or lack of adequate explanations of key concepts and principles.

(c) Dissertation/Thesis requiring re-submission

This recommendation is used where substantial modifications (e.g. re-writing of sections or/and further experiments or/and profound correction of a scientific argument) are required to make the dissertation/thesis acceptable. The dissertation/thesis following revision would normally be considered again by all members of the Examination Committee for final approval. A student will normally only be permitted to revise and re-submit a dissertation/thesis once.

(d) Dissertation/Thesis is rejected with no right of revision or re-submission

(e) If the thesis does not meet the requirements for the Doctoral degree but does have merits which meet the requirements for the Master’s degree, the student shall be given the opportunity to submit the thesis in revised form for the appropriate Master’s degree.

(5) Information about Modification

In any case where additional work is required, the Dean is responsible for ensuring that both the student and supervisor are provided [within two (2) weeks after the viva voce examination] with written notification of:

(a) the details of the additional work required, and

(b) the deadline for the completion of the required additional work.

(6) University Senate’s Decision

The Registry will notify the student in writing of the outcome of the examination, and will send the student a copy of the examiner’s report.

(7) Final Submission of the Dissertation/Thesis

(a) Subject to Rule 9 (4) (9(4)(a)), (9 (4)(b)) a student whose dissertation/thesis is accepted or accepted with minor or major modifications will have to submit to the School five (5) hardbound copies of the dissertation/thesis (duly verified and corrected) together with a compact disc (CD) containing a soft copy of the dissertation/thesis within the prescribed time. The Supervisor/Supervisory Committee will be responsible to verify that all the required amendments have been made in the dissertation/thesis.
(b) A student may, if necessary, apply to the Dean for extension of time for the final submission of his dissertation thesis. All such applications must be made through the Supervisor/Supervisory Committee. The Dean may, at his discretion, extend the time for final submission of a dissertation/thesis for up to sixty (60) days but only one extension may be granted to a student. During the extension period, the student must continue to be a registered student.

(c) If after being required by the Examination Committee, a dissertation/thesis is not amended and submitted by the student within the prescribed time, the dissertation/thesis shall be deemed to have been rejected by the Examination Committee.

(8) Disagreement Amongst Examiners

If the examiners cannot agree on the outcome of the examination result, the Dean shall inform the Post Graduate Committee to appoint new External Examiners to review the dissertation/thesis. The new examiners will examine the dissertation/thesis and submit the report to the Dean. The Post Graduate Committee shall decide the result based on the recommendations of the new examiners’ reports.

(9) For students pursuing under Structure II and III

Performance is assessed in the following manner:

(a) Continuous assessment through tests, assignments/project and quizzes. Normally, not more than 60% of the total mark can be allocated to this form of assessment.

(b) The end of semester examinations - is held comprehensively at the end of each semester for each subject taken. Normally not less than 40% from the total marks are to be allocated for the end of semester examinations.

(c) In special cases (with prior approval of the University), the end of semester examinations can be replaced with other forms of assessment like ‘mini project’, ‘term paper’ and others.

(d) Assessment via practical training must follow modes of assessment set by the School and approved by the University.

(10) End of Semester Examinations

(a) Final examinations must be held within the allocated time and in modes approved by the University.

(b) Students can apply to defer sitting for the examinations provided all continuous assessments have been submitted. Applications are to be made before the final examination week. The subjects will be graded as ‘In Progress’ (IP) until students sit for the examinations. Students will be allowed to sit for the examinations within the next three consecutive semesters. If he fails to do so, he needs to re-register for the subject.

(11) Announcement of Examination Results

(a) The examination results can only be released to the student concerned and to a party agreed to by the student in writing.

(b) Appeals for Re-marking of Assessment

(i) Appeals for remarking applies only to the examination component.
(ii) Appeals for remarking of the examination can be made by filling the ‘Appeal on Examination Grade’ form. A payment of RM 100 or equivalent in other currency is required for each remarking. Applications must be made to the Registry within 10 days of the announcement of the final examination results.

(iii) Upon appeals for remarking of the examination, a student can have a grade change from ‘Lower’ to ‘Higher’ grade or ‘Higher’ to ‘Lower’ grade.

(iv) In the event that the student has obtained a ‘Higher’ to ‘Lower’ grade upon appeal, a third examiner may be appointed to evaluate the final examination.

(v) The Senate shall consider all cases of appeal and reserves the right to reexamine any other portions of the assessment.

10. ACADEMIC STANDING

(1) For Structure I

(a) Research work is graded either as Satisfactory “S” or Unsatisfactory “U”. No value points are given to the research work and thus it is not computed in the cumulative or semester grade point average.

(b) A student shall be deemed to be in Good Standing if the student achieves “S” grade for research work.

(2) For Structure II & III

(a) A student’s academic performance and standing are evaluated using the GPA.

(b) The term “Good Standing” (GS) is given to a student with a minimum GPA ≥ 3.00 and “Probational Standing” (PS) is for student with GPA < 3.00.

(c) Students with PS will be placed under Academic Probation Period for the following semester.

(d) The Academic Probation Period will end when the student achieves a GPA ≥ 3.00.

(e) During the Academic Probation Period, the student is not allowed to register more than 6 credit hours or the Dean will have the discretion of determining the number of subjects appropriate for the student to register.

(f) The candidature of students may be reviewed if they continuously obtain unsatisfactory results during Academic Probation Period

11. GRADUATION

(1) Graduation/Conferment Requirements

(a) A student under Structure I is eligible for conferral of a degree after fulfilling the following conditions:
(i) Passed the Dissertation/Thesis Examination

(ii) Passed the Viva Voce Examination

(iii) Has paid all the due fees

(iv) Has fulfilled other requirements as specified by the University.

(b) A student under Structure II is eligible for conferral of a degree after fulfilling the following conditions:

   (i) Achieved a final CGPA of at least 3.00

   (ii) Passed the Dissertation Examination

   (iii) Passed the Viva Voce Examination

   (iv) Has paid all the due fees

   (v) Has fulfilled other requirements as specified by the University.

(c) A student under Structure III is eligible for conferral of a degree after fulfilling the following conditions:

   (i) Achieved a final CGPA of at least 3.00

   (ii) Has paid all the due fees

   (iii) Has fulfilled other requirements as specified by the University.

(2) Award of Degree

The Senate shall confer a Master's or Doctoral degree to a student upon recommendation by the University Examination Committee once all the requirements for graduation have been fulfilled.

(3) Applying for Graduation

   (a) The University will give notice to students during the semester when they have fulfilled the requirements for graduation.

   (b) Students are required to apply for degree graduation within the set dates.

12. RE-ADMISSION AFTER TERMINATION OF STUDIES

(1) Students terminated by the University in their studies under regulation 10 (2) (f) will be allowed to re-register for the same or other programmes.

(2) In this provision, only ONE re-admission is allowed.

(3) Students who have been terminated by the University due to academic reasons can appeal to the President through the Dean within 3 weeks after the official announcement of examination results. Decision made by the President on the appeal is final.

13. GENERAL

(1) The Senate reserves the right to make amendments to the University Rules and Regulations from time to time as deemed necessary under this provision. Such
amendments must be adhered to all times with immediate effect.

(2) This rule is applicable to all students entering Asia e University.

(3) The President can consider appeals regarding any regulations provided for herein and allow for exemptions where appropriate.
Guidelines for the Writing of Thesis, Dissertation and Project Paper for Postgraduate Programmes
GUIDELINES FOR THE WRITING OF THESIS, DISSERTATION AND PROJECT PAPER FOR POSTGRADUATE PROGRAMME

1. INTRODUCTION

These guidelines provide students with essential information about how to prepare and submit thesis and dissertations in a format acceptable to the Graduate School at Asia e University. As you begin the process of writing, you will be carefully documenting the research, theories, methods, results and conclusion of your efforts. A well-written and well-formatted work will reflect favourably upon you and Asia e University Graduate School. When completed, your thesis or dissertation must follow a format and style that are acceptable, consistent with your field of knowledge.

2. STRUCTURE OF THE POSTGRADUATE PROGRAMME

The postgraduate programmes offered by the University are categorised under three (3) structures as follows;

(1) Structure I : Degree by Research (e.g.: PhD, MSc)

(2) Structure II : Degree by Coursework and Research (e.g.: DBA)

(3) Structure III : Degree by Coursework (e.g.: MBA, MM, MKM, MEd, MICTM)

3. THESIS, DISSERTATION AND PROJECT PAPER

A thesis, or a dissertation or a project paper represents the research component of the postgraduate programme.

