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# STUDENTS' HANDBOOK

***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 for your interest and understanding.*



YUSOFF BIN MUSA  
Registrar, Asia e University

## 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 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 attribute to acts, events, omissions or accidents beyond the reasonable control of 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 minimize the resultant disruption to those services.

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# MESSAGE FROM VICE CHANCELLOR



## MESSAGE FROM THE VICE CHANCELLOR

EMERITUS PROFESSOR TAN SRI DATUK NIK MUSTAPHA R. ABDULLAH  
Vice Chancellor, Asia e University

Assalamualaikum.

First and foremost, I would like to welcome all of you to Asia e University. The university was established in 2007 with the goal to provide quality education that are affordable and beneficial to the global community. AeU celebrated our 15th anniversary and we are proud to say that in 15 years we have accomplished numerous achievements and we will continue the strive for excellence in the foreseeable future.

Currently we have approximately 29,000 students from all over the worlds. Over the years, we have succeeded in producing a large number of high profile and credible alumni which include, Tan Sri Dr. Syed Hamid bin Tan Sri Syed Jaafar Albar, Dato' Dr. Mary Yap, YB Datuk Wira Hajah Mas Ermieyati binti Haji Samsudin and may other prominent individuals. On behalf of the university, I would like to hank these prominent figures for their unwavering support to us and we will uphold to our excellent working culture and commitment to provide the best to all our learners.

As we all know, the pandemic hit the education field quite badly. Many educational institutions including ours managed to strive to stand through these tough times and with this I would like to take this opportunity to thank our front-line workers at the university who work hard in making sure that our system in teaching and learning processes runs smoothly. In fact, we have managed to upgrade our Campus Management System (CMS) and also the Learning Management System (LMS). These two systems will ensure that our learners have the access to our educational materials regardless their location and it can be done their preferred available time through this pandemic period. This is our commitment to our students that they will always be our utmost priority and we will never compromise on quality.

Nevertheless, realizing that we have the leverage on digitalization of our teaching and learning processes, we believe this is the best time for us to expand our learners' demography. Our educational and support staff have succeeded in making sure that we are ready and able to commit to two new programmes namely are Bachelor of Accounting and Bachelor in New Media. Insya-Allah these two new programmes will be as successful as our existing programmes.

Lastly, for the year 2021 our main goal is to continue to be the pioneer in Online Distance Learning (ODL) and we have enhanced our system by introducing several initiatives such as Synchronous Online Final Exam (SOFE), AeU Micro-credential and other automations. As the Vice-Chancellor, I believe we are able to contribute to a much greater role towards the national and international education field and Insya-Allah by working together as a team we should able to achieve this objective.

**VISION & MISSION, CORE VALUES,  
CORPORATE PRINCIPLES,  
AeU LEARNING EXPERIENCE,  
& ORGANISATIONAL STRUCTURE**



# CORPORATE STATEMENT

## Vision

To be a leader and a premier education hub in the promotion of affordable and quality digital learning.

## Mission

To work in collaboration with universities, institutions and corporations by drawing upon their collective expertise, prestige, and resources to provide quality higher education.

# CORE VALUES

Our values are what we care most deeply about. They are the principle that define our behaviour in striving for excellence.

## ADAPT

We adapt to change and act accountability to make metrics driven decisions and continuously improve our overall performance.

## BEST

We go the extra mile to make positive impact on everything we do.

## COLLABORATIVE

We strive to exceed the people we work with and the customers we serve.

## DARING

We think creatively and strategically while calibrating risks

## EXPERIENTIAL

We create, evaluate and innovate with pride and enthusiasm to deliver the extraordinary working and learning experience.

# CORPORATE PRINCIPLES

## VIABILITY

Financial sustainability, a clear ROI, a sound business model.

## SOCIAL RESPONSIBILITY

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, public and private sectors.

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# 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.

The Charter reaffirms the University's commitment to providing a quality learning experience and to upholding the principle that the Students' best interest is the focus of all academic, administrative and operational decisions.

### 1. General

(1) Students can expect to:

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

(2) University can expect students to:

- Acquaint and understand the vision, mission and educational goals of the university.
- Acquaint and comply themselves with the relevant university rules, regulations, policies and procedures of AeU relating to their rights as a student.
- Participate constructively and actively in the learning experience within the university supportive educational community.
- Recognise and respect diversity.
- Behave in an appropriate manner within the learning environment and to respect the staff, fellow students and visitors at all times.
- Behave responsibly when representing the university at social, cultural and sporting events.

### 2. Student Selection

(1) Students can expect that:

- 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.

(2) University can expect students to:

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

### 3. Teaching and Learning Support

- (1) 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.
  - 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 programme completion.
  - Be able to access appropriate facilities, resources and services to support learning, research and publications, 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.
  - Be able to access appropriate academic counseling and remediation activities on academic work.
- (2) University can expect students to:
- Be informed of the programme and subject requirements 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

- (1) Students can expect to:
- Have the opportunities to provide feedback to the university on programme quality, teaching performance, support services and facilities.
  - Be able to lodge a complaint or an appeal to the university authorities without fear of any recrimination.
  - Feedback to various university committees so that their interests will be taken into consideration for decision-making on academic matters and support services.
  - Be treated with respect and courtesy for any university investigative or disciplinary procedures.
- (2) University can expect students to:
- Participate fully with the survey mechanisms that the university uses to get feedback and opinion.
  - Not make any malicious or vexatious complaints or allegations.
  - Be fair and responsible and provide only facts and evidence for any feedback or complaints.

**5. Alumni**

(1) Students can expect to:

- Be able to keep in touch with the university as an alumni.
- Have the opportunities and access to university activities and benefits.

(2) University can expect students to:

- Provide the university with up-to-date contact information.
- Participate actively at university alumni activities and events.

# OPEN & DISTANCE LEARNING IN AeU & 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]

### 1. Online Learning

Online Learning is a form of learning conducted partly or wholly over the Internet as the primary delivery mode of communication and presentation.

In AeU, learning is facilitated online through the AeU MyPLS (My Personalised Learning Space). It is especially suitable for working adults.

The advantageous features of Online Learning are:

<b>FLEXIBLE SCHEDULE AND ENVIRONMENT</b>	Studying online gives you more flexibility. You choose your own learning environment that works best for your needs: be it your bedroom, your study, the café across the street, or driving and listening to your instructor's lecture podcast when you are in a traffic jam.
<b>LOWER COSTS</b>	Studying online means that you pay the tuition fee and a few other items. You don't, however, incur the costs of housing if you are outstation and transportation, which translates to more savings.
<b>SELF-DISCIPLINE AND RESPONSIBILITY.</b>	It is true that studying online requires more self-motivation and time-management skills, because you will spend a lot of time on your own without someone physically close to keep you focused on deadlines. You will become more self-motivated, a trait that will make you stand out in the workplace and beyond.

### 2. Blended Learning

The term 'blended learning' is defined as a learning system that 'combines face-to-face instruction with computer mediated instruction'.

In AeU, the face-to-face tutorials are given by Academic Facilitators normally once a month or three times per semester at a designated Learning Centre combined with online learning through the My Personalised Learning Space (MyPLS).

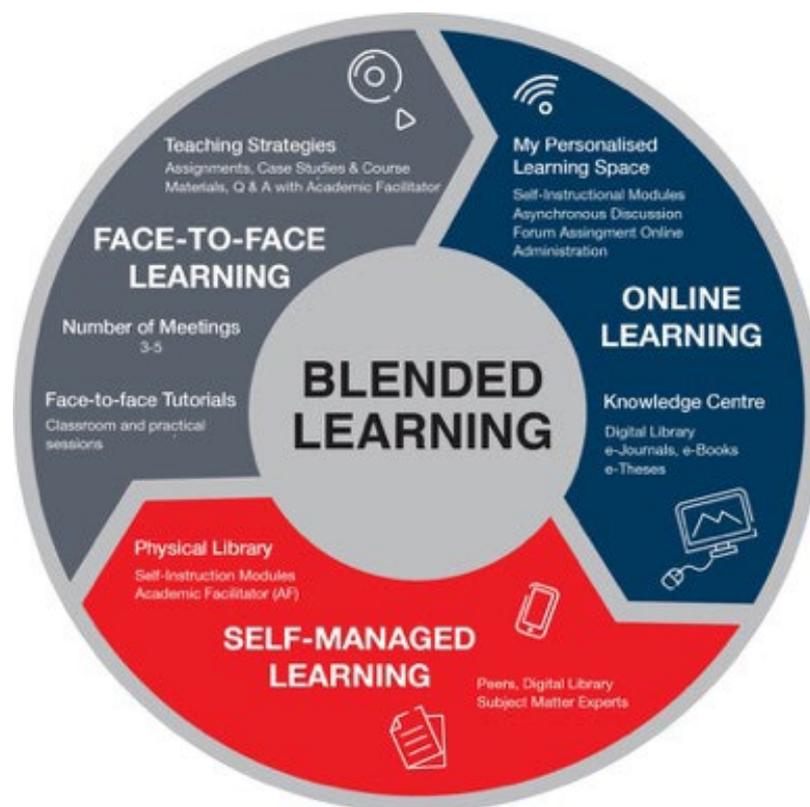
Attendance at the face-to-face tutorials is optional but is highly encouraged for purposes of discussion, networking and exchange of ideas in the preparation of assignments for evaluation, etc.

### 3. Full-time Learning

When a programme is conducted full-time, it means that you are required to be present in the university, attending regular classes following a scheduled time-table of lectures, tutorials or lab work during the week days. In AeU, a full-time student may be required to take about 4 – 5 subjects or 12 – 15 credit hours per semester.

The Profile of an 'Ideal' ODL Student:

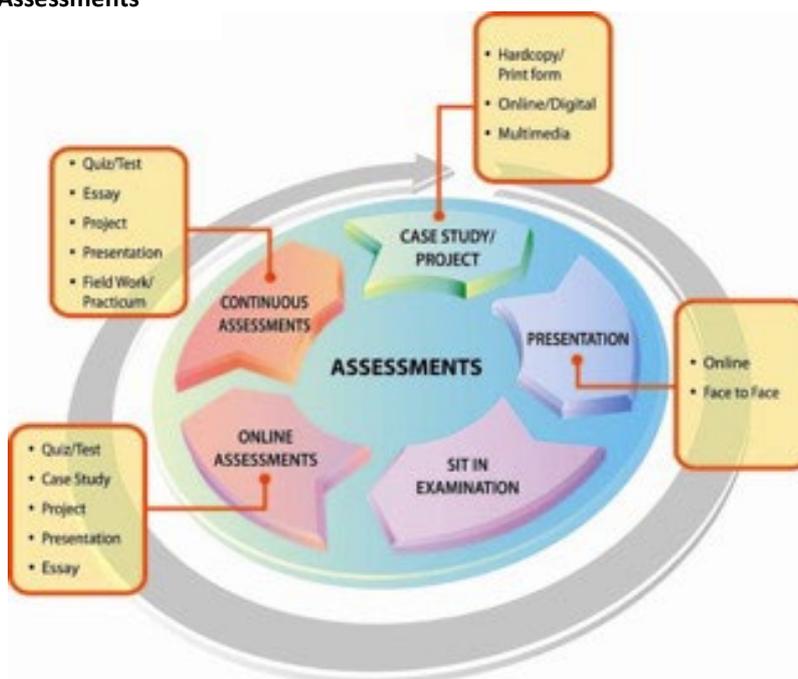
- Self-disciplined
- Mature, experienced
- High emotional quotient
- Willingness to ask for help (requires self-awareness and high emotional quotient)
- Independent



**Graduate Profile**



## Flexible Assessments



# REGULATIONS ON ADMISSIONS



## REGULATIONS ON ADMISSIONS

### Entry Requirements

#### 1. Foundation Programmes

##### (1) Foundation

A candidate may be admitted into the Foundation through:

##### Regular Entry

This applies to candidates who possess:

- A pass in Sijil Pelajaran Malaysia (SPM) / Sijil Pelajaran Malaysia Vokasional (SPMV) with a minimum Credit (Grade C) in five (5) subjects; or
- A pass in IGCSE/O-Level with a minimum Grade C in five (5) subjects; or
- A pass in UEC with a minimum Credit Grade B in three (3) subjects; or
- Other equivalent qualifications recognised by the Senate of the University.

##### **Note:**

- (1) The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website “Kelayakan masuk Program Pengajian Tinggi”.
- (2) For further entry requirement(s), information can be obtained from the website of each School as in the AeU Website, or in Attachment A to the Student Handbook.

#### 2. Undergraduate Programmes

##### (1) Diploma

A candidate may be admitted into the Diploma programme through:

##### (a) Regular Entry

This applies to candidates who possess:

- A minimum of three (3) subjects of grade “C” in SPM, or
- Other equivalent qualifications recognised by the Senate of the University.

##### (b) APEL Entry

This applies to candidates who are:

- At least 20 years of age as at 1<sup>st</sup> January of the year of application
- Possess relevant working experience.

*Applicants are subjected to APEL assessments administered by AeU. Successful APEL candidates may then apply for admission into their chosen programmes. However, this does not necessarily guarantee admission.*

##### **Note:**

- (1) The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website “Kelayakan masuk Program Pengajian Tinggi”.
- (2) For further entry requirement(s), information can be obtained from the website of each School as in the AeU Website, or in Attachment A to the Student Handbook.

## (2) Graduate Diploma / Bachelor

A candidate may be admitted into the Graduate Diploma / Bachelor's programme through:

### (a) Regular Entry

This applies to candidates who possess:

- A minimum of two (2) principals in STPM or its equivalent qualification, or
- A Diploma, or
- Other equivalent qualifications recognised by the Senate of the University

### (b) APEL Entry

This applies to candidates who are:

- At least 21 years of age in the year of application
- Possess relevant working experience.

*Applicants are subjected to APEL assessments administered by AeU. Successful APEL candidates may then apply for admission into their chosen programmes. However, this does not necessarily guarantee admission.*

#### **Note:**

- (1) The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".
- (2) For further entry requirement(s), information can be obtained from the website of each School as in the AeU Website, or in Attachment A to the Student Handbook.

## 3. Postgraduate Programmes

### (1) Master

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) APEL Entry

This applies to candidates who are:

- At least 30 years of age in the year of application
- Possess a minimum of STPM / Diploma / equivalent
- Possess relevant working experience.

*Applicants are subjected to APEL assessments administered by AeU. Successful APEL candidates may then apply for admission into their chosen programmes. However, this does not necessarily guarantee admission.*

#### **Note:**

- (1) The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".
- (2) For further entry requirement(s), information can be obtained from the website of each School as in the AeU Website, or in Attachment A to the Student Handbook.

## (2) Doctoral of Business Administration (DBA)

A candidate may be admitted into the DBA programme through:

### (a) Regular Entry

This applies to candidates who possess:

- A Master's degree, or
- Other equivalent qualifications recognised by the Senate of the University.
- Candidates without a related qualification in the field/s or working experience in the relevant fields must undergo appropriate prerequisite courses determined by the HEP.

The Senate may, from time to time, require a candidate to enrol and/or pass/audit prerequisite courses before he/she is allowed to proceed with the DBA programme.

#### **Note:**

- (1) The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".
- (2) For further entry requirement(s), information can be obtained from the website of each School as in the AeUWebsite, or in Attachment A to the Student Handbook.

## (3) Doctoral Degree by Research (Doctor of Philosophy - PhD)

A candidate may be admitted into the Doctoral Degree by Research (Doctor of Philosophy - PhD) programme through:

### (a) Regular Entry

This applies to candidates who possess:

- A master's degree in the field or related fields accepted by the Senate of University; or
- Other qualifications equivalent to a master's degree recognised by the Government of Malaysia.
- Candidates without a related qualification in the field/s or working experience in the relevant fields must undergo appropriate prerequisite courses determined by the University.

A Bachelor's degree with the following conditions:

- a bachelor's degree in the field or related fields with first-class or CGPA of 3.67 or higher or its equivalent from an academic or Technical and Vocational Education and Training (TVET) programme;
- undergo internal assessment; and
- any other requirements of the University.

Bachelor's degree candidates who are registered for master's degree programmes may apply to convert to the doctoral degree programmes subjected to the following conditions:

- within 1 year for full time and within 2 years for part-time candidates;
- having shown competency and capability in conducting research at doctoral level through rigorous internal evaluation by the University; and
- approval of the Senate of the University.

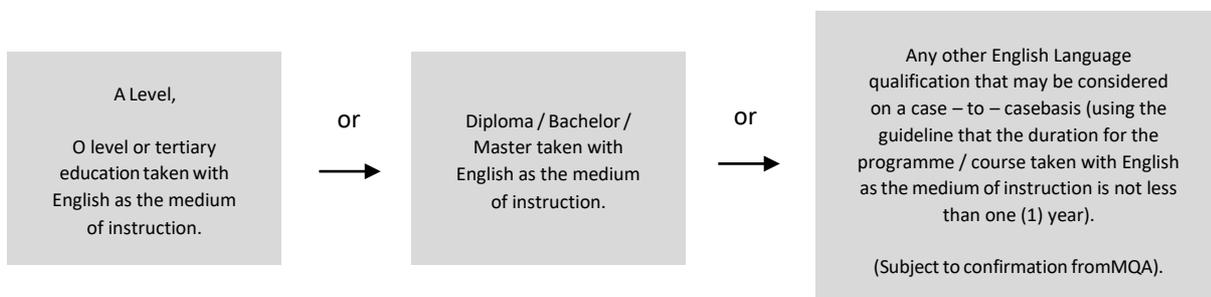
#### **Note:**

- (1) The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".

(2) Further entry requirement(s) information can be obtained from the respective School's page on AeU Website, or in Attachment A to the Student Handbook.

#### 4. English Language Competency Requirement for International Students

- (1) All International students who intend to pursue a programme at Diploma, Bachelor, Master's or Doctorate level are required to fulfil the academic entry requirements for the programme concerned as well as the English Language Competency Requirement as follows:
  - (a) International English Language Testing System (IELTS),  
*or*
  - (b) Test of English as a Foreign Language Paper Based Test (TOEFL PBT) /  
Test of English as a Foreign Language Internet Based Test (TOEFL IBT),  
*or*
  - (c) Cambridge English: Advance (CAE),  
*or*
  - (d) Cambridge English: Proficiency (CPE),  
*or*
  - (e) Pearson Test of English (PTE),  
*or*
  - (f) Malaysian University English Test (MUET).
- (2) These students who meet the academic entry requirements will be provided with conditional offers initially to enable them to attend the English Language Preparatory Course for a period not exceeding 12 months.
- (3) Notwithstanding the above, any international student from countries using English as an official medium of instruction or from an academic institution using English as a medium of instruction, shall normally be exempted from the above requirement.  
e.g.



- (4) In addition, any international student who is undertaking a research programme where the language for thesis/dissertation submission approved by the University is in a language other than English (eg Arabic, Bahasa Malaysia, Mandarin), he/she shall normally be subject to the English Language Competency Requirement.
- (5) Failure to achieve the English Language Competency Requirement within the period provided will result in the students being refused admission into the academic programme.
- (6) Students who have achieved the English Language Competency Requirement within the period provided will be allowed to enrol into the academic programme.
- (7) Students who have not achieved the English Language Competency Requirement within the period provided will be required to return to their country of origin. However, they will be allowed to reapply for consideration under the same process as above.

