

Asia Pacific Institute of Information Technology

Student Handbook

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MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

Dear Students,

Welcome to the Asia Pacific Institute of Information Technology (APIIT) – Sri Lanka, the premier higher education institute in Computing/IT and Business Administration.

Over the years, APIIT-Sri Lanka has expanded rapidly and grown in stature. Today, APIIT has emerged as an acknowledged leader amongst higher education institutes in the private sector. APIIT is also known as a responsible provider of tertiary education and is held in high esteem in academic circles both in Sri Lanka and abroad.

The cornerstone of our success has been the consistent upholding of high standards and quality of educational programmes. This is achieved through constant attention to critical factors that underpin quality, namely, the adoption of international curricula to suit the Sri Lankan context, recruitment of highly qualified and competent lecturers, strategic investments to maintain the teaching facilities at the cutting-edge and efficient delivery and management of educational programmes.

APIIT mission is to provide its students a total education by focusing on fundamental academic principles in an atmosphere that fosters academic excellence. Our commitment to quality of education is absolute. In spite of maintaining high standards in all aspects of the teaching/learning process and maintaining excellent facilities that are among the finest anywhere in the country, we are in a unique position to offer academic programmes at an affordable cost.

We are first and foremost a student-centred institution that dedicates its talents and resources to student welfare. Our aim is to provide the student with quality learning experiences that help them to achieve their full potential and explore and unravel the future.

Learning is an interactive process and active participation of the student in the learning process is essential. I like to invite all students to use their time productively and obtain the maximum benefits from the excellent resources and learning opportunities that we provide at our City Campus.

Sincerely,

Dr. Athula Pitigala-Arachchi, PhD
Chief Executive Officer

THE STUDENT CHARTER

APIIT seeks to provide a challenging and stimulating environment where students can realise their full potential and graduate as true professionals in the chosen field. The Student Charter reflects the spirit of partnership that the Institute sees as central to the acquisition of 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;
- 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 Appendix 2 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;
- high standard of teaching and research supervision in line with APIIT quality policy and mission;
- guidance for university placement and career development; and
- 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 and care in a manner consistent with the Institute's policy;
- taking part in teaching/learning activities including attending lectures, tutorials and lab sessions on time and submitting assignments promptly;
- complying with deadlines set by the Institute;
- notifying their mentors and/or lecturers if they are experiencing any problems or difficulties;
- reporting absence promptly to the administration office or their mentors;
- participating in extra-curricular activities; and
- contributing to the reputation and development of the Institute by providing constructive feedback.

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 courses and services in order to promote its character as a dynamic and progressive Institute.

1. INTRODUCTION

1.1. APIIT: Overview

APIIT-Sri Lanka, established in 2000 in partnership with APIIT-Malaysia and Staffordshire University-UK, is part of an international collaboration with links to a wide range of reputable universities in the UK and Australia.

APIIT-Sri Lanka's principal purpose is to produce internationally recognised professionals who will meet the demands of the industry and commerce and contribute to the socio-economic development of the country. To achieve these objectives, APIIT-Sri Lanka provides excellent opportunities for classroom learning, independent and group studies and research.

Presently, APIIT-Sri Lanka offers Staffordshire University, UK Degree programmes in Computing/ IT and Business Administration. APIIT students have the option of completing the entire Degree programme in Sri Lanka or transferring to twenty-one affiliated universities in the UK or Australia after one year (Diploma) or two years of study.

APIIT School of Computing offers Diploma and Degree programmes in Computing/ IT. Equal emphasis on theory and practice of computing and prominence given to project work towards the latter part of the programme are distinctive features of the Computing Degrees.

APIIT Business School offers Diploma and Degree programmes in Business. While the programmes are designed to cover comprehensively all areas of business, the course content is advantageously integrated with the theory and practice of information technology. This unique blend of Business with IT ensures that APIIT graduates will be able to use the full potential of Information Technology in analysing and solving business problems giving them a cutting edge in their professional career.

The hybrid degree programmes such as Business Information Technology and Business Computing are a unique combination of computing and management disciplines and meet the demands of the modern world where business takes place in an IT environment.

The quality and high standards of APIIT Diploma/ Degree programmes is the outcome of years of rigorous effort and persistent commitment. APIIT quality assurance framework comprising regular external audits and validation of programmes by Staffordshire University, UK and APIIT-Malaysia, and internal quality assurance processes ensures that 'appropriate and effective teaching, support, and learning opportunities are provided to all our students'.

1.2. Vision and Mission

1.2.1. Vision

APIIT-Sri Lanka's Vision is to be a leading higher education institute in the Asia Pacific Region with a global reputation for academic excellence.

The Institute aspires to a reputation for academic excellence through:

- Specification of superior learning outcomes informed by close contact with the industry and commerce.
- Innovative teaching, learning and assessment strategy
- High quality staff possessing exceptional skills and ability
- Premium facilities for teaching/ learning and research
- Well-defined professional culture and value system

1.2.2. Mission

APIIT-Sri Lanka's Mission is to provide internationally accredited higher education qualifications and produce globally competitive graduates/ professionals who would contribute significantly to socio-economic advancement.

1.3. APIIT-Malaysia: Overview

Initiated by the Malaysian Government with the objective of addressing the critical shortage of IT professionals at all levels in Malaysia and the region, the Asia Pacific Institute of Information Technology (APIIT) was incorporated in Malaysia in 1993. The primary objective was to provide a responsible and industry-sensitive platform for young individuals to develop IT and Business skills and qualifications.

Over the years, APIIT has grown from being a successful private higher education institution in Malaysia to establishing itself as a major regional player, with activities now spread to centres in Pakistan, Sri Lanka and India.

Since inception, APIIT has achieved tremendous success graduating more than 10,000 students to date. Further, APIIT is committed to investing in Research & Development, and in the last decade APIIT has innovated a range of IT-related international award winning products capable of commercialisation.

In November 2004, the Malaysian Government rewarded APIIT commitment to excellence in education by upgrading APIIT to university college status.

1.4. Staffordshire University

1.4.1. Overview

Staffordshire University is a major player in international education and has its origins in the early 1900s. The University has a student population of approximately 12,000 full-time and 3,000 part-time students. In addition, the University has some 5,000 students studying overseas on Staffordshire University awards in China, Malaysia, Singapore, Hong Kong, Pakistan, India, Sri Lanka, Greece, Spain and France.

1.4.2. Relationship with APIIT-Sri Lanka

APIIT-Sri Lanka has a close and enduring relationship with Staffordshire University in the UK.

APIIT-Sri Lanka offers internal degree programmes of Staffordshire University (Levels 2 and 3) and the degree certificates awarded by Staffordshire University are identical to those awarded to internal students studying in the UK.

APIIT Diploma Programmes (Level 1) are quality assured by Staffordshire University; UK; these provide a pathway to enter higher levels of relevant foreign degree programmes and are recognised as equivalent to the first year of respective Staffordshire University Degree Programmes.

