# CONTENTS

## INTRODUCTION

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>2.0 Our Vision</td>
<td>2</td>
</tr>
<tr>
<td>3.0 Role and Scope Statement</td>
<td>3</td>
</tr>
<tr>
<td>3.1 Corporate Mission</td>
<td>4</td>
</tr>
<tr>
<td>3.2 General Goals</td>
<td>5</td>
</tr>
<tr>
<td>3.2.1 Excellence</td>
<td>5</td>
</tr>
<tr>
<td>3.2.2 Responsiveness</td>
<td>5</td>
</tr>
<tr>
<td>3.2.3 Resources</td>
<td>6</td>
</tr>
<tr>
<td>3.2.4 Community and Public Service</td>
<td>6</td>
</tr>
<tr>
<td>3.3 Graduate Attributes</td>
<td>7</td>
</tr>
<tr>
<td>4.0 University Logo</td>
<td>8</td>
</tr>
<tr>
<td>5.0 AIMST University Board of Governors</td>
<td>9</td>
</tr>
<tr>
<td>6.0 Principal Officers</td>
<td>9</td>
</tr>
</tbody>
</table>

## ACADEMIC

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 University Academic Calendar</td>
<td>10</td>
</tr>
<tr>
<td>1.1 Schedule for Medical Degree Programme</td>
<td>11</td>
</tr>
<tr>
<td>1.2 Schedule for Dental Degree Programme</td>
<td>12</td>
</tr>
<tr>
<td>1.3 Schedule for All Other Semester-Based Degree Programmes</td>
<td>14</td>
</tr>
<tr>
<td>1.4 Schedule for Diploma in Physiotherapy</td>
<td>15</td>
</tr>
<tr>
<td>1.5 Schedule for Diploma in Nursing</td>
<td>15</td>
</tr>
<tr>
<td>1.6 Schedule for Foundation Programmes</td>
<td>16</td>
</tr>
<tr>
<td>2.0 Structure of Degree Programme</td>
<td>17</td>
</tr>
<tr>
<td>2.1 Credit Hours System</td>
<td>17</td>
</tr>
<tr>
<td>2.2 Course Offering and Completion</td>
<td>18</td>
</tr>
<tr>
<td>2.3 Language Requirement</td>
<td>20</td>
</tr>
<tr>
<td>3.0 Examination</td>
<td>20</td>
</tr>
<tr>
<td>3.1 Examination and the Board of Examiners</td>
<td>20</td>
</tr>
<tr>
<td>3.2 Examination Regulation</td>
<td>21</td>
</tr>
<tr>
<td>3.3 Appointment of Internal Examiners</td>
<td>21</td>
</tr>
<tr>
<td>3.4 Appointment of External Examiners</td>
<td>22</td>
</tr>
<tr>
<td>3.5 Appointment of Examination Invigilators</td>
<td>22</td>
</tr>
<tr>
<td>3.6 Maintaining Secrecy of Examination marks</td>
<td>22</td>
</tr>
<tr>
<td>3.7 Admission of Student as Examination candidate</td>
<td>22</td>
</tr>
<tr>
<td>3.8 Handicapped Candidates</td>
<td>23</td>
</tr>
<tr>
<td>3.9 Examination Results</td>
<td>23</td>
</tr>
<tr>
<td>3.10 Conduct of Examination</td>
<td>24</td>
</tr>
<tr>
<td>3.11 Admission for Examination</td>
<td>26</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.12</td>
<td>Withdrawal from Examination</td>
<td>28</td>
</tr>
<tr>
<td>3.13</td>
<td>Absent for Examination</td>
<td>28</td>
</tr>
<tr>
<td>3.14</td>
<td>Additional Examination</td>
<td>29</td>
</tr>
<tr>
<td>3.15</td>
<td>Written Appeal to Re-examine the Examination Results</td>
<td>30</td>
</tr>
<tr>
<td>3.16</td>
<td>Illness during Examination</td>
<td>30</td>
</tr>
<tr>
<td>4.0</td>
<td>Assessment</td>
<td>31</td>
</tr>
<tr>
<td>4.1</td>
<td>Examination Schedule</td>
<td>31</td>
</tr>
<tr>
<td>4.2</td>
<td>Allocation of Marks for Course Work</td>
<td>31</td>
</tr>
<tr>
<td>4.3</td>
<td>Class Attendance</td>
<td>31</td>
</tr>
<tr>
<td>4.4</td>
<td>Official Grade</td>
<td>32</td>
</tr>
<tr>
<td>4.5</td>
<td>Passing Grade</td>
<td>34</td>
</tr>
<tr>
<td>4.6</td>
<td>Credit Marks, Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)</td>
<td>34</td>
</tr>
<tr>
<td>4.7</td>
<td>Repeat of Course and Opportunity to Improve Grade</td>
<td>35</td>
</tr>
<tr>
<td>4.8</td>
<td>Academic Standing of a Student</td>
<td>36</td>
</tr>
<tr>
<td>4.9</td>
<td>Supplementary Examination</td>
<td>37</td>
</tr>
<tr>
<td>4.10</td>
<td>Unsatisfactory Academic Performance</td>
<td>38</td>
</tr>
<tr>
<td>4.11</td>
<td>Termination of Candidature</td>
<td>38</td>
</tr>
<tr>
<td>5.0</td>
<td>Awards</td>
<td>40</td>
</tr>
<tr>
<td>5.1</td>
<td>Term Based Programmes</td>
<td>40</td>
</tr>
<tr>
<td>5.2</td>
<td>Dentistry Programme</td>
<td>41</td>
</tr>
<tr>
<td>5.3</td>
<td>Semester Based Programmes</td>
<td>42</td>
</tr>
<tr>
<td>5.4</td>
<td>Criteria for University Gold Medal Award</td>
<td>43</td>
</tr>
<tr>
<td>6.0</td>
<td>Conferment of Degree</td>
<td>43</td>
</tr>
<tr>
<td>6.1</td>
<td>Requirement for the Conferment of Degree</td>
<td>43</td>
</tr>
<tr>
<td>6.2</td>
<td>Conferment of Degree</td>
<td>43</td>
</tr>
<tr>
<td>6.3</td>
<td>General</td>
<td>45</td>
</tr>
<tr>
<td>7.0</td>
<td>Academic Advisory System (Mentor-Mentee)</td>
<td>45</td>
</tr>
</tbody>
</table>

**ADMISSIONS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Policy and Procedures</td>
<td>47</td>
</tr>
<tr>
<td>1.1</td>
<td>Admission of Regular Students to University Programmes</td>
<td>47</td>
</tr>
<tr>
<td>1.2</td>
<td>Admission of an ‘Audit’ Student</td>
<td>47</td>
</tr>
<tr>
<td>1.3</td>
<td>Simultaneous Registration for Course</td>
<td>48</td>
</tr>
<tr>
<td>2.0</td>
<td>Policy and Procedures for Modifying a Course</td>
<td>49</td>
</tr>
<tr>
<td>2.1</td>
<td>Withdrawal from Programme/ Course</td>
<td>49</td>
</tr>
<tr>
<td>3.0</td>
<td>Deferment of Studies/ Leave of Absence</td>
<td>50</td>
</tr>
<tr>
<td>4.0</td>
<td>Permission for Missing Classes</td>
<td>51</td>
</tr>
</tbody>
</table>

**FINANCE**

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Fees Policy</td>
<td>53</td>
</tr>
<tr>
<td>2.0</td>
<td>Payment of Fees</td>
<td>53</td>
</tr>
<tr>
<td>Section</td>
<td>Title</td>
<td>Page</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>3.0</td>
<td>Fees Refund Policy</td>
<td>53</td>
</tr>
<tr>
<td>3.1</td>
<td>Withdrawal</td>
<td>54</td>
</tr>
<tr>
<td>3.2</td>
<td>Refund of Fees</td>
<td>54</td>
</tr>
<tr>
<td>3.3</td>
<td>Fees for Repeat of Course/s</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td><strong>LIBRARY</strong></td>
<td></td>
</tr>
<tr>
<td>1.0</td>
<td>Introduction</td>
<td>59</td>
</tr>
<tr>
<td>2.0</td>
<td>Collection</td>
<td>59</td>
</tr>
<tr>
<td>3.0</td>
<td>Loan Eligibilities</td>
<td>60</td>
</tr>
<tr>
<td>4.0</td>
<td>Reservation and Renewal of Loans</td>
<td>60</td>
</tr>
<tr>
<td>5.0</td>
<td>Penalties for Overdue Items</td>
<td>60</td>
</tr>
<tr>
<td>6.0</td>
<td>Services</td>
<td>60</td>
</tr>
<tr>
<td>7.0</td>
<td>Facilities</td>
<td>61</td>
</tr>
<tr>
<td>8.0</td>
<td>Library Rules and Regulations</td>
<td>62</td>
</tr>
<tr>
<td></td>
<td><strong>STUDENT AFFAIRS</strong></td>
<td></td>
</tr>
<tr>
<td>1.0</td>
<td>Functions</td>
<td>65</td>
</tr>
<tr>
<td>2.0</td>
<td>Financial Aid</td>
<td>65</td>
</tr>
<tr>
<td>3.0</td>
<td>Discipline</td>
<td>66</td>
</tr>
<tr>
<td>3.1</td>
<td>General Discipline</td>
<td>66</td>
</tr>
<tr>
<td>3.1.1</td>
<td>General Prohibitions</td>
<td>67</td>
</tr>
<tr>
<td>3.1.2</td>
<td>Attendance at Lectures</td>
<td>67</td>
</tr>
<tr>
<td>3.1.3</td>
<td>Non-attendance at Lectures</td>
<td>68</td>
</tr>
<tr>
<td>3.1.4</td>
<td>Monitoring Student Attendance</td>
<td>69</td>
</tr>
<tr>
<td>3.1.5</td>
<td>Restriction on the Use of Text of Lecture</td>
<td>69</td>
</tr>
<tr>
<td>3.1.6</td>
<td>Prohibition against Plagiarism</td>
<td>70</td>
</tr>
<tr>
<td>3.1.7</td>
<td>Appearance for Examinations</td>
<td>70</td>
</tr>
<tr>
<td>3.1.8</td>
<td>Conduct during Examination</td>
<td>72</td>
</tr>
<tr>
<td>3.1.9</td>
<td>Organizing Assemblies</td>
<td>72</td>
</tr>
<tr>
<td>3.1.10</td>
<td>L oudspeakers</td>
<td>73</td>
</tr>
<tr>
<td>3.1.11</td>
<td>Publication and Distribution of Documents</td>
<td>73</td>
</tr>
<tr>
<td>3.1.12</td>
<td>Student Activities Outside Campus</td>
<td>73</td>
</tr>
<tr>
<td>3.1.13</td>
<td>Students Engaging in Occupation, etc.</td>
<td>74</td>
</tr>
<tr>
<td>3.1.14</td>
<td>Representations Relating to University</td>
<td>74</td>
</tr>
<tr>
<td>3.1.15</td>
<td>Student Objections to Entry of Persons into Campus</td>
<td>74</td>
</tr>
<tr>
<td>3.1.16</td>
<td>Gambling/ Lottery in Campus</td>
<td>75</td>
</tr>
<tr>
<td>3.1.17</td>
<td>Consuming Liquor and Disorderly Behaviour</td>
<td>75</td>
</tr>
<tr>
<td>3.1.18</td>
<td>Obscene Articles</td>
<td>75</td>
</tr>
<tr>
<td>3.1.19</td>
<td>Possession of Drugs</td>
<td>75</td>
</tr>
<tr>
<td>3.1.20</td>
<td>Sexual Harassment</td>
<td>76</td>
</tr>
<tr>
<td>3.1.21</td>
<td>Cleanliness within Campus</td>
<td>76</td>
</tr>
<tr>
<td>3.1.22</td>
<td>Making Noise</td>
<td>76</td>
</tr>
<tr>
<td>3.1.23</td>
<td>Living or Sleeping in the Campus</td>
<td>77</td>
</tr>
</tbody>
</table>
3.1.24 Entry into Prohibited Parts of Campus 77
3.1.25 Students’ Attire 77
3.1.26 Contravention of Instructions 77
3.1.27 Official I.D. Card of AIMST University 77

4.0 Hostel Discipline 78
4.1 Entering or Remaining in a Resident Student’s Room 78
4.2 Interference to Officers in the Course of Duty 78
4.3 Remaining Outside Hostel at Night 78
4.4 Remaining within Hostel Premises after Midnight 79
4.5 Using Hostel Premises with Care 79
4.6 Changing Room without Prior Permission 79
4.7 Transfer of Residence 79
4.8 Student Affairs Head of Division’s Power 79

5.0 Road Traffic Discipline 80
5.1 Authorization for Ownership of Motor Vehicles in Campus 80
5.2 Register of Students’ Motor Vehicles 80
5.3 Speed Limit 80
5.4 Motor Vehicles Driven on Carriageway of Road 80
5.5 Obstructive Parking 81
5.6 Use Allotted Parking Bays 81
5.7 Pillion Riding 81
5.8 Traffic Directions and Signs 81
5.9 Production of Driving License and University Students’ Identity Card 82
5.10 Obstruction of Traffic Flow 82
5.11 Offences under the Road Transport Act 1987 82
5.12 Summary Disciplinary Punishment 82

6.0 Student Disciplinary Regulations and Procedures 87
6.1 Preliminary Matters 87
6.1.1 Authority for the Regulations 88
6.1.2 Other Disciplinary Procedures 88
6.1.3 The Vice-Chancellor may act through a Nominee 88
6.2 Misconduct 88
6.2.1 Right of the University to take Disciplinary Measures 88
6.2.2 General Definition 89
6.2.3 Particular Definition 89
6.3 Serious Offences 89
6.3.1 Definition of a Serious Offence 89
6.3.2 Offences other than Serious Offences 89
6.3.3 Reporting to the Police 91
6.3.4 Imposition of Penalty 91
6.4 Suspension or Exclusion 91
6.4.1 Suspension Pending Hearing or Trial 91
6.4.2 Suspension 91
6.4.3 Exclusion 92
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.9.2</td>
<td>Matters to be Considered</td>
<td>98</td>
</tr>
<tr>
<td>6.9.3</td>
<td>Types of Penalty</td>
<td>98</td>
</tr>
<tr>
<td>6.9.4</td>
<td>Additional penalties relating to misconduct in connection with examinations or other assessed work</td>
<td>99</td>
</tr>
<tr>
<td>6.9.5</td>
<td>Payment of Fine</td>
<td>99</td>
</tr>
<tr>
<td>6.9.6</td>
<td>Failure to Pay Fine</td>
<td>100</td>
</tr>
<tr>
<td>6.10</td>
<td>Mental Illness</td>
<td>100</td>
</tr>
<tr>
<td>6.10.1</td>
<td>Adjournment for a Medical Report</td>
<td>100</td>
</tr>
<tr>
<td>6.10.2</td>
<td>Evidence of Mental Illness or Mental Instability</td>
<td>100</td>
</tr>
<tr>
<td>6.11</td>
<td>Appeals</td>
<td>101</td>
</tr>
<tr>
<td>6.11.1</td>
<td>Right to appeal against a Finding of Guilt</td>
<td>101</td>
</tr>
<tr>
<td>6.11.2</td>
<td>Nature of Appeal against a Finding of Guilt</td>
<td>101</td>
</tr>
<tr>
<td>6.11.3</td>
<td>Appeal to Board of Directors</td>
<td>101</td>
</tr>
<tr>
<td>6.11.4</td>
<td>Nature of Appeal against Imposition of Penalty</td>
<td>102</td>
</tr>
<tr>
<td>6.11.5</td>
<td>Power of Board of Directors</td>
<td>102</td>
</tr>
<tr>
<td>6.11.6</td>
<td>Board of Directors to Obtain Preliminary Advice</td>
<td>102</td>
</tr>
<tr>
<td>6.11.7</td>
<td>Stay of Execution of Punishment</td>
<td>102</td>
</tr>
<tr>
<td>6.11.8</td>
<td>Disciplinary Offence</td>
<td>102</td>
</tr>
<tr>
<td>6.11.9</td>
<td>Responsibility from Criminal Liability</td>
<td>102</td>
</tr>
</tbody>
</table>

## SERVICES & FACILITIES

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>AIMST University Student Association</td>
<td>104</td>
</tr>
<tr>
<td>2.0</td>
<td>Student Health Service Scheme</td>
<td>115</td>
</tr>
<tr>
<td>3.0</td>
<td>Counselling and Advisory Services</td>
<td>117</td>
</tr>
<tr>
<td>3.1</td>
<td>Objectives of the Unit</td>
<td>117</td>
</tr>
<tr>
<td>3.2</td>
<td>Types of Services</td>
<td>117</td>
</tr>
<tr>
<td>4.0</td>
<td>Sports and Recreational Activities</td>
<td>118</td>
</tr>
<tr>
<td>5.0</td>
<td>Cafeteria</td>
<td>118</td>
</tr>
<tr>
<td>6.0</td>
<td>General Information</td>
<td>119</td>
</tr>
<tr>
<td>6.1</td>
<td>Units Providing Services</td>
<td>119</td>
</tr>
</tbody>
</table>
INTRODUCTION

1.0 Introduction

2.0 Our Vision

3.0 Role and Scope Statement

4.0 University Logo

5.0 AIMST University Board of Governors

6.0 Principal Officers
INTRODUCTION

1.0 INTRODUCTION

AIMST University (formerly, the Asian Institute of Medicine, Science and Technology or AIMST) was founded on 15 March 2001. It is a private university established by the Maju Institute of Educational Development (MIED), the educational arm of the Malaysian Indian Congress (MIC). AIMST University is located in the northern Malaysian state of Kedah Darul Aman. It is registered with the Ministry of Education, Government of Malaysia as a tertiary educational institution under Sections 38 and 39 of the Private Higher Educational Institutions Act of 1996. It formally began its operations on 30 October 2001, coinciding with its registration with the Ministry’s Department of Private Education.

Until 2007, AIMST University operated from an interim campus in Sungai Petani, where adequate facilities had been built for the Matriculation programme as well as for the introductory phase of the degree programmes in Medicine, Dentistry, Pharmacy, Engineering, Computer Science, Information Technology, Biotechnology, Materials Technology with Management and Business & Management. The university moved to its permanent campus in late 2007.

The University’s permanent campus is located on a 230 - acre site at the foothills of Gunung Jerai in Semeling (Kedah). Self-contained and equipped with state-of-the-art teaching and laboratory facilities, the campus has purpose-built student and staff apartments. The campus has superb facilities such as bank (ATM), book store, mini market, gymnasium, an Olympic-size swimming pool, an indoor sports hall, Outdoor Sports Pavilion with track and field, and an Experimental Theatre. The move into the Semeling campus began in April 2007 and was completed in July 2008. The University was officially inaugurated by the Prime Minister on 17 August 2008.

Seven Faculties have been established, viz: Faculty of Medicine, Faculty of Dentistry, Faculty of Pharmacy, Faculty of Allied Health Professions, Faculty of Applied Sciences, Faculty of Engineering & Computer Technology and Faculty of Business & Management. The University has also established the School of General and Foundation Studies (SGFS). The Foundation programmes run by the SGFS provides a mode of entry into the various degree programmes for students meeting the respective admission criteria and given the task of running MQA and University courses in English, Social Sciences and Humanities which are compulsory modules in all degree programmes.

AIMST University aims to be a premier private sector university in the country and region catering to the needs of local and international students in providing highest quality education at an affordable price.

We have a highly professional international faculty, all of whom have strong academic credentials and teaching skills. The range of expertise in the faculty enables the University to deliver high quality education relevant to the needs of today’s students and to their subsequent careers. Equally important, the University has a strong research base which is
being rapidly expanded to meet the challenges imposed by our continually expanding portfolio of courses at both the undergraduate and postgraduate levels.

The aim of the University is to achieve international recognition for its excellence in teaching and research. Hence, the medium of instruction for all courses is English, although the importance of the National Language will be emphasized in all activities of the University. AIMST University will provide English Language support for students before and during their degree studies to ensure an acceptable level of fluency.

Student support services in the areas of counselling, health, career placement, sports, cultural activities, tutoring and individualised assistance to students with special needs are readily available in line with our intention to develop a vibrant academic, social and cultural campus environment.

2.0 OUR VISION

To be a world-class university, achieving excellence in teaching and research, and engaged in the service of society in providing education as a lifelong pursuit.

3.0 ROLE AND SCOPE STATEMENT

AIMST University is the first private university in the State of Kedah Darul Aman. The University is an equal opportunity organisation committed to excellence regardless of gender, ethnicity or social background. Our emphasis has been on the life sciences but the University is committed to developing non-life sciences such as engineering and computer technology. The philosophy of the University is that future technology is based on today’s science, and that without the support of science, technology cannot be fully developed and exploited.

AIMST University is student-centred and research-based. The University strongly believes that high quality teaching and high quality research are inextricably bound together and that this ethos should underpin all its under- and post-graduate courses. Students in all courses will come into contact with high profile experts in the Faculty and with distinguished academic visitors to the campus. Most courses at the University require a full time commitment but part-time study is available for those postgraduates who have extensive professional or family commitments.

The University is committed to developing collaboration with professionals in industry, commerce and the public sector in order to ensure that teaching and research are relevant to the world of business and professional practice. Practising specialists are intimately involved in the teaching and research programmes particularly in Medicine, Dentistry, Pharmacy and in the Allied Health Professions. The courses in Engineering Computer Technology and Business include lengthy periods of industrial and commercial experience as an integral part of the curriculum.
We have started Diploma programmes in Nursing, Physiotherapy and other Health Sciences to meet the needs of the country’s health sector.

Short courses for those working in industry, either general or tailor-made, are offered in a number of strategic areas of technology with the aim of upgrading job skills. This initiative is in line with the commitment of AIMST University to develop and sustain excellent programmes that respond not only to the economic development needs of the State and country, but also to the short and long range educational needs of individual citizens in respect of their own personal enrichment.

The University fully subscribes to the tenets of the K-economy which asserts that knowledge is the key contributor to economic growth and wealth creation as well as the basis of comparative advantage in the dawning era of globalization. Towards this end, we will spare no effort in attracting top quality tenured and associate staff both locally and from overseas to conduct and develop our teaching and research programmes. We will continue to forge strategic links with a number of regional and international centres of excellence, as well as with the industry at large, in promoting the identification and delivery of competitive programmes. Our degree programmes are approved by the Malaysian Qualifications Agency and the relevant professional bodies. In addition, we benchmark our courses with highly rated overseas universities.

3.1 Corporate Mission

- We will be a student-centred, research-based equal opportunity university. To achieve this, the University will strive to:
  
  o be a premier university in the country and region for the study of medicine and other health sciences, engineering, computer technology, applied sciences, and business studies.

  o offer high quality accredited undergraduate and postgraduate programmes at an affordable price designed to meet individual, community and national manpower needs in line with the national educational philosophy

  o maintain high academic standards and teaching quality that promote the analytical thinking and independent judgement necessary to function responsibly in a democratic and increasingly global society

  o be a centre of excellence for research and innovation in frontier disciplinary and interdisciplinary areas of science and technology of relevance to the country and region.
3.2 General Goals

The University has established broad, general goals in order to facilitate the achievement and realisation of its mission. These are outlined below. Under the direction of the Vice-Chancellor and working through Deans, Directors and Heads of Divisions/Departments, AIMST University will annually establish specific operational objectives in respect of these goals.

