



Student Handbook

Table of Contents

1.1	APIIT: General Background Information	7
1.2	Mission and Aims	7
1.3	Courses offered by APIIT	8
1.4	Location	8
2.0	Professionalism	8
2.1	Attire	8
2.2	Attendance and Punctuality	8
2.3	Academic and Disciplinary Records	9
3.0	Quality of Learning	9
3.1	Learning Environment	9
3.2	Evaluation	10
3.3	Class Mentor Scheme	10
3.4	Student Representatives	11
3.5	Consultation Hours	11
3.6	Feedback Procedure	11
4.0	Student Services	11
4.1	Career / Education Guidance Counselling	11
4.2	Personal Welfare Counselling.....	11
4.3	Accommodation	12
4.5	Industrial Training.....	13
4.6	Job Placement	13
4.7	References	13
4.8	Travel Arrangements.....	13
4.9	Testimonials	14
4.10	APIIT Students Activities & Recreation.....	14
5.0	Facilities & Services	14
5.1	Lecture Rooms	14
5.2	APIIT Online Courseware Community.....	15
5.3	Library Facilities & Services.....	15
5.3.1	Operating Hours	15
5.3.2	Membership.....	15
5.3.3	General Membership Rules	16
5.3.4	Registration	16
5.3.5	Ownership of Card	17
5.3.6	Library Briefings	17
5.3.7	Information and Assistance	17
5.3.8	Lending Policy.....	17
5.3.9	Book Requisitions	21
5.3.10	Feedback and Comments.....	21
5.3.11	Lost or Damaged Materials	21
5.3.12	Photocopying.....	21
5.3.13	Library Computers.....	22
5.3.14	Personal Belongings	22
5.3.15	Library Security System	22
5.3.16	Withdrawal of Membership.....	22
5.3.17	Termination of Membership.....	23
5.3.18	Refund of Library Deposits	23

5.3.19	Recruitment of Library Assistants	23
5.3.20	Conduct of Readers in the Library.....	23
5.4	Computing Facilities & Services	24
5.4.1	General	24
5.4.2	Laboratory Slot Allocation	25
5.4.3	General Facilities.....	25
5.4.4	Access to Laboratories.....	25
5.4.5	Usage of UNIX System	26
5.4.6	Usage of Equipment in the Laboratories	26
5.4.7	Printer Usage	26
5.4.8	Bookings.....	26
5.4.9	Computing Hardware	27
5.4.10	Computing Facilities for Presentations	27
5.4.11	Use of Personal Equipment	27
5.4.12	Copyright Infringement – Use of Personal, Mobile & Loan Devices	27
5.4.13	Electronic Mail	28
5.5	Syndicate Rooms.....	28
5.6	Audio/ Video Facilities	28
5.7	Meeting Room	28
5.8	Lobby and Reception areas	28
5.9	Parking	29
6.0	Administration	30
6.1	Registration	30
6.2	Course Fees	30
6.2.1	Late Payments.....	30
6.2.2	Transfer between Intakes.....	31
6.2.3	Withdrawal Procedures	31
6.2.4	Exemption Procedures.....	31
6.2.5	Fee Payments – Student / Study Loans.....	31
7.0	Academic Awards.....	31
8.0	Studying at APIIT.....	32
8.1	Lecture times.....	32
8.2	Assessments	32
8.3	Examinations Guidelines	33
8.4	Extenuating Circumstances.....	33
8.5	Cheating and Plagiarism	34
8.6	Results.....	34
8.7	Referrals.....	35
8.8	Appeals	35
9.0	General Services	35
9.1	APIIT Newsletter	35
9.2	Student Sports & Recreational Activities	36
9.3	Part-time Positions with APIIT.....	36
10.0	Health, Safety & Security	36
10.1	Health and Safety	36
10.2	Prohibited Areas.....	36
10.3	Prohibited Items	36
Appendix 1: Professional Code of Conduct		38
1.0	Introduction.....	38
1.1	Attire.....	38

1.2	Attendance and Punctuality	39
1.3	Behaviour and General Conduct	39
1.4	Upkeep of APIIT Premises and Facilities	40
1.5	Academic and Disciplinary Records	41
1.6	Reminder for International Students	42
Appendix 2: Courses Offered by APIIT.....		43
Appendix 3: Library Regulations		45
•	Membership	45
•	General Guidelines.....	45
•	Procedure for Borrowing Books	45
•	Procedure for Returning Books.....	46
•	Overdue Books.....	46
•	Lost/Damaged Books	46
•	Withdrawal of Membership	46
•	Refund of Deposit	46
•	Other General Issues	49
•	Computer users are prohibited from:	49
Appendix 5: Safety and Health		51
•	Possessions.....	51
•	No Smoking Policy	51
•	Individual Responsibility	51
•	Computer Systems	52
1.0	Entering the Examination Hall.....	53
2.0	Prior to Commencement	53
3.0	Reading Time.....	54
4.0	During an Examination	54
5.0	At the end of the Examination	54
Appendix 6 : List of Diploma Modules and Assessment Weightings ..		Error! Bookmark not defined.
Appendix 7: Procedure for Making a Claim for Extenuating Circumstances		56
1.0	Introduction.....	56
2.0	Making a Claim for Extenuating Circumstances	56
NOTES:.....		57
Appendix 7a : Guidance on How To Submit A Claim for Extenuating Circumstances		58
1.0	Introduction.....	64
2.0	Coursework.....	64
3.0	Examinations or Tests.....	64
4.0	The Examination Disciplinary Committee – Procedures.....	65
Appendix 8: Programme Information		Error! Bookmark not defined.
1.1	Basic Principles.....	Error! Bookmark not defined.
1.2	Framework	Error! Bookmark not defined.

Message from the Executive Director

Welcome to the Asia Pacific Institute of Information Technology (APIIT). We hope that you will enjoy studying with us and that your learning pursuit here is very successful. At APIIT people matter above all else. We are committed to opening the door of opportunity to all students who can benefit from our courses. We are similarly committed to consolidating and developing our well-established links with industry and commerce, and with other institutions of higher education, in the regional, national and international community. The pursuit of excellence and provision of value for money are central to these commitments.

The presentation of the Student Charter in the opening section of the handbook demonstrates APIIT's commitment to a spirit of cooperation and openness in the community. Written in the form of a contract it seeks to identify the mutual expectations of staff and students. We will be keen to receive your response to the Student Charter during your time at APIIT and will welcome comments, which promote the sense of community we seek to achieve.

Our staff look forward to receiving you as a member of our community and to assisting you in the pursuit of excellence in both your academic and wider life.

The Student Charter

APIIT seeks to provide a challenging and stimulating environment in which students can realise their individual and group potential in a setting, which strives for high quality provision. The Student Charter reflects the spirit of partnership that the Institute sees as central to the acquisition of the high professional and ethical standards it wishes to promote. The Charter is not intended to be contractually binding. Its purpose is to demonstrate how the APIIT-student partnership can work in practice. It specifies what students and APIIT may expect of each other, so that standards of excellence can be achieved.

In this context the Institute commits itself to provide for its students:

- an equitable and supportive environment for all students;
- clear information about admission policy and procedures;
- a fair and efficient admission system;
- full and accurate information on how courses will be taught and assessed (please see 3.1 for a more detailed description);
- learning resources (library services, study areas, computer assisted learning, audio-visual resources, computer laboratory facilities, etc.) appropriate to the courses offered. Students can expect to receive a high standard of teaching and research supervision in line with APIIT's quality policy and mission;
- opportunities for employment and university placement;
- a fair and efficient feedback procedure.

It is expected that all students of the Institute will reciprocate by:

- complying with the Institute's published expectations and Professional Code of Conduct relating to conduct, academic and other matters as set out in Appendix 1;
- displaying responsible attitudes towards staff, fellow students and visitors to the Institute;
- treating the Institute's property with respect, in a manner consistent with the Institute's policy;
- taking part in any learning or teaching activities, including attending lectures and practical on time and submitting work promptly;
- complying with deadlines assigned by the Institute;
- notifying their mentors and/or lecturers if they are experiencing any problems or difficulties;
- reporting absences promptly to the administration office or their mentors;
- participating in extra-curricular activities;
- contributing to the reputation and development of the Institute by suggesting where improvements can be made.

The Charter is seen as a document which will be refined in the light of experience. Students and staff members are therefore urged to contribute fully to the continuing evaluation of APIIT's courses and services in order to promote its character as a dynamic and progressive institute.

1.0 Introduction to APIIT

1.1 APIIT: General Background Information

APIIT is geared to provide the highest quality education. This is aimed at meeting the critical shortage of IT specialists and managers at all levels. The Institute will tailor student skills to the needs of commerce and industry and so equip them with the relevant competencies for career development and also for study at graduate and postgraduate levels.

The teaching and learning styles employed at APIIT are characterised by a strong emphasis on knowledge and on the understanding of theory, and their application within a practical framework. APIIT's students are expected to be self-reliant, capable of individual and independent thinking, and to possess the ability to work with others and in a team. Particular care is taken to ensure that learning experiences in APIIT courses are structured for the employment market, using for instance, examples based on industrial or commercial practice.

In the 21st century APIIT is destined to be a major centre for Education and Training. The Institute is positioned to contribute to Malaysia's development as a regional training hub of excellence by creating a teaching and learning environment which is also suited for high-technology research and development.

1.2 Mission and Aims

APIIT's mission is to provide IT and business education services of international quality standards.

The following aims underpin the programme of higher education. It is intended that APIIT should:

- provide opportunity for all, regardless of race, sex, religion or ethnic origin to acquire an academic or professional qualification;
- supplement and complement the policies of the Government of Malaysia by providing her citizens with opportunities for higher learning;
- participate in the Prime Minister's VISION 2020 goal to make Malaysia a developed nation and centre for educational excellence in the region;
- be continuously well informed of the current market by both being involved in research and development and providing consultancy to leading companies and multinationals;

- provide a broad-based and academically sound education to the required level so that it combines the development of knowledge with the acquisition of skills;
- train the student to apply such knowledge and skills towards solution of practical problems.

1.3 Courses offered by APIIT

APIIT offers a complete suite of high quality courses in Technology, Information Technology and Business. These courses range from specialised programmes for diploma and degree courses to Masters courses. A list of these courses is provided in [Appendix 2](#).

1.4 Location

The new, prestigious, site in Technology Park Malaysia, reinforces APIIT's position as a leading provider of IT education in South East Asia.

2.0 Professionalism

APIIT is a professional establishment and, from the moment of entry to the Institute, you will be treated a professional. Education in itself cannot guarantee a job. Any individual who wishes to pursue a successful career is expected to display and practice a high level of professional and interpersonal skills. APIIT therefore seeks to instil, in addition to the development of skills and knowledge, the strong sense of professionalism that will stand you in good stead in your future career.

2.1 Attire

Attire must be compatible with the public image of APIIT. The Institute's aim is to prepare you professionally for the job market. Although there is no uniform dress, you are expected to dress sensibly and discreetly while at the same time ensuring your own comfort and convenience (see [Appendix 1](#)).

2.2 Attendance and Punctuality

Being present at all lectures, tutorials and practical is a pre-requisite of a successful student. Punctuality also constitutes a very important part of the educational process (see [Appendix 1](#)).