APIIT Degree Programmes are conducted as per the prescribed standards. There is often close monitoring of the facilities and the conduct of the programmes by Staffordshire University and APIIT-Malaysia to assure that the required quality standards are maintained. .

1.5. Programmes Offered at APIIT-Sri Lanka

APIIT offers a complete suite of high quality courses in Computing/ Information Technology and Business Administration/ Management. These range from Foundation Courses to Diploma and Bachelors Degree Programmes (Appendix 2).

2. QUALITY OF LEARNING

APIIT is committed to providing high quality learning opportunities to all its students. The Institute has in place a comprehensive quality assurance framework comprising external audits by Staffordshire University and APIIT-Malaysia and internal quality assurance processes.

2.1. Learning Environment

APIIT strives to create an environment that encourages and empowers students to become proactive and independent learners.

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

APIIT expects you to:

- attend scheduled classes, hand in work on time and notify your lecturer(s) if for any reason you are not able to meet attendance requirements
- adhere to the assessment timetable and compiled Student Assessment Information Sheet (SAIS)
- 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

2.2. Student Feedback

APIIT believes that your feedback is critically important in identifying opportunities to improve its operations and services.

2.2.1. End of Module Appraisal

During your time at APIIT, you will be required to fill in on-line evaluation questionnaires (Course Appraisals) to assist the Institute in its course monitoring and planning. Such feedback is important for the continuous improvement of course delivery. We would be grateful for your full and prompt co-operation in completing the questionnaires in a constructive and objective way. (Students who do not complete their course appraisal by the stipulated date indicated on their examination schedule could find their results not being published until they complete their course appraisal.)

2.2.2. Class Mentor Scheme

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 the class. The class mentor will also function as your link with APIIT 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, which may affect your studies.

2.2.3. Student Representatives

Each class will elect two student representatives (preferably one male and one female) who will function as the liaison between students and the class mentor or APIIT 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.

2.3. Consultation Hours

In line 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 on the notice board and at <http://webspace1.apiit.lk/consultation/>

3. PROFESSIONALISM

APIIT is a professional establishment and, from the moment of entry to the Institute, you will be treated as a professional. Subject expertise in itself cannot guarantee a job. Ability to display and practise a high level of professional and interpersonal skills is equally important to develop a successful career. APIIT therefore seeks to instil, in addition to imparting knowledge and skills, a strong sense of professionalism that will stand you in good stead in your future career.

3.1. Attire

Attire must be compatible with the public image of APIIT. The Institute's aim is to produce professionals 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 (Refer Appendix 1).

3.2. Attendance and Punctuality

Being present at all lectures, tutorials and practical classes is a pre-requisite for successful completion of the study programmes. Punctuality constitutes an important aspect of the professional training provided (Refer Appendix 1).

Attendance is required at all teaching sessions of 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 module cohort) you must attend the sessions to which you have been assigned.

Minimum of 80% participation in all scheduled academic activities for a module is mandatory to sit for the module examinations/ assessments and/ or to establish validity of examinations/ assessments already taken. Students may be permitted to be absent for valid reasons with prior approval or on medical grounds provided an acceptable medical certificate is submitted within 7 days from the date(s) of absence. However, the concession granted will be limited and a minimum attendance requirement of 70% will be enforced under such circumstances.

Each student enrolled in a module should meet the attendance requirement in addition to other requirements stipulated in the module descriptor to complete the module satisfactorily. Failure to meet the attendance requirement will result in the student being barred from sitting the module examinations/ assessments and/ or declaring the examinations/ assessments already taken null and void. Further, the student will be considered as having made an unsuccessful attempt on the module

and will be required to repeat the module with attendance and payment and retake the examinations/ assessments as a second attempt. You can find a copy of the attendance policy in appendix 11.

3.3. 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 the actual working environment will not only be reflected by the grades received, but also by your conduct during the course.

4. STUDENT SERVICES

There are full-time Counsellors at APIIT to look into your needs.

4.1. Accommodation

There is no formal service to assist you in obtaining accommodation. However, if assistance is required, the Counsellors will be pleased to help wherever possible.

4.2. University Placements

APIIT-Sri Lanka facilitates students to transfer to affiliated universities in the United Kingdom and Australia. Students, who complete one, two or three years of study at APIIT-Sri Lanka, may take advantage of this facility to attain overseas exposure.

Students are advised to apply well in advance (approx 2 ½ months ahead of intake date) to respective university, since visa processing may take a maximum of 1 ½ months.

Whilst APIIT-Sri Lanka will assist the students, application and obtaining relevant Visas to gain entry shall be the responsibility of the student.

Students applying to non-affiliated Universities could make a special request to obtain necessary documentation.

4.3. Industrial Training

The objective is to complement the knowledge and skills offered by the degree programme with real life experience.

- Industrial placements will be offered on an optional basis after completing level 2 and before starting the final year of studies.
- The duration will be approximately 24 weeks (6 months).
- The placements will be in well-recognized software houses and business organizations.
- A marginal fee is payable by the students during this period to cover the administration costs.

4.4. Career Guidance and Job Placement Service

APIIT-Sri Lanka Career Guidance and Job Placement Service provides assistance to students to plan their career and find suitable employment on graduation.

This service maintains close contacts with the industry and an updated database of job opportunities. These will be matched to profiles of graduating students with a view to assisting them to secure most appropriate and high profile jobs in Computing/ IT or Business Management.

4.5. 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.

4.6. APIIT Student Activities and Recreation

The Students' Activity Club (SAC) represents the student community and acts as a forum to express their opinions and concerns. SAC also facilitates students to pursue their non-academic interests and promotes student bonding. Various societies are formed to encourage social, cultural and sporting activities. Numerous events are organised to cater to diverse student interests and contribute to community development.

5. FACILITIES AND 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 Chief Executive Officer or his duly appointed representative.

Students causing loss or damage to the Institute's property from activities which are not permitted shall be held personally responsible and liable for the cost of replacement and repair as necessary. They will also be subject to disciplinary punishment and may be subject to cancellation of studentship and expulsion.

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, multimedia projectors and white boards. You should always maintain the cleanliness of the lecture rooms in order to preserve an environment that is conducive to learning.

5.2. Library Facilities and Services

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

The Library's mission is to establish and maintain state-of-the-art Information Resources.

APIIT Library provides a comprehensive range of core material for all subjects taught within its current curriculum. These include books and relevant print journal. APIIT Students are also allowed to access online databases such as Emerald, Proquest Computing, IEEE, etc. These are available at <http://webspace1.apiit.lk/usefullinks>

5.2.1. Operating Hours

Mondays – Friday	- 8.30 am – 7.00 pm*
Saturday	- 8:30 am – 5.00pm
Last Saturday of every month	- Closed *
Sundays and Public Holidays	- Closed

**Closed for monthly stock check; circulation is open only for Part-time Students*

5.2.2. Membership

Membership of the library shall be granted to all students of APIIT who have paid their library deposits (fully refundable) and course fees.

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

- all Full-Time and Part-Time students of APIIT
- academic and administrative staff of APIIT
- members of the research and development teams

5.2.3. 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.