3.2.1 Excellence

The University will

- Provide academic and teaching excellence that promotes common sense, creativity, honesty, civic responsibility, good citizenship, cultural appreciation and respect for diversity
- Provide academic programmes that foster strongly the development of communicative and analytical skills necessary to meet the challenges of the modern world and function responsibly in an increasingly plural society
- Provide programmes on the frontiers of science and technology with state-of-the-art equipment and high calibre staff reflecting the mission of the University of being an international centre of excellence for both teaching and research
- Inculcate positive attitudes into the learning process which inspire its continuity as a life-long pursuit towards achieving excellence and in coping with the ubiquity of “change”

3.2.2 Responsiveness

The University will

- Provide programmes and support services that prepare students for career opportunities in a highly professional and friendly atmosphere
- Provide an attractive, safe and peaceful campus atmosphere that promotes a positive learning and working experience for the entire faculty and student community
- Promote public awareness and understanding of its programmes, facilities, services and staff
• Adopt the Total Quality Management concept at all levels of operation, fostering the values of economic thrift and accountability in the pursuit of excellence

3.2.3 Resources

The University will

• Encourage the culture of responsible and maximal use of all major equipment acquired by the University and for its cost-effective maintenance

• Provide a approach to capacity building with concomitant time-shared access to sophisticated instrumentation within the country in advancing the cause of research and postgraduate programmes in the frontier fields of science and technology

• Provide scope for in-house resources of manpower and equipment to be engaged in approved revenue–generation activities involving extramural programmes, specialist testing and analytical services and industrial consultancy

3.2.4 Community and Public Service

The University will

• Forge links with the industry, in particular the small scale and medium scale industries with the aim of the developing joint research programmes and meeting their needs for specialised training of workforce

• Promote well co-ordinated service-oriented activities by the student body for the benefit of the local community, including assistance in the identification and solution of community problems

• Produce cultural events on the campus for the benefit of the wider community.

• Provide occasional open lectures on general science, the environment, quality assurance, community health, business and world affairs that would be of interest to residents of the State, including school children

• Provide online access to the Library and information services for active part-time teachers and researchers and other selected supporters of the University.
3.3 Graduate Attributes

The University is aware that the greatly increased number of graduates emerging from university education has led to a widespread unease about the quality and relevance of higher education amongst potential employers and the general public.

AIMST University needs to show that our graduates will leave the University with the attitudes and skills that will enable our young people to be competitive in the globalised society in which we live. The aim is to enrich AIMST University graduates to be able to play a full part in the future development and prosperity of Malaysia and enable it to maintain its rightful place in the world

The University has therefore developed a set of GRADUATE ATTRIBUTES to which we will expect our students to strive. The long term aim is that AIMST University graduates regardless of the nature of the degree course they have followed will have a set of attitudes and skills that not only distinguish them from graduates of other universities but which will also be very attractive to potential employers in the professions, business, diplomacy and international organisations.

These Graduate Attributes are a set of distinct goals to which we require every student to subscribe.

A summary of these attributes is

- **Modern Communications skills**
  
  a) Excellence in spoken and written English at an international level and in academic professional and social contexts

  b) High level competence in the use of the Internet and other electronic media for systematic information gathering, preparation of audiovisual presentations and database management

- **Self Education and Inquiry**
  
  a) Habits of life-long self-directed learning and development

  b) Ability to write, analyse and evaluate scientific publications in peer reviewed journals

  c) Advanced understanding of the principles of scientific inquiry and its practice

  d) Time management skills
**Leadership and cooperation**

a) Ability to work and cooperate in a team whether it be sporting cultural or organizational

b) Wide ranging social skills within work and the professional environment

**Student Involvement**

Students will need to be informed that the acquisition of Graduate attributes is not an optional extra but an integral part of university education. The best time to do this is during induction.

4.0 UNIVERSITY LOGO

- The graphic representation of the atom depicts the importance of the underpinnings of science in modern education and research

- The orbiting motion symbolises dynamism and the ubiquity of change and of discoveries that characterise the fields of medicine, science and technology

- The emerald colour reflects the corporate image of the University and portrays its modern and clean professional identity

- The red nucleus in the centre symbolises the bold and energetic corporate structure of the University and the strong foundation for its dynamic existence
5.0 AIMST UNIVERSITY BOARD OF GOVERNORS

1. **YBhg. Dato’ Seri Utama Dr. S. Samy Vellu**  
   RIBA, APAM, FCIJOB, MRSH, SPMJ, SPMP, DPMS, SSAP, PNBS, AMN, PCM, SUMV  
   Pravasi Bharatiya Samman (Govt. of India)  
   Special Envoy (Ministerial Rank) To India & South Asia for Infrastructure  
   Prime Minister’s Department, Government of Malaysia

2. **Dato’ Dr. Vasan Sinnadurai**  
   MBBS (Madras), M.Med Ortho (USM), AM (Mal) American Orthopaedic Traveling Fellowship (USA)

3. **Dato’ Selva Kumar Mookiah**  
   LLB (Hons) London, CLP

4. **Mr. Venkatramanan Viswanathan**  
   CPA, CA

5. **Professor Datuk Dr. Rajendran Nagappan**  
   Ph.D.(Michigan State), M.Ed.(UM), B.A.(Hons) (UM), Cert. in Edu

6. **Mr. Puniamurthy Krishnasamy**  
   Masters in Counseling, Keele University, UK, B.Sc. (Hons) (UM)

6.0 PRINCIPAL OFFICERS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Qualifications/Positions</th>
</tr>
</thead>
</table>
| Chancellor / Chairman                | **YBhg. Dato’ Seri Utama Dr. S. Samy Vellu** | RIBA, APAM, FCIJOB, MRSH, SPMJ, SPMP, DPMS, SSAP, PNBS, AMN, PCM, SUMV  
                                           Pravasi Bharatiya Samman (Govt. of India)  
                                           Special Envoy (Ministerial Rank) To India & South Asia for Infrastructure  
                                           Prime Minister’s Department, Government of Malaysia |
| Chief Executive & Vice-Chancellor    | **Professor Dr. Ravichandran**      | PhD Biotech                                                        |
| Deputy Vice-Chancellor               | **Professor Dr. Ravichandran**      | PhD Biotech                                                        |
|                                      | **Professor Dr. Mohd. Baidi Bahari** | Pharm.D                                                            |
|                                      | **Professor Dr. S. A Dhanaraj**     | PhD Pharmacy                                                       |
| Acting Registrar                     | **Assoc. Prof. Dr. Kathiresan Sathasivam** | Ph.D, AMIC                                                        |
| Assistant Bursar                     | **Mr. Nalliah David Pragasam**      |                                                                   |
| Assistant Librarian                  | **Ms. Munazura bt Mansor**          |                                                                   |
ACADEMIC

1.0 University Academic Calendar

2.0 Structure of Degree Programme

3.0 Examination

4.0 Assessment

5.0 Awards

6.0 Conferment of Degree

7.0 Academic Advisory System (Mentor-Mentee)
ACADEMIC

1.0 UNIVERSITY ACADEMIC CALENDAR
# MBBS Schedule for Medical Degree Programme

## Year 1

<table>
<thead>
<tr>
<th>Term I</th>
<th>Term II</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCBM &amp; HBM*</td>
<td>2 weeks MCBM &amp; HBM*</td>
</tr>
<tr>
<td>Break</td>
<td>1 week Break</td>
</tr>
<tr>
<td>MCBM &amp; HBM</td>
<td>11 weeks MCBM &amp; HBM</td>
</tr>
<tr>
<td>Break</td>
<td>1 week Break</td>
</tr>
<tr>
<td>MCBM &amp; HBM</td>
<td>5 weeks MCBM &amp; HBM</td>
</tr>
</tbody>
</table>

**Break**

**Primary Care Interface**

**Revision**

**Examination**

### Year 2

<table>
<thead>
<tr>
<th>Term I</th>
<th>Term II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardiovascular System</td>
<td>6 weeks Central Nervous System</td>
</tr>
<tr>
<td>Respiratory System</td>
<td>4 weeks Break</td>
</tr>
<tr>
<td>Break</td>
<td>1 week Central Nervous System</td>
</tr>
<tr>
<td>Respiratory System</td>
<td>1 week Break</td>
</tr>
<tr>
<td>Gastrointestinal System</td>
<td>5 weeks Central Nervous System</td>
</tr>
<tr>
<td>Central Nervous System</td>
<td>1 week First Clinical Attachment</td>
</tr>
<tr>
<td>Break</td>
<td>2 weeks Endocrine &amp; Reproductive System</td>
</tr>
<tr>
<td></td>
<td>5 weeks Renal System &amp; Haematology</td>
</tr>
<tr>
<td></td>
<td>5 weeks Revision</td>
</tr>
<tr>
<td></td>
<td>4 weeks Examination</td>
</tr>
<tr>
<td></td>
<td>4 weeks Vacation</td>
</tr>
</tbody>
</table>

### Year 3

<table>
<thead>
<tr>
<th>Term I</th>
<th>Term II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine, Surgery, Orthopedics, Pediatrics, Community Medicine, Psychiatry, Obstetrics &amp; Gynecology, Forensic medicine</td>
<td>11 weeks Medicine, Surgery, Orthopedics, Pediatrics, Community Medicine, Psychiatry, Obstetrics &amp; Gynecology, Forensic medicine</td>
</tr>
<tr>
<td>Break</td>
<td>1 weeks</td>
</tr>
<tr>
<td>Medicine, Surgery, Orthopedics, Pediatrics, Community Medicine, Psychiatry, Obstetrics &amp; Gynecology, Forensic medicine</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Break</td>
<td>1 weeks</td>
</tr>
<tr>
<td>Medicine, Surgery, Orthopedics, Pediatrics, Community Medicine, Psychiatry, Obstetrics &amp; Gynecology, Forensic medicine</td>
<td>1 weeks</td>
</tr>
</tbody>
</table>

### Year 4

<table>
<thead>
<tr>
<th>Term I</th>
<th>Term II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4 weeks</td>
</tr>
<tr>
<td>Term I</td>
<td>Term II</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td><strong>Introduction</strong></td>
<td>Electives, Medicine, Surgery, Obstetrics &amp; Gynecology, Pediatrics, Orthopedics, Geriatrics, Palliative, Psychiatry, Forensic Medicine</td>
</tr>
<tr>
<td>1 week</td>
<td>4 weeks</td>
</tr>
<tr>
<td><strong>BLS Training</strong></td>
<td>Break</td>
</tr>
<tr>
<td>2 weeks</td>
<td>1 week</td>
</tr>
<tr>
<td><strong>Electives, Medicine, Surgery, Obstetrics &amp; Gynecology, Pediatrics, Orthopedics, Geriatrics, Palliative, Psychiatry, Forensic Medicine</strong></td>
<td>7 weeks</td>
</tr>
<tr>
<td>6 weeks</td>
<td>25 weeks</td>
</tr>
<tr>
<td><strong>Break</strong></td>
<td>Break</td>
</tr>
<tr>
<td>1 week</td>
<td>1 week</td>
</tr>
<tr>
<td><strong>Electives, Medicine, Surgery, Obstetrics &amp; Gynecology, Pediatrics, Orthopedics, Geriatrics, Palliative, Psychiatry, Forensic Medicine</strong></td>
<td>6 weeks</td>
</tr>
<tr>
<td>1 week</td>
<td>1 week</td>
</tr>
<tr>
<td><strong>Break</strong></td>
<td><strong>Revision</strong></td>
</tr>
<tr>
<td>1 week</td>
<td>3</td>
</tr>
<tr>
<td><strong>Study Break</strong></td>
<td>Break</td>
</tr>
<tr>
<td>2 weeks</td>
<td>2</td>
</tr>
<tr>
<td><strong>Exam</strong></td>
<td>Break</td>
</tr>
<tr>
<td>2 weeks</td>
<td>2</td>
</tr>
</tbody>
</table>
## 1.1 Schedule for Dental Degree Programme

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term I</strong></td>
<td><strong>Term I</strong></td>
<td><strong>Term I</strong></td>
<td><strong>Term I</strong></td>
<td><strong>Term I</strong></td>
</tr>
<tr>
<td>Registration / Orientation</td>
<td>1 week</td>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
</tr>
<tr>
<td>Mid-Term Break</td>
<td>1 week</td>
<td>Mid-Term Break</td>
<td>1 week</td>
<td>Mid-Term Break</td>
</tr>
<tr>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
</tr>
<tr>
<td>Term Break</td>
<td>3 weeks</td>
<td>Revision</td>
<td>2 weeks</td>
<td>Examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year End Holidays</td>
<td>6 weeks</td>
<td></td>
</tr>
<tr>
<td><strong>Term II</strong></td>
<td><strong>Term II</strong></td>
<td><strong>Term II</strong></td>
<td><strong>Term II</strong></td>
<td><strong>Term II</strong></td>
</tr>
<tr>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
</tr>
<tr>
<td>Mid-Term Break</td>
<td>1 week</td>
<td>Mid-Term Break</td>
<td>1 week</td>
<td>Mid-Term Break</td>
</tr>
<tr>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
</tr>
<tr>
<td>Term Break</td>
<td>3 weeks</td>
<td>Revision</td>
<td>2 weeks</td>
<td>Examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year End Holidays</td>
<td>6 weeks</td>
<td></td>
</tr>
<tr>
<td><strong>Term I</strong></td>
<td><strong>Term I</strong></td>
<td><strong>Term I</strong></td>
<td><strong>Term I</strong></td>
<td><strong>Term I</strong></td>
</tr>
<tr>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
</tr>
<tr>
<td>Mid-Term Break</td>
<td>1 week</td>
<td>Mid-Term Break</td>
<td>1 week</td>
<td>Mid-Term Break</td>
</tr>
<tr>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
</tr>
<tr>
<td>Term Break/Clinical Practice</td>
<td>3 weeks</td>
<td>Revision</td>
<td>2 weeks</td>
<td>Examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year End Holidays</td>
<td>6 weeks</td>
<td></td>
</tr>
<tr>
<td><strong>Term II</strong></td>
<td><strong>Term II</strong></td>
<td><strong>Term II</strong></td>
<td><strong>Term II</strong></td>
<td><strong>Term II</strong></td>
</tr>
<tr>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
</tr>
<tr>
<td>Mid-Term Break</td>
<td>1 week</td>
<td>Mid-Term Break</td>
<td>1 week</td>
<td>Mid-Term Break</td>
</tr>
<tr>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
</tr>
<tr>
<td>Term Break/Clinical Practice</td>
<td>3 weeks</td>
<td>Revision</td>
<td>2 weeks</td>
<td>Examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year End Holidays</td>
<td>6 weeks</td>
<td></td>
</tr>
<tr>
<td><strong>Year 5</strong></td>
<td><strong>Year 5</strong></td>
<td><strong>Year 5</strong></td>
<td><strong>Year 5</strong></td>
<td><strong>Year 5</strong></td>
</tr>
<tr>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
</tr>
<tr>
<td>Mid-Term Break</td>
<td>1 week</td>
<td>Mid-Term Break</td>
<td>1 week</td>
<td>Mid-Term Break</td>
</tr>
<tr>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
<td>9 weeks</td>
<td>Lectures</td>
</tr>
<tr>
<td>Term Break/Clinical Practice</td>
<td>3 weeks</td>
<td>Revision</td>
<td>2 weeks</td>
<td>Examination</td>
</tr>
</tbody>
</table>
1.2 Schedule for All Other Semester-Based Degree Programmes *(subject to change)*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Lectures</th>
<th>Mid-Semester Break</th>
<th>Lectures</th>
<th>Mid-Semester Break</th>
<th>Revision</th>
<th>Revision</th>
<th>Examination</th>
<th>Revision</th>
<th>Semester Holidays/Industrial Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>8/10 weeks</td>
<td>2 weeks</td>
<td>Lectures</td>
<td>7 weeks</td>
<td>1 week</td>
<td>1 week</td>
<td>Examination</td>
<td>6/8 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>II</td>
<td>7 weeks</td>
<td>1 week</td>
<td>Lectures</td>
<td>7 weeks</td>
<td>1 week</td>
<td>1 week</td>
<td>Examinations</td>
<td>6/8 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.3 Schedule for Diploma in Physiotherapy

### Year 1

<table>
<thead>
<tr>
<th>Semester</th>
<th>Lectures</th>
<th>Mid-Semester Break</th>
<th>Lectures</th>
<th>Mid-Semester Break</th>
<th>Study Week</th>
<th>Exam Week</th>
<th>Semester Holidays</th>
<th>Exam Week</th>
<th>Semester Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>3 Weeks</td>
<td>2 Weeks</td>
<td>1 Week</td>
<td>7 Weeks</td>
<td>7 Weeks</td>
<td>1 Week</td>
<td>7 Weeks</td>
<td>1 Week</td>
<td>7 Weeks</td>
</tr>
<tr>
<td>II</td>
<td>Lectures</td>
<td></td>
<td></td>
<td></td>
<td>1 Week</td>
<td>1 Week</td>
<td>2 Weeks</td>
<td>1 Week</td>
<td>1 Week</td>
</tr>
</tbody>
</table>

### Semester III (Short Semester)

<table>
<thead>
<tr>
<th>Lectures</th>
<th>Mid Semester Break</th>
<th>Lectures</th>
<th>Mid-Semester Break</th>
<th>Study Week</th>
<th>Exam Week</th>
<th>Semester Holidays</th>
<th>Exam Week</th>
<th>Semester Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Week</td>
<td>1 Week</td>
<td>1 Week</td>
<td>1 Week</td>
<td>1 Week</td>
<td>1 Week</td>
<td>1 Week</td>
<td>1 Week</td>
<td>1 Week</td>
</tr>
<tr>
<td>1 Week</td>
<td>1 Week</td>
<td>1 Week</td>
<td>1 Week</td>
<td>1 Week</td>
<td>1 Week</td>
<td>1 Week</td>
<td>1 Week</td>
<td>1 Week</td>
</tr>
</tbody>
</table>
### 1.4 Schedule for Diploma in Nursing

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Semester I</th>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Programme</td>
<td>1 week</td>
<td>Theory</td>
</tr>
<tr>
<td>Theory</td>
<td>12 weeks</td>
<td>Clinical Posting</td>
</tr>
<tr>
<td>Clinical Posting</td>
<td>6 weeks</td>
<td>Mid term break</td>
</tr>
<tr>
<td>Mid term break</td>
<td>1 week</td>
<td>Study Week</td>
</tr>
<tr>
<td>Study week</td>
<td>1 week</td>
<td>Examinations</td>
</tr>
<tr>
<td>Examinations</td>
<td>2 weeks</td>
<td>Term Break</td>
</tr>
<tr>
<td>Term Break</td>
<td>3 weeks</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Semester I</th>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory</td>
<td>7 weeks</td>
<td>Theory</td>
</tr>
<tr>
<td>Clinical Posting</td>
<td>12 weeks</td>
<td>Clinical Posting</td>
</tr>
<tr>
<td>Mid term break</td>
<td>1 weeks</td>
<td>Mid term break</td>
</tr>
<tr>
<td>Study Week</td>
<td>1 week</td>
<td>Study Week</td>
</tr>
<tr>
<td>Examinations</td>
<td>2 week</td>
<td>Examinations</td>
</tr>
<tr>
<td>Term Break</td>
<td>3 weeks</td>
<td>Term break</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Semester I</th>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory</td>
<td>7 weeks</td>
<td>Theory</td>
</tr>
<tr>
<td>Clinical Posting</td>
<td>10 weeks</td>
<td>Clinical Posting</td>
</tr>
<tr>
<td>Research project</td>
<td>1 week</td>
<td>Mid term break</td>
</tr>
<tr>
<td>Study week</td>
<td>1 week</td>
<td>Study Week</td>
</tr>
<tr>
<td>Examinations</td>
<td>2 weeks</td>
<td>Examinations</td>
</tr>
<tr>
<td>Term break</td>
<td>3 weeks</td>
<td>Nursing Board Exam.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OSCE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Term break</td>
</tr>
</tbody>
</table>

### 2.1 Schedule for Foundation Programmes

<table>
<thead>
<tr>
<th>Term I</th>
<th>Term II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Study Week</td>
<td>1 week</td>
</tr>
<tr>
<td>Examination Week</td>
<td>1 week</td>
</tr>
<tr>
<td>Term-1 Holidays</td>
<td>1 weeks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures</td>
</tr>
<tr>
<td>Study Week</td>
</tr>
<tr>
<td>Examination Week</td>
</tr>
</tbody>
</table>
2.0 STRUCTURE OF DEGREE PROGRAMME

2.1 Credit Hour System

2.1.1 All courses, except the Medical and Dental Programmes which follow a term system, need a minimum total of 120 credit hours of course work. Total credit hours vary according to the specific programme.

2.1.2 All degree programmes shall include:

a) At present, a total of 26 credit hours (subject to revision) that consist of the following components:

   i) University courses : 8 credit hours
   ii) MQA courses : 9 credit hours
   iii) English Language courses : 9 credit hours

b) The balance of the credit hours is determined as follows:

   i) Compulsory courses of the Department as determined by the Faculty.
   ii) Foundation courses of the Department as determined by the Faculty.
   iii) Elective courses taken from the list of the courses of the Department or Faculty.

2.1.3 The definition of “Credit Hour”

Credit Hour

a) For all courses the total credit hour is fixed as follows:

   i) 1 hour lecture/ week for 14 (semester) weeks = 1 credit hour
   ii) 1 hour tutorial/ seminar, once in a week in a normal semester = ¾ credit hour
   iii) 1 practical class (2-3 hours) once in a week in a normal semester = 1 credit hour
   iv) ½ month industrial training = 1 credit hour

b) Credit hours set for practical training shall be determined by each Department or Faculty.
2.1.4 Programmes and Distribution of Credits

<table>
<thead>
<tr>
<th>Programmes / Courses</th>
<th>Dept / Faculty Courses</th>
<th>MQA Courses</th>
<th>English Courses</th>
<th>University Courses</th>
<th>Total Credits*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical &amp; Electronic Engineering</td>
<td>116</td>
<td>9</td>
<td>9</td>
<td>8</td>
<td>142</td>
</tr>
<tr>
<td>Electronic &amp; Communications Engineering</td>
<td>116</td>
<td>9</td>
<td>9</td>
<td>8</td>
<td>142</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>94</td>
<td>9</td>
<td>9</td>
<td>8</td>
<td>120</td>
</tr>
<tr>
<td>Materials Technology with Management</td>
<td>102</td>
<td>9</td>
<td>9</td>
<td>8</td>
<td>128</td>
</tr>
<tr>
<td>IT with Management</td>
<td>95</td>
<td>9</td>
<td>9</td>
<td>8</td>
<td>121</td>
</tr>
<tr>
<td>IT (Information Systems)</td>
<td>95</td>
<td>9</td>
<td>9</td>
<td>8</td>
<td>121</td>
</tr>
<tr>
<td>Management Information System</td>
<td>99</td>
<td>9</td>
<td>9</td>
<td>8</td>
<td>125</td>
</tr>
<tr>
<td>Business &amp; Marketing</td>
<td>98</td>
<td>9</td>
<td>9</td>
<td>8</td>
<td>124</td>
</tr>
<tr>
<td>Finance &amp; Management</td>
<td>101</td>
<td>9</td>
<td>9</td>
<td>8</td>
<td>127</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>120</td>
<td>9</td>
<td>9</td>
<td>8</td>
<td>146</td>
</tr>
<tr>
<td>Diploma In Nursing</td>
<td>97</td>
<td>9</td>
<td>8</td>
<td>-</td>
<td>114</td>
</tr>
<tr>
<td>Diploma In Physiotherapy</td>
<td>83</td>
<td>9</td>
<td>6</td>
<td>-</td>
<td>98</td>
</tr>
</tbody>
</table>

* Total currently implemented or proposed

2.1.5 Credit Transfer for studies conducted at other universities

Credit transfer shall be ratified by the Senate and subject to:

a) Courses applied for credit transfer shall have an overlap of at least 80% with the courses offered at AIMST University;

b) Grades obtained for the courses shall not be less than C of AIMST University and

c) Total maximum credit hours that are transferable shall be ratified by the Senate on the advice of the respective dean with a minimum requirement of residency.