At Asia e University, a thesis contributes to 100% fulfilment of the degree programme through original research under a proper academic supervision and in a research environment for a prescribed period. In scope, the PhD thesis differs from a research Master thesis mainly by its deeper and more comprehensive treatment of its content and subjects. The length of the PhD thesis varies with each discipline with 80,000 words being the norm. The PhD thesis should not exceed 100,000 words (excluding appendices) without special approval of the Dean, School of Graduate Studies. The length of a master thesis also varies with each discipline and should not exceed 80,000 words (excluding) without the approval of the Dean, School of Graduate Studies. The thesis must be defended in an oral examination and/or viva voce examination.

A dissertation or a project paper contributes to a partial fulfilment of the postgraduate degree by research under a proper academic supervision and in a research environment for a prescribed period. Without the approval of the Dean, School of Graduate Studies, the length of a doctoral dissertation and master dissertation should not exceed (excluding appendices) 80,000 and
60,000 words respectively. The length of a 3-credit project paper should not exceed 12,000 words (excluding appendices).

The thesis, or dissertation or project paper demonstrates authority in the candidate’s field and shows evidence of command of knowledge in relevant fields.

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<tr>
<th></th>
<th>Thesis</th>
<th>Dissertation</th>
<th>Project Paper</th>
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<td>Partial</td>
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<td>Est. time frame</td>
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<td>6 semesters</td>
<td>1 – 2 semesters</td>
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4. **SUPERVISOR AND SUPERVISION**

**Dissertation / Thesis Supervision for Students under Structure I and II**

(1) **Advisor**

At the initial stage of the candidature, students are assigned an advisor from the respective school. The advisor role is to guide the student in preparing the Intent of Research in the first semester of candidature.

**Intent of Research**

Before a supervisor can be appointed, a student needs to submit a 2-page of Intent of Research to SGS by indicating the following:

(a) proposed title and scope of study,

(b) brief statements of research problems,

(c) conceptual framework (e.g. the variables involved, methods used in brief)
(d) reasons for undertaking the study (e.g. career enhancement, academic requirement, self-fulfilment)

(2) Supervisor

The School may assign a suitable supervisor after admission or the student may nominate his/her own supervisor by submitting a Form SGS 001 Nomination of Supervisor, proposed supervisor's full CV and intent of research to deansgs@aeu.edu.my.

A student with the advice of the Supervisor may nominate a Supervisory Committee (if required). If a Supervisory Committee is required, the student must complete and submit a Form SGS 001 Nomination of Supervisor to deansgs@aeu.edu.my.

A Supervisory Committee must consist of a Chairman and at least one other member who is capable of providing advice and guidance to the student’s research.

The Chairman of the Supervisory Committee may be the Supervisor or any other academic member appointed by the School.

(3) Additional Requirements for Appointment of Supervisor(s)

The nominated Supervisor / Supervisory Committee for Master’s student may also be one of the following persons:

(a) An academic staff member who is a Doctoral degree holder; or
(b) An academic staff member with the rank of a Lecturer with a Master's degree qualification and has published his research; or
(c) An individual with relevant postgraduate or professional qualification recognised by the University.

Whereas, Supervisor / Supervisory Committee for a student pursuing a Doctoral degree may be one of the following persons:

(a) An academic staff member who is a Doctoral degree holder; or
(b) An academic staff member who is a Professor / Associate Professor; or
(c) An individual with relevant postgraduate or professional qualification recognised by the University.
(4) **Restriction**

A Supervisor or members of a Supervisory Committee shall not in any manner be personally related to the student who is under their supervision.

(5) **Change of a Supervisor or Reconstitution of the Supervisory Committee**

A student may seek the Dean to change the Supervisor or reconstitute the Supervisory Committee if he/she believes that continued supervision by the Supervisor/Supervisory Committee will not lead to the satisfactory completion of the degree.

(6) **Progress Monitoring**

A student is requested to discuss his/her research progress with his/her supervisor and submit a half-yearly progress report (Form SGS 002 Thesis Dissertation Progress Report) to deansgs@aeu.edu.my by the first week of January and the first week of July of each year. This is a part of monitoring process and the SGS shall act for improvement based on the progress analysis report.

5. **PROPOSAL DEVELOPMENT AND APPROVAL**

(1) **Requirement**

During the Stage 1 of Structure I, the research proposal should be submitted within the stipulated period from date of registration of the first semester to the School of Graduate Studies.

For Structure II, a student is required to fulfil a minimum number of credit hours of coursework and examinations. Subject to the student’s performance in the coursework component, and the approval of Dean of School of Management, a student is allowed to proceed work on his/her research proposal.

(2) **The Purpose of the Research Proposal**

The purpose of this proposal is to clearly set out the following;

(a) goals of the research study
(b) relationship of the work to the current body of knowledge in the chosen discipline area
(c) methodologies by which the goals will be addressed
(d) plausible outcomes of the work, together with their significance, and
(e) candidate’s capabilities in conducting the research together with the timeline

(3) Preparation of the Research Proposal

Candidates should conduct an initial literature search and review the existing literature concerned with content and methodology. This is the most critical activity before writing the research proposal. The better the research is ‘grounded in’ or ‘tied to’ the literature, the greater will be its credibility, persuasiveness and authority.

Candidates are required to discuss with their supervisor or supervisory committee member(s) on the focus and purpose of the research proposal as stipulated above.

A Doctoral research proposal should normally be around 10,000 words excluding appendices and references, whereas a proposal for Masters’ degree programme (Structures I and II) normally comprises about 8,000 words.

For Structure III, a simple research proposal of about 300 words is required for Masters’ programme by Coursework. This proposal should include the title, purpose(s) of research and methodology used.

(4) Submission Process

After student prepared the proposal with the consultation of the Supervisor(s), students are require to submits final copy of the proposal to SGS at deansgs@aeu.edu.my together with Form SGS 003 Submission of Thesis Dissertation Proposal and power point slides at least one month before the vetting process.

(5) Table of Contents of Research Proposal

The table of contents for the research proposal shall consist of the following;

- Synopsis
  This section is the ‘face’ of the proposal. It is written to give an overview of the context, purpose, objectives, justifications for research, expected results and what makes the research a useful contribution to knowledge.

- Introduction
  (i) Background of study
  Should arouse interest and convince the reader that the research is justifiable and the problem is worth researching.

  (ii) Problem Statement
  This is a statement that clearly defines the ‘problem’ the intended study is going to answer. It has to be well framed - clear, precise, specific, measurable and attainable.
Research Purpose and Objectives

(i) Research Purpose
This section provides the focus of research. Researcher must state the purpose of the research, and it must be anyone or a combination of these – to explain, to explore, to predict or to describe.

(ii) Research Objectives
The objectives detailed the reasons why the research is being carried out. It also provides the scope and parameters within which the study will be conducted. Objectives set must be SMART (specific, measurable, attainable, realistic and time bound).

(iii) Justifications
If in the ‘Background’ section you provide an ‘overall’ reason why the research is significant and merits a more detailed investigation, this section requires you to justify why the research is necessary in the context of the purpose and objectives you had stated above.

Review of Literature

(i) Issues Addressed
This is the first thing to identify in the literature review where it is needed to identify areas or issues where they had not ventured into. If you are interested in an issue but others have done some work on it, then look for past findings that you can improve on and add new dimensions.

(ii) Methods Employed
- Guiding theory(ies) used.
- Conceptual frameworks used / approach adopted, variables used to represent the concepts being studied, scales and measurement used, how variables are being measured and major hypothesis being tested.
- Data Collection instruments employed.
- Respondents used in the study.
- Sampling.

(iii) Major Findings and Research Gaps Identified.

Research Methods

(i) Operational definitions of main concepts and variables to be used.
(ii) Guiding theory(ies) to be used as a basis of informing the research.
(iii) Conceptual frameworks to be used / approach to be adopted.
(iv) Variables used to represent the concepts being studied.
(v) Scope of the study.
(vi) Major hypothesis being tested.
(vii) Scales and measurements to be used and how variables are going to be being measured.
(viii) Data Collection instruments to employed and data collection plans.
(ix) Who are the respondents, how they are going to be selected, how sampling is going to be done.
Data analysis – how data is going to be analysed. This includes what statistical techniques are going to be used for data analysis and to test the validity and reliability of data and to explain/interpret the results expected to be obtained.

