



# **APIIT/APU GENERAL AWARD REGULATIONS DOCUMENT**

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## APIIT/APU General Award Regulations

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# 1. Awards of the Asia Pacific Institute of Technology & Innovation (APIIT) and University of Technology & Innovation (APU)

- 1.1 All awards offered by the Asia Pacific Institute of Technology & Innovation (APIIT) and the Asia Pacific University of Technology & Innovation (APU) comply with the provisions of the Malaysian Qualifications Framework (MQF).
- 1.2 The standard of each programme is set in accordance with the appropriate Programme Standards document issued by the Malaysian Qualifications Agency or with Manuals published by relevant professional bodies such as the Board of Engineering Malaysia and the Board of Architects Malaysia.
- 1.3 The table below sets out the award and minimum credit requirements to complete each programme of study.

Pre-University Degree	MQF Level	Graduating Credit (MQA)	Learning Hours (MQA)
Certificate	2	60 (minimum)	[60 x 40] 2400 hours
Diploma	4	90 (minimum)	[90 x 40] 3600 hours

Undergraduate Degree	MQF Level	Graduating Credit (MQA)	Learning Hours (MQA)
Bachelor's Degree (except Engineering degree)	6	120	[120 x 40] 4800 hours
Engineering Programmes	6	135 (minimum)	[135 x 40] 5400 hours

Postgraduate Degree	MQF Level	Graduating Credit (MQA)	Learning Hours (MQA)
Postgraduate Certificate	7	20 (minimum)	[20 x 40] 800 hours Minimum
Postgraduate Diploma	7	30 (minimum)	[30 x 40] 1200 hours Minimum
Master's Degree by Coursework & Mixed Mode	7	40 (minimum)	[40 x 40] 1600 hours Minimum
Master's Degree by Research	7	No credit rating	N/A
Doctoral Degree by Coursework & Mixed Mode	8	80 (minimum)	(80 x 40) 3200 hours
PhD by Research	8	No credit rating	-N/A

## 2. Registration on Programmes of Study

2.1 All full time undergraduate students will study no more than 20 credits in one semester or in excess of 50 credits over a twelve-month period for a 17-week semester.

2.2 All full time undergraduate students will study no more than 43 weeks over a twelve-month period for a 17-week semester

The study period can be extended up to 45 weeks leading to a maximum of 52 credits in 1 year of study in the following 3 situations:

- Conducting exam
- Practical
- Industrial training

2.3 The tables below set out the minimum and maximum number of credits (Full-time) and (Part-Time) permitted to be studied in a semester/year

### Full-Time Study

Full-Time	MQF Level	Minimum Number of Credits	Maximum Number of Credits
Certificate	3	6	*16
Foundation	N/A	6	*16
Diploma	4	6	*20
Bachelors	6	6	20
Postgraduate Certificate/Diploma/Masters	7	6	*16
Doctoral Degree	8	6	*16

\*Note: For programmes with a semester shorter than 17 weeks, the **maximum credit load will be adjusted accordingly**.

Part-time classes can be offered in either semester or Modular mode.

Part-time classes (Semester Mode)

Part-Time	MQF Level	Minimum Number of credits	Maximum Number of Credits
Bachelors	6	3	12
Postgraduate Certificate/Diploma/Masters	7	3	9
Doctoral Degree	8	3	9

Part-time students in semester mode may register for **less than 60%** of the full-time credit load. For a 17-week semester, the maximum credit load is 12 credits.

For Part-time classes that are delivered in Modular mode, the following conditions apply:

- A maximum of 5 blocks per year
- A maximum of 43 weeks duration per year
- A maximum of 50 credits of student learning load per year

2.4 Students should refer to the Letter of Offer for the duration of study within which a student shall be required to complete their programme and obtain an award.

2.5 The table below sets out the maximum period of registration permitted on a programme of study and on a level or stage of study.