5.2.4. Library Membership Card

- Library Membership is not transferable.
- Your Student ID is 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 ID Card is lost or stolen. A member will be fully responsible for any consequences if this matter is left unreported.
- Members must immediately inform the Library Staff on duty of any change in personal particulars.

5.2.5. Library Briefings

The library conducts Introductory Sessions on library resources, facilities, and services when new students are introduced. 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.

5.2.6. Information and Assistance

- Guidelines are provided to assist members in locating the reading material. Please refer to the notices within the library premises.
- Should you need assistance with any aspect of library use, please contact the Library Assistants on duty.

5.2.7. Lending Policy

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

Group Type	Loan Limit	Loan Period
APIIT Level 0, 1 and SU Level 2 and 3	2 Items	Green Tagged Books - 2 weeks Yellow Tagged Books - 3 days
Lecturers	10 Items	2 weeks
Administrative Staff	2 Items	2 weeks

- A member must produce his/her ID card when borrowing library material.
- 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 damaged item taken under his/her name.
- 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 allow 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 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 book 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 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 "(f) Fines" below.

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.
- Renewals can be done online using <http://webspace1.apiit.lk/gims/library/>

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. "Books Ready for Collection" is notified by e-mail.

- 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.

- Reservations can be done online using <http://webspace1.apiit.lk/gims/library/>

e) **Loans of CD-ROMS**

- CD-ROMS that come as a supplement to books are available for one day loan period.
- The borrower should ensure that the CD-ROMS to be borrowed are in good condition prior to 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 for green tagged books.

f) **Fines**

- An item will become overdue if it is not returned or renewed on or before the due date.
- Overdue items incur fines and results in borrowing privileges being suspended until the book(s)/items are returned and the fines settled.
- The table below shows fines levied on overdue items:

Day	Penalty	
Green Tagged Books	1 st Week	Rs. 5.00 per day
	2 nd Week	Rs. 10.00 per day
	3 rd Week onwards	Rs. 20.00 per day
Yellow Tagged Books	1st Day	Rs. 20.00 per day
	2nd day onwards	Rs. 50.00 per day
After 30 days	Library Deposits will be forfeited after a reminder notice has been issued.	

g) **Electronic Circulation System**

- The library operates an electronic circulation system for the loan of material. 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 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 material. As mentioned in 'Library Membership Cards' above, membership is not transferable, hence, a Library Member is fully responsible for all items loaned against his/her Library Membership.
- Students may use online system to search, renew and reserve books. Statement of library fines could also be viewed online.

5.2.8. 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.

5.2.9. Feedback and Comments

- Online Feedback service is in place. Feedback can be provided via <http://webspace.apiit.edu.my/feedback>
- 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.

5.2.10. Lost or Damaged Material

- 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 material will have to be settled within a grace period of 30 days.
- An additional charge may be included to cover the administrative costs of replacing the material.

5.2.11. Photocopying

- Photocopying facilities are available within the library premises. Members are required to use their own paper for copying.
- 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

5.2.12. Library Computers

- The computers provided in the library are to be used for academic research purposes only.
- Member may use the computers for online research and CD browsing. 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 programmes 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 media storage. 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.

5.2.13. Personal Belongings

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

5.2.14. Withdrawal of Membership

- Members who fail to pay fines or who retain books for more than one week after the due date 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.

5.2.15. 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.

5.2.16. Refund of Library Deposits

- The Accountant 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.

5.2.17. 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-size 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.

5.2.18. 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.
- The library corridor should be kept clear at all times. Students should not gather along the corridor and carry out long conversations as this will be 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 maximum comfort and privacy for members to carry out their work.
- Members caught scribbling or mutilating the library property will be penalized.

5.3. **Computing Facilities And Services**

5.3.1. 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 8.00 pm on Monday to Saturday for full-time and part-time students.

However, please note that only one laboratory will be opened initially on Saturdays; additional labs will be opened depending on the demand.

Students are required to properly maintain the computing environment such as the arrangement of computers and related equipment and the arrangement of chairs at all times when using the computer laboratories and classrooms.

5.3.2. General Facilities

APIIT computing facilities consist of PC laboratories with modern Multimedia PCs connected over a high-speed switched Ethernet LAN running at 100Mbps. Servers provide Authentication, Authorization, Resource Sharing, Virus Protection and Monitoring capability required for the laboratories. APIIT network is also linked to the internet via a 4 Mbps Wi-max connection, providing access to e-mail and other internet applications. The bandwidth of the internet connection will be increased to match the increasing student population.

APIIT also provides wireless access facilities for students who use laptops. Students can connect to APIIT network via a Wi-Fi enabled laptop and use the network resources. The number of wireless access points will be increased depending on the usage.

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 & regulations which govern the usage of the Institute's computing facilities. (See [Appendix 4](#)) Failure to do so will result in disciplinary action.

5.3.3. APIIT Online Systems for Students

APIIT has implemented a number of systems, which can be accessed internally and externally to provide a better service for students. These systems can be accessed through the following URL: <http://webspace.apiit.lk>

At present, students can access the following services/systems

- Project Assessment and Guidance Online (PAGOL)
- Class Timetable
- Course Appraisal
- Lecturer Consultation Hours
- Online Feedback

- Library Online
- Online Lab Booking System
- Results Online

And the following online handbooks

- Academic Staff Directory
- Student Handbook
- Students' Study Guide

These systems are under continuous improvement and modification to provide a better service. All the changes to the systems will be notified to the students in advance.

5.3.4. 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 via online Lab Booking System or at the technical room, based on the availability of units.

5.3.5. 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.

The students must be aware of the Lab Timetables. The Lab Timetables are available online and also on notice boards.

Students cannot lock a particular computer for more than 10 minutes. If the student wants to leave the computer for a longer time period, he or she must logoff.

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

5.3.6. Usage of Online Lab Time Reservation System

The following should be taken into account when using the Lab Time Reservation System.

- You will be provided with an account and an initial password to login to APIIT Lab Time Reservation System.
- You are responsible for the manner in which your account is used. Your password should not be revealed to anyone else. You must change your password immediately after the first successful login.

- A student will be able to reserve 4 time slots per day. Additional time slots can be requested through the Technical Room and are subject to availability of free computers.
- 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 cause 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.

5.3.7. Lab Bookings

Additional time slots can be requested through Technical Room. The granting of the request for additional time slots will depend on the availability of time slots and subject to approval by the Network Administrator.

If you have reserved a particular computer, you must explicitly make a cancellation request to the Network Administrator at least one hour before if you are not planning to use it. 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.

5.3.8. Usage of APIIT File Server

- You can access the APIIT File Server hereinafter referred to as the "Fileserver" using the initial user name and password.
- Each student will have a user account on the Fileserver where he can store his data. This account has a storage limit of 100 MB. Students are advised to store their data always on their fileserver account and not on individual machines. This will ensure the availability of data at all times.
- Students must always keep backups of their important data. Students are entirely responsible for the availability and integrity of their data.
- 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 cause 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.

