



AICB MEMBERSHIP AND QUALIFICATION REGULATIONS

Version 4.0

Version Control and Summary of Changes

Date	Version	Clause	Remark
April 2024	Version 4.0	AICB Membership and Qualification Regulations	Restructured. Items which are not regulations have been removed and Membership and Qualifications are sectioned into 2 parts.
		Q3.4 Module Deferment	(Updated) Sets of the criteria and processes to defer a module.
		Q6.2 Rescheduling Online Examinations	(Updated) Sets out the maximum number of times to re-schedule an online exam and the criteria to reschedule.
		Q6.3 Alternative Arrangements for Learning Disabilities.	(New) Application guidelines for Candidates with learning disabilities to have alternative assessment arrangements.
		Q6.4 Absent from Exam or Pending Online Exam Booking	(New) Sets the conditions and impact of being absent from exam and failure to book an exam within the time limit.
		Q6.5 Online Examination Deferment	(Updated) Sets the criteria and process to apply for online exam deferment.
		Q7 Results and Programme Completion	(Updated) Included FMAM and ICA into the scope.
		Q8 Excellence Awards	(New) Sets out the criteria and process for AICB's Excellence Awards.
		Q9 Academic Integrity and Examination Misconduct	(Updated) Added new academic integrity examples such as the use of AI, forgery and falsification, and fraud and impersonation.

Note: "New" refers to policies that are newly developed or have been in practice but were not included in the AICB Membership and Qualification Regulations.

ASIAN INSTITUTE OF CHARTERED BANKERS

AICB MEMBERSHIP AND QUALIFICATION REGULATIONS

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1. COMMENCEMENT AND APPLICATION

- 1.1 This Regulation was made by the Council under Article 87 of the Asian Institute of Chartered Banker (AICB) (“the Institute”) Article of Association (“Constitution”) and shall come into effect on 1 May 2024 (unless stated otherwise).
- 1.2 This Regulation sets out the requirements and guiding principles to AICB’s membership, Chartered Banker qualification, joint-award programmes with partner institutions, and any other programmes offered by the Institute.
- 1.3 This Regulation is applicable to any Individual Member of the Institute who is undertaking any qualifications, programmes and/or examinations with AICB.
- 1.4 Bye-Law 38 (3) states that any person who is not an Individual Member of the Institute shall, on applying for registration for any Examination of Institute, be required to give an undertaking that he will be bound by the Bye-Laws and Regulations of the Institute governing the conduct of persons undertaking such Qualifications and Examinations, and these Bye-Laws and Regulations shall apply to him as they apply to a Member of the Institute.
- 1.5 This Regulations must be read together with AICB’s Bye-Laws, AICB’s Code of Professional Conduct, Continuing Professional Development Regulations, Complaint and Investigation Regulations, Disciplinary Regulations, and Appeals Regulations, all of which may be updated from time to time.

2. DEFINITIONS AND INTERPRETATIONS

- 2.1. In this Regulation, unless the subject or context otherwise requires, the words hereinafter shall bear the meanings as to it, respectively.

“Asian Institute of Chartered Bankers (AICB),” or the Institute is the awarding body for Certificated Programmes under the Chartered Banker qualification framework and CPD programmes.

“Annual subscription fee” means the membership fee due yearly.

“Assessment” means Examination as defined below and may be used interchangeably in this document.

“Applicants” means anyone who is applying to be Member and/or to enrol into AICB’s programmes.

“Board of Examiners (BoE)” are appointed by the Council under the Bye-laws of the Institute to (a) oversee the implementation and organisation of examinations and assessments of the Institute and ensure that the examinations and assessments are consistent with the established framework and policies set by the Education Committee that are in line with the overall strategy of providing a world class banking education and

awards; and (b) oversee examination and assessment quality assurance, and determine examination and assessment integrity and assessment appeal matters. (Bye-Laws 36 & 37)

"Bye-Law" means the Bye-Law of the Institute, as amended from time to time. The Bye-Law mentioned in this Regulations is in reference to the February 2024 edition or later.

"Candidates" means Individual Members and anyone who has enrolled into any of the Institute's module, programme and/or qualifications, whether they are a member or not a member of AICB.

"CEO" means the Chief Executive Officer of AICB.

"Certificated Programme" means the programme of study with one or more modules offered by the Institute leading to a qualification. The certificated programmes in this Regulation may refer to programmes offered under the Chartered Banker Qualification curriculum framework or other partners of the Institute.

"Certified true copy" means the copy of a document is stamped and signed as a true copy of the original by a person who is allowed to take declarations.

"Chartered Banker (CB)" is the designation awarded to candidates who had completed all the requirements, notably passes in the required modules, to be awarded the status by the Council of the Institute and the Chartered Banker Institute, UK.

"Chartered Banker Institute, UK" is the Institute's partner and the awarding body for the Chartered Banker qualification status worldwide.