Title	MQF Level	Study Years/Levels	Maximum Period of Registration (Full-Time)	Maximum Period of Registration (Part-Time)	Maximum Registration to complete one year/level
<b>Certificate</b>	3	1 Level	5 years	N/A	N/A
<b>Foundation</b>	N/A	1 Level	5 years	N/A	N/A
<b>Diploma</b>	4	1 Level	5 years	N/A	N/A
<b>Bachelors</b>	6	3 Levels	5 or 7(*) years	N/A	2 years
<b>Postgraduate Certificate/Diploma</b>	7	1 Level	5 years	5 years	N/A
<b>Masters</b>	7	1 Level	5 years	5 years	N/A
<b>MPhil</b>	7	1 Level	5 years	7 years	N/A
<b>PhD</b>	8	1 Level	5 years	7 years	N/A

\*Refers to Engineering programme

- 2.6 Any periods of intermission or deferment of a semester/year will count towards the period of registration.
- 2.7 Any request for an extension to registration must be made to the Registrar. Extensions will normally only be permitted for one academic year and will be considered in accordance with the provisions of the Procedure for a Student to Appeal Against an Award Board Decision.
- 2.8 An extension to maximum period of registration is considered exceptional, rather than the norm. An extension is not a right and therefore it may be refused depending upon the circumstances.
- 2.9 Where the request for an extension to the maximum period of registration is refused, the original completion date will stand.
- 2.10 For students where the maximum period of registration has lapsed and the requirements for the Award have not been completed, the student will be deemed to have withdrawn.
- 2.11 For international students who require immigration permissions to study in Malaysia must ensure that they have appropriate immigration permissions to enable them to continue their studies with an extension to maximum period of registration. The maxima which are outlined within the table do not imply that a student will necessarily be able to obtain a student pass/visa for the extended period.
- 2.12 Approval by the Senate is required for completion of studies earlier than the standard duration specified in the Letter of Offer.
- 2.13 Some professional bodies may require completion of a programme that they accredit in a different time than indicated above. Where programme specific regulations occur these will be indicated in the programme documentation.
- 2.14 Students who are found to have made a false declaration during their admission or registration process will have their registration with APU cancelled.
- 2.15 Approval by the Senate is required for a postgraduate exit Award which is different from the programme registered. An exit award will only be considered for a lower-level qualification whereby both awards are accredited by MQA. For example, a request for a Post Graduate Diploma in 'X' when a Masters in 'X' is not achievable, or a request for a Post Graduate Certificate in 'X' when a Post Graduate Diploma in 'X' is not achievable. The request may require a student to study additional modules to meet the credit and module requirements for the lower-level qualification. The request for an exit award will need to be submitted by the student concerned and reviewed by the Award Board for Senate's consideration.

### **3. Semester and Module Registration**

- 3.1 Students will normally automatically be registered in each semester.
- 3.2 Each semester will consist of a predefined set of modules, however, students may be permitted to register for alternative modules (normally from the next semester) from within the programme provided that any module pre-requisites have been met.

### **4. Modules and Credits**

- 4.1 Programmes comply with the credit requirements indicated in item 1 and are delivered in a modular form. Every module is allocated to a credit level.
- 4.2 Delivery patterns for modules vary. Some are delivered during one semester; others are delivered over a year-long period. Students are responsible for ensuring that they know the delivery pattern of all modules for which they enrol.
- 4.3 The programme specification and programme handbook for each programme contains details of the programme structure.
- 4.4 Module credit is awarded where the student has achieved an overall pass mark in a module. Credit may also be awarded for a marginally failed module in accordance with the provisions of item 5.
- 4.5 All modules must be fully completed within four consecutive semesters or two calendar years from commencement.
- 4.6 The APU Student Handbook sets out the student's responsibility for module attendance.

### **5. Module Assessment and Reassessment**

#### **Module Assessment**

- 5.1 Each module will be assessed in accordance with the set assessment criteria as defined within the Module Descriptor.
- 5.2 Coursework assessments must be submitted on or before the stipulated deadline. It is the student's responsibility to be aware of and comply with submission deadlines.
- 5.3 If a student submits a piece of assessment late, the assessment will be given a mark of zero for that assessment opportunity. However, providing the submission is made prior to the release of unratified marks, the assessment will be marked as if for the next assessment opportunity. The submission will be capped at 50% for both undergraduate and postgraduate courses. If no reassessment opportunity exists, the student will have failed the assessment.
- 5.4 The provisions of paragraph 5.3 do not apply where a valid claim for Extenuating Circumstances (Late Submission) has been upheld. The rules for extenuating circumstances claims are contained within the APIIT/APU Extenuating Circumstances and Deferments Policy.
- 5.5 Students must comply with the regulations relating to attendance at all teaching sessions for the modules enrolled. A student who fails to comply with the attendance requirement is deemed as not meeting module requirements and hence students with barred attendance status will be automatically registered to sit for the exam as first retrieval with marks capped at pass marks. A request must be made if a student opts to retake the module with attendance.
- 5.6 The provisions of paragraph 5.5 do not apply where a student fails to attend any classes for the