Attendance is required at all teaching sessions for the modules for which you have enrolled. Sessions include all tutor-led activities such as lectures, seminars, tutorials and presentations. "Sessions" should not be interpreted as "weeks". For small group sessions (sessions which involve a sub-set of the whole module cohort) you must attend the sessions to which you have been assigned.

If you are absent from a module(s) or programme of study on four consecutive occasions in a semester, including lectures, tutorials, seminars and laboratory based classes for reason other than personal illness without written approval you may be deemed to have withdrawn from the module(s) or programme of study and your registration on that module(s) or programme of studies cancelled. You may be excluded from further teaching, denied access to examinations and refused the opportunity to submit assessment for the module or award. You will therefore need to seek permission to start again on the same module (or a replacement where applicable). This may affect your eligibility to progress to the next Level of your award.

2.3 Academic and Disciplinary Records

Self-discipline and the ability to follow regulations and instructions are essential ingredients in professional training. Your ability to adapt and thrive in actual working environment will not only be reflected by the grades received, but also by your self-discipline during the course.

3.0 Quality of Learning

APIIT has successfully adopted a quality management system based on the ISO9000 Series of Quality Systems Standards'. Your input to the quality system is critically importance as it will assist APIIT in identifying opportunities to improve its operations and service to you and your fellow students. An Online Feedback Form is available at <http://webspace.APIIT.edu.my/feedback>. You will get a response to your feedback within seven days of submission.

3.1 Learning Environment

Quality in the provision of appropriate learning opportunities is a key objective of the Institute. The Institute has a comprehensive quality assurance system, which is monitored by external audit. Our emphasis will be to encourage and empower you to become an independent learner.

You can expect APIIT to provide:

- teaching which is up-to-date and supported by appropriate materials and facilities;
- accurate information about the teaching and assessment timetable;
- appropriately staffed, programmed classes and as much notice as possible of any alterations to the published timetables;
- the return of marked assessments in reasonable time as per the assessment schedule;
- details of the structure and content of all programmes of study and how they will be taught and assessed;

- a fair assessment process with the right to appeal and reassessment.

You can expect our quality process to:

- Moderate the summative assessments of all students to ensure fairness, consistency and conformance to standards.
- Work with APIIT to provide you with up to date courses, effective learning and appropriate learning resources.

APIIT can expect you to:

- attend timetabled classes, hand in work on time and notify your lecturer(s) if for any reason you are not able to keep up your attendance;
- adhere to the assessment timetable;
- spend sufficient time in the preparation and completion of assignments to do justice to your ability;
- make appropriate use of the facilities provided, within the published regulations and guidelines.

3.2 Evaluation

During your time at the APIIT you will be asked to fill in evaluation questionnaires to assist the Institute in its course monitoring and planning. Such questionnaires are important for the benefit of your fellow and future students. We would be grateful for your full and prompt co-operation in completing them in a constructive and objective way. You will be able to access the Online Course Appraisal System at:

<http://webspace.APIIT.edu.my/appraisal/>

Students who do not complete their course appraisal by the stipulated date indicated on their examination schedule (posted on the WebSpace) could find their results withheld until they complete their course appraisal.

3.3 Class Mentor Scheme

While a lot of emphasis is placed on providing you with IT related skills, your development as a professional is also considered to be a crucial element of your education at APIIT. For this reason your class will be assigned with a lecturer, known as the class mentor, who will be responsible for the professional development of all students in your class. The class mentor will also function as your link with APIIT's management. APIIT encourages you to develop a close relationship with your mentor and to keep him or her informed of any particular concerns or circumstances, personal or professional that may affect your studies.

3.4 Student Representatives

Each class will elect two student representatives who will function as the liaison between student and the class mentor or APIIT's management in all matters. The student representatives form a vital communication link between the students and the Institute. The student representatives will play an important role in facilitating mutual understanding between the Institute's management and the student body.

3.5 Consultation Hours

In accord with the Institute's quality mission, lecturers will allocate consultation hours for students. The purpose of this is to improve accessibility by making lecturers available to the students at designated times. Information on consultation hours will be available online at <http://crypto.apiit.edu.my/webapps/staff/consultation/> . It can also be accessed at <http://webspace.APIIT.edu.my/>.

3.6 Feedback Procedure

We seek to operate a fair and efficient feedback procedure. If appropriate, a formal feedback can be made by completing an Online Feedback Form available at <http://webspace.APIIT.edu.my/feedback>. The Institute will provide advice and assistance if you have cause for feedback. It will keep you informed of the progress of any feedback you may make and deal with the feedback in confidence. You will get a response to your feedback within seven days of submission.

4.0 Student Services

There are full-time Student Services Executives at all APIIT centres to look into your needs.

4.1 Career / Education Guidance Counselling

The Student Services Executives will counsel you in choosing the right pathway to achieve your goals, be it in employment or university.

4.2 Personal Welfare Counselling

APIIT recognizes the fact that students may sometimes have personal problems and may welcome the opportunity to discuss them with someone in complete confidence.

A trained and experienced Personal Counsellor is available to all APIIT students. She works to a Code of Practice which obliges her to offer complete confidentiality to her clients.

The concerns that people bring to counselling can vary enormously and can include such issues as: -

- Relationships (with friends, family or partners)
- Eating Disorders
- Lack of self confidence or self esteem
- Sexuality
- Bereavement
- Depression
- Difficulty adjusting to college life
- Loneliness
- Homesickness (especially for out station and foreign students)

Nothing is too big or too small an issue to bring to Personal Counselling. A Personal Counsellor will not normally offer advice but will help you explore your problems in a supportive and non-judgmental way so that you can decide for yourself the best way forward.

If you feel unhappy, depressed or distressed, for any reason, it can affect your academic performance as well as your social and family life. Personal counselling is available to help you overcome your problems and concerns.

You can contact the counsellor at Maggie@APIIT.edu.my to make a mutually convenient appointment.

4.3 Accommodation

The Student Services Executives will assist you in obtaining accommodation, either through an appointed agent or APIIT managed accommodation. Should you require assistance with accommodation, please contact the Student Services Executives.

Students living in rented homes should abide by the following rules.

- you should at all times refrain from any behaviour or action of a kind which is likely to bring the good name of the Institute into disrepute or which reflects adversely on the good relationships which the Institute seeks to maintain with the landlords.
- you must show consideration towards neighbours and residents in the local community. It is essential that such people should be able to live and rest undisturbed and, therefore, students must be reasonably quiet.

- you must show respect for the premises, furniture and fittings, which are the property of any private landlord.
- you must pay promptly any debts due for which you are personally responsible and which arise in connection with the rent of the premises or for services supplied to those premises.

4.5 Industrial Training

Some universities require their students to undergo industrial training in the third year of their four-year degree course. Students applying to enter these universities must fulfil this requirement by working between nine months to a year after the second level. You must submit an Industrial Training Report in which all the work experience during the industrial training is documented.

APIIT supports industrial training activities by supervising the preparation and completion of the report. Your report will be sent to the university along with the university application. For more information on this, please contact the Student Services Executives.

4.6 Job Placement

APIIT continuously receives job requirements from employers in the I.T. industry who wish to hire its graduates. Students interested in the job placement scheme are required to complete the Student Profile Form, which is available from the Student Services Executives. APIIT will use this information to provide employers with a list of suitable candidates. Only students who have developed their full potential, both academically and professionally, will be recommended for placement.

Employers will contact you for interviews. You are required to maintain a high level of professionalism during your attachment in order to maintain the image of the Institute. Negative feedback from the employers may disqualify you from further attachments.

4.7 References

If you require references other than for project purposes you should obtain them from the Administrative Executive. The lecturers concerned will arrange references for projects.

4.8 Travel Arrangements

The Student Services Executives will provide assistance with travel arrangements for students going abroad for the final year of their study. Travel representatives will be invited to give talks on travel arrangements for students.

4.9 Testimonials

Testimonials are awarded once your course is completed. The testimonial will be addressed to specific individuals or companies and no open-ended letter will be issued.

4.10 APIIT Students Activities & Recreation

The Students'ARC brings together a huge number of enthusiastic, committed and talented people, who are all prepared to work to improve the lives of the APIIT student community. It has over twenty committees, all working on different aspects of student life. Most of these are active and innovative individuals, who would be skilled talented professionals, our pride & joy!!

APIIT, a professional leading IT educator, creates complete ALL ROUND CHARACTERS who have knowledge, skills and wisdom that will help prepare you for the challenges that lie ahead, thus rewarding a promised future.

The services and representation provided by the Students' ARC exist solely for you - the students of APIIT. APIIT recognizes that academic coupled with social & recreational activities will emphasize to cultivate all round characters, so come and participate and *don't miss out the FUN of a Students' LIFE!*

5.0 Facilities & Services

The Institute is committed to the provision of reasonable access to its learning support services. The facilities are designed to provide a supportive student-learning environment. The Institute property must be treated with care and respect at all times. No property of the Institute shall be removed from the premises without prior approval, in writing, from the Managing Director or his duly appointed representative.

Students causing loss of, or damage to, the Institute's property from activities, which are not permitted by the Institute, shall be held personally responsible and liable for the cost of replacement and repair as necessary.

5.1 Lecture Rooms

Lecture rooms are set up to provide a modern and conducive learning environment. All lecture rooms are carpeted, air-conditioned and equipped with comfortable chairs and tables, multi-media, projectors and white board. You should always maintain the cleanliness of the lecture rooms in order to preserve an environment that is conducive to learning.

5.2 APIIT Online Courseware Community

The APIIT Online Courseware Community is an e-learning portal established by APIIT to supplement and enhance the learning experience of APIIT students. This web-based system is accessible through the Internet using a web browser. Students and lecturers could collaborate using the tools available upon logging in.

To access the APIIT Online Courseware Community, you need to have a web browser and an Internet connection. From the main community page at Webspaces, <http://webspaces.APIIT.edu.my>, click on the link called **Online Courseware Community**.

For more information, please refer to the FAQ (Frequently Asked Questions) available there.

5.3 Library Facilities & Services

The APIIT library is a well-equipped facility that offers an extensive range of reading and audio-visual materials. It aims to support the Institute's instruction and research programmes.

The Library's Mission is to establish and maintain state-of-the-art Multimedia Information Resources Service Centers for APIIT both in Malaysia and its overseas operations.

APIIT has a main library located on the Third Floor at TPM.

APIIT Library provide a comprehensive range of core materials for all subjects taught within its current curriculum. These include newspapers, books, relevant print journals and CD Rom References. APIIT Students are also allowed on-Campus access to online databases such as ACM, Current Law Journal and Proquest Computing.