5.3.9. Usage of Equipment in the Laboratories

All computing resources are to be used solely for the purposes related to the course. These purposes include teaching sessions, assignments, practical sessions, projects and research as authorised by the Institute. If you want to

use laboratory facilities for other beneficial activities, you should consult the Network Administrator to obtain the necessary approval.

5.3.10. Printer Usage

The dot matrix 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.

Students can also use the Laser Printer located in the Technical Room for a nominal charge. (This charge will be notified and is subject to revision from time to time).

5.3.11. 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 / Network Administrator. In these situations the Laboratory Assistants / Network Administrator will allocate you alternative resources / time slots.

5.3.12. 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 / Network 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 Network Administrator to make the necessary preparations on the resources requested.

5.3.13. Use of Personal Equipment

You may bring in your own equipment for 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 the Network Administrator before bringing in your own equipment.

5.3.14. Copyright Infringement – Use of Personal, Mobile and 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.

(For further details please refer to Appendix 4)

5.4. 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.

5.5. Audio/ Video Facilities

The Institute is also equipped with audio/video facilities:

- television sets
- video players
- video cameras

5.6. Meeting Room

The meeting room is another venue for you to use for discussion. The use of the meeting rooms should be through request and approval may be obtained from the Administrators.

5.7. 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.

5.8. Parking

A limited number of car parking bays are available in the ground floor car park for staff and visitors. Students may use these bays depending on availability and with the permission of security staff. APIIT is not in a position to provide parking facilities for students and 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 users.

6. 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. In the case of students having other educational qualifications and professional experience, these may be waived altogether if such an applicant can demonstrate the capacity to undertake a course.

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 on or before the 5th of every 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

Course fees may be credited to the APIIT Bank Account; please obtain details from the APIIT Accounts Department. Fees may also be paid by cheque to the APIIT Accounts Department. Fee collection time is between 8.30 am to 5.00 pm from Monday to Friday and from 8.30 am to 1.00 pm on Saturday. Students should obtain an official receipt for all payments.

Please refer to the Fees and Enrolment Scheme guide for the correct amount for your fees. Please also note that the fees are subject to annual revision.

6.2.1. Late Payments

A late payment charge will be imposed for any delay in payment of course fees beyond the 05th day of each month. Students are required to check the late payment charge from the Administrative Executive. Should the fees and late payment charge still remain unpaid after 15 days, the student will be debarred from enjoying rights and privileges of a student of APIIT, and will no longer be able to attend lectures, 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 only be reinstated upon full settlement of fees due plus the late payment charge and an additional administrative charge.

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/ approval from APIIT).

Transfer is granted on the basis of a written request from the student (please refer to the Manager-Academic Administration for further information).

6.2.3. Withdrawal Procedures

If you are withdrawing from the course you have registered for you must submit a written letter stating your intention. The Registration Fee is not refundable. Other fees will be refunded on a pro rata basis after appropriate deductions for the periods of attendance.

6.2.4. Exemption Procedures

To claim exemptions you must submit the prescribed exemption application form to a counsellor attaching all relevant educational qualifications and syllabi. The Exemptions Board will officially inform you on the exemptions granted, if any.

7. ACADEMIC AWARDS

APIIT offers a range of undergraduate courses grouped into Programmes:

- i) APIIT Diploma Part I (Foundation Programme)
- ii) APIIT Diploma
 - Business Administration.
 - Information and Communications Technology.
- iii) Degrees from Staffordshire University, UK
 - BSc (Hons) in Computing
 - BSc (Hons) in Computing with specialization in Software Engineering
 - BSc (Hons) in Computing with specialization in Multimedia
 - BSc (Hons) in Computing with specialization in Web Development
 - BSc (Hons) in Business Information Technology
 - BSc (Hons) in E - Commerce
 - BSc (Hons) in Business Computing
 - BA (Hons) in Business Administration

8. 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. Depending on the need, a few classes may be scheduled in the evenings or on Saturday and students will be given prior notification of these classes.

Part-time students

All part-time lectures are held in the evenings between 6.00 pm to 8.00 pm, and on Saturdays. Level 0 and Level 1 students will normally have 4 to 5 sessions per week while Level 2 and 3 students will normally have 4 sessions per week.

8.2. Assessments

The programmes 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.

Assignments should be submitted on standard A4 paper along with the in-course feedback form, which is provided by the respective subject lecturer. Stationery is not provided by APIIT except for answer sheets in examinations.

A student needs an overall average of 40% after aggregating all in-course and final examination marks to pass a particular subject.

Students who do not fulfil the minimum attendance requirement will not be allowed to sit for the final examination. The final examination will be held after completion of each subject module. Examination dates will be announced at least 1 month in advance on the main notice board.

8.3. Examinations Guidelines

The examination regulations are provided in Appendix 7.

- 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 dockets 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. Students with overdue fees will not be allowed to sit for examinations.

- Students who do not collect their docket(s) 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 docket(s) will have to obtain a new docket (s) with an administrative payment.
- For re-sit candidates, docket(s) will be issued upon producing the re-sit 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 have completed your prescribed programme of study, but for reasons of illness or other incapacity which are supported by medical evidence, or because of other authenticated good causes, you miss or fail the whole or part of an assessment, you can submit an Extenuating Circumstances Claim Form which can be obtained from the Level Academic Administrator.

Please refer to *Appendix 7B - APIIT Award Regulations* and associated Procedure for Making a Claim for Extenuating Circumstances.

8.5. Deferment

If you have completed your prescribed programme of study, and for reasons known to you in advance will not be able to submit an assignment, attend an examination or a test, participate at a presentation etc., you can submit a Deferment Form which can be obtained from the Level Academic Administrator.

Please refer to *Appendix 7C - APIIT Award Regulations* and associated Procedure for Making a Claim for Deferment Circumstances.

8.6. Cheating and Plagiarism

Please refer to *Appendix 7D-APIIT Award Regulations* and associated Procedure for Dealing with Breaches of Assessment Regulations: Academic Dishonesty.

Cheating is defined as any attempt by a candidate to complete an examination or assessment by unfair means.

Plagiarism is defined as a candidate submitting the work of others as his / her own work for the purpose of satisfying formal assessment requirements.

Breaches of assessment regulations in formal examinations include:

- 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.

8.7. Results

External examiners from reputable foreign universities moderate all of APIIT 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 3 times a year (normally in March, July and October). However, if you are required to re-sit for any particular examination, you will be notified within two weeks of the release of results. 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.

8.8. Referrals

If you fail any subject module, you will be given an opportunity to re-sit the subject at the next available semester examination.

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.

8.9. Appeals

You have the right to appeal against the decision of the Examination Board. In accordance with APIIT regulations there is a time limit and appeals must be made in writing to the Chief Executive Officer within 7 working days of publication of your results.

Considering the strict nature of the process of evaluation, generally appeals are not entertained against academic judgement. However, such appeals could be checked for material and entry errors.

9. GENERAL SERVICES

The following are some of the services available to you.