## 5. Summary Table of Programmes Offered

DOCTORAL	FULL TIME (No. of years)		PART TIME (No. of years)	
	Normal duration period of studies	Maximum duration period of studies	Normal duration period of studies	Maximum duration period of studies
Doctor of Philosophy in Business Administration (by research) (R2-DL/345/8/0304)	3	6	4	8
Doctor of Philosophy (Education) (by research) (R2-DL/141/8/0021)	4	6	4	8
Doctor of Philosophy (Information & Communication Technology) (By research) (R2/481/8/0583)	3	6	4	8
Doctor of Philosophy (Humanities) (by research) (R-DL/220/8/0008)	N/A	N/A	4	8
Doctor of Philosophy in Finance (by research) (R2-DL/33/8/0015)	N/A	N/A	4	8
Doctor of Philosophy (Social and Behavioural Science) (by research) (N-DL/310/8/0037)	3	6	4	8
Doctor of Business Administration (DBA) (Coursework & Research) (R2-DL/340/8/0407)	N/A	N/A	4	8
<b>MASTER</b>				
<b>Master of Science (Management) (Research)</b> (R2-CDL/345/7/0678)	1	4	2	6
<b>Master of Business Administration (Coursework)</b> (R2-DL/345/7/0305)	2	2	2	4
<b>Master in Management (Coursework)</b> (R2-DL/345/7/0452)	1	2	1 Year & 2 Sem	4
<b>Master of Education (Coursework)</b> (R2-DL/140/7/0007)	N/A	N/A	1 Year & 2 Sem	4
<b>Master in Information &amp; Communication Technology Management</b> (Coursework) (R2-DL/482/7/0455)	N/A	N/A	1 Year & 2 Sem	4
<b>Master of Human Resource Management (Coursework)</b> (R2-DL/345/7/0971)	N/A	N/A	2	4
<b>BACHELOR</b>				
<b>Bachelor of Digital Creative Media (Hons)</b> (R/213/6/0059)	3	6	4 Years & 1 Sem	8 Years & 2 Sem
<b>Bachelor of Information &amp; Communication Technology (Hons)</b> PT (R2-DL/481/6/0482) / FT (R/481/6/0762)	3	6	5	10
<b>Bachelor of Arts (Hons) in Graphic Design</b> (N-DL/214/6/0191)	N/A	N/A	4 Years & 1 Sem	8 Years & 2 Sem
<b>Bachelor of Education (Teaching Islamic Studies in Primary School) (Hons)</b> (R-DL/141/6/0018)	N/A	N/A	4 Years & 1 Sem	8 Years & 2 Sem
<b>Bachelor of Business Administration (Hons)</b> (R2-DL/340/6/0458)	3	6	4 Years & 1 Sem	8 Years & 2 Sem
<b>Bachelor of Education (Early Childhood Education) (Hons)</b> (R-DL/143/6/0031)	N/A	N/A	4 Years & 1 Sem	8 Years & 2 Sem
<b>Bachelor of Education (TESL) (Hons)</b> (R2/145/6/0050)	N/A	N/A	4 Years & 1 Sem	10
<b>Bachelor of Education (Teaching Malay Language in Primary School) (Hons)</b>	N/A	N/A	4 Years & 1 Sem	8 Years & 2 Sem
<b>Bachelor in Accounting (Hons)</b> (N-DL/344/6/0547)	3	6	5	10
<b>Bachelor of New Media Communication (Hons)</b> (N-DL/321/6/0257)	N/A	N/A	5	10
<b>GRADUATE DIPLOMA</b>				

<b>Graduate Diploma in Business Management</b> (R2-DL/345/6/0956)	1 Year & 1 Sem	N/A	2 Years & 1 Sem	<b>4 Years &amp; 2 Sem</b>
<b>Graduate Diploma in Early Childhood Education</b> (R2-DL/143/6/0122)	N/A	N/A	2 Years & 1 Sem	<b>4 Years &amp; 2 Sem</b>
<b>Graduate Diploma in Accounting</b> (N-DL/344/6/0525)	N/A	N/A	2 Years & 1 Sem	<b>4 Years &amp; 2 Sem</b>

#### DIPLOMA

<b>Diploma in Islamic Studies</b> (N/221/4/0115)	N/A	N/A	3 Years & 1 Sem	<b>6 Years &amp; 2 Sem</b>
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#### FOUNDATION

<b>International Foundation Programme</b> (N-DL/010/3/0528)	<b>1</b>	<b>2</b>	<b>2</b>	<b>4</b>
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**Note:**

*The Senate may allow the duration of the period of study to be shortened or exceeding the maximum duration on a case-to-case basis.*

## 6. MASTERLIST OF ACADEMIC ENTRY REQUIREMENTS & ENGLISH LANGUAGE COMPETENCY REQUIREMENT FOR AeU PROGRAMMES

### 1. SCHOOL OF GRADUATE STUDIES (SGS)

NO	NAME OF PROGRAMME	REQUIREMENTS ACCORDING TO MQA STANDARDS
1	Doctor of Philosophy in Business Administration	<p><b>Doctoral Degree by Research*****</b></p> <ol style="list-style-type: none"> <li>1. A Master's degree (Level 7, MQF) in related fields as accepted by the HEP Senate; OR</li> <li>2. A Master's degree (Level 7, MQF) in non-related fields as accepted by the HEP Senate, subject to having relevant working experience***** and rigorous internal assessment****; OR</li> <li>3. A Master's degree (Level 7, MQF) in non-related fields as accepted by the HEP Senate and without relevant working experience, subject to passing pre-requisite courses*****; OR</li> <li>4. Other qualifications equivalent to a Master's degree (Level 7, MQF) recognised by the Malaysian Government.</li> </ol> <p>ELCR Band (International Students Only): Achieve a minimum Band 4 in MUET OR equivalent to CEFR (Mid B2) **.</p> <p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
2	Doctor of Philosophy (Information and Communication Technology)	<ol style="list-style-type: none"> <li>1. Master's Degree or equivalent AND candidates must complete at least ONE (1) initial degree (Master's Degree or Bachelor's Degree) in Computing or related to Computing.</li> </ol> <p>Notes:</p> <ol style="list-style-type: none"> <li>a. There shall be no direct entry from Bachelor's degree level to Doctoral degree level.</li> <li>b. Candidates with Bachelor's degree qualifications who is registered for Masters programmes, may apply to convert their candidacy to the Doctoral degree programmes within ONE (1) year after Master's degree registration, subjected to: <ol style="list-style-type: none"> <li>i. Having shown competency and capability in conducting research at Doctoral degree level,</li> <li>ii. Rigorous internal evaluation by the HEP,</li> <li>iii. Get approval from the Senate of HEP.</li> </ol> </li> </ol> <p>ELCR Band (International Students Only): Minimum score of Band 3 for MUET OR its equivalent.</p> <p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
3	Doctor of Philosophy (Education)	<ol style="list-style-type: none"> <li>1. A Master's degree accepted by the Senate of HEP; or</li> <li>2. Other equivalent qualifications to Master's degree that are accepted by the Senate of HEP.</li> </ol> <p>Notes:</p> <ol style="list-style-type: none"> <li>a. There shall be no direct entry from Bachelor's degree level to Doctoral degree level.</li> <li>b. Candidates registered for Master's Degree programmes shall normally CGPA of 3.67 at Bachelor's Degree level to apply to convert their candidacy to the PhD programmes subject to: <ol style="list-style-type: none"> <li>i. Having shown competency and capability in conducting research at PhD level</li> <li>ii. Rigorous internal evaluation by the HEP</li> <li>iii. Approval by the HEP's Senate.</li> </ol> </li> </ol> <p>ELCR Band (International Students Only): Minimum score of Band 3 for MUET OR its equivalent.</p> <p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>

4	<p><b>Doctor of Philosophy in Finance (Previously known as Industrial Doctorate)</b></p>	<ol style="list-style-type: none"> <li>1. A Master degree shall normally in Finance, Banking, Insurance or related field as accepted by the HEP Senate; or</li> <li>2. Other equivalent qualifications to Master's degree that are accepted by the Senate of HEP.</li> </ol> <p>Notes:</p> <ol style="list-style-type: none"> <li>a. There shall be no direct entry from Bachelor's degree level to Doctoral degree level</li> <li>b. Candidates with Bachelor's degree qualifications who is registered for Masters programmes, may apply to convert their candidacy to the Doctoral degree programmes within ONE (1) year after Master's degree registration, subjected to:             <ol style="list-style-type: none"> <li>i. Having shown competency and capability in conducting research at Doctoral degree level</li> <li>ii. Rigorous internal evaluation by the HEP</li> <li>iii. Approval by the Senate of HEP.</li> </ol> </li> </ol> <p>ELCR Band (International Students Only): Minimum score of 6.5 for IELTS OR its equivalent.</p> <p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
5	<p><b>Doctor of Philosophy (Humanities)</b></p>	<ol style="list-style-type: none"> <li>1. A Master's degree accepted by the Senate of HEP; or</li> <li>2. Other equivalent qualifications to Master's degree that are accepted by the Senate of HEP.</li> </ol> <p>Notes:</p> <ol style="list-style-type: none"> <li>a. There shall be no direct entry from Bachelor's degree level to Doctoral degree level,</li> <li>b. Candidates registered for Master's Degree programmes shall normally CGPA of 3.67 at Bachelor's Degree level to apply to convert their candidacy to the PhD programmes subject to:             <ol style="list-style-type: none"> <li>i. Having shown competency and capability in conducting research at PhD level</li> <li>ii. Rigorous internal evaluation by the HEP</li> <li>iii. Approval by the HEP's Senate.</li> </ol> </li> </ol> <p>ELCR Band (International Students Only): Minimum score of Band 2 for MUET OR its equivalent.</p> <p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
6	<p><b>Doctor of Philosophy (Social &amp; Behavioural Science)</b></p>	<ol style="list-style-type: none"> <li>1. Master's degree (MQF Level 7) in related fields as accepted by the Senate of HEP,</li> <li>2. Other equivalent qualifications with Master's degree (MQF Level 7) as accepted by the Senate of HEP.</li> </ol> <p>Notes:</p> <ol style="list-style-type: none"> <li>a. There shall be no direct entry from Bachelor's degree level to Doctoral degree level.</li> <li>b. Candidates with Bachelor's degree qualifications who are registered for Masters programmes, may apply to convert their candidacy to the Doctoral degree programmes within ONE (1) year after Master's degree registration, subjected to:             <ol style="list-style-type: none"> <li>i. Having shown competency and capability in conducting research at Doctoral degree level,</li> <li>ii. Rigorous internal evaluation by the HEP,</li> <li>iii. Get approval from the Senate of HEP.</li> </ol> </li> </ol> <p>ELCR Band (International Students Only): Minimum score of Band 2 for MUET OR its equivalent.</p> <p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>

## 2. SCHOOL OF ARTS, HUMANITIES & SOCIAL SCIENCES (SAHUSS)

NO	NAME OF PROGRAMME	REQUIREMENTS ACCORDING TO MQA STANDARDS
1 (7)	<b>Bachelor of Arts (Honours) in Graphic Design</b>	<ol style="list-style-type: none"> <li>1. STPM or equivalent qualifications with minimum Grade C (CGPA 2.0) in two (2) subjects; or</li> <li>2. STAM (Grade Jayyid); or</li> <li>3. UEC with minimum Grade B in five (5) subjects; or</li> <li>4. A Matriculation / Foundation Program or equivalent qualifications with minimum CGPA of 2.00; or</li> <li>5. A Diploma with minimum CGPA of 2.00; or</li> <li>6. Other equivalent qualifications recognised.</li> </ol> <p>AND</p> <ol style="list-style-type: none"> <li>7. Malaysian University English Test (MUET) Band 1.</li> </ol> <p>AND</p> <ol style="list-style-type: none"> <li>8. A pass in an interview and a drawing test for non-Art background applicants.</li> </ol> <p>ELCR Band (International Students Only): Minimum score of Band 1 for MUET OR its equivalent.</p> <p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website “Kelayakan masuk Program Pengajian Tinggi”.</p>
2 (8)	<b>Bachelor of Education (Teaching Islamic Studies in Primary School) with Honours</b>	<ol style="list-style-type: none"> <li>1. STPM or equivalent qualifications with at least Grade C (CGPA 2.0) in two (2) subjects; or</li> <li>2. STAM (Grade Jayyid) or</li> <li>3. UEC with at least Grade B in five (5) subjects; or</li> <li>4. A Matriculation / Foundation Program from any IPTA / IPTS / Institution authorized to offer foundation programs with CGPA 2.00; or</li> <li>5. A Diploma with at least CGPA of 2.00; or</li> <li>6. Other equivalent qualifications recognised.</li> </ol> <p>ELCR Band (International Students Only): Minimum score of Band 2 for MUET OR its equivalent.</p> <p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website “Kelayakan masuk Program Pengajian Tinggi”.</p>
3 (9)	<b>Bachelor of New Media Communication (Honours)</b>	<ol style="list-style-type: none"> <li>1. A pass in STPM or its equivalent, with a minimum of Grade C (GPA 2.00) in any two subjects and a credit in English at SPM or its equivalent; OR</li> <li>2. A pass in STAM with a minimum grade of Jayyid and a credit in English at SPM or its equivalent; OR</li> <li>3. A Diploma or its equivalent, with a minimum CGPA of 2.00 and a credit in English at SPM or its equivalent; OR</li> <li>4. A Diploma in Media and Communication or its equivalent; OR</li> <li>5. Matriculation/Foundation or its equivalent, with a minimum CGPA of 2.00 and credit in English at SPM or its equivalent.</li> </ol> <p>ELCR Band (International Students Only): Minimum score of 5.0 for IELTS, 500 for TOEFL OR its equivalent.</p> <p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website “Kelayakan masuk Program Pengajian Tinggi”.</p>
4 (10)	<b>Diploma in Islamic Studies</b>	<ol style="list-style-type: none"> <li>1. SPM / SPMV with at least three (3) credits AND a pass in one (1) of Arabic Language subjects or one (1) of Islamic Studies subjects; or</li> <li>2. O-Level with at least Grade C in three (3) subjects and pass in one (1) of Arabic Language subjects or one (1) of Islamic Studies subjects; or</li> <li>3. A Certificate in Islamic Studies or related fields (MQF Level 3) with minimum CGPA of 2.00; or</li> <li>4. A STPM or equivalent qualifications with at least Grade C (CGPA 2.00) in one (1) subject; and <ul style="list-style-type: none"> <li>• Pass in one (1) of Arabic Language subjects or one (1) of Islamic Studies subjects at SPM level or STPM; or</li> </ul> </li> <li>5. STAM (Grade Maqbul); or</li> <li>6. Other equivalent qualifications recognised.</li> </ol> <p>ELCR Band (International Students Only): Minimum score of Band 1 for MUET OR its equivalent.</p> <p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website “Kelayakan masuk Program Pengajian Tinggi”.</p>

### 3. SCHOOL OF EDUCATION & COGNITIVE SCIENCE (SECS)

NO	NAME OF PROGRAMME	REQUIREMENTS ACCORDING TO MQA STANDARDS
1 (11)	<b>Master of Education</b>	<ol style="list-style-type: none"> <li>1. A Bachelor's degree or equivalent qualifications with minimum CGPA of 2.50, as accepted by the Senate of HEP,</li> <li>2. A Bachelor's degree or equivalent qualifications with CGPA below of 2.50 can be admitted subject to a minimum five (5) years working experience in related fields.</li> </ol> <p>ELCR Band (International Students Only): Minimum score of Band 3 for MUET OR its equivalent.</p> <p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
2 (12)	<b>Bachelor of Education (Early Childhood Education) Honours</b>	<ol style="list-style-type: none"> <li>1. STPM or equivalent qualifications with at least Grade C (CGPA 2.0) in two (2) subjects; or</li> <li>2. STAM (Grade Jayyid) or</li> <li>3. UEC with at least Grade B in five (5) subjects; or</li> <li>4. A Matriculation / Foundation Program from any IPTA / IPTS / Institution authorized to offer foundation programs with CGPA 2.00; or</li> <li>5. A Diploma with at least CGPA of 2.00; or</li> <li>6. Other equivalent qualifications recognised.</li> </ol> <p>ELCR Band (International Students Only): Minimum score of 500 for TOEFL OR Minimum score of 5.0 for IELTS OR its equivalent.</p> <p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
3 (13)	<b>Bachelor of Education (Teaching Malay Language in Primary School) with Honours</b>	<ol style="list-style-type: none"> <li>1. STPM or equivalent qualifications with at least Grade C (CGPA 2.0) in two (2) subjects; or</li> <li>2. STAM (Grade Jayyid) or</li> <li>3. UEC with at least Grade B in five (5) subjects; or</li> <li>4. A Matriculation / Foundation Program from any IPTA / IPTS / Institution authorized to offer foundation programs with CGPA 2.00; or</li> <li>5. A Diploma with at least CGPA of 2.00; or</li> <li>6. Other equivalent qualifications recognised.</li> </ol> <p>ELCR Band (International Students Only): Minimum score of Band 2 for MUET OR its equivalent.</p> <p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
4 (14)	<b>Bachelor of Education (TESL) with Honours</b>	<ol style="list-style-type: none"> <li>1. STPM or equivalent qualifications with at least Grade C (CGPA 2.0) in two (2) subjects; or</li> <li>2. STAM (Grade Jayyid) or</li> <li>3. UEC with at least Grade B in five (5) subjects; or</li> <li>4. A Matriculation / Foundation Program from any IPTA / IPTS / Institution authorized to offer foundation programs with CGPA 2.00; or</li> <li>5. A Diploma with at least CGPA of 2.00; or</li> <li>6. Other equivalent qualifications recognised.</li> </ol> <p>ELCR Band (International Students Only): Minimum score of Band 2 for MUET OR its equivalent.</p> <p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>

<p>5  (15)</p>	<p><b>Graduate Diploma in Early Childhood Education</b></p>	<ol style="list-style-type: none"> <li>1. STPM or equivalent qualifications with at least Grade C (CGPA 2.0) in two (2) subjects; or</li> <li>2. STAM (Grade Jayyid) or</li> <li>3. UEC with at least Grade B in five (5) subjects; or</li> <li>4. A Matriculation / Foundation Program from any IPTA / IPTS / Institution authorized to offer foundation programs with CGPA 2.00; or</li> <li>5. A Diploma with at least CGPA of 2.00; or</li> <li>6. Other equivalent qualifications recognised.</li> </ol> <p>AND</p> <ol style="list-style-type: none"> <li>7. Shall normally have 2 years of work experience</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>8. A Graduate Certificate in the relevant field</li> </ol> <p>ELCR Band (International Students Only): Minimum score of 500 for TOEFL OR Minimum score of 5.0 for IELTS OR its equivalent.</p> <p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
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#### 4. SCHOOL OF SCIENCE & TECHNOLOGY (SST)

NO	NAME OF PROGRAMME	REQUIREMENTS ACCORDING TO MQA STANDARDS
1 (16)	Master of Information and Communication Technology Management	<ol style="list-style-type: none"> <li>1. A Bachelor's degree or equivalent qualifications with minimum CGPA of 2.75; or</li> <li>2. A Bachelor's degree or equivalent qualifications with minimum CGPA of 2.50 but not reach CGPA of 2.75 can be admitted subject to a rigorous internal assessment process; or</li> <li>3. A Bachelor's degree or equivalent qualifications with CGPA below of 2.50 can be admitted subject to a minimum five (5) years working experience in related fields.</li> </ol> <p>Note: For candidates who do not have a Bachelor of Computer Science, pre-requisite modules in Computing must be offered to prepare them for further study.</p> <p>ELCR Band (International Students Only): Minimum score of Band 3 for MUET OR its equivalent.</p> <p><i>Note:</i> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
2 (17)	Bachelor of Information and Communication Technology (Hons) (Full-time)	<ol style="list-style-type: none"> <li>1. STPM or equivalent qualifications with at least Grade C (CGPA 2.0) in two (2) subjects; AND Credit in Mathematics at SPM level or Grade C (CGPA 2.0) at STPM level; or</li> <li>2. STAM (Grade Jayyid) and Credit in Mathematics at SPM level; or</li> <li>3. A Matriculation / Foundation Program with minimum CGPA of 2.00 AND credit in Mathematics at SPM level; or</li> <li>4. UEC with at least Grade B in five (5) subjects including Mathematics; or</li> <li>5. A Diploma in Computer Science or Software Engineering or Information System or equivalent qualifications with at least CGPA 2.50 AND credit in Mathematics at SPM level; or Candidates with CGPA less than 2.50 but above 2.00 and credit in Mathematics at SPM level can be admitted subject to a rigorous internal assessment process; or</li> <li>6. A Diploma in Science and Technology with minimum CGPA 2.50 can be admitted subject to a rigorous internal assessment process AND credit in Mathematics at SPM level; or</li> <li>7. Other equivalent qualifications recognised.</li> </ol> <p>Note: The requirements of credit in Mathematics at the SPM level for candidates (1), (3), (5) and (6) may be exempt if the qualifications comprise Mathematics subjects and their achievements are equivalent to / above the credit requirements of the Mathematics subject at the SPM level.</p> <p>Candidates who are credited in computer-related subjects at the SPM or STPM level will be given priority in the selection of students.</p> <p>ELCR Band (International Students Only): Minimum score of Band 2 for MUET OR its equivalent</p> <p><i>Note:</i> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
3 (18)	Bachelor of Information and Communication Technology (Hons) ODL	<ol style="list-style-type: none"> <li>1. STPM or equivalent qualifications with at least Grade C (CGPA 2.0) in two (2) subjects; AND <ol style="list-style-type: none"> <li>a. Credit in Mathematics at SPM level or Grade C (CGPA 2.0) at STPM level; or</li> </ol> </li> <li>2. STAM (Grade Jayyid) and <ol style="list-style-type: none"> <li>a. Credit in Mathematics at SPM level; or</li> </ol> </li> <li>3. A Matriculation / Foundation Program with minimum CGPA of 2.00 AND credit in Mathematics at SPM level; or</li> <li>4. UEC with at least Grade B in five (5) subjects including Mathematics; or</li> <li>5. A Diploma in Computer Science or Software Engineering or Information System or equivalent qualifications with at least CGPA 2.50 AND credit in Mathematics at SPM level; or Candidates with CGPA less than 2.50 but above 2.00 and credit in Mathematics at SPM level can be admitted subject to a rigorous internal assessment process; or</li> <li>6. A Diploma in Science and Technology with minimum CGPA 2.50 can be admitted subject to a rigorous internal assessment process AND credit in Mathematics at SPM level; or</li> <li>7. Other equivalent qualifications recognised.</li> </ol> <p>Note: The requirements of credit in Mathematics at the SPM level for candidates (1), (3), (5) and (6) may be exempt if the qualifications comprise Mathematics subjects and their achievements are equivalent to / above the credit requirements of the Mathematics subject at the SPM level.</p> <p>Candidates who are credited in computer-related subjects at the SPM or STPM level will be given priority in the selection of students.</p> <p>ELCR Band (International Students Only): Minimum score of Band 2 for MUET OR its equivalent.</p>

		<p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
<p>4 (19)</p>	<p>Bachelor of Digital Creative Media (Hons)</p>	<ol style="list-style-type: none"> <li>1. STPM or equivalent qualifications with at least Grade C (CGPA 2.0) in two (2) subjects; or</li> <li>2. STAM (Grade Jayyid) or</li> <li>3. UEC with at least Grade B in five (5) subjects; or</li> <li>4. A Matriculation / Foundation Program from any IPTA / IPTS / Institution authorized to offer foundation programs with CGPA 2.00; or</li> <li>5. A Diploma in Creative Multimedia with at least CGPA 2.50 (Candidates with CGPA less than 2.50 but above 2.00 can be admitted subject to a rigorous internal assessment process); or</li> <li>6. Other equivalent qualifications recognised.</li> </ol> <p>ELCR Band (International Students Only): Minimum score of Band 2 for MUET OR its equivalent.</p> <p><b>Note:</b> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>