Students shall apply for the transfer of credits after registering with the University for possible admission.

2.2 Course Offering and Completion

2.2.1 Any programme of studies shall be offered in any semester with a number of courses that are considered suitable by the Faculty. Any new course or programme of studies shall be offered on condition that prior approval of MQA, the Faculty and the Senate shall be obtained.
2.2.2 Every programme of studies shall include the framework or course outline and shall list all the lecturers who will be teaching the courses. Every course outline shall be up-dated from time to time and shall include the following information:

a) General Information about the course
b) Major and Minor Titles
c) Course Schedule
d) Textbooks and References
e) Assessment and Grading Method

2.2.3 Every course, except Medicine and Dentistry, shall be instructed, completed and examined each semester. Only certain courses, with the prior approval of the Senate, shall be allowed to be conducted for a period exceeding one semester, subject to MQA and PTPTN regulations.

2.2.4 Minimum period to complete a programme shall be as follows:

- a) Medicine - 5 years
- b) Dentistry - 5 years
- c) Pharmacy - 4 years
- d) Engineering - 4 years
- e) Business and Management - 3 years
- f) Foundation in Business - 1 year
- g) Computer Science - 3 years
- h) Information Technology - 3 years
- i) Applied Sciences - 3 years
- j) Business Studies (Diploma) - 3 years
- k) Nursing (Diploma) - 3 years
- l) Physiotherapy (Diploma) - 3 years
- m) Engineering (Diploma) - 2.5 years
- n) Foundation in Science - 1 year

2.2.5 Maximum period to complete a programme shall be as follows:

- a) Medicine - 7 years
- b) Dentistry - 7 years
- c) Pharmacy - 6 years
- d) Engineering - 6 years
- e) Business and Management - 5 years
- f) Foundation in Business - 2 years
- g) Computer Science - 5 years
- h) Information Technology - 5 years
- i) Applied Sciences - 5 years
- j) Business Studies (Diploma) - 5 years
- k) Nursing (Diploma) - 5 years
2.3 Language Requirement

2.3.1 *English Language* (subject to change)

All students of all degree programmes are required to meet the level of fluency in English language. For this purpose, students are required to take up 9 credit hours of English Language courses, which shall be 3 credit hours for *English for General Academic Purposes*, 3 credit hours for *English for Specific Academic Purposes* and 3 credit hours for *English for Professional Purposes*.

2.3.2 *Bahasa Malaysia*

a. All Malaysian students are required to gain some level of proficiency in Bahasa Malaysia. Malaysian students who do not have a credit level pass in this subject at the SPM/STPM level will be required to attend the MQA course i.e. Bahasa Kebangsaan (A)

b. Bahasa Kebangsaan is optional for all foreign students. However, it is desirable for students who have to interact with the Malaysian public to learn *Bahasa Malaysia*.

3.0 EXAMINATIONS

3.1 Examinations and the Board of Examiners

There shall be a separate Board of Examiners for each of the examinations conducted for all the programmes of study.

3.1.1 Senate may decide that two or more Boards of Examiners shall be combined for a certain academic year.

3.1.2 Subject to the overall powers of Senate, the Board of Examiners shall carry out the examination as prescribed under section 3.1. If any issue or a problem is raised by the stakeholders about any examination process, the Vice-Chancellor shall decide whether it is indeed related to the conduct or the management of examination.

3.1.3 Except as determined later, the Board of Examiners shall consist of:

a) Vice-Chancellor (ex-officio);
b) The Faculty Dean or Director of the School, as Chairman on condition that the Vice-Chancellor shall preside when attending any Board of Examiners meeting;

c) Heads of Departments

d) A Coordinator who is responsible for any course or study programme that is not included under any Department or Division in the Faculty or School

e) The External Examiner(s)

f) Any Internal Examiner or person as appointed by the Senate

g) The Vice-Chancellor may appoint anyone as a member of the Board of Examiners on condition that the appointment shall be reported to the Senate as soon as possible.

h) The Registrar or his representative.

3.2 Examination Regulations

Senate shall set regulations to determine the following matters, and, where necessary, rule on their confidentiality.

a) Instructions to the Examiners or Board of Examiners, and

b) The field of examination, conduct of examination, declaration by students, power to appoint and the duty of the Examiners and the Board of Examiners.

3.3 Appointment of Internal Examiners

3.3.1a) A Faculty-board or a School-board shall appoint full-time lecturers or part-time University lecturers to be the Internal Examiners, for any subject or examination or part of the subject/ examination or to examine thesis/ dissertation/ practicum report/ project paper. This will be informed to the senate and the Vice-Chancellor

3.3.1b) Notwithstanding the provision of section 3.3.1 (a) if there is no University lecturer who is eligible to be appointed by Senate as the Internal Examiner to examine the thesis/ dissertation/ practicum report/ project paper, at least two External Examiners shall be appointed to conduct the examination.

3.3.1c) If the case of any unavoidable shortage of examiners, the Faculty Dean or the Director of the School shall appoint Internal Examiners to fill in the
vacancy, provided that such appointment shall be reported to the Senate through the Faculty/School board as soon as possible.

3.4 Appointment of External Examiners

3.4.1 The External Examiners shall be appointed by the respective Faculty-board or School-board to be informed to the Senate for noting. Only persons who are not University staff members or those who do not teach the related subject in the University or those who are not involved in teaching any candidates in the related examination, shall be considered for appointment as the External Examiner.

3.4.2 Where deemed necessary to meet an immediate need to fill a vacancy, the Vice-Chancellor shall appoint an External Examiner provided that such appointment shall be reported to the Senate as soon as possible.

3.4.3 Subject to the provision in this Act, at least one External Examiner shall be appointed for the Final Examination of the University’s first degree.

3.4.4 At least one External Examiner shall be appointed for every First, Second, Third and Fourth Professional Examinations for the MBBS degree.

3.4.5 Unless otherwise provided in this Act, at least one External Examiner shall be appointed to examine the thesis/ dissertation/ practicum report/ project paper that shall be part of the examination for any degree.

3.5 Appointment of Examination Invigilators

Examination invigilators shall be appointed by the Vice-Chancellor and shall be responsible to the Vice-Chancellor.

3.6 Maintaining Secrecy of Examination Marks

The marks given to a student and the conduct of meeting of any Board of Examiners shall be kept confidential and shall not be revealed to anyone who is not a member of the Board of Examiners or the Senate.

3.7 Admission of Student as Examination Candidate

No student shall be admitted as candidate for the University examination unless:-

a) The Faculty Dean or Director of the School has approved in writing that the student has attended courses satisfactorily to sit for the examination; and

b) The University Bursar has approved in writing that the student has no outstanding fees (as defined in the offer letter of admission) due to the University or to any
University Hostel or that the student has been granted special dispensation by the Management with regard to his dues.

### 3.8 Handicapped Candidates

3.8.1 Notwithstanding the provision of any Act or Regulation that controls the examination for any degree or diploma or certificate of the University, where a candidate who is physically handicapped does not take up the examination specified, the Senate shall, based on the recommendation of the Faculty or the School, give approval to substitute with another examination in any other suitable form.

3.8.2 If an emergency occurs, the Vice-Chancellor or the Registrar, after considering the recommendations of the Faculty Dean or Director of the School, shall give approval to substitute an examination with another form for any handicapped candidate, provided that such replacement shall be reported to the Senate as soon as possible.

### 3.9 Examination Results

3.9.1 The results of every final examination of the University shall be presented to the Senate.

3.9.2 Examination in any subject shall include written examination, oral, and practical, clinical etc. as may be approved by the Faculty or the School. Results of the continuous evaluation e.g. tests, mid-semester exams, semester exams (in the case of Matriculation) need not be brought to the Senate for approval. Such results can be approved by the Board of Examiners, if applicable, at the Faculty/School.

3.9.3 The Examinations Division shall compile the list of candidates who have passed a certain examination for announcement according to the instructions of the Senate. Where distinction, credit or honours may be conferred, the Board of Examiners shall decide the candidate who shall receive or be recommended for such conferment.

3.9.4 The examination results shall not be announced to any student before official announcement by the University. Senate shall approve the recommendation for scholarship, exhibition, prize, medal or other conferment.

3.9.5 Subject to this Regulation and to any other Regulations related to examinations, the Board of Examiners shall recommend to the Faculty or the School that any candidate who had failed the examination shall be allowed to re-sit for the examination or to repeat the course or part of the course in any subject or subjects for a period as the Board feels suitable or shall not be
permitted to re-sit for the examination. After receiving a recommendation, the Faculty or the School may decide;

a) That a candidate shall re-sit for the examination after revising and fulfilling any course or part of the course by satisfying the Faculty Dean or Director of the School; or

b) That a candidate may re-sit for the examination without attending any courses; or

c) That a candidate is not permitted to re-sit for the examination and is not accepted to be re-admitted to the course.

3.9.6 The Board of Examiners may consider the practical work done by the candidate within the period of the student’s studies in the University.

3.10 Conduct of Examination

Any organised activity or informal contact between students and staff before an examination which could be construed as giving any information- either explicit or implicit- regarding the contents of that examination is not permitted under any circumstances

3.10.1 All examinations will be invigilated.

3.10.2 The Registrar shall report to the Senate regarding any matters related to the standard or the conduct of examination under its jurisdiction.

3.10.3 Where the Registrar shall have reason to believe that the confidentiality of the content of any examination question paper might have been compromised, then the Vice-Chancellor shall give orders to cancel the said examination and to prepare a new set of questions.

3.10.4 No candidates are allowed to attend an examination later than fifteen (15) minutes after the commencement of the examination. A candidate who is late for an examination but not later than the time limit as stated above, shall not be given any additional time for the examination but the, delay shall be recorded by the Chief Invigilator and reported to the Board of Examiners through the Examinations Division.

3.10.5 No candidate is permitted to leave the examination hall before thirty minutes after the commencement of examination.

3.10.6 If a candidate is permitted to leave the examination hall for certain reasons and later to re-enter, precaution shall be taken by the invigilator to ensure
that the candidate is under adequate supervision the entire time he/ she is away.

3.10.7 Candidates are not allowed to bring books, papers, written message or any other materials except items that are allowed to be brought into the examination hall; candidates may not receive any books, papers, written message, pictures or any other materials from any person when he/she is in the examination hall except that the candidate, when in the examination hall, shall receive from the examination invigilator things like books, papers, written message, pictures or other materials as may be allowed by the Vice-Chancellor on the recommendation of the Examiner or the Board of Examiners. No communication shall take place between candidates by word of mouth or through other ways during the examination period. Candidates shall raise hands if there is a need to call the examination invigilator.

3.10.8 No one is allowed to smoke in any examination hall during the examination period.

3.10.9 Candidates are not allowed to bring mobile phones, digital diaries and other electronic storage devices into the examination hall.

3.10.10 If any situation arises and in the opinion of the Chief Examination Invigilator there is a need to call off the examination, the Chief Invigilator shall then discontinue the examination and, without any delay, shall collect the answer papers which had been written and may report the matter to the Registrar who will report the matter to the Vice-Chancellor.

3.10.11 If, in the opinion of the Chief Invigilator, an incident/ situation that is considered unfair to the candidate arises during the examination period, the Chief Invigilator shall report the matter to the Registrar who will report the matter to the Vice-Chancellor.

3.10.12 A candidate, teacher or an officer may complain to the Registrar - who will report the matter to the Vice-Chancellor - that an examination was not administered in an appropriate manner.

3.10.13 Where a matter is reported to the Vice-Chancellor under Rule 3.10.14 or 3.10.15, the Vice-Chancellor may take an appropriate action, which includes directing the Registrar’s Office to hold another examination, the examination shall be considered as the examination prescribed under any Act or Rules and Regulations that govern the course.

3.10.14 Any complaints by any teacher of the University that an examination had been administrated inappropriately or the provision of any Acts and Rules related is not adhered shall be sent to the Vice-Chancellor through the
Registrar and the Vice-Chancellor who will then investigate the complaint and report the results to the Senate.

3.10.15 Where a candidate has broken any rule under this Rules and Regulations, the Vice-Chancellor may take one or more of the following actions:

   a) To issue an order that the student has failed the examination for any subject or course or part of the subject or course or the entire examination;

   b) To drop the name of the candidate from any list of passed candidates;

   c) To suspend the candidate from any University examination for a period as decided by Senate;

   d) To issue an order that the candidate failed the entire examination and therefore the candidate is not accepted again in his programme of study; and

   e) The Registrar is empowered to give general notice stating that the candidate has broken the examination rules.

   f) The actions taken shall be presented to the senate by the registrar for noting.

3.11 Admission for Examination

3.11.1 Subject to any Act or Rules and Regulations that governs the related courses, every student shall sit for the examination set for every academic semester / year of the course.

3.11.2 No student shall be admitted to a University examination except if he has an Examination Slip issued by the Examinations Division. All students must collect their Examination Slips from the Examinations Division on the date and time announced prior to the actual date of examination.

3.11.3 A student who has not collected the Examination Slip for the University examination that involved him/ her in any academic semester/year shall submit a written explanation to the Registrar by giving the reasons of his/ her failure to collect the Examination Slip. The written explanation shall be submitted without any delay but not later than two days after the closing date for the collection of the Examination Slip.
3.11.4 A student who fails to sit for the University examination that involved him/her in any academic year shall not be allowed to continue the course except if permitted by the Senate. In this case, Senate, after considering the recommendations of the Faculty or the School, shall decide whether to terminate the student’s candidature or to reject his/her entry to the course or to allow him/her to repeat the course in the following academic year.

3.11.5 Where a student is allowed to repeat the course under Rule 3.11.4 as mentioned above, the academic year that he/she has failed to sit for the examination is normally counted as part of the maximum period fixed for the course.
3.12 Withdrawal from Examination

3.12.1 A candidate who wishes to withdraw from any University examination for a certain reason shall submit a written notice to the Registrar before the commencement of the examination, by stating the reason for withdrawal. No student may be allowed to withdraw from any University examination after the commencement of the examination.

3.12.2 Where a candidate has withdrawn from the University examination, Senate, after considering recommendations from the Faculty or the School, shall decide whether to terminate the student’s candidature or to reject his re-admission or to allow him/her to repeat his/ her course, and the academic year of withdrawal shall normally be counted as part of the maximum period fixed for the course.

3.13 Absent for Examination

3.13.1 Subject to the provisions indicated below, any candidate who is absent for any examination or the entire examination shall be considered to have failed the examination paper or the entire examination.

3.13.2 Where a candidate who has not sat for part or the entire University examination and has submitted his/ her written application to the Registrar for his/ her case to be considered, his/ her case shall be dealt with under the provisions of Rule 3.12. If there is no written requisition received, his/ her case shall be dealt under this section.

3.13.3 A written requisition as in Rule 3.12 shall be submitted to the Registrar not later than 48 hours after the last paper of the examination. The written application shall be enclosed with all relevant supporting documents.

3.13.4 After receiving a written requisition as prescribed in Rules 3.12 and 3.13, the Registrar shall report the matter to the Vice-Chancellor. The Vice-Chancellor after ascertaining the details from the Board of Examiners and after considering the positive and the negative aspects of the case, shall at his/her discretion give a ruling to be ratified by the senate.

a) A candidate is considered to have failed part or the entire examination that he did not enter. In such a case, the Vice-Chancellor shall inform the Faculty or the School that the candidature of the student had been terminated and he shall not be readmitted or he shall repeat the course in the following academic year. Where a student is allowed to repeat the course, the Vice-Chancellor shall make a decision whether or not, the academic year that the candidate did not sit for the examination should be considered as part of the maximum period fixed for his/ her course; or
b) A candidate is considered to have withdrawn from the entire examination and shall be allowed to repeat the course in the following academic year. In such case, the Vice-Chancellor shall also make a decision whether or not, the academic year that the candidate did not sit for the examination should be considered as part of the maximum period fixed for his/her course; or

3.13.5 Notwithstanding the provisions of the above regulations, where a candidate was absent for part or the whole examination for a reason other than illness as stated above and wishes the Vice-Chancellor to consider the cause/s for his/her absence, it shall be the responsibility of the candidate to submit the case in writing to the Registrar not later than one week after the final examination. However, such case shall not be governed under the provisions of Regulation 3.12 to 3.14 and the cause/s submitted by the candidate shall only be considered on a case by case basis.

3.14 Additional Examination

3.14.1 A candidate, who is allowed to sit for one additional examination and for those who have not taken up part or the whole examination, may be allowed to take up one additional examination for the question paper/s concerned at the discretion of the Vice-Chancellor.

3.14.2 The next additional examination shall be conducted as follows:

   a) For term based courses (Medicine, Dentistry etc) the supplementary examination will be held three weeks after the announcement of the results.

   b) For credit based courses,

      i) the returning students will take the additional examination as and when it is offered during the next semester and
      ii) the students of the graduating semester will take the additional examination two weeks after announcement of the results.
3.15 Written Appeal to Re-examine the Examination Result

3.15.1 A candidate shall submit a written appeal in order that his/ her examination result shall be re-examined if he or she has one or more of the following reasons:

i) that the grade is incorrect because of an error in calculation of results;
ii) that the examination paper specified to the student’s course contained questions on subjects which are not part of the course prescribed for the examination;
iii) that bias was shown by an examiner in marking the script.

The written appeal shall be submitted to the Registrar, through the examination division not later than one week after the official announcement of the examination result.

3.15.2 A non-refundable fee, as fixed by the University shall be paid to re-examine each question paper and shall be attached with a written appeal by the candidate.

3.16 Illness during Examination

3.16.1 A candidate who falls sick during the examination period shall be reported to the Chief Invigilator of the examination or any invigilator who shall arrange so that the candidate is checked up immediately by the University Health Clinic Doctor. A report shall be submitted by the Chief Invigilator as soon as possible to the Registrar, through the examination division on the same day and not later than the next working day.

3.16.2 Notwithstanding the provision of the above regulation and regulation that controls any examination, where a candidate who has failed the whole examination and not readmitted to his/ her course of study, appeals to permit him/ her to continue his/ her studies, the Vice Chancellor shall, as a special case, after investigating the reasons, decide that the candidate be readmitted to the course. This shall be ratified by the senate.
4.0 ASSESSMENT

4.1 Examination Schedule

4.1.1 Examinations of courses shall take place at the end of every semester except for courses that are approved by the Senate and are lectured over a period of two semesters. The course lecturer/s shall determine the method of examination.

4.1.2 All examination schedules for a course shall be prepared by the Registrar, through the examination division. Any examination schedule that is not prepared by the Registrar shall be referred, before conducting the examination, for the approval of the Registrar, who is authorized to solve any related problems.

4.1.3 Changes to an examination schedule of a course shall only be done with the approval of the Dean/Director and the Registrar (routed through the examination division).

4.1.4 Examination schedule shall ensure that a student does not have to take up more than two examinations in a day.

4.2 Allocation of Marks for Course Work

The continuous assessment or course work in the University shall not exceed 40% of the total marks and the examination at the end of the semester shall not be less than 60% of the total marks. Any differences must be approved by the Faculty, the Senate and the appropriate regulatory authority.

4.3 Class Attendance

4.3.1 Attendance of students for all classes is compulsory. It shall be the duty of all lecturers to inform students regarding the consequences for not attending classes. It is the responsibility of students to ensure that lecturers are informed of their absence in the class. Lecturers are required to keep the attendance record and to report excessive absences to the Dean’s/ Director’s Office.

4.3.2 Any student whose attendance is below 80% without acceptable reasons or without prior approval from the lecturer shall be disqualified from sitting for the final examination.

4.3.3 The responsibility for attending lectures as required is placed in the individual student.
4.4 Official Grade

4.4.1 Official Grades of the University together with the marks and the explanation for all semester-based marks shall be as follows:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 - 100</td>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>75 - 79</td>
<td>A-</td>
<td>3.75</td>
<td>Excellent</td>
</tr>
<tr>
<td>70 - 74</td>
<td>B+</td>
<td>3.50</td>
<td>Excellent</td>
</tr>
<tr>
<td>65 - 69</td>
<td>B</td>
<td>3.00</td>
<td>Credit</td>
</tr>
<tr>
<td>60 - 64</td>
<td>B-</td>
<td>2.75</td>
<td>Credit</td>
</tr>
<tr>
<td>55 - 59</td>
<td>C+</td>
<td>2.50</td>
<td>Pass</td>
</tr>
<tr>
<td>50 – 54</td>
<td>C</td>
<td>2.00</td>
<td>Pass</td>
</tr>
<tr>
<td>45 – 49</td>
<td>C-</td>
<td>1.75</td>
<td>Fail</td>
</tr>
<tr>
<td>40 – 44</td>
<td>D</td>
<td>1.00</td>
<td>Fail</td>
</tr>
<tr>
<td>0 - 39</td>
<td>F</td>
<td>0.00</td>
<td>Fail</td>
</tr>
</tbody>
</table>

4.4.2 Official Grades of the University together with the marks and the explanation for Foundation in Science and Foundation in Business Programmes shall be as follows:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 - 100</td>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>75 - 79</td>
<td>A-</td>
<td>3.75</td>
<td>Excellent</td>
</tr>
<tr>
<td>70 - 74</td>
<td>B+</td>
<td>3.50</td>
<td>Excellent</td>
</tr>
<tr>
<td>65 - 69</td>
<td>B</td>
<td>3.00</td>
<td>Credit</td>
</tr>
<tr>
<td>60 - 64</td>
<td>B-</td>
<td>2.75</td>
<td>Credit</td>
</tr>
<tr>
<td>55 - 59</td>
<td>C+</td>
<td>2.50</td>
<td>Pass</td>
</tr>
<tr>
<td>50 – 54</td>
<td>C</td>
<td>2.00</td>
<td>Pass</td>
</tr>
<tr>
<td>45 – 49</td>
<td>C-</td>
<td>1.75</td>
<td>Fail</td>
</tr>
<tr>
<td>40 – 44</td>
<td>D</td>
<td>1.00</td>
<td>Fail</td>
</tr>
<tr>
<td>0 - 39</td>
<td>F</td>
<td>0.00</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Note: To qualify for a Certificate in any of the Foundation Programmes, students must pass in at least three (3) of the five (5) subjects taken.
4.4.3 The following notations will be used in the transcript:

I  Incomplete  Indicates that the student has completed a major part of his entire work in a satisfactory manner, but for reasons considered valid by the lecturer, part of the requirement of the course is still not completed.

The student shall complete his work within the specified time in order for the instructor of the course to report the final grade of the student.

As soon as the delayed work is completed, the lecturer or in his absence, the Head of the Department, shall present the actual marks and grade to the Registrar’s Office. Credit for grade ‘I’ is considered based only on the hour value and is not taken into account in determining a student’s GPA or CGPA, till the final grade is stated.