(f) Implications and Limitations
This should consist of expected results from your study, its implication in the context of ‘extending the frontier of knowledge, and limitations you might encounter that will affect your data collection, analysis and findings.

(g) References
Use the APA format.

(6) Research Proposal Defense

In the proposal defense session, student must formally defend the research proposal to the Proposal Defense Committee. During the session, the students need to present the proposal, including the problem identification, background literature and rationale for study, hypotheses, procedural details, analysis plan, and expected limitation. This is the time for dialogue between the student and the committee in order to clarify any questions, discuss and negotiate any suggested modification, recommend resources, and provide support to the research efforts of the student.

SGS tables the appointment of Readers of Proposal Defense Session for approval in Postgraduate Studies Committee (PSC) meeting. The tasks of the Readers are to attend the Proposal Defense Session, critically review and evaluate the proposal and sign the approved proposal.

6. DATA COLLECTION

(1) Permission to Gather Data from Relevant Authorities
A candidate is requested to seek the permission from the relevant bodies of each country that approves the conduct and the ethical considerations of the research before the candidate is allowed to embark onto the proper data gathering procedures. The letters of consent from the relevant authorities must be disclosed to the supervisor(s) and attached in the thesis as appendix.

(2) Informed Consent and Protection from Harm
Perhaps the most basic and important ethical issues in research are concerned with participants’ right to informed consent and freedom from harm. Researchers obtain informed consent by ensuring that research participants enter the research of their free will and with the understanding of the nature of the study and any possible dangers that may occur. This requirement is intended to reduce the likelihood that participants will be exploited by a
researcher persuading them to participate when they are not fully aware of what the study’s requirements are.

Researchers must ensure *freedom from harm* by not exposing participants to undue risks. This requirement includes issues of confidentiality (protecting participants from ridicule or embarrassment) and issues related to personal privacy. Collecting information on participants or observing them without their knowledge or without appropriate permission is considered unethical. Furthermore, any data or information that are gathered, either from or about a person, should be strictly confidential. Access to data should also be limited to persons directly involved in conducting the research.

(3) Authenticity of Data

The researcher must declare that the thesis is his/her own work and that all contributions from any other persons or sources are properly and duly cited. The researcher further declares that it does not constitute any previous work whether published or otherwise. Candidate and supervisor(s) have the obligation to ensure the authenticity of data.

Data must normally be kept in a safe place with a proper security and for at least two years. Original data must be made available if requested to show evidence of authenticity.

7. WRITING A THESIS / DISSERTATION

(1) Introduction

There are many styles of writing thesis and dissertations. For consistency, students are encouraged to conform to the format approved by AeU.

(2) Format of Thesis/Dissertation

Typically, the format of thesis and dissertation consists of 14 parts as suggested below.

1) Cover and Spine
2) Title Page
3) Abstract
4) Signature Approval Page
5) Declaration Page
6) Copyright Page
7) Acknowledgements
8) Table of Contents
9) Lists of Tables
10) List of Figures
11) List of Symbols/Abbreviations/Nomenclature/Transliteration
12) Text
13) Appendices/Supplementaries
14) Citation of Sources
Preliminary Pages: Overview

(Cover and Spine, Title page, Copyright page, Signature Approval Page, Declaration, Acknowledgement, Abstract, Table of Contents, List of Figures and List of Tables)

1) Cover and Spine (Refer to Sample A)

The final copy of the thesis/dissertation must be hardbound in black with gold letterings.

As for the cover, the title of the thesis/dissertation, author’s name, name of institution (ASIA e UNIVERSITY), and year of submission must be printed in uppercase with font size of 14 pitch in Arial, and centrally aligned. The words in title must be arranged in the inverted pyramid shape.

As for the spine, the title of the thesis/dissertation, author’s name, the degree for which the thesis is submitted, and year in uppercase to be printed on the spine.

If the title of the thesis cannot fit the space in the spine, smaller font is allowable.

2) Title Page (Refer to Sample B)

Title page should include the following:

(a) Full title of thesis (in uppercase)
(b) Full name of author (in uppercase)
(c) Degree for which the thesis is submitted
(d) Name of the institution to which the thesis is submitted
(e) Month and year of submission

The rules for capitalisation in the document title are strict. The first, last, all principal words and words with 4 letters or more must be capitalised, including those that follow hyphens in compound terms. The only words that should not be capitalised are articles (a, an, the), prepositions (e.g., in, to), and conjunctions (e.g., and, but, for).

3) Abstract

For the doctoral dissertation, an abstract not exceeding 350 words or 2,450 characters is to be included--approximately one and one-half pages doubled-spaced.

The abstract should state the research problem in brief, describe the methods and procedures used in gathering data or studying the problem, and provide a condensed summary of the findings of the study.

If the thesis is written in another language, the abstract in that language must be translated into English language. The English version must appear in a separate page.
4) **Signature Approval Page (Refer to Sample C)**

A separate page containing the name of author, title and the signatures of the committee members with their designations. Only persons who has been assigned by the Examination Committee to confirm the corrections to be made to the thesis shall sign this approval page.

5) **Declaration Page (refer to Sample D)**

Numbered as usual.

6) **Copyright Page (Refer to Sample E)**

Centred at the bottom, no heading, counted but unnumbered.

7) **Acknowledgements**

Usually contain written expressions of appreciation for guidance and assistance from individuals or/and institutions. The acknowledgements should not exceed 250 words.

8) **Table of Contents**

Each thesis or dissertation is expected to have a table of contents for the convenience of the reader.

The table of contents should be easy to read and consistent. The title of each chapter should be written in full capital with no terminal punctuation.

The title of a subdivision of a chapter or section should be in small letters, with the exception of the first letter of significant words.

9) **List of Tables**

The list of tables follows the table of contents. This list includes the number of each table, the title and the page number.

10) **List of Figures**

The list of figures follows the list of tables. This list includes the number of each figure, the title and the page number.

11) **List of Symbols/Abbreviations/Nomenclature/Transliteration**

The list of symbols/abbreviations/nomenclature/transliteration follows the list of tables. This list includes the number of each figure, the title and the page number.
12) Text

There is no specific format for the text. Candidates and supervisors should ensure that the text follows the agreed conventions of the individual School.

Normally, the text consists of the following chapters;
(a) Introduction
(b) Review of Literature
(c) Methodology
(d) Findings
(e) Summary, Conclusion and Implications

(i) Spacing

All text must be double-spaced and justified. Each paragraph should be indented. The double-spacing is even throughout. There should not be any “quadruple” spaces.

(ii) Font Size and Typeface

Font size should be 12 pitch for the texts. However, font size of 10 pitch is allowable in tables. Italic print should not be used except for emphasis (e.g. foreign words other than the language used in the thesis). The same typeface must be used throughout the manuscript, including the page numbers, footnotes and/or endnotes. The entire text of the thesis, including headings and page numbers, must be printed using Times New Roman.

(iii) Margin

For binding purposes, the left margin should be at least 4cm (1.5 inches) and the right, top and bottom margins should be at least 2.5cm (1 inch). All information (text, headings, footnotes and figures), including page number, must be within the text area.

(iv) Page Numbering

All page numbers should be printed 1.0 cm from the bottom margin and placed at the right hand side without any punctuation. Roman numerals (I, ii, iii, etc.) should be used in the preface section. Although the Title Page is the first page of the Preface, no number is printed on it. Numbering begins on the second page with (ii). Arabic numerals (1, 2, 3) are used on the pages of the text and supplementary sections.
13) Appendices/ Supplementaries

Specific items which were not included in the main body of the text should be put in the Appendix /Supplementary Section. Typically, this section may include the following items:

(a) Research instruments such as questionnaires, maps, interview protocols, or tests
(b) Figures
(c) Equations
(d) Chapter Layout
(e) Tables
(f) Footnotes
(g) Other relevant information
(h) Selected bibliography or references

14) Citation of Sources

Sources are normally cited in footnotes, figures, tables and bibliography or references. Reference citations are based on the editorial styles of the American Psychological Association (APA).

(3) Length of Thesis and Dissertation

The length of thesis/dissertation should not exceed the stipulated number of words (excluding footnotes, appendices, tables and prefaces) as regulated by the University Senate.