"Constitution" means the Constitution of the Institute, as amended from time to time.

"Council" means the Council of the Institute as may be constituted from time to time.

"Education Committee (EC)" is appointed by the Council under the Bye-Laws of the Institute to advise the Council on the overall strategic direction of AICB's examinations, awards, certification or other professional development programmes for the banking and financial services industry, ensure that sound and quality banking education and training policies and practices are put in place so as to ensure the provision of relevant education and training programmes and the setting, maintaining and continuing improvement of standards of the education and training. (Bye-Law 31)

"Enrolment" means registration by an individual member to study the Institute's programmes or qualifications.

"Examination" which can be shorten to **"Exam"** means assessments such as assignments, examinations, tests and/or any other method of assessing deemed applicable to the qualification, and which aims to evaluate the candidates' level of competency at the end of the study to determine whether they would qualify for a pass or fail.

“Financial Markets Association Malaysia (FMAM)” is the Institute’s partner to offer joint-awards.

“International Compliance Association, UK (ICA)” is the Institute’s partner that also provides training and learning support for AICB’s programmes and qualifications.

“Members” means the Individual Members of the Institute.

“Member Portal” means an online platform that provides Members and non-Members of AICB with personalised access to their membership and/or qualification information and/or activities.

“Module” means subjects to be offered in a certificated programme and/or qualification.

“Module by Intake” means Candidates must enrol within a specific deadline and attempt the exam within a pre-determined period.

“Module on Demand” means Candidates can apply and enrol any time and attempt the exam anytime within the module time limit.

“Module Specifications” is the document that provides a module’s information such as its learning outcomes, assessment criteria, contents, time limits, and delivery method.

“Partner Institution” means any collaborative partners of AICB to jointly deliver and award certificates to candidates.

“Panel of Exemption Assessors (PEA)” are appointed by the Council under the Bye-Laws of the Institute to evaluate applications for Recognition of Prior Learning (RPL) to grant exemption from such modules or parts of the Examinations of the Institute to any candidate on the basis of credit for prior learning and/or work experience. (Ref Bye Law 39 (2))

“Proctor” means the invigilator for online examinations

“Programme” means the course of study with one or more modules offered by the Institute leading to a qualification. The certificated programmes in this Regulation may refer to programmes offered under the Chartered Banker Qualification curriculum framework or in collaboration with other Partner Institution.

“Qualification” in this Regulation means the Chartered Banker programmes and the supporting certificated programmes under the Chartered Banker Qualification framework.

“Regulation” means the AICB Membership and Qualification Regulations.

2.2. Words importing the singular number shall include the plural number and vice versa.

- 2.3. Words importing the masculine gender only shall include the feminine gender and vice versa.
- 2.4. Words importing persons shall include corporations, firms, registered associations and societies and commercial organisations and nominees of such organisations.
- 2.5. The headings and sub-headings are inserted for convenience only and shall not affect the interpretation aforementioned in Clause 2.1.
- 2.6. Subject as aforesaid, any words or expressions defined in this Regulation, except where the subject or context forbids, bear the same meanings in the interpretation aforementioned in Clause 2.1.

Part 1 - Membership

M1 MEMBERSHIP

M1.1 Membership and Professional Designation

M1.1.1 Pursuant to Bye-Law 14 and Bye-Law 38, all applicants for enrolment as a candidate to the qualification must be a current Member of the Institute. Membership of the Institute provides individuals with recognition, support, and opportunities for personal and professional growth. Admission for membership in AICB is open to individuals who intend to pursue a career in banking.

M1.1.2 Members who have completed the Institute’s qualification as per the AICB Chartered Banker Membership and Qualification Framework (Figure 1) may use the membership designation after their name as per shown in Figure 2.