## 5. SCHOOL OF MANAGEMENT (SOM)

NO	NAME OF PROGRAMME	REQUIREMENTS ACCORDING TO MQA STANDARDS
1  (20)	Doctor of Business Administration	<p><u>Doctoral Degree by Coursework and Mixed Mode</u></p> <ol style="list-style-type: none"> <li>1. A Master's degree (Level 7, MQF) in related fields as accepted by the HEP Senate; OR</li> <li>2. A Master's degree (Level 7, MQF) in non-related fields as accepted by the HEP Senate, subject to having relevant working experience***** and rigorous internal assessment****; OR</li> <li>3. A Master's degree (Level 7, MQF) in non-related fields as accepted by the HEP Senate and without relevant working experience, subject to passing pre-requisite courses*****; OR</li> <li>4. Other qualifications equivalent to a Master's degree (Level 7, MQF) recognised</li> </ol> <p>ELCR Band (International Students Only): Achieve a minimum Band 4 in MUET OR equivalent to CEFR (Mid B2) **.</p> <p><i>Note:</i> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
2  (21)	Master in Management	<p><u>Master's Degree by Coursework</u></p> <ol style="list-style-type: none"> <li>1. A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.50 as accepted by the HEP Senate; OR</li> <li>2. A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.00 and not meeting CGPA of 2.50 can be accepted, subject to a rigorous internal assessment****; OR</li> <li>3. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the HEP Senate and with relevant working experience*****, subject to a rigorous internal assessment****; OR</li> <li>4. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the HEP Senate and without relevant working experience, subject to passing pre-requisite courses*****; OR</li> <li>5. Other equivalent/related qualifications to a Bachelor's degree (Level 6, MQF) recognised by the Malaysian Government.</li> </ol> <p>ELCR Band (International Students Only): Achieve a minimum Band 4 in MUET OR equivalent to CEFR (Mid B2) **.</p> <p><i>Note:</i> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
3  (22)	Master of Human Resource Management	<p><u>Master's Degree by Coursework</u></p> <ol style="list-style-type: none"> <li>1. A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.50 as accepted by the HEP Senate; OR</li> <li>2. A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.00 and not meeting CGPA of 2.50 can be accepted, subject to a rigorous internal assessment****; OR</li> <li>3. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the HEP Senate and with relevant working experience*****, subject to a rigorous internal assessment****; OR</li> <li>4. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the HEP Senate and without relevant working experience, subject to passing pre-requisite courses*****; OR</li> <li>5. Other equivalent/related qualifications to a Bachelor's degree (Level 6, MQF) recognised by the Malaysian Government.</li> </ol> <p>ELCR Band (International Students Only): Achieve a minimum Band 4 in MUET OR equivalent to CEFR (Mid B2) **.</p> <p><i>Note:</i> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
4  (23)	Master of Science (Management)	<p><u>Master's Degree by Mixed Mode and Research</u></p> <ol style="list-style-type: none"> <li>1. A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.75 as accepted by the HEP Senate; OR</li> <li>2. A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.50 and not meeting CGPA of 2.75 can be accepted, subject to rigorous internal assessment****; OR</li> <li>3. A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.00 and not meeting CGPA of 2.50 can be accepted, subject to a minimum of 5 years relevant working experience***** and rigorous internal assessment****; OR</li> <li>4. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.50 as accepted by the HEP Senate, subject to having relevant working experience***** and rigorous internal assessment****; OR</li> <li>5. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 and not meeting 2.5 as accepted by the HEP Senate, subject to a minimum of 5 years relevant working experience***** and rigorous internal assessment****; OR</li> <li>6. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the HEP Senate and without relevant working experience, subject to passing pre-requisite courses*****; OR</li> <li>7. Other qualifications equivalent to a Bachelor's degree (Level 6, MQF) recognised by the Malaysian Government.</li> </ol>

		<p>ELCR Band (International Students Only): Achieve a minimum Band 4 in MUET OR equivalent to CEFR (Mid B2)**.</p> <p><i>Note:</i> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
5 (24)	Master of Business Administration	<p><u>Master's Degree by Coursework</u></p> <ol style="list-style-type: none"> <li>1. A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.50 as accepted by the HEP Senate; OR</li> <li>2. A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.00 and not meeting CGPA of 2.50 can be accepted, subject to a rigorous internal assessment****; OR</li> <li>3. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the HEP Senate and with relevant working experience****, subject to a rigorous internal assessment****; OR</li> <li>4. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the HEP Senate and without relevant working experience, subject to passing pre-requisite courses*****; OR</li> <li>5. Other equivalent/related qualifications to a Bachelor's degree (Level 6, MQF) recognised by the Malaysian Government.</li> </ol> <p>ELCR Band (International Students Only): Achieve a minimum Band 4 in MUET OR equivalent to CEFR (Mid B2) **.</p> <p><i>Note:</i> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
6 (25)	Bachelor in Accounting (Hons)	<ol style="list-style-type: none"> <li>1. A pass in STPM or its equivalent, with a minimum Grade C+ (GP 2.33) in any two subjects, and credits in Mathematics and a pass in English at SPM level; or</li> <li>2. A pass in Sijil Tinggi Agama Malaysia (STAM) with a minimum grade of Jayyid, (good) and credits in Mathematics and a pass in English at SPM level; or</li> <li>3. A diploma in accounting or related field, or its equivalent with a minimum CGPA of 2.50, and credits in Mathematics and a pass in English at SPM level; or</li> <li>4. Matriculation/Foundation qualification or its equivalent with a minimum CGPA of 2.50, and credits in Mathematics and a pass in English at SPM level.</li> <li>5. Other equivalent qualifications recognised.</li> </ol> <p>AND</p> <ol style="list-style-type: none"> <li>6. Malaysian University English Test (MUET) Band 1.</li> </ol> <p>ELCR Band (International Students Only): Minimum score of 5.5 for IELTS, 550 for TOEFL OR its equivalent.</p> <p><i>Note:</i> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>
7 (26)	Bachelor of Business Administration (Hons)	<ol style="list-style-type: none"> <li>1. A pass in STPM with at least Grade C (GP 2.0) in any TWO subjects*; OR</li> <li>2. A pass in STAM with at least Grade Jayyid*; OR</li> <li>3. Matriculation or Foundation with at least CGPA of 2.00; OR</li> <li>4. A Diploma (Level 4, MQF) with at least CGPA of 2.00; OR</li> <li>5. An Advanced Diploma (Level 5, MQF) with at least CGPA of 2.00; OR</li> <li>6. A Diploma Kemahiran Malaysia (DKM) / Diploma Vokasional Malaysia (DVM) subjected to HEP Senate / Academic Board's approval***; OR</li> <li>7. A Diploma Lanjutan Kemahiran Malaysia (DLKM) subjected to HEP Senate / Academic Board's approval***; OR</li> <li>8. Other equivalent qualifications recognised by the Malaysian Government.</li> </ol> <p>Note for (6) &amp; (7): The HEPs are to conduct screening and provide necessary guidance specific to the discipline of the programme.</p> <p>*Additional requirement: A pass in Mathematics and English at SPM level or equivalent qualifications (Refer to the Notes (*) below this table).</p> <p>ELCR Band (International Students Only): Achieve a minimum Band 3 in MUET OR equivalent to CEFR (Low B2)**.</p> <p><i>Note:</i> The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</p>

<p>8 (27)</p>	<p>Graduate Diploma in Business Management</p>	<ol style="list-style-type: none"> <li>1. A pass in Sijil Tinggi Pelajaran Malaysia (STPM) with a minimum GPA 2.0 in any 2 subjects or equivalent; or</li> <li>2. A Diploma with a minimum CGPA 2.0 or equivalent;</li> </ol> <p>AND</p> <p>2 years of work experience.</p> <p>OR</p> <p>A Graduate Certificate in the relevant field</p> <p>ELCR Band (International Students Only): Minimum score of 5.5 for IELTS, 550 for TOEFL OR its equivalent</p> <p><i>Note:</i> <i>The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</i></p>
<p>9 (28)</p>	<p>Graduate Diploma in Accounting</p>	<ol style="list-style-type: none"> <li>1. A pass in Sijil Tinggi Pelajaran Malaysia (STPM) with a minimum GPA 2.0 in any 2 subjects or equivalent; or</li> <li>2. A Diploma with a minimum CGPA 2.0 or equivalent;</li> </ol> <p>AND</p> <p>2 years of work experience.</p> <p>OR</p> <p>A Graduate Certificate in the relevant field</p> <p>ELCR Band (International Students Only): Minimum score of 5.5 for IELTS, 550 for TOEFL OR its equivalent</p> <p><i>Note:</i> <i>The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi".</i></p>

## 6. SCHOOL OF FOUNDATION STUDIES (SFS)

NO	NAME OF PROGRAMME	REQUIREMENTS ACCORDING TO MQA STANDARDS
1 (29)	International Foundation Programme	<ol style="list-style-type: none"> <li>1. A pass in Sijil Pelajaran Malaysia (SPM) / Sijil Pelajaran Malaysia Vokasional (SPMV) with minimum Credit (Grade C) in five (5) subjects; or</li> <li>2. A pass in IGCSE/O-Level with a minimum Grade C in five (5) subjects; or</li> <li>3. A pass in UEC with a minimum Credit Grade B in three (3) subjects; or</li> <li>4. Other equivalent recognised qualifications.</li> </ol> <p>Note:</p> <p>The above entry requirement(s) and the English Language Competency Requirement should be read with the guidelines provided in the MQA Website "Kelayakan masuk Program Pengajian Tinggi". (<a href="https://aeu.edu.my/programme/ifp/">https://aeu.edu.my/programme/ifp/</a>). For information regarding the University of London International Foundation Programme, please refer to the School of Foundation Studies for details. (<a href="https://london.ac.uk/courses/international-foundation-programme">https://london.ac.uk/courses/international-foundation-programme</a>).</p>

Updated as at 10.02.2022

*	<p>A pass in Mathematics and English at SPM level or equivalent qualifications</p> <p>(English subject requirement does not apply to international students since they are required to meet certain scores of international English examination and privileged with certain exemptions)</p>	<p>Can be waived should any other higher qualifications contain Mathematics and English subjects with an equivalent/higher achievement.</p> <p>Malaysian students using English as the medium of instruction in their previous study or with at least Band 2 in MUET or equivalent can be exempted from a pass in English requirement.</p> <p>Those without a pass in Mathematics and/or English at SPM level or equivalent can be admitted but are required to attend special enhancement course(s). These special enhancement courses should be SPM equivalent, remedial in nature. Students must pass the Mathematics and English enhancement courses as a prerequisite to related core courses taught in English.</p>
**	<p>Refer to Surat JPT GS 1000-630(41), 9th December 2019 - Syarat Kompetensi Bahasa Inggeris Kepada Pelajar Antarabangsa for equivalent English language assessments and score.</p>	
***	<p>For Public Universities: Refer to Surat JPT.S(BPKP)2000/400/04/01 Jld.5 (53), 20th November, 2019 - Pindaan syarat kelayakan minimum (Syarat am) Diploma TVET (DKM, DLKM, DVM) sebagai syarat kelayakan masuk ke program Ijazah Sarjana Muda di Universiti Awam (UA).</p> <p>For Private Higher Educational Institutions: Refer to Surat JPT/GS 1000-606 Jld. 2(23), 21st April, 2020 - Kemasukan Pelajar Lulusan Diploma Kemahiran Malaysia (DKM), Diploma Lanjutan Kemahiran Malaysia (DLKM) dan Diploma Vokasional Malaysia (DVM) ke Peringkat Sarjana Muda (Tahap 6 MQF) atau yang setara dengannya di Institusi Pendidikan Tinggi Swasta.</p>	
****	<p>Rigorous assessment to evaluate the suitability of an applicant for a programme through statement of purpose, interview and other methods may cover the following criteria:</p> <ol style="list-style-type: none"> <li>i. Demonstration of strong business experience, and that you have held significant managerial responsibilities.</li> <li>ii. Evidence of any achievements in your professional life, for example, consistently performing at a high level, consistent career progression and any impact that you have had on your organisation.</li> <li>iii. Professional skills that you have developed, for example, team work, leadership, problem-solving, negotiating and analytical skills.</li> <li>iv. How you will contribute to your class and what experiences you can bring to the institution. (Lancaster University, 2021)</li> </ol>	
*****	<p>Experience can be cumulative experience even before acquiring required qualification for a particular level of study. However, the experience must be relevant to the level of study as well as the content.</p>	
*****	<p>The pre-requisite courses must equip the students with necessary business knowledge (managing people, managing financial resources, understanding customers, understanding environments and strategic planning) of one level lower than the programme level.</p>	
*****	<p>The HEPs can take excellent Bachelor's Degree (Level 6, MQF) graduates for direct admission to Doctoral Degree by Research (Level 8, MQF) programme with the following conditions:</p> <ol style="list-style-type: none"> <li>I. Students have first class Bachelor's degree or equivalent qualification; or</li> <li>II. Students have obtained CGPA of at least 3.67 or equivalent from either an academic or Technical and Vocational Education and Training (TVET) programme; and</li> <li>III. Evaluated through rigorous internal assessment by the HEP; and</li> <li>IV. Approved by the HEP Senate and accepted as a candidate for the Doctoral Degree (Level 8, MQF) programme. Students must demonstrate appropriate progress during the candidature period.</li> </ol>	

# ACADEMIC REGULATIONS FOR UNDERGRADUATE PROGRAMME



## ACADEMIC REGULATIONS FOR UNDERGRADUATE PROGRAMMES

### 1. PROGRAMME REGISTRATION

- (1) Students who have been offered entry into the University are required to register within the period indicated in the letter offer.
- (2) Students may request to defer their registration by writing officially to the University no later than two (2) weeks after the commencement of the semester.
- (3) Each deferment is valid for a period of one semester, unless otherwise indicated.

### 2. SUBJECT REGISTRATION

#### (1) Credit Load Per Semester

- (a) The maximum credits for part time students are 10 credits in a semester.
- (b) The maximum credits for full time students are 17 credits in a semester.
- (c) In the final semester, students are allowed to register for additional credits (maximum of 2 subjects), with the approval from the Dean and subject to the students' academic performance.

#### (2) Registration Period

Registration is open until WEEK 10 but the number of subjects registered should be according to the available Student Learning Time as follows: -

- (a) Week 1 – 3: 3 subjects or 9 credits
- (b) Week 4 – 6: 2 subjects or 6 credits
- (c) Week 7 – 9: 1 subject or 3 credits.

#### (3) Adding and Dropping Subjects

- (a) **Adding Subjects:** Students may request to add subjects within EIGHT (8) weeks after the semester begins. Fees will be charged according to the total number of credits added.
- (b) **Dropping Subjects:** Students may request to drop subjects within TENTH (10) weeks after the semester begins.

Percentage of tuition fee to be charged:

- (i) Week 1- 3: No Charge
- (ii) Week 4 - 7: 50%
- (iii) Week 8 onwards: 100%

### 3. CLASS ATTENDANCE

#### Full-time Students Attendance Requirement

- (1) All full-time students must attend all scheduled classes.
- (2) Attendance is compulsory and will be taken at the beginning of all scheduled lessons.
- (3) Any student who is absent must provide a letter explaining the nature of the absence or a medical certificate from a certified physician.

- (4) Students must immediately inform the University if they are absent for more than two (2) consecutive days.
- (5) Students are required to achieve at least 80% attendance for each subject undertaken. Students whose attendance is less than 80% will be barred from sitting for the final examination of that particular semester. If barred, students may appeal this decision to the Dean of the School by submitting supporting documents.
- (6) Students who failed to fulfil the attendance requirement will be barred from submitting their assignment for subjects which are 100% assessed by said assignment. Students may appeal this decision to the Dean of the School by submitting supporting documents.
- (7) Students who are on a medical leave must provide a Medical Certificate from a certified Medical Practitioner immediately in the following class after his/her medical leave.
- (8) Request for absence is to be submitted in writing, indicating the reasons and the duration of the requested leave with supporting documents attached, to the Student Affairs Office. The approval for leave will be decided by the University.

#### **4. CHANGE MODE OF STUDY**

- (1) Students may apply to change their mode of study before the new semester begins.
- (2) Students are only allowed to change their **Mode of Study** ONE (1) time within the duration of the programme.
- (3) \*A processing fee of RM50 for Local students or USD30 for International students will be charged for the application.
- (4) The new mode of study will take effect at the beginning of a new semester.

*NOTE: \* The Processing Fees is subject to change.*

#### **5. CHANGE OF PROGRAMME**

- (1) Students may apply to change to another programme within FIVE (5) weeks after the semester begins.

\* A processing fee of RM50 for Local students or USD30 for International students will be charged for the application.

Below are the conditions for Change of Programme:

- (a) Any application for Change of Programme will only be considered upon fulfilling the entry requirements for the new programme and the full fees settlement for the previous programme.
- (b) A registration fee will be imposed for the new programme.
  - (i) **Local:**
    - Doctoral: RM 750
    - Post-Graduate: RM 500
    - Under-Graduate: RM 300
  - (ii) **International**
    - Doctoral: USD 1,000
    - Post-Graduate: USD 750
    - Under-Graduate: USD 500

*NOTE: \* The Processing Fees / Registration Fees is subject to change.*

- (2) Upon approval, students may request for credit transfer of the credits earned from the previous programme to the new programme (Refer to Clause 7).

## **6. TYPES OF SUBJECTS**

The following are the types of subjects:

### **(1) Compulsory MQA Subjects**

All students are required to take Compulsory MQA subjects as a condition to graduate and pass with a minimum of Grade C.

The subjects to be taken are according to:

- (a) Programme: Bachelor, Graduate Diploma, and Diploma
- (b) Category of Students: Local, International (study in Malaysia), and International (study abroad). Refer to **APPENDIX 1** for the list of subjects to be taken.

### **(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**

Core subjects are designed to provide students with the basic knowledge and understanding in the area of study. All students are required to pass these Core Subjects before being eligible for graduation.

### **(4) Specialisation Subjects**

Specialisation subjects are designed to provide students with a broader knowledge and deeper understanding of the subjects pertaining to their area of specialisation. All students are required to pass these Specialisation Subjects before being eligible for graduation.

### **(5) Elective Subjects**

Elective subjects are taken to enrich students' personal and professional development. Students have the option to choose elective subjects offered in the registered programme or other programmes. If students fail any of the elective subjects, they may repeat the same subject or choose another elective subject.

**APPENDIX 1**

LEVEL OF STUDY	CATEGORY OF STUDENTS		
	Local Students	International Students in Malaysia	International Students Abroad
<b>BACHELOR</b>	MPU3113 Ethnic Relations (3credits) MPU3123 Islamic and Asian Civilisations (3 credits) MPU3222 Academic Writing (2 credits) MPU3312 Comparative Ethics (2 credits) MPU3412 Social Responsibilities Project (2 credits) <u>Total 12 credits</u>	MPU3133 Malay Language and Communication II (3 credits) MPU3173 Malaysian Studies III (3 credits) MPU3222 Academic Writing (2 credits) MPU3312 Comparative Ethics (2 credits) MPU3412 Social Responsibilities Project (2 credits) <u>Total 12 credits</u>	FG331 Fundamentals of English Grammar (3 credits) CWE300 Web Economy (3 credits) MPU3222 Academic Writing (2 credits) MPU3312 Comparative Ethics (2 credits) MPU3412 Social Responsibilities Project (2 credits) <u>Total 12 credits</u>
<b>DIPLOMA</b>	MPU2173 Malaysian Studies II (3 credits) MPU2223 Information Literacy and Research Skills 1 (2 credits) MPU2312 Entrepreneurship and Ethics in Malaysia (3 credits) MPU2412 Social Responsibilities Project (2 credits) <u>Total 10 credits</u>	MPU 2133 Malay Language and Communication I (3 credits) MPU2223 Information Literacy and Research Skills I (2 credits) MPU2312 Entrepreneurship and Ethics in Malaysia (3 credits) MPU2412 Social Responsibilities Project (2 credits) <u>Total 10 credits</u>	
<b>GRADUATE DIPLOMA</b>	MPU3113 Ethnic Relations (3 credits) MPU3123 Islamic and Asian Civilisations (3 credits) MPU3222 Academic Writing (2 credits) MPU3312 Comparative Ethics (2 credits) MPU3412 Social Responsibilities Project (2 credits) <u>Total 12 credits</u>	MPU3133 Malay Language and Communication II (3 credits) MPU3173 Malaysian Studies III (3 credits) MPU3222 Academic Writing (2 credits) MPU3312 Comparative Ethics (2 credits) MPU3412 Social Responsibilities Project (2 credits) <u>Total 12 credits</u>	

## 7. CREDIT TRANSFER

### (1) Applying for Credit Transfer

- (a) Students may apply for a credit transfer for the purpose of obtaining an exemption from one or more subjects required by their programmes on the basis that the requirements of the subject or subjects have been fulfilled.
- (b) The application for a credit transfer must be accompanied by the transcripts of the examination results together with the syllabus and learning outcomes of the subjects pursued from the relevant institutions.

### (2) Credit transfer can be categorised as follows:

#### (a) Vertical

Credit transfer from a lower to a higher level.

The Vertical credit transfer policy is based on the following:

##### (i) Credit transfer from certificate to diploma

Credit transfer is allowed up to a maximum of 30% from the total credits of the programme to be followed.

Credit transfer for MPU subjects is not allowed.

##### (ii) Credit transfer from diploma to degree

Credit transfer is allowed up to a maximum of 50% from the total credits of the programme according to the following table:

PERCENTAGE OF CREDIT TRANSFER	COURSE MINIMUM GRADE
1 to 30	Grade C
31 to 50	Grade B

Credit transfer for MPU subjects is not allowed.

##### (iii) Credit transfer from advance diploma to degree

Students with an advanced diploma (Level 5, MQF) and a diploma may be considered for credit transfer up to a maximum of 66% (2/3) from the total credits of the programme to be followed.

Credit transfer for MPU subjects is not allowed.

##### (iv) Credit transfer from a higher qualification (for example, a bachelor) to a programme at a lower qualification (for example, a diploma)

Credit transfer is not allowed.

**(b) Horizontal**

Credit transfer between programmes of the same level of qualification, such as from certificate to certificate or diploma to diploma or bachelor's degree to bachelor's degree.

The Horizontal credit transfer policy is based on the following:

- (i) Students who have the qualification and would like to pursue the same programme again for a second time at the same level of qualification but for a different specialisation or electives.

Credit transfer is allowed (including MPU subjects – cluster U1 in package).

- (ii) Students who are currently enrolled in a programme and would like to change to another programme in the same field as the one currently pursued.

If the programme is from the same institution, there is no limit in the transfer of credits between the programmes.

If the programme is from a different institution, the credit transfer is subject to the students' residential (and/or candidature) of minimum one semester.

- (iii) Students who have failed the programme and wish to pursue their study in another programme at the same level.

Credit transfer is not allowed (including MPU subjects).

- (iv) Students who have withdrawn from their program and would like to resume their study, but in another programme of the same level.

Credit transfer may be considered (including MPU subjects – cluster U1 in package).

If the programme is from the same institution, there is no limit in the transfer of credits between the programmes.

If the programme is from a different institution, the credit transfer is subject to the students' residential (and/or candidature) requirement of minimum one semester.

- (v) Students who are pursuing programme and at the same time have taken some subjects at other institutions (for example, programme mobility or students exchange programme).

Credit transfer is allowed (including MPU subjects – cluster U1 in package), with a maximum of 30% credits from the total credits of the programme being followed based on the agreement between the two institutions.