- Thesis for PhDs: 100,000 words
- Dissertation for Doctorates: 80,000 words
- Thesis for Masters: 80,000 words
- Dissertation for Masters: 60,000 words
- Project Paper for Masters:
  - For School of Management: 12,000 words
  - For School of Education: 6,000 words

(4) Typing

All typing must be double spacing between lines. However, in citing references and quotations, single spacing is recommended.
Sample A: Example of Cover Page and Spine

THE PhD SUPERVISORY RELATIONSHIP AND PROCESS IN OPEN AND DISTANCE LEARNING INSTITUTIONS

ZALEHA BINTI ISHAK

ASIA e UNIVERSITY
2010
Sample B: Example of Title Page

THE PhD SUPERVISORY RELATIONSHIP AND PROCESS IN OPEN AND DISTANCE LEARNING INSTITUTIONS

ZALEHA BINTI ISHAK

A Thesis Submitted to the School of Education, Asia e University in Fulfilment of the Requirements for the Degree of Doctor of Philosophy in Education

February 2010
I certify that I have supervised / read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in quality and scope, as a thesis for the fulfilment of the requirements for the degree of Doctor of Philosophy.

Dr Abdullah Husein                              Professor Abu Bakar Othman
Supervisor                                     Co-supervisor

Professor Alan Baker                              Dr Hassan Ibrahim
External Examiner 1                              External Examiner 2

Professor K. Palanasamy                         Professor Siow Heng Loke
Internal Examiner 1                              Chairman, Examination Committee

This thesis was submitted to the School of Education, Asia e University and is accepted as fulfilment of the requirements for the degree of Doctor of Philosophy.

Professor John Arul Phillips                  Professor Siow Heng Loke
Dean, School of Education                    Dean, School of Graduate Studies
Declaration

I hereby declare that the thesis submitted in fulfilment of the PhD degree is my own work and that all contributions from any other persons or sources are properly and duly cited. I further declare that the material has not been submitted either in whole or in part, for a degree at this or any other university. In making this declaration, I understand and acknowledge any breaches in this declaration constitute academic misconduct, which may result in my expulsion from the programme and/or exclusion from the award of the degree.

Name: Zaleha binti Ishak

Signature of Candidate: Date: 1 January 2010
Copyright by Zaleha binti Ishak and Asia e University
8 PUBLICATION AND AUTHORSHIP

(1) Publication

A student may choose to submit parts or the entire thesis as a series of related papers, or manuscripts intended for publication. This requires prior consent of the supervisor/supervisory committee and appropriate copyright permission. The paper(s) will normally form one or more well defined thesis chapters; details of organization and content are determined by the student and the supervisory committee. The publication status (submitted, in revision, in press, or published, with dates) and book or journal details (volume, page numbers, etc.) of any manuscripts or papers included in the thesis must be specified with each such chapter.

(2) Authorship

Single or multiple names of authorship is permissible in the publication, provided that the student has made a substantial contribution to the work. Academic unit guidelines may specify the number and/or order of authors in accordance with discipline practice. The student's contribution to both the research and the writing of any multi-authored paper must be clearly specified either in the introduction to the thesis or at the beginning of each relevant chapter.

9 SUBMISSION OF THESIS / DISSERTATION

A candidate is required to submit the Form SGS 007 Notice of Submission of Thesis Dissertation, Table of Contents (TOC) and Abstract of the dissertation/thesis to SGS at deansgs@aeu.edu.my at least three (3) months before the actual date of submission of thesis / dissertation.

The submission has to be completed during the term of candidature. An unbound copy of the thesis/dissertation shall be submitted to SGS to be checked for conformity to the format requirements. Next, 5 soft bound copies of the completed dissertation/thesis and power point slides must be submitted to the SGS for examination purpose.

10.0 RESEARCH ETHICS

Research Ethics involves all the moral and professional issues relating to research. The most serious breach of ethical standards in writing research report / dissertation / thesis is the offence of plagiarism: the expropriation of then intellectual property of another. Plagiarism is defined as the use of original work, ideas or actual texts created by others, without acknowledging the original source. Such acknowledgement should be made by:

The use of ideas or words of others must be acknowledged individually in the text. In addition, each of the work consulted has to be included in the 'references' or selected bibliography.
If the quoted citation contains more than four sentences, it should be placed within a paragraph of its own with a 1 cm indentation. For example:

*The general theory of relativity, on its own, cannot explain these features or answer these questions because of its prediction that the universe started off with infinite density at the big bang singularity. At the singularity, general relativity and all other physical laws break down: one couldn't predict what will come out of the singularity* (Hawking, 1988:122).

If only part of the quotation is cited, the citation should be marked with an ellipsis (...), for example:

*There must be give and take, with the teacher being a participant as well as leader and..., a source of answers’* (Sizer, 1984:9).
Examination
Rules and Regulations
EXAMINATION RULES AND REGULATIONS

CONDUCT DURING EXAMINATION

All students are required to adhere to the following instructions:

1. Check the examination schedule and take note of your examination dates well in advance.

2. Bring the Identity Card or passport and Student Card to the examination hall.

3. Be present outside the Examination Hall at least fifteen (15) minutes prior to the commencement of the examination.

4. Enter the examination hall, upon the announcement made by the Chief Invigilator fifteen (15) minutes prior to the commencement of the examination. Students are required to enter the hall using the assigned entrance/s.

5. Students who arrive within the first thirty (30) minutes after the commencement of the examination will be allowed to take the examination. However, no additional time will be given to these students.

6. Students who arrive more than thirty (30) minutes after the examination has commenced will not be allowed to take the examination.

7. Students are strictly prohibited from bringing into the examination hall any of the following: books, papers, pictures, notes, ‘programmable calculator’, handbag, cell phone or any other device or equipment, unless allowed by the Chief Invigilator.

8. Students are not allowed to bring food and drinks into the Examination Hall. Students are also not allowed to drink, eat or smoke while in the Examination Hall.

9. Upon taking their seats in the examination hall, students are required to produce their Identity Card or passport and Student Card, and place them on the top right hand corner of the table throughout the duration of the examination for inspection by the invigilators.

   Students without a valid Identity Card or passport/Student Card will not allowed to take the examination unless with the written approval from the Chief Invigilator.

10. Ten (10) minutes prior to the commencement of the examination, students are allowed to:

   (1) Read and follow the instructions on the COVER PAGE OF THE ANSWER BOOKLET SHEET

   (2) Write your name, identity card number/passport, subject code, name of programme and other pertinent information on the answer booklet, answer sheets and other attachments submitted as or part of the answer.

   (3) Fill-in your particulars in the examination attendance slip and other information as required in the answer booklet cover sheet.

   (4) Ensure that the correct question paper is supplied, with sufficient pages as stated before attempting to answer the questions.

   (5) In the event that the student has been supplied with an incorrect examination paper, the invigilators present must be immediately informed.
11. Students are strictly not allowed to either answer the questions before the announcement of the commencement of the examination nor to continue writing after the announcement made by the invigilators on the termination of the examination duration.

12. Students are not permitted to leave the examination hall within first thirty (30) minutes after the commencement of the examination and fifteen (15) minutes before the completion of the examination.

Students who wish to leave the examination hall for a short period during the examination must obtain the permission of the invigilators present.

13. Students are not allowed to receive any books, papers, pictures, notes, ‘programmable calculator’ and other materials or devices through any person unless the invigilator authorises them.

14. Any form of communication among students as well as between students and other parties is strictly prohibited.

15. Students are not permitted to render or receive any form of assistance on matters pertaining to the examination, when the examination is in progress.

16. Students must adhere to the instructions of the invigilators.

17. Students who fall ill or are not able to continue with the examination must report to the invigilator.

18. At the end of the examination period, the answer booklet cover sheet and/or the answer scripts must be arranged and tied as instructed.

19. Blank, used and spoilt answer sheets and/or answer booklet cover sheet are not allowed to be brought out of the examination hall.

20. Items that are loaned to students by the University for purpose of use during the examination must be returned to the invigilators at the end of the examination.

21. Students must remain seated in the examination hall until they are allowed by the invigilator to leave the hall.

22. Students must leave the examination hall in an orderly manner.

ACADEMIC OFFENCE

Academic offences are acts which would have the effect of unfairly promoting or enhancing one’s academic standing within the entire community of Asia e University. The following is a list of some, but not all, academic offences.

1. Plagiarism. This consists of, but is not limited to, copying portions of the writing of others with only minor changes in wording, with (a) inadequate footnotes, quotes, or other reference forms of citation or (b) only providing a list of references. Paraphrasing without appropriate citation is also plagiarism.