9.1. Part-time Positions with APIIT

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

9.2. APIITizer

To harness the natural talents of students and to showcase their intellectual abilities, a magazine is published.

You are encouraged to contribute articles and news of interest to fellow students. Please submit material for publication to the respective class mentor or to the editorial board.

9.3. 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 of expenses incurred in connection with sports and recreational activities must be forwarded to the Students' Activity Club who will verify and submit them to the Accounts Department for processing.

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. They leave APIIT 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 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 graduates are fully prepared for life in the outside world.

2.0 Attire

A smart appearance is expected for a good professional. A smartly attired student body enhances the reputation of the Institute and the respect in which it is held in 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.
- Female students are to dress modestly and discreetly at all times.
- Students must wear their student nametags prominently as soon as these are given to them and 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 should report loss of nametags immediately to the administrative staff.

3.0 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:

- Attendance is compulsory and valid medical certificates or letters from parents / guardians must support any absence from lectures, tutorials or practical classes.
- Students who fail to achieve 80% attendance for a module may be barred from sitting the module examinations.
- 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 reckoned as one absence.

4.0 Behaviour and General Conduct

- 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 wilful disregard of such instructions will 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 programmes to fulfil project requirements. Such acts will lead to immediate disqualification of the student and other disciplinary actions.
- 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 APIIT. 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. Students are also reminded that English is the main medium of instruction and communication at APIIT.

- Students may not sell goods or services on the Institute's premises without the prior approval of the Chief Executive Officer 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 the 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 hand-phones during lectures.
- Students who disrupt the lecturers by talking to fellow students or 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.

5.0 Upkeep of APIIT Premises and Facilities

APIIT endeavours to provide a comfortable, conducive and professional environment for all its students. APIIT 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 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 lectures, tutorials or practical classes except in cases of genuine emergency.
- 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 make use of any APIIT facilities for special functions e.g. parties, get-togethers, orientations, etc. must seek authorisation from the Chief Executive Officer. In such cases, a student committee shall organise these functions under a lecturer's supervision. These student organising committees shall be jointly responsible for the smooth running of the event and ensuring that safety precautions are met. 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.*

6.0 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 the actual working environment will not only be reflected by the grades received, but also by his/her disciplinary record.

APPENDIX 2 : PROGRAMMES OFFERED AT APIIT

Masters Degree Programmes:

Staffordshire University Awards

- M.Sc in Computing
- M.Sc in Technology Management

Degrees Programmes

Staffordshire University Awards

- B.Sc (Hons) Computing
- B.Sc (Hons) Computing with specialisation in Software Engineering
- B.Sc (Hons) Computing with specialisation in Multimedia
- B.Sc (Hons) Computing with specialisation in Web Development
- B.Sc (Hons) Business Information Technology
- B.Sc (Hons) E-Commerce
- B.A (Hons) Business Administration
- B.Sc (Hons) Business Computing

Diploma Programmes

APIIT Awards

- Diploma in Information & Communication Technology
- Diploma in Business Administration

APPENDIX 3 : LIBRARY REGULATIONS

1.0 Membership

Membership of the library shall be granted to all registered students of APIIT who have paid their refundable library deposit.

All registered students (full-time and part-time) and academic and administrative staff are eligible for library membership.

2.0 General Guidelines

In order to borrow/return a library material, a student must first submit his/her student card to the librarian:

- Books and other materials must be borrowed in accordance with the 'Procedure for Borrowing Books' before they are removed from the library. No library material can be taken out of the library without being presented to the librarian for issue as a loan item. Books taken off from the shelves and not intended to be borrowed must be returned to their original places.
- Books with red tags are only for reference within the library and may not be borrowed. Only green tagged and yellow tagged books can be borrowed.
- Students are not allowed to bring any item 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 on the racks 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 without interruptions and disturbance, therefore silence must be observed at all times.
- Smoking, eating or drinking are not permitted in the library.
- All books and other library materials must be treated with care at all times. Students will be required to bear the cost of repair/ replacement in case of damages incurred due to negligence.
- The Library Management reserves the right to suspend or terminate the membership of any individual who does not adhere to the library rules and regulations.

3.0 Procedure for Borrowing Books

The circulation counter of the library will issue the library material to the borrowers. All material must be brought to the circulation counter where the librarian will enter the loan details into the library system and stamp the "Due Date" on the date slip of the book. It is the responsibility of the student to ensure that loaned material is not damaged or scribbled upon. Before borrowing, kindly inspect all items. Please inform the librarian of all damages identified for appropriate action.

4.0 Procedure for Returning Books

- Borrowed material must be returned to the library on or before the due date. The library staff on duty will accept the returns and update the loan records in the system. Return date must be stamped on the date slip by the librarian.
- Only two consecutive renewals are permitted. Further renewal will only be allowed if the required material is not reserved by another student/.

5.0 Overdue Books

- An item will become overdue if it is not returned or renewed on or before the due date.
- Overdue items will incur fines and may result in suspension of borrowing privileges. A member's account will remain suspended until the book(s)/items are returned and the fines settled.

6.0 Lost/Damaged Books

Student will be held accountable for lost or damaged books or other borrowed material and will be required to cover the full cost of replacement or repairs.

Additional charges may be included to cover the administrative costs of replacement/repair of the loaned reading material. This charge shall be levied even though the book may subsequently be returned.

7.0 Suspension of Library Membership

Students who fail to settle library fines or those who continue to retain books/reading material for more than five weeks after the due date may, at the discretion of the Librarian will have their membership suspended. Such membership may be restored when the relevant books have been returned and/or any outstanding charges have been settled.

8.0 Refund of Deposit

- The Accountant 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.

APPENDIX 4: COMPUTER LABORATORY REGULATIONS

1.0 General

- Students shall not vandalise/damage any computing equipment, software or any information stored within.
- Students shall not attempt to access any computing equipment, software or data which they are not authorised to access. In particular, the confidentiality of data belonging to other 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 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 instituted by the lab administration to prevent the spread of such software. In particular, students shall not install or execute any third party software on APIIT computers, 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; such requirements must be undertaken under the direct supervision of an academic staff.
- Computing facilities should not be abused / misused for the purpose of harmful, destructive and malicious activities.
- Computing facilities shall not be used for any private purpose, including private consultancy.

2.0 Other General Rules

- 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 computing resources are to be used solely for the purpose authorised by the respective subject Lecturers /Network Administrator.
- Computer users are only allowed to print hardcopies of their assignments, projects or any other work authorised by the respective subject lecturer/Network Administrator.
- The Network Administrator may connect computing hardware to the Institute's network facilities only after approval.

3.0 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 Network 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, compromising the performance of the system, or attempting to subvert the restrictions associated with any computer Laboratory, computer account, service or application software protection;
- tampering with terminals or related computer equipment (faults should be reported to the Network Administrator / Laboratory Assistants);
- littering the computer laboratory;

- smoking, eating or drinking in the computer laboratories;
- using mobile phones inside the labs. The phones must be set to “Silent Mode”. The students are required to leave the lab if they want to make/answer calls
- loitering in the computer labs.
- using online chatting software for non educational purposes. This will be monitored closely by the Lab Assistants.