**(3) Conditions for Credit Transfer are as follows:**

- (a) The applicants must have obtained a minimum grade of C or its equivalent (satisfactory performance or a pass) in the previous course;
- (b) The credit transfer must be of the same value with the course credits with the programme being transferred into;
- (c) The credit transfer must be based on subject or course mapping, with at least 80% match in the content and course learning outcomes (parity of course);
- (d) The programme from which the course credits are transferred is accredited or recognised in the country of origin (recognition); and
- (e) Transferred credits will not be calculated in the GPA and the CGPA. Transferred credits will be taken into account when totalling the credit requirements for graduation.

**(4) Credit Transfer for MOOCs**

MOOCs represent the new potential of technology in education and the opening of access to high quality education to all learners. Students who have taken MOOCs may apply for credit transfer, which is subject to the conditions and processes stipulated in MQA's 'Guidelines on Credit Transfer for MOOCs 2016'.

**(5) Credit Award for APEL.C**

Credit award can be granted for Accreditation of Prior Experiential Learning for Credit Award (APEL.C) if there is parity with the course learning outcomes. Students are eligible for up to 30% credit transfer in the target programme. The credit transfer is subject to the conditions and processes as stipulated in APEL.C Policy Handbook and Guidelines, which can be obtained from AeU website.

**(6) Credit transfer for Micro-Credential**

- (a) Micro-Credential from accredited programmes offered by AeU.

Credit transfer can be granted to all course credit taken through Micro-Credentials since they are components of the accredited programme offered by AeU.

- (b) Micro-Credential from accredited programmes offered by other IHLs.

Credit transfers can be granted (subject to AeU credit transfer policies) up to a maximum of 70% of the credits in the programme.

- (c) Stand Alone Micro-Credential (not from accredited programmes)

Credit transfer up to 30% of credits in an accredited programme can be granted following the credit transfer policy for MOOCs and APEL.C

**(7) Subject Exemption**

The following are the principles of subject exemption:

- (a) Students will not gain any credits for the subject that has been granted exemption.
- (b) If the subject exemption resulted in insufficient credits for graduation, the student is required to take another subject to replace the said subject.

**(8) Adding Subjects to Replace Exempted Subjects**

Students who are granted subject exemption shall be allowed to take additional subjects in order to fulfil the credit hours requirement to graduate. Such implementation is based on the following conditions:

- (a) The added subjects are of similar level with the exempted subjects.
- (b) In the case of twinning programmes, students have the option of choosing subjects that are offered by the respective twinning partner or from other twinning programmes.
- (c) If the additional subject is taken from a programme with the Probation Accreditation (PA) or Full Accreditation (FA) status, it does not have to be evaluated by the MQA. However, if the Higher Education Provider is offering a new subject, it must be evaluated by the MQA.

**(9) Credit Transfer Fees**

The Credit Transfer fees will be charged based on the credit hours approved.

APPLICATIONS FOR	CREDIT TRANSFER FEES	
	LOCAL	INTERNATIONAL
Academic Credit Transfer	RM50 per credit earned	USD30 per credit earned
MOOCS	RM50 per credit earned	USD30 per credit earned
Micro-Credential	(a) <u>For Micro-Credential from AeU</u> No charge for credit transfer earned  (b) <u>For Micro-Credential from Other IHLs</u> RM50 per credit earned	(a) <u>For Micro-Credential from AeU</u> No charge for credit transfer earned  (b) <u>For Micro-Credential from Other IHLs</u> USD30 per credit earned
APEL.C Credit Award	(a) <u>For APEL.C Credit Award from AeU</u> No charge for credit transfer earned  (The fees has been included in the APEL.C application)	(a) <u>For APEL.C Credit Award from AeU</u> No charge for credit transfer earned  (The fees has been included in the APEL.C application)

**8. GRADE SYSTEM**

**(1) Grade and Point Values**

(a) Students' performance in a subject is indicated by the grade received. The relationship between the grade and the point value is as shown below:

MARK	GRADE	POINT VALUE	STATUS
80 – 100	A	4.00	Excellent
75 – 79	A-	3.67	
70 – 74	B+	3.33	Good
65 – 69	B	3.00	
60 – 64	B-	2.67	Pass
55 – 59	C+	2.33	
50 – 54	C	2.00	
45 - 49	C-	1.67	Fail
40 – 44	D+	1.33	
35 – 39	D	1.00	
0 – 34	F	0.00	

**(b) Passing Grade**

The passing requirement for subjects from the following programmes:

- (i) Bachelor ICT (BICT)
- (ii) Graduate Diploma in Business Management (GDBM)
- (iii) Bachelor Business Administration (BBA)

Based on the Programme Standards for Computing and Business Studies, the requirement for passing a subject are as follows:

Extraction from Computing Programme Standard (2017):

**“Candidates should pass BOTH formative (continuous) and summative (final) assessment for every subject. HEPs can define the meaning of pass, however a pass should imply that the examiner must be satisfied that the candidate has met all the learning outcomes of the particular subject.”**

Extraction from Business Studies Programme Standard (2021):

“The methods of assessment depend on the specific requirements of each course. Nonetheless, the following must be considered as a general guide:

1. Assessments should comprise formative and summative assessments;
2. Assessments must be appropriate to the learning outcomes;
3. **Candidates are required to pass BOTH continuous and final assessments for every course. HEPs can define the meaning of a pass;** however, a pass should imply that the examiner is satisfied that the candidate has met all the learning outcomes of a course; and
4. The HEP must have clear marking guidelines such as assessment rubrics, marking schemes, and others for continuous and final assessments to indicate the achievement of course learning outcomes.”

Passing Mark for Undergraduate Programme and MPU and UCS Subjects as follows:

**Undergraduate Programmes: Passing Mark overall is 35 (D)**

PROGRAMME	FORMATIVE (CONTINUOUS) ASSESSMENT		SUMMATIVE (FINAL) ASSESSMENT		OVERALL (FORMATIVE & SUMMATIVE)
	Percentage (%)	Passing Marks	Percentage (%)	Passing Marks	Passing Marks (100%)
Bachelor in ICT (BICT)	60	21	40	14	35
Graduate Diploma in Business Management (GDBM)	70	25	30	10	35
Bachelor Business Administration (BBA)	70	25	30	10	35

\* similar requirement applies if a student from BICT, GDBM or BBA registered for subjects from other programmes which are not subjected to this passing requirement.

### MPU and UCS Subjects

SUBJECT	FORMATIVE (CONTINUOUS) ASSESSMENT		SUMMATIVE (FINAL) ASSESSMENT		REMARKS
	Percentage (%)	Passing Marks	Percentage (%)	Passing Marks	
MPU3412 and MPU2412 (report writing/project based)	100	50			Passing Mark 50 (C)
Other MPU subjects	70	35	30	15	
UCS 102, UCS105 and UCS103	70	25	30	10	Passing Mark 35 (D)

If a student failed a subject due to failing one of the components of the assessment, the student is required to:

- Resit for the failed component within the next two semesters
- Register the subject for RESIT
- Pay the RESIT fee
- RESIT the failed component

The final marks will be the sum of the resit mark and the mark from the passed component previously.

If a student does not resit the failed component within the next two semesters, the student has to:

- Re-register for the subject
- Pay the total fee for the subject
- Sit for both components of the assessment.

#### (c) Accumulating Points

- The point for a particular subject is calculated by multiplying the credits for the subject with the point value for the grade received.

For example, a student who receives an A in Principles of Management, which carries 3 credits, receives 12 points for the subject (3 credits x 4.00-point value for an A).

- The total points are the accumulated points of all subjects taken in one semester as follows:

SUBJECT	GRADE	POINT VALUE	CREDIT	GRADE POINT (CREDIT X POINT VALUE)
Principles of Management	A	4.00	3	4.00 x 3 = 12.00
Principles of Marketing	B-	2.67	3	2.67 x 3 = 8.01
Principles of Finance	C+	2.33	4	2.33 x 4 = 9.32
<b>Total</b>			10	29.33

**(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 total credits in that particular semester.
- (ii) The Cumulative Grade Point Average (CGPA) is defined as the total grade points accumulated from all semesters divided by the total credits accumulated from all semesters.
- (iii) If a student has completed more than the minimum required number of credits for graduation, the CGPA will be calculated based on the minimum required number of credits for graduation and should include:
  - All the core subjects.
  - The best grades obtained for the elective subjects.

**(e) Repeating Failed Subjects**

Students who fail to obtain the passing requirement of a subject (D and above except for MQA Compulsory subjects (MPU) where the passing grade is a C and above) are required to repeat the subject or to take an alternative subject if it is an elective subject.

For the purpose of calculating the GPA and CGPA, the higher grade will be counted.

For GPA and CGPA calculation, the higher grade will be counted.

**(f) Repeating Subjects for Grade Improvement**

Students are allowed to improve their grades by re-registering the subject or to re-register for an alternative subject if it is an elective subject.

For GPA and CGPA calculation, the higher grade will be counted.

**(g) Other Status****(1) Incomplete Status (I)**

Students may be given an 'I' (Incomplete) status under the following conditions:

- Fail to submit assignment or
- Absent in final examination with acceptable reason;

The "I" status will be given for a stipulated period of two consecutive semesters. However, this does not apply to full time students.

- (i) Failure to submit the assignment or sit for the final examination within the stipulated period will result in students receiving "0" marks for the incomplete component. The grades will be calculated based on the completed components (if any).
- (ii) In the case of late submission of the formative component of the subject assessment, i.e. assignments, the University holds the right to consider the results only in the following semester, unless special circumstances are involved, i.e. medical.

## 9. EVALUATION SCHEME

### (1) Subject Evaluation

The assessments for each subject will be conducted periodically and continuously, based on the work done within the study weeks in a semester and 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 via tests, assignments/projects, and quizzes. Percentage of the total marks contributed by the continuous assessment may vary according to the subject and School.
- (b) Final examination is held at the end of each semester, where relevant. Percentage of the total marks contributed by the final examination may vary according to the subject and School.
- (c) In special cases (with prior approval from the Senate), the final examination can be replaced with other forms of assessment such as 'mini project', 'term paper', or others.
- (d) Assessment via practical training/practicum must follow the modes of assessment approved by the Senate.

### (3) Final Examination

- (a) Final examination must be held within the allocated time approved by the Senate.
- (b) Under special circumstances, students may apply to defer sitting for the final examination, which will be subjected to approval from the School.

Applications are to be made ONE MONTH (Week 10) before the final examination week.

The subject will be graded as '**Incomplete**' (I) until students sit for the final examination. Students will be allowed to sit for the examination for the papers deferred within the next two consecutive semesters.

Failure to sit for the final examination within the stipulated period will result in "0" marks for the incomplete component. The grades will be calculated based on the completed components (if any).

### (4) Announcement of Examination Results

- (a) Examination results may be released upon:
  - (i) the approval from the University Examination Board;
  - (ii) the full payment of outstanding fees; and
  - (iii) the request from the sponsoring authorities.
- (b) Appeal for Re-marking of Assessment
  - (i) Appeal for re-marking applies only to the final examination component.
  - (ii) Appeal for re-marking of the final examination can be made by completing the 'Appeal for Re-marking Final Examination' form. A payment of RM 100 for local students or USD50 for international students is applicable for each application. Applications must be made to the Registry within 10 days after the announcement of the final

examination results.

- (iii) Appeal for re-marking of the final examination may result in a grade change from **'Lower' to 'Higher' grade, or 'Remain Unchanged'**.
- (iv) If the difference in marks given by first examiner and second examiner is **5 marks or less**, the average marks between the examiners will be considered.
- (v) If the difference in marks given by first examiner and second examiner is more than 5 marks, a third examiner will be appointed to re-evaluate the final examination answer script. The final grade of the student will be the average marks awarded by all the examiners.
- (vi) The Senate shall consider all cases of appeal and reserves the right to re-examine any other components of the assessment.

(c) Breach of Academic Integrity

Students reported for the breach of academic integrity (please refer to the Code of Conduct) will be referred to the disciplinary committee and will be given the status of 'I' pending the outcome of enquiries. If found guilty, grade F may be given for the subject. For details, refer to the Examination Rules and Regulations.

## 10. ACADEMIC STANDING

- (1) Students' academic performance and standing are evaluated using the GPA.
- (2) The term "Good Standing" (GS) will be given to students with GPA  $\geq 2.00$  and "Probationary Standing" (PS) will be given to 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 if GPA  $\geq 2.00$  is achieved.
- (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 students to register if the students are in their final semester.
- (6) If students continuously obtain unsatisfactory results during the Academic Probation Period, their candidature will be reviewed which may lead to termination.

## 11. DEGREE CLASSIFICATION

- (1) The classification of Bachelor's Degree will be based upon the CGPA of the final semester as agreed by Senate as follows:

CLASS	CGPA
First	3.75 – 4.00
Second (Upper)	3.30 – 3.74
Second (Lower)	2.50 - 3.29
Third	2.00 – 2.49

**12. DEAN'S LIST**

- (1) Students will be awarded the Dean's List if they fulfil the following requirements:
  - (a) Obtained a GPA of 4.0.
  - (b) Registered for a subject load of no less than 9 credit hours in the semester.
  - (c) Completed each component of the assessment for the subject registered within the semester.
  - (d) All the registered subjects for the semester are not repeating subjects or for improving grade.

**13. GRADUATION****(1) Graduation Requirements**

Students will be awarded with a Degree when they fulfil the following criteria:

- (a) Completed the minimum credit requirement for the programme with a Pass for every subject [refer to Section 8 (1) (b)].
- (b) Obtained a CGPA of no less than 2.00 for the final semester of study.
- (c) Fulfilled the programme's specific requirements.
- (d) Paid in full all financial obligations to the University.
- (e) Free from any pending disciplinary action.

**14. DEFERMENT OF STUDY**

- (1) Students are required to register every semester. However, students may apply for deferment of study anytime within the first 3 weeks of the semester. Each application is for one semester of deferment.
- (2) \*A deferment fee of RM50 for Local students or USD30 for International students will be charged for each deferred semester.
- (3) The percentage of tuition fees to be charged to students who apply for deferment after week 3 is as follows:
  - (a) Week 4 to Week 7: 50%
  - (b) Week 8 and above: 100%

*NOTE: \* The Deferment Fees is subject to change.*

**15. WITHDRAWAL OF STUDY**

- (1) A student who wants to withdraw from an undergraduate programme shall apply through the system and/or in writing to the University.
- (2) Upon approval of the withdrawal application, student has to make full settlement of fees for the current programme.

- (3) A student who has withdrawn may apply for re-admission by submitting a new application, which is subject to the full settlement of fees for the previous programme.
- (4) The percentage of tuition fees to be charged to students who apply for withdrawal after week 3 is as follows:
  - (a) Week 4 to Week 7: 50%
  - (b) Week 8 and above: 100%
- (5) Any excess balance will be refunded to students.

#### **16. RE-ADMISSION AFTER TERMINATION OF STUDY**

- (1) Students terminated from their studies by the University under regulation 10(6) are allowed to re-register for the same or a different programme.
- (2) In this provision, only ONE re-admission is allowed.
- (3) Students who have been terminated by the University due to disciplinary reasons can appeal to the Vice Chancellor through the Dean within 3 weeks after the official decision of the Disciplinary Committee. The decision made by the Vice Chancellor on the appeal is final.

#### **17. GENERAL**

- (1) The Senate reserves the right to make amendments to the Academic Regulations from time to time as deemed necessary under this provision. The amendments must be adhered to at all times with immediate effect.
- (2) The regulation is applicable to all students admitted into Asia e University.

# ACADEMIC REGULATIONS FOR POSTGRADUATE PROGRAMME BY COURSEWORK



# ACADEMIC REGULATIONS FOR POSTGRADUATE PROGRAMME BY COURSEWORK

## 1. PROGRAMME REGISTRATION

- (1) Students who have been offered entry into the University are required to register within the period indicated in the offer letter.
- (2) Students may request to defer their registration by writing officially to the University no later than two (2) weeks after the commencement of the semester.
- (3) Each deferment is for a period of one semester, unless otherwise indicated.

## 2. SUBJECT REGISTRATION

### (1) Credit Load Per Semester

- (a) The maximum credits for part time students are 10 credits in a semester.
- (b) The maximum credits for full time students are 17 credits in a semester
- (c) In the final semester prior to graduation, students are allowed to register for additional credits (maximum of 2 subjects) with the approval from their respective Dean. This is also subject to students' academic performance.
- (d) For programmes in modular mode, the maximum credits at each registration are 4 credits.

### (2) Registration Period

Registration is open until WEEK 10 but the number of subjects registered should be according to the available Student Learning Time as follows:

- (a) Week 1 – 3: 3 subjects or 9 credits
- (b) Week 4 – 6: 2 subjects or 6 credits
- (c) Week 7 – 9: 1 subject or 3 credits

### (3) Adding and Dropping Subjects

- (a) **Adding Subjects:** Students may request to add subjects within EIGHT (8) weeks after the semester begins. Fees will be charged according to the total number of credits added.
- (b) **Dropping Subjects:** Students may request to drop subjects within TENTH (10) weeks after the semester begins.

Percentage of tuition fee to be charged:

- (i) Week 1-3: No Charge
- (ii) Week 4-7: 50%
- (iii) Week 8 onwards: 100%

## 3. CHANGE MODE OF STUDY

- (1) Students may apply to change their mode of study before the new semester begins.

- (2) Students are only allowed to change their **Mode of Study** ONE (1) time within the duration of the programme.
- (3) \*A processing fee of RM50 for Local students or USD30 for International students will be charged for the application.
- (4) The new mode of study will take effect at the beginning of a new semester.

*Note \* The Processing Fees is subject to change.*

#### **4. CLASS ATTENDANCE**

##### **Full-time Students Attendance Requirement**

- (1) All full-time students must attend all scheduled classes.
- (2) Attendance is compulsory and will be taken at the beginning of all scheduled lessons.
- (3) Any student who is absent must provide a letter explaining the nature of the absence or a medical certificate from an established and recognised physician.
- (4) Students must immediately inform the University if they are absent for more than two (2) consecutive days.
- (5) Students are required to achieve at least 80% attendance for each subject undertaken. Students whose attendance is less than 80% will be barred from sitting for the final examination of that particular semester. If barred, students may appeal this decision to the Dean of the School by submitting supporting documents.
- (6) Students who failed to fulfil the attendance requirement will be barred from submitting their assignment for subjects which are 100% assessed by said assignment. Students may appeal this decision to the Dean of the School by submitting supporting documents.
- (7) Students who are on medical leave must provide a certified Medical Certificate from a certified Medical Practitioner immediately in the following class after his/her medical leave.
- (8) Request for absence is to be submitted in writing, indicating the reasons and the duration of the requested leave with supporting documents attached, to the Student Affairs Office. The approval for leave will be decided by the University.

#### **5. CHANGE OF PROGRAMME**

- (1) Students may apply to change to another programme within FIVE (5) weeks after the semester begins.

\*A processing fee of RM50 for Local students or USD30 for International students will be charged for the application.

Below are the conditions for Change of Programme:

- (a) Any application for Change of Programme will only be considered upon fulfilling the entry requirements for the new programme and the full fees settlement for the previous programme.
- (b) A registration fee will be imposed for the new programme.
  - (i) **Local:**
    - Doctoral: RM 750

- Post-Graduate: RM 500
  - Under-Graduate: RM 300
- (ii) **International**
- Doctoral: USD 1,000
  - Post-Graduate: USD 750
  - Under-Graduate: USD 500

*Note: \* The Processing Fees is subject to change.*

- (2) Upon approval, students may request for a credit transfer of the credits earned from the previous programme to the new programme (Refer to Clause 7).

## 6. TYPES OF SUBJECTS

The types of subjects are as follows:

### (1) Core Subjects

Core subjects are designed to provide students with the basic knowledge and understanding in the area of study. All students are required to pass these Core Subjects before being eligible for graduation.

### (2) Specialisation Subjects

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

### (3) Elective Subjects

Elective subjects are taken to enrich students' personal and professional development. Students have the option to choose elective subjects offered in the registered programme or other programmes. If students fail any of the elective subjects, they may repeat the same subject or choose another elective subject.

## 7. CREDIT TRANSFER

### (1) Applying for Credit Transfer

- (a) Students may apply for a credit transfer for the purpose of obtaining an exemption from one or more subjects required by their programmes, on the basis that the requirements of the subject or subjects have been fulfilled.
- (b) The application for a credit transfer must be accompanied by the transcripts of examination results together with the syllabus and learning outcomes of the subjects pursued from the relevant institutions.

### (2) Credit transfer can be categorised as follows:

#### (a) Vertical

Credit transfer from a lower to a higher level.

The Vertical credit transfer policy is based on the following:

**(i) Credit transfer from bachelor to masters**

Only applicable for Core Subjects of the masters programme which are offered as Open Elective in the bachelor programme.

Credit transfer may be considered up to a maximum of 30% from the total credits of the masters programme to be followed.

**(b) Horizontal**

Credit transfer between programmes of the same level of qualification, such as from master's to master's degree or doctoral to doctoral degree (coursework components only).

The Horizontal credit transfer policy is based on the following:

- (i) Students who have the qualification and would like to pursue the same programme at the same level of qualification the second time, but with different specialisation or electives.

Credit transfer is allowed.

If the programme is from the same institution, there is no limit in the transfer of credits subject to the credit transfer requirement.

If the programme is from a different institution, the credit transfer is subject to the students' candidature and/or residential requirement of minimum one semester.

- (ii) Students who are currently enrolled in a programme and would like to change to another programme in the same field as the one currently pursued by the students.

Credit transfer is allowed.

If the programme is from the same institution, there is no limit in the transfer of credits subject to the credit transfer requirement.

If the programme is from a different institution, the credit transfer is subject to the students' candidature and/or residential requirement of minimum one semester.

- (iii) Students who have failed the programme and wish to pursue their study in another programme at the same level.

Credit transfer is not allowed.

- (iv) Students who have withdrawn from their study and would like to resume their study, but in another programme of the same level.

Credit transfer is allowed.

If the programme is from the same institution, there is no limit in the transfer of credits subject to the credit transfer requirement.

If the programme is from a different institution, the credit transfer is subject to the students' candidature and/or residential requirement of one year.

- (v) Student who are pursuing a programme and at the same time have taken some subjects at other institutions (e.g. programme mobility or students exchange programme)

Credit transfer may be considered, but it cannot exceed 30% of the total credits for the programme being followed based on the agreement between the two institutions.