A student who had obtained grade I shall not be allowed to repeat the course under whatever circumstances, except till Grade I is dropped.

P  Pass  Grade “P” means that student has satisfactorily fulfilled the course objectives that have been set.

F  Fail  This grade indicates that the student has failed the course.

S  Satisfactory  Grade ‘S’ is used to state the satisfactory completion of work for courses as set by the Senate. Credit for ‘S’ shall be considered based only on the hour value, and shall not be considered for determining student’s GPA.

U  Unsatisfactory  Grade ‘U’ is used for work that is not satisfactory. Credit shall not be given to grade ‘U’. This grade shall not be considered for determining student’s GPA.

R  Registered For Audit  This grade indicates that student has registered for course and has fulfilled the admission requirements for auditing that is fixed for such course. Credit hour is not allocated for this grade.

W  Official Withdrawal  This grade is given to a student who withdraws from one or more courses or from the University. Grade ‘W’ is not used to determine student’s GPA.
This grade is given to a student whose name is in the final grade report but there is no attendance record or other evidence regarding his involvement in the course. If the instructor did not state any grade for the student, the transcript will state “UW” in the student record. Grade ‘UW’ subsequently is accepted as ‘F’ in the calculation of GPA.

This grade indicates that a student has been barred from examination due to disciplinary action, not fulfilling minimum requirement of the course, including attendance, etc. The candidate with a BR will be accepted as “F” in the calculation of GPA/results.

This grade indicates that the candidate has appeared in a supplementary examination.

This grade indicates that the candidate has repeated an examination.

Grade “C” is the minimum passing grade for any course.

Student academic performance for a semester is indicated by the GPA that is provided by dividing the total marks obtained with total credit hours taken. Courses that are given grades I, S, U, R, or W are not counted in determining GPA. Courses that are given a different grade are calculated based on the following scale:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 - 100</td>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>75 - 79</td>
<td>A-</td>
<td>3.75</td>
<td>Excellent</td>
</tr>
<tr>
<td>70 - 74</td>
<td>B+</td>
<td>3.50</td>
<td>Excellent</td>
</tr>
<tr>
<td>65 - 69</td>
<td>B</td>
<td>3.00</td>
<td>Credit</td>
</tr>
<tr>
<td>60 - 64</td>
<td>B-</td>
<td>2.75</td>
<td>Credit</td>
</tr>
<tr>
<td>55 - 59</td>
<td>C+</td>
<td>2.50</td>
<td>Pass</td>
</tr>
<tr>
<td>50 – 54</td>
<td>C</td>
<td>2.00</td>
<td>Pass</td>
</tr>
<tr>
<td>45 – 49</td>
<td>C-</td>
<td>1.75</td>
<td>Fail</td>
</tr>
<tr>
<td>40 – 44</td>
<td>D</td>
<td>1.00</td>
<td>Fail</td>
</tr>
<tr>
<td>0 - 39</td>
<td>F</td>
<td>0.00</td>
<td>Fail</td>
</tr>
</tbody>
</table>

The following examples indicate the method of determining GPA:
### 4.6.2 Grade F shall not be given any points although total credit hours involved is included in the calculation.

### 4.6.3 Where the final grade for Course 4 in the example given in paragraph 4.6.1 above is taken, the total time and hour is included in determining the student’s GPA.

### 4.6.4 Grade and credit hours obtained in any semester shall be included in the calculation of GPA and CGPA of semester.

### 4.6.5 When a student has completed two or three semesters, the Cumulative Grade Points Average (CGPA) is determined by dividing the total grade points achieved by total hours.

### 4.6.6 When a student repeats a course, the better grade is included in the calculation of the CGPA.

### 4.6.7 All programmes of study including the Foundation in Science and Foundation in Business will indicate the Grades, Grade Points Average or Cumulative Grade Points Average, as appropriate.

### 4.7 Repeat of Course and Opportunity to Improve Grade

#### 4.7.1 A student who has failed in any compulsory or core course should repeat the course and is given two attempts to pass the course. If the student fails after the second attempt, he/she is directed to discontinue the programme of study. He/she may appeal to the senate, through the Registry for another attempt, citing reasons as to why the appeal may be considered favourably by the senate.

#### 4.7.2 A student who has failed in any elective course is granted the opportunity to repeat the course or select a replacement course. A student is allowed to repeat an elective course only once.

#### 4.7.3 Grade and credit hour that are obtained from any semester must be included in the calculation of GPA and CGPA of the semester. When a student repeats a course, the marks and grade that are included to calculate the CGPA will be the highest grade and marks that is achieved.

#### 4.7.5 Pass Grades for the University is C (50% or GPA 2.0) for all the courses conducted by the University
4.8 **Academic Standing of a Student**

A student’s academic standing in a particular semester is determined by the CGPA that is obtained in the semester and can be classified as follows:

<table>
<thead>
<tr>
<th>Status of Student</th>
<th>CGPA</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>2.00 – 4.00</td>
<td>o Can continue studies</td>
</tr>
<tr>
<td>Conditional Pass</td>
<td>1.50 – 1.99</td>
<td>o Can continue studies into next semester on condition that CGPA improves to a minimum of 2.0 to obtain the status of “Pass”; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Will be granted the status of “Under Observation” if CGPA is between 1.50 – 1.99 in the following semester</td>
</tr>
<tr>
<td>Under Observation</td>
<td>0.00 – 1.49</td>
<td>o Student is placed under observation and allowed to progress into the following semester with the condition that he/she can take not more than 12 credits; and improve the CGPA to a minimum of 2.0 to obtain the status of “Pass” or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Improve the CGPA to between 1.50–1.99 in the following semester to obtain the status of ‘Conditional Pass’</td>
</tr>
<tr>
<td>Termination of Candidature *</td>
<td>Less than 1.00</td>
<td>o Disallowed to continue the studies if CGPA is less than 1.0 for two consecutive normal semesters</td>
</tr>
<tr>
<td></td>
<td>Less than 1.50</td>
<td>o Disallowed to continue studies if CGPA is between 1.0 and 1.49 for three consecutive normal semesters</td>
</tr>
</tbody>
</table>

* Student is allowed to appeal to the Vice Chancellor through the Registrar to continue studies and any decision of the Senate is final
4.9 Supplementary Examinations - Foundation

AIMST University Senate has approved the conduct of Supplementary Examinations for Foundation Studies’ Programmes with the following terms and conditions:

4.9.1 Only students who obtained grade “F” in a particular subject are allowed to sit for Supplementary Examination of that paper.

4.9.2. The number of courses with grades “F” that can be redeemed through the Supplementary Examination is limited to two (2).

4.9.3. The results of the Supplementary Examination will only indicate grade “C” if the student has passed the paper and grade “F” if he/she had failed again.

4.9.4. The final grade given for the Supplementary Examination will be solely based on this examination and marks previously obtained from the Continuous Assessment components for this course will not be included in the calculation of the final marks.

4.9.5. Students are required to pay the prescribed fee for each supplementary paper.

Supplementary Examinations – Term Based Courses

AIMST University Senate has approved the conduct of Supplementary Examinations for the term based Programmes with the following terms and conditions:

4.9.6. Only students who obtained grade “F” in a particular subject are allowed to sit for Supplementary Examination of that paper.

4.9.7. The number of courses with grades “F” that can be redeemed through the Supplementary Examination is limited to half the number of total papers.

4.9.8. The results of the Supplementary Examination will only indicate grade “C” if the student has passed the paper and grade “F” if he/she had failed again.

4.9.9. The final grade given for the Supplementary Examination will be solely based on this examination. Marks previously obtained from the Continuous Assessment components for this course will not be included in the calculation of the final marks.

4.9.10. Students are required to pay the prescribed fee for each supplementary paper.

Supplementary Examinations – Semester Based Courses
4.9.11 Though supplementary examinations are not offered in semester based courses, for the candidates, who fail in a part of the final semester examinations, a supplementary examinations may be offered if the Dean and the Faculty board deem it necessary.

4.10 Unsatisfactory Academic Performance

4.10.1 Warning

To be in good academic standing in the University, a degree programme student is required to maintain a CGPA of at least 2.0. If at the end of any semester, a student obtained a CGPA of below 2.0, a warning will be given by the Dean.

4.10.2 Academic Observation Period

a) Any student who had obtained a CGPA of below 1.50 shall be placed under a period of observation. This period shall continue to be effective until the Faculty considers the student’s performance as satisfactory and shall be discontinued when the CGPA of the student attained the required grade. The Faculty Dean shall inform the student of his status when the student registers for the following semester. The declaration shall contain a clear statement of what is considered as satisfactory improvement and what should the student do to achieve it.

b) If at any time, the preparation, progress or accomplishment of a student for any academic programme is found to be unsatisfactory by the Faculty, the Dean shall have the powers to place the student under observation.

c) In the academic semester where a student is under observation, the student shall not be allowed to take up more than 12 credit hours.

4.11 Termination of Candidature

4.11.1 If the Faculty, in its evaluation, considers a student’s progress is unsatisfactory in fulfilling the prescribed conditions of the observation period, the Faculty is empowered to terminate the student’s candidature from a degree programme. The Faculty Dean shall send a termination notice to the student. Termination from the degree programme shall only be enforced upon students under academic observation. Additionally a student may be excluded from the degree programme for disciplinary reasons.

4.11.2 A student who had obtained CGPA < 1.0 for two consecutive normal semesters and a student who continues to be under academic observation
status i.e. CGPA < 1.5 for three consecutive semesters shall be terminated from the degree programme.
5.0 AWARDS

5.1 Term Based Programmes

5.1.1 Dean’s List/Awards

5.1.1.1 There are a total of 12 assessment blocks in the MBBS Programme. Details are in Rules and Regulations of MBBS Professional Examinations [Revised August 2008].

5.1.1.2 The composite score for Distinction in all assessment blocks shall be $\geq 75\%$ of the maximum marks obtainable and the composite score for Merit shall be 70-74\%. The composite scores in each assessment block is the average of the scores of all exam components in that assessment block.

5.1.1.3 Dean’s List*: In any assessment block, as per the block average obtained by the students in the particular cohort/batch, the top 5\% of the students will be awarded Dean’s list.

5.1.1.4 One Merit point is awarded for B+ and two Merit points are awarded for a distinction (grade A). These Merit points are subject to endorsement by the panel of examiners.

5.1.1.5 The Best Medical Student Award will be awarded to the student passing out of the MBBS course with the maximum merit points endorsed by examiners.

5.1.1.6 University Award: The nature of this award and eligibility criteria will be decided by the University Senate. (Refer 5.4 Criteria for University Gold Medal Award)

*Applicable for students who enrolled during and after July/Sept 2013.
5.2 Dentistry Programme

5.2.1 To qualify for a place on the Dean’s List, a student must have:

5.2.1.1 Passed all parts of the Final Examination at the first attempt.

5.2.1.2 Obtained the required minimum number (or above) of Merit points in the Final Examination which is currently set at:
- BDS Year 1 – 5 Merit points
- BDS Year 2 – 7 Merit points
- BDS Year 3 – 3 Merit points
- BDS Year 4 – to be determined
- BDS Year 5 – to be determined

A pass with Distinction (grade A, > 75%) counts as 2 Merit points.

A pass with Merit (grade B+, 70% - 74%) counts as 1 Merit point.

5.2.2 Dean’s List*: In any term assessment, as per the average marks obtained by the students in the particular cohort/batch, the top 5% of the students will be awarded Dean’s list.

*Applicable for students who enrolled during and after July /Sept 2013.
5.3  **Semester based Programmes**

5.3.1  Dean’s List**

5.3.1.1 A student fulfilled the following conditions will be placed on the Dean’s List:

a) A student who achieved a GPA score which falls in top 5% of the GPA of the particular batch/cohort of student’s GPA.*
b) taken and sat for an examination which accounts for not less than 15 credits in that semester (exemption: the final semester, in which the maximum may be less than 15)
c) not obtained a grade less than C- for any course taken in the semester.
d) not repeating any course in the semester
e) student who had fulfilled conditions (i) till (iii) stated above but obtained grade “I” for any course in the semester will only be considered for the Dean’s List when the grade “I” is changed to a normal grade. In such cases, the emplacement on the Dean’s List will be backdated for that semester if that student qualifies for the award.

* If tie then CGPA will be considered. Industrial training marks will also to be included in the GPA (GPA scores are NOT to be included for those courses in which the industrial training is graded as pass or fail).

**Applicable for students who enrolled during and after July/Sept 2013.

5.3.1.2 Top graduating student in the class adjudged by outstanding performance with CGPA≥3.75 in each semester of the programme to receive University Gold Medal Award. (Refer 5.4 Criteria for University Gold Medal Award)
5.4 Criteria for University Gold Medal Award

Academic top student from each faculty is to be further judged on:

<table>
<thead>
<tr>
<th>Excellence in 5 broad domains</th>
<th>Excellence in domains can be evaluated</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Scholarly activities - Publications, Conference presentations etc</td>
<td>a) International - 1.0 mark</td>
</tr>
<tr>
<td>b) Social Service - Blood donation, Charity, Health camps etc</td>
<td>b) National - 0.8 marks</td>
</tr>
<tr>
<td>c) Fine arts</td>
<td>c) State - 0.6 marks</td>
</tr>
<tr>
<td>d) Literary and debate</td>
<td>d) University - 0.4 marks</td>
</tr>
<tr>
<td>e) Sports</td>
<td>e) Faculty - 0.2 marks</td>
</tr>
</tbody>
</table>

Excellence in each domain with multiplied by the performance factor

<table>
<thead>
<tr>
<th></th>
<th>Maximum score of 25 can be achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st prize in any domain above = excellence score * 5 marks</td>
<td>eg - Scholarly activity at International level with 1st prize</td>
</tr>
<tr>
<td>2nd prize in any domain above = excellence score * 3 marks</td>
<td>eg - Scholarly activity at National level with 2nd prize</td>
</tr>
<tr>
<td>3rd prize in any domain above = excellence score * 1.5 marks</td>
<td>eg - Scholarly activity at State level with 3rd prize</td>
</tr>
<tr>
<td>Participation in any domain above = excellence score * 1 mark</td>
<td>eg - Scholarly activity at Faculty level participation</td>
</tr>
</tbody>
</table>

Sample work sheet:

<table>
<thead>
<tr>
<th>Student name</th>
<th>Scholarly</th>
<th>Social</th>
<th>Fine Arts</th>
<th>Literary</th>
<th>Sports</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxxxx</td>
<td>1*5=5</td>
<td>0.2*1=0.2</td>
<td>0.4*5=2</td>
<td>0.8*3=2.4</td>
<td>0.6*5=3</td>
<td>12.6</td>
</tr>
</tbody>
</table>

KEYS

<table>
<thead>
<tr>
<th></th>
<th>International</th>
<th>Faculty</th>
<th>University</th>
<th>National</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Prize</td>
<td>Participate</td>
<td>1st Prize</td>
<td>2nd Prize</td>
<td>1st Prize</td>
<td></td>
</tr>
</tbody>
</table>

The candidate who scores the highest will be recommended for the University Gold medal.

6.0 CONFERMENT OF DEGREE

6.1 Requirement for the Conferment of Degree

6.1.1 General Requirement

Every student is required to fulfil the following requirements for the purpose of conferment of a degree:

a) Requirements of Faculty and Department Courses
b) Requirements of University Courses
c) Requirements of MQA Courses

d) Good financial standing with University requirements

6.1.2 Minimum CGPA

A Bachelor’s degree candidate is required to achieve a CGPA of not less than 2.0 in every graded course. Transfer of credits received shall not be considered in determining the CGPA.

6.1.3 Minimum Credit Hours from AIMST University

From the total credit hours needed for the conferment of a degree, at least two-thirds of the entire credit hours obtained shall be from the course conducted by AIMST University. Every candidate for the conferment of a degree shall have been registered at the University at a time of the academic year of the conferment of degree.

6.2 Conferment of Degree

6.2.1 Semester-based degree programmes.

The class of degree conferred to students is based on the final CGPA obtained as follows:

<table>
<thead>
<tr>
<th>Classes for Bachelor’s Degree</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class with Honours</td>
<td>$3.7 \leq 4.0$</td>
</tr>
<tr>
<td>Second Class Upper with Honours</td>
<td>$3.0 \leq 3.69$</td>
</tr>
<tr>
<td>Second Class Lower with Honours</td>
<td>$2.3 \leq 2.99$</td>
</tr>
<tr>
<td>Third Class with Honours</td>
<td>$2.0 \leq 2.29$</td>
</tr>
</tbody>
</table>
6.2.2 Medical Programme

A student should get Merit (B+) or Distinction (A) (i.e., a composite score \(\geq 70\%\)) in at least 8 out of 12 blocks during the 5 years of study with no failures in any components of any Professional Examination to qualify for Honours.

6.3 General

6.3.1 AIMST University reserves the right to alter the requirements for the conferment of a degree at any time.

6.3.2 A student who is not conferred a degree together with the group of students with whom he had been admitted will be subjected to regulations that apply to the group of students who will obtain the degree with him/her.

6.3.3 All students are required to be aware and to understand the requirements for the conferment of a degree in this University. It is the responsibility of all students to comply with all the related regulations.

6.3.4 The degree and the copy of academic transcript or related information shall not be given if a student has outstanding fees with the University.

7.0 ACADEMIC ADVISORY SYSTEM (MENTOR - MENTEE)

7.1 Every student shall be assigned an Academic Adviser.

7.2 The Academic Adviser shall be, as far as possible, appointed from among the lecturers in the field of studies of the students. Students are responsible for understanding and fulfilling the requirements of the course curriculum and must try to obtain appropriate advice. A student and the Academic Adviser shall meet at least twice in a semester or when the need arises to discuss the student’s programme of study and other related and relevant academic matters.
ADMISSIONS

1.0 Policy and Procedures

2.0 Policy and Procedures for Modifying a Course

3.0 Deferment of Studies/ Leave of Absence

4.0 Permission for Missing Classes
ADMISSIONS

1.0 POLICY AND PROCEDURES

1.1 Admission of Regular Students to University Programmes

1.1.1 Admission to any University course shall be according to the resolution of the Senate and shall be subject to the following:

(a) payment of specified fees;

(b) registration as a student for a programme by signing the Students’ Register during admission to the University; and

(c) registration at the beginning of every academic year for the full duration of the course.

1.1.2 Notwithstanding paragraph (b) of the above sub-section, an applicant who is offered as a candidate for a degree shall be permitted for limited registration as a University student subject to the following conditions:

(a) Registrar is satisfied that the candidate is hindered by unexpected circumstances from reporting himself/herself at the University to sign the Students’ Register as a basic degree candidate;

(b) the candidate shall report himself/herself at the University to sign the Students’ Register on the date determined by the Registrar. If this is not done, then his/her registration as a student shall be considered as invalid.

1.2 Admission of an ‘Audit’ Student

1.2.1 The Dean of a Faculty or the Director of a School is empowered to accept an audit student who shall be subjected to the following conditions:

a) the period shall be limited to one calendar year for a research course and one academic year for a study course.

b) the total number of courses that shall be taken by an audit student may not exceed two thirds of the total courses that is set for a regular student in one academic year.
1.2.2 An audit student shall not be permitted to sit for any examination of the University except with the prior approval in writing from the Registrar. Approval shall only be given if he/she is a student of a university or other institution and if the student has applied to transfer the credit to the university or institution he is enrolled. Application to sit for such examination shall be done by writing to the Registrar within three months after the registration as an audit student. Application should be accompanied with a supporting letter an authorized officer from the student’s University or institution.

1.2.3 Notwithstanding the provision of subsection (1.2.2) of this section, Senate in special cases shall allow an audit student to sit for any examination of the University for any purpose other than for transferring credit to the student’s home University or institution.

1.2.4 Approval to sit for any examination of the University under subsection (1.2) and (1.3) of this section shall be subjected to the following conditions:

(a) a student has followed the course that leads to the examination by satisfying the Dean of the Faculty or the Director of the School; and

(b) the results of any examination shall not be given to the student but shall be sent directly to the student’s University or the institution.

1.3 Simultaneous Registration of Courses

1.3.1 A student who is registered for a course that leads to the conferment of a university degree, diploma or certificate, shall not be allowed to register simultaneously for another course that leads to a degree, diploma or certificate of this University or other university.

1.3.2 The Registrar shall allow a student to register for another course that leads to a degree, diploma or certificate if it is not similar to the degree course registered simultaneously in this University.

1.3.3 For the purpose of this section, a diploma or certificate course refers to a course that requires a degree or equivalent qualification as one of the admission requirements.
2.0 POLICY AND PROCEDURES FOR MODIFYING A COURSE

a) All students are required to register for the courses taken in each semester and obtain signatures from respective Departments/ School/ Faculties before submission to the Dean’s Office. The period of registration is normally one week from the date of registration.

b) Changes to the Registration Form either in the form of withdrawal from courses or adding of courses must be done not later than 12.00 p.m. of the second Friday of a normal semester or 12.00 p.m. of the first Friday of a special semester. No record of this change will be entered into the student’s permanent record.

c) Withdrawal from any or all the courses that have already commenced in the semester is done after 12.00 noon of the second Friday until 12.00 noon of the Friday of the seventh Friday of the normal semester and until 12.00 noon of the third Friday of a special semester. This withdrawal will be recorded with a “W” in the student’s transcript.

d) A student who wishes to withdraw from any or all the courses after the period stated in subsection (2) above must appeal to the Dean whose prior approval must be sought. Appeals based on the following reasons will not be accepted:
   - Student’s performance for the course is unsatisfactory
   - Lack of preparedness for the course; or
   - Not satisfied with the course/s

e) If approval is not granted, the student is required to continue his/ her studies in the course.

2.1 Withdrawal from Programme/ Course

2.1.1) Withdrawal from degree studies is interpreted as student not continuing his/ her studies in the programme.

2.1.2) Withdrawal from the University for a semester is interpreted as withdrawal from all registered courses for that semester. Normally a student is allowed to withdraw from a semester after he/ she has completed at least one semester of studies previously.

2.1.3) Withdrawal from any or all courses in the period between the last day of scheduled classes and sitting for the final examination of the course is not permitted unless allowed the student is confronted by a genuine emergency.
2.1.4) A student must write in to the Dean and obtain prior approval from the Dean before leaving his/ her studies in the concerned semester. The Withdrawal Form is available at the Dean’s Office.

2.1.5) A student who without formal approval does not attend classes for a course will be given grade F for the course.

3.0 DEFERMENT OF STUDIES / LEAVE OF ABSENCE

3.1 Senate, on the recommendation of a Faculty, may grant leave of absence or deferment of studies to University students based on the following conditions:

a) for medical reasons, including maternity leave

b) for other reasons, if in the opinion of Senate, that deserve special consideration.

c) such period of leave as given shall not exceed one year at a particular period of time.

d) the total period given shall not exceed two years.

e) Notwithstanding the provisions in the Act that governs the candidate’s basic degree programme about the maximum period to complete his study programme, one year’s leave that is given shall not be considered as part of the maximum period but any such leave period shall normally be counted if it exceeds one year. Exceptional circumstances may allow this period to be extended by Senate.

f) Where such leave is given for medical reason, candidate must be confirmed as healthy before being permitted to continue his/ her studies.

