



APU MASTERS DEGREE REGULATIONS DOCUMENT

Contents

1. Introduction	2
2. General Approach.....	2
3. Module Assessment and Reassessment.....	2
3.1. Module Results.....	2
3.2. Recovery of a Failed Module	2
3.2.1. Module Referrals	3
3.2.2. Awarding of Module Credit through Compensation for a Marginally Failed Module.	3
3.2.3. Module Failure	4
4. Progression	5
4.1. Progression to Trimester 2 Research Methods Modules	5
4.2. Progression to the Trimester 2 Capstone Project Module	5
4.3. Progression to Dissertation, Capstone Project 2 or Project Paper/Case Study	5
4.4. Pre-requisite Modules.....	5
5. Masters Degree Award Regulations.....	6
5.1. Determining Your Final Degree Classification	6
5.1.1. Step 1: Determination of Base Grade and Classification	6
5.1.2. Step 2: Consideration for Discretionary Elevation of Degree Classification	7
6. General Regulations	8
6.1. Attendance.....	8
6.2. Breaches of Assessment Regulations - Academic Dishonesty	8
6.3. Submission and Late Submission of Coursework	8
6.4. Appeals Against an Examination Board Decision	8
6.5. Extenuating Circumstances	9

Masters Programme Assessment and Award Regulations

1. Introduction

This document should be read in conjunction with the APIIT/APU Academic Award Regulations document which outlines the general principles of assessment for all modules/programmes offered by APIIT/APU.

This document provides programme specific regulations in addition to those provided in the APIIT/APU Academic Award Regulations.

2. General Approach

Across the modules it is essential students experience a range of formative and summative assessment. To progress from year/level to year/level and to finally complete the programme successfully each module must be passed. The methods of assessment are intended to assess different aspects of the students' ability through the stages of degree level study.

Assessment criteria will be according to individual module descriptors. The grading system adopts the approach suggested by MQA.

The following regulations are written in a style to enable them to be included in the Student Handbook.

3. Module Assessment and Reassessment

You will be assessed in every module for which you enrol. 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.

Details of general module assessment and reassessment regulations can be found in the APIIT/APU Academic Award Regulations document (section 5).

3.1. Module Results

You will be given a result for your performance in each module. Your result will be determined by the weighting of elements of assessment and confirmed at the appropriate Examination Board whose decision is final. To be successful in completing your degree you must achieve all credits in your chosen programme of study.

3.2. Recovery of a Failed Module

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 have attempted each assessment component of a module where there are multiple assessment points and to achieve an overall mark of at least 50% for the module. You will normally be required to have attempted all components of an assignment where there are individually defined components such as a presentation.

The 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:

- Recovery of a failed module through reassessment known as module referral
- Awarding of module credit through compensation for a marginally failed module

Details of the regulations can be found in the APIIT/APU Academic Award Regulations document (sections 5 and 6).

3.2.1. Module Referrals

If the Exam Board has determined that you have failed to successfully complete a module, 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.

Your right to be re-assessed in all modules expires 6 months after the date of the Internal Results Review Committee which considered your initial attempt at the module.

If you are referred by retake with attendance, then your right to be re-assessed in all modules expires 12 months after the date of the Internal Results Review Committee meeting which considered your initial attempt at the module.

3.2.2. Awarding of Module Credit through Compensation for a Marginally Failed Module

The Exam Board may award you the credits associated with the module based on the following:

- In trimester 1 of your Masters degree programme a maximum of 3 credits (1 module) may be compensated. No compensation will be applied to the relevant research methods module. Where more than 3 credits have been failed, no compensation will be applied. Thus all failed modules must be referred.
- By the completion of trimester 2 of your Masters degree programme a maximum of 6 credits (2 modules) may be compensated. No compensation will be applied to the relevant research methods module or any project module within your programme. Where more than 6 credits have been failed
- By the completion of trimester 3 of your Masters degree programme a maximum of 6 credits (2 modules) may be compensated. No compensation will be applied to the relevant research methods module or the dissertation/case study/project modules. Where more than 6 credits have been failed no compensation will be applied. Thus all failed modules must be referred.

Where you have been exempted from taking a module(s), the maximum number of modules that may be compensated remains the same.

If you have not exceeded the maximum number of failed credits in a trimester, then the exam board will determine if compensation of a failed module is allowed as follows:

- Your level grade-point average must be at least 3.0 (50%).
- You have obtained a marginal fail in the module with a grade-point 2.5 (grade D) (40-49%).
- 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.

Partial compensation of a module (i.e. awarding some, but not all, of the credits associated with a module) is not allowed.

If you are awarded module credit through compensation, then your module will be recorded as a compensated pass which will be indicated as grade-point 3.0C (50%)

Awarding module credit through compensation is not automatic

3.2.3. Module Failure

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

If you are awarded a Confirmed Fail for a module which is an option for your programme, then you will be permitted to select an alternative option module available for your programme and will be permitted to continue on that programme. If no alternative modules are available, then you will not be able to meet the requirements of your chosen programme and will not be permitted to continue on that programme.