5.3.1 Operating Hours

APIIT Technology Park Malaysia

Mondays – Fridays	- 8.30 am - 8 pm*
Saturdays (2 nd and 4 th Saturdays)	- 8.30 am - 2 pm *
Saturdays (1 st and 3 rd Saturdays)	- Closed
Sundays and Public Holidays	- Closed

* Counter Service begins at 9.00 am

5.3.2 Membership

- Membership of the library shall be granted to the following groups:

- ✓ All Full-Time and Part-Time students of APIIT who have paid for their library deposits and/or library fees (Full Time students only).
- ✓ Academic and Administrative staff of APIIT.
- ✓ Members of Staff from the Research and Development Team
- ✓ Members of The APIIT Alumni

- The following are payable by students for the use of library facilities:

Types of Payment	Amount
Library Deposit (Fully Refundable) For Foundation Level , Level One and Level Two	RM 200
Library Deposit (Fully Refundable) For Level 3	RM 300
Library Deposit (Fully Refundable) APIIT Alumni	RM 250.00
Library Fees	<ul style="list-style-type: none"> • Foundation Level, Level 1, Level 2 and Level 3 Students – RM 96.00 per Academic Year. • Full Conversion Courses – RM 48.00 • Bridging Conversion, Pre-requisite Courses – RM 24 • APIIT Alumni – RM 200 and RM10.00 for a Membership Card.

5.3.3 General Membership Rules

- All members are required to sign an undertaking to abide by the rules and regulations of the library upon registration.
- The Library Management reserves the right to suspend or terminate the membership of any individual who does not adhere to rules and regulations set down by the library.
- The Library Management may permit an occasional or limited use of the library to individuals other than the above.

5.3.4 Registration

- A new member will be provided with a Library Membership Card upon receipt of payment of the Library Deposit and/or Library Fees.

5.3.5 Ownership of Card

- Library Membership is not transferable.
- Your Student ID is also your Library Membership Card. Library users must prominently display their APIIT Student ID in order to gain entry to the library. Students who fail to do so will not be allowed access to the Library.
- Library and Administrative staff must be notified if a Student Card is lost or stolen. A Member will be fully responsible for any consequences if this matter is left unreported.
- Members must inform the Library Staff on duty immediately of any change in personal particulars.

5.3.6 Library Briefings

The library conducts Introductory Sessions where new students are introduced to the library's resources, facilities and services. Should you miss these group sessions for some reason or other, do request for a personal introduction to the facilities from the library staff on duty.

5.3.7 Information and Assistance

- Guidelines are provided to assist members in locating the materials. Please refer to the notices within the library premises.
- Should you need any assistance with any aspect of library use, Library Assistants on duty are available to guide you to the appropriate section.

5.3.8 Lending Policy

Listed below are the types of library members and their borrowing privileges

Group Type	Loan Limit	Loan Period
Level 0 and 1	2 Items	1 week
Level 3	3 Items	1 week
Lecturers	10 Items	✓ 1 week (for materials from library)-

		maximum of 4 items) ✓ 3 months (for materials from Staff Library)- Maximum of 6 items
Administrative Staff	2 Items	1 week

- No items are to be taken out from the library unless a member of the library Staff has issued them out to the borrower.
- The borrower must ensure that all library items in his/her possession have been issued out before he/she leaves the library. Failure to do so could result in disciplinary action being taken against the borrower.
- The borrower should ensure the items being borrowed out are in good condition. A member is fully responsible for any damage to items taken out in his/her name.
- A member must produce his/her library card when borrowing materials.
- Any attempt to borrow books with another member's card will result in the card being confiscated. Disciplinary Action will also be taken against the student/s concerned.
- A member should not his/her library card to be used by another individual.
- A member who has reported the loss of his/her Membership Card will be allowed entry if they produce their payment receipt or Student ID card as a substitute. Members will be allowed a grace period of 14 days to obtain a replacement card.

a) Book Loans

- Each member can only borrow one copy of a book title, regardless of the edition.
- A member is not allowed to renew or reserve a book on the same day that it is returned to the library. This is to ensure that other members have the opportunity to borrow the book.
- A member will need to ensure that the books he/she is about to borrow is in good condition and have not been scribbled upon. Damaged Books should be handed to the Library Assistant on duty. The Library assistant will then take appropriate action to get the book repaired. Should you need the book very urgently, please ensure that details of the extent of the damage is noted on the date due slip before the book is issued on loan to you,
- The Library Member should ensure that the Library Assistant stamps the Due Date on the date slip of the book prior to the member leaving the library.

b) Book Returns

- Books should be returned on or before the due-date assigned. Fines are imposed on overdue book(s).
- It is the member's responsibility to ensure that the books returned are processed by the Library Assistant before he /she leaves the counter.
- Members returning books are strongly advised against leaving books at the counter without notifying the staff on duty.
- A member's account will be suspended if his/her fines are not settled. For details on fines, please refer to "*Fines*".

c) Book Renewal

- Only one renewal is permitted.
- Books can be renewed provided there is no reservation for the title in question.
- Please ensure that the due-date is updated.
- Book renewals cannot be done via telephone or email. Members are required to bring along the books in case a reservation has been placed for books out on loan to them.

d) Book Reservations

- Reservations may be placed on items which are out on loan.
- Each member is allowed to reserve a maximum of 3 items at any one time.
- The date for collection of a reserved book is merely an approximate date. A daily list of "Books Ready for Collection" is posted on the Library Notice Board.
- For online access to Book Reservation Notices, the URL is <http://crypto.APIIT.edu.my/library/>. It is the student's responsibility to check their book reservations on a daily basis.
- Members are given a grace period of 3 days (inclusive of Sunday) to collect their book. Book reserved will be assigned to the next student if a member fails to collect the reserved books within the grace period.

e) Loans of CD-ROMS

- CD-ROMS that come as a supplement to books are available for loan on condition that it is borrowed out together with the books.

- The borrower should ensure that the CD-ROMS to be borrowed are in good condition prior borrowing. Borrowers are liable for any damage to CD- ROMS whilst in their possession.
- The fine rates for the late return of CD- ROMS are the same as that for books.

f) Fines

- An item will become overdue if it is not returned or renewed on or before the expiry date.
- Overdue items incur fines and blocked borrowing privileges. A member’s account will be remained suspended until the book(s)/items are returned and the fines settled.
- The table below shows fines are levied on overdue items:

Day	Penalty
First 7 days	RM 0.20 per day
Next 7 days	RM 0.30 per day
Third 7 days	RM 0.40 per day
22 nd day onwards	RM 0.50 per day
After 30 days	Library Deposits will be forfeited after a reminder notice has been issued.

- Accounts will be activated as soon as all overdue fines are settled.

g) Online Circulation System

- The library operates an online circulation system for the loan of materials. Each material has a barcode label with a unique identification number and every borrower has a Student ID card with another unique barcode number.
- The Library Assistant on duty scans these barcodes and records loans into the Library Database. The barcodes of the material(s) are scanned again upon return of the items to the library, thus cancelling the loans.
- The Library Membership is the essential link in the process that allows members to loan materials. As mentioned in “Ownership of Cards”, Membership is not transferable, hence, a Library Member is fully responsible for all items loaned against his/her Library Membership.

5.3.9 Book Requisitions

- Book Requisition Forms are available at the counter.
Member should provide relevant details (e.g. Title, Name of Author(s), Publisher, ISBN, Year of Publication etc.) to facilitate speedy acquisition of the requested book /item.
- All requests will be given due consideration and relevant items will be purchased.

5.3.10 Feedback and Comments

- An online Feedback service is in place. Feedback can be provided via <http://crypto.APIIT.edu.my/library/>.
- Members are encouraged to provide the Library Management with feedback and suggestions. This will enable the library to consistently improve on the services and facilities provided.
- Members will receive a response to their query, suggestion or complain within seven (7) days.

5.3.11 Lost or Damaged Materials

- If an item out on loan is lost or damaged, the borrower will be held liable for it and he/she must cover the cost of replacing or repairing the material.
- If an item out on loan is confirmed lost, a member must inform the Library Assistant on duty so that fines will not continue to be accumulated. Payment for or replacement of lost materials will have to settled within a given grace period of 30 days.
- An additional charge may be included to cover the administrative costs of replacing the material.

5.3.12 Photocopying

- Photocopying facilities are made available within the library premises. The photocopying machine operates on a card system.
- Members need to purchase a Photostat Card with a net value amount of RM 10 .00 in order to utilize the machine. The card does not have expiry date and allows photocopying of up to 100 copies.
- Photostat cards cannot be reloaded when the card value is nil. Members will need to purchase a new Photostat Card.
- According to the copyright law, an individual is allowed to make single copies of the following for research/private study.
 - ✓ 1 chapter of a book;
 - ✓ 10% from a book;

- ✓ 1 article from a periodical/magazine

5.3.13 Library Computers

- The computers provided in the library are to be used for academic research purposes only.
- Member may use the computer for viewing of Student Multimedia Projects produced in CD-ROM Formats. These CD-ROMS will be made available to users upon request at the Circulation Counter.
- Use of computers for sending emails and SMS Messaging and for online chatting is strictly prohibited.
- Members are prohibited from installing application programs into the computers made available for student use.
- Members caught committing any of the above-mentioned offences will be penalized.
- Members are advised to save their work onto their own diskettes. The Library Management will not be responsible for any loss of work saved in the library computers.
- Please approach the Library Assistant on duty when faced with technical problems with the computers.

5.3.14 Personal Belongings

- Members should not leave their belongings (handphones, wallets etc.) unattended within the library. The Library management will not be held liable for any loss of personal belongings.

5.3.15 Library Security System

- A Book Detection System is in place at the entrance and exit point of the library. This is for the express intention of minimizing loss of library property.
- If the security system alarm sounds upon you entering or leaving the library, kindly approach the Library Assistant on duty. The librarian will appropriate action.
- Theft, mutilation and vandalism are criminal acts. Disciplinary action will be taken against any individual who commits any of the above offences.

5.3.16 Withdrawal of Membership

- Members who fail to pay fines or who retain books for more than four weeks after the due date for the return may, at the discretion of the librarian, have their membership suspended.
- Such membership may be restored when the relevant book(s) have been returned and/or any outstanding charges have been defrayed.

5.3.17 Termination of Membership

- Members are allowed to terminate their library account upon completion of an academic programme. Termination of membership will only be approved provided the following conditions are met:
 - ✓ The Member does not have any outstanding loans
 - ✓ The Member has no outstanding fines.

5.3.18 Refund of Library Deposits

- The Administrative Assistant (Finance) will only refund library deposits upon receiving clearance from the library.
- Transfer of library deposit is allowed when a member progresses from one level to another within APIIT.

5.3.19 Recruitment of Library Assistants

- APIIT Students can apply to be Library Assistants.
- The library management conducts recruitment exercises periodically. Please refer to the library notice board for the recruitment notifications.
- Students are encouraged to apply on condition that they have completed a minimum of ONE semester (4 months) of a course conducted in APIIT.
- Applicants are required to hand in an application letter, a detailed resume and a passport-sized photograph (non-returnable) to the librarian on duty.
- Short-listed Candidates will be called for an interview.
- Successful candidates will be required to undergo three weeks of probation.

5.3.20 Conduct of Readers in the Library

- a) Attire
 - Members are required to dress sensibly and discreetly, in compliance with rules and regulations of APIIT.