3.2 Notwithstanding subsection 3.1, Senate can grant leave of absence to students to follow other courses in this University or other universities, subject to the following conditions:

a) such course is a requirement for the first degree programme of this University and is recommended by the Faculty;

b) such leave that is granted shall not exceed one calendar year; and

c) such leave that is granted shall not be counted as part of the maximum period fixed for the programme determined for candidature.
3.3 Upon withdrawal from a course, tuition fees will be charged as follows:

i) For an application that is made before the commencement of a semester, fees will not be charged.

ii) For applications made after the commencement of a semester, full tuition fees are payable for the whole semester.

3.4 Applications should be made at least one month before the actual deferment of studies. Applications should be made using the official form that can be obtained from the office of the Dean or Director. The form that has been filled should be submitted to the Dean/ Director who will then forward it to the Registrar’s Office.

4.0 PERMISSION FOR MISSING CLASSES

Permission for not attending a class (lecture, tutorial, practical or seminar) shall be given to students who apply at short notice for the following reasons: -

- to visit family members who are sick
- to attend family member’s funeral
- to attend hearing in a court
- to participate in practice sessions for sports or cultural events
- other acceptable reasons

Written application should be submitted to the Dean/ Director of the Faculty/ School who may consider granting leave based on his/her sole discretion.

Maternity leave for a student is considered as Special Leave unless the Dean feels that the period of maternity will disrupt the studies of that student.

Permission for not attending classes is subject to the missed classes not exceeding 30% of the total number of lecture/tutorial/practical hours in a single semester.

Any student who has been absent from classes for more than two weeks without the prior permission of the faculty/school will be considered as having withdrawn from the course. The faculty/school is required to inform the student admission and records division immediately concerning this student.
FINANCE

1.0 Fees Policy

2.0 Payment of Fees

3.0 Fees Refund Policy
FINANCE

1.0 FEES POLICY

1.1 AIMST University shall charge fees or payment as approved by the Board of Directors of the University from time to time, including fees for the following purposes:

1) Tuition
2) Laboratories
3) Examination
4) Student Welfare
5) Insurance
6) Food and Accommodation
7) Transport

2.0 PAYMENT OF FEES

The AIMST University Board of Directors shall reserve the right to change the structure and the rate of study fees and other payments at any time. Fees for any level of programme of study shall be paid according to a semester/ term or a session subject to the regulations governing payment determined for the programmes of study. All the fees shall be paid in the first week at the beginning of a semester, unless otherwise allowed by the University Bursar.

If the fees are not settled within one week after the announcement from the Bursar’s Office that the student has arrears in fees payment, the student will not be allowed to attend classes and the candidature suspended, unless there is a valid reason acceptable by the University. The student shall not be accepted into the University till all the study fees and other payments charged including total arrears is settled.

3.0 FEES REFUND POLICY

There is a Fees Refund Policy which applies to students who withdraw from a programme of study at AIMST University. However such refund is not automatic upon withdrawal from the University but subject to procedures and conditions. Every student is required to sign a statement acknowledging awareness of the terms and conditions of the policy. The following conditions govern the policy on fees refund:
3.1 Withdrawal

Students who have enrolled at AIMST University and subsequently decide to withdraw from the University must adhere to the following procedures:

- Step 1. Submit a letter stating the reasons for withdrawal to the Dean/ Director/Head of the respective programmes.
- Step 2. A copy of the letter should be forwarded to the Admissions & Records Office.
- Step 3. Complete the Withdrawal Form which will be issued by the Admissions & Records Office.
- Step 4. A student should receive clearance signatures from the following departments:
  - Dean/ Director/Head
  - Student Affairs
  - Library
  - Finance & Accounts
  - Admissions & Records

Failure to follow the above withdrawal procedures can result in either a delay in refund or forfeiture of fees and deposits.

3.2 Refund of Fees

Students who wish to withdraw from the University can be considered for a refund, subject to following:

3.2.1 REFUND POLICY

<table>
<thead>
<tr>
<th>Deposit (University Deposit &amp; Student Residence Deposit)</th>
<th>100% refundable upon withdrawal/completion of course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal within 2 weeks (after commencement of course).</td>
<td>50% refund on tuition &amp; basic fees</td>
</tr>
<tr>
<td>Withdrawal after 2 weeks (after commencement of course).</td>
<td>No refund of tuition fees. (50% refund on hostel fees (inclusive of food this will be calculated to the nearest month usage).</td>
</tr>
</tbody>
</table>
Note:
- The amount of refund will be calculated from the date of submission of the letter of withdrawal to the Dean/ Deputy Dean/ Director/ Head (as in Step 1)
- Students are advised to settle all outstanding fees and return all items including library books, keys, hostel items, Student ID and others which belong to AIMST University before clearance is approved.
- Any student who fails to do so will incur deduction from the refund.
- A student who has registered and does not attend class for one month of commencement or enrolment shall be classified as absconded and all fees, except the deposit, shall be forfeited.
- If a student withdraws after full completion of a course / program at AIMST University and wished to apply for a new course/program at a later date, the application fee (for all programs) and registration fee (for undergraduate programs only) shall be waived. Students will be required to complete a new application form and submit all relevant documents and pay the security deposit, course/tuition fee and any other payable for the new course/program.
- If a student withdraws before completion of a course/ program at AIMST University, but later wishes to re-apply for a new course/ program at AIMST University, he/she shall be considered a new applicant. Therefore he/she shall be required to complete a new application form and submit all the relevant documents and pay the full administrative fee.
- All money due will be refunded to the financial sponsor as indicated on the application form.

3.2.2 REFUND POLICY FOR HOSTELLERS AT AIMST

3.2.2.1 Course completion / Industrial Training / Hospital posting

Hostellers who intended to vacate the hostel room for a period of one month or more (course completion or industrial training / hospital posting) may do so and will be entitled for a refund based on the following guidelines;

a) All application to vacate the hostel must be submitted in writing to the Student Affairs Division upon receiving approval from the respective Deans of faculties.
b) The application should be submitted at least 14 days in advance to Student Affairs Division.
c) The warden must confirm that the student has vacated on the stipulated date and that there are no luggage and personnel items left behind otherwise no meal refund.
d) Re-fund only applicable for the Industrial training and hospital posting, students are entitle for meal allowance of RM 230.00 (full calendar month).
e) On return, the student who has vacated the room must re-apply to stay in the hostel and make the necessary payment before he/she is allowed to occupy the room.
f) Upon return, there is no assurance that he/she will get the same room.

3.2.2.2 Semester Break / Term Break

During Semester Breaks / Term Breaks Students are not eligible for any refund.

3.2.2.3 Become Non – Hostellers

Student who intends to become Non – Hostellers is not eligible for any refund and is required to complete their 6 months duration.

3.2.2.4 Termination

Student who is terminated from faculty and hostel is not eligible for any re-fund.

3.2.2.5 Withdrawal

Student who intends to withdraw from the course / programme / hostel have to abide by the rules & regulation as stipulated in clause 3.2.1 (Re-fund policy) of the undergraduate handbook.

3.3 Fees for Repeat of Course/s

The following fees will be charged for students who repeat courses / semester / term / year:

3.3.1 For Medical / Dental Programmes
   i. **Supplementary Exam:** RM 100 per paper
   ii. **For students repeating a term / year of study:** 75% of the tuition fees (for that term / year)
   iii. **For students repeating selected subjects:** The fee shall be a proportion of the total fee based on the number of subjects that the student has to repeat.

3.3.2 For Pharmacy and Non-Medical Programmes
   Repeat of Course/s: RM 150.00 per course (for 1 credit courses)
   RM 200.00 per course (for 2 credit courses)
   RM 250.00 per course (for 3 credit courses)
   RM 300.00 per course (for 4 credit courses)
3.3.3 For University / MQA Courses
RM 150.00 per course (irrespective of credit hours)

3.3.4 For Foundation in Science / Business
Repeat of a Year : 100% of tuition fees
LIBRARY

1.0 Introduction

2.0 Collection

3.0 Loan Eligibilities

4.0 Reservation and Renewal of Loans

5.0 Penalties for Overdue Items

6.0 Services

7.0 Facilities

8.0 Library Rules and Regulations
1.0 Introduction

The Library is committed to set trends in providing a range of services and technologies which facilitate access, retrieval and interpretation of knowledge irrespective of the nature and location of the information sources. AIMST University Library remains a repository for knowledge; a link for people to the information they require; adds value to the activities of faculties and School; supports teaching, learning and research; responds to current needs and at the same time interprets and provides for future needs.

The collection consists of books, serials, on-line resources and audio-visual materials in Medicine, Science and Technology (such as various fields of Engineering, Biotechnology, Materials Sciences). A full bibliographical record of the collection is accessible through the Library Homepage.

2.0 Collection

There are six categories in the Library collection:

1. *Open Shelf (OS) books*
   This collection mainly supports the teaching, learning and research for both staff and students. This collection consists of additional references and leisure reading books.

2. *Red Spot (RS) books*
   This collection consists of prescribed and recommended textbooks or essential texts recommended by Academic Staff. The identification for this collection is a Red Spot Label on the spine of the book.

3. *Reference books*
   Reference materials such as dictionaries, encyclopaedias, directories, handbooks and manuals are placed under this collection and not to be circulated.

4. *Periodicals*
   Periodicals are items published on a periodical basis (daily, weekly, monthly, etc.). AIMST University Library subscribes to periodicals pertaining to subjects taught in AIMST University as well as those for leisure reading. AIMST University Library also subscribes to local newspapers namely The New Straits Times, The Star, Utusan Malaysia, Berita Harian, Nanban, Tamil Nesan, Nanyang Siang Pau and Sin Chew Jit Poh.

5. *Electronic databases*
   AIMST University Library provides access to various databases on specific fields, mainly medicine, engineering and applied sciences. These databases can only be viewed by registered users.

6. *Audio-Visual materials*
This collection consists of audiocassettes, videotapes and CDs.

3.0 Loan Eligibilities

Loan eligibilities vary depending on the category of the user as shown in the table below. Applications to borrow Library materials must be made at least 30 minutes before closing time.

<table>
<thead>
<tr>
<th>Category</th>
<th>OS Book</th>
<th>RS Book</th>
<th>Reference Book</th>
<th>Periodicals: Back Issues</th>
<th>CD ROM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>2 for 3 days</td>
<td>2 for 24 hours</td>
<td>To be used in the Library only</td>
<td>2 for 7 days</td>
<td>To be used in the Library only</td>
</tr>
<tr>
<td>Lecturer</td>
<td>6 for 30 days</td>
<td>2 for 24 hours</td>
<td>To be used in the Library only</td>
<td>2 for 14 days</td>
<td>2 for 30 days</td>
</tr>
<tr>
<td>Non-Academic Staff</td>
<td>2 for 21 days</td>
<td>Not eligible</td>
<td>To be used in the Library only</td>
<td>2 for 7 days</td>
<td>Not eligible</td>
</tr>
</tbody>
</table>

4.0 Reservation and Renewal of Loans

Items that are already on loan may be reserved from the Circulation Counter or through the on-line system using an AIMST University Library User Account within Web-OPAC.

Loans of unreserved materials may be renewed twice. Applications for renewals MUST be made in person and will only be allowed if any outstanding fines are paid.

5.0 Penalties for Overdue Items

- Open Shelf book: RM 0.30 per book per day
- Red Spot book: RM 0.50 per book per hour

6.0 Services

1. **OPAC and Web-OPAC**

AIMST University Library Online Public Access Catalogue is internet-based. It is a state-of-the-art system developed by the Paradigm Systems and a group of experts in Library Science and Information Studies from the MARA University of Technology. It provides access to the Library’s collection via ID and password; users can check their account information.

2. **Circulation Counter Services**

Circulation counter services include charging and discharging, renewal and reservation of materials. Loan eligibility varies depending on the user status. Users may renew their
loaned materials to extend the loan period unless a hold has been placed by another user. Users may reserve materials that are circulated to another user through Web-OPAC. As availability of materials depends on promptness of the original borrower, availability by the designated date cannot be guaranteed by the Library.

3. **User Education Programme**
   The Librarian conducts User Education Programmes for new students during the Orientation Week. This is to give new students knowledge of the arrangement of the collections and general policies of the Library. This is normally followed by an instructional session on the use of OPAC and Web-OPAC. Other User Education Programmes pertaining to information seeking skills and the use of databases are also available upon request.

4. **Interlibrary Loan and Document Delivery**
   This service is available for resources not owned by AIMST University Library. It is open to all AIMST University registered users. Details of the required resources must be stated on the request form which may be obtained from the Librarian. The delivery of materials depends on the promptness of the participating library in responding to the request. Requestors are billed for the cost of the materials plus a service charge determined by the participating libraries.

5. **Online Databases**
   AIMST University Library provides access to various databases in specific fields, mainly medicine, engineering and applied sciences. These databases can only be viewed by registered users. Subscribed databases are strictly available for AIMST University Library users only. However, there are also some free online databases available pertaining to various subjects of interest.

7.0 **Facilities**

1. The Library can accommodate 300 users per time.
2. AIMST University Library provides PC units for the following purposes:
   - access to the library catalogue
   - access to electronic resources
   - surfing the Internet
   - Word processing and general applications such as MS Word, Excel, Power Point, etc
3. ILMU’s Web-OPAC and the electronic databases are also accessible remotely. Please log on to www.aimst.edu.my and click on *Library Homepage*.
4. Inter-library Loans and Document Delivery:
Users who make requests for an inter-Library loan are asked to check the Library catalogue (OPAC). If the items are not available within AIMST University, users must fill in the inter-Library loan form and supply as much as possible of the information required on the form. The cost and charges involved in the request of an inter-Library loan will be borne by the requestor.

5. A Reading Room is located at the ground floor of the Library building. The opening hour for this room is from 8.00 a.m. to 2.00 a.m. daily. Users may use this room outside normal Library opening hours after the Library closes.

6. There are 2 Discussion Rooms available in the Library. Users may obtain the keys to access to these rooms at the Circulation Counter. Please follow the procedures accordingly.

7. There are locked and unlocked lockers at the Bag Area in the 1st Floor. For locked lockers, users may obtain the keys from the Circulation Counter.

8. A card-operated photocopy machine is available on the second floor. Users are advised to observe the copyright law before doing any duplication of materials.

9. A Cyber Centre managed by IT Division is located at the ground floor of the Library Building. There are PCs available for students.

8.0 Library Rules and Regulations

1. Users must display their valid ID cards and properly attired (as stated in the University’s Dress Code Rules) when entering and using the Library. The Library staff and the security guards have the right to exclude anyone who failed to do so from entering and using the Library.

2. Users must place their bags and belongings at the Bag Area in the 1st Floor. If users wish to use the locked lockers, they may obtain the keys from the Circulation Counter. The Library will not responsible for materials lost, stolen or damaged while stored in the lockers. The penalty of RM10.00 will be imposed to those who bring their bags and other inappropriate belongings to the Library Reading Areas.

3. Smoking, eating, drinking (except mineral or plain water), and sleeping are forbidden in the Library.

4. Talking loudly is forbidden in the Library.

5. Hand phones should be switched off or set to silent ring mode. Users must go outside the Library when making or answering call.
6. Users are encouraged to place the book(s) on the assigned trolleys once they have finished reading them.

7. All users are to produce their ID card when borrowing library materials.

8. Users must always hand their returns to a member of the staff at the Circulation Counter.

9. Users caught damaging or stealing library materials will be sent to the Discipline Board.

10. Users are not allowed to remove or to change the arrangement of chairs and tables in the Library.

11. Library staff and the security guard have the right to ask any user who is causing disturbance to leave the Library.

12. Each user is held responsible for all items borrowed. Item(s) should be returned before or on the date due. Fines will be imposed to users (regardless of the status) who failed to return the item(s) on time.

13. Loss of books must be immediately reported to the library staff. If the item is confirmed lost, user needs to pay the total overdue fines and the current cost of the book, and a processing fee of RM15.00 per volume; or the total overdue fines and replacement of book and a processing fee of RM15.00 per volume.

14. Users who are using any Library facilities need to follow the rules and procedures accordingly.

15. Academic or Non-Academic staff that resigned, or are on study leave are required to return all materials borrowed to the Library.

16. Writing in or scoring books is strictly forbidden.

17. Accessing undesirable Internet sites, playing games, chatting, downloading and circulating undesirable materials are strictly prohibited.

18. The Head of the Library or the Library Officers are authorised to suspend the library privileges to the users and to impose appropriate penalties for breaching the rules and regulations.

19. The Head of the Library has the right to revise the rules and regulations as and when necessa
STUDENT AFFAIRS

1.0 Functions

2.0 Financial Aid

3.0 Discipline

4.0 Hostel Discipline

5.0 Road Traffic Discipline

6.0 Student Disciplinary Regulations and Procedures
STUDENT AFFAIRS

1.0 FUNCTIONS

The Student Affairs Division is one of the central departments in the administration of the University, which deals with all matters concerning students. The Student Affairs Division is responsible to cater to the needs of the students’ welfare and all aspects concerning student development. Students’ welfare is related to matters such as accommodation, personal and financial problems, food and security whereas student development includes the activities of societies, clubs and sports besides cultural, debating, motivation and similar activities. In addition to the above functions, the Division will also ensure the following aspects:

- to plan the physical developments related to accommodation, cultural activities and also administration services to the students e.g. students accommodation in the hostels, organizing the student centre where students may carry out societal and other related activities.

- to enforce student discipline and ensure the behaviour of students complies with the rules and regulations approved by the university authorities.

- to continuously improve the quality of student services provided.

2.0 FINANCIAL AID

Students may apply for Perbadanan Tabung Pendidikan Tinggi National (PTPTN) loans when they register for Diploma or Degree programmes in AIMST University. [PTPTN was set up by the government for students pursuing tertiary education to obtain financial assistance at low interest rates. These loans are repaid to the Fund after the students graduate and commence employment.]

Students may also apply for financial assistance from the following agencies such as Maju Institute for Educational Development (MIED), National Land Finance Cooperative Society (NLFCS), Employee Provident Fund (EPF or KWSP) Social Security Organisation (SOCSO or PERKESO), Educational, Welfare & Research Foundation (EWRF) and others.
3.0 DISCIPLINE

Note: Disciplinary action that can be instituted against any student who contravenes any University rule(s) and/or regulations and the action taken will range from a Verbal Warning, Written Warning, Fine, Suspension, Expulsion or a combination of these depending on the seriousness of the offence and on the recommendations of the Disciplinary Board.

3.1 General Discipline

3.1.1 General Prohibitions

A student shall not:

a) conduct himself, whether within the Campus, in any manner which is detrimental or prejudicial:

i) to the interest, well-being or good name of the University, any of the students, staff, officers or employees of the University; or

ii) to public order, safety or security, morality, decency or discipline;

b) violate any provision of any written law, whether within the Campus or outside the Campus;

c) to disrupt or in any manner interfere with, or cause to disrupt or in any manner interfere with, any teaching, study, research, administrative work, or any activity carried out by or under the direction of or with the permission of the University;

d) prevent, obstruct, or interfere with, or cause to prevent, obstruct or interfere with, any officers or employees of the University or any person acting under the direction or permission of such officer or employee, from carrying out his work, duty or function;

e) prevent or obstruct or cause to prevent or obstruct, any student from attending any lecture, tutorial or class or from engaging in any legitimate activity;

f) organize, incite or participate in the boycott of any examination, lecture, tutorial, class or other legitimate activity carried out by or under the direction, or with the permission of the University;

g) commit theft, fraud or misappropriation in connection with funds or property of any kind of the University;
h) falsify or misuse University records, including degree or diploma certificates and class attendance records including falsifying or forging signatures and information included in the application form;

i) misuse e-mail, computer facilities, or any aspects of University communication networks;

j) contravene any act or cause any act to be done in the Campus, so as to cause or be likely to cause any obstruction, inconvenience, annoyance, loss or damage to any person in the University;

k) contravene any instruction or requirement of the University Librarian, member of the library staff or other library employee in respect of the use of the library, its books and other facilities in the library;

l) contravene any instruction or requirement of an authorized person in respect of the use of any laboratory, laboratory equipment, apparatus and substances and other facilities in the laboratory.

m) make any statement, written or verbal, that adversely affects the well being or good name of the University, any of the students, staff, officers or employee of the University.

3.1.2 Attendance at Lectures

a) Where a student is required to attend lectures, tutorials, classes or other instructions relating to his/her course of study, he/she will not absent himself/herself without the prior permission from the Dean of the Faculty or the Director of the School, as the case may be.

b) Where the circumstances do not permit such prior permission to be obtained, the student shall within 48 hours satisfy the Dean or the Director as the case may be, with regard to his/her absence and obtain approval in respect thereof.

3.1.3 Non-attendance at Lectures

a) Attendance at lectures/scheduled classes is mandatory for all students.

b) Where a student is absent without prior permission or valid written evidence for three (3) lectures/ classes be it consecutively or otherwise he/ she will be issued a show cause letter by their respective Heads as to why they should not be barred from sitting for the semester final examination.
3.1.4 Monitoring Student Attendance

The following conditions and procedures will apply in monitoring student attendance:

a) Lecturers will inform their students that it is mandatory for all students to attend all scheduled classes in the course they are registered. A student who is absent for three (3) classes without acceptable valid reason (s) can be barred from sitting for the final examination. Students who are barred from the final examination will be given zero marks for the final examinations.

b) The Head of Department (HoD) will monitor the absenteeism of their students upon immediate commencement of their course of study.

c) Absence from class is acceptable under medical or other valid reasons and must be reported by the student within 48 hours to the Head of Department.

d) Lecturers will record class attendance of their student and promptly inform the respective HoD about any student who fails to attend THREE (3) classes either consecutively or intermittently.

e) The HoD will give the student the first warning letter after absence from any THREE (3) classes without acceptable valid reasons.

f) The HoD will give a second warning letter to the student after the fifth absence from the class without acceptable valid reasons.

g) For consequent absenteeism and on the recommendation of the HoD, the Dean/ Director will issue a letter to bar the student from sitting for the final examination. The decision will be conveyed to the Examinations Division, Admissions & Records Division, Registrar, International Students Office (for foreign students) and Lecturer concerned.

h) Students who are barred from sitting for the final examination may appeal to their respective HoDs. The Appeals Committee will make a final decision on each case.

i) The decision on the appeal will be forwarded to the HoD, the Lecturer, Examinations Division, Admissions & Records Division and the Registrar.
Note:

In the case of International Students, the International Students Office will inform the Immigration Office if the student is barred from an examination.

3.1.5 *Restriction on the Use of Text of Lecture*

a) A student shall not use the text of any lecture or materials imparted to him in the University except for the purpose of pursuing his course of study, in particular he/she will not reproduce in any manner the whole or any part of such text for the purpose of publication, distribution, or circulation whether for payment or otherwise.

b) Nothing in this rule shall be deemed to restrict the discretion of the Deputy Vice-Chancellor (Student Affairs) to issue guidelines allowing the students, or an organization, body or group of students, to make copies of the text of any such lecture or instruction under the control and direction of the Deputy Vice-Chancellor (Student Affairs), or the Dean of the Faculty, or the Director of the School, and the Deputy Vice-Chancellor (Student Affairs) may impose in the guidelines such terms and conditions as he/she deems necessary in respect of the reproduction of the text of any lecture or instruction.

3.1.6 *Prohibition against Plagiarism*

1) Plagiarism is interpreted by the University as the act of presenting the work of others as one’s own work, without acknowledgement of its origin/source. Plagiarism is considered as academically fraudulent, and also an offence against University discipline.