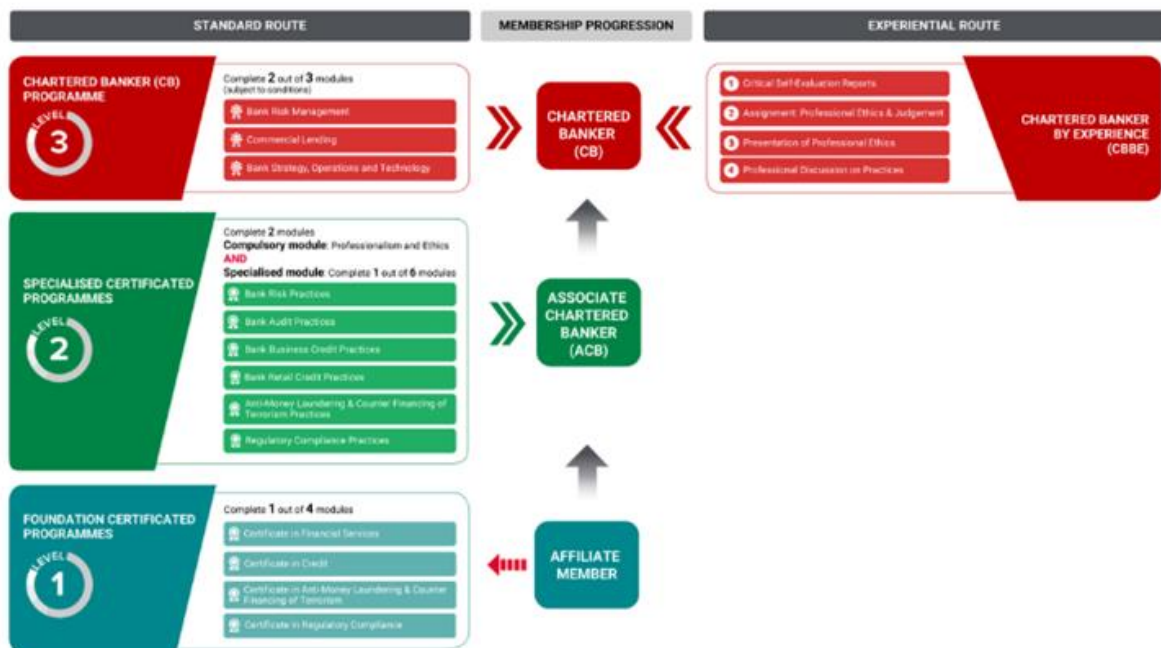


Diagram 1: The New Chartered Banker (CB) Membership and Qualification Framework (CB Framework)

Note: AICB recognises equivalent programmes offered in collaboration with ICA in the areas of Anti-Money Laundering /Counter Financing of Terrorism and Regulatory Compliance in the new CB Framework.

Level of study	Membership designation	Professional designation	Designatory letter
Level 1 (Foundation Certificated Programmes)	Affiliate	N/A	N/A
Level 2 (Specialised Certificated Programmes)	Associate	Associate Chartered Banker, AICB	ACB
Level 3 (Chartered Banker Programme)	Chartered Banker	Chartered Banker	CB

Figure 2. AICB Membership Designation

M1.1.3 To retain the membership and professional designation, Members must comply with the CPD requirements and pay their annual membership fee accordingly.

M1.2 Admission to Membership

M1.2.1 A person shall be eligible for admission to membership as an Affiliate if he:

- (i) Satisfies the educational and other requirements for acceptance on such programme of study of the Institute as may be prescribed in this regulation; or
- (ii) Has passed or been granted exemption from the Examinations by the Institute as may be prescribed in this regulation but has not satisfied the conditions for admission to membership as Associate or Chartered Banker; or
- (iii) Has completed the Introduction to Ethics Programme conducted by Asian Banking School.

M1.2.2 A person shall be eligible for admission to membership as an Associate if he:

- (i) Has passed the assessments and satisfied such other requirements as may be prescribed by the Council in this regulation; or
- (ii) Holds an appropriate qualification approved by the Council from time to time and has satisfied such practical experience and other requirements as prescribed by the Council in this regulation; or
- (iii) Is a member of FMAM as stipulated in the AICB-FMAM Dual Membership Regulation.

M1.2.3 A person shall be eligible for admission to membership as a Chartered Banker if he:

- (i) Has passed the assessments as may be prescribed in this regulation and satisfied such other requirements as prescribed by the Council; or
- (ii) Is a qualified member of any institute for bankers and other requirements as prescribed by the Council in this Regulation.

M1.3 Readmission to Membership

M1.3.1 In addition to Bye-Law 23, an applicant for re-admission to membership shall on application pay a re-admission fee equivalent to the total of the current year's subscription and the subscriptions for the previous years (at the applicable subscription rates) during which his membership lapsed. In this regard:

- (i) a full year's subscription is due in respect of the year in which the resignation or cessation of membership occurred.
- (ii) where the applicant's membership has lapsed for less than one year, the re-admission fee shall be equivalent to the current year's subscription.

M1.3.2 For the avoidance of doubt, this Regulation applies to resignation or cessation of membership that occurs after 1 September 2015. Where the resignation or cessation of membership occurred prior to 1 September 2015, the applicant is only required to pay the subscription for the year in which the application for re-admission is made.

M1.3.3 Re-admission to membership does not entitle the Member to retrospective benefits. Applications for re-admission are to be made online using the prescribed form and submitted with relevant supporting documents including record of CPD activities.

M2 AICB'S CODE OF PROFESSIONAL CONDUCT

M2.1 In furtherance of the Institute's commitment to promoting the highest professional conduct in all its Members and candidates, the Code of Professional Conduct was developed by the Council pursuant to Article 39 in the Institute's Constitution. Candidates of the qualification and Members of the Institute are required to adhere to the Code of Professional Conduct.

M2.2 The [Code of Professional Conduct](#) is accessible via the Institute's website.