- Sports shoes, sneakers, T-shirts, Collarless shirts and jeans are strictly prohibited.
 - Library Assistants have the authority to request a member to leave the library premises if he/her fails to meet the basic requirements.
- b) Silence
- Hand phones are required to be switched to silent mode prior to entering into the library. Action will be taken against members who answer their hand phone or make calls within the Library Premises.
 - Students should book allocated rooms to carry out group discussions within the library. Room bookings are on an hourly basis. Conversation should be carried out in an acceptable volume.
 - The library corridor should be kept clear at all times. Students should not gather along the corridor and carry out long conversations. All this will be very distracting to students working in the library.
- c) Bags
- No bags are allowed into the library. Members may place their bags on the racks provided along the library corridor. Bags should not be placed on the floor as there is a likelihood that library users may trip over these bags.
- d) Consumption of Food/Beverage
- Eating, drinking and smoking are strictly prohibited within the library. Food and drinks should be left on the racks outside the library.
- e) Vandalism
- The furniture and fittings provided in the library are organized to allow for maximum comfort and privacy for members to carry out their work.
 - Members caught scribbling or mutilating the library property will be penalized.

5.4 Computing Facilities & Services

5.4.1 General

The computing facilities in APIIT are available for use by all students during the course. Some class work is done on the Institute's computing facilities. However, in addition, you may also find it convenient to have your own personal computer at home to use for assignment work. The computer laboratories are accessible from 8.30 am to 5.30 pm (Monday to Friday) for full-time students

and from 5.30 pm to 9.00 pm (Monday to Friday) for part-time students. On Saturday the laboratories are open for all from 8.30 am to 1.00 pm. (Except the 1st and 3rd Saturdays in a month)

5.4.2 Laboratory Slot Allocation

Lecturers for each module will allocate sufficient period of laboratory usage for all students within a class for their assignments, projects, etc. If you are unable to finish your work during the allocated time, you will be able to book additional laboratory time based on the availability of units.

5.4.3 General Facilities

APIIT's computing facilities consist of two UNIX laboratories with terminals connected to a HP9000 UNIX minicomputer, PC laboratories with Pentium IV PC's connected to a HP Server. These laboratories are networked and hence allow the PCs access the HP9000 UNIX minicomputer through terminal emulation software. Printers are located in the UNIX and the PC laboratories for students to obtain hardcopies of their work. APIIT's network is also linked to the Internet, providing access to E-mail and other Internet applications.

APIIT encourages good and full use of the computing facilities. However, for the protection and benefit of the community of users, you must agree to abide by the rules and regulations governing the usage of the Institute's computing facilities. (See Appendix 4) Failure to do so will result in disciplinary action.

5.4.4 Access to Laboratories

You will be given scheduled time slots to use the computing facilities, and you should only use these facilities during the allocated time slots.

Discussion, in the spirit of co-operative learning, is encouraged in the laboratories, as long as it does not inconvenience the other students and overcrowd the laboratories.

Should the laboratories become over-crowded; students not timetabled for the laboratories will be asked to make use of syndicate rooms for further discussion.

You are responsible for ensuring that the computing facilities are used in an effective, efficient, ethical and lawful manner.

5.4.5 Usage of UNIX System

The following should be taken into account when using the UNIX system.

- You will be provided with an account to login to APIIT's UNIX system.
- You are responsible for the manner in which your account is used. Your password should not be revealed to anyone else.
- Each UNIX account is normally allowed a maximum storage quota of one megabyte. You should ensure that you regularly maintain your storage by deleting unwanted files so as not to exceed this quota
- All entries made using your account are logged by the system. As such, you should ensure proper use of your account so as not to result in inconvenience to other users. Any improper use will be deemed as unprofessional conduct and shall be dealt with in accordance with the Institute's General Rules and Regulations.

5.4.6 Usage of Equipment in the Laboratories

All computing resources are to be used solely for the purposes related to their course. These purposes include teaching sessions, assignments, practical, projects and research, as authorised by the Institute. If you want to use laboratory facilities for other beneficial activities, you should consult the lecturer/laboratory administrator to obtain the necessary approval.

5.4.7 Printer Usage

The printers located in the laboratories can only be used for printing hardcopies of authorised work. All printouts must be collected from the printer. If you are unable to wait for the printout, you should cancel the print job and print at another time. You should strive not to print unnecessarily.

5.4.8 Bookings

Additional time slots can be requested through the respective lecturer. The granting of the request for additional time slots will depend on the availability of time slots and subject to approval by the lecturers / laboratory administrator. You are advised to plan your computer usage and get the necessary approval well in advance to avoid any inconvenience.

If you have been given a time slot you must explicitly make a cancellation request to the laboratory administrator if you are not using the given slot. Otherwise, you will still be deemed responsible for those resources allocated to you for that time slot.

A student who has booked additional slots but who does not turn up (without valid reason) will generally not be able to request for additional bookings of laboratory slots in the following week.

5.4.9 Computing Hardware

Computer hardware must be treated with care and used only in accordance with the proper operating instructions. Any hardware / software problem detected should be promptly reported to the laboratory assistants / laboratory administrator. In these situations the laboratory assistants / laboratory administrator will allocate you alternative resources / time slots.

5.4.10 Computing Facilities for Presentations

You may request the use of the computing facilities for presentations. The granting of the request will depend on availability and will be subject to approval by the lecturers / laboratory administrator. Therefore, you are advised to plan your usage and get the necessary approval at least two days in advance. This is necessary in order for the laboratory administrator to make the necessary preparations on the resources requested.

5.4.11 Use of Personal Equipment

You may bring in your own equipment for the purposes related to your course. However, the Institute shall not be held liable for any damage to or loss of this equipment. You should obtain prior approval from your lecturer / laboratory administrator before bringing in your own equipment.

5.4.12 Copyright Infringement – Use of Personal, Mobile & Loan Devices

APIIT does not prohibit the use of its electronic network resources via personal electronic devices for e.g. personal desktop computer, mobile notebook, PDA, etc. Users of such personal devices are reminded that the Institute does not condone the use of illegal software within its premises. You are wholly and personally liable for any infringement of copyright software usage within the Institute's premises.

5.4.13 Electronic Mail

Each student's UNIX account automatically provides the flexibility to send and receive E-Mail over the Internet. However, you should take note of the following guidelines in this respect:

- E-Mail facilities should be used for beneficial and educational purposes;
- no obscure / illegal communication should take place over the Internet;
- you should not subscribe to external mailing lists, as these tend to generate a high volume of mail;
- you should continuously maintain your mailboxes by removing / filing mail. Mailboxes, which are too large, will result in your storage quota being exhausted. In this respect, the Institute reserves the right to delete excessively large mailboxes.

(For further details please refer to [Appendix 4](#))

5.5 Syndicate Rooms

Syndicate rooms are provided for students as work areas for discussion and private study. Your conduct in the syndicate rooms should be respectful and must not disrupt other students learning.

You should not move or rearrange chairs and tables, or bring drinks or food into the syndicate rooms.

5.6 Audio/ Video Facilities

The Institute is also equipped with audio/video facilities:

- video conferencing
- television sets
- video players
- video cameras

5.7 Meeting Room

The meeting room is another venue for you to use for discussion with lecturers and for reference to projects on display on the shelves. The use of the meeting rooms should be through request and approval may be obtained from the Administrators.

5.8 Lobby and Reception areas

The lobby and reception area is for receiving and meeting visitors and guests. In order that a welcoming atmosphere is maintained you are requested not to crowd or make excessive noise in this area.

5.9 Parking

APIIT does not provide car-parking facilities. APIIT will not be responsible for parking offences committed by students. You should note that it is an offence to park your vehicles at lots designated for other vehicles.

Parking at TPM is available within APIIT at reasonable monthly rates. Those parking around TPM will have to ensure that parking coupons are placed in their vehicles. Please see student services for details.

6.0 Administration

6.1 Registration

APIIT will provide clear information about its admission policy and procedures and operate a fair and efficient admission system. Entry requirements vary from course to course, but in the case of students over the age of 25, these may be waived altogether if such an applicant can demonstrate the capacity and previous experience necessary to undertake a course. Once all original documentation is available you will have to complete the Institute's Registration form.

For further information please refer to Appendix

6.2 Course Fees

You must comply with the following requirements:

- course fees must be settled in full and in the case of instalments, paid promptly each month;
- you are required to settle fee payments due before being allowed to sit for examinations;
- results will not be issued to students with outstanding fees;
- you must retain official receipts for income tax deduction purposes;
- fee collection time is between 9.00 am to 3.30 pm, and 6.00pm to 7.45pm only from Mondays to Fridays. On Saturdays fees can be paid from 10.30 am to 1.00 pm. (except the 1st and 3rd Saturdays in a month)

Please refer to the Fees and Enrolment Scheme guide for the correct amount for your fees.

6.2.1 Late Payments

A late payment charge is levied for overdue payments. Should the fees and late payment charge still remain unpaid after 21 days, you will cease to enjoy all rights and privileges of a student of APIIT, and will no longer be able to use the library and laboratory facilities, participate in any teaching and assessment activity or enjoy access to student services such as university and job placements. These rights and privileges will then only be reinstated upon full settlement of fees due plus the late payment charge, and by paying an additional administrative charge.

Overdue charges will only affect students whose fees fall overdue. They are to avoid the additional overheads involved in managing student debtors, and will result in our

administrative staff being able to fully concentrate on providing high quality professional services to you at all times.

6.2.2 Transfer between Intakes

This scheme of credits only applies to the following:

- students transferring from full-time to part-time and vice versa;
- postponement of study to the next intake (subject to recommendation from APIIT).

Transfer is granted on the basis of a written request from the student (please refer to the Administrative Executive for further information).

6.2.3 Withdrawal Procedures

If you are withdrawing from the course you must submit a written letter stating your intention.

6.2.4 Exemption Procedures

To claim exemptions you must write officially to the Administrative Executive, attaching all relevant educational qualifications and syllabuses. The Exemptions Committee will officially inform you on the exemptions claimed.

6.2.5 Fee Payments – Student / Study Loans

Students who have applied and awaiting for student loans to be approved by the various agencies will have to continue to make payments towards their course. On receiving the payments from the loan agency APIIT will convert the payment into full payment mode if the loan payment is received within the first semester. If the loan payment is received after the first semester examination period then accounts will use the instalment mode as the fee payment.

All excess money will be returned in the parents' name.

7.0 Academic Awards

At APIIT we offer a range of Diploma courses grouped into Programmes:

7.1 Computing Programme

7.2 Technology Programme

7.3 Media & Entertainment Technology Programme

7.4 New Media Programme

7.5 Business Management Programme

7.6 APIIT Foundation Programme

Please refer to [Appendix 7](#) for details of each of the programmes.

8.0 Studying at APIIT

8.1 Lecture times

Full-time students

Lectures are held from Monday to Friday. Morning lectures normally start at 8.30 am. Afternoon lectures normally end at 5.00 pm from Monday to Friday.

Part-time students

All part-time lectures are held between 6.45pm to 9.30pm , with a 15 minute break in the middle of the lectures. First Level students will normally have 3 to 4 sessions per week. While Level 2 & 3 students will normally have 2 or 3 sessions per week.

8.2 Assessments

The courses have been designed to develop your analytical and problem-solving skills. Thus there is significant emphasis on practical work and projects to complement the theoretical areas within the programme. Your performance in each subject module will be assessed through in-course assessment, which normally comprises assignments, tests, quizzes and projects and a final examination. Appendix 6 outlines the weightings of in-course work to examination in each module.

Assignments should be submitted on standard A4 paper. Stationery is not provided by APIIT except for answer sheets in examinations.

You must submit all pieces of assessment required for each module on or before the submission date for each piece of assessment. Failure to do so may result in failure of the module overall. The submission date will be specified for each piece of assessment for each module. It is your responsibility to make sure you know when your submission dates are and to comply with them.