2) For the purpose of this rule, plagiarism includes -

   a) the act of taking an idea, writing, data or invention of another person, and claiming that the idea, writing, data or invention is the result of one’s own findings or creation;

   b) an attempt to make out or the act of making out, in such a way, that one is the original source or the creator of an idea, writing, data or invention which has actually been taken from some other source.

3) Without prejudice to the generality of sub-rule (2), a student plagiarizes when he:
a) publishes, with himself as the author, an abstract, article, scientific or academic paper or book which is wholly or partly written by some other person;

b) incorporate himself or allows himself to be incorporated as a co-author of an abstract, article, scientific or academic paper or book, when he has not at all made any written contribution to the abstract, article, scientific or academic paper, or book;

c) forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any contribution which may qualify him as a co-researcher or co-author;

d) extracts academic data which are the result of research undertaken by some other person, such as laboratory findings or field work findings or data obtained through library research, whether published or unpublished and incorporate those data as part of his academic research without giving due acknowledgement to the actual source;

e) uses research data obtained through collaborative work with some other person, whether or not that person is a staff member or a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name as sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;

f) transcribes the ideas or creations of others kept in whatever form, whether written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in any other form, and claims whether directly or indirectly that he is the creator of that idea or creation;

g) translates the writing or creation of another person from one Language to another whether or not wholly or partly, and subsequently presents the translation in whatever form or manner as his own writing or creation;

h) extracts ideas from another person’s writing or creation and makes certain modifications without due reference to the original source and rearranges them in such a way that it appears as if he is the creator of those ideas.

3.1.7 Appearance for Examinations

1) Where a student’s course of study entails his appearance for an examination and he is not otherwise debarred from such examination, he shall not fail to appear for the
examination without the prior permission of the Dean of the Faculty, or Director of the School.

2) Where the circumstances do not permit such prior permission to be obtained, the student shall satisfy the Dean or the Director, as the case may be, with regard to his absence and obtain approval in respect thereof.
3.1.8 *Conduct during Examination*

No student shall:

a) take any book, paper, notes, memorandum or written or electronic material of any nature, except those authorized by the examiner, into or out of an examination room, or receive any papers from any other person while in the examination room, except that a student may, while he is in the examination room, receive from the invigilator such books, papers, documents, pictures or other things which have been recommended by the Chief Examiner;

b) write or have it written by another person, any information or diagram which may be relevant to the examination he is sitting for, on his hand or on any other part of his anatomy, or on his clothing;

c) communicate with any other student during an examination by whatever means; or

d) cheat or attempt to cheat or conduct himself in a manner which can be construed as cheating or attempting to cheat in an examination, while the examination is being conducted.

e) All students appearing for all examinations must adhere to the University Dress Code. The Chief Examiner reserves the right to disallow entry to students who contravene the Dress Code.

3.1.9 *Organizing Assemblies*

1) No student, organization, body or group of students shall, without the prior permission of the Deputy Vice-Chancellor (Student Affairs), be involved in any way in any from of activity within or outside the University or use the name of the University for such purpose.

2) In granting the permission referred to in sub-rule (1), the Deputy Vice-Chancellor (Student Affairs) shall impose any restrictions, terms or conditions, as he may deem necessary or expedient.

3) No student shall attend or participate in an assembly held in contravention of subrule (1) or (2).
3.1.10 **Loudspeakers**

1) No student, organization, body or group of students shall own, or use, or have in his/her or its possession, or in the control of students or organization, body or group of students, for public address purposes, any loudspeakers, loudhailer, amplifier or other similar appliance without the prior approval of the Deputy Vice-Chancellor (Student Affairs).

2) In granting the approval in sub-rule (1), the Deputy Vice-Chancellor (Student Affairs) may impose such restrictions, terms or conditions, as he may deem necessary or expedient.

3.1.11 **Publication and Distribution of Documents**

1) No student, organization, body or group of students, without the prior permission of the Deputy Vice-Chancellor (Student Affairs), shall publish, distribute or circulate any documents in the Campus or outside the Campus that could discredit the good name and reputation of the University.

2) In granting permission under sub-rule (1), the Deputy Vice-Chancellor (Student Affairs) may impose any restrictions, terms or conditions that he may deem necessary or expedient.

3) The permission required under this rule shall be in addition to any license, permit or any other form of authorization, which may be required under any other written law.

3.1.12 **Student Activities Outside Campus**

1) No student, association, body or group of students, shall organize, carry out or participate in any activity outside the Campus which has direct adverse effect on the University or which is prejudicial to the interests of the University.

2) The Deputy Vice-Chancellor (Student Affairs) may issue guidelines in respect of activities which are prejudicial to the interests of the University.

3) The University imposes prohibitions:

   a) on a person, while he/she is a student of the University, becoming a member of, or in any manner associating with, any political party, trade union society, association, organisation, body or group, unless allowed by the Deputy Vice-Chancellor (Student Affairs):
(i) whether or not it is established under any law; and

(ii) whether it is within or outside Malaysia;

b) on any society, association, organisation, body or group of students of the University, having any association or other dealing whatsoever with any political party, trade union, society, association, organisation, body or group, unless allowed by the Deputy Vice-Chancellor (Student Affairs)

(i) whether or not it is established under any law; and

(ii) whether it is within or outside Malaysia;

c) on a person, while he/she is a student of the University, and any society, association, organisation, body or group of students the University, expressing or doing anything which may be construed as:

(i) expressing support or sympathy with or opposition to any political party or trade union; or

(ii) expressing support or sympathy with any unlawful society, association, organisation, body or group.

3.1.13 Students Engaging in Occupation, etc.

No student shall, within the Campus or outside the Campus, engage in any occupation, business, trade or other activity, whether on a full-time or part-time basis, which in the opinion of the Deputy Vice-Chancellor (Student Affairs) is undesirable.

3.1.14 Representations Relating to University

No student, organization, body or group of students shall, without the prior approval of the Deputy Vice-Chancellor (Student Affairs), make any representation or other communication, whether orally or in writing or in any other manner, to any public officer or to the press or to the public in the course of any lecture, speech or public statement or in the course of any broadcast by sound or vision in relation to any matter pertaining to the University or to the staff or students of the University, or relating to himself in his capacity as a student of the University. Failure to comply to the above constitutes a serious breach of discipline of University rules and would subject offending students to stern disciplinary action.

3.1.15 Student Objections to Entry of Persons into Campus
No student, organization, body or group of students, shall make any objection, whether verbally or in writing or in any other manner, to the entry into, or the presence in, or the exclusion or expulsion from, the Campus of any person, body or group of persons.

3.1.16 Gambling / Lottery in the Campus

1) No student, organization, body, or students group may organize, manage, run or assist in organizing, managing, or running any gambling, wagering, lottery or betting in the Campus or Student hostel.

2) The prohibition in sub-rule (1) shall not apply to any gambling, wagering, lottery or betting within the Campus or student hostel, which are organized, managed or run by the University in accordance to any written law.

3.1.17 Consuming Liquor and Disorderly Behaviour

1) No student shall, within the Campus or student hostel, consume or have in his/ her possession or under his/ her custody or control any alcoholic drink.

2) Any student who is found in a state of drunkenness or who behaves in a disorderly manner under the influence of alcoholic drink, within the Campus or student hostel, commits a disciplinary offence.

3.1.18 Obscene Articles

1) No student shall, within the Campus or student hostel, have in his/ her possession or under his custody or control any obscene article.

2) No student, organization, body or group of students, shall distribute, circulate or exhibit, or cause to be distributed, circulated or exhibited, or be in any manner involved with the distribution, circulation or exhibition of, any obscene article within the Campus.

3) A student shall be deemed to distribute, circulate, or exhibit an obscene article, regardless whether the distribution, circulation, or exhibition is to only one person or to more than one person and regardless whether or not the distribution, circulation or exhibition is for payment or any other consideration.

3.1.19 Possession of Drugs
1) No student shall have in his/ her possession or under his custody or control any drug or poison.

2) No student shall give, supply, provide or offer or propose to give, supply, provide or offer any drug or poison.

3) No student shall consume orally or smoke or inhale, or introduce into his/ her body by injection or in any manner whatsoever, any drug or poison.

4) Nothing in this rule shall be deemed to prevent a student from undergoing any treatment by or under the prescription of a medical practitioner registered under the Medical Act 1971 (Act 50).

5) Any student who is found under the influence of any drug or poison commits a disciplinary offence.

6) The Deputy Vice-Chancellor (Student Affairs) may require a student suspected to be a drug dependant to submit himself/ herself for urine tests.

7) If a student refuses to submit himself to the test mentioned in subrule (6), he/ she commits a disciplinary offence.

3.1.2 Sexual Harassment

A student shall not attempt to force an unwilling person into a sexual relationship, or to subject a person to an unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidatory, hostile or offensive working, educational or social environment. Essential features of sexual harassment are that the behaviour is unwanted and interpreted as sexual harassment by any reasonable person.

3.1.21 Cleanliness within Campus

A student shall not do anything which may be prejudicial to the cleanliness and neatness of a student’s living accommodation within the Campus or of any hostel, lecture hall, road, grounds or of any other part of the Campus, or of any other building or structure within the Campus.

3.1.22 Making Noise

A student shall not make any sound or noise, or cause any sound or noise to be produced, in any manner, where such sound or noise causes or is likely to cause annoyance or disturbance to any person within the Campus or in the student hostel.
3.1.23 Living or Sleeping in the Campus

i) Only registered hostellers may use the hostel facilities provided by the University.

ii) No student shall use or cause to be used any part of the Campus or any part of any building within the Campus as a living or sleeping accommodation, except the accommodation which is provided for him in the hostel by the University.

*Note*: Disciplinary action can be taken against non-hosteller using/abusing hostel facilities.

3.1.24 Entry into Prohibited Parts of Campus

A student shall not enter into any part of the Campus or any part of any building within the Campus, the entry into which is prohibited to students generally or, in particular, to a student or class of students.

3.1.25 Students’ Attire

The Deputy Vice-Chancellor (Student Affairs) may issue such directions, in writing, as he deems necessary in relation to the manner of dressing of students within the Campus. Students are required to display their name tags at all times during lecture hours and as where required. Students not properly attired will be refused entry to all offices as well as classrooms. The lecturer/personnel in charge may practice their discretion on a case basis.

3.1.26 Contravention of Instructions

Where a student contravenes any legitimate instruction, direction or requirement given or made by an officer or employee of the University authorized to give or make the instruction, direction or requirement in the Campus, he commits a disciplinary offence.

3.1.27 Official I.D Card of AIMST University

All students should carry the University Student Identity Card at all times for identification. A student who has lost the official I.D. card should report this matter to the Security Division and Student Affairs Division.
4.0 HOSTEL DISCIPLINE

NOTE: a) All Hostellers are required to adhere to the University Dress Code during office hours and during meal times. The student ID must be worn at all times.
b) Hostellers are responsible for the cleanliness as well as any breakage or damages to their apartments and their surroundings. The University reserves the right to withhold the deposit of any hosteller who may be implicated in any such damages to his/her apartment/room.

4.1 Entering or Remaining in a Resident Student’s Room

4.1.1 No person shall enter a room in the hostel occupied by a resident student except the resident student himself or herself except for the wardens and Student Affairs Division staff or authorised personnel with security and maintenance staff.

4.1.2 Male students are PROHIBITED from visiting female students in their hostels, and vice-versa, at any time without prior permission from the Management.

4.1.3 Subrule (4.1) shall not apply-

a) to an authorized person who enters such room for the purpose of carrying out his functions, duties or responsibilities;

b) to a person who enters such room in accordance with any permission given by, or on behalf of, the Student Affairs Head of Division; and

c) to a resident student of a same sex who enters such room for a visit for a normal social purpose.

4.1.4 It shall be the responsibility of the resident student to ensure that the restriction in this rule is strictly observed.

4.2 Interference to Officers in the Course of Duty

A resident student shall not do anything to obstruct or prevent an authorized person from entering the resident student’s room and in carrying out his functions, duties or responsibilities therein.

4.3 Remaining Outside Hostel at Night

A resident student shall not, after midnight, remain outside the hostel premises except with the permission given by or on behalf of the Student Affairs Division.
4.4 Remaining within Hostel Premises after Midnight

After midnight, except the resident students in their respective hostels, no other students shall remain within the hostel premises except with the permission given by or on behalf of the Student Affairs Division.

4.5 Using Hostel Premises with Care

4.5.1 A student shall use the hostel premises with proper care and shall not do anything which will disfigure, deface or cause any other damage to any part of the grounds or buildings or to any article or fixture therein.

4.5.2 A student shall, in using the hostel premises and the facilities therein, take all care to ensure that he does not cause any inconvenience, annoyance, obstruction or nuisance to any other person.

4.6 Changing Room without Prior Permission

When a student is allotted a room at the hostel for his residence by the University, he shall not change to any other room without the prior permission in writing given by or on behalf of the Student Affairs Division.

4.7 Transfer of Residence

4.7.1 A resident student resides in a hostel at the absolute discretion and pleasure of the University.

4.7.2 The University may require a resident student to vacate his room at the hostel or to transfer him to a different accommodation provided by the University at any time without assigning any reason.

4.7.3 Where a resident student is required to vacate his room at the hostel or is transferred, he shall remove all his belongings from the room to a different accommodation provided by the University at any time without assigning any reason.

4.8 Student Affairs Head of Division’s Powers

4.8.1 The Head of Division Student Affairs or any other person authorized by the Deputy Vice-Chancellor (Student Affairs), may, from time to time, give whether orally or in writing, any orders, instructions or directions as he may deem necessary or expedient for the maintenance of good order and discipline in the hostel.
4.8.2 The order, instructions or directions may relate generally to all students or to a class or description of students or to a particular student, and it shall be the duty of every student to whom such orders, instructions or directions apply to comply with and give effect to them.

5.0 ROAD TRAFFIC DISCIPLINE

5.1 Authorization for Ownership of Motor Vehicles in Campus

5.1.1 A student intending to keep, have in his possession or own any motor vehicle in the Campus shall, in the first instance, apply for and obtain from the Deputy Vice-Chancellor (Student Affairs) a written authorization in respect thereof; the application of the written authorization shall be in such form as determined by the Deputy Vice-Chancellor (Student Affairs) and subject to sub-rule 5.1.2.

5.1.2 The application for such permission shall be made by the student in writing specifying the description of the motor vehicle and shall be accompanied by the current motor vehicle license and the current third party risks insurance policy in respect of the motor vehicle and a valid driving license in respect of the applicant.

5.1.3 The authorization of the Deputy Vice-Chancellor (Student Affairs) shall at all times be displayed noticeably on the motor vehicle.

5.1.4 The authorization shall be renewed annually and the provisions of sub-rules 5.1.1 and 5.1.2 shall apply mutatis mutandis to an application for such renewal.

5.1.5 The Deputy Vice-Chancellor (Student Affairs) may refuse to grant the authorization or revoke any authorization granted if he is satisfied that the authorization or revocation of authorization would not be in the interest of the University for the student to hold such authorization.

5.2 Register of Students’ Motor Vehicles

The Deputy Vice-Chancellor (Student Affairs) shall cause to maintain a register of all motor vehicles kept, possessed or owned by the students in the Campus in such form as the Vice-Chancellor may deem fit.

5.3 Speed Limit

No student shall drive a motor vehicle in the Campus at a speed in excess of that indicated by a traffic sign.

5.4 Motor Vehicles Driven on Carriageway of Road
No student shall drive a motor vehicle on any place other than on that part of the road which is used as a carriageway for the passage of motor vehicles; in particular, no motor vehicle shall be driven by a student on the pavement, side-table, grass verge, footpath, corridor, verandah, five-foot way, courtyard or in any part of any building or other place, whether alongside the carriageway or otherwise, which is not ordinarily intended or specifically provided for the passage of motor vehicles.

5.5 Obstructive Parking

No student shall park any vehicle at any place or in any manner so as to cause danger, obstruction or inconvenience to any other person or motor vehicle.

5.6 Use of Allotted Parking Bays

5.6.1 Where a parking bay is allotted for a particular motor vehicle, no student shall park that motor vehicle in an undesignated parking bay or lot. Owners of vehicles illegally parked in such areas can be fined or have their vehicles clamped or both.

5.6.2 Vehicles are parked at owners’ risk. The management accepts no responsibility for theft or other misdemeanours to vehicles whilst parked in the car park or University premises.

5.7 Pillion Riding

5.7.1 A student driving a two-wheeled motorcycle shall not carry more than one person on such motorcycle.

5.7.2 No student shall carry a person on a two-wheeled motorcycle unless such person is sitting astride the motorcycle behind the driver on a properly designed seat securely fixed to the motorcycle.

5.7.3 A student shall not allow himself to be carried on a two-wheeled motorcycle driven by any person, whether a student or not, in contravention of subrule (5.7) and (5.8).

5.8 Traffic Directions and Signs

A student shall comply with all traffic directions and traffic signs.
5.9 Production of Driving License and University Students Identity Card

Any student who is driving or is in charge or control of a motor vehicle shall carry with him a valid driving licence issued to him under the Road Transport Act 1987 [Act 333] and his Student Identity Card for inspection by an authorized person whenever required to do so.

5.10 Obstruction of Traffic Flow

A student shall not conduct himself in any manner, or do any act, which obstructs or interferes with the smooth and orderly movement of traffic within the Campus.

5.11 Offences under the Road Transport Act 1987

5.11.1 A student commits a disciplinary offence under these Rules if he commits any act within the Campus which is an offence under the Road Transport Act 1987 or any subsidiary legislation made under the Act or deemed to have been made under the Act.

5.11.2 It shall be a defence to any charge of a disciplinary offence under subrule 5.11.1 if a student produces evidence to show that he had already been or was in the process of being dealt with under the Road Transport Act 1987 or any subsidiary legislation made under the Act or deemed to have been made under the Act for that offence.

5.12 Summary Disciplinary Punishment

5.12.1 The disciplinary authority may at its discretion, in lieu of taking disciplinary proceedings, impose a summary disciplinary punishment of a warning or a fine not exceeding RM 50 upon any student who commits a road transport offence;

Provided that before such punishment is imposed on the student, the disciplinary authority shall inform him/ her of the disciplinary offence committed by him/ her and give him/ her an opportunity to make, on the spot, oral representations in respect of the offence.

5.12.2 Upon the imposition of the punishment referred to in sub-rule 5.12.1, the disciplinary authority shall forthwith deliver to the student a written notice of the imposition in such form as the Vice-Chancellor may direct.
6.0 STUDENT DISCIPLINARY REGULATIONS AND PROCEDURES

6.1 Preliminary Matters

6.1.1 Authority for the regulations

These regulations are made under Statute of AIMST University, by which Senate has the powers:

To make provision for the discipline of the undergraduates and students of the University, and to suspend or expel any undergraduate or student when thought necessary; and generally to carry out the same provisions.

6.1.2 Other disciplinary procedures

Once disciplinary proceedings have been instituted against a student under these regulations, no disciplinary action may be taken against the student under other disciplinary rules or regulations within the University for the same misconduct.

6.1.3 The Vice-Chancellor may act through a nominee

Unless the context indicates otherwise, references within these regulations to the Vice-Chancellor shall be construed to refer either to the Vice-Chancellor or to a person or persons nominated by him or her to act on his or her behalf.
6.2 Misconduct

6.2.1 Right of the University to take disciplinary measures

Any student studying or registered at AIMST University shall be subject to disciplinary measures if he or she is found to be guilty of misconduct as defined below.

6.2.2 General definition

The essence of misconduct under these regulations is:

Improper interference with the functioning or activities of the University, or of those who work or study in the University; or

Action which otherwise improperly damages the University or its reputation.

6.2.3 Particular definition

In particular, the following shall constitute misconduct, whether occurring on University premises or elsewhere:

a) Any conduct which constitutes a criminal offence
b) Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University
c) Obstruction of, or improper interference with, the functions, duties or activities of any student or member of staff of the University, or any visitor to the University
d) Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language
e) Sexual or racial harassment of any student or member of staff of the University, or any visitor to the University
f) Fraud, deceit, deception or dishonesty in relation to the University or its staff, students or visitors
g) Cheating or plagiarism in academic course work or in examinations
h) Theft, misappropriation or misuse of University property, or the property of the University’s staff, students or visitors, including computer misuse
i) Misuse or unauthorized use of University premises
j) Damage to University property, or the property of the University’s staff, students or visitors, caused intentionally or recklessly
k) Action likely to cause injury or impair safety on University premises
l) Failure to respect the rights of others to freedom of belief and freedom of speech
m) Breach of the provisions of any University code, rule or regulation
n) Failure to disclose personal details to a member of staff of the University in circumstances in which it is reasonable to require that such information be given

o) Failure to comply with a reasonable instruction relating to discipline, issued by the Vice-Chancellor or the Deputy Vice-Chancellor (Student Affairs), or by a member of staff acting with the authority of the Vice-Chancellor or the Deputy Vice-Chancellor (Student Affairs).

6.2.4 Violation of any expectation listed out in Sections 3.0, 4.0 and 5.0 will also constitute an offence and be classified as misconduct.

6.3 Serious Offences

The following procedures apply where alleged misconduct is reported to the Deputy Vice-Chancellor (Student Affairs), and the misconduct, if proved, would also constitute an offence under the criminal law.

6.3.1 Definition of a serious offence

A guideline to what constitutes a serious offence is that the offence is likely to attract an immediate custodial sentence if proved in a criminal court; or that it is triable as criminal offence.

6.3.2 Offences other than serious offences

Where the Deputy Vice-Chancellor (Student Affairs) does not regard the alleged misconduct as constituting a serious offence, it may be dealt with internally. If the offence is reported to the police, the Deputy Vice-Chancellor (Student Affairs) may at his or her discretion defer action until the police and courts have dealt with the matter.

6.3.3 Reporting to the police

The University has the right to report any criminal offence to the police. However, if a person claims to be the victim of a serious offence committed by a student, but does not wish the police to be involved, the Deputy Vice-Chancellor (Student Affairs) may at his or her discretion agree not to report the matter to the police. In such circumstances the University will not normally proceed with internal disciplinary measures for the serious offence, although it may take disciplinary action over other related offences.

6.3.4 Imposition of penalty

Where a finding of misconduct has been made under these regulations, and a student has also been sentenced by a criminal court on the same facts, the penalty imposed by
the criminal court will be taken into account in deciding the penalty under these regulations.
6.4 Suspension or Exclusion

6.4.1 Suspension pending hearing or trial

A student who is the subject of a complaint of misconduct, or against whom a criminal charge is pending, or who is the subject of police investigation, may be suspended or excluded from the University by the Vice-Chancellor, pending disciplinary hearing or trial. Orders of suspension and exclusion pending a disciplinary hearing or trial are to be used only where necessary to protect a member or members of the University community, or the property of the University or the property of a member or members of the University community. Written reasons for the decision will be recorded and made available to the student.

6.4.2 Suspension

A student who is suspended is prohibited from entering University premises and from participating in University activities. Suspension may be subject to qualification, such as permission to take an examination. The terms of the suspension will be notified in writing to the student. An order of suspension may include a requirement that the student shall have no contact with a named person or persons.

6.4.3 Exclusion

A student who is excluded from the University has restricted rights to enter University premises and to take part in University activities. The terms of the exclusion will be notified in writing to the student. An order of exclusion may include a requirement that the student shall have no contact with a named person or persons.