**(3) Conditions for Credit Transfer are as follows:**

- (a) For vertical credit transfer, the applicants must have obtained a minimum grade of C or its equivalent for master's programme core subjects which are offered as open elective at the bachelor level in the previous course;
- (b) For horizontal credit transfer, the applicants must have obtained a minimum grade of C or its equivalent (satisfactory performance or a pass) in the previous course;
- (c) The credit transfer must be of the same value with the course credits with the programme being transferred into;
- (d) The credit transfer must be based on subject or course mapping, with at least 80% match in the content and course learning outcomes (parity of course);
- (e) The programme from which the course credits are transferred is accredited or recognised in the country of origin (recognition); and
- (f) Transferred credits will not be calculated in the GPA and CGPA. However, they will be taken into account when totalling the credit requirements for graduation.

**(4) Credit Transfer for MOOCS**

MOOCs represent the new potential of technology in education and the opening of access to high quality education to all learners. Students who have taken MOOCs may apply for credit transfer, which is subject to the requirements and processes as stipulated in MQA's 'Guidelines on Credit Transfer for MOOCs 2016'.

**(5) Credit Transfer for APEL.C**

Credit transfer can be granted for Accreditation of Prior Experiential Learning for Credit Award (APEL.C) if there is parity with the target course learning outcomes. Students are eligible for up to 30% credit transfer based on the credits in the receiving programme. The credit transfer is subject to the requirements and processes stipulated in APEL.C Policy Handbook and Guidelines, which can be obtained from AeU website.

**(6) Credit transfer for Micro-Credential**

- (a) Micro-Credential from accredited programmes offered by AeU.

Credit transfer can be granted to all course credit taken through Micro-Credentials since they are components of the accredited programme offered by AeU.

- (b) Micro-Credential from accredited programmes offered by other IHLs.

Credit transfers can be granted (subject to AeU credit transfer policies) up to a maximum of 70% of the credits in the programme.

- (c) Stand Alone Micro-Credential (not from accredited programmes)

Credit transfer up to 30% of credits in an accredited programme can be granted following the credit transfer policy for MOOCs and APEL.C

**(7) Subject Exemption**

The following principles are applied for subject exemption:

- (a) Students will not gain any credits for the subject that has been granted exemption.
- (b) If the subject exemption resulted in insufficient credits for graduation, the student is required to take another subject to replace the said subject.

**(8) Adding Subjects to Replace Exempted Subjects**

Students who are granted subject exemption shall be allowed to take additional subjects in order to fulfil the credit hours requirement to graduate. Such implementation is based on the following conditions:

- (a) The added subjects are of similar level with the exempted subjects.
- (b) In the case of twinning programmes, students have the option of choosing subjects that are offered by the respective twinning partner or from other twinning programmes.
- (c) If the additional subject is taken from a programme with the Probation Accreditation (PA) or Full Accreditation (FA) status, it does not have to be evaluated by the MQA. However, if the Higher Education Provider is offering a new subject, it must be evaluated by the MQA.

**(9) Credit Transfer Fees**

The Credit Transfer fees will be charged based on the credit hours approved.

APPLICATIONS FOR:	CREDIT TRANSFER FEES	
	LOCAL	INTERNATIONAL
Academic Credit Transfer	RM50 per credit earned	USD30 per credit earned
MOOCs	RM50 per credit earned	USD30 per credit earned
Micro-Credential	(a) <u>For Micro-Credential from AeU</u> No charge for credit transfer earned  (b) <u>For Micro-Credential from Other IHLs</u> RM50 per credit earned	(a) <u>For Micro-Credential from AeU</u> No charge for credit transfer earned  (b) <u>For Micro-Credential from Other IHLs</u> USD30 per credit earned
APEL.C Credit Award	(a) <u>For APEL.C Credit Award from AeU</u> No charge for credit transfer earned  (The fees has been included in the APEL.C application)	(a) <u>For APEL.C Credit Award from AeU</u> No charge for credit transfer earned  (The fees has been included in the APEL.C application)

## 8. DEFERMENT OF STUDY AND WITHDRAWAL OF CANDIDATURE

### (1) Deferment of Study

- (a) Students may apply for a deferment of study anytime within the first 3 weeks of the semester. Each application is for one semester of deferment.
- (b) \*A deferment fee of RM50 for Local students or USD30 for International students will be charged for each deferred semester.
- (c) The percentage of tuition fees to be charged to students who apply for deferment after week 3 is as follows:
  - (i) Week 4 to Week 7: 50%
  - (ii) Week 8 and above: 100%

*Note: \* The Processing Fees is subject to change.*

### (2) Withdrawal of Candidature

- (1) A student who wants to withdraw from a postgraduate programme shall apply through the system and/or in writing to the University.
- (2) Upon approval of the withdrawal application, student has to make full settlement of fees for the current programme.
- (3) A student who has withdrawn may apply for re-admission by submitting a new application, which is subject to the full settlement of fees for the previous programme.
- (4) The percentage of tuition fees to be charged to students who apply for withdrawal after week 3 is as follows:
  - (i) Week 4 to Week 7: 50%
  - (ii) Week 8 and above: 100%
- (5) Any excess balance will be refunded to students

## 9. GRADE SYSTEM

### (1) Grade and Point Values

- (a) Students' performance in a subject is indicated by the grade received. The relationship between the grade and the point value is as shown below:

MARK	GRADE	POINT VALUE	STATUS
80 – 100	A	4.00	Excellent
75 – 79	A-	3.75	
70 – 74	B+	3.50	Good
65 – 69	B	3.00	
60 – 64	B-	2.75	Pass
55 – 59	C+	2.50	
50 – 54	C	2.00	

45 - 49	C-	1.75	Fail
40 - 44	D+	1.50	
35 - 39	D	1.00	
0 - 34	F	0.00	

(b) **Passing Grade**

The passing requirement for subjects from the following programmes:

- (i) Masters in ICT Management (MICTM)
- (ii) Masters in Business Administration (MBA)
- (iii) Masters in Human Resource Management (MHRM)
- (iv) Masters in Management (MIM)
- (v) Doctor of Business Administration (DBA)

Based on the Programme Standards for Computing and Business Studies, the requirement for passing a subject are as follows:

Extraction from Computing Programme Standard (2017):

**“Candidates should pass BOTH formative (continuous) and summative (final) assessment for every subject. HEPs can define the meaning of pass, however a pass should imply that the examiner must be satisfied that the candidate has met all the learning outcomes of the particular subject.”**

Extraction from Business Studies Programme Standard (2021):

“The methods of assessment depend on the specific requirements of each course. Nonetheless, the following must be considered as a general guide:

1. Assessments should comprise formative and summative assessments;
2. Assessments must be appropriate to the learning outcomes;
3. **Candidates are required to pass BOTH continuous and final assessments for every course. HEPs can define the meaning of a pass;** however, a pass should imply that the examiner is satisfied that the candidate has met all the learning outcomes of a course; and
4. The HEP must have clear marking guidelines such as assessment rubrics, marking schemes, and others for continuous and final assessments to indicate the achievement of course learning outcomes.”

Passing Mark for Postgraduate Programme as follows:

**Postgraduate Programmes: Passing Mark overall is 50 (C)**

PROGRAMME	FORMATIVE (CONTINUOUS) ASSESSMENT		SUMMATIVE (FINAL) ASSESSMENT		OVERALL (FORMATIVE & SUMMATIVE)
	Percentage (%)	Passing Marks	Percentage (%)	Passing Marks	Passing Marks (100%)
Masters in ICT Management (MICTM)	60	30	40	20	50
Masters in Business Administration (MBA)	60	30	40	20	50

Masters in Human Resource Management (MHRM)	60	30	40	20	50
Masters in Management (MIM)	60	30	40	20	50
Doctor of Business Administration (DBA)	60	30	40	20	50

If a student failed a subject due to failing one of the components of the assessment, the student is required to:

- Resit for the failed component within the next two semesters
- Register the subject for RESIT
- Pay the RESIT fee
- RESIT the failed component

The final marks will be the sum of the resit mark and the mark from the passed component previously.

If a student does not resit the failed component within the next two semesters, the student has to:

- Re-register for the subject
- Pay the total fee for the subject
- Sit for both components of the assessment.

**(c) Accumulating Points**

- The point for a particular subject is calculated by multiplying the credits for the subject with the point value for the grade received.

For example, a student who receives an A in Principles of Management, which carries 3 credits, receives 12 points for the subject (3 credits x 4.00-point value for an A).

- The total points are the accumulated points of all subjects taken in one semester as follows:

SUBJECT	GRADE	POINT VALUE	CREDIT	GRADE POINT (CREDIT X POINT VALUE)
Strategic Management-Asian Business	A	4.00	4	$4.00 \times 4 = 16.00$
Marketing Management	B-	2.75	3	$2.75 \times 3 = 8.25$
Accounting and Finance for Managers	C+	2.50	4	$2.50 \times 4 = 10.0$
<b>TOTAL</b>			<b>11</b>	<b>34.25</b>

**(d) Calculating the GPA and CGPA**

- The Grade Point Average (GPA) is defined as the total grade points received by students in a semester divided by the number of total credits in that particular semester.

- (ii) The Cumulative Grade Point Average (CGPA) is defined as the total grade points accumulated from all semesters divided by the total credits accumulated from all semesters.
- (iii) If a student has completed more than the minimum required number of credits for graduation, the CGPA will be calculated based on the minimum required number of credits for graduation and should include:
  - All the core subjects.
  - The best grades obtained for the elective subjects.

**(e) Repeating Failed Subjects**

Students who fail to obtain the passing requirement of a subject (C and above) are required to repeat the subject or to take an alternative subject if it is an elective subject.

For the purpose of calculating the GPA and CGPA, the higher grade will be counted.

**(f) Repeating Subjects for Grade Improvement**

Students are allowed to improve their grades by re-registering the subject or to re-register for an alternative subject if it is an elective subject.

For GPA and CGPA calculation, the higher grade will be counted.

**(g) Other Status**

**(1) Incomplete Status (I)**

Students may be given an 'I' (Incomplete) status under the following conditions:

- Fail to submit assignment or
- Absent in final examination with acceptable reason;

The "I" status will be given for a stipulated period of two consecutive semesters.

- (i) Failure to submit the assignment or sit for the final examination within the stipulated period will result in students receiving "0" marks for the incomplete component. The grades will be calculated based on the completed components (if any).
- (ii) In the case of late submission of the formative component of the subject assessment, i.e. assignments, the University holds the right to consider the results only in the following semester, unless special circumstances are involved, e.g. medical.

## **10. EVALUATION SCHEME**

**(1) Subject Evaluation**

Assessments for each subject will be conducted periodically and continuously, based on the 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 via tests, assignments/projects, and quizzes. Percentage of the total marks contributed by the continuous assessment may vary according to the subject and School.

- (b) Final examination is held at the end of each semester, where relevant. Percentage of the total marks contributed by the final examination may vary according to the subject and School.
- (c) In special cases (with prior approval from the Senate), the final examination can be replaced with other forms of assessment, such as 'mini project', 'term paper', or others.
- (d) Assessment via practical training/practicum must follow the modes of assessment approved by the Senate.

(3) **Final Examination**

- (a) Final examination must be held within the allocated time approved by the Senate.
- (b) Under special circumstances, students may apply to defer sitting for the final examination, which will be subjected to approval from the School.

Applications are to be made ONE MONTH (Week 10) before the final examination week.

The subject will be graded as **'Incomplete' (I)** until students sit for the final examination. Students will be allowed to sit for the examination for the papers deferred within the next two consecutive semesters.

Failure to sit for the final examination within the stipulated period will result in "0" marks for the incomplete component. The grades will be calculated based on the completed components (if any).

(4) **Announcement of Examination Results**

- (a) Examination results may be released upon:
  - (i) the approval from the University Examination Board;
  - (ii) the full payment of outstanding fees; and
  - (iii) the request from the sponsoring authorities.
- (b) Appeal for Re-marking of Assessment
  - (i) Appeal for re-marking applies only to the final examination component.
  - (ii) Appeal for re-marking of the final examination can be made by completing the 'Appeal for Re-marking Final Examination' form. A payment of RM 100 for local students or USD50 for international students is applicable for each application. Applications must be made to the Registry within 10 days after the announcement of the final examination results.
  - (iii) Appeal for re-marking of the final examination may result in a grade change from **'Lower' to 'Higher' grade, or 'Remain Unchanged'**.
  - (iv) If the difference in marks given by first examiner and second examiner is **5 marks or less**, the average marks between the examiners will be considered.
  - (v) If the difference in marks given by first examiner and second examiner is more than 5 marks, a third examiner will be appointed to re-evaluate the final examination answer script. The final grade of the student will be the average marks awarded by all the examiners.

- (vi) The Senate shall consider all cases of appeal and reserves the right to re-examine any other components of the assessment.

(c) Breach of Academic Integrity

Students reported for the breach of academic integrity (please refer to the Code of Conduct) will be referred to the disciplinary committee and will be given the status of 'I' pending the outcome of enquiries. If found guilty, grade F may be given for the subject. For details, refer to the Examination Rules and Regulations.

## 11. ACADEMIC STANDING

- (1) Students' academic performance and standing are evaluated using the GPA.
- (2) The term "Good Standing" (GS) will be given to students with GPA  $\geq$  3.00 and "Probational Standing" (PS) will be given to students with GPA  $<$  3.00.
- (3) Students with PS will be placed under Academic Probation Period for the following semester.
- (4) The Academic Probation Period will end if GPA  $\geq$  3.00 is achieved by the student.
- (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 students to register if the students are in their final semester.
- (6) If students continuously obtain unsatisfactorily results during the Academic Probation Period, their candidature will be reviewed which may lead to termination.

## 12. GRADUATION

(1) **Graduation Requirements**

Students will be awarded with a Degree when they fulfil the following criteria:

- (a) Completed the minimum credit requirement for the programme with a Pass for every subject.
- (b) Obtained a CGPA of no less than 3.00 for the final semester of study.
- (c) Fulfilled the programme's specific requirements.
- (d) Paid in full all financial obligations to the University.
- (e) Free from any pending disciplinary action.

## 13. RE-ADMISSION AFTER TERMINATION OF STUDY

- (1) Students terminated from their studies by the University under regulation 11(6) are allowed to re-register for the same or a different programme.
- (2) In this provision, only ONE re-admission is allowed.

Students who have been terminated by the University due to disciplinary reasons can appeal to the Vice Chancellor through the Dean within 3 weeks after the official decision of the Disciplinary Committee. The decision made by the Vice Chancellor on the appeal is final.

## 14. GENERAL

- (1) The Senate reserves the right to make amendments to the Academic Regulations from time to time as deemed necessary under this provision. The amendments must be adhered to at all times with immediate effect.
- (2) The regulation is applicable to all students admitted into Asia e University.

# ACADEMIC REGULATIONS FOR POSTGRADUATE PROGRAMME BY RESEARCH AND MIXED MODE



# ACADEMIC REGULATIONS FOR POSTGRADUATE PROGRAMMES BY RESEARCH AND MIXED MODE

## 1. INTRODUCTION

The Academic Regulation for Postgraduate Programmes by research will focus on the rules and regulation related to the conduct of research and related assessment required for the conferment of the degree.

## 2. POSTGRADUATE PROGRAMMES (PG)

Postgraduate programmes offered by the University are categorised as follows:

- (1) Postgraduate Programme by Research
  - (a) Students pursuing a PG programme by research have to take a sustained and in-depth study on a particular research topic, which they will then write about in the form of thesis.
  - (b) Students undertake research under the supervision of Supervisors appointed by the Senate of the University. The Supervisors will guide the students in completing the research on time.
  - (c) 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.
  - (d) Considerations for exemptions of the Research Methodology course in their Doctoral Programme by coursework, mixed mode, or research or by publications, may be applied to:
    - (i) Students who have followed the Research Methodology (RM) course during the Master's programme;
    - (ii) The implementation for considering the exemption must take into account of the following conditions, that:
      1. The credit hours of a Research Methodology course in Master's programme are equal or greater than the credit hours RM course in the Doctoral Programme.
      2. Relevancy and currency of knowledge and skills of the Research Methodology course at the Master's level are based on requirements of area of studies at the doctoral level.
- (2) Postgraduate Programme by Mixed Mode (Coursework and Research)

Students pursuing PG programme by mixed mode are required to fulfill a minimum number of credit hours of coursework and examinations. Subject to satisfactory completion in the coursework component, students may proceed to the research component.

## 3. PROGRAMME REGISTRATION

- (1) Students who have been offered entry into the University are required to register within the period indicated in the offer letter.
- (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. CHANGE AND CONVERSION OF PROGRAMME, DEFERMENT OF STUDY AND WITHDRAWAL OF CANDIDATURE

##### (1) Change of Programme within the Same MQF Level of Studies

(a) Students may apply to change programme within FIVE (5) weeks after the semester begins.

\* A processing fee of RM50 for Local students or USD30 for International students will be charged for the application.

Below are the conditions for Change of Programme:

(i) Any application for Change of Programme will only be considered upon fulfilling the entry requirements for the new programme and the full fees settlement for the previous programme.

(ii) A registration fee will be imposed for the new programme.

##### 1. Local:

- Doctoral: RM 750
- Post-Graduate: RM 500
- Under-Graduate: RM 300

##### 2. International

- Doctoral: USD 1,000
- Post-Graduate: USD 750
- Under-Graduate: USD 500

(b) Upon approval, students may request for credit transfer/exemption for credit earned from the previous programme to the new programme.

*Note: \* The Processing Fees is subject to change.*

##### (2) Change of Programme to Lower MQF Level of Studies

Students may apply to change programme within FIVE (5) weeks after the semester begins.

\* A processing fee of RM50 for Local students or USD30 for International students will be charged for the application.

Below are the requirements for Change of Programme:

(i) Any application for Change of Programme will only be considered upon full settlement of fees from the previous programme.

(ii) Registration fees for the new programme shall be charged for both Local and International students.

Credit Transfer is not allowed.

*Note: \* The Processing Fees is subject to change.*

##### (3) Conversion from Master's to Doctoral Degree Programme

A student undergoing Master's by Research, **with a minimum of a Bachelor's degree** may apply for conversion from a Master's by research to a PhD by research 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 consideration before the final approval of Senate.

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 competency and capability in conducting research at Doctoral degree level; and
  - (iii) has undergone rigorous internal evaluation by the University.
- (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.

#### **(4) Deferment of Study**

- (a) Students may apply for deferment of study anytime within the first 3 weeks of the semester. Each application is for one semester of deferment.
- (b) \* A processing fee of RM50 for Local students or USD30 for International students will be charged for the application.
- (c) Percentage of tuition fees to be charged to students who apply for deferment after week 3 as follows:
  - (i) Week 4 to Week 7: 50%
  - (ii) Week 8 and above: 100%

*Note: \* The Processing Fees is subject to change.*

#### **(5) Withdrawal of Candidature**

- (a) A student who wants to withdraw from a postgraduate programme shall apply through the system and/or in writing to the University.
- (b) Upon approval of the withdrawal application, student has to make full settlement of fees for the current programme.
- (c) A student who has withdrawn may apply for re-admission by submitting a new application, which is subject to the full settlement of fees for the previous programme.
- (d) The percentage of tuition fees to be charged to students who apply for withdrawal after week 3 is as follows:
  - (i) Week 4 to Week 7: 50%
  - (ii) Week 8 and above: 100%
- (e) Any excess balance will be refunded to students

**(6) Transfer of Candidature**

**Asia e University: Policy of Transfer of Candidature**

**(a) Application**

- (i) A candidate may apply to transfer his candidature from previous institution by submitting an application to the Dean School of Graduate Studies. The candidate should have a reasonable period and satisfactory progress of study at former institution for his application to be considered.
- (ii) The Dean of SGS shall make recommendations to the Postgraduate Studies Committee (PSC) after consultation with the Dean of the respective School. The PSC shall forward its recommendations for Senate's approval.

**(b) Recognition of Previous Candidature**

- (i) In order to recognize previous candidature from the former institution, the candidate must submit a comprehensive report to the Dean of Graduate Studies highlighting the research work and progress report(s) that will support or justify the transfer. The report should be endorsed by previous Supervisor or other authorized personnel at the former institution.
- (ii) The transfer of candidature is subject to the following regulations;
  1. The thesis has not been submitted to any institution for examination
  2. The material is the original work of the candidate
  3. The candidate has to defend the research proposal at AeU and upon approval, he is allowed to proceed to the field work.
  4. In cases whereby the candidate can show sufficient evidence of satisfactory progress in research from the previous institution to the Committee, he may be allowed to proceed.

**(c) Duration of Study**

- (i) The minimum period of candidature at AeU shall be one semester for a Doctoral Degree and Master Degree by research.
- (ii) The approved duration of study varies on a case to case basis and is dependent on the performance of the previous research work.

**5. 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 following 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 the 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 leave 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 on the dissertation/thesis.
- (k) Whilst Senate has agreed that all thesis submitted shall normally have the permission of the supervisor, under exceptional circumstances, the candidate may wish to submit even against the advice of the supervisor. In this regard, the candidate has to provide the necessary justification(s) for submission without the supervisor's permission and the supervisor too has to justify why he/she does not support the submission.
- (l) In the event that a dispute arises in the submission of thesis between the student and the supervisor as in clause (k) above, an independent Adhoc Committee shall be established by the Post Graduate Studies Committee (PSC) to examine the prima facie of the case and to justify whether the thesis is worthy of submission for examination.

## **6. EVALUATION SCHEME**

### **Modes of Assessment**

#### **(1) Postgraduate Fully by Research and Mixed Mode**

##### **Dissertation/Thesis Evaluation**

##### **(a) Stage 1 (Refer to \*\*Appendix 2): 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) The Research Proposal should be submitted within the stipulated period from date of registration of the first semester to the School.
- (iii) 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).

- (iv) A student shall be given THREE (3) opportunities to pass the research proposal. Failure on the third attempt shall result in the termination of his candidature.
- (v) 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.
- (vi) A student may, if necessary, apply to the Dean for the thesis/dissertation to be written in Arabic or Mandarin other than English Language or Bahasa Melayu subject to the requirement to include the Extended Executive Summary (EES) in English. In general, the EES should encompass all the chapters with an Abstract of 350 words (1-2 pages).

**(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 to:
  - 1. meet the Supervisor/the Supervisory Committee regularly during every semester.
  - 2. submit a written progress report to the Supervisor/Supervisory Committee at the end of each semester which 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 fully by research and mixed mode 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 Examiners for Master's degree shall comprise:

- 1. one (1) Internal Examiner; and one (1) External Examiner; *or*
- 2. two (2) External Examiners.