M3 MEMBERSHIP CERTIFICATE ISSUANCE

M3.1 Upon completion of each level of study, candidates will be awarded a certificate of completion. (Refer to [Clause Q7.3](#))

M3.2 In addition, candidates who have successfully completed the level of study will also receive a membership certificate confirming their new membership designation (except Affiliate Member). Candidates may use the membership designatory with immediate effect.

M3.3 Certificate will only be issued to Members with valid status.

M4 CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

M4.1 The provision of a CPD framework and resources as per Bye-Laws 41 demonstrates the Institute's commitment to ensuring that its Members remain continuously engaged in professional learning activities intended to update, develop, and enhance their knowledge and abilities.

- M4.2 Upon completion of study, to retain their membership status with the Institute, Members are responsible for undertaking sufficient CPD in areas relevant to their work and professional responsibilities. Many means of attaining CPD are available. For example, Members may use the Institute's resources, their own resources, or those of their employers or other organisations.
- M4.3 Examples of the learning activities that Members may be interested in participating in include, but are not limited to attending conferences, seminars, courses, and workshops or delivering a paper in such events, completing self-study programmes, on-the-job training, participating in technical committees, studying for a relevant further qualification, research and reading professional journals.
- M4.4 Members must maintain appropriate records of their participation in all CPD activities so that they will be able to comply with the reporting requirements set out in the CPD regulations.
- M4.5 For further information on the CPD activities and requirements, please read [CPD Regulations](#). The CPD Regulations is accessible via the Institute's website.

M5 MEMBERSHIP FEES

M5.1 Payment of Fees

- M5.1.1 Every Member shall be required to pay an annual subscription appropriate to his membership status with the exception of Fellows, Honorary Fellows and Life Members. The annual subscription rates shall be prescribed by the Council. The current annual subscription rates and fee structure shall be made available on the Institute's website.
- M5.1.2 The annual membership subscription is due and payable on 1 January each year. However, candidates who are admitted to membership after 30 June in any year shall pay 50% of the annual subscription fee otherwise applicable to them of that year. Renewal notices will be sent via email to all Members in November/December. Members are required to make payment of their annual subscription online via the Member Portal.
- M5.1.3 All paid fees are non-refundable and non-transferable.

M5.2 Fee Waiver

- M5.2.1 Annual subscription fee waiver may be granted to a Fellow CB by the Council for a certain period of time under the following circumstances:

- (i) Prominent achievements in the financial and banking industry, as evidenced by work done and position attained.
- (ii) Significant contributions to the development of the financial and banking education.
- (iii) Pioneering in the establishment of a new area of the financial and banking work.

M5.3 Fee for Retired Member

M5.3.1 A Member (except Affiliate) may be a retired member if he has attained the age of 60 years, a member of the Institute for more than 20 years and is not engaged in fulltime gainful employment and all business activities.

M5.3.2 A retired member will:

- (i) Not be required to comply with CPD requirements if he does not wish to use the professional designation
- (ii) Be required to comply with CPD requirements if he wish to use the professional designation
- (iii) Be entitled to a reduced annual subscription fee as published on AICB website

M5.3.3 Pursuant to Clause M5.3.1 and M5.3.2 it is the duty of the member to notify the institute if there are any changes to his employment status.

Part 2 - Qualification

Q1 RECOGNITION OF PRIOR LEARNING (RPL)

Q1.1 Principles of RPL

- Q1.1.1 Bye-Law 39 states that the Council may in its discretion grant exemption from such modules or parts of the Examinations of the Institute to any person on the basis of credit for prior learning and/or work experience as may be prescribed in these Regulations.
- Q1.1.2 The Panel of Exemption Assessors (PEA) is authorised to evaluate applications for exemption on the basis of Recognition of Prior Learning (RPL), both formal and informal.
- Q1.1.3 Candidates may be granted an exemption if, in the PEA's judgement, they have previously obtained certificated learning (formal) and/or have gained necessary years of professional experience (informal) deemed equivalent to the Chartered Banker (CB) Qualification Framework.
- Q1.1.4 FMAM Committee reserves the right to grant exemptions for the PKMC programme and not subject to Clauses Q1.2 and Q1.3. Applications for exemptions will be forwarded to FMAM.
- Q1.1.5 ICA reserves the right to grant exemptions for the ICA joint award programmes and not subject to Clauses Q1.2 and Q1.3.
- Q1.1.6 Exemption may be granted in the following manner:
- (i) module exemption;
 - (ii) advance entry into a standard route programme; or
 - (iii) entry into an experiential route programme.
- Q1.1.7 Exemption may only be granted once to a candidate pursuing the CB Qualification.
- Q1.1.8 Exemption will not be granted retrospectively. This means that once a member has enrolled into a Programme, he may not apply for an exemption.
- Q1.1.9 Module exemptions are not granted to CB Level 3 programme.