modules enrolled. Hence, student with zero attendance in the module(s) enrolled will be required to retake the module with attendance.

- 5.7 Students must comply with the regulations relating to academic misconduct. Academic misconduct is defined as an attempt by a student to gain an unfair advantage in any assessment. Further information is set out in the APIIT/APU Procedure for Dealing with Academic Dishonesty.
- 5.8 The module pass mark is 50% for an undergraduate module and for a postgraduate module. Where there are two or more elements of assessment within a module, the overall result for the module will be determined according to the weighting of each assessment. The minimum pass mark for an element of assessment is 20%. Where professional/accreditation body regulations require a higher minimum pass mark these requirements will be specified in the individual programme specification.
- 5.9 If a student obtains an overall pass mark but does not meet the minimum pass mark for all elements of assessment, then they will be deemed to have failed the module. The module will be recorded as Grade point 1.3 (grade F+) for UG programmes and Grade point 2.0 (grade F+) for PG programmes.
- 5.10 The University uses a grade point and percentage marking scale to record overall module results and this is set out below:

**Certificate:**

<b>Marks</b>	<b>Alphabetical Grade</b>	<b>Grading Point</b>	<b>Classification</b>
<b>80-100</b>	A+	4.0	Distinction
<b>70-79</b>	A	3.7	
<b>65-69</b>	B+	3.3	Credit
<b>55-64</b>	B	3.0	
<b>50-54</b>	C+	2.5	Pass
<b>40-49</b>	C	2.0	
<b>35-39</b>	D	1.7	Fail (marginal)
<b>30-34</b>	F+	1.3	Fail
<b>20-29</b>	F	1.0	Fail
<b>0-19</b>	F-	0	Fail

**Undergraduate (Diploma, Foundation, Degree):**

Marks	Alphabetical Grade	Grading Point	Classification
80-100	A+	4.0	Distinction
75-79	A	3.7	
70-74	B+	3.3	Credit
65-69	B	3.0	
60-64	C+	2.7	Pass
55-59	C	2.3	
50-54	C-	2.0	
40-49	D	1.7	Fail (marginal)
30-39	F+	1.3	Fail
20-29	F	1.0	Fail
0-19	F-	0	Fail

**Postgraduate:**

Marks	Alphabetical Grade	Grading Point	Classification
80-100	A+	4.0	Distinction
75-79	A	3.8	
70-74	B+	3.6	Merit
65-69	B	3.5	
60-64	C+	3.3	Pass
55-59	C	3.2	
50-54	C-	3.0	
40-49	D	2.5	Fail (marginal)
30-39	F+	2.0	Fail
20-29	F	1.5	Fail
10-19	F-	1.0	Fail
0-9	U	0	Unclassified

5.11 For some programmes, modules will be graded Pass or Fail only. Typically, the MPU compulsory subjects, co-curricular and internship modules will be classified as Pass or Fail.

5.12 If the student does not achieve an overall module pass at the first attempt, eligibility for awarding credit through compensation (see item 6) will be determined. If the student is not eligible for the award of credit through compensation, eligibility for any further retrieval attempt will be determined.

5.13 A student will not be reassessed in a module they have already passed, unless Extenuating Circumstances are upheld.

**Module Referrals**

5.14 Students normally have three attempts to pass a module.

5.15 The first retrieval attempt will normally be through referrals of the failed elements of assessment within a module.