APPENDIX 5 : SAFETY AND HEALTH

1.0 Possessions

Students should be fully responsible for their personal belongings; APIIT will not be liable for loss of your personal items. Do not bring expensive items e.g. jewellery etc. to the Institute.

Please report immediately to the administration manager in the case of any losses or damages to personal property.

2.0 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 regulation which may even include expulsion from the Institute.

3.0 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.
- Obey all instructions provided concerning health and safety.
- Offer any feedback or suggestions that you think may improve health and safety.
- Report all fires, incidents and accidents immediately to the Facility 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 concerning health and safety, consult your mentor.

4.0 Computer Systems

A laboratory technician or authorised personnel only may carry out the installation or hardware modification of computers and peripheral equipment. Requests for such work should be made to the IT Manager or his duly appointed representative.

APPENDIX 6: LIST OF DIPLOMA MODULES AND ASSESSMENT WEIGHTINGS

Code	Modules	Exam	Individual Assignment	Group Assignment	Test & Practical
APIIT Diploma Part 1 Common Modules					
ABUS004-3-1	Practical English	50	50		
AICT003-3-3	Practical IT Skills	50	25, 25		
ABUS003-3-6	Numerical Skills	50	25		25
AICT001-3-9	Computer Technology	50		50	
AICT001-3-9	Business Environment	50	25	25	
ABUS005-3-1	Professional Communications	50	50		
AICT002-3-1	Information Systems	50		50	
ABUS006-3-1	Quantitative Methods	50	25		25
ABUS002-3-1	Managing Business	50	30		20
AINT001-3-1	Internet Applications	50	15	35	
APIIT Diploma (Level 1) Business Administration:					
	Exam	Individual Assignment	Group Assignment	Test & Practical	
ABUS015-3-2	Organisational Behaviour	50	20		30
ABUS001-3-2	Accounting	50	30	20	
ABUS003-3-2	Business Economics	50		20	30
ABUS005-3-2	Business Operations	50	25		25
ABUS006-3-2	Business Statistics	50	25		25
ABUS007-3-2	Buyer Behaviour	50	30	20	
ABUS009-3-2	Financial Management	50	25	25	
ABUS011-3-2	Legal Framework of Business	50		50	
ABUS018-3-2	Macroeconomics	50	20	30	
AICT002-3-2	Managing Information Systems	50		50	
ABUS012-3-2	Managing Services	50	20	30	
ABUS013-3-2	Marketing	50		35	15

APIIT Diploma (Level 1)	Diploma in Information & Communication Technology:	Exam	Individual Assignment	Group Assignment	Test & Practical
AICT001-3-2	Computer Systems Architecture	50		50	
AAPP001-3-2	Databases and Data Structures	50		30	20
AAPP004-3-2	Java Programming	50	30		20
AINT001-3-2	Multimedia Applications	50	50		
AICT003-3-2	Networks and Networking	50		50	
ABUS014-3-2	Numerical Methods & Logic	50	25		25
AICT004-3-2	Operating Systems	50		50	
AAPP005-3-2	Problem Solving & Program Design using C	50		30	20
AAPP006-3-2	Software Development Project			100	
AAPP007-3-2	Systems Analysis and Design	50		50	
AAPP008-3-2	Visual Basic.Net	50	25		25
AICT005-3-2	Telecommunications	50		50	

1.0 Degree Assessment

The student will be deemed to have satisfied the assessment criteria if he or she obtains a grade 4 or above in assessed modules. This grade will indicate that in the judgment of the examiners the student has shown the ability to handle material which was studied at the appropriate level.

Students who do not obtain a grade 4 in each of the modules will be permitted to repeat the assessment in an attempt to make good the deficiency. Full details on assessment and regulations are given in the Staffordshire University **ACADEMIC AWARD REGULATIONS** published on the Internet. **It is the student's responsibility to read and understand the regulations.**

The Grading Scheme follows a 15 grade point system. In this system 3 grade points are allocated to each of the honours classes. All marks given will, therefore, be at the top, middle or bottom of each class grouping. Overall there are 5 classes of award.

The following scale will be used to determine performance in modules and relates to the honours classification:

Grade Point	Honours Classification
15, 14, 13	First Class
12, 11, 10	Upper Second Class
9, 8, 7	Lower Second Class
6, 5, 4	Third Class
3, 2, 1	Fail

The specific assessment method for each module is given in the relevant module specification.

APPENDIX 7: EXAMINATION REGULATIONS

1.0 Examination Dockets

- 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 docket will be issued to students before the commencement of any examination. The docket must be collected on the date which is published in the notice board one month prior to the final examinations.
- Examination docket are issued only to students who are eligible to sit for exams with no overdue fees. Students without examination docket will not be allowed to sit for the examination.
- Students who do not collect their docket by the issue dates will be charged with an administration fee per docket. Docket will not be issued on the day of the examination.
- For re-sit candidates, docket will be issued upon producing the re-sit fee payment 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.

2.0 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.
- Students will be allowed into the Examination Room up to 30 minutes after the commencement of the examination. No extra time is given to latecomers for any reason.
- No unauthorised materials (e.g. books, notes, correction fluid, programmable calculators or those with storage capabilities, etc.) are to be taken into the Examination Rooms.
- 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 1 Professional Code of Conduct*).
- No hand-phones are allowed into the examination room.

3.0 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.

4.0 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.

5.0 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 closer to the exit points for easy movement.
- Students are allowed to leave if they finish early, but not during the first and last 30 minutes of the examination.

6.0 At the end of the Examination

- No further work by the student is permitted once the examiner announces the end of the allocated examination time.
- 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 may 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.

7.0 Publication of Results

- APIIT-Malaysia, along-with external examiners from the Staffordshire University and other reputable UK universities moderate all of APIIT examinations. This is to ensure that the assessments meet international standards, and that your interests as a student are protected.
- Your examination results will only be released after the external moderation has taken place. This is held thrice a year (normally in March, July and October). However, if you are required to re-sit for any particular examination, you will be notified within two weeks after the release of results. 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. Therefore, it is very important that you keep APIIT updated on any change in your mailing address.

**APPENDIX 7A: PROCEDURE FOR MAKING A CLAIM FOR
EXTENUATING CIRCUMSTANCES
(STAFFORDSHIRE UNIVERSITY REGULATIONS)**

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 can be collected from the respective level 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 Level 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 Level 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 Level 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 Level 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 Head of Academic Administration 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. The Extenuating Circumstances Committee reserves the right to turn down the claim on the basis of insufficient evidence.
2. The student must bear any costs incurred in obtaining appropriate documentation.
3. The student should submit a claim for extenuating circumstances soon after the extenuating circumstance has occurred.
4. The Extenuating Circumstances Committee reserves the right to contact any individual person / persons named on the Extenuating Circumstances Claim Form.