Q1.2 Criteria for RPL

Q1.2.1 The criteria for the RPL for formal certificated learning are:

- (i) The certificated learning is accredited and must be awarded by an institute recognised by AICB and/or relevant qualification agencies;
- (ii) The level of certificated learning must be equivalent and comparative to AICB's CB qualification framework and meets AICB's programme learning outcomes;
- (iii) The certificated learning must have contents that are current, relevant, and can be mapped to AICB's programme and/or module;
- (iv) The certificated learning must have been completed within the last ten (10) years; and
- (v) The certificated learning must have formal assessments that is evidenced with either a transcript or notice of completion and a certificate. When submitted during the application, these documents must be a certified true copy.

Q1.2.2 The criteria for RPL based on professional working experience and any other informal learning are, but not exhaustive to:

- (i) Applicants must have relevant work experience in any of the core banking functions; credit, risk, audit, bank operations, financial markets, financial planning, regulations, or any other banking related functions;
- (ii) Applicants must demonstrate the scope and depth of the work experience that is comparable to the scope and level of the programme applied, including the level of leadership skills;
- (iii) The minimum duration of work experience must be at least five (5) years in the banking industry. More experience is required for exemption to programmes in higher level;
- (iv) Applicants should provide a comprehensive list of professional and continuous development courses attended in the last three (3) years; and
- (v) Any other relevant qualifications and certifications that supports the Applicants' ability to complete the programme successfully.

Q1.3 Application for RPL

Q1.3.1 Anyone may apply for exemption based on RPL, whether it is certificated learning and/or work experience, by submitting the following documents online and pay the current exemption application fee:

- (i) Certified true copies of academic qualifications and any other formal certificated learning programmes; and
- (ii) A comprehensive curriculum vitae (CV) that demonstrates the requirements mentioned in Q1.2.2.

Q1.3.2 It is recommended that candidates applying for RPL certificated learning to provide their current CV for consideration.

Q1.3.3 AICB reserves the rights to verify the information provided and to requests for additional documents like transcripts or reference from employer.

Q1.3.4 Applications that are incomplete, and where qualification certificates are not certified true copies, will not be evaluated.

Q1.3.5 The PEA's decision will be informed to candidate in writing, normally within fifteen (15) business days.

Q1.3.6 An appeal to the PEA's decision may be made in writing to the CEO within ten (10) working days from the date of the decision, on the grounds that there is new information that was not presented to the PEA in the initial application. Appeals without new information will not be accepted.

Q1.3.7 The CEO's decision on the outcome of the appeal is final and will be informed to the candidate in writing, normally within ten (10) working days.

Q1.3.8 The validity of an approved exemption is sixty (60) days. This means that upon receiving the written confirmation of the approval, candidate must register and enrol into the programme within the time limit. Applicants must re-apply for the exemption when validity period is expired.

Q1.3.9 Applicants who have been granted an exemption must pay the module exemption fees, if applicable. The fee amount is published on AICB's website and is subjected to revision.

Q2 PROGRAMME APPLICATION

Q2.1 Eligibility and Application

Q2.1.1 Individuals are eligible to apply to AICB's Programmes if they have met the entry requirements.

Q2.1.2 Individuals applying to the CB qualification or joint-award Programmes are required to be an Individual Member of AICB unless stated otherwise.

- Q2.1.3 Individuals applying for the FMAM-AICB joint-award programmes (PKMC and IPPC) are required to be an active member of FMAM to be eligible to apply. They do not need to be a Member of AICB.
- Q2.1.4 Individuals must apply for a programme via the Member Portal by submitting a copy of the following documents:
- (i) Certificates of academic qualifications and professional certifications;
 - (ii) Identification Card (IC) or passport;
 - (iii) Curriculum Vitae; and
 - (iv) Any other documents specified by AICB.
- Q2.1.5 All academic and professional certificates submitted must be “Certified True Copy”, authenticated by any of the following:
- (i) the respective employer’s HR official or line manager;
 - (ii) the respective university’s official;
 - (iii) Commissioner of Oaths;
 - (iv) Notary Public; or
 - (v) Other such persons or agents as may be approved by the Institute.
- Q2.1.6 Applicants have a maximum of thirty (30) days to submit incomplete documents upon request from AICB. Applications with incomplete documents will be cancelled thereafter and candidates will need to reapply in the Member Portal.
- Q2.1.7 AICB reserves the right to verify all information and documents submitted.
- Q2.1.8 Applicants of FMAM programmes will need to have their membership verified.
- Q2.1.9 AICB will inform Applicants on the outcome of their applications within ten (10) business days. Review of FMAM programme applications may take up to fifteen (15) business days as it requires additional verification of membership.
- Q2.1.10 Applicants who are unsuccessful may write to AICB to request for a reconsideration on the grounds that there is new information to support the application.
- Q2.1.11 Applicants are reminded that any suspected falsification or fraudulent information will be investigated and if warranted, the application will be suspended, cancelled, or forwarded for disciplinary action.