The Thesis Examiners for Doctoral degree fully by research shall comprise:

- 1. one (1) Internal Examiner; and one (1) External Examiner; *or*
- 2. two (2) External Examiners.

The Thesis Examiners for Doctoral degree for mixed mode shall comprise:

- 1. one (1) Internal Examiner; and one (1) External Examiner; *or*
- 2. 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

**\*\*APPENDIX 2**

	STAGE 1	STAGE 2	STAGE 3	STAGE 4
Part Time	Semester 1 - 3	Semester 4 - 7	Semester 8 - 11	Semester 11 - 12
Full Time	Semester 1 - 2	Semester 3 - 5	Semester 6 - 7	Semester 8 - 9
	1. Audit Courses			7. Thesis Submission
	2. Appointment of Supervisor			8. Appointment of Examiners
	3. Preparation of Research Proposal	5. Data Collection & Analysis	6. Thesis Writing	9. Thesis Evaluation by Examiners
	4. Proposal Defense			10. Thesis Examination/ Viva Voce
				11. Graduation

**(2) Dissertation/Thesis Submission**

**(a) Notice of Submission of Dissertation/Thesis**

- (i) A student is required to give three (3) months' notice to the School of his intention to submit the dissertation/thesis by using the Notice of Submission of Dissertation/Thesis Form.
- (ii) The form should be accompanied by an abstract and Table of Contents of the dissertation/thesis.

**(b) Submission of Dissertation/Thesis Earlier than the Stipulated Time**

- (i) These guidelines do not apply to those postgraduate research students (Doctoral and Master's) who were admitted through the transfer of candidature process.
- (ii) Master's Degree fully by Research: For fulltime candidature, the conventional period is 2 years, whereas for part time candidature, the conventional period is 3 years. However, HEP Senate may allow the exemptions for outstanding students who completed their studies within a shorter period.
- (iii) Doctoral Degree fully by Research: For fulltime candidature, the conventional period is 3 years, whereas for part time candidature, the conventional period is 4 years. However, HEP Senate may allow the exemptions for outstanding students who completed their studies within a shorter period.
- (iv) As normal procedure, a student is required to give three (3) months' notice to the School of his intention to submit the thesis / dissertation by using Notice of Submission of Thesis / Dissertation Form endorsed by the supervisor(s). This form must be accompanied by:

1. an abstract not exceeding 250 words;
2. a 'Table of Contents' of the dissertation / thesis;
3. supporting letter(s) from the Supervisor(s) to justify the reasons why the candidate is able to complete his thesis / dissertation earlier than the stipulated period, and to be substantiated by supporting documentary evidences, such as:

- (1) Excellent progress reports, and/or
- (2) Publications in internationally refereed journals, seminars, conferences, etc.

- (v) The completion (or graduation) of postgraduate research students (doctoral and master's) earlier than the stipulated period by the regulatory body (e.g. MQA) must be approved by the University Senate.

**(c) Compliance with Current Rules & Regulations**

- (i) All dissertations/thesis should **comply** with the current **Rules & Regulations** before being allowed to proceed with the final submission.
- (ii) A student is strongly advised to keep himself/herself informed on the current Rules and Regulations **before** proceeding with (2)(a)(i) above.

**(d) Submission of Unbound Copies**

- (i) An **unbound** copy of the dissertation/thesis needs to be submitted to the School or an Authorised Representative not later than (3) three months after (2)(a)(i).
- (ii) The unbound copy may be subjected to **compliance checking** with the current Rules and Regulations.
- (iii) The School reserves the right and may direct that the respective dissertation/thesis be subjected to **compliance amendments**.

**(e) Dissertation/Thesis Submission for Examination.**

A student **shall not proceed** with the binding of dissertations/thesis without **written clearance** or authorisation from the School.

A soft copy in PDF format should 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 of SGS as Chairman
- (ii) one (1) Internal Examiner and
- (iii) two (2) External Examiners.

In the case where the Dean of SGS is the Supervisor for the candidate being examined, then the Dean of School will be the Chairman of the Examination Committee.

The Examination Committee for Doctoral degree by mixed mode shall comprise of:

- (i) the Dean or his representative as Chairman
- (ii) one (1) Internal Examiner and

(iii) one (1) External Examiner.

In the case where the Dean of School is the Supervisor for the candidate being examined, then the Dean of SGS will be the Chairman of the Examination Committee.

- (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 of Graduate Studies (SGS).

#### **(4) Dissertation/Thesis Examination Results**

The recommendation from the Examination Committee shall be one of the following:

(a) **PASS**

The candidate has attained sufficient academic merit for the award of the degree **without** necessary amendments/corrections to the thesis.

(b) **PASS SUBJECT TO: MINOR MODIFICATIONS BEING MADE.**

Such minor amendments/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.

The candidate has attained sufficient academic merit for the award of the degree subject to corrections to be made to the thesis within a period of **three (3)** months as required by the examiners and subject to confirmation of the corrections by the **Supervisor(s) & an Examiner.**

(c) **PASS SUBJECT TO: MAJOR MODIFICATIONS BEING MADE.**

Such major amendments/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.

The candidate has attained sufficient academic merit for the award of the degree subject to corrections to be made to the thesis within a period of **six (6) to twelve (12)** months as required by the examiners and subject to confirmation of the corrections by the **Supervisor(s) & two (2) Examiners.**

(d) **RE-SUBMISSION**

Substantial amendments/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 candidate is required to undertake further work/major correction and submit the thesis for **re-examination including a viva voce** within a period of **twelve (12) to eighteen (18)** months from the date of Viva Voce Examination.

(e) **FAIL**

The candidate has failed to attain academic merit and it is recommended to the Senate that the candidate has **failed** in the dissertation examination and is not allowed to submit the thesis for re-examination.

**(5) Information about Modification**

In any case where additional work is required, the Chairman of the Examination Committee 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.

The Dean SGS will notify the student in writing of the outcome of the examination, and will send the student a copy of the examiner's report.

**(6) Final Submission of the Dissertation/Thesis**

- (a) Subject to Rule 6 (4)(a) & 6 (4)(b) above, a student whose dissertation/thesis is accepted without any amendment or accepted with minor or major amendments/modifications will have to submit to the School two (2) hardbound copies of the dissertation/thesis (duly verified, corrected and according to the Guidelines for the Writing of Thesis/Dissertation) together with 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 thesis/dissertation. All such applications must be made through the Supervisor/Supervisory Committee.
- (c) If after being required by the Examination Committee, a thesis/dissertation is not amended and submitted by the student within the prescribed time, the thesis/dissertation shall be deemed to have been rejected by the Examination Committee.

**(7) Disagreement Amongst Examiners**

If the examiners cannot agree to verify the corrections made on the thesis/dissertation, the Dean shall inform the Post Graduate Committee to appoint an additional examiner or requesting the remaining examiner to review the corrections on the thesis/dissertation have been done accordingly and submit the report to the Dean.

**7. ACADEMIC STANDING****(1) Postgraduate Programme by Research**

- (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) The candidature of students may be reviewed if their research performance is continuously unsatisfactory which may lead to termination.
- (c) A student shall be deemed to be in Good Standing if the student achieves an "S" grade for research work.

**(2) Postgraduate Programme by Mixed Mode**

- (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  $\geq 3.00$  and "Probationary 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  $\geq 3.00$ .
- (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 their research performance is continuously unsatisfactory which may lead to termination.

## **8. GRADUATION**

### **(1) Graduation Requirements**

- (a) A student under Postgraduate Programmes Fully by Research 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 fees due
  - (iv) Has fulfilled other requirements as specified by the University.
- (b) A student under Postgraduate Programmes by Mixed Mode is eligible for conferral of a degree after fulfilling the following conditions:
  - (i) Achieved a final CGPA of at least 3.00 for coursework component
  - (ii) Passed the Dissertation Examination
  - (iii) Passed the Viva Voce Examination
  - (iv) Has paid all the fees due
  - (v) 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.

## **9. RE-ADMISSION AFTER TERMINATION OF STUDIES**

- (1) Students terminated by the University in their studies under regulation 7(1)(b) & 7(2)(f) above will be allowed to re-register for the same programme (with a different topic of research) 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 or research performance can appeal to the Dean within 3 weeks after the official announcement of the termination. Decision made by the Dean on the appeal will be brought to Senate for consideration. The decision of Senate is final.

## **10. 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 entering Asia e University.

# GUIDELINES FOR THE WRITING OF RESEARCH PROPOSAL, THESIS AND DISSERTATION FOR POSTGRADUATE RESEARCH PROGRAMME



# GUIDELINES FOR THE WRITING OF RESEARCH PROPOSAL, THESIS AND DISSERTATION FOR POSTGRADUATE RESEARCH PROGRAMME

## 1. INTRODUCTION

These guidelines provide students with essential information about how to prepare and submit the research proposal, thesis and dissertation in a format acceptable to 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. When completed, your thesis or dissertation must follow a format and style that are acceptable, consistent with your field of knowledge.

These guidelines must be read together with the AeU Students' Handbook including University Rules & Regulations and Malaysian Ministry of Education Acts and Standards governing the postgraduate research programmes. They are accessible at Asia e University and Malaysian Ministry of Education websites.

Whilst every effort has been made to ensure accuracy at the time of preparation, kindly note that these Guidelines are subject to change without notice.

## 2. 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 12,000 words excluding appendices and references, whereas a proposal for **Masters' degree** research programme normally comprises about 6,000 words.

### (1) Writing a Research Proposal

The following is a checklist of items which are typically included in a research proposal. Not all of the suggested categories are necessary or appropriate for all studies, and the order of items within chapters may vary somewhat. These items are intended to serve as a guide (Isaac & Michael, 1997).

Typically, the research proposal must use the APA formatting and it consists of three parts as suggested below:

<b>PREFACE</b>	
<ul style="list-style-type: none"> <li>• Cover Page</li> <li>• Table of Contents</li> <li>• Lists of Tables</li> </ul>	<ul style="list-style-type: none"> <li>• List of Figures</li> <li>• List of Symbols / Abbreviations / Nomenclature / Transliteration</li> </ul>
<b>TEXT</b>	
<ul style="list-style-type: none"> <li>• Chapter 1 : Introduction</li> <li>• Chapter 2 : Review of Literature</li> <li>• Chapter 3 : Methodology</li> </ul>	<ul style="list-style-type: none"> <li>• Research Plan / Timeline</li> <li>• Capability of Researcher</li> </ul>

SUPPLEMENTARY

References

Appendixes

**(a) Chapter 1: Introduction**

(i) Introduction

(ii) Background of the Problem

(Should arouse interest and convince the reader that the research is justifiable and the problem is worth researching; unresolved issues; social concerns).

(iii) Statement of the Problem

This is a statement that clearly defines the 'problem' the intended study is going to answer, such as basic difficult – area of concern, felt need. It has to be well framed - clear, precise, specific, measurable and attainable.

(iv) Purpose of the Study

This section provides the focus of research. Researcher must state the purpose of the research, goal oriented and it must be anyone or a combination of these – to explain, to explore, to predict or to describe.

(v) Questions to be answered or objectives to be investigated.

(vi) Conceptual or substantive framework (postulates)

(vii) Rationale and theoretical framework (when appropriate)

(viii) Delineation of the research problem (explication of relationships among variables or comparisons to be considered)

(ix) Statement of hypotheses (conceptual rendition subsequently followed by operational definition in Chapter I or in Methodology Chapter)

(x) Significance of the study – may overlap with statement of problem situation.

(xi) Definition of terms (largely conceptual here; operational definitions may follow in Methodology Chapter)

(xii) Scope and delineation of the study (narrowing the focus)

(xiii) Outline of the remainder of the proposal.

**(b) Chapter 2: Review of Literature**

(i) Organisation of the present chapter – overview

(ii) Historical background (if necessary)

*Purposes to be served by Review of Research Literature*

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.

- (i) Acquaint reader with existing studies relative to what has been found, who has done work, when and where latest research studies were completed, and what approaches involving research methodology, instrumentation, and analysis (quantitative or qualitative) were followed (literature review of methodology sometimes saved for chapter on methodology).
- (ii) Establish possible need for study and likelihood for obtaining meaningful, relevant, and significant results.
- (iii) Furnish from delineation of various theoretical positions on conceptual framework affording bases for generation of hypotheses and statement of their rationale (when appropriate).

*Sources for Literature Review*

- (i) General integrative reviews cited that relate to the problem situations or research problems such as those found in reliable publications such as Governmental reports, ISI-, Scopus-indexed journals, etc.
- (ii) Specific books, monographs, bulletins, reports, and research articles – preference for literature of the last ten years.
- (iii) Unpublished materials (e.g. theses, dissertations, papers presented at recent professional meetings, etc).
- (iv) Selection and arrangement of literature review often in terms of questions to be considered, hypotheses set forth, or objectives or specific purposes delineated in problem chapter.
- (v) Summary of literature reviewed (very brief)

**(c) Chapter 3: Methodology**

- (i) Overview (Optional)
- (ii) Description of research methodology or approach (e.g. quantitative, qualitative, mixed-methods).
- (iii) Research Design (specific design used in the quantitative or qualitative or mixed-methods research).
- (iv) Selection of subjects (This is concerned with sample and population).
- (v) Instrumentation (tests, measures, observations, scales, and questionnaires).
- (vi) Field or laboratory procedures (e.g., instructions to subjects or distribution of materials).
- (vii) Data collection or recording procedures.
- (viii) Methodological assumptions.
- (ix) 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.

(x) Implications & Limitations (weaknesses)

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.

(xi) Possible restatement of conceptual from problem chapter in operational form relative to instrumentation and experimental procedure or design followed, if not done elsewhere.

(xii) Summary (optional).

**(d) Research Plan / Timeline**

(i) Please provide a research action plan or timeline detailing the events, timing and intervention strategies up to the submission of thesis or dissertation. Milestone against which progress can be monitored should be identified.

**(e) Capability of Researcher**

(i) Candidates must demonstrate his/her research capabilities by providing details on academic background and experience in relation to research, ability to access to data and relevant bodies, relationship to or position in organization / industry where the research will be conducted, etc.

**(2) Submission of Research Proposal**

A candidate is required to submit the Form SGS 003 Submission of Research Proposal, final research proposal and presentation slides (maximum 25 slides) to [sgs@aeu.edu.my](mailto:sgs@aeu.edu.my) & [deansgs@aeu.edu.my](mailto:deansgs@aeu.edu.my) at least two (2) months before the vetting process.

**(3) Research Proposal Defense**

In the proposal defense session, candidate must formally defend the research proposal to the Proposal Defense Committee. During the session, the candidate needs 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 candidate 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 candidate.

SGS shall seek for approval of Academic Management Committee (AMC) meeting for the appointment of Readers of proposal defense session. The tasks of the Readers are to attend the proposal defense session, critically review and evaluate the research proposal.

**3. 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.

**4. THESIS AND DISSERTATION**

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

At Asia e University, a **thesis** contributes to 100% fulfilment of the degree programme through original research under an 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 references and 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 60,000 words (excluding references and appendices) without the approval of the Deans. The thesis must be defended in an oral examination and/or viva voce examination.

A **dissertation** 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.

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

NO	PROGRAMME	MINIMUM	MAXIMUM
1	PhD (Thesis) (BA, ICT, Humanities, Finance, Social & Behavioural Science)	50,000	80,000
2	PhD (Thesis) (Education)	80,000	100,000
3	DBA (Thesis)	35,000	60,000
4	MSc (Dissertation)	30,000	60,000

It is to be noted that while the University has stated that the number of words for a PhD thesis shall normally be 50,000 to 80,000 words, excluding references and appendices, there are however several exceptions. Candidates need to refer to the Standards for each field set by the Malaysian Qualifications Agency (MQA), for example for the field in Education which shall normally be 80,000 – 100,000 words.

### (1) Writing a Thesis / Dissertation

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

Typically, the format of thesis and dissertation consists of 3 parts as suggested below:

#### PREFACE

- Cover and Spine
- Title Page
- Abstract
- Approval Page
- Declaration Page
- Copyright Page
- Acknowledgement
- Table of Contents
- Lists of Tables
- List of Figures
- List of Symbols / Abbreviations / Nomenclature / Transliteration

#### TEXT

- Chapter 1 : Introduction
- Chapter 2 : Review of Literature
- Chapter 3 : Methodology
- Chapter 4 : Results and Discussion
- Chapter 5 : Summary, Conclusions and Implications

#### SUPPLEMENTARY

References  
Appendices

#### (a) Cover and Spine (Refer to Sample A)

The final copy of the thesis/dissertation must be written on 1 side of white bond paper (80g weight) of A4 size (210mm x 297mm).

As for the cover, the hard bound copies should be made from rexine in black (Code: Acrolin 2633) with gold letterings of font size of 18 pitch in Arial, uppercase, bold and centrally aligned. The words in title must be arranged in the inverted pyramid shape.

The cover page should include the following:

- (i) Full title of thesis/dissertation which has been approved by Senate
- (ii) Candidate's name (as registered with AeU)
- (iii) Name of institution (ASIA e UNIVERSITY)
- (iv) Year of thesis/dissertation is approved by Senate

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.

**(b) Title Page (Refer to Sample B1)**

The title page should include the following:

- (i) Full title of thesis/dissertation which has been approved by Senate (in uppercase)
- (ii) Candidate's name (as registered with AeU) (in uppercase)
- (iii) A statement as follows:
- (iv) "A Thesis Submitted to Asia e University in Fulfilment of the Requirements for the Degree of Doctor of Philosophy"
- (v) Month and year of thesis/dissertation approved by Senate

The title page should be typed in Times New Roman, font size 14 with 1.15 pt. line spacing. This is the first page of Roman numeral page number (i). However, it is not numbered.

**(c) Title of Thesis/ Dissertation (Refer to Sample B2)**

A title should summarize the main idea of the manuscript simply and, if possible, with style. It should be a concise statement of the main topic and should identify the variables or theoretical issues under investigation and the relationship between them.

A good doctoral title normally reflects the stature, scope and rigour of the doctoral research. In general, the main differences between a master's thesis and a doctoral thesis by research are normally related to the scope, depth and rigour of the work due to the longer duration being assigned to complete the doctoral thesis.

The recommended length for a doctoral title at AeU shall normally be less than **20** words. The title should be typed in uppercase letters, centered between the left and right margins, and positioned in the upper half of the page. 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).

**(d) Abstract (Refer to Sample B3)**

For the doctoral thesis, an abstract not exceeding 350 words or 2,450 characters is to be included--approximately one page single-spaced.

A good abstract should be accurate, non-evaluative, coherent and readable, and concise. Henceforth, the abstract of a doctoral thesis should describe:

- (i) the problem under investigation, in one sentence if possible;
- (ii) the participants, specifying pertinent characteristics such as age, sex, and ethnic and/or racial group; in animal research, specifying genus and species;
- (iii) the essential features of study method – you have a limited number of words so restrict your description to essential and interesting features of the study methodology - particularly those likely to be used in electronic searches;
- (iv) the basic findings, including effect sizes and confidence intervals and/or statistical significance levels; and
- (v) the conclusions and the implications or applications.

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.

**(e) 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 have been assigned by the Examination Committee to confirm the corrections to be made to the thesis shall sign this approval page.

The approval page should be typed in Times New Roman, font size 12 and numbered as “iii”.

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

The declaration page should be typed in Times New Roman, font size 12 with doubled-spaced and numbered as “iv”.

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

Centred at the bottom, Times New Roman, font size 12, counted but unnumbered.

**(h) Acknowledgements**

Usually contain written expressions of appreciation for guidance and assistance from individuals or/and institutions. The acknowledgements should not exceed 250 words in Times New Roman, font size 12 with doubled-spaced and numbered as “vi”.

**(i) Table of Contents (Refer to Sample F)**

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.

**(j) List of Tables (Refer to Sample G)**

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

**(k) List of Figures (Refer to Sample H)**

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

the title and the page number.

**(l) 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.

**(m) 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:

- (i) Introduction
- (ii) Review of Literature
- (iii) Methodology
- (iv) Results & Discussion
- (v) Summary, Conclusion and Implications

**(n) 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.

**(o) 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.

**(p) 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.

**(q) 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.

**(r) References**

Reference citations are based on the editorial styles of the American Psychological Association (APA).

**(s) Appendices**

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:

Research instruments such as questionnaires, maps, interview protocols, or tests

- (i) Figures
- (ii) Equations
- (iii) Chapter Layout
- (iv) Tables
- (v) Other relevant information

## **(2) 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 [sgs@aeu.edu.my](mailto:sgs@aeu.edu.my) & [deansgs@aeu.edu.my](mailto:deansgs@aeu.edu.my) at least three (3) months before the actual date of submission of thesis / dissertation and the plagiarism report.

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.

## **5 PUBLICATION AND AUTHORSHIP**

### **(1) Publication**

A student is encouraged to publish his/her doctoral work during his/her candidature, especially in an internationally refereed journal, and is advised to refer to the Standards of specific discipline on the number of internationally refereed publications required by the Malaysian Qualifications Agency before graduation.

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 supervisor/ 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.