Failure to meet this deadline will be treated as a non-submission and a Grade Point 0 will be awarded for that component. The only exceptions to these rules apply where a valid claim for extenuating circumstances can be made.

The pass mark is 40% for each assessment including the final exam. Students who do not fulfil the minimum attendance requirement will not be allowed to sit for the final examination.

In the degree the Pass requirements are given in the Module Specifications.

The final examination will be held after completion of each subject module. Examination dates will be announced at least 1 month in advance.

You must pass **ALL** subject modules

Assessment regulations are given in Appendices 8a (Diplomas) and 8b (levels 2 and 3)

8.3 Examinations Guidelines

The examination regulations are provided in Appendix 8.

- In order to conform to external examination requirements and standards, a system has been developed to ensure that confidentiality exists on the identity of the student. The issue of examination docket achieves this. Examination dockets will be issued to students before the commencement of any examination. The docket must be collected before the stipulated date of the examination.
- Examination dockets are issued only to students with no overdue fees. If you have not settled overdue fees you will not be given a docket and will not be allowed to sit for the examination..
- Students who do not collect their dockets by the issue dates will be charged with an administration fee per docket. Dockets will not be issued on the day of the examination.
- Students who have lost their dockets, will have to obtain a new docket (s) with an administrative payment.
- For resit candidates, dockets will be issued upon producing the resit receipt.

The examination docket has 2 sections with perforations in between for tear-off. The invigilator will collect one portion with your name on it for record purposes.

8.4 Extenuating Circumstances

If you feel that any unforeseen and unavoidable circumstances (e.g. illness) have affected your ability to gain or demonstrate your knowledge or capabilities in one or more modules you should submit an Extenuating Circumstances form giving full details of the circumstances and supporting evidence for your claim.

If you have completed your prescribed programme of study, but for reasons of illness or other incapacity, which is supported by medical evidence, or because of other authenticated good cause, you miss or fail the whole or part of an assessment you can submit an Extenuating Circumstances Claim Form, which can be obtained, from your Year Administrator.

Please refer to Appendix 8a & 8b, APIIT regulations and associated Procedure for Making a Claim for Extenuating Circumstances.

8.5 Cheating and Plagiarism

Cheating and/or plagiarism of any kind will not be tolerated and will be dealt with very seriously. Cheating is defined as any attempt to complete an examination or assessment by unfair means. Plagiarism is defined as submitting the work of others as your own for the purposes of satisfying assessment requirements. Plagiarism also includes allowing your work to be copied by another student. Please see Appendix 11 for guidance on how to reference work

Please refer to Appendix 8c, APIIT regulations and associated Procedure for dealing With Breaches Of Assessment Regulations: Academic Dishonesty.

Breaches of assessment regulations in formal examinations

- a candidate taking to his / her desk any books, notes, materials, etc. of any kind which are relevant to a particular examination other than those permitted by the chief invigilator;
- a candidate copying or attempting to copy the work of any other candidate sitting for the same examination;
- any unauthorised communication with other candidates during the examination;
- any attempt to gain improper access to an examination paper before an examination is taken.

8.6 Results

External examiners from reputable foreign universities moderate all of APIIT's examinations. This is to ensure that the assessments meet international standards, and that your interests as a student are protected.

Your final examination results will only be released after the external moderation has taken place. This is held 2 to 3 times a year (normally

in March, July and October). However, if you are required to resit for any particular examination, you will be notified within one month after the examination date. This will be done via a Referral Notification, which will be posted on the notice board, or through a letter to your last known address if you have completed the course. Therefore, it is very important that you keep APIIT updated on any change in your mailing address.

8.7 Referrals

For each referral paper, you are required to pay a referral fee. You must register for a referral by the date stipulated in the referral notification. You can register at the reception for your referral. The referral examination will be held between one and a half months after and no later than three months from the date of publication of results.

If you fail any subject module, you will be given one opportunity to retrieve the subject with or without further attendance as determined by the Exam Board.

8.8 Appeals

You may not appeal against academic judgment but if you believe a material error has been made you may ask for a review of the Examination Board decision.

You may also request a review if there is evidence supporting extenuating circumstances which was not available at the time of the Examination Board decision.

In accordance with APIIT's regulations there is a time limit and appeals must be made in writing to the Operations Manager within 7 working days of publication of your results.

Please consult APIIT's regulations concerning the appeals procedure. An appeal fee is levied and you will be informed of the appeal results within two weeks after your appeal. In the event your appeal is successful, then the appeal fee will be refunded.

9.0 General Services

The following are some of the services available to you.

9.1 APIIT Newsletter

In line with APIIT's wish to promote good communication between the students and the Institute, a newsletter is published to inform students of events and activities that are taking place.

You are encouraged to contribute articles and news of interest to fellow students by submitting material to the respective class mentor or to the editorial board.

9.2 Student Sports & Recreational Activities

APIIT supports sports and recreation activities undertaken by students at their own initiative and for which approval has been obtained. All requests for reimbursement for sports and recreational activities must be forwarded to ARC who will verify and submit them to the Accounts Department for processing.

9.3 Part-time Positions with APIIT

Part-time positions are available at APIIT for the positions of librarians and laboratory assistants. Students who have experience in the relevant areas are encouraged to offer their services by writing to the Administrative Executive.

10.0 Health, Safety & Security

10.1 Health and Safety

Keeping students and staff safe and healthy is a primary concern of the Institute. You are expected to comply with the Institute's Health and Safety policies outlined in [Appendix 5](#).

You must make yourself fully aware of the regulations and of any supplementary local guidance statements issued.

10.2 Prohibited Areas

You are not allowed to enter the following areas.

- **Staff Room**

The staff-room is an area in which the lecturers will be preparing for lectures and in which there is confidential information.

- **Accounts and Finance Area**

The Accounts and Finance area is an area where confidential information is maintained.

10.3 Prohibited Items

You should keep in mind that you should not bring items, which might pose a danger to other members of the Institute. This would be in violation of the country's laws. Should you be found to be in possession of such items the Institute would take a very serious view of such an offence. Students involved could be expelled. Please refer to Rules and Regulations for details.

Appendix 1: Professional Code of Conduct

1.0 Introduction

APIIT believes that a sense of professional identity is essential to promote the success of its graduates in their subsequent careers.

The majority of students enter APIIT directly from school. When they leave it is to enter professional employment, or to pursue courses leading to higher qualifications overseas. The education provided at APIIT is distinctive in that it is focussed on the development of the whole person, so enabling effective transition from school to adult life.

Every aspect of the student's experience at APIIT is therefore considered to be important in developing professional identity. Conformity to a dress standard is expected. So is respect for a defined code of conduct with regard to attendance, punctuality and behaviour within the Institute.

Great importance is attached to creating an environment in which the students are encouraged to cooperate, and to teach and learn from one another. Students are expected to work unsupervised on projects that require them to show willingness, and a capacity, to share knowledge and experience in solving problems.

The Professional Code of Conduct is designed to create a framework within which the qualities described above can be achieved and APIIT's graduates be fully prepared for their lives in the outside world.

1.1 Attire

A smart appearance is expected for a good professional. A smartly attired student enhances the reputation of the Institute and the respect in which it is held with the outside world.

Students are therefore expected to adhere to the following conditions and guidelines.

- Clothes must be well ironed, smart and neat.
- Sloppy, crumpled or provocative attire is not acceptable.
- Casual outfits like T-shirts, collarless shirts, denim shirts, spaghetti straps, slippers, sandals, tracksuits, track shoes, platform shoes, jackets, jeans, shorts and sneakers are strictly not allowed.
- Students must, at all times, maintain the highest standard of personal hygiene and cleanliness.
- Students are strictly prohibited from dyeing their hair with unnatural colours. Male students must not have long hair i.e. hair should not extend beyond the collar or the eyebrows. They are required to wear either short or long-sleeved shirts, which are to be tucked in. Shoes should be dark-coloured with matching dark-coloured socks.

- Female students are to dress modestly and discreetly at all times; see-through materials mini skirts and tight skirts are strictly prohibited.
- Students must wear their student nametags prominently, as soon as these are given to them, at all times. Students who fail to do so will be penalised. Students are responsible for the loss or damage of these tags and will have to pay a replacement charge for new tags. Students are advised to report to the administrative staff immediately should their nametags be lost, or they will be penalised as mentioned previously.

1.2 Attendance and Punctuality

Regular and punctual attendance is essential if good progress in employment is to be achieved. Students are therefore expected to adhere to the following conditions and guidelines:

- Students, who fail to achieve 95% attendance without valid reasons, may be disqualified from the award of their Award.
- Attendance is compulsory and valid medical certificates or letters from parents / guardians must support any absence from lectures, tutorials or practical.
- Students are expected to abide by the hours of study set by APIIT. Any lateness will be duly noted. Lateness on three occasions will be equal to one absence.

1.3 Behaviour and General Conduct

APIIT is located in Technology Park Malaysia. APIIT students are constantly mixing with managers and staff from leading Malaysian companies when entering and leaving the area and public areas. They must therefore deport themselves as professionals.

- Students are expected to be courteous and to behave with dignity and propriety at all times. Students found to be rude or behaving improperly may bring discredit and disrepute to APIIT. Such students are therefore liable for disciplinary action, not excluding expulsion from APIIT.
- Students are expected to comply with all instructions given by the lecturing and / or administrative staff. Failure to do so or any wilful disregard for such instructions amount to insubordination. This also warrants disciplinary action, not excluding expulsion from APIIT.
- APIIT takes a very serious view of plagiarism or cheating, whether during tests, examinations or while writing out programs to fulfil project requirements. Such acts will lead to immediate

disqualification of the student and other disciplinary actions may also be applied.

- Smoking is strictly prohibited in all areas of APIIT and in all the surrounding public areas. Students who breach this rule will immediately be expelled from the Institute.
- Vandalism is a public offence and is viewed very seriously. Students found guilty of wilful destruction or damage of any property or asset of APIIT will face severe disciplinary action, not excluding expulsion from the centre. In addition, offenders are liable to make restitution for any damage or loss of the item, equipment etc.
- Students are expected to speak clearly and politely at all times. Any obscene or abusive language used will attract severe disciplinary action. Students are also reminded that English is the main medium of instruction and communication in APIIT and therefore, no other languages or dialects should be used while they are in the centre. The only exception is Bahasa Malaysia, which is our national language.
- Students may not sell goods or services on the Institute's premises without the prior approval of the Managing Director or his duly appointed representative.
- Any form of gambling on the premises is strictly forbidden.
- The use of illegal drugs and abuse of intoxicating substances on premises is strictly forbidden.
- Students are prohibited from carrying any form of knife, blade etc. which could endanger life or damage furniture.
- Students are requested to turn off their pagers and handphone during lectures.
- Students who disrupt the lecturers by talking to fellow students, doing other things not related to the current lecture, will be asked to leave the room and disciplinary action will be taken in accordance with the Institute's Rules and Regulations.
- Students should not leave the room during a lecture except with the agreement of the lecturer.
- Lecture and syndicate rooms should be kept in a clean and orderly condition to show respect for the next class to occupy the room.