Q2.1 Enrolment

- Q2.1.1 When an application is approved, Applicants must enrol into a programme/module within thirty (30) days from the approval date. Applicants who fail to do so will have the approval cancelled and will need to reapply via the Member Portal.
- Q2.1.2 Fees are payable upon module enrolment and is non-refundable and non-transferable.
- Q2.1.3 Candidates are subject to the Programme and Module requirements and any related regulations as at the date of enrolment and not at the date of application.
- Q2.1.4 Candidates must be an active member of either AICB or FMAM to be enrolled in a programme. Candidates who fail to renew their membership or are deregistered as members will not be able to continue their programmes.

Q3 PROGRAMME REGULATIONS

Q3.1 Programme and Module Commencement

- Q3.1.1 Candidates are considered to have commenced a Programme when they enrol into a module.
- Q3.1.2 The Institute offers modules on two modes of delivery:
- (i) Modules **on Demand** means Candidates can apply and enrol any time and attempt the exam anytime within the module time limit.
 - (ii) Modules **by Intake** means Candidates must enrol within a specific deadline and attempt the exam within a pre-determined period.
- Q3.1.3 The Institute modules are designed for independent learning but there may be instances where a programme will include a compulsory workshop. Candidates need to refer to the Module Specifications for detail.
- Q3.1.4 Candidates must have an active Membership with AICB or FMAM throughout the programme.

Q3.2 Qualification and Module Time Limits

- Q3.2.1 Module Time Limit means the time allocated to Candidates to complete and pass the module after successful registration. The module time limit starts once candidates have successfully registered to a module, except for FMAM programmes where the time limit starts when the candidate becomes a member of FMAM.

Q3.2.2 Qualification Time Limit means the time allocated to Candidates to complete all the required modules for a certificated programme at the respective level of study. The qualification time limit starts once candidates are enrolled to the qualification.

Q3.2.3 The typical time limits for the Institute’s Programmes are given below and Candidates are expected to refer to the module specification documents for the respective time limits.

Qualification	Level/ Programmes	Qualification Time Limit	Module Time Limit
Chartered Banker	Level 1 Programmes	12 months	12 months
	Level 2 Programmes	24 months	12 months
	Level 3 Programmes	24 months	12 months
AICB-FMAM Joint Certification	Investor Protection Professional Certification (IPPC)	24 months	24 months
	Pasaran Kewangan Malaysia Certificate (PKMC)	24 months	24 months

Q3.2.4 Candidates will not be able to access the online learning materials in the Member Portal once the module time limit or the qualification time limit has expired.

Q3.2.5 Candidates who fail to complete the module within the stipulated module time limit will need to re-register to the module provided it is still within the qualification time limit.

Q3.2.6 Candidates who fail to complete all the modules within the stipulated qualification time limit of a programme will lose all the passes accumulated and must re-apply to the programme and/or qualification.

Q3.2.7 The maximum time you have to complete a programme is limited to the programme qualification time limit. This means that even if module time limit is still valid but the qualification time limit has expired, Candidates will not be allowed to continue their studies.

Q3.2.8 Candidates are required to pass all 4 modules within 2 years of admission as a member of FMAM, failing which their memberships will be terminated by FMAM and any module passes gained will be nullified.

Q3.3 Extension of Time Limits

Q3.3.1 Candidates may apply for an extension to the qualification time limit or module time limit on the following grounds:

- (i) Long term and/or severe medical conditions; or
- (ii) Natural disasters that have a prolonged impact; or
- (iii) Any extenuating circumstance beyond Candidates' control.

Q3.3.2 The Institute will not consider work commitment as beyond Candidates' control.

Q3.3.3 Applications for extension of time limit must be submitted to the Institute via the Member Portal with supporting evidence.

Q3.3.4 Applications for extension of qualification time limit and module time limit are processed independently. Candidates should consider which time limit they wish to extend that meets their needs.

Q3.3.5 Applications for extension may be submitted up until thirty (30) days after the expiry date.

Q3.3.6 Late and/or incomplete applications will not be accepted or considered.

Q3.3.7 The maximum extension period is twelve (12) months. The Institute reserves the right to extend the time limit between one (1) to twelve (12) months per application.

Q3.3.8 The Institute will evaluate each application on a case-by-case basis and its decision is final.

Q3.4 Module Deferment and Workshop Deferment

Q3.4.1 Module deferment is only applicable to Modules by Intake. (Refer to Module Specifications for examination delivery) Module deferment is not applicable to Modules on Demand.

Q3.4.2 Module Deferment means Candidates defer the whole module that includes the workshop (if applicable), assignment, and examination to the next available intake. Candidates must defer a Module by Intake as a whole, and not by its individual components.

Q3.4.3 Workshop Deferment is only applicable to Modules on Demand and it means Candidates defer only the workshop to the next available date.