5.16 The second retrieval attempt will normally be through referrals of all the elements of assessment within a module.



- 5.17 If a student is referred in any failed elements of assessment (in the first retrieval attempt) or all elements of assessment (in the second retrieval attempt) within a module, the referral assessment will be scheduled for the next assessment retrieval point. The referral may be the resubmission of coursework and/or a resit of an examination/test.
- 5.18 The resubmission of coursework may be a re-work of the original piece of coursework or, where this is not possible, for example in coursework such as group work, an alternative piece of coursework will be carried out.
- 5.19 Notification of referral assessments will be contained within the results notification on webspace. It is the student's responsibility to be aware of and comply with any referral assessments. Failure to do so will mean that the student is recorded as failing the re-assessment with a grade point zero for the component.
- 5.20 Any elements of assessment subject to a first retrieval attempt will be capped at a maximum of 50%. Those elements passed at the first attempt will retain their original mark.
- 5.21 The second retrieval attempt for a module will be capped at a maximum of 50% (recorded as Grade point 2.0K for undergraduate or Grade point 3.0K for postgraduate modules).
- 5.22 The module outcome at the retrieval attempt will be the aggregated mark of any capped and non-capped elements of assessment. The module will be suffixed R. The Award Board can review assessment element scores from differing attempts to determine whether a module has been passed. The highest mark will stand.
- 5.23 If the aggregated mark of any capped and non-capped elements of assessment results in the student obtaining a mark below the pass mark for the module, but the aggregated mark of all uncapped elements of assessment would result in the student obtaining a pass mark then the module will be recorded as an overall pass with a mark of 50% (recorded as Grade point 2.0 for undergraduate or Grade point 3.0 for postgraduate modules). The module will be suffixed R.
- 5.24 If the failed module is an elective module then the student may choose to replace the module with an alternative elective module, subject to availability. The module mark for a replacement module is capped at 50% (recorded as Grade point 2.0 for undergraduate or Grade point 3.0 for postgraduate modules). The student will be permitted the requisite number of assessment opportunities for that module.
- 5.25 If the student has failed a module following all retrieval opportunities, and is not eligible for the award of credit through compensation, the module overall is failed. If the module is core to the programme, the programme is also failed.

## **6. Awarding Module Credit through Compensation**

- 6.1 Compensation is the awarding of credits for a marginally failed module.
- 6.2 In order to be eligible for the award of credit through compensation, the student must have achieved a marginal fail (an overall module mark of 40-49%) for the module. In addition, the year/level Grade point average for the student must meet the requirements of the programme.
- 6.3 The amount of credit which must have been achieved, the minimum year/level Grade point average to have been achieved, and the maximum amount of credit that can be awarded through compensation, for each level or stage of a programme, is indicated in the programme documentation.

- 6.4 Partial compensation of a module, for example awarding some but not all of the credits associated with a module, is not allowed.
- 6.5 In the case of reassessment, and in circumstances where multiple elements of assessment have been reassessed, it is possible to mix marks achieved at different assessment opportunities to determine whether a module has achieved a mark which will allow the module credit to be awarded through compensation.
- 6.6 When classifying a degree, a compensated pass is considered to be the minimum pass grade point associated with the level of study. For example, a GP2.0 for undergraduate programmes and a GP3.0 for postgraduate programmes. The module will be suffixed C.

## **7. Progression**

- 7.1 See Programme Specific regulations.

## **8. Award Conferment and Classification**

- 8.1 See Programme Specific regulations.

## **9. Awards in Exceptional Circumstances – Posthumous Awards**

- 9.1 These provisions apply to Honours degrees or Masters degrees.
- 9.2 Recommendations for posthumous awards will be considered by the Vice Chancellor or nominee.
- 9.3 A School may recommend a posthumous award supported by evidence of academic achievement, at the level of the requested award.
- 9.4 Posthumous awards may be classified, subject to the approval of the Vice Chancellor or nominee. It is not required that the resulting certificate is marked Posthumous.

## **10. Appeal Against an Award Board Decision**

- 10.1 The APIIT/APU Student Appeals Procedure sets out the grounds on which appeals can be heard.
- 10.2 When an appeal is upheld a student may be granted:

- a review of their module results
- a review of the decision reached by an Extenuating Circumstances panel resulting in a further assessment opportunity in the elements of assessment indicated in the appeal submission
- a review of the referral/retake decision for a failed module
- a further assessment opportunity for a previously passed module