2. Giving or receiving or possessing any information which is related to the examination questions during the conduct of examination.
3. Referring and using any prohibited reference material in or outside the Examination Hall/Room for the purpose of cheating during the examination.

4. Communicating to other students for the purpose of cheating during the examination.

5. Soliciting, obtaining, possessing, or distributing to another person an examination document prior to or subsequent to the administration of the examination.

6. Substituting for, arranging for substitution by another student, or representing oneself as another person during an examination session or comparable circumstance.

7. Altering or changing an examination or comparable document so as to mislead others.

8. Altering, changing, or forging University academic records, including attendance records, regarding oneself or others, entering the signature of any academic officer on any official University form, or causing any false information to be presented at an academic proceeding or intentionally destroying evidence important to an academic proceeding.

9. Infringing upon the right of other students to fair and equal access to any University library resources and comparable or related academic resources. This may include, but not limited to, theft, mutilation, unreasonably delayed responses when materials are requested by the University Library Management or not returning materials upon deadline.

10. Attempting deliberately to prevent other users access to the University computer system, deprive them of resources, degrade system performance, or copying or destroying files or programmes without consent.

11. Falsification of data collected in the conduct of research or the presentation of falsified data in papers, manuscripts, books or other documents submitted for publication or for the degree requirements.

The above is not an exhaustive list and other instances of academic offence may occur. Their identification will require the prudent judgment of the University Academic Committee. The above definitions and examples apply to all Asia e University students regardless of the programmes in which they are enrolled.

**PENALTY**

Students who violate any part of the Examination Rules and Regulations will be referred to the University Disciplinary Committee. If found guilty, students may be subject to the imposition of any one or a combination of two or more of the following penalties:

1. Warning

2. Fine of not more than RM 500.00 (USD 150)

3. Given ‘F’ grade for that particular subject

4. Nullification of the entire examination results for that semester

5. Suspension from the University for a period of time

6. Expulsion from the University
Code of Conduct
CODE OF CONDUCT

1. Student Code of Ethics

(1) Responsibilities of students

Every student shall:-

(a) Obey the laws of the nation.

(b) Obey the rules and regulations of the University.

(c) Co-operate with the University authorities in all University matters, whether personal or on behalf of others, including providing information and evidence.

(d) Wear or carry the student card at all times while in the AeU Learning Centre or while dealing with the University administration and to produce the card when asked by person or persons authorised to do so by the University.

(e) Attend learning sessions, except with the prior permission from the administrator of the AeU Learning Centre.

(f) Sit for examinations, unless barred from doing so. Where a student is barred, he may apply for permission from the Registrar to have the bar lifted and to sit for the examination.

(g) Be responsible for safeguarding and ensuring the safety of the property of the University used by him, including property in the AeU Learning Centre(s).

(2) Prohibitions

(a) No student is permitted to be involved in any activity or activities or conduct which may damage or harm the interests, harmony, or good name of the University or its students, staff, officers or employees.

(b) No student is permitted to use any lecture, tutorial or teaching materials which are provided to him by the University for the purpose of publication, distribution or dissemination, whether for payment or otherwise.

(c) No student may plagiarise the intellectual property of others, including data, ideas, publications and inventions.

(d) No student may, cheat or attempt to cheat or act in a manner that can be interpreted as cheating or attempting to cheat in an examination.

(e) No student may, while on the premises of the University or AeU Learning Centre, receive or have in his possession any alcoholic drink.

(f) No student may promote or carry on gambling activities on the premises of the University or AeU Learning Centre.

(g) No student may, while on the premises of the University or AeU Learning Centre, receive or have in his possession any pornographic materials.

(h) No student may in his possession or under his controls any drug or poison.

(i) No student may possess or have under his control any firearm or explosives.
(j) No student or group of students may organise, conduct or participate in any activity in the name of the University without permission or written instructions to do so from the University.

(k) No student or group of students may promote, manage, or assist in the collection of money or contributions in the name of University without permission or written instruction to do so from the University.

(l) No student or group of students may participate in anti-University activities.

(m) No student or group of students may establish any association or club or any such body without the permission of the University.

(n) No student or group of students may make any statement to the Press in the name of the University without the written permission of the University.

(3) Breach of Code

A student who violates any part of the Code is said to have committed a breach of conduct.

2. Procedures for Handling Student Disciplinary Cases

(1) A student who has been accused of committing a breach of the Code under any of the rules of the University and is found guilty can be subjected to the imposition of any one or a combination of two or more of the following penalties:

(a) Warning

(b) Fine

(c) Exclusion from any specified part or parts of the University

(d) Suspension from membership of the University for a fixed period of time

(e) Payment of compensation or damages for any damage to property and University facilities or any third party claimant

(f) Nullification of examination results or any part of the examination results

(g) Expulsion from the University

(2) Every report of wrongdoing shall be investigated and the Investigation Committee shall decide whether the alleged offence is serious, minor or there is no case to answer.

(3) Serious offences include academic dishonesty, fraud, plagiarism, any activity that adversely affects the good name of the University and involvement in criminal activities.

(4) If the Investigation Committee finds that a student has committed an offence, it shall inform the offender of the offence of which he is accused and require the student to provide a written explanation within a reasonable period of time.

(5) If the student pleads not guilty and his explanation is accepted, or the student admits his guilt, the Investigation Committee shall then take the appropriate action.
(6) If the student pleads not guilty and his explanation is not being accepted by the Investigation Committee, the student shall be informed of his offence and required to appear before the Disciplinary Committee within a period not less than 14 days from the date of notification.

(7) A student who does not make the explanation statement as in clause 4 or does not pay the fine imposed or fails to appear before the Disciplinary Committee shall be suspended until he provides an explanation or pays the fine imposed or agrees to appear before the Disciplinary Committee.

(8) In a disciplinary proceeding;

(a) If the student pleads not guilty and the Disciplinary Committee finds that there is a case to answer, the student shall be asked to provide evidence, the student may call witnesses or present document(s) or other materials in his defense. The Disciplinary Committee can question the student or any of the witnesses and examine any document(s) or materials and the student may cross-examine any of the witnesses.

(b) If the student pleads guilty, the Disciplinary Committee shall explain the facts of the case to him.

(9) On completion of the proceedings and, if the Disciplinary Committee finds the student guilty, before imposing sentence, the Disciplinary Committee shall ask the student to make a mitigation plea.

(10) If the Disciplinary Committee also imposes the punishment of payment of compensation or damages to the University or a third party, the amount of compensation determined by the Disciplinary Committee shall be an amount that is fair and reasonable taking into account all matters related to the case and the persons involved in it.

(11) A student who is not satisfied with the decision of the Disciplinary Committee can submit a written appeal providing the grounds of appeal to the President for consideration by the University Board, on condition that such an appeal is submitted within 14 days from the date of sentencing. The decision of the Board of Directors shall be final.

(12) The Disciplinary Committee, with the consent of the President may delegate its authority to any officer or member of staff of the University to deal with any disciplinary offence.

(13) If a student makes an appeal, this does not constitute grounds for the suspension of the implementation of any penalty imposed or the suspension of payment of any fine or compensation ordered to be paid.

(14) Fines shall be paid to the Financial Controller/Bursar who shall then make payment to the third party, if necessary.

(15) Any document(s) or other materials submitted before the Disciplinary Committee in the course of disciplinary proceedings shall be kept in the care of the University until such proceedings are completed or until the deadline for appeal has passed.

(16) The Disciplinary Committee shall make written notes of all disciplinary proceedings before it. However, for the purposes of record keeping these notes do not need to be verbatim.
Stand-Alone Courses
STAND-ALONE COURSES

1. Stand-Alone Course(s) are part of longer programmes, but is also offered as single course(s). There is no entry requirement for admission into the Stand-Alone Course(s). You may wish to enrol for career development purposes or purely to enhance your knowledge in that course(s).

2. The Stand-Alone Course(s) can be offered in 2 ways:
   
   (a) Full Course
   
   (b) Audit Course

3. Full Course(s)

   (a) The students shall be provided with the relevant course materials, be eligible to attend tutorials and be provided with access to the LMS as well as the Digital Library.

   (b) They are required to submit assignments and sit the final examination.

   (c) They will receive grades and earn credits.

   (d) A student will be able to redeem the credits and given a certificate if he has satisfied the University’s requirements, completed the exam and obtained grades acceptable to the University Senate.