## **6 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 the 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.

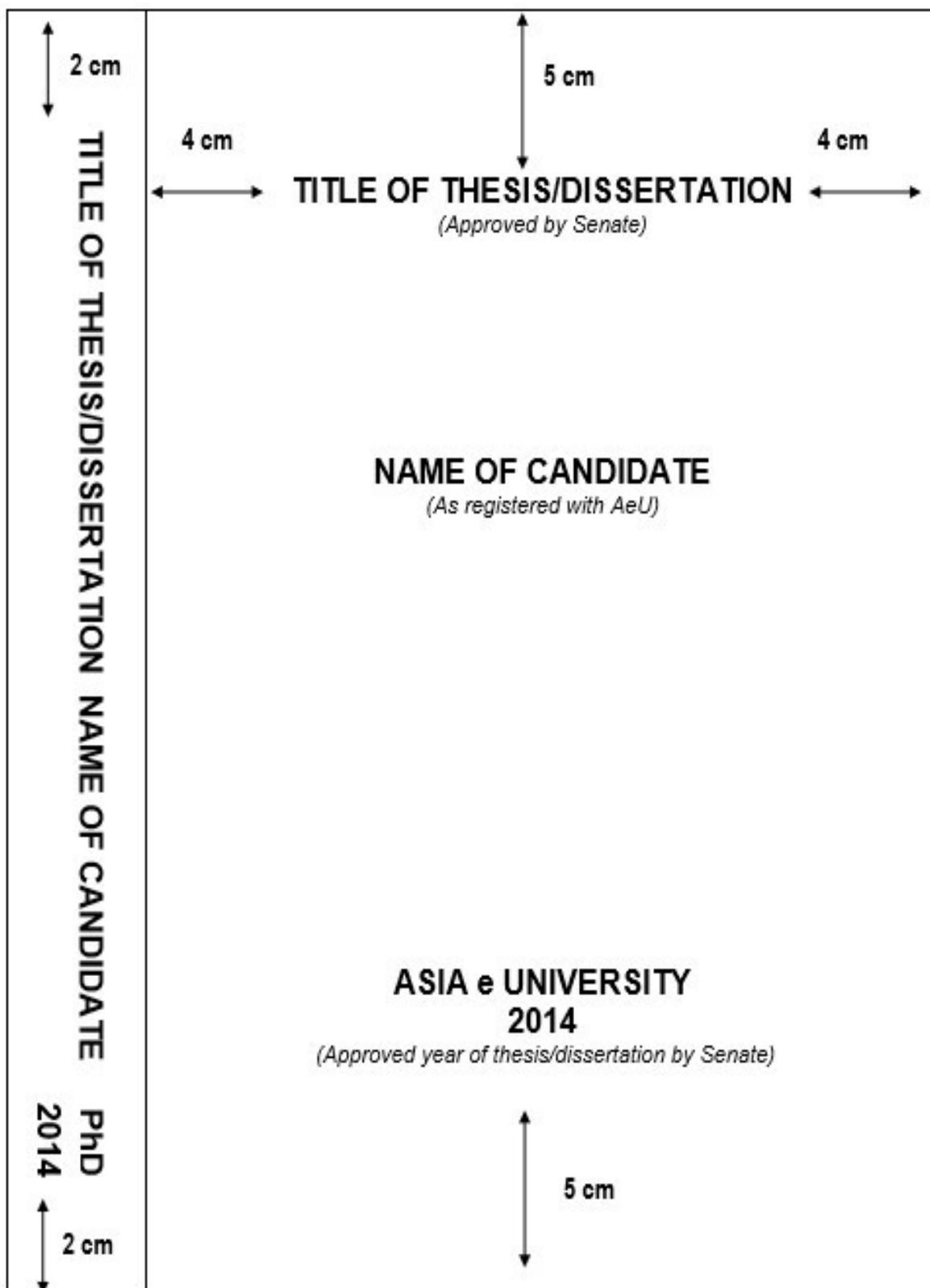
If the quoted citation contains more than four sentences, it should be placed within a paragraph of its own with a 1 cm indentation. For example:

*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, 7984:9).*

SAMPLE A: COVER PAGE AND SPINE



**SAMPLE B: TITLE PAGE**

THE RELATIONSHIP BETWEEN LEARNING  
STYLES AND MULTIPLE INTELLIGENCES  
AMONG MALAYSIAN MEDICAL AND HEALTH  
SCIENCES STUDIES

REBECCA WONG SHIN YEE

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

July 2017

**SAMPLE B2: GUIDELINES OF TITLE OF THESIS / DISSERTATIONS**

(Excerpted from APA Manual (2009))

Since the title of your doctoral thesis is the first thing a reader will take notice and read, it is worthy to be extra meticulous in providing the best impression of your study. A good title can have a profound effect on the quality and rigour of your thesis. Asia e University (AeU) has adopted the recommendations of the American Psychological Association (APA) (2009).

According to the Publication Manual of the APA, 'a title should summarize the main idea of the manuscript simply and, if possible, with style' (2009, p.23). It should be a concise statement of the main topic and should identify the variables or theoretical issues under investigation and the relationship between them.

A title should be fully explanatory when standing alone. Although its principal function is to inform readers about the study, a title is also a statement of thesis content for abstracting and reference purposes in the databases such as ProQuest. A good title is easily shortened to the running head used within the published thesis/article.

A good PhD title normally reflects the stature, scope and rigour of the doctoral research. In general, the main differences between a master's thesis and a PhD thesis by research are normally related to the scope, depth and rigour of the work due to the longer duration being assigned to complete the PhD thesis. Furthermore, a PhD thesis is expected to be original in the field and the inputs of some relevant new information or ideas to the field of study (contribution to knowledge) (Malaysian Qualifications Agency, 2015).

Titles are commonly indexed and compiled in numerous reference works. Therefore, avoid words that serve no useful purpose; they increase length and can mislead indexers. For example, the words *method* and *results* do not normally appear in a title, nor should such terms as *A Study of* or *An Investigation of*. Occasionally a term such as a research synthesis or meta-analysis or fMRI study of conveys important information for the potential readers and is included in the title.

Avoid using abbreviations in a title; spelling out all terms helps accurate, complete indexing of the article. The recommended length for a doctoral thesis at AeU shall normally be less than **20** words. The title should be typed in uppercase letters, centered between the left and right margins, and positioned in the upper half of the page.

**Table 1**  
**Title of Thesis: Do's and Do Not's**  
(Excerpted from Simon (2011))

- Do NOT use a complete sentence as a title: No periods.
- DO ensure that the title makes complete sense.
- Do NOT use abbreviations.
- DO ensure that a title that sounds good and flows well.
- Do NOT include the research question itself as the main title.
- Do NOT make the title and sub-title the same.
- DO ensure that the subtitle, if used, more elaborate than the main title. The indicative subtitle should include the words that reflect the primary objective of the investigation.

(Example: Cloud Computing in the Large Scale Organisation [*Primary & compelling title*]: Potential Benefits and Overcoming Barriers to Deployment [*Indicative sub-title*])

**Table 2**  
**Examples of Title of Doctoral Thesis**

**(a) Business Administration**

- Manufacturing Power: The Everyday Politics of Privilege among the Pakistani Business Elite
- Human Resource Capacity Building for Local Governance in Thailand: Current Challenges and Future Opportunities

**(b) Education**

- Rethinking the Philosophical Approach to Higher Education in Ghana
- A Model to Facilitate Effective e-Learning in Technology-Enhanced Learning Environments within Universities

**(c) ICT**

- Cloud Computing in the Large Scale Organisation: Potential Benefits and Overcoming Barriers to Deployment.
- Design and Optimization of Mobile Cloud Computing Systems with Networked Virtual Platforms

**(d) Humanities**

- Republic of Letters, Empire of Textbooks: Globalizing Western Knowledge, 1790-1895
- Investigation into the Differential Effects of Subtitles (First Language, Second Language, and Bilingual) on Second Language Vocabulary Acquisition

**(e) Social & Behavioural Science**

- Evolutionary Psychology: Theoretical and Methodological Foundations
- Crafting the Academy: Writing Sociology and Disciplinary Legitimacy

**SAMPLE B3: GUIDELINES OF AN ABSTRACT OF THE DOCTORAL THESIS**

An abstract is a brief, comprehensive summary of the contents of the thesis; it allows readers to survey the contents of an article quickly and, like a title, it enables persons interested in the thesis to retrieve it from abstracting and indexing database. Asia e University (AeU) doctoral thesis requires an abstract and has adopted the recommendations of the American Psychological Association (APA) (2009).

**Table 3**  
**The Abstract of a Doctoral Thesis at Asia e University (Excerpted from APA Manual (2009)**  
**& AeU Students' Handbook (2018))**

- (1) A well-prepared abstract can be the most important single paragraph in a thesis. Most people have their first contact with a thesis by seeing just an abstract, usually in comparison with several other abstracts, as they are doing a literature search. Readers frequently decide on the basis of the abstract whether to read the entire thesis, you enhance the user's ability to find it.
- (2) A good abstract should be accurate, non-evaluative, coherent and readable, and concise. Henceforth, the abstract of a doctoral thesis should describe:
  - the problem under investigation, in one sentence if possible;
  - the participants, specifying pertinent characteristics such as age, sex, and ethnic and/or racial group; in animal research, specifying genus and species;
  - the essential features of study method – you have a limited number of words so restrict your description to essential and interesting features of the study methodology - particularly those likely to be used in electronic searches;
  - the basic findings, including effect sizes and confidence intervals and/or statistical significance levels; and
  - the conclusions and the implications or applications.
- (3) At AeU, 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.
- (4) 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.

**Table 4**  
**Example 1 of an Abstract of a Doctoral Thesis**  
*(Excerpted from Armytage, Rosita. (2016))*

**Abstract**

This thesis interrogates the operation of modern capitalism within a context of political instability and economic inequality. In doing so, it examines the relationship between power, instability, informal processes, and the accumulation of vast amounts of capital. Specifically, this thesis is about the process of acquiring, maintaining, and wielding economic power in Pakistan – an industrialising economy beset by high levels of political change and economic insecurity. Based on 13 months of ethnographic fieldwork, this thesis examines the group of families who occupy the upper-most tier of the economic and social structure, the means through which they have acquired and protected power and influence, and the challenges non-elite individuals face in attaining upward social mobility in developing countries. In contrast to studies that examine the ways in which global economic integration creates new avenues for the capture of wealth, privilege and political influence, my research demonstrates that forms of “hyper-capitalism” have not come to dominate markets globally. Rather, in many contexts, commerce remains governed by highly personalised and intimate relations determined by local cultural practices. I show that business in Pakistan has remained resiliently “local,” and dependent upon deeply rooted familial, ethnic and class structures. Localised elite business practices remain substantially independent from the “international standards” of business propagated by multinational corporations, international investors, and the international market. In this context, the resilience of local forms of business constitutes not only a site of interlinked personal, gendered and economic processes, but also a site of post-colonial assertiveness. This thesis explores the informal means through which elites navigate their social, marital and business environments to reconstitute their power in line with shifting economic and political conditions. Despite the economic transformations that have taken place in Pakistan over the past seventy years, and the shifts in social structure these changes have engendered, the Pakistani elite has routinely fortified and reconstituted the power and privilege of its members in a shared pursuit of profit and market dominance. The resilience of these modes of doing business reflect the inability of international forms of global capital to successfully re-colonise local markets and extract the nationally-generated wealth now held by domestic elites.

**Table 5****Example 2 of an Abstract of a Doctoral Thesis**  
(Excerpted from Bellamy, Martin Clifford. (2013))**Abstract**

There are three focal questions addressed in this thesis: • Firstly whether large organisations, particularly public sector or governmental, can realise benefits by transitioning from the ICT delivery models prevalent in the late 2000s to use Cloud computing services? • Secondly, in what circumstances can the benefits best be realised, and how and when can the associated risk reward trade-off be managed effectively? • Thirdly, what steps can be taken to ensure maximum benefit is gained from using Cloud computing? This includes a consideration of the technical and organisational obstacles that need to be overcome to realise these benefits in large organisations. The potential benefits for organisations using Cloud computing services include cost reductions, faster innovation, delivery of modern information based services that meet consumers' expectations, and improved choice and affordability of specialist services. There are many examples of successful Cloud computing deployments in large organisations that are saving time and money, although in larger organisations these are generally in areas that do not involve use of sensitive information. Despite the benefits, by 2013 Cloud computing services account for less than 5% most large organisations' ICT budgets. The key inhibitor to wider deployment is that use of Cloud computing services exposes organisations to new risks that can be costly to address. However, the level of cost reduction that can be attained means that progressive deployment of Cloud computing services seems inevitable. The challenge therefore is how best to manage the associated risks in an effective and efficient manner. This thesis considers the origin and benefits of Cloud computing, identifies the barriers to take up and explores how these can be overcome, and considers how Cloud computing service brokerages can potentially develop further to close the gap by building new capabilities to accelerate take-up and benefits realisation.

**SAMPLE C:  
APPROVAL**

This is to certify that this thesis conforms to acceptable standards of scholarly presentation and is fully adequate, in quality and scope, for the fulfilment of the requirements for the degree of Doctor of Philosophy

The student has been supervised by: **[Name]** and co-supervised by: **[Name]**

The thesis has been examined and endorsed by:

**Professor Dr. AAA**

Position

University

Examiner 1

**Professor Dr. BBB**

Position

University

Examiner 2

**Professor Dr. CCC**

Position

University

Examiner 3

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

.....  
**Professor Dr. FFF**

Asia e University

Chairman, Examination Committee

[Date: xxxxxx]

**SAMPLE D: DECLARATION PAGE**

**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:** Name of the Candidate

**Signature of Candidate:**

**Date:**

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# EXAMINATION RULES & REGULATIONS



**STUDENTS'  
HANDBOOK**

## 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. For sit-in examination, bring your identity card or passport and student card to the examination hall. For online examination, students are required to display their identity card or passport when requested.
2. For sit-in examination, students must be present outside the examination hall at least fifteen (15) minutes prior to the commencement of the examination. For online examination, students are required to log into the system at least 30 minutes prior to the start of the examination.
3. For sit-in examination, students are required to enter the examination hall using the assigned entrance/s upon the announcement made by the Chief Invigilator fifteen (15) minutes prior to the commencement of the examination.
4. For sit-in examination, students who arrive within the first thirty (30) minutes of the commencement of the examination will be allowed to take the examination. For online examination, students who log into the system within the first thirty (30) minutes of the commencement of the examination will be allowed to take the examination. However, no additional time will be given to these students.
5. Students who arrive or log into the system more than thirty (30) minutes after the examination has commenced will not be allowed to take the examination.
6. Students are strictly prohibited from bringing into the examination hall any of the following: books, papers, pictures, notes, programmable calculator, handbag, smart phone, smart watch, smart glasses or any other devices or equipment, unless allowed by the Chief Invigilator. For online examination, the above items must be turned off and put away at least 3 metres from the computer. The use of smart phones is only allowed when the desktop or laptop does not have a front camera.
7. For sit-in examination, students are required to dress decently and not bring any food and drinks into the examination hall. Students are also not allowed to drink, eat or smoke while in the examination hall.
8. For online examination, students are required to dress decently and not cover their face during identity verification.
9. For online examination, students are required to be in front of their computer at all times during the examination.
10. For sit-in examination, upon taking their seats in the examination hall, students are required to produce their identity card or passport and student card, and place them at the top right-hand corner of the table throughout the duration of the examination to be inspected by the invigilators. Students without a valid identity card or passport/student card will not be allowed to take the examination, unless with the written approval from the Chief Invigilator.
11. For sit-in and online exam where applicable, 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.
  - (2) Write their 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 their particulars and other required information in the examination attendance slip and on the answer booklet.
  - (4) Ensure that the correct question paper is supplied with sufficient pages as stated, before attempting to answer the questions.
  - (5) Inform the invigilators present in the event that the student has been supplied with an incorrect examination paper.
12. Students are strictly prohibited to either answer the questions before the announcement of the start of the examination or continue after the announcement made by the invigilators at the end of the examination duration.

13. For sit-in examination, students are not permitted to leave the examination hall or exit from the online examination system within the first thirty (30) minutes after the commencement of the examination and fifteen (15) minutes before the end of the examination duration. Students who wish to leave the examination hall or step away from their computer (for online examination) for a short period of time during the examination must obtain the permission from the invigilators.
14. Students are not allowed to receive any books, papers, pictures, notes, programmable calculator and other materials or devices from any person, unless the invigilator authorises them.
15. Any form of communication between students and other parties is strictly prohibited.
16. Students are not permitted to render or receive any form of assistance on matters pertaining to the examination, when the examination is in progress.
17. Students must adhere to the instructions of the invigilators.
18. Students who fall ill or are not able to continue with the examination must report to the invigilator.
19. For sit-in examination, at the end of the examination period:
  - (a) The answer booklet and/or the answer scripts and/or objective sheets must be arranged and tied as instructed.
  - (b) Blank, used and spoilt answer sheets and/ or answer booklet are not allowed to be taken out of the examination hall.
  - (c) Items that are loaned to students by the University for use during the examination must be returned to the invigilators at the end of the examination.
  - (d) Students must remain seated in the examination hall until they are allowed by the invigilator to leave the hall.
  - (e) Students must leave the examination hall in an orderly manner.
20. For take-home examination, students are required to submit their answers within the stipulated time. No late submission is allowed.

## **ACADEMIC OFFENCE**

Academic offences are acts which would have the effect of unfairly promoting or enhancing one's academic standing. 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 the 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 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 (physical or virtual) for the purpose of cheating during the examination.
4. Communicating with other students for the purpose of cheating during the examination.
5. Soliciting, obtaining, possessing, or distributing any examination documents prior or subsequent to the administration of the examination.
6. Substituting or arranging for substitution for another student during an examination session or comparable circumstance.
7. Altering or changing an examination or comparable document so as to mislead others.

8. 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 subjected to any one or a combination of two or more of the following penalties:

1. Warning.
2. A fine of a maximum of RM 500.00 (USD 150).
3. Nullification or adjustment of the entire examination results or any part of the examination results for that semester.
4. Exclusion from any specified part or parts of the University.
5. Suspension from membership of the University for a fixed period of time.
6. Payment for the compensation of any damage to University property and facilities or any third party claimant.
7. 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 Malaysian laws.
- (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 University or while dealing with the University administration and to produce the card when asked by person or persons authorised by the University.
- (e) Attend learning sessions, either online or physical classes, except with the prior permission from the University to be absent.
- (f) Sit for examinations, unless barred from doing so. If barred, a student may apply to 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.

#### (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 the good name of the University, its students, staff, officers or employees.
- (b) No student is permitted to use any lecture, tutorial or teaching materials which are provided 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 participate in gambling activities on University premises or any of AeU Learning Centre.
- (g) No student may, while on University premises 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 on behalf of the University without the written permission from the University.
- (k) No student or group of students may promote, manage, or assist in the collection of money or contributions on behalf of the University without the written permission 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 written permission from the University.
- (n) No student or group of students may make any statement to the Press on behalf of the University without the written permission of the University.
- (o) Students are not allowed to alter or forge 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.
- (p) Students are not allowed to infringe 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 the deadline.

- (q) Students are not allowed to prevent other user's access to the University computer system, deprive them of resources, degrade system performance, or copying or destroying files or programmes without consent.

### **(3) Breach of Student Code of Ethics**

A student who violates any part of the Student Code of Ethics is said to have committed a breach of said Code, and may be referred to the Disciplinary Committee.

## **2. Procedures for Handling Student Disciplinary Cases**

- (1) A student who has been accused of committing a breach of the Student Code of Ethics, under any of the rules of the University and is found guilty, can be subjected to any one or a combination of two or more of the following penalties:
  - (a) Warning.
  - (b) A fine of a maximum of RM 500.00 (USD 150).
  - (c) Nullification or adjustment of the entire examination results or any part of the examination results for that semester.
  - (d) Exclusion from any specified part or parts of the University.
  - (e) Suspension from the University for a fixed period of time.
  - (f) Payment for the compensation of any damage to the University property and facilities or any third party claimant.
  - (g) Expulsion from the University.

- (2) Every report of the breach of Student Code of Ethics accompanied by evidence shall be forwarded to the Registrar of the University, who will then submit a report to the Vice Chancellor.
- (3) Based on the report, the Vice Chancellor will set up a Disciplinary Committee (DC) which will comprise a Chairman and two (2) other members with specific Terms of Reference. The Secretariat of the DC shall be an officer from the Student Affairs Department.
- (4) The DC shall report its findings within 14 days as to whether the alleged offence is serious, minor or there is no case to answer. Serious offences include academic dishonesty, fraud, plagiarism, involvement in criminal activities or any activities that adversely affect the good name of the University.
- (5) If the DC finds that there is no case to answer, it will recommend the case to be closed and no further action is required.
- (6) If the DC 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. If the student pleads not guilty and his explanation is accepted, the DC will make a recommendation to the Vice Chancellor to close the case.

If the student pleads guilty or not guilty and his explanation is not accepted by the DC, the student shall be informed of his offence and be required to appear before the DC within a period no less than 14 days from the date of notification.

- (7) In a disciplinary proceeding:
  - (a) If the DC 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 for his defence. The DC can question the student or any of the witnesses and examine any document(s) or materials presented. The accused may also cross-examine any of the witnesses.
  - (b) If the student pleads guilty, the DC shall explain the facts of the case to him.

- (8) If the DC also imposes the punishment of payment for the compensation of damages to the University or to a third party, the amount of the compensation determined by the DC shall be an amount that is fair and reasonable, by taking into account all matters related to the case and the persons involved in it.
- (9) The DC shall make written notes of all the disciplinary proceedings. However, for the purposes of record keeping, these notes do not need to be a verbatim transcription of the proceedings.
- (10) The Report by the DC with the recommendations on the penalty to be meted shall be submitted to the Senate for approval if the penalty affects the academic standing of the student, viz:
  - (a) Nullification or adjustment of the entire examination results or any part of the examination results for that semester.
  - (b) Exclusion from any specified part or parts of the University.
  - (c) Suspension from the University for a fixed period of time.
  - (d) Expulsion from the University

The Registrar shall convey the Senate's decision to the student.

- (11) On the other hand, if the DC metes out the penalty of a non-academic nature, viz:
  - (a) Warning.
  - (b) A fine of a maximum of RM 500.00 (USD 150).
  - (c) Payment for the compensation of any damage to the University property and facilities or any third party claimant.

The DC Secretary shall convey the decision directly to the student.

- (12) If the penalty meted out is **both** of an academic and non-academic nature, the Registrar shall convey the Senate and DC decisions to the student in the same notification.
- (13) A student who is not satisfied with the decision of the DC can submit a written appeal providing the grounds of appeal to the Vice Chancellor for consideration, on the condition that the appeal is submitted within 14 days from the date of the sentencing. The decision of the Vice Chancellor shall be final. The Secretary of the DC shall inform the student the outcome of the appeal.
- (14) A student who is not satisfied with the decision of the Senate can submit a written appeal providing the grounds of appeal to the Chairman Board of Governors for consideration, on the condition that the appeal is submitted within 14 days from the date of sentencing. The decision of the Chairman Board of Governors shall be final. The Registrar shall inform the student the outcome of the appeal.
- (15) Any fines shall be paid to the Financial Controller/Bursar who then shall make payment to the third party, if applicable.
- (16) Any document(s) or materials submitted to the DC in the course of the disciplinary proceedings shall be kept in the care of the Student Affairs Department.