1.4 Upkeep of APIIT Premises and Facilities

APIIT endeavours to provide a comfortable, conducive and professional environment for all its students. APIIT's facilities are of the highest standard. Thus, the Institute expects a high sense of responsibility from its students with regards to the upkeep of its physical premises:

- Students are restricted to APIIT areas only and are not allowed to loiter around the other areas. They may not enter any of the other

areas except when authorised by an administrative or lecturing staff.

- Students are expected to be considerate when using common facilities like toilets, lobby areas, lifts, corridors etc. Care should be taken to keep these areas clean and tidy. Excessive noise and horseplay in these areas are strictly prohibited.
- Students are not allowed to receive visitors or telephone calls during class lectures or practical, except in cases of genuine emergencies.
- The Student Syndicate rooms are to be used for self-study, group project work and study discussions. Excessive noise and unruly activities are strictly prohibited in these rooms.
- Students found littering the premises (including all areas within and around the building of APIIT) are liable to be penalised. Where any particular room is found to be untidy or dirty, the group or team last using it shall be collectively liable. Also, no equipment or furnishing may be tampered with, removed from or moved within the classrooms or laboratories.
- No eating or drinking is allowed in the training areas, inclusive of corridors.
- Students wishing to remain on the premises to study or for discussions after 4.45 pm (includes all day weekends) may do so provided a member of the lecturing or administrative staff consents. APIIT is not obliged to open the premises up for students after the normal hours of study. Students making use of the premises outside normal hours will be jointly responsible.
- Students wishing to make use of any APIIT facilities for special functions e.g. parties, get-togethers, orientations, etc. must first seek authorisation from the Managing Director. In such cases, a student committee shall organise these functions with a lecturer's supervision. These student organising committees shall be jointly responsible for the smooth running of the event, ensuring that safety precautions are met with. They are also responsible for cleaning up the premises immediately after use and ensuring that all rooms are properly secured and electrical appliances are turned off.
- The use of correction fluid of any kind is strictly prohibited in all APIIT rooms.

* *Rules and regulations relating to the use of the library and the computer laboratories are dealt with separately.*

1.5 Academic and Disciplinary Records

Discipline and the ability to follow regulations and instructions are essential ingredients in professional training. As such, the academic report at the end of the course will also contain details of a student's disciplinary record and level of conduct. Inevitably, a student's ability

to adapt and thrive in actual working environment will not only be reflected by the grades received, but also by his/her disciplinary record.

1.6 Reminder for International Students

All international students are strictly prohibited from working while studying in Malaysia. Students caught working will be immediately deported to their home country. This directive comes from The Immigration Department of Malaysia.

Students are to abide by the Rules and Regulations contained herein.

Appendix 2: Courses Offered by APIIT

Degrees Programme

Computing Programme

BSc (Hons) in Computing and IT, with specialisms in:

- Information Systems Security
- Intelligent Systems
- Network Computing
- Forensic Computing
- Simulation & Virtual Reality

BSc (Hons) in Software Engineering

BSc (Hons) in Mobile Computing

BSc (Hons) in Multimedia Computing

BSc (Hons) in Internet Technology

BSc (Hons) in Enterprise Computing

BSc (Hons) in Computer Graphics

Technology Programme

BSc (Hons) in Technology with specialisms in:

- Computer Design Technology
- E-Commerce Technology
- Cyberspace Technology

BSc (Hons) in Communications Technology with a specialism in:

- Mobile Communications Technology

Media & Entertainment Technology Programme

BSc (Hons) in Interactive Entertainment Technology and a specialism in:

- Animation

BSc (Hons) in Computer Games Development

BSc (Hons) in Multimedia Technology

BSc (Hons) in Web Media Technology

New Media Programme

BA (Hons) in New Media Marketing

BSc (Hons) in New Media Informatics

Business Management Programme

BA (Hons) in Business Management

BA (HONS) IN BUSINESS MANAGEMENT WITH SPECIALISM IN E-BUSINESS

BA (HONS) IN BUSINESS MANAGEMENT WITH SPECIALISM IN E-PROCUREMENT

BA (Hons) in International Business Management

BA (Hons) in Marketing Management

BA (Hons) in Human Resource Management

BA (Hons) in Accounting and Finance

BA (Hons) in Tourism Management

BA (Hons) in Services Management

Foundation Course

Appendix 3: Library Regulations

- **Membership**

Membership of the library shall be granted to all students of APIIT who have paid their library deposits (fully refundable) and library fees. Once they have paid the deposit and fees, they will be issued with a library membership card.

- **General Guidelines**

It shall be a condition of membership that all members sign an undertaking to abide by the following regulations.

- In order to use the library, a student must first submit his/her student card to the librarian upon entry. Failing to do so will subject the student to disciplinary action. The student card must be collected when leaving the library premises.
- Books and other materials must be borrowed in accordance to the Procedure for Borrowing Books before they are removed from the library. No books are allowed to be taken out of the library without being recorded by the librarian. Books taken off the shelves and not intended to be borrowed must be returned to their original positions.
- Books with red tags are for reference only within the library and may not be borrowed. Books without red tags can be borrowed.
- Each student is entitled to borrow up to a maximum of two books for two weeks at a time with the option of renewing them for a further 2 weeks if there is no booking by another student for the book.
- Students are not allowed to bring any items into the library other than the books that are to be returned, or writing materials (e.g. writing pads etc.). All other items can be stored in the space provided at the library entrance. APIIT will not take responsibility for any personal items lost while you are in the library.
- The library is a place where students should be able to work uninterrupted and silence must be observed at all times.
- Smoking, eating or drinking are not permitted in the library.
- Books and other material available for loan or consultation within the library must be treated with care at all times. Payment may be required for any item, which is damaged.

- **Procedure for Borrowing Books**

To borrow a book, the student will take it to the librarian who will log it into the library computer system and stamp the 'Due Date' on the date slip of the book. It is your responsibility to ensure that the books you want to borrow are not damaged or scribbled upon. If found to be so, please report it to the librarian who will then take the appropriate action.

- **Procedure for Returning Books**

When you wish to return a book, you will submit it to the librarian who will update your record on the system and stamp the returned date on the slip of the book. Only two consecutive renewals are permitted. Further renewal will only be allowed if another student has not reserved the book.

- **Overdue Books**

A book will become overdue if it is not returned or renewed on or before the expiry date. A penalty of **RM0.20** will be levied for each day you exceed the due date. This charge will be levied for the first seven (7) days, including public holidays and weekends. This penalty charge will increase to **RM0.30** per day for the next seven (7) days and to **RM0.40** per day thereafter inclusive of public holidays and weekends. Disciplinary action which may include forfeiture of deposit will be effected if books are not returned within four (4) weeks after due date.

- **Lost/Damaged Books**

If a book is lost or damaged, the student will be held liable for it and must cover the cost of replacing or repairing the book.

An additional charge may be included to cover the administrative costs of replacing the book. This charge shall be levied even though the book may subsequently be returned.

- **Withdrawal of Membership**

Students who fail to pay fines, or who retain books for more than five weeks after the due date for the return may, at the discretion of the Librarian, have their membership withdrawn. Such membership may be restored when the relevant books have been returned and/or any outstanding charges have been defrayed.

- **Refund of Deposit**

The Administrative Assistant at the Reception refunds the library deposit upon authorisation of the Administrative Executive - Academic.

Transfer of library deposit is allowed when you progress from one course to another within APIIT.

Appendix 4: Computer Laboratory Regulations

- Students shall not by any wilful act seek to jeopardise the integrity of any computing equipment, its software or any information stored within it.
- Students shall not attempt to access any computing equipment, software or data which they are not properly authorised to access. In particular, the confidentiality of data belonging to other computer students must be respected.
- Students shall take reasonable steps to protect and maintain the security of any equipment, software, data, storage area or passwords allocated for their use.
- Students shall not use any computing facility for a purpose other than that for which they are properly authorised.
- The use of any computing equipment for storage or transmission of obscene or offensive material is prohibited.
- Students shall take reasonable steps to exclude and avoid the spread of malicious software, e.g. viruses, and shall co-operate with measures properly Institute to prevent the spread of such software. In particular, students shall not install or execute on the Institute's Computer any software obtained from a third party source, unless such software has been checked and cleared of the presence of malicious software by the Laboratory Assistants.
- Students shall comply with their legal obligations concerning copyright, and shall not copy any software or other data without proper authorisation.
- Students shall comply with their legal obligations concerning personal data, as stipulated in the Data Protection Act. Students are strongly advised not to store personal data on computer systems; any essential requirement that they have to do so must be undertaken under the direct supervision of an academic staff.
- Computing facilities should not be abused / misused for the purpose of causing harmful, destructive and malicious activities.
- The Laboratory assistants can arrange the use of external computers and communications networks with the Manager – Technical Services or his duly appointed representative. Students using such facilities must also agree to abide by any additional conditions pertaining to the facilities, including those imposed by the external providers of such facilities.
- Computing facilities shall not be used for any private purpose, including private consultancy.

- **Other General Issues**

- The Institute reserves the right for authorised staff responsible for computer systems security to monitor all computer usage, to ensure adherence to these rules, and to maintain a secure, efficient and effective computing environment.
- A user's computer access privileges may be suspended immediately upon the discovery of the violation of any of the stated rules. In addition, further actions, including suspension or expulsion may also be taken.
- All users must ensure that they have the authorised time slots before going into the computer Laboratory.
- All computing resources are to be used solely for the purpose authorised by the respective subject Lecturers/Laboratory Administrator.
- Computer users are only allowed to print hardcopies of their assignments, projects or any other work authorised by the respective subject lecturer/Laboratory Administrator.
- Computing hardware may be connected to the Institute's network facilities only after approval by the Laboratory Administrator.

- **Computer users are prohibited from:**

- using any other person's login without explicit permission;
- disclosing their own or attempting to discover any other person's login password;
- copying or transferring any of the computer software provided by the Institute without prior permission from the Laboratory Administrator;
- using any of the Institute's computing facilities to violate the terms of any software license agreement, or copyright provisions;
- copying, renaming, changing, examining or deleting files or information belonging to other users of the Institute;
- deliberately using computing facilities to harass other users, or to interfere with their work (for example, obscene, abusive, fraudulent, threatening or repetitive messages to a user(s));

- attempting to modify the Laboratory facilities, illegally obtaining extra resources, degrade the performance of the system, or attempt to subvert the restrictions associated with any computer Laboratory, computer account, service or application software protection;
- tampering with terminals, microcomputer or related computer equipment (faults should be reported to the Laboratory Administrator / Laboratory Assistants);
- littering the computer Laboratory;
- Smoking, eating or drinking around the terminals, microcomputer or related computer equipment.

Appendix 5: Safety and Health

- **Possessions**

You are to ensure that your belongings are covered by insurance and not to bring expensive items e.g. computer, jewellery, to the Institute. Where possible mark valuables with your ID numbers on them. The majority of students do not experience any problems. However, if anything does go wrong please report it to the reception.

Students should be fully responsible for their personal belongings; APIIT will not be liable for the loss of your personal items.

- **No Smoking Policy**

For the reasons of health, safety and hygiene the Institute has adopted a formal no smoking policy in all public areas.

Disciplinary action will be taken against any student who violates this regulations and the disciplinary action could include expulsion from the Institute.