4. Audit Course(s)

   (a) The students shall be provided with the relevant course materials, be eligible to attend tutorials and be provided with access to the LMS as well as the Digital Library.

   (b) They will not be required to submit any assignment or sit the final examination.

   (c) The Audit Course will be reflected in the transcript, however, the students would not receive any grade or earn any credits.

   (d) They will be given a Certificate of Attendance indicating the course registered.

5. Application

   (a) Those interested to register for the Stand-Alone Course must complete the application form (hardcopy / online), submit a certified true copy of IC / Passport and pay the relevant fees. Application for admission should be made to the Admissions & Records Unit, Registry Department, Asia e University, Kuala Lumpur, Malaysia.

   (b) Students may register for a maximum of three(3) courses in any semester.

6. Students who drop or withdraw from the Stand-Alone Course(s) will not be eligible to receive a refund
The Office of International Student Affairs
THE OFFICE OF INTERNATIONAL STUDENT AFFAIRS

The Office of International Student Affairs (OISA) is the central coordinating body for most of the university’s international activities. We believe that the quality of education grows when a classroom is filled with students from around the world, when discussions include cross-cultural perspectives, when faculty and staff grow their skills internationally, and when students can study and work abroad.

OISA provides support and guidance for international students intending to study in AeU Malaysia. We offer the necessary assistance for all international students by providing the necessary information and guidance so that the students are able to adapt quickly to the new environment in Malaysia. The services that we offer are as follows:

- Assisting students in dealing with immigration matters
- Arrange for airport pick-up for newly arrived students (Applicable to first year students only)
- Assisting new students getting accommodation
- Assisting in securing the necessary medical insurance
- Organising orientation programmes that is important for students acclimatization to the new environment
- Maintain regular contacts with external organisations in different countries, in order to gain cooperation and knowledge that may be of use in the continued internationalisation of our university.

In efforts to internationalize AeU’s courses and programmes, OISA also:

- fosters and maintains a variety of international exchanges and study abroad programmes for students and staff;
- facilitates exchange agreements and other internationalization efforts;
- assists in organizing international conferences and workshops;
- assists in the promotion of international partnerships;
- facilitates international exchanges of staff, students and co-operations and managing the development of study abroad programmes.

We conduct international programme and exchanges between AeU and international institutions, and coordinates various international cultural and training programs both at AeU and in other countries.

If you have any questions, please contact us at our office. We are pleased to assist you to make your life as enjoyable as possible to study and stay during your duration here with us.

The Office of International Student Affairs

Main Block, No. 4, Jalan Sultan Sulaiman
50000 Kuala Lumpur
MALAYSIA
Tel: +603-2785 0000 / 0109
Fax: +603-2785 0009
WELCOME AND ORIENTATION PROGRAMME

Every year the University runs the International Students' Welcome and Orientation Programme one week prior to the start of term to help international students adapt to life at Asia e University. It is free of charge and we encourage all international students to attend.

This programme will involve several departments e.g. Registry, International Student Affairs, Library, School of Graduate Studies as well as Information & Communication Technology Services.

During the programme you will be given briefings, presentations and events to help you settle in and meet the relevant departments.

IMMIGRATION & CUSTOMS MATTERS

As a rule, all International students who receive offers to study in Malaysia are required to have a Student Pass approval prior to entering this country.
For new international students who have been offered places to study in AeU, you are required to apply a student pass through the university.

A copy of the approval letter will be sent to the student once it has been received from the Immigration Department. The whole process normally takes 4 to 6 weeks depending on the country of origin. The approval letter of entry is valid for 3 months only, in which the student must enter Malaysia.

If regulation in your home country requires you to obtain a visa before leaving the country, you should make such application at the nearest Malaysian Embassy/Consulate Office. For this purpose you are advised to bring along with them to the nearest Malaysian Embassy/Consulate Office the “Letter of Approval for Foreign Student Studying in Malaysia” issued by the Immigration Department, Malaysia.

If regulation in your home country does not require you to obtain a visa before leaving the country, you may proceed to Malaysia without a visa. A visa will be issued to the students after arrival.

Customs officers may stop you and perform random checks. In this regard, please ensure that all your taxable items have been declared.

What NOT TO BRING or items that MUST be declared to the Customs upon arrival:

- Plants/seeds/animals/animal products
- Medical products (unless accompanied by doctor’s prescriptions or an authorized letter)
- Firearms are strictly prohibited

WARNING: DO NOT CARRY ILLICIT DRUGS
The penalty for serious drug offences in Malaysia is mandatory death sentence.
STUDENT PASS

- Your acceptance to AeU is subjected to the approval of your student pass for the entire duration of your stay in Malaysia.
- AeU will submit the application on your behalf but is not responsible for the time taken by the Immigration department in processing the application and whether the application is rejected by the Immigration department for any reasons.
- Your passport should be valid for at least 2 years to enable us to process the Student Pass.
- You should travel to Malaysia with the Approval Letter.
- When you present your Approval Letter to the Immigration officer on arrival in Malaysia, a temporary ‘special pass’ will be stamped in your passport.

Documents that need to be submitted for student pass application purposes

Please note that all documents must be certified true copy by the recognised authority such as Justice of Peace, Commissioner of Oaths or Malaysian Embassy or High Commission in your country. Documents in foreign language must be translated into English.

- 4 copies of passport (all pages). Passport must have at least 2 years of validity
- 8 passport-sized colour photo with light blue colour background and name written on reverse
- 3 copies of academic certificates and transcript of result
- English test result, e.g. TOEFL/IELTS or intensive English programme certificates, if any. (This is an exit requirement for all Full-Time International Students)
- Curriculum Vitae
- Completed Health Examination Report (the form can be downloaded from the website)
- Receipt payment of fees including Personal Bond
- 2 copies of award letters for scholarship/sponsorship, if any
- Acceptance Form

Additional documents for student transferred from other institution in Malaysia

- Original copy of Release Letter from previous institution
- 2 copies of Attendance Report from previous institution
- 3 copies of Academic Certificates and Transcript of result from previous institution

Student Pass Endorsement

- All international students, regardless of country, must submit their passport to the Office of International Affairs within three days of arrival in Malaysia to receive an official Student Pass endorsement on your passport.
Validity of Passport & Student Pass

- You must hold a valid passport and student pass for the entire duration of your stay in Malaysia.
- You are responsible for the validity of any kind of immigration pass/visa/social pass and must abide by the rules and regulations imposed by AeU and the Malaysian Immigration Department.

Change of Address and Personal Details

- Please inform us if you have a change of address, telephone number or any other personal details. It is your responsibility to do so and vital for us to maintain updated personal details for correspondence and the mailing of results as well as legal requirement to update the university for visa purposes.

Postgraduate Students

- Postgraduate Students who would like to bring their family are advised to do so after registration at AeU. Family members also require visa approval before coming to Malaysia. For application of visa clearance, please submit the following:
  - Copy of passport (student & family)
  - Marriage Certificate
  - Birth Certificates for children
  - Student's admission letter or certification letter

- Family members who enter Malaysia before receiving the approval letter from Malaysia, are required to pay a sum of MYR500.00 extra for each person, over and above the normal fees for dependent visa. [Except for the duration stated above, accompanying family who would like to stay during the period of candidature of the student, must apply for visa from the Malaysian Embassy, otherwise the JP visa for each family member will be enforced]

Airport Pick-up

Once you have received your immigration approval to study in AeU, you can pre-arrange for our airport pick-up service by informing us ten (10) days in advance prior to flying to Malaysia. Required details are:

- the flight number and air carrier
- date and time of departure from your home country
- date and expected time of arrival.

- You will then be transported to the university or your own managed accommodation.
- An AeU officer who will hold a signage with the AeU logo will be waiting for you at the arrival hall at the immigration counter to ensure smooth entry into the country.
- We strongly advise all students to enter Malaysia with immigration approval. AeU will not be responsible for students who fail to do so.

Note: Please make arrangements to arrive during office hours (8 am to 5.30 pm) and avoid arriving during weekends or on public holidays. (Please refer to http://www.onestopmalaysia.com/holidays-2011.html. Please check with the Office of International Affairs for a complete listing of public holidays.)