4. Progression

At the end of each academic year of a programme a progression board reviews your academic profile to determine whether you can proceed to the next stage of course, e.g. the next year or the dissertation/project. If you have failed a module, the board will decide what opportunity, if any, you will have to be referred in any failed components of assessment associated with the module, whether you will be required to refer all components of assessment associated with the module and whether to permit you to commence your studies at your next academic level

4.1. Progression to Trimester 2 Research Methods Modules

Students will not normally be allowed to study the research methods module unless they have met the APU minimum attendance requirement for modules equivalent to 15 credits.

4.2. Progression to the Trimester 2 Capstone Project Module

Students will not normally be allowed to study the capstone project module unless they have met the APU minimum attendance requirement for modules equivalent to 15 credits, including the research methods module.

4.3. Progression to Dissertation, Capstone Project 2 or Project Paper/Case Study

Students will not normally be allowed to progress to the Dissertation, Capstone Project 2 or Project Paper/Case Study module until they have met the APU minimum attendance requirement for modules equivalent to 30 credits, including the research methods module and where applicable the Capstone Project 1 module.

4.4. Pre-requisite Modules

In order to study some modules, you may be required to have completed certain other modules at a previous/lower level. These are known as pre-requisite modules.

Where credit has not yet been awarded for a pre-requisite module you will be unable to study the higher level module.

5. Masters Degree Award Regulations

The Award of a degree requires that the Award Board be satisfied that all modules have been successfully passed in accordance with the module assessment requirements specified in section 3.

5.1. Determining Your Final Degree Classification

Having checked that you have been awarded module credit for all modules, either by score or by the award of credit for a marginally failed module (see section 3.2.2) and that you have satisfied all requirements of your degree programme the Award Board will consider your degree classification.

The process to determine your final degree classification follows two steps:

1. Determination of Base Classification
2. Consideration for Discretionary Elevation of Degree Classification

5.1.1. Step 1: Determination of Base Grade and Classification

Determination of the degree base grade and classification will be on the basis of the overall GPA for all Masters modules.

The GPA will be based on the sum of the Grade Points achieved for each module multiplied by the number of credits for that module, divided by the number of credits studied at that level.

Additional modules will not contribute to the classification of a Masters degree. Module credit achieved through exemptions or Accreditation of Prior Learning will also not contribute to the classification of a degree, except where the previous study took place at APU and where the module credit has not been previously considered as part of an APU award.

The calculation of the base grade and classification will be expressed to two decimal places and will not be rounded up or down.

If you have met the requirements for your award you will be awarded at least your “base” grade and classification.

You may be eligible for the award of a higher grade which may lead to a higher classification. This is described in section 5.1.2 (Step 2: Consideration for Discretionary Elevation of Degree Classification)

The following table is used to determine your degree base grade and classification:

Min Weighted GPA	Grade	Base Classification
4.0	A+	Distinction
3.8	A	
3.6	B+	Merit
3.5	B	
3.3	C+	
3.2	C	Pass
3.0	C-	
1.0	D	Fail
0	U	Unclassified

5.1.2. Step 2: Consideration for Discretionary Elevation of Degree Classification

Having determined the base classification for the degree the Award Board has discretion to review your results to determine if you can be awarded one classification higher than your base classification.

Elevation will be determined following the details in the table below:

Grade	Base Classification	Criteria for Elevation (Review of Masters Credit)	Final Grade	Final Degree Classification
B+	Merit	A Grade Point Average (GPA) of at least 3.7, AND at least 50% of credits (including all Dissertation or Project Paper/Case Study modules) achieved with a GP of 3.8 or above (grade A or higher)	A	Distinction
C+	Pass	A Grade Point Average (GPA) of at least 3.4, AND at least 50% of credits (including all Dissertation or Project Paper/Case Study modules) achieved with a GP of 3.5 or above (grade B or higher)	B	Merit

6. General Regulations

6.1. Attendance

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

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

Students will be sent a letter advising of poor attendance if the attendance falls below 80% for any particular module. APU will also monitor attendance of international students to ensure their attendance meets the minimum requirements of the Malaysian Immigration Department and other such authorities.

6.2. Breaches of Assessment Regulations - Academic Dishonesty

Cheating and/or plagiarism of any kind will not be tolerated and will be dealt with very seriously. Cheating is defined as any attempt to complete an examination or assessment by unfair means. Plagiarism is defined as submitting the work of others as your own without appropriate referencing and citation for the purposes of satisfying assessment requirements. Plagiarism also includes allowing your work to be copied by another student.

6.3. Submission and Late Submission of Coursework

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

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

6.4. Appeals Against an Examination Board Decision

You may request that any assessment be scrutinised after the final results are confirmed by the Award Board. You may not appeal against academic judgment but if you believe a material error has been made you may ask for a review of the Examination board decision.

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

6.5. Extenuating Circumstances

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

If, having submitted a claim for extenuating circumstances, a 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 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) claimed to have been affected by extenuating circumstances.

If you decide to submit for further assessments in the module (or components of that module) which were upheld to have been affected by extenuating circumstances, and 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 the claim for extenuating circumstances is upheld against a number of modules (or components of modules) you must decide which modules (or components of modules), if any, you wish to submit for further assessment.