6.4.4 Representations

Unless the matter is deemed to be urgent by the Deputy Vice-Chancellor (Student Affairs), no student shall be suspended or excluded unless he or she has been given an opportunity to make representations to the Deputy Vice-Chancellor (Student Affairs). The representations may be made in person or in writing, as the student chooses, and may be put forward by the student or by the student’s adviser, friend or representative. In cases deemed to be urgent by the Deputy Vice-Chancellor (Student Affairs), a student may be suspended or excluded with immediate effect. An opportunity will be given to the student to make representations as soon as reasonably practicable.
6.4.5 Initial review

A decision to suspend a student, or to exclude a student from academic activities associated with the student's course of study, shall be subject to review at the request of the student after four weeks. Such a review will not involve a hearing.

6.4.6 Periodic review

In addition to the initial review, the Deputy Vice-Chancellor (Student Affairs) shall review the suspension or exclusion on receipt of evidence of altered circumstances, which might affect the order.

6.5 Summary Procedure

6.5.1 Dismissal

Allegations of misconduct under these regulations should be made to the Deputy Vice-Chancellor (Student Affairs) who will refer them to the Vice-Chancellor. The Vice-Chancellor may dismiss the complaint immediately if he or she believes that there is no case for the student to answer, or that it is for some other reason appropriate to do so.

6.5.2 Decision to deal summarily

If the complaint is not so dismissed, the Vice-Chancellor or Deputy Vice-Chancellor (Student Affairs) will interview the student before any other steps are taken under these regulations. If the Vice-Chancellor / Deputy Vice-Chancellor (Student Affairs) consider it appropriate to do so, and if the student agrees, the matter may be dealt with summarily, without recourse to a disciplinary committee.

6.5.3 Procedure

If the matter is dealt with summarily, the Vice-Chancellor/ Deputy Vice-Chancellor (Student Affairs) will consider written or oral evidence as he or she thinks fit. The Vice-Chancellor/ Deputy Vice-Chancellor (Student Affairs) will find the student guilty of misconduct only if, on the evidence before him or her, he or she is satisfied beyond reasonable doubt of the student’s guilt. If a finding of guilt is made, he or she may impose any of the penalties set out in Section 6.9.3 of these regulations, other than expulsion from the University.
6.5.4 Report

At the termination of the proceedings, the Vice-Chancellor/ Deputy Vice-Chancellor (Student Affairs) will write a short report. In the event of a finding of guilt, the report will set out the misconduct alleged, a brief summary of evidence received, the grounds for finding of guilt, the penalty imposed, and the factors taken into account in deciding the penalty. A copy of the report will be sent to the student.

6.5.5 Referral to Board of Examiners

Where the misconduct relates to examinations or other assessed work the report may contain recommendations under Section 6.8 of these regulations, and a copy of the report will also be sent to the appropriate Board of Examiners.

6.5.6 Referral to a Disciplinary Board

If the Vice-Chancellor/ Deputy Vice-Chancellor (Student Affairs) does not consider it appropriate to deal with the matter summarily, or if the student does not agree to its being dealt with in that way, then it shall be referred to a Disciplinary Board, under the procedure set out in Section 6.6 of these regulations.

6.5.7 Stages in dealing with disciplinary cases

(i) All cases involving student discipline (non examination-related) are referred to a Student Disciplinary Committee comprising of the following members:

   a) Student Affairs Officer/s
   b) Student Counsellor
   c) Security Officer

   This committee shall meet on a regular basis to ascertain the seriousness of each case and take appropriate measures to address them.

(ii) In cases where the offence committed by the student is a serious violation of University Rules and Regulations, then it may be referred together with a copy of the minutes of the hearing of the Student Disciplinary Committee, to a Student Disciplinary Panel comprising of the following members:

   1. Deputy Vice-Chancellor (Student Affairs)
   2. Registrar (who will chair the meeting in the absence of the Deputy Vice-Chancellor)
   3. Student Affairs Division Head of Division (Secretary)
4. Student Counsellor/ Officer  
5. An Officer appointed by the Registrar  
6. An Officer appointed by the Faculty / School

The quorum for the Panel to conduct the proceedings will be four (4) members.

(iii) If the Disciplinary Panel is unable to decide on the course of the action to be taken either due to the seriousness of the offence or due to implications of the case, then the matter will be referred to the Student Disciplinary Board chaired by the Vice-Chancellor. When referring the case the minutes of the proceedings of the Panel will be attached.
6.6 Student Disciplinary Board

6.6.1 Composition

The Vice-Chancellor will appoint the members of the Student Disciplinary Board, and to act as its Chairman. The Vice-Chancellor shall ensure that all members of the Board are impartial.

The following will constitute the Student Disciplinary Board:

1. Vice-Chancellor
2. Deputy Vice-Chancellor (Student Affairs) (who will chair the meeting in the absence of the Vice-Chancellor)
3. Registrar
4. Head of Division Student Affairs Division or Representative
5. One Representative from each Faculty/ School
6. One Officer of the University appointed by the Vice-Chancellor

The quorum for the Board to conduct the proceedings will be five (5) members.

6.6.2 Assistance to the Board

The Deputy Vice-Chancellor (Student Affairs) or his or her nominee will act as Secretary to the Board and to give advice and to assist the Committee as it thinks fit. The Secretary will arrange for a note of the proceedings to be taken. The Committee may seek advice from a qualified lawyer.

6.6.3 Persons Present at Disciplinary Proceedings

No person shall be present at a disciplinary proceeding except:-

i) members of the Disciplinary Board;
ii) the student against whom the disciplinary action is taken;
iii) the parent or guardian of such student;
iv) a witness while he is giving evidence, or when required by the Disciplinary Board; and
v) such other person as the disciplinary authority may for any special reason authorize to be present

6.6.4 Representations for the student
The student should be present at the disciplinary hearings, if a student is represented, should it become necessary to ensure good order in the hearing, the Board may stipulate that the student may speak only when called upon to give evidence by his or her representative.

6.6.5 Attendance before Disciplinary Board

Where it appears to a disciplinary authority that a student has committed a disciplinary offence under these Rules, the disciplinary authority shall notify the student of the alleged disciplinary offence and therein require the student to attend before it at such room on such date and at such time as it may specify. Such notification will be sent to the student at least one week before the hearing.

6.6.6 Failure to Attend before Disciplinary Board

Where a student fails to attend before the Disciplinary Board in accordance with Rule 6.6.5, he/ she shall immediately be suspended from being a student of the University and shall not thereafter remain in or enter the Campus; such suspension shall continue until the student offers to attend before the Disciplinary Board on the date and at the time which the Disciplinary Board may specify after the student has offered to attend before the Disciplinary Board.

6.6.7 Standard of Proof

The Board will rely only on evidence presented at the hearing. The deliberations and decisions of anyone previously considering the matter shall be irrelevant for the Board’s purposes. The Board will find a student guilty of misconduct only if, on the evidence before it, it is satisfied beyond reasonable doubt of the student’s guilt.

6.6.8 Majority verdict

If the members of the Board cannot agree, the verdict of the Board will be that of the majority of its members.

6.6.9 Procedure

Subject to the provisions of these regulations, the order of proceedings shall be at the discretion of the Board. Members of the Board may pose questions to any witness. The Board may ask for additional enquiries to be undertaken, and may call for additional witnesses to attend.
6.6.10 Joint trials

If two or more students are involved in related misconduct, the Board may at its discretion deal with their cases together.

6.6.11 Evidence

The evidence presented at the hearing will normally be oral evidence, given by witnesses appearing in person. The Board may accept a witness’s written statement in evidence where the student agrees that the witness need not attend, or where it is impracticable for the witness to attend, or where in the opinion of the Board it is for some other reason in the interest of justice to do so.

6.6.12 Presentation of the case

The Chairman of the Board will invite the Head of Division Student Affairs or a representative to present the allegation against the student.

6.6.13 Plea of Guilty and Ensuing Procedure

6.6.13.1 If the student pleads guilty, the disciplinary authority shall explain to him the facts of the disciplinary offence alleged to have been committed by the student and call upon him to plead thereto.

6.6.13.2 If the student admits these facts and the disciplinary authority is satisfied that an offence had in fact been committed, the disciplinary authority shall pronounce him guilty of the disciplinary offence and invite him to forward any plea for the mitigation of punishment.

6.6.14 Procedures when Student Pleads Not Guilty

6.6.14.1 If the student pleads that he is not guilty of the disciplinary offence or fails or refuses to plead or does not admit the facts of the case, the disciplinary authority shall examine any witness or any document or article in support of the case against the student; and the disciplinary authority may re-examine such witness.

6.6.14.2 For the purpose of subrule 6.6.14.1, the witness shall be summoned to give evidence at the hearing by the Vice-Chancellor.

6.6.15 Student’s Evidence
If the disciplinary authority finds that there is a case to answer, the student shall be invited to give his evidence, call any witness or produce any document or other article in his defence; the disciplinary authority may question the student or any of his witnesses and inspect any such document or article.

6.6.16 Submission that there is no case to answer

At the conclusion of the evidence in support of the allegation against the student, the student, or his or her representative, may submit that no case has been made out against the student which requires an answer. If the Board finds on the evidence that there is no case for the student to answer, it must dismiss the allegation.

6.6.17 Custody and Disposal of Exhibits

6.6.17.1 The Disciplinary Board may order any document or other article produced before it in the course of any disciplinary proceeding to be kept in its custody or in the custody of such person as it may specify pending the conclusion of the disciplinary proceeding.

6.6.17.2 The Disciplinary Board shall, upon the conclusion of the disciplinary proceeding before it, make such order, as it deems fit for the disposal of any document or other article produced before it in the course of the disciplinary proceeding, and may direct that such order shall take effect either immediately or at such time as it may specify.

6.6.17.3 The power of the Disciplinary Board authority under subrule 6.6.17.2 shall include power to order the destruction of any such document or article or the forfeiture thereof to the University.

6.6.18 Report

At the termination of the proceedings, the Chairman of the Disciplinary Board will write a short report. In the event of a finding of guilt, the report will set out the misconduct alleged, a brief summary of evidence received, the grounds for the finding of guilt, the penalty imposed, and the factors taken into account in deciding the penalty. Where the misconduct relates to examinations or other assessed work the report may contain recommendations under Section 6.7 of these regulations, and a copy of the report will also be sent to the appropriate Board of Examiners.
6.6.19  Register of Disciplinary Proceedings

6.6.19.1 The Deputy Vice-Chancellor (Student Affairs) shall maintain a register of all disciplinary proceedings taken under these Rules; such register shall record the name of the student, the particulars of the disciplinary offence, the progress of the proceeding, the result of the proceeding, and such other information or particulars as the Deputy Vice-Chancellor (Student Affairs) may direct.

6.6.19.2 Where a student has been found guilty of a disciplinary offence, the Deputy Vice-Chancellor (Student Affairs) shall send a report in respect of the disciplinary proceeding to the following persons:

a) to the Chairman;
b) to the Board of Directors;
c) to the student’s parent or guardian;
d) in the case of a scholarship student, to the scholarship-sponsoring or scholarship-granting authority or body; and
e) in the case of a student who is also an employee of the government, to the Head of Department of the employee.

6.6.19.3 The persons referred to in the (c) to (e) of subrule 6.6.19.2 shall on application be supplied with a certified copy of the note of the disciplinary proceeding upon payment of a fee determined by the Deputy Vice-Chancellor (Student Affairs), which fee shall not, in any case, exceed RM 50.

6.6.19.4 A certified copy of the note of the disciplinary proceeding in respect of any particular case shall be supplied by the Deputy Vice-Chancellor (Student Affairs) to the Board of Directors if the Chairman or Director requires the note.

6.7  Cheating in Examination and Plagiarism

6.7.1 Cheating in an examination will be dealt with as a disciplinary offence under Section 6.4 of these regulations. In particular it is a disciplinary offence for a candidate to:

a) Have unauthorized items or texts at his or her desk in the Examination Room during the examination
b) Make use of unauthorized items or texts during the examination
c) Copy from the script of another candidate during the examination
d) Dishonestly receive help from another person during the examination
e) Dishonestly give help to another person during the examination
f) Act dishonestly in any way, whether before, during or after the examination, so as to obtain an unfair advantage in the examination.

g) Act dishonestly in any way, whether before, during or after the examination, so as to assist another candidate to obtain an unfair advantage in the examination.

6.7.2 Suspicion of cheating during the examination

Should a candidate be suspected of cheating during the examination, the invigilator will confiscate any unauthorized material, indicate on the candidate’s script what has occurred, and remove the script. The candidate will then be given further examination books and permitted to complete the examination. The invigilator will seek an explanation from the candidate at the end of the examination, and submit a report to the Deputy Vice-Chancellor (Student Affairs) and to the Examination Division.

6.7.3 Work must be that of the student

A thesis, dissertation, essay, or other course work, which is not undertaken under formal examination conditions, and which counts towards a student’s degree or other academic award, must be the student’s own work and must not contain plagiarized material. Use of plagiarized material in such course work will be treated as a disciplinary offence.

6.8 Procedures for Disciplinary Action (involving cheating in Examination and Plagiarism)

6.8.1 Initial interview

If a suspected case of cheating or plagiarism is reported to the Deputy Vice-Chancellor (Student Affairs) or to the Examinations Division, they will interview the student. If the student admits the offence during the interview, and if in addition the Deputy Vice-Chancellor (Student Affairs) and the Examination Division decide that the offence does not require a penalty other than one relating to assessment, or to the award of a degree or other academic award, the Examinations Division may deal with the matter.
6.8.3 Disposal under the Student Disciplinary Regulations

If the student denies the offence, or if the Deputy Vice-Chancellor (Student Affairs) and Examinations Division decide that the offence is such that it may require a penalty other than one relating to assessment, or to the award of a degree or other academic award, the matter will be referred to the Vice-Chancellor through the Deputy Vice-Chancellor (Student Affairs) to be dealt with under the Student Disciplinary Regulations.

6.8.4 Committee of the Board of Examiners

If the matter is dealt with by the Examinations Division, then the Examinations Division will appoint a Committee, composed of members of the Examinations Division and the academic school concerned, to consider the case and make a recommendation as to penalty to the full Board of Examiners. The Committee may consider written or oral evidence as it thinks fit. The student will be entitled to be present at hearings of the Committee, and to make a representation. The student may be represented by an adviser or a friend.

6.8.5 Report to the Board of Examiners

The Committee will make a short report to the Examinations Division. The report will set out the misconduct admitted, a brief summary of the evidence received, the penalty recommended, and the factors taken into account in deciding the penalty. A copy of the report will be sent to the student.

6.8.6 Power to refer to Vice-Chancellor

In exceptional circumstances, where the Committee finds that the misconduct is of sufficient seriousness to require penalties other than those available to the Board of Examiners, it will refer the matter to the Vice-Chancellor through the Deputy Vice-Chancellor (Student Affairs) to be dealt with under the Student Disciplinary Regulations.

6.9 Penalties

6.9.1 Imposition of penalties

If a student is found guilty of an allegation of misconduct, penalties may be imposed by the Deputy Vice-Chancellor (Student Affairs) in the case of matters dealt with summarily, or by the Disciplinary Board in other cases. The penalties are set out below. A student may not be expelled following an allegation heard under the
summary procedure. The student or his or her representative shall be entitled to make representations in mitigation before the penalty is decided. After the student has forwarded his plea in mitigation of punishment, if any, the Disciplinary Board shall impose on the student one of the penalties specified in Rule 6.9.3 or any appropriate combination of two or more of such penalties.

6.9.2 Matters to be considered

When determining penalties, consideration will be given to the seriousness of the misconduct, the circumstances of the misconduct, and the means and general personal circumstances of the student.

6.9.3 Types of penalty

A student found guilty of misconduct may be:

a) Absolutely discharged, which means that although the student may be technically guilty of the misconduct alleged, no blame should be attached to his or her actions

b) Admonished

c) Cautioned, which means that no penalty is imposed, but if the student is found guilty of misconduct on a subsequent occasion in the following twelve months, or some other specified period, he or she will then be dealt with for both offences

d) Conditionally discharged, which means that no penalty is imposed, subject to the student fulfilling certain stipulated conditions including future good behaviour over the following twelve months or some other specified period. If the conditions are not met, a penalty may be imposed following a further hearing

e) Fined up to a maximum of RM1000. This maximum figure will be subject to periodic review by Senate

f) Required to pay a reasonable sum by way of compensation for identified and quantified loss

g) Required to perform unpaid services for the University community to a maximum of 40 hours

h) Excluded from the University for a fixed period of time, up to a maximum of twelve months. A student who is excluded from the University has restricted rights to enter University premises, and to participate in University activities. The terms of the exclusion will be notified to the student in writing. An order of exclusion may include a requirement that the student shall have no contact with a named person or persons.
i) Suspended from the University for a fixed period of time, up to a maximum of twelve months. A student who is suspended is prohibited from entering University premises, and from participating in University activities. Suspension may be subject to qualification, such as permission to take an examination. The terms of the suspension will be notified to the student in writing. An order of suspension will be notified to the student in writing. An order of suspension may include a requirement that the student shall have no contact with a named person or persons.

j) Expelled from the University, which means that the student ceases to be a member of the University, and loses all rights and privileges of membership.

6.9.4 Additional penalties relating to misconduct in connection with examinations or other assessed work

Where misconduct relates to examinations or other assessed work, a recommendation may be made to the appropriate Examination Division and or Faculty/ School that it should:

a) Award the student lower marks than those which he or she would otherwise have been awarded, or award no marks, for the examination or assessed work in which the student committed the offence.

b) Award the student lower marks than those which he or she would otherwise have been awarded, or award no marks, for the unit of which the examination or assessed work was part.

c) Award the student a lower class of degree or other academic award than that which he or she would otherwise have been awarded.

d) Exclude the student from the award of a degree or other academic award. This may be either permanent or for a stated period, may be absolute or subject to compliance with stipulated requirements.

6.9.5 Payment of Fine

6.9.5.1 Where a Disciplinary Board imposes a punishment of a fine on a student, it shall specify the period within which the fine shall be paid and the student shall pay the fine within the period to the Bursar.

6.9.5.2 The period referred to in subrule (6.9.5.1) shall not be less than fourteen days from the date of the decision of the Disciplinary Board.
6.9.5.3 Where any disciplinary punishment has been imposed on a student, the Disciplinary Board may, in addition, order the student to pay such compensation as it may determine in respect of any damage to any property or any loss or injury to any person for which the Disciplinary Board may find the student to be guilty of.

a) A student may be ordered to pay compensation under this rule regardless whether the property, which is damaged, belongs to the University or to any other person.

b) The amount of compensation determined by the Disciplinary Board shall be a fair and reasonable amount having regard to all the circumstances of the case and of the persons involved therein.

c) The Bursar shall pay out the compensation paid by the student under Subrule 6.9.5.3 (a) to such person as the Disciplinary Board may certify as being entitled to receive payment thereof.

d) Any compensation payable or paid under these rules shall be without prejudice to the right of any person to institute civil proceedings in a court of law for damages or compensation in respect of the damage, loss or injury or the right of any person to receive any payment or compensation under any other written law in respect of such damage, loss or injury.

6.9.6 Failure to Pay Fine

If the student fails to pay fine within the specified period, he shall immediately be suspended from being a student of the University and shall not thereafter remain in or enter the Campus; such suspension shall continue until the fine is paid.

6.10 Mental Illness

6.10.1 Adjournment for a medical report
If it appears to those considering an allegation of misconduct that the student in question is suffering from mental illness or mental instability, the proceedings may be adjourned for the preparation of a medical report.

6.10.2 Evidence of mental illness or mental instability
If there is medical evidence that the student is suffering from mental illness or mental instability, those dealing with the case may suspend or terminate the proceedings, if it is felt appropriate to do so. It may be made a condition of suspension or termination of the proceedings that the student seeks medical treatment.
6.11 Appeals

6.11.1 Right to appeal against a finding of guilt

A student may appeal against a finding of guilt. The appeal must be made to the Deputy Vice-Chancellor (Student Affairs) within twenty-eight days of the conclusion of the proceedings, which includes the imposition of a penalty. The student must set out in writing the grounds on which the appeal is based. The appeal will be heard by the Examinations Appeals Committee.

6.11.2 Nature of appeal against a finding of guilt

There will be no entitlement to a rehearing of the case, which will be allowed only in exceptional circumstances. Those hearing the appeal may overturn the finding of guilt where they consider it just to do so. In particular, a finding may be overturned in the light of new evidence; or where it is considered that the original hearing was not conducted fairly; or where the finding of guilt was unreasonable in the light of the findings of fact. The student may present the appeal in person or in writing as he or she chooses, and may be represented by an adviser or a friend.

6.11.3 Appeal to Board of Directors

6.11.3.1 The Vice-Chancellor shall, upon receiving the notice of appeal, submit the same to the Chairman and Board of Directors together with a copy of the notes of the disciplinary proceeding in respect of which the notice of appeal is given and the grounds of decision.

a) The Board of Directors may, on receiving the documents referred to in Rule 6.11.4.1 from the Vice-Chancellor, call for such further information on particulars in relation to the disciplinary proceeding as he may deem fit.

b) If the Board of Directors summarily rejects the appeal, the decision of the Board of Directors shall be conveyed to the student through the Vice-Chancellor.

c) Where the Board of Directors appoints a committee, the decision of the Board of Directors shall be conveyed to the student through the Vice-Chancellor.
6.11.4 **Nature of appeal against imposition of penalty**

Those hearing an appeal against penalty may impose a lesser or greater penalty, having considered whether the original penalty imposed was fair and reasonable in the light of all the circumstances of the case, and the student’s means and general personal circumstances.

6.11.5 **Powers of Board of Directors**

The Board of Directors have the power to entertain, adjudicate upon, and if thought fit redress, any grievances of the Officers of the University, the staff of the University, the graduates and undergraduates, who may for any reason feel aggrieved; and at the discretion of the Board of Directors to appoint a committee for the purpose of dealing with the grievance.

6.11.6 **Board of Directors to obtain preliminary advice**

On receipt of an appeal from a student under these regulations, whether against a guilt or against the imposition of a penalty, the Chairman of Board of Directors may appoint an independent person to give written advice as to whether the Board should exercise its discretion to appoint a Committee.

6.11.7 **Stay of Execution of Punishment**

An appeal by a student shall not operate as a stay of execution of the punishment imposed or as a stay of the payment of any compensation ordered to be paid, unless the Vice-Chancellor or the Board of Directors otherwise direct.

6.11.8 **Disciplinary Offence**

A student who contravenes any of these Rules, or any guideline, direction, instruction, restriction, condition or term imposed or given under these Rules, commits a disciplinary offence.

6.11.9 **Responsibility from Criminal Liability**

Nothing in these rules shall reduce responsibility from the liability of any student or other person for any offence under any written law.
SERVICES & FACILITIES

1.0 AIMST University Student Association

2.0 Student Health Service Scheme

3.0 Counselling and Advisory Services

4.0 Sports and Recreational Activities

5.0 Cafeteria

6.0 General Information
SERVICES & FACILITIES

1.0 AIMST UNIVERSITY STUDENT ASSOCIATION

Article I: NAME

The name of the association shall be AIMST Student Association (ASA)

Article II: PURPOSE

Section 1: The purpose of the ASA:

2.1.1. Further the best interests of its members as a part of the University’s provision of student services.
2.1.2. Bridge cultural gaps that may exist among students from various ethnic, religious and national backgrounds.