Q3.4.4 Candidates may apply to defer a Module by Intake or Workshop on the following grounds:

- (i) Medium to long term medical reason;
- (ii) Natural disasters; or
- (iii) Any circumstance beyond candidate's control.

Q3.4.5 The Institute will not consider work commitment as beyond Candidates' control.

Q3.4.6 Candidates must submit the application for Module Deferment and attach all relevant supporting documents via the Member Portal at least fifteen (15) days before the intake date.

Q3.4.7 Workshop is only applicable to Modules on Demand and Candidates must submit the application for Workshop Deferment and attach all relevant supporting documents via the Member Portal at least fifteen (15) days before workshop start date.

Q3.4.8 Approval of any deferment is subject to the module and qualification time limits. The Institute will review each application case-by-case to determine if module and/or qualification time limits needs to be considered.

Q3.4.9 Late and/or incomplete applications will not be accepted or considered.

Q3.4.10 The Institute will communicate its decision in writing within ten (10) business days. The Institute may make one of the following decisions and its decision is final:

- (i) Approve the deferment and register the Candidates to the next available intake at no cost; or
- (ii) Reject the deferment.

Q3.4.11 Candidates whose applications are rejected may proceed to complete the module or withdraw and register to the next available intake as a new Candidate and pay the required fees.

Q3.5 Programme Withdrawal and Module Withdrawal

Q3.5.1 Candidates may withdraw from a programme or a module at any time in the course of their learning by completing the Withdrawal Form at this [link](#).

Q3.5.2 AICB reserves the right to withdraw Candidates under the following conditions:

- (i) Candidates did not attend compulsory workshop;
- (ii) Candidates did not submit an assignment;
- (iii) Candidates did not book exam within the examination month; or

- (iv) Candidates had breached the AICB's Regulations and were sanctioned by Disciplinary Committee to withdraw from the module or programme.

Q3.5.3 Candidates who are withdrawn from a module may re-register for the module if it is within the time limit and pay the corresponding fee. (Refer to [Clause Q7.2](#))

Q3.5.4 Candidates who are withdrawn due to the reasons in Q3.5.2 will not be entitled to any refund of the fees paid or be eligible to carry forward the fee for any reasons.

Q3.5.5 Fees paid are non-refundable and non-transferable.

Q4 LEARNING METHODS

Q4.1 Candidates are expected to familiarise themselves with the learning and assessment methods for the modules by reading the respective Module Specifications.

Q4.2 The Institute provides learning materials that supports independent self-learning. When workshops are not compulsory, Candidates are strongly encouraged to attend workshops to enhance their learning.

Q4.3 Some modules in the Institute require Candidates to attend workshops as part of the requirement to take the assessment. Candidates who fail to attend the workshop will not be eligible to book an examination and/or submit the assignment.

Q4.4 The Institute uses a Learning Management System (LMS) known as Moodle to deliver learning materials to all registered Candidates. Candidates may refer to the LMS Guide on how to access to Moodle. In the respective module site on Moodle, the following are made available:

- (i) Module Specifications;
- (ii) study text;
- (iii) mock examination questions;
- (iv) updates on learning materials;
- (v) important announcements; and
- (vi) assignment questions. (if applicable).

Q4.5 Candidates who are enrolled in programmes offered in collaboration with a partner may need to access the learning materials and assignments at their respective Learning Management System. Please refer to the Module Specifications for details.

Q5 ASSESSMENT METHODS

- Q5.1 Each module may be assessed in many ways. Typically, assessments may consist any of the following:
- (i) Assignment: Take-home open-book written work.
 - (ii) Examination: Closed-book examination that includes Multiple-Choice Questions and/or essay questions.
 - (iii) Presentation: Oral examination with an examiner.
- Q5.2 Individual module assessment structure and requirements are stated in the respective Module Specifications available on AICB's website. It is important that reference is made to the latest Module Specifications to ensure Candidates are updated with the accurate information.
- Q5.3 Module assessments are delivered in two ways:
- (i) Modules on Demand will have **Exam on Demand** where Candidates may take the exam any time within the module time limit.
 - (ii) Modules by Intake will have **Exam by Intake** where Candidates must take the examination within a pre-determined fixed period.
- Q5.4 The Institute normally conducts all assessments online. Assignments are submitted online via LMS (Moodle) and computer-based examinations are conducted with the Institute's partner, PearsonVUE.
- Q5.5 Assessments for programmes offered in collaboration with partners are conducted at their preferred online examination platform.
- Q5.6 The Institute's PearsonVUE's computer-based examinations or online exams can be taken in two ways:
- (i) **Online Proctored Exam** at a secured venue in a walled room with a closed door and without distractions and/or disruptions; or
 - (ii) at an examination test centre.
- Q5.7 Candidates enrolled in programmes offered by the Institute's partner will need to take the online exam on their respective system and/or examination platform.
- Q5.8 Candidates have to familiarise themselves with the process and regulations related to online examinations ([Clause Q6](#)) and academic integrity matters ([Clause Q7](#)) at all times.