- **Individual Responsibility**

- You are asked to take individual responsibility for the following.
- Make sure that your work is carried out in the approved way and in accordance with the Institute's policy.
- Protect yourself and others by wearing the personal protective equipment provided, and by using any guards or safety devices provided.
- Obey all instruction emanating from the Head of Department in respect of health and safety.
- Warn the Manager of any significant new hazards to be introduced or newly identified significant risks found in present procedures.
- Offer any advice and suggestions that you think may improve health and safety.
- Report all fires, incidents and accidents immediately to the Manager.
- Familiarise yourself with the location of fire fighting equipment, alarm points and escape routes, together with the fire procedures.
- If you are in doubt about any matter of health and safety consult your Mentor.

- **Computer Systems**

The installation or hardware modification of computers and peripheral equipment may only be carried out by a Laboratory Technician, Research Support Officer or authorised personnel. Requests for such work should be made to the Technical Services Manager or his duly appointed representative.

Appendix 6: Examination Regulations

1.0 Entering the Examination Hall

- Students are allowed into the Examination Room 10 minutes before the commencement of an examination. The seating position may be allocated and you are required to comply with instructions given by the invigilators. No communication between students is allowed once the students enter the Examination Room.
- Students may place their bags and belongings in the area designated by the invigilator (usually in the front of the Examination Room). No belongings should be left outside the Examination Room.
- Students will be allowed into the Examination Room up to 30 minutes after the start of the examination. No extra time is given to latecomers for any reason.
- Students who arrive after 30 minutes of the published time will not be allowed to sit for the examination.
- No unauthorised materials (e.g. books, notes, correction fluid, programmable calculators or those with storage capabilities, etc.) are to be taken to or from the student's seat, except with the invigilator's authorisation.
- Each student should bring his / her own writing stationery as students are not allowed to share their stationery.
- Students who are not in proper attire will not be allowed to attend the examination (see Appendix 2).
- No handphones are allowed in the examination room.

2.0 Prior to Commencement

- Students are to fill in details on the front cover of the Answer Booklet and to ensure that they have the correct Examination Paper.
- Requests for clarification from students may be allowed during this period, after which there should be no communication.
- The number portion of the examination docket is to be torn along the perforation and stuck to the top right-hand corner of the Answer Booklet.

3.0 Reading Time

10 minutes will be allocated for reading of the Examination Question Paper (strictly no writing is allowed during this time).

- The remaining portion of the examination docket (on which student's name is written) will be collected during this time.
- As the invigilator collects the dockets, the invigilator will request each student to initial against their names on the Student Exam Attendance Sheet.
- The 10 minutes reading time starts at the published start time of the examination. Therefore, 10 minutes will be added to the published finish time.

4.0 During an Examination

- Students are not allowed to leave the Examination Room to go to the washroom, except on medical grounds, which must be supported by a letter from either the General Hospital or Medical Centre specifically pertaining to genuine urinary disorder. These letters must be submitted no less than one week before the examination and made known to the invigilators before the start of the examination. Students with these conditions will be allocated special seats on the front row for easy movement.
- Students are allowed to leave if they finish early, but not during the first and last 30 minutes of the examination.

5.0 At the end of the Examination

- When the invigilator announces that time is up (based on the clock in the examination hall), no further work by the student is permitted.
- Students must fill-in the relevant details on the front cover of the Examination Answer Booklets, and tie any continuation sheets (used to write answers on) to the Examination Answer Booklet. Students must fill-in their docket numbers, title of examination and question numbers clearly on the Examination Answer Booklet and continuation sheets.
- At the end of the examination, the invigilator collects the Examination Answer Booklet, Question Paper and all used and unused paper. No paper is allowed to be removed from the examination hall.

- Students must remain in their seats until the invigilator has completely collected all the examination material. Students may leave the Examination Room quietly when instructed by the invigilator.

Appendix 6a: Procedure for Making a Claim for Extenuating Circumstances

1.0 Introduction

- 1.1 Students who believe that their performance in any element of assessment or their participation in the learning process has been adversely affected by circumstances outside their control may be eligible to submit a claim for extenuating circumstances. The claim will then be considered by the Extenuating Circumstances Committee, which will decide whether or not to uphold it. The date of the Extenuating Circumstance Committee meeting will be published. The Committee will meet prior to the Examination Board.

2.0 Making a Claim for Extenuating Circumstances

- 2.1 The student must submit an Extenuating Circumstances Claim Form for those modules/course components against which a claim is being made. The claim should be submitted where it is believed that performance in any element of assessment has been adversely affected by circumstances outside the student's control. Copies of the forms are available from Year Administrators.
- 2.2 The student will be asked to indicate the nature of the circumstance for which the claim is made (i.e. late submission, non-submission of coursework, non-attendance at an examination/class test or performance affected by mitigating circumstances). In addition the student must specify the modules and assessments for which the claim applies, the dates for which the circumstances apply and a brief description of the circumstances. Only one form needs to be completed for all assessments for which a claim is being made. The student is responsible for ensuring that all assessment details are listed on the form.
- 2.3 Medical notes/supporting documentation must be provided to verify the claim. If no documentation is available the student must state why verification is not available.
- 2.4. The Year Administrator will convene a meeting of the Extenuating Circumstance Committee.
 - 2.4.1 The Extenuating Circumstances Committee will consider each claim. The Chair will present each case to the Extenuating Circumstances Committee.
 - 2.4.2 The procedures are designed to safeguard the confidentiality of the student's claim. The papers relating to each case will not be copied. Each case will be treated anonymously. The student's name will not be used during the meetings of the Extenuating Circumstances Committee. Only the Year Administrator will have access to the name for the purpose of follow-up action.
 - 2.4.3 As some extenuating circumstances are of a highly sensitive nature the student may feel reluctant to put details on the Extenuating Circumstances Form. In such cases the student should enter

‘Confidential’ on the form and attach written evidence in a sealed envelope. Access to the information will be restricted to the Year Administrator and the Chair of the Extenuating Circumstances Committee. In exceptional circumstances the Chair of the Examination Board and the External Examiner(s) may also be given access to this information. Future access to these records will continue to be restricted. It is the responsibility of all staff to ensure that confidentiality is maintained.

- 2.5 The Extenuating Circumstances Committee will decide whether or not to uphold the claim and will inform the appropriate Examination Board of its decision.
- 2.6 The Year Administrator will inform the student of the decision of the Extenuating Circumstances Committee in writing.
- 2.7 Should the student wish to appeal against a decision reached by the Extenuating Circumstances Committee they must do so in writing to the Operations Manager within 7 days of receipt of the decision.

NOTES:

1. The onus is on the students to supply sufficient documentary information to support their claim. If the Extenuating Circumstances Committee believes it has insufficient evidence it has the right to turn down the claim on that basis.
2. The student must bear any costs incurred in obtaining appropriate documentation.
3. The student should submit a claim for extenuating circumstances as soon after the extenuating circumstance has occurred as possible.
4. The Extenuating Circumstances Committee reserves the right to contact any individual person / persons named on the Extenuating Circumstances Claim Form.

Appendix 6b : Guidance on How To Submit A Claim for Extenuating Circumstances

Q1 What do we mean by Extenuating Circumstances?

These are normally circumstances that have prevented you either from demonstrating, or acquiring, the skills, knowledge or competencies associated with a particular module(s). These could be defined as either:

- **Unforeseeable** e.g. you suffered a broken arm just prior to an examination and couldn't write, **or**
- **Unpreventable** e.g. you did everything in your power to ensure the safety of your work, by keeping back up discs, but a house fire destroyed everything.

A claim form should be completed by any student affected by extenuating circumstances

Q2 What happens when IT equipment fails?

The following examples typically represent some of the most frequently encountered situations with appropriate guidance given.

N.B. In cases where IT equipment is cited as the basis for a claim you will **ALWAYS** be expected to submit the latest draft of your work. **If you do not do so, you will receive a zero grade for that piece of work.**

*1. Circumstances and guidelines involving IT equipment failure which prevented you from **acquiring** skills/knowledge/competencies:*

- **Failure affecting the majority of equipment in a computer workroom**

Given that IT equipment can fail, if this occurs on one or two occasions within a semester then it would be expected that your lecturer would make alternative arrangements to cover the work. However, if this situation were to occur for several booked sessions, then the lecturer concerned would be expected to countersign your claim for extenuating circumstances. It would also be expected that this situation would be taken into account when assessing the module.

- **Failure affecting a single workstation in a workroom**

This would not be considered to be an appropriate basis upon which to submit a claim for extenuating circumstances.

- **Failure of your personal computer or network link**

If you have chosen to use your own computer and are then unable to carry out the work as a result of this action, this would not form the basis of a valid claim.

- **Failure to provide appropriate software**

If you choose to do an individual project based on a particular version/type of software, then the onus is upon you to ensure that this software is available prior to starting the project. This action should form part of your project plan, and any problems arising from compatibility or availability of appropriate software would not

be accepted as valid extenuating circumstances on the basis that it would show an inappropriate lack of planning.

- **Insufficient computers in the workroom for the class size**

It would be expected that the lecturer concerned would take appropriate action in such an eventuality and if necessary take this issue into account as part of the assessment of the module.

2. *Circumstances and guidelines involving IT equipment failure which will prevent you from **demonstrating** skills/knowledge/competencies*

- **Failure affecting a large number of systems at assignment deadline time**

If a significant number of computers were out of action for several hours then this might form the basis for granting a short extension to the assignment deadline. It would be reasonable to expect you to submit the latest draft of your work from a few days prior to the deadline to support your request.

You should request the Technical Assistant to countersign your claim for extenuating circumstances.

- **Theft of home computer**

Students are expected to make a back up copy of all their work on a floppy disk. This should be stored separately from the computer. A claim submitted on this basis would not be upheld.

- **Insufficient computers/printers to do the work**

A claim submitted upon this basis would not be supported on the grounds that it would indicate lack of advance planning on your behalf.

- **APIIT's systems incompatible with home computer**

It would be expected that you should check that work brought in from home could be presented or printed at APIIT well before assessment deadline. A claim submitted on this basis would not be upheld.

- **Failure of the computer resulting in an inability to save work**

A claim submitted on this basis should always be accompanied by the submission of the latest draft of your work.

- **The computer rooms closed earlier than expected**

A claim submitted upon this basis would not be supported on the grounds that it would indicate a lack of advance planning by you.

- **Failure of floppy disk**

This is one of the most common claims for extenuating circumstances and is rarely upheld. If you are expected to be computer literate you should have a secure back up copy of your work and therefore should not be affected seriously by the loss of work from your disk.

If your floppy disk does fail, you must submit the latest draft of your work by the normal hand-in date for that piece of work. It would certainly not be acceptable for a final year computing student to submit a claim on this basis.

• **Failure of both main disk and back up disk**

There may be occasions when a faulty system may have caused the corruption of all of your disks. It may be possible for APIIT Technical Services staff to confirm that this had occurred and it is expected that you would be able to submit the latest draft of your work.

• **Failure of Printing Facilities**

It is a very common problem for students to wait until the last moment to print out work and then find that printing facilities fail. A claim submitted on this basis would not be supported on the grounds that this indicates poor planning on your part.

Q3 How do I make a claim?

You need to complete the attached form, which you can get from your Level Administrator or from the APIIT Webpage.