APPENDIX 7B: 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 suitable storage device (USB drive, floppy disk, CD etc.). 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 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 Academic Administration.

Q4: When should I submit the EC form?

You should submit the EC form within 7 days from the date due.

Q5: What else do I need to do?

- It is your responsibility to supply the appropriate evidence to support your claim.
- Where your EC concerns sickness a full medical report from a District Medical Officer or a specialist medical consultant 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.

Q6: 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 7 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.**

Q7: 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.

Q8: 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 Head of Academic Administration.

Q9: 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.

Q10: The Claim Form

Don't panic! **If you need guidance in completing the form you can contact your Head of Academic Administration**

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**)

Q11: 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.

Q12: 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 District Medical Officer or a specialist medical consultant 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 Head of Academic Administration 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 emotionally 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.

Q13: 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.

Q14: 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.

Q15: What happens if my claim is not upheld?

You can appeal against the decision by writing to the Head of Academic Administration 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 7C: GUIDANCE ON HOW TO SUBMIT A CLAIM FOR DEFERMENT CIRCUMSTANCES

Q1: What do we mean by Deferment Circumstances?

These are normally circumstances that you know in advance, which will prevent you either from demonstrating, or acquiring, the skills, knowledge or competencies associated with a particular module(s). For example you are compelled to be abroad during a scheduled examination.

Q2: How do I make a claim?

You need to complete the attached form, which you can get from Academic Administration.

Q3: When should I submit the Deferment form?

At least seven days prior to the event.

Q4: If I submit a claim for deferment circumstances when do I have to hand in my work?

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

Q5: 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.

Q6: How often do the Panels meet?

Panels normally meet once a month. You can find out when the next meeting will take place from Academic Administration.

Q7: 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 deferment 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 deferment 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.

Q8: The Claim Form

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

Only one form needs to be completed when claiming for deferment circumstances, and the modules affected should be listed

Q9: 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.

Q10: 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 deferment 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 deferment circumstances.

Further details can be obtained in Appendix 7A (Extenuating Circumstances) of the Staffordshire University Undergraduate Modular Framework Regulations.

Q11: What happens if my claim is not upheld?

You can appeal against the decision by writing to the Head of Academic Administration 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 7D: PROCEDURE FOR DEALING WITH BREACHES OF ASSESSMENT REGULATIONS

(Regulations approved by & constitute with Staffordshire University)

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 Head of Administration should analyse the work in question in order to assess the Academic extent and nature of the dishonesty and should write a report on this with a copy to the Head of Academic Programme.

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 Head of Academic Administration (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 Head of Academic Programmes (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 Head of Academic Programmes (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 Head of Academic Administration. 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 Level Administrator. Upon receipt of such a report the Level Administrator will inform the Head of Academic Administration.
- 3.7. Where academic dishonesty has been alleged, the student concerned should be informed by the Head of Academic Administration (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 Head of Academic Administration (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 Head of Academic Administration (or nominee) shall convene a meeting of the Examination Disciplinary Committee. (See below)

4.0 The Examination Disciplinary Committee – Procedures

- 4.1. The Head of Academic Administration 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 Head of Academic Administration 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:
 - 1.1 An Academic Manager (Chair);
 - 1.2 The Head of Academic Administration or nominee;
 - 1.3 One other academic not directly responsible for the assessment concerned;
 - 1.4 Secretary (nominated by the Head of Academic Administration).
- 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:
 - o Academic dishonesty did not occur **or**
 - o 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 Head of Academic Administration 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.

APPENDIX 8A: DIPLOMA ASSESSMENT REGULATIONS

1.0 Module Assessment

You will be assessed in every module for which you enroll. You may be required to undertake more than one element of assessment for a module, and you will be given information on what is expected of you at the start of the module. The assessment will be linked to the learning outcomes of the module.

A range of assessment methods may be used including formal examinations, class tests, essays, projects and case studies. All assessment must be treated with equal gravity.

2.0 Module Results

You will be given a result for your performance in each module. Your result will be determined by the appropriate Examination Board whose decision is final. To be successful in gaining the APIIT Diploma you must achieve 120 APIIT credits (10 modules) at level 0 and 120 APIIT credits at level 1 (12 modules).

The marking and grade points for each module are as follows:

Marks	Alphabetical Grade	Grading Point	
80-100	A+	4.0	} Distinction
75-79	A	3.5	
65-74	B+	3.0	} Credit
55-64	B	2.5	
50-54	C	2.0	} Pass
40-49	D	1.0	
35 to 39	C/F	0	Compensatable Fail
Less than 35	N/F	0	Non-compensatable Fail

3.0 Module Failure

If you have a fail grade in any of your modules then the Exam Board will decide upon the course of action to be taken. You will normally be expected to pass each assessment component of a module where there are multiple assessment points. However, provided that no component is less than 35% and the overall mark is at least 40% for the module, the Exam Board may at its discretion award a pass based on the module aggregate mark. In doing so, the Board will take into consideration the weighting of the failed assessment component relative to others in the module.

The APIIT credits for all modules, including failed modules, must be obtained for you to qualify for your chosen award and this can be done in one of the following ways.

3.1. Compensatable Fail in a module

The Exam Board may, at its discretion, decide to award you the APIIT credits associated with the module on one of the following grounds:

- You have proved yourself competent in the subject area of the failed module by your successful completion of other module(s) from within the same field of study/area.
- You have proved yourself competent in the breadth of subjects within your award by your successful completion of other modules at this Level or higher.

The result then awarded for this module shall be “Compensated Pass” and it will be recorded as 1.0D. No further assessment will be necessary.

No more than 30 APIIT credits at any one Level can be awarded a Compensated Pass. Partial compensation of a module (i.e. awarding some, but not all, of the credits associated with a module) is not allowed. Where more than 30 credits have been failed no compensation may be applied.

3.2. Non-Compensatable Fail

If the Exam Board has decided not to award you credits by compensation then you will be required to undergo further assessment on the subject matter covered by the module. This is in order to satisfy the Board that you are capable of a satisfactory performance and is known as “**Module Retrieval**”.

The form of assessment for module retrieval will be determined by the Exam Board as will the deadline for submission/period of the assessment. The Exam Board will also decide the method of module retrieval which will either be by “**referral**” (taking an assessment without further attendance) or “**retake**” (with attendance).

i) Referral

If you are not required to attend, you will normally be required to attempt the re-assessment before the beginning of the next academic level. You must make yourself available to undertake such assessment as the Exam Board requires at this time. If you do not meet the referral requirements determined by the Exam Board at the time prescribed you will be deemed to have failed the module at that attempt. The maximum mark awarded for a successfully completed referred module is a Grade Point 1.0. The suffix R will be used to indicate that the

module was successfully completed at the second attempt. The result will be recorded as 1.0R.

If your module comprises more than one component of assessment and the Award Board refers you in one or more components, that referred component(s) will be recorded at a maximum of Grade Point 1.0; those components not subject to referral will retain their original mark.

ii) Retake

The Exam Board may decide that along with a form of assessment you need to attend the classes for the module again. This may be because the module is laboratory based, or requires specialist equipment or because your performance indicates that you would benefit from attendance. In such cases, where your timetable does not prevent you from attending, attendance is compulsory.