# 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, Selangor, 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



**STUDENTS'  
HANDBOOK**  
ASIA UNIVERSITY

## **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 required 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:

- (1) Assisting students in dealing with immigration matters.
- (2) Arranging for airport pick-up for newly arrived students (Applicable to only first year students).
- (3) Assisting new students in getting accommodation.
- (4) Assisting new students in securing the necessary medical insurance.
- (5) Organising orientation programmes so that students can acclimatise to the new environment.
- (6) Maintaining 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 internationalise AeU's courses and programmes, OISA also:

- (1) Fosters and maintains a variety of international exchanges and study abroad programmes for students.
- (2) Facilitates international student exchange and co-operations and manages the development of study abroad programmes.

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

If you have any questions, please contact us at our office.

### **The Office of International Student Affairs**

Asia e University  
Wisma Subang Jaya  
No 106, Jalan SS15/4  
47500 Subang Jaya  
Selangor  
MALAYSIA  
Tel: +603-5022 3456  
Fax: +603-5022 3567

## 1. ORIENTATION AND WELCOMING PROGRAMME

Every year, the University runs the Orientation and Welcoming Programme for new students one week prior to the start of the term to help them adapt to life at Asia e University. It is free of charge and we encourage all new students to attend.

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

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

## 2. IMMIGRATION & CUSTOMS MATTERS

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

Students can check their application status from the Education Malaysia Global Services (EMGS) website. The whole process normally takes 4 to 6 weeks, depending on the student's country of origin. The approval letter of entry is valid for 6 months only, during which the student must enter Malaysia.

If the 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 the "Letter of Approval for Foreign Student Studying in Malaysia" issued by the Immigration Department, Malaysia, to the nearest Malaysian Embassy/Consulate Office.

If the 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:

- (1) Plants/seeds/animals/animal products
- (2) Medical products (unless accompanied by a doctor's prescription or an authorised letter)
- (3) Firearms are strictly prohibited

### **WARNING: DO NOT CARRY ILLICIT DRUGS**

The penalty for serious drug offences in Malaysia is **mandatory death sentence**.

## 3. STUDENT PASS

- (1) Your acceptance to AeU is subject to the approval of your student pass for the entire duration of your stay in Malaysia.
- (2) AeU will submit the application on your behalf but is not responsible for the time taken by the Immigration Department in processing the application, or if it is rejected by the Immigration Department for any reasons.
- (3) Your passport should be valid for at least 2 years to enable us to process the Student Pass.
- (4) You should travel to Malaysia with the Approval Letter.
- (5) When you present your Approval Letter to the Immigration officer upon your arrival in Malaysia, a temporary 'special pass' will be stamped in your passport.

**(i) Documents that need to be submitted for student pass application purposes**

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

- (a) A copy of your passport (all pages). The passport must have at least 2 years of validity.
- (b) A passport-sized colour photo with white background
- (c) A copy of academic certificates and examination transcripts.
- (d) 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)
- (e) A completed Health Form

**(ii) Additional documents for student transferred from other institution in Malaysia**

- (a) The original copy of Release Letter from the previous institution.
- (b) A copy of the attendance report from the previous institution.
- (c) Copies of the academic certificates and examination transcripts from the previous institution

**(iii) Student Pass Endorsement**

- (a) All international students, regardless of the country of origin, must submit their passport to the Office of International Student Affairs within three days of arriving in Malaysia to receive an official Student Pass endorsement on your passport.

**(iv) Validity of Passport & Student Pass**

- (a) You must hold a valid passport and student pass for the entire duration of your stay in Malaysia.
- (b) 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.

**4. CHANGE OF ADDRESS AND PERSONAL DETAILS**

- (1) Please inform us if you have a change of address, telephone number or any other personal details. It is your responsibility to do so as it is vital for us to maintain an updated personal records of our students.

**5. POSTGRADUATE STUDENTS**

- (1) Postgraduate Students who wish to bring their family are advised to do so after their registration at AeU. The family members are also required to obtain visa approval before coming to Malaysia. For the application of visa clearance, please submit the following:
  - (a) A copy of passport (student & family members)
  - (b) A copy of the marriage certificate
  - (c) A copy of each children's birth certificates
  - (d) Passport-sized photographs of the spouse and/or children
- (2) 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 member/s who would like to stay during the period of candidature of the student must apply for a visa from the Malaysian Embassy. Otherwise, the dependent visa for each family members will be enforced]

**6. AIRPORT PICK-UP**

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

- (a) the flight number and air carrier
- (b) the date and time of departure from your home country
- (c) the expected date and time of arrival.

- (1) You will then be transported to the University or your own accommodation.
- (2) 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 a smooth entry into the country.
- (3) We strongly advise all students to enter Malaysia after obtaining the immigration approval. AeU will not be responsible for any legal ramifications for students who fail to do so.

**Note:** Please make arrangements to arrive during office hours (9 am to 4pm) and avoid arriving during weekends or on Malaysian public holidays. Please check with the Office of International Student Affairs for a complete listing of public holidays.)

Please also note that AeU will NOT be responsible for a missed airport pick-up if the above required information is not received in time.

## **7. HEALTH CARE, HEALTH INSURANCE AND IMMUNISATION REQUIREMENTS**

- (1) International students are required to purchase a health insurance which must be renewed yearly during their study in AeU. The process will be assisted by the OISA.
- (2) 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 student's mishap or illness that may require hospitalisation and surgeries.
- (3) Other vaccination requirements will be imposed from time to time (e.g. SARS, H1N1, Covid-19).

## **8. MONEY MATTERS**

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

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

### **(1) Fee Payment**

- (a) 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.
- (b) The offer letter will state the amount to be paid for the programme of study.

### **(2) Paying your fees**

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

**Account Name: Asia e Learning Sdn Bhd**

Account No: 8000-28-3319

Bank Name: CIMB Bank Berhad

Bank Address: 6 Jalan Tun Perak, 50050 Kuala Lumpur,  
Malaysia

Swift Code: CIBBMYKL

**(3) Personal Bond**

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

**(4) Refund Policy**

Refund of fees is subject to AeU Finance Policy.

- (a) In the event that you are unsuccessful in obtaining the student pass; the amount of refund is subject to the discretion of the University.
- (b) The Finance Policy on Study Deferment & Study Withdrawal:
  - (i) 50% of the Tuition Fee will be charged in the 1<sup>st</sup> month.
  - (ii) 100% of the Tuition Fee will be charged in the 2<sup>nd</sup> month onwards.

**(5) Transferring money to Malaysia**

Plan your financial requirement properly before your departure 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 in 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.

**9. 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. The OISA will assist you to obtain the permission/approval from the Immigration Department, Malaysia.

# ASIA e UNIVERSITY KNOWLEDGE CENTRE



## **AeU KNOWLEDGE CENTRE**

The AeU Knowledge Centre or commonly referred as the University Library offers a wide range of both traditional and electronic information resources that have been specially selected by the University academics and librarians to help AeU distance learners in their studies.

Special focus is given to the development of our e-library resources such as e-journals, e-books, publishers' and in-house databases etc. The e-library forms the backbone of the University's knowledge information resources. Most of these resources are accessible to all registered students, current staff and other registered users. They can be easily accessed 24/7, on-site and as well as in your office or in the comfort of your home. Bear in mind that usage of these e-resources is subject to Malaysian and International copyright laws and the license agreements that the Library has signed with the publishers. Explore and utilize the e-resources available for your studies, research or teaching needs.

Physical library facilities and printed book collection are however available only at the Main Campus. You are welcome to use the Library if you live within travelling distance.

### **Accessing e-Resources**

Every registered member of AeU Library will be issued an ID and password that will allow access to the e-library resources. Enter your user ID and password in the box provided before you do your search.

### **Facilities**

#### **LIBRARY CATALOGUE (OPAC)**

The Library's web-based OPAC (Online Publication Access Catalogue) enable users to make searching process faster and reliable, for both Print and Non-Print Materials, with links to full text e-resources.

#### **READING AREAS**

The Library provides a conducive study environment, including light reading areas, where the daily newspapers, magazines and latest issues of print journals are available for your leisure reading.

#### **DISCUSSION ROOM**

Discussion Room is available for group discussion or study. The room is equipped with tables and chairs, whiteboards and LCD projector. Users may book the room by registering the time slots they need at the Front Desk. The room may be used for a maximum period of two hours per booking. The room may be booked in advance.

#### **WIRELESS INTERNET ACCESS**

Free Wireless Internet Access for Laptops and PDA users are provided within the Library.

#### **COMPUTER WORKSTATION**

The Library is equipped with desktop computers for users to access electronic information such as databases, CDROMs, e-books and online journals etc. Usage is based on first come first served basis.

#### **SELF-CHECK SERVICE**

User with a valid membership card may use the "self-check" machines to check-out (borrow books) from the library. Our customer service staff will assist you. The Self-Check machine will issue a due date receipt. Members are advised to retain this receipt for future references.

#### **PRINT ON DEMAND SERVICE/ PHOTOCOPIER**

Photocopying service in both black & white and colour is available, please request for service from the Customer Service Staff. A charge is imposed for this service.

#### **THEATRETTTE**

The Library provides facilities ideal for Talks and Presentations, Seminars, Workshop and other events.

## 1. Operating Hours

STANDARD OPERATING HOURS (DURING SEMESTER)	
Monday - Friday	8.30am - 5.30pm
Saturday - Sunday	9.00am - 5.00pm
Sunday & Public Holiday	CLOSED

## 2. Circulation

Loans of open shelf books are given based on the category of membership of the AeU University Library. Details of loan privileges are as given below:

PATRON	CATEGORY	LOAN PERIOD	QUANTITY	FEES
Student	Under-graduate	3 weeks	3 books	-
	Post-graduate	3 weeks	5 books	-
Staff	Academic Staff	3 weeks	5 books	-
	Non-Academic Staff	3 weeks	3 books	-
External	Individual Member	3 weeks	2 books	RM 500 / Year or RM 100 /Month
	Day Member	Library Use Only	Library Use Only	RM 20 / Day
	Alumni	3 weeks	2 books	RM 200 / Year

### \*External Membership

- (1) External members may borrow 2 books at onetime if they pay a deposit of RM400 per book.
- (2) This deposit is refundable at the point of termination of membership.
- (3) Use of databases is within the library only.

## 3. Interlibrary Loan & Document Delivery Service

The AeU Library is a signatory of the Memorandum of Understanding (MOU) with the National Library. Under this scheme the AeU Library members may borrow books from the 500 member libraries in Malaysia under the interlibrary loans services. Document Delivery Service is also available under this scheme.

## 4. User Education & Information Skills

AeU Knowledge Centre provides:

- (1) Library orientation instruction
- (2) Information skills workshops for post-graduate students as part of the Research Methodology Sessions.
- (3) Basic bibliographic instructions.
- (4) Thesis formatting and reference management.

## 5. Reference Desk

Professional librarians provide library users with directions to use of library materials, advice on how to use library services and collections, and assist users to find multiple kinds of information from the Library's Resources.

## 6. Library Counselling

Users requiring special information needs for research can discuss with the librarians through our library counselling service.

### Contact Us

#### Asia e University Knowledge Centre

Mezzanine Floor

Wisma Subang Jaya

No 106, Jalan SS15/4

47500 Subang Jaya

Selangor

Malaysia

+603 50223570 (General Line)

library@aeu.edu.my

[www.facebook.com/AeUKnowledgeCentre](http://www.facebook.com/AeUKnowledgeCentre)

# UNIVERSITY SCHOLARSHIPS & AWARDS



## UNIVERSITY SCHOLARSHIPS AND AWARDS

### 1. AeU - ACD SCHOLAR AWARDS

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 recognised certificates.
- (3) Students who wish to apply must fulfil 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 recognised universities.
- (2) Students who wish to apply must fulfil 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) Fulfilment 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](http://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) Fulfilment 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](http://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 fulfil 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) Fulfil 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) Fulfilment 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](http://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. CHAIRMAN'S AWARD**

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

**Criteria:**

**A. PhD Research Programmes**

- (1) This award is given to the best overall PhD Thesis of the Year, whereby the thesis produced by the student is of outstanding achievement.
- (2) The student is selected based on the following criteria:

- (a) The best Thesis is proposed by each School for consideration of PSC.
  - (b) The Thesis must have attained sufficient academic merit for the award of the degree without the necessary or minor amendments/corrections to the Thesis as recommended by the Thesis Examination Committee.
  - (c) The thesis should have applied relevance to society and potential impact on the community.
  - (d) Conforms to all academic requirements and regulations (eg. timely submission of the various stages of the doctoral programme including the proposal defense and viva voce examination);
  - (e) Part(s) of the Thesis has been published or accepted for publication, as the main author, in at least one SCOPUS indexed article.
  - (f) No disciplinary action has been imposed on the candidate during his/her period of study at AeU.
- (3) The prize will be in the form of a certificate, trophy/medal and cash (RM4,000).
  - (4) The prize is awarded for the PhD Thesis of the Year 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, the recommendation will be duly considered by PSC to Senate.
  - (9) The decision of the Senate is final.

**B. Postgraduate Programmes by Coursework**

- (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 proposed by each School for consideration of Award Selection 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 the 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, the recommendation will be duly considered by Award Selection Committee to Senate.
- (9) The decision of the Senate is final.

**C. Outstanding Thesis for PhD and Outstanding Thesis for DBA Award**

- (1) This Outstanding Thesis for PhD and Outstanding Thesis for DBA Award recognize and reward thesis-based research graduate students whose thesis or dissertation has been identified by the Senate of AeU as outstanding among all those submitted during the academic year.
- (2) Criteria for the Outstanding Thesis for PhD and Outstanding Thesis for DBA Award:
  - (a) Nominations should come from the Chairman of Viva Voce Examination Committee. The following materials must be submitted in a nomination:
    - (i) A letter from the supervisor putting the contributions made by the student's thesis in terms of theoretical, practical and methodological, and of the field of research as a whole. It should also make clear the student's intellectual and technical contribution to the work described in the thesis and include comments on the following:
      - the level of independence shown by the candidate;
      - the candidate's input into the development of the project;
      - the candidate's initiative and/or creativity;
      - the candidate's intellectual ability and/or research expertise;
    - (ii) The candidate's CV (short), including education and research experience and a list of publications, with publications arising from their thesis research highlighted.
    - (iii) Preference is given to theses that are passed without amendment as recommended by the Thesis Examination Committee. Theses passed with minor amendments may also be considered.
    - (iv) The examiners' reports from the student's PhD viva voce examinations.
    - (v) The thesis abstract.
    - (vi) Confirmation of the award of the degree of Doctor of Philosophy by the Senate.
    - (vii) A copy of the thesis will be requested prior to the meeting of the judging panel.
  - (b) The nomination from the Chairman of Viva Voce Examination Committee shall be presented to each school for reviewing and shortlisting. If shortlisted by the School Committee, the nomination shall be forwarded to the University Selection Panel for deliberations and recommendations.
  - (c) Conforms to all academic requirements and regulations.
  - (d) No disciplinary action has been imposed on the candidate during period of study at AeU.
  - (e) The prize will be in the form

PhD Thesis	DBA Thesis	MSc Dissertation
certificate cash RM3,000.00	certificate cash RM2,000.00	certificate cash RM1,000.00

- (f) The award is not open for application.
- (g) This award is conferred during the University Convocation.

- (h) If no one qualifies for the year concerned, no prize will be awarded.
- (i) If more than one qualifies, selection will be made by the Selection Panel.
- (j) The Selection Panel as below:

SELECTION PANEL	
<b>Chairman</b>	(1) DVC & Dean SST, SGS and SFS
<b>Members</b>	(1) Dean SAHUSS and SOM (2) Dean SECS (3) Academic Advisor/Examiner for PhD (Edu) (4) Academic Advisor/Examiner for PhD (BA) (5) Academic Advisor/Examiner for PhD (ICT)  <u>Reserves:</u> (1) Academic Advisor/Examiner for PhD (Humanities) (2) Academic Advisor/Examiner for PhD (Finance) (3) Academic Advisor/Examiner for PhD (SBS)
<b>Secretariat</b>	Assessment Centre

- (k) The Chairman's Award will be for the Chairman of BOG.
- (l) The decision of the Senate is final.

## 5. PRESIDENT'S AWARD

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

### Criteria:

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

The student is selected based on the following criteria:

- (a) Candidate is nominated by each school and approved by Award Selection 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).

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

The award is not open for application.

This award is conferred during the University Convocation.

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

If more than one qualifies, selection will be made by Award Selection Committee.

The decision of the Senate is final.

## 6. SCHOOL AWARDS

This awards be given for programmes in each School as below.

- (1) That **every programme** (undergraduate or postgraduate taught courses) in each School allocates an **Award to its best student graduand** with the following criteria:
  - (a) There must be a minimum of **5 graduating students** within the cohort.
  - (b) Student must have achieved a minimum CGPA of 3.75.
  - (c) Cash payment of RM500.
  - (d) An accompanying certificate.

## 7. MAHANI ZAINAL ABIDIN AWARD

An eligible MBA recipient of the Dato' Dr Mahani Zainal Abidin's Award is based on the following criteria:

- (1) Candidate must have obtained a minimum of CGPA 3.75 in the MBA programme.
- (2) No disciplinary action has been imposed on the candidate during the period of study at AeU.
- (3) Candidate should not have deferred any semester until the completion of the studies.
- (4) Candidate must complete the programme according to the stipulated duration of study.
- (5) Conforms to all academic requirements and regulations (e.g. timely submission of assignments).
- (6) Candidate is nominated by the respective School to the Registrar who will then table it at Senate for approval.
- (7) The prize will be in the form of a certificate, trophy/medal and cash (RM1,000.00).
- (8) The award is not open for application.
- (9) This award is conferred during the University Convocation.
- (10) If no one qualifies for the year concerned, no prize will be awarded.
- (11) If more than one qualifies, recommendation from the respective School will be made to the Registrar who will then table it at Senate for approval based on the best Economics or Economics-related subject.
- (12) The decision of the Senate is final.

## 8. 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.

## 9. MERIT AWARD

- (1) This is **applicable for the top two students from each eligible programme based on their academic 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 CGPA of 4.00, and
  - (b) Has obtained an 'A' for all subjects in their semesters, 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 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.

## 10. AEGROTAT AWARD

- (1) A student can be considered for an Aegrotat Award, (Posthumously or otherwise) if he/she is most unlikely/impossible to continue their studies at a later date.
- (2) The School and Examination Unit must review carefully each application for Aegrotat Award which is considered on a case by case basis.
- (3) The evidence must be reviewed carefully before recommendation is made to Senate, including:
  - (a) personal condition of candidates; and
  - (b) candidate or family to produce the medical report from certified doctor that the candidate is unable to complete the programme; and
  - (c) recommendation and support from the examiners if relevant; and
  - (d) candidates must have completed at least a minimum of 75% of credits or programme requirements.
  - (e) the Dean's recommendation based on the above (a) to (d).
- (4) The request from the next of kin of the candidate for a Posthumous Aegrotat Award due to the death of the candidate.
- (5) The request from the candidate for any other reason, including illness. However, if the candidate cannot submit the request, the next of kin may submit with the evidence that the candidate cannot reasonably submit such a request.
- (6) An Aegrotat Award to be conferred only once during the graduation ceremony or any date decided by the Senate. The student will be invited to participate the ceremony and where an award is to be made posthumously, the Student & Alumni Affairs / SAA will liaise with the next of kin for conferment arrangement.

## 11. AeU DISTINGUISHED ALUMNI AND AeU OUTSTANDING ALUMNI

AeU aims to recognise our prominent Alumni as 'AeU Distinguished Alumni' and AeU Outstanding Alumni' status.

### Criteria:

- (1) For the 'AeU Distinguished Alumni' status, a panel of judges appointed by Senate shall follow a broad range of selection criteria to find and celebrate the most deserving nominees.
  - (a) Significant accomplishment/contribution locally, nationally, or globally in the field of community service, social justice, advocacy, and/or civil/human rights
  - (b) National recognition and/or global recognition.
  - (c) Distinguished career.
  - (d) May include active, former, and retired roles.
  
- (2) For the 'AeU Outstanding Alumni' status, a panel of judges appointed by Senate shall follow a broad range of selection criteria to find and celebrate the most deserving nominees.
  - (a) Significant accomplishment/contribution locally, nationally, or globally in the field of community service, social justice, advocacy, and/or civil/human rights
  - (b) National recognition and/or global recognition.
  - (c) Distinguished career.
  - (d) May include active, former, and retired roles.
  - (e) the nominees must also be highly qualified, successful and respected.

For example, an *outstanding* alumnus is in AeU's definition an alumnus who have excelled within their field. An *outstanding* alumnus may have created or achieved something, which has had a notable impact on people and society within their line of work or through representation in boards, non-profit organizations and networks. If a doctor is very well qualified, has had a lot of success in his or her career and is often asked to give advice to other doctors because he or she is known to be so good at the job, we can describe him or her as *Outstanding*. Henceforth, it's possible to be a *distinguished* person without being *outstanding*, since outstanding depends on respect which is earned through skill, education, public recognition. For example, a politician might be *distinguished* but he/she probably wouldn't be described as *outstanding*.

### (3) 'AeU Distinguished Alumni' and 'AeU Outstanding Alumni' Status Conditions

By accepting the Status, the recipient agrees to participate in and cooperate as required with all reasonable marketing activities relating to the Status. These may include, but are not limited to, being interviewed, photographed and filmed. The recipient must also agree that AeU may use their comments, image and name for advertising and publicity purposes and understand that the recipient is not entitled to any additional compensation.

### (4) General

- (a) The 'AeU Distinguished Alumni' and 'AeU Outstanding Alumni' status is not open for application.
- (b) AeU may disqualify any nominee that AeU reasonably determines has breached any of these terms and conditions or otherwise engaged in unlawful or other improper conduct that may bring the Status into disrepute.

### (5) Selection Panel

The Selection Panel shall comprise:

Chairperson	:	Deputy Vice-Chancellor
Members	:	The Deans of School
Secretariat	:	Registry (SAA)

## 12. 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 for senior citizens who are 60 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.

### MERIT SCHOLARSHIP FOR TOP PERFORMING STUDENT (100%)

- (1) Only applicable to top student in each eligible program based on current academic semester performance.
- (2) Requirements to be eligible for Merit Scholarship as follows:
  - (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.
- (3) If there are more than one students to be considered, the following criteria will be taken into consideration:
  - (a) The total marks obtained for all subjects.
- (4) Applicable to Malaysian and International students.

### LOYALTY INCENTIVE

- (1) Discount of 10% of Tuition Fee/Research Fee will be given to student who enroll 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)*