Please also note that AeU will NOT be responsible for missed airport pick-ups if the above information is not received in time.
Health Care, Health Insurance and Immunization Requirements

- The Malaysian Ministry of Higher Education requires all international students to undergo medical examinations in their home country prior to entering Malaysia.
- The Health Examination Report can be downloaded from our websites http://aeu.edu.my/int_rules_reg.php. You must use this form when you undergo the medical examination.
- International students are required to purchase health insurance which must be renewed yearly during their study in AeU.
- The health insurance policy allows you to seek medical attention and services in the hospitals and clinics (government and private). This insurance policy also covers any mishap or illness of students that may require hospitalisation and surgeries.
- Students from a yellow fever endemic country or those who have visited a yellow fever endemic country during the past six months must obtain a vaccination certificate. Travellers without the certificate will be quarantined upon arrival in Malaysia.
- Other vaccination requirements will be imposed from time to time (e.g. SARS, H1N1).

MONEY MATTERS

One of the biggest concerns of international students is how and when they have to pay their tuition fees. All international students who pay their own fees must pay in full the first year fees including the personal bond fee prior to arrival in the Malaysia. The full fees for the first year are between RM15,000 to RM18,000. It will be stated in your letter of offer.

Please bring a copy of the receipt payment with you when you leave your home country.

Payment of fee

- You are required to settle your first year fee in full before arriving in Malaysia or you may risk failing to get your student pass.
- The letter of offer will state the amount to be paid for the programme of study. Please refer to the AeU website for more details.

Paying your fees

- Fees are payable by cheque/bank draft, credit card or telegraphic transfer to the following:

Account Name: Asia e Learning Sdn Bhd
Account No: 1408-1206047-05-3
Bank Name: CIMB Bank Berhad
Bank Address: 6 Jalan Tun Perak, 50050 Kuala Lumpur, Malaysia
Swift Code: CIBBMYKL

Or

Account Name: Asia e Learning Sdn Bhd
Account No: 1417-10100-04680
Bank Name: Bank Islam Malaysia Berhad
Bank Address: Ground Floor, Bangunan Peperiksaan Universiti Malaya, Jalan Pantai Baru, 50603 Kuala Lumpur, Malaysia
Swift Code: BIMBMYKL
Personal Bond

- All international students must pay personal bond which would be refunded upon completion or withdrawal from the student’s programme of study, with the condition that there is no violation against any provision of the Immigration Ordinance 1959 (F.M. 12 of 1969) and Immigration Regulations, 1963 (F.L.N 228/63), as well as cancellation of the student pass by AeU.
- The amount for bond varies from country to country.

Refund Policy

Refund of fees is subject to AeU Finance Policy.

- In the event that you are unsuccessful in obtaining the student pass; all fees will be refunded except for the amount of RM350 for processing and visa processing.
- Finance Policy on Study Deferment & Study Withdrawal:
  - 50% of the Research Fee will be charged in the 1st month
  - 100% of the Research Fee will be charged in the 2nd month onwards

Transferring money to Malaysia

Plan your financial requirement properly before your departure from your home country so that you will not face any financial difficulties while you are in Malaysia. There are several methods of transferring money to Malaysia. Please make arrangements with your bank either at your home country or in Malaysia before deciding on which method you plan to use.

If the government of your country has a restriction on the amount of cash you are allowed carry out, please ensure the balance of payment is transferred beforehand to Malaysia.

A key concern for most students is balancing and juggling personal finances. Before coming to the University, you should consider your finances carefully, and ensure that you will have sufficient funds to pay your tuition fees, accommodation, food and groceries, clothing, entertainment and so on. You will need between RM1,500 - RM2,500 per month for living costs.

Working in Malaysia

The regulation permits International students to do part-time work up to 20 hours per week during semester breaks.

However, you have to obtain the approval from the Immigration Department before being employed in any of these establishments; in restaurants, petrol kiosks, mini markets and hotel (excluding singer, masseur, musician, GRO and other activities deemed to be immoral) as long as the student pass is valid. You are not permitted to work as cashiers.
Asia e University
Knowledge Centre
(Library)
ASIA E UNIVERSITY KNOWLEDGE CENTRE (LIBRARY)

The AeU knowledge Centre offers an excellent combination of traditional and electronic information resources in a well designed conducive ambience with the interface for the e-library accessible to the e-learning community.

The AeU knowledge Centre bears the responsibility of providing a comprehensive collection in print, electronic and multimedia formats to meet the information needs of the University. Priority is to provide for the needs of the courses offered by Asia e University.

Special focus is given to the development, access and delivery of the e-library or digital library as it is accessible to all members, students, staff, researchers and scholars from any place and at all times. All AeU students including distance learners and staff of the university are members of the Library and have access to the e-library collection. An ID and password will be issued for each student who registers at AeU. Physical library facilities and the print books are however only available at the Main Campus or at the Learning Centre.

Operating Hours
Standard Operating Hours (During Semester)
Monday – Friday 8.30AM - 6.00PM
Saturday & Sunday 9.00AM - 4.00PM
Public Holiday CLOSED

 Facilities
- OPAC
- Wireless Internet Access
- Group Discussion Rooms
- Computer Workstations
- Self-check Service
- Book Drop
- Reading Areas
- Cafe
- Gallery
- Book Shop Corner
- Print-on demand Service/Photocopier
- Conference Room

Circulation

<table>
<thead>
<tr>
<th>Category</th>
<th>Loan Period</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>3 Weeks</td>
<td>2 Books</td>
</tr>
<tr>
<td>Post-graduate</td>
<td>3 Weeks</td>
<td>3 Books</td>
</tr>
<tr>
<td>Alumni</td>
<td>Library use</td>
<td>Library use</td>
</tr>
</tbody>
</table>

* Membership and privileges will be reviewed from time to time.

Services
- a. Loans
- b. Interlibrary Loan
- c. Document Delivery Service
- d. User Education & Information Skills
- e. Reference Desk
- f. Library Counselling

AeU Knowledge Centre Electronic Resources

<table>
<thead>
<tr>
<th>e-Book</th>
<th>e-Journal</th>
<th>Theses</th>
<th>Databases</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Ebrary</td>
<td>b. Springer Journals</td>
<td>Theses Collection</td>
<td>Education (OBHE)</td>
</tr>
<tr>
<td>c. Oxford Reference Online</td>
<td>c. Emerald Database</td>
<td></td>
<td>b. ERIC</td>
</tr>
<tr>
<td>d. CRC Press Business Net Base</td>
<td>d. Wilson Education Full Text</td>
<td></td>
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<tr>
<td>e. CRC Press Economics Net BASE</td>
<td>e. Association of Computing Machinery</td>
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<td></td>
<td>f. Proquest Journal</td>
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</tbody>
</table>
University Scholarships and Awards
1. ACD SCHOLARSHIPS

This scholarship is open to both undergraduate and postgraduate students.

Criteria:

For Undergraduate students

(1) The Scholarship may be offered to students who are entering undergraduate programmes.

(2) Students who are eligible must have completed a Diploma, Pre-University or any other recognized certificates.

(3) Students who wish to apply must fulfill the following criteria:

(a) Achieved academic excellence in their past performance at schools/colleges, etc.
(b) Have active participation in extra-curricular activities or community services during their study period.
(c) Fulfill the assessment criteria of the Selection Committee.

(4) The scholarship is open to Malaysians and international students.

For Postgraduate students

(1) The scholarship is offered to postgraduate students who have excelled in his/her studies at AeU or at other recognized universities.

(2) Students who wish to apply must fulfill the following criteria:

(a) Completed a Degree programme successfully
(b) Must have obtained a minimum of CGPA 3.75 or equivalent upon completion of his/her programme
(c) Fulfill the assessment criteria of the Selection Committee.

(3) The scholarship is open to citizens of ACD member countries only.

Terms and Conditions:

(1) The scholarship will be in the form of FULL WAIVER off tuition fee for fully online programmes only

(2) The applicant must have registered for not less than three subjects in the semester.

(3) If the scholarship awarded is not used for the particular semester, it shall be deemed as forfeited.
(4) The scholarship is neither transferable nor exchangeable for cash and is subject to the availability of funds.

(5) Fulfillment of the requirements does not guarantee the award of the scholarship.

(6) Applications should be made to the Director, Student & Alumni Affairs, AeU, on the prescribed forms available at AeU or its Learning Centres or can be downloaded from the University's website at www.aeu.edu.my

(7) Application deadlines will be two weeks after the official commencement date of programme or two weeks after the official release of the examination results. Late or incomplete applications will not be accepted.