You must make yourself available to undertake such assessment as the Exam Board requires at this time. If you do not meet the retake requirements determined by the Exam Board at the time prescribed you will be deemed to have failed the module at that attempt. The maximum mark awarded for a successfully completed retaken module is a Grade Point 1.0. The suffix R will be used to indicate that the module was successfully completed at the second attempt. The result will be recorded as 1.0R.

iii) Number of Module Retrieval Attempts

At Levels 0 and 1, you will only be allowed to attempt module retrieval twice; the third attempt will be the last attempt. If you fail to achieve a satisfactory performance at the third attempt and are not awarded a compensated pass, then the module result will be deemed a Confirmed Fail.

Your right to be re-assessed in modules at Levels 0 and 1 expires 18 months after the date of the Exam Board which considered your initial attempt at the module.

If you are awarded a Confirmed Fail for a module then you will not be able to meet the requirements of your chosen award and will not be permitted to continue on that award.

4.0 Progression

You will not normally be allowed to study modules at Level 1 unless you have successfully completed all Level 0 modules. Once you have achieved at least 90 credits at Level 0 you may progress to Level 1.

The Exam Board may allow you at its discretion to progress to level 1 provided you have gained at least 80 credits. Any outstanding credits must

still be retrieved, but these will not prevent you from commencing study at Level 1. If you have achieved, or been awarded, less than 80 credits you may not proceed to Level 2. To progress under this regulation the 80 Credits successfully gained must include the following modules:

Managing Business *Quantitative Methods*
Business Environment *Internet Applications*
Information Systems

You must retrieve the outstanding modules either with or without attendance, depending on the decision of the Exam board. Once you have met the conditions for progression you will be allowed to proceed to Level 1.

5.0 Criteria for Awards of APIIT Diploma

(i) To be awarded the APIIT Diploma you must have passed all modules at level 0 and 1 and therefore have gained 100 APIIT level 0 credits and 120 APIIT level 1 credits.

Additionally the Examination Board will at its discretion award an overall Distinction or Credit. In doing so, the Board will be guided by these criteria.

(ii) To be awarded the APIIT Diploma with an overall Credit the following criteria must normally be met:

- An overall Grade Point Average (GPA) for all level 1 modules of at least 2.5
- A pass in all level 1 modules gained without compensation
- A pass in all level 0 modules

(iii) To be awarded the APIIT Diploma with an overall Distinction the following criteria must normally be met:

- An overall Grade Point Average (GPA) for all level 1 modules of at least 3.5
- A pass in all level 1 modules gained without compensation
- A pass in all level 0 modules

6.0 Extenuating Circumstances

If, having submitted a claim for extenuating circumstances, your claim is upheld, the Exam Board may take one of the following actions:

- a) confirm the grade achieved
- b) exceptionally raise the grade based on sufficient evidence of your performance elsewhere

You will be given the opportunity either to accept the grade achieved or submit for further assessment in that module (or components of that module) which you had claimed had been affected by extenuating circumstances.

If you decide to submit for further assessment in the module (or components of that module) which was upheld to have been affected by extenuating circumstances, and you obtain a higher grade than the original grade, the higher grade will be recorded. If you obtain a lower grade than the original grade, the original grade will be recorded.

If you have had your claim for extenuating circumstances upheld against a number of modules (or components of modules) you must decide which modules (or components on modules), if any, you wish to submit for further assessment.

APPENDIX 8B: STAFFORDSHIRE UNIVERSITY UNDERGRADUATE ACADEMIC AWARD REGULATIONS

1.0 The Undergraduate Modular Framework

The Undergraduate Modular Framework is the system through which you will work in order to meet the requirements for the award for which you have registered. The majority of undergraduate awards at Staffordshire University comply with its structures and principles. The Framework is modular so, in order to complete your chosen award, you must successfully complete particular modules at particular Levels which form the structure of your award.

You may access information in this section at the following web-link:

www.staffs.ac.uk/images/ugrad_mod_fram_tcm68-12695.pdf

On this page, go to Related Links section at the top right of the page, and click on "Undergraduate Modular Framework". The information is contained in a .pdf file.

APPENDIX 9: ADMISSION REQUIREMENTS

The following are minimum admission requirements.

1.0 APIIT Diploma Part I (Foundation Programme)

5 passes at G C E (O/L) examination including Credits in English & Mathematics

2.0 APIIT Diploma Part II (Level 1)

2 passes at G C E (A/L) examination and Credits for English & Mathematics at G C E (O/L) examination.

3.0 Mature Student

Advanced entry options are available for students who have qualifications providing the same general and specific credit as the APIIT programs of study. Students may be accepted to respective levels of study on evaluation of transcripts, details course specifications and/or experience. Exemption Application Forms should be perfected and forwarded with relevant documents.

The Staffordshire University Monitor will be consulted where there is any uncertainty regarding the entry qualification.

APPENDIX 10: REFERENCING WORK

Collect your copy of the book “Documentation Guidelines and Formats for Thesis & Research Papers” available with the Academic Administration.

APEENDIX 11: STUDENT ATTENDANCE POLICY

Objective

Students' active participation in the scheduled academic activities has a great impact on achieving the learning outcomes. Accordingly, the Student Attendance Policy is designed to improve the quality of the graduates passing out from APIIT by encouraging and enforcing their participation in the scheduled academic activities.

Attendance Requirement and Consequences

Minimum of 80% participation in all scheduled academic activities for a module is mandatory to sit for the module examinations/ assessments and/ or to establish validity of examinations/ assessments already taken. Students may be permitted to be absent for valid reasons with prior approval or on medical grounds provided an acceptable medical certificate is submitted within 7 days from the date(s) of absence. However, the concession granted will be limited and a minimum attendance requirement of 70% will be enforced under such circumstances. (Please see notes 1 and 2 below.)

Each student enrolled in a module should meet the attendance requirement in addition to other requirements stipulated in the module descriptor to complete the module satisfactorily. Failure to meet the attendance requirement will result in the student being barred from sitting the module examinations/ assessments and/ or declaring the examinations/ assessments already taken null and void. Further, the student will be considered as having made an unsuccessful attempt on the module and will be required to repeat the module with attendance and payment and retake the examinations/ assessments as a second attempt.

Monitoring and Advice

The module lecturers shall record the attendance of students enrolled in a module at scheduled academic sessions. This information would be available in the GIMS and Academic Administration shall send warning letters to students/parents at intervals of 3, 6 and 9 absences for a module.

Enforcement

At the end of the term, Academic Administration shall compute student attendance for each module and determine the eligibility of students to sit for examinations/ assessments and/or submit in-course assessments and communicate student eligibility by publishing a list of eligible students in the Academic Administration notice board.

Notes

1. Any unavailability of attendance data will be interpreted in favour of the student(s).
2. Three late attendances will be counted as one absence.