Q5.9 Items listed in [Clause Q5.1](#) are not exhaustive. Learning and assessment strategies may be updated time to time to reflect learning needs and adaptation to current environment.

Q6 EXAMINATION REGULATIONS

Q6.1 Online Examination Regulations

Q6.1.1 Candidates have to adhere to all regulations and requirements of online examination in this Regulation and those of the test centres and the Institute's partners, if applicable.

Q6.1.2 Candidates enrolled in the Institute's partner programmes must read the respective institution's assessment handbook and familiarise themselves with their online examination system and the related regulations.

Q6.1.3 In addition to the guidance and regulations given below, Candidates must refer to the PearsonVUE website for more information on the requirements and regulations for online examination at [Online Proctored Exam](#).

Q6.1.4 The Institute's Regulations and PearsonVue's regulations must be read together and the Candidates must adhere to both regulations.

Q6.1.5 Preparation for Online Examination:

- (i) It is the responsibility of Candidates to plan and prepare the necessary facilities to take an online examination, whether it is via Online Proctored Exam or at a test centre.
- (ii) Candidates who are taking Online Proctored Exam are required to conduct a preliminary system test for the purpose of downloading the OnVUE online proctoring software in advance. This step is essential to ascertain the compatibility of the candidate's system with the online examination software. Prior to initiating the software, the candidate should refer to the list of minimum system requirements and proceed to terminate all non-essential applications. Candidates must read the [Online Proctored Exam](#) regulations available at the PearsonVUE website.
- (iii) Candidates taking Online Proctored Exam must find a venue that is private and secure, and in an environment that has no disruptions and/or distractions. The venue must not contain any items on the wall that contains writing such as pictures, whiteboards, and paintings and any digital and/or electrical communication items like desk phones, TV, radio, etc. Candidates may take the exam in an office or at home as long as the venue meets the requirements.

- (iv) Candidates must select the test centre that is the most convenient and accessible. They must consider the mode of transportation and the travelling time.

Q6.1.6 Taking the Examination:

- (i) Candidates must arrive at the test centre or check-in to the Online Proctored Exam system at least 30-minutes before the examination time.
- (ii) Candidates who are more than 15 minutes late after the scheduled examination time will be unable to begin the examination and be considered "Absent".
- (iii) Candidates must comply with instructions of the Proctor/Invigilator at all times.
- (iv) Candidates must present their NRIC or driving license or passport for verification. The name on the identification document must match the name in AICB Member Portal profile and the booking confirmation email. All IDs must be valid and unexpired, issued by the government and in their original form (not a photocopy). ID must include a recent, recognisable photo.
- (v) A Non-Disclosure Agreement (NDA) or other security statement may be presented to the Candidates before the examination begins. Candidates must read, acknowledge, and agree to the terms and conditions of the document within the specified time limit, in order to begin the examination. As and when the Candidates disagree to the terms and conditions in the NDA, Candidates will not be permitted to proceed with taking the examination. The examination fee will be forfeited on these circumstances. If Candidates select "DECLINE," their examination session will immediately end.
- (vi) Candidates are not allowed to access the following items during an examination and these items must be removed from the examination area and/or venue. If Candidates are taking their exams at a test centre, they must leave the items in the designated area provided by the test centre. Note that the list below is not exhaustive.
- (vii) Electronic devices such as mobile phones, headphones, headsets (wired or Bluetooth), handheld computers, personal digital assistants (PDAs), pagers, Google glasses, or any type of watches;
- (viii) Cases and containers such as wallets, purses, pencil cases, bags, and spectacle cases, or water bottles;
- (ix) Stationery such as pencils, erasers, ruler, blank paper, or calculator;
- (x) Any form or types of notes or information, whether hardcopy or digital;

- (xi) Head coverings such as hats, caps, beanies, and any other non-religious head coverings;
- (xii) Outer layer clothes such as coats and jackets;
- (xiii) Jewellery and body adornments such as barrettes, hair clips, headbands, bracelets, rings and any items that exceed ¼ inch or ½ cm in width; or
- (xiv) Any other unauthorised materials specified by the Proctor/Invigilator.
- (xv) Candidates are not allowed to launch the examination until the Proctor/Invigilator has finished making the examination announcements. Candidates may launch the examination upon instruction from the Proctor/Invigilator.
- (xvi) Candidates are not allowed to ask the Proctor/Invigilator any examination-related questions.
- (xvii) Candidates must not copy and paste or attempt to remember and record the examination questions and/or answers.
- (xviii) Candidates must not allow other individuals to see the computer screen presenting the examination questions or talk to anyone during the examination.
- (xix) Candidates must not read the questions aloud and must not cover their mouth or attempt to hide their face or move it out of view of the webcam or the Invigilator. If any of these actions