Section 2: Objectives

2.2.1. Be the recognized representative channel between students and the University and any other internal or external body as provided for by the University.
2.2.2. Promote the interests of students during their course of study and to represent, support and provide advisory assistance to members.
2.2.3. Provide social and recreational activities for members.
2.2.4. Abide by Act 555, Private Higher Educational Act 1996; Part VIII Discipline and Conduct of students sub-section 46-50. (Refer Appendix 1)

Section 3: The mission and objectives shall be pursued without discrimination on grounds of age, gender, race, religion, creed, disability or medical condition.

Article III: MEMBERSHIP

Section 1: Full members

3.1.1. All registered and enrolled students in any course at the University shall be considered to be members.
3.1.2. Registered and enrolled students constitute students who have paid fully the tuition fees with no outstanding debt to the University.
3.1.3. Any student who is suspended/expelled by the University cannot take part in any ASA activities for the duration of his/her suspension.
3.1.4. All students should abide by Act 555, Private Higher Educational Act 1996; Part VII Discipline and Conduct of students sub-section 46-50.
(Refer Appendix 1)
Article IV: ASC Committee

Section 1: Members shall be appointed through elections and the following elected members will comprise the AIMST Student Council.

4.1.1. President
4.1.2. Deputy President
4.1.3. Secretary
4.1.4. Treasurer
4.1.5. The rest of the Student Council shall comprise of one (1) Councillor elected from among nominated student members of the Schools, Departments and Centres.
4.1.6. Future establishment of Schools/ Departments/ Centres will also be represented by one (1) Councillor from each.
4.1.7. Other Councillors of Student Council (one each) shall be nominated from the Sports Clubs and from Societies, duly registered with the University’s Student Affairs Division.

Section 2: EXCO

4.2.1. The EXCO shall comprise the President, Deputy President, Secretary and Treasurer.
4.2.2. All EXCO members will be elected annually through University-wide open elections.

Section 3: Responsibilities of the Student Council

4.3.1. To maintain and improve the collective and individual welfare of students.
4.3.2. To promote AIMST University students’ interests regardless of race, colour, gender, physical disabilities, religious or ideological convictions, nationality and social origin.
4.3.3. To communicate, liaise and co-operate with the University’s various departments, students’ organizations and community bodies.
4.3.4. To promote understanding and friendship between all students and the local community.
4.3.5. To provide organizational support for activities and programmes relevant to the achievement of the objectives of the Student Association.
4.3.6. To maintain and improve the Association’s working environment.
4.3.7. To instil a sense of pride and loyalty to the University.
4.3.8. To strive to make the campus a conducive place for learning by fostering discipline among its members, respect for University property and compliance with the University’s rules and regulations on sexual harassment, drug abuse, political involvement, gangsterism and crime.
4.3.9. To provide full support to the University administration in organizing Open Days, Merdeka Day Celebrations, University Games, the Convocation Ceremony, etc, which are University initiative events/programmes.

4.3.10. To make the campus a Non-Smoking, drug and alcohol free environment.

Article V: Powers and Duties of the Student Council

5.1. To act in the name of the Association on a day-to-day basis in accordance with this Constitution and regulatory provisions. Abide by Act 555, Private Higher Educational Act 1996; Part VIII Discipline and Conduct of students sub-section 46-50. (Refer Appendix 1)

5.2. To provide a forum in which Student Council representatives can discuss issues relating to the Association’s objectives.

5.3. To conduct social and cultural activities in pursuit of the Association’s objectives and University’s goals.

5.4. To set up sub-committees as may be deemed necessary from time to time and to determine their functions and composition.

5.5. To fill any vacancies that may arise during its term of office. The EXCO is empowered to form an ad-hoc committee along with 3 Councillors to interview the interested candidates and submit the name of the selected candidate. This submission is final and binding.

Article VI: Meetings of the Student Council

6.1. Regular meeting of the ASC shall be held every 3rd Friday of every month during the official academic terms of the year. Meetings shall be called for and chaired by the President of the Student Council.

6.2. Special meeting of the Student Council shall be called by the President within (7) working days of the receipt of a written request for a meeting by at least two-thirds of the ASC members.

6.3. Proxy and absentee votes shall not be admitted at any meeting of the Student Council EXCO.

6.4. The quorum for an ASC meeting shall be a two-third majority of the total number of voting members of the ASC holding office at the time of the meeting.

Article VII: Conditions Governing Membership

Section 1: The term of office bearers of the ASC members shall

7.1.1. Run for a period of 12 months from the date of their oath taking until the oath taking of the new Council.

Section 2: A person shall cease to be an office bearer in the event of
7.2.1. Being absent without leave or apologies from three meetings of ASC or
7.2.2. Being dismissed by a two-thirds majority of the ASC for the following reasons:

   a) having committed a serious misdemeanour in the course of any
      undertaking of the University and the Association or
   b) having engaged in behaviour detrimental to the Association’s and the
      University’s integrity and reputation.

7.2.3. The Student Council has the right to fill any position within the Student Council
in the case of any resignation within its ranks.

Article VIII: POWERS AND DUTIES OF THE PRESIDENT OF AIMST STUDENT
COUNCIL

Section 1: The powers and duties of the President shall be

8.1.1. To be the spokesperson for the Association.
8.1.2. To liaise with relevant bodies internally (AIMST) and externally (other than
       AIMST) on behalf of the Association with advice from the Student Affairs
       Division.
8.1.3. To perform such duties as directed by the Executive Committee.
8.1.4. To respond to matters that may arise in the course of his/her duties provided any
       action taken is subject to the Student Association’s Constitution.
8.1.5. To perform other duties or tasks conducive or incidental to the fulfilment of the
       functions and objectives of the Association.
8.1.6. To Chair Annual General Meetings and EXCO Meetings of the ASC.
8.1.7. To reserve the right to sit in any committees and sub-committees associated with
       ASC.

Article IX: THE DUTIES OF THE DEPUTY PRESIDENT

Section 1: The duties of the Deputy President shall be

9.1.1. To assist the President in his/her performance and duties.
9.1.2. To liaise on behalf of students between the Association and the University in all
       areas concerned with the education and welfare of international /local students.
9.1.3. To maintain communication with and promote communication between the
       Association and all Faculties/Departments in the University.
9.1.4. To respond to such matters as may arise in the course of his/her duties provided
       any action taken is subject to the Association’s constitution.
9.1.5. To perform such duties or tasks conducive or incidental to the fulfilment of the
       functions and objectives of the Association.
9.1.6. To promote and implement the education and welfare policies of the Association.
9.1.7. To reserve the right to sit in any committee and sub-committee associated with
       the Student Council with advice from the President of ASC.
9.1.8. To take over responsibilities of the President when he/she is unavailable.
9.1.9. To act as the President if the President resigns/ is removed or leaves before his/her term is up.
Article X: DUTIES OF THE SECRETARY

Section 1: The Secretary shall

10.1.1. Prepare and present an updated report at the regular meetings.
10.1.2. Liaise with the President on all matters relating to the Association.
10.1.3. Organize and file all the records of the Association.
10.1.4. Maintain and ensure that the Student Council constitution/policy is adhered to.
10.1.5. Perform such duties as directed by the President of ASC.
10.1.6. Circulate agenda/notice of meetings and take down minutes.

Article XI: DUTIES OF THE TREASURER

Section 1: The Treasurer shall

11.1.1. Be responsible for all the financial affairs of the Association.
11.1.2. Prepare updated financial reports and present these at regular meetings.
11.1.3. Collect all the monies from various sources and disburse as required of the Association.
11.1.4. Liaise with the President on all matters relating to finances.
11.1.5. Promote and implement the Student Council constitution/policy relating to financial matters.

Article XII: DUTIES OF COUNCILLORS

Section 1: The Councillors shall

12.1.1. Be accountable to the faculties and clubs they represent.
12.1.2. Attend all scheduled meetings of the ASC.
12.1.3. Fulfil the specific duties as specified by the ASC in the various sub-committees:
   a) Academic and Career Committee
   b) Sports, Recreation and Culture Committee
   c) Welfare Committee
   d) Public Relations and International Affairs Committee
   e) Publication and Media Committee
ARTICLE XIII: GENERAL MEETINGS

13.1. Only members of the ASA shall be eligible to vote in any election or motion of the Association.
13.2. Proxy and absentee votes shall not be admitted at any meeting of the Student Council.
13.3. All the members of the Council shall abide by the constitution of the Association.
13.4. The quorum for any General Meeting shall be two-thirds (2/3) of the total voting members.
13.5. The EXCO shall appoint ordinary student members to act as returning officers for the purpose of conducting the election at the General Meeting.

ARTICLE XIV: THE ELECTION OF THE STUDENT COUNCIL

Section 1: Eligibility

14.1.1. Any ASA member can stand for the Student Council positions but must fulfil the following requirements:
   a) EXCO: CGPA minimum 2.5 and no disciplinary record.
   b) COUNCILLOR: CGPA minimum 2.0 and no disciplinary record.
      (Refer Appendix 1)

Section 2: Election Board

14.2.1. The Election Board must control any election of new members, whether this is a general election or by-election.
14.2.2. The Election Board must be constituted prior to the opening of the nominations.
14.2.3. The Election Board must consist of an Election Officer (who must be a staff member of the University), two or more staff members of the University and ten student members. The Student Affairs Division must appoint all members who sit on the Election Board and shall request reports from the Election Board throughout the election process.
14.2.4. No member of the Election Board may participate as a candidate in an election for which that election committee has been convened.
14.2.5. No member of the Election Board may, in a partisan manner, attempt to influence the outcome of an election. They must however ensure that the electoral process is in accordance with the constitution, ensure that there are no irregularities, and attend to any complaints which concern the integrity of the electoral process.
Section 3: Rules and procedures for the electoral process

14.3.1. All registered and enrolled students are entitled to vote
14.3.2. The Election Board must appoint returning officers and provide ballot boxes and voting papers.
14.3.3. Voting papers must be numbered and state the names of the candidates and the maximum number of votes that each voter may cast.
14.3.4. Each student may cast only one ballot.
14.3.5. No voting by proxy will be allowed.

Section 4: Campaign Rules

14.4.1. All candidates must fulfil all requirements of eligibility as described in the ASA Constitution. Article XVII (Section 1).
14.4.2. The campaign period will be from the time of the filing of the nomination papers by the candidates until midnight preceding Election Day.
14.4.3. Speeches given by candidates at the designated time and place, to be determined by the Election Board, will be strictly enforced to a maximum time limit of 30 minutes. Anything over thirty minutes will result in the termination of the presentation.
14.4.4. All candidates may have up to five (5) campaign posters with each poster being no bigger than A3 size. Posters must be brought to the Student Affairs office for approval. After the posters are approved, they may be hung in the cafeteria and the Student Centre only. Any non-approved poster that appears, without exception, will result in the disqualification of the candidate. Candidates may also have one campaign flyer that must be approved by Student Affairs. Unlimited number of copies may be placed in designated areas throughout the University.
14.4.5. Button, stickers and any other types of campaign items are not allowed. Failure to comply will result in disqualification.
14.4.6. Any music, dancing, costumes or crowd participation is not allowed before, during or after speeches. This will be strictly enforced and failure to comply will result in disqualification. Act 555, Private Higher Educational Act 1996; Part VII Discipline and Conduct of students sub-section 46-50 (refer Appendix 1) will be strictly enforced.
14.4.7. Candidates must be responsible for the removal of all election posters within three (3) days of the announcement of election results or will be fined with monetary amount of RM 50.00 per day after the three (3) day period.
ARTICLE XV: THE RETURNING OFFICER

Section 1: The Returning Officer shall

15.1.1. Act in accordance with the Constitution of the Student Association.

ARTICLE XVI: INTERPRETATION OF THE CONSTITUTION

16.1. The meaning and the extent of any terms and provision of this Constitution shall be determined by the ASC.
16.2. In the event of a situation arising which is not covered by this Constitution, the EXCO shall act in the best interests of the members of the Association.
16.3. Any action taken by the EXCO shall be subject to a revision at the monthly Student Council Meeting.

ARTICLE XVII: AMENDMENTS TO THE CONSTITUTION

17.1. Any proposed amendments shall be posted on the election ballot, to be voted on by the students.
17.2. Rules and regulations are subject to changes after consultation with the Advisors and Students Affairs Officer with prior notice to the ASC.
17.3. On the approval of the changes made in the amendments, a meeting shall be held by the ASC to ratify the changes.

ARTICLE XVIII: DISSOLUTION/REMOVAL OF A MEMBER

18.1. ASC is dissolved upon the expiry of its term of office.
18.2. The University may dissolve the ASC before the expiry of its term in accordance with the rules; Act 555, Private Higher Educational Act 1996; Part VII Discipline and Conduct of students’ sub-section 46-50 (refer Appendix 1).
18.3. In exceptional circumstances after consultation with all concerned, the Vice-Chancellor shall have the final say in such matters.
APPENDIX 1: ACT 555 – DISCIPLINE AND CONDUCT OF STUDENTS (Part VIII)

Extracts from said ACT, section 46, 47, 48, 49 and 50 are applicable in its entirety.

Section 1: The constitution of private higher educational institution shall contain prohibitions.

1.1. On a person, while he is a student of a private higher educational institution, becoming a member of, or in any manner associating with any manner associating with any political party, trade union, society, association, organization, body or group, unless allowed by the Registrar General.

1.2. On any society, association, organization, body or group of students of a private higher educational institution, having any association or other dealing whatsoever with any political party, trade union, society, association, organization, body or group of students of private higher educational institution, having any association or other dealing whatsoever with any political party, trade union, society, association, organization, body or group, unless allowed by the Registrar General.

1.3. On a person, while he is a student of a private higher educational institution, and any society, association, organization, body or group of students of private higher educational institution expressing or doing anything which may be construed as –

a) expressing support or sympathy with or opposition to any political party or trade union; or
b) expressing support or sympathy with any unlawful society, association, organization, body or group.

1.4. A student who contravenes or fails to comply with the provisions of the Constitution as required to be provided for in the Constitution under subsection (1), shall be guilty of an offence and shall, on conviction, be liable to a fine a not exceeding one thousand ringgit.

1.5. The Registrar General may direct the chief executive to suspend or dissolve any students’ society, association, organization, body or group

a) if such society, association, organization, body or group conducts itself in a manner detrimental or prejudicial to
   i) the safety and security of Malaysia
   ii) public order; or
   iii) the interest of students


2.0 STUDENT HEALTH SERVICE SCHEME

2.1 There is hereby established in the University a Student Health Service Scheme.

2.2 i) Subject to subsection (2.3), every student shall participate in the Scheme.

ii) A person admitted as a student of the University shall not be entitled to be admitted as a member of the Scheme, but he/she may, at the discretion of the Vice-Chancellor, be admitted as the member of the Scheme subject to the following conditions that he/she:

a) undergoes, at his/her own expense, such periodical medical examination as may be required by the Student Health Physician;

b) meets the full cost of any treatment or hospitalization, unless the Student Health Physician determines otherwise; and

c) fulfills or complies with any conditions as the Student Health Physician may deem it necessary to impose upon him/her relating to, and arising in consequence of, the state of his/her health or physical handicap.

2.3 Every student shall pay at the commencement of each academic year, a Student Health Service Scheme fee of RM 400 for Malaysian students and RM 500 for international students, provided that the amount of such fee may, from time to time be varied by the University Board of Directors by resolution.

2.4 i) A student shall cease to be a member of the Scheme upon the publication or notification of the results of the final examination for an academic year-

a) if the student has passed his final year examination; or

b) if the student has failed the final examination and has not been permitted to repeat his course of study in the following academic session.

ii) Where a member is suspended from being a student of the University, he shall also, during the period of such suspension, be deemed to be suspended from membership of the Scheme.

2.5 i) There shall be established under the Scheme a Student Health Clinic in the Campus of the University, which shall be open to all students and staff daily from 9.00 a.m. to 6.00 p.m. except on Saturdays, Sundays and University holidays, when it shall remain closed.
ii) A member who needs urgent medical attention immediately while the Clinic is closed may obtain the same from the nearest Government Hospital, or panel clinics (expenses paid by the University subject to a maximum of RM 100 per year) or at a private hospital or a private clinic at his or her own expenses.

iii) Provided that when a member obtains outpatient treatment at such Hospital or panel clinic during any academic session, the member shall be entitled to reimbursement of the cost of such treatment subject to an annual maximum of RM100.00.

2.6 i) A member shall be entitled to the following benefits under the Scheme during any academic session:

   a) consultation at the Clinic, and treatment prescribed and dispensed at the Clinic;

   b) such referral to a specialist doctor for consultation and treatment as may be determined by the Student Health Physician; and

   c) hospitalization benefits as prescribed under the Medical Insurance Scheme;

   d) a member shall be entitled to outpatient treatment benefit at the clinic under the Scheme during any vacation period:

2.7 i) Subject to the provisions of this Act, a member who is hospitalized shall be entitled under the Scheme to hospitalization benefits under the Medical Insurance Scheme for Students, provided that the hospitalization is in the Government Hospital or in a private hospital indicated in the list of hospitals.

ii) Except in an emergency, a student seeking admission to the Government or Private Hospital under the Scheme shall obtain the prior written approval of the Student Health Physician.

iii) Where a member is hospitalized in any hospital other than the Government hospital or the panel hospitals (private), he shall not be entitled to any payment or benefit whatsoever under the Scheme.

iv) The Scheme shall not apply to any medical or dental treatment, or hospitalization, which takes place outside Malaysia, regardless whether the presence of the student outside Malaysia is at the instance of the University or otherwise.

v) The Vice-Chancellor may, at his discretion, permit a student of the University who does not fall within the definition of ‘student’ in paragraph 2, or a student of any other University, to use the facilities of the Scheme on payment of such fees or charges, and on such conditions, as may be determined by the Vice-Chancellor.
3.0 COUNSELLING AND ADVISORY SERVICES

Counselling service in AIMST University aims to contribute to the welfare and the well being of the student population.

3.1 Objectives of the Unit

To carry out counselling service through three approaches i.e. enrichment, prevention and rehabilitation individually or in a group to allow the students:-

a) to understand themselves 
b) to be more confident in aspects of thinking and action 
c) to have the ability to make wise decisions 
d) to have an inquisitive mind and to be able to upgrade themselves 
e) to become an individual who could confront and succeed in the face of any challenges in life 

3.2 Types of Services

Types of services offered at the counselling unit include:-

- Counselling service (individual or group)
  To offer services which assist students to understand and to overcome personal, financial, and academic problems.

- Service for self-development 
  This service is to ensure the students’ needs within the campus are attended to so that they are equipped with knowledge, skills and experience besides acquiring well-mannered characteristics.

- Career Service 
  Counselling unit will also arrange for career advancement services in cooperation with other faculties or schools as and when necessary.
4.0 SPORTS AND RECREATIONAL ACTIVITIES

Sports can be one of the healthiest activity where focus is not only given to those who are talented in the field, but all the students are encouraged to get involved in sports as one of the extra curricular activities. The following sports and recreational facilities are available:

a) Basketball/ Netball Court  
b) Volleyball Court  
c) Hockey Field  
d) Football Field  
e) Gymnasium  
f) Functional Room for Aerobics, Dance, Drama practices  
g) Tennis Courts  
h) Squash Courts  
i) Badminton Courts  
j) Olympic Sized Swimming Pool  
k) All-weather athletic Track

5.0 CAFETERIA

University cafeteria caters for staff and students providing a wide variety of food at affordable prices.
6.0 GENERAL INFORMATION

6.1 Units Providing Services

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Unit that provides the service</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Academic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● To update the personal record of a student (name, address, Identification card number)</td>
</tr>
<tr>
<td></td>
<td>● Sorting application forms</td>
</tr>
<tr>
<td></td>
<td>● Submission of notice to withdraw from a programme</td>
</tr>
<tr>
<td></td>
<td>● To obtain student certification letter</td>
</tr>
<tr>
<td></td>
<td>● To transfer a study programme</td>
</tr>
<tr>
<td></td>
<td>● To obtain copy of the academic transcript</td>
</tr>
<tr>
<td></td>
<td>● To update course withdrawal form</td>
</tr>
<tr>
<td></td>
<td>● To update registration of courses for examination</td>
</tr>
<tr>
<td></td>
<td>● To obtain the examination time-table</td>
</tr>
<tr>
<td></td>
<td>● To obtain the examination slip</td>
</tr>
<tr>
<td></td>
<td>● To obtain the examination results</td>
</tr>
<tr>
<td></td>
<td>● To appeal for re-checking of examination results (within two weeks after receiving results)</td>
</tr>
<tr>
<td>(ii) Student Welfare</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● To assist student with accommodation in Hostels</td>
</tr>
<tr>
<td></td>
<td>● Responsible to oversee quality and hygiene of Cafeteria</td>
</tr>
<tr>
<td></td>
<td>● To obtain counselling services which covers personal, academic and career problem</td>
</tr>
<tr>
<td>Type of Service</td>
<td>Unit that provides the service</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>To assist students in applying for PTPTN, Bank Loans and scholarships</td>
<td>Finance &amp; Accounts Division</td>
</tr>
<tr>
<td>Medical – assistance to get medical attention</td>
<td>Student Affairs Division</td>
</tr>
<tr>
<td>Convening of Student Disciplinary Board</td>
<td>&quot;</td>
</tr>
<tr>
<td>Insurance – Application and claims</td>
<td>&quot;</td>
</tr>
<tr>
<td>To advise/ provide contact or arrange transport for student activities or special functions</td>
<td>&quot;</td>
</tr>
<tr>
<td>(iii) Societal Activities</td>
<td></td>
</tr>
<tr>
<td>Organizing of sports and recreational activities</td>
<td>Sports/ Recreation Division</td>
</tr>
<tr>
<td>To get service for publicity and affiliation with the media</td>
<td>Student Recruitment &amp; Liaison Division</td>
</tr>
<tr>
<td>To get things for promotion which includes brochures and pamphlets</td>
<td>&quot;</td>
</tr>
<tr>
<td>To be involved in the Orientation Programme</td>
<td>Student Affairs Division</td>
</tr>
<tr>
<td>To book the lecture halls, tutorial rooms, VIP room and Boardroom and the Auditorium</td>
<td>Administration</td>
</tr>
<tr>
<td>To get suggestions and security service for students activities</td>
<td>Security Division</td>
</tr>
<tr>
<td>(iv) Finance</td>
<td></td>
</tr>
<tr>
<td>To obtain fees receipt</td>
<td>Finance &amp; Accounts Division</td>
</tr>
<tr>
<td>To check fees account</td>
<td>&quot;</td>
</tr>
<tr>
<td>To apply for fees refund</td>
<td>&quot;</td>
</tr>
<tr>
<td>To check loan and scholarship deduction</td>
<td>&quot;</td>
</tr>
<tr>
<td>(v) Sports</td>
<td></td>
</tr>
<tr>
<td>To book sports facilities</td>
<td>Sports/ Recreation Division</td>
</tr>
<tr>
<td>To borrow any sports equipment</td>
<td>&quot;</td>
</tr>
<tr>
<td>(vi) Security</td>
<td></td>
</tr>
</tbody>
</table>
- To obtain and to record car sticker registration matters and the implementation of traffic rules within the campus
  Security Division

- To obtain the keys of the Lecture Halls/ Lab/ Study Centre for emergency usage in accordance to the rules determined