(8) Results of the ACD Scholarship will be made known within three weeks after the closing date.

(9) The University Senate reserves the right to review the criteria of the scholarships as and when required.
2. ACD RESEARCH FELLOWSHIPS

This fellowship is to promote outstanding scholarship and research in the ACD countries at postgraduate level.

Criteria:

(1) The fellowship is offered to a candidate who has excelled in his/her studies at master’s level. This is as an incentive for the candidate him/her to pursue a PhD/Doctoral degree at AeU.

(2) The fellowship is open to all nationalities, however preference is given to citizens of ACD member countries.

(3) The research interest must be in line with AeU’s strategic direction.

Terms and Conditions:

(1) The fellowship will be in the form of FULL WAIVER of the tuition fees or relevant fees (research fees, etc).

(2) Stipend/allowance will be provided.

(3) The fellowship may be terminated by the Senate of the University at any time if the conduct or progress of the candidates has been unsatisfactory.

(4) The fellowship is neither transferable nor exchangeable for cash and is subject to the availability of funds.

(5) If no one qualifies for the year concerned, no scholarship will be awarded.

(6) Fulfillment of the requirements does not guarantee the award of the fellowship.

(7) Applications should be made to the Director, Student & Alumni Affairs, AeU, on the prescribed forms available at AeU or its Learning Centres or can be downloaded from the University’s website at www.aeu.edu.my

(8) The closing date for applications and results of the fellowship will be announced in the university website.

(9) The University Senate reserves the right to review the criteria of the fellowship as and when required.
3. AEU ENTRANCE BURSARIES

A bursary is awarded on the basis of financial needs to enable the student to further his/her studies.

This award is offered to UNDERGRADUATE candidates for selected academic programmes in the University.

Criteria:

(1) The award is offered to undergraduate candidates for selected academic programmes in the University.

(2) The award is open to Malaysian citizens only.

(3) Candidates who wish to apply must fulfill the following criteria:
   
   (a) Achieved academic excellence in their past performance at schools/colleges, etc.
   
   (b) Participation in extra-curricular activities or community services.
   
   (c) Fulfill the assessment criteria of the Selection Panel/Committee.

(4) The student must show evidence that his/her personal income is not more than RM3000 per month or RM 36000 per annum.

Terms and Conditions:

(1) The award is in the form of 50% WAIVER of the total tuition fees to be spread over the entire period of duration of study.

(2) The applicant must have registered for not less than three subjects in the semester.

(3) The application, processing and administration fees must be borne by the applicant.

(4) If the scholarship awarded is not used for the particular semester, it shall be deemed as forfeited.

(5) The award is neither transferable nor exchangeable for cash and is subject to the availability of funds.

(6) Fulfillment of the requirements does not guarantee the award of the bursary.

(7) Applications should be made to the Director, Student & Alumni Affairs, AeU, on the prescribed forms available at AeU or its Learning Centres or can be downloaded from the University’s website at www.aeu.edu.my

(8) Closing date for all applications is at least two weeks before the official commencement of the semester. Late or incomplete applications will not be accepted.

(9) Results of the Entrance Bursaries will be made known within three weeks after the closing date.

(10) The University Senate reserves the right to review the criteria of the scholarships as and when required.

(11) The student must show satisfactory academic performance throughout the programme.
4. PRESIDENT’S AWARD

This award is given to the best overall student(s) who have shown outstanding achievements at undergraduate levels.

Criteria:

(1) This award is given to a student who has achieved outstanding result in his/her academic programme.

(2) The student is selected based on the following criteria:

(a) Candidate is nominated by each school and approved by a Committee.

(b) Candidate must have obtained a minimum of CGPA 3.75 in the undergraduate programme.

(c) No disciplinary action has been imposed on the candidate during period of study at AeU.

(d) Conforms to all academic requirements and regulations (eg. timely submission of assignments).

(3) The prize will be in the form of a certificate, trophy/medal and cash (RM1000).

(4) The award is not open for application.

(5) This award is conferred during the University Convocation.

(6) If no one qualifies for the year concerned, no prize will be awarded.

(7) If more than one qualifies, selection will be made by the Selection Panel.

(8) The decision of the Senate is final.
5. CHAIRMAN’S AWARD

This award is given to the **best overall student(s)** who have shown outstanding achievements at the **postgraduate levels**.

**Criteria:**

1. This award is given to a student who has achieved outstanding results in his/her academic programme.

2. The student is selected based on the following criteria:
   
   a. Candidate is nominated by each school and approved by a Committee.
   
   b. Candidate must have obtained a minimum of CGPA 3.75 in the postgraduate programme.
   
   c. No disciplinary action has been imposed on the candidate during period of study at AeU.
   
   d. Conforms to all academic requirements and regulations (eg. timely submission of assignments).

3. The prize will be in the form of a certificate, trophy/medal and cash (RM3,000).

4. The prize is awarded for a taught programme at Postgraduate level within the stipulated duration of study.

5. The award is not open for application.

6. This award is conferred during the University Convocation.

7. If no one qualifies for the year concerned, no prize will be awarded.

8. If more than one qualifies, selection will be made by the Selection Panel.

9. The decision of the Senate is final.
6. CORPORATE/EXTERNAL AWARD (OPEN)

These special awards are given to undergraduate students by corporate bodies/individuals.

Criteria:

(1) The award is given to student(s) who has/have achieved outstanding performance in his/their academic programme in areas of study identified by the sponsoring organizations/individuals.

(2) Additional criteria may be set by the sponsoring organizations. Examples: age limits, country of study, etc.

(3) The award will be in the form of the following:

   (a) Certificate/Trophy/Medal
   (b) Cash/Gift award
   (c) Any other form determined by the organization(s)/individual(s)

(4) The award will be named according to the recommendations of the sponsoring organizations.

(5) The award is not open for application.

(6) The award is neither transferable nor exchangeable for cash.

(7) If no one qualifies for the year concerned, no prize will be awarded.

(8) This award is conferred during the University Convocation.
7. MERIT AWARD

(1) This is applicable for a top student in each eligible programme based on current academic semester performance.

(2) Applicable to both Malaysians and International students.

(3) 100% deduction on Tuition Fee for the following semester, subject to the following requirements;

(a) Student is required to obtain a minimum of 3.75 CGPA, and
(b) Has not obtained less than a B+ for any subjects in the current semester, and
(c) Has registered for a subject load of not less than 9 credits in the semester.
(d) Student must be cleared of any pending disciplinary cases.

(4) If there is more than one student to be considered, the following criteria will be taken into consideration;

(a) The total marks obtained for all subjects.

(5) For student under the Program Pensiswazahan Guru (PPG) programme, clause (3) above on “100% deduction on Tuition Fee for the following semester” shall not apply.

In its place, the top student of the PPG programme will be given a study voucher to the value of RM 1,500 for any academic programme offered at AeU, valid for one year. This is transferable only to the students’ next of kin.

Other terms and conditions remain unchanged.
8. OTHER AEU INCENTIVES

PHYSICALLY DISADVANTAGED INCENTIVE

(1) Eligible to applicant who is physically disadvantaged and registered with Social Welfare Department of Malaysia.

(2) 75% discount on total Tuition Fee will be given to eligible student.

(3) Other incentives and discounts will not be applicable.

(4) The discount will be deducted by semester/modular/yearly basis depending on the programme mode.

SENIOR CITIZENSHIP INCENTIVE

(1) Eligible to senior citizen who is 55 years old and above upon registration.

(2) 50% discount on total Tuition Fee will be given.

(3) Applicable to Malaysians only.

(4) Other incentives and discounts will not be applicable.

(5) The discount will be deducted by semester/modular/yearly basis depending on the programme mode.

INSTITUTIONAL INCENTIVE

(1) Institution must sign MOU with Asia e University (AeU).

(2) 15% discount on total Tuition Fee

(3) Fees can be paid either by student or the institution.

(4) Other incentives and discounts will not be applicable.

(5) The discount will be deducted by semester/modular/yearly basis depending on the programme mode.

LOYALTY INCENTIVE

(1) Discount of 10% of Tuition Fee/Research Fee will be given to student who enrol for a new academic programme upon completion of his/her previous academic programme.

(2) Other incentives and discounts will not be applicable.

(3) The discount will be deducted by semester/modular/yearly basis depending on the programme mode.

(The Senate of AeU reserves the right to review and amend the criteria and policies from time to time)
One University,
31 Countries