Q4 What else do I need to do?

- It is your responsibility to supply the appropriate evidence to support your claim.
- where you EC concerns sickness a full medical report from a recognised medical Doctor will be needed.
- You should not submit a claim where a single seminar, lecture or lab work has been missed due to illness..
- If you join an award part-way through the semester, late entry will not be viewed as an extenuating circumstance. This would not be considered to be an appropriate basis upon which to submit a claim for extenuating circumstances.

Q5 If I submit a claim for extenuating circumstances when do I have to hand in my work?

Where a claim for extenuating circumstances has been submitted, you must submit your coursework either by the original deadline date for submission of that piece of work or, within a maximum of 10 working days of the original deadline date.

The Extenuating Circumstances Panel will take account of the timing of your extenuating circumstances and the date you submitted your work. **The decision will lie with the panel.**

Q6 Who will consider my claim?

The Extenuating Circumstances Panel, which will look at each case individually and anonymously. The Panel decides whether to uphold your claim or not and will inform you, in writing, of its decision. Sometimes it may have to defer its decision until you

can supply further information. The Panel comprises Senior APIIT staff and lecturers, its meetings and composition are confidential.

Q7 How often do the Panels meet?

Panels normally meet once a month. You can find out when the next meeting will take place from your Level Administrator.

Q8 Who will know about my circumstances?

It is the responsibility of all staff to ensure confidentiality is maintained.

Only the Chair of the Panel and the administrator will have access to your name and details of your circumstances. The rest of the Panel members will be unaware of who has submitted the form. We acknowledge that some extenuating circumstances are of a highly sensitive nature and that you may feel reluctant to detail the circumstances on the form. In such cases ‘ Confidential’ should be written on the form and supporting evidence attached in a sealed envelope where appropriate.

N.B. You are strongly advised to talk to an appropriate member of staff about your extenuating circumstances **in addition to** submitting your claim form. Although the staff member will not be able to influence the decision of the School Panel, s/he may be able to direct you to further support and guidance as appropriate.

Q9 The Claim Form

Don't panic! **If you need guidance in completing the form you can contact your Level Administrator**

The claim form is easy to complete and consists of 4 sections:

Parts A, B, C & D must be completed before you hand in the form.

Only one form needs to be completed when claiming for extenuating circumstances, and the modules affected should be listed in **Part A**. Complete your personal details in **Part B**, **fold and staple where shown for confidentiality** **Part C** asks for details of the circumstances and **Part D** asks for supporting evidence/statement in relation to the claim.

The form consists of:

Part A • Which assessments were affected and the effect of the circumstances (e.g. Late submission, mitigating circumstances etc.)

Part B • Your details

Part C • Details of the circumstances.

Part D • Is there supporting evidence? **(This will be required by the Panel in order to consider your claim)**

Q10 What should I include when I explain my circumstances?

The circumstances must have been at the same time as the acquisition of the skill/knowledge/competency or the assessment of the module. If you have missed an

assignment through ill health, then the illness must coincide with the preparation, writing or deadline of that assessment.

If you are a part-time student and have been unable to submit your work by the original deadline date because, for instance, you were required by your employer to work away from home for several weeks at the time you should have submitted your work, you must provide a letter from your employer confirming this. The circumstances should be detailed concisely. The Panel should be provided with the essential information to enable it to make an informed decision regarding the circumstances.

Q11 Supporting Evidence

Please note that minor illnesses or ailments such as a cold will **not** be accepted as valid reasons for extenuating circumstances. Unless you have seen a Doctor or Counsellor **at the time** of your illness or problem, it is unlikely that your claim will be accepted. For instance, a letter from your Doctor stating that you were seen on a particular date and told him/her that you **HAD BEEN** ill will not normally be accepted by the Panel.

Dates of evidence must correspond with the extenuating circumstances detailed.

Part D A supporting statement is required in Part D of the form to provide evidence in support of the claim. This should be obtained from a Medical Doctor, Counsellor or other independent person qualified to provide an opinion on the circumstances. A doctor's note must be on headed paper and/or stamped by the clinic/hospital.

Your circumstances will dictate the nature of the evidence that is required in Part B. For example, an illness would require evidence from a Doctor or Welfare Counsellor. The Level Administrator or the appropriate tutor will be able to offer advice to you on the appropriate form of evidence which will be required for other kinds of circumstance, particularly if it is not practically or motionally possible to produce evidence at the time (e.g. close family bereavement, assault etc). In the case of a close family bereavement, a death certificate or a letter from an appropriate relative or Doctor or other corroborating evidence will be accepted.

Q12 What if I have no evidence?

A claim is unlikely to be upheld without appropriate supporting evidence. You should review the circumstances and try to find an independent person, organization or support service that could provide verification. A member of staff may be able to provide a supporting statement.

Q13 What happens next if my claim is upheld?

If your claim is upheld your work will be marked and a grade confirmed by the appropriate Board in due course. Unless your claim is for late submission you will be given the opportunity to either accept the grade achieved or submit for further

assessment in that module (or component of module) against which you have claimed extenuating circumstances so that you can prove your level of ability in that assessment.

Please note that you will not simply be given a higher grade because of your extenuating circumstances.

Further details can be obtained in Section 1.4.6 (Extenuating Circumstances) of the Staffordshire University Undergraduate Modular Framework Regulations which can be found in the APIIT Webpace.

Q14 What happens if my claim is not upheld?

You can appeal against the decision by writing to the Operations Manager within seven working days of the receipt of the decision.

It should be noted that the only grounds for an appeal against the decision of an Extenuating Circumstances Panel are that the Panel did not take proper account of the circumstances, or that new evidence which, for good reason, was not previously available for consideration by the Panel has now been obtained.

Appendix 6c: Procedure For Dealing With Breaches Of Assessment Regulations

Academic Dishonesty

1.0 Introduction

The maintenance of fair and honest conduct is an essential part of any assessment system. APIIT views any form of academic dishonesty as a serious offence and will deal with it accordingly. Where an examiner suspects that there has been any form of academic dishonesty the following procedures should be followed:

2.0 Coursework

- 2.1. If an internal examiner suspects that academic dishonesty, for example plagiarism, has occurred the examiner together with another member of the academic staff approved by the Operations Manager should analyse the work in question in order to assess the extent and nature of the dishonesty and should write a report on this with a copy to the Programme Leader.

The work in question should be marked at face value, i.e. as though plagiarism had not occurred, but the Board of Examiners should not consider the candidate's marks until it has been adjudged whether or not an offence has been committed. (Where the work in question has clearly been taken entirely from a published source this should be indicated in the written report but the work need not be marked.)

- 2.2. Where academic dishonesty is suspected the student concerned should be informed by the Programme Leader (or nominee) in writing, and shall be invited to attend an interview.

A copy of these regulations shall also be included.

- 2.2.1. The Programme Leader (or nominee) and internal examiner shall interview the student who has the right to be accompanied by a friend. If the student acknowledges the academic dishonesty as indicated in the written report, he / she can sign the report immediately, or return it signed within 24 hours of receipt of the report (excluding weekends and statutory holidays).

- 2.2.2 If the student does not acknowledge the academic dishonesty as indicated in the written report, the Programme Leader (or nominee) shall convene a meeting of the Examination Disciplinary Committee (see below).

3.0 Examinations or Tests

- 3.1. A candidate suspected of contravening the examination regulations in a formal

written examination, open book examination or test must be approached at the time by two invigilators, whenever possible, and any unauthorised materials must be confiscated.

- 3.2 The candidate's examination answer book should be endorsed at that point with the exact time, date and signature(s) of the invigilator(s). The invigilator will complete the details in the Invigilators Report.
- 3.3 Except where the candidate is causing a disturbance likely to affect other candidates, the suspected candidate should be permitted to complete the examination.
- 3.4 Before leaving the examination room, the candidate should be informed that the incident would be reported to the Operations Manager. The candidate should also be instructed to attend any remaining examinations as normal.
- 3.5 The incident must be recorded by the invigilator(s) in the remarks column of the Examination Attendance List.
- 3.6 A full report of the incident must be written immediately after the examination by the invigilator(s) and submitted to the Year Administrator. Upon receipt of such a report the Year Administrator will inform the Operations Manager.
- 3.7 Where academic dishonesty has been alleged, the student concerned should be informed by the Operations Manager (or nominee) in writing, and shall be invited to attend an interview within five working days of the alleged incident. A copy of these regulations shall also be included.
- 3.8 The Operations Manager (or nominee) and the invigilator(s) who originally approached the candidate during the examination shall interview the student. If the student acknowledges the academic dishonesty in the written report prepared by the invigilator(s) he / +she shall sign the report.
- 3.9 If the student does not acknowledge that academic dishonesty occurred as indicated in the written report, the Operations Manager (or nominee) shall convene a meeting of the Examination Disciplinary Committee. (See below)

4.0 The Examination Disciplinary Committee – Procedures

- 4.1. The Operations Manager shall inform the student, in writing, of the date and time of the Examination Disciplinary Committee meeting and shall invite the student to attend. A friend may accompany the student.
- 4.2. The student may, if he / she wishes, prepare a statement of the incident. Any such statement should be sent to the Operations Manager at least one working day before the meeting of the Examination Disciplinary Committee.
- 4.3. The membership of the Examination Disciplinary Committee shall normally

be:

- An Academic Manager (Chair);
- The Operations Manager or nominee;
- One other academic not directly responsible for the assessment concerned;
- Secretary (nominated by the Operations Manager).

- 4.4. The papers of the Examination Disciplinary Committee will normally include:
- (a) the report of the internal examiner(s) and / or invigilator and other member of academic staff on the extent and nature of the academic dishonesty;
 - (b) any statement from the student;
 - (c) any confiscated materials;
 - (d) any relevant textbooks, source materials, etc;
 - (e) regulations for the particular award relating to assessment matters;
 - (f) a copy of these procedures.
- 4.5. Papers received will normally remain confidential to the Examination Disciplinary Committee. However it may be appropriate to refer papers and the findings of the Examination Disciplinary Committee to the relevant Examination Board.
- 4.6. The Examination Disciplinary Committee shall invite the student concerned and at least one of the members of academic staff responsible for writing the report on academic dishonesty to give evidence. Any other person considered relevant to the case may also be invited.
- 4.7. Minutes of the meeting will be kept and will be circulated to members only.
- 4.8. The findings of the Examination Disciplinary Committee will be that either:
- Academic dishonesty did not occur **or**
 - Academic dishonesty did occur
- 4.9. The Examination Disciplinary Committee shall then assess the extent of the academic dishonesty.
- 4.10. The Examination Disciplinary Committee shall normally recommend one or more of the following actions to the Examination Board.
- (a) a zero mark for the relevant assessment and / or module concerned;
 - (b) referral, if any retake entitlement remains;
 - (c) failure of the group assessment of which it forms part, and determination of the condition, if any, upon which he / she be admitted for reassessment;
 - (d) a variation in the class of award;
 - (e) failure of the award;
 - (f) suspension;
 - (g) expulsion.
- 4.11. The Operations Manager shall inform the student, in writing, of the findings of

the Examination Disciplinary Committee

- 4.12 Where evidence becomes available subsequent to the recommendation of the Examination Disciplinary Committee, it is possible for the matter to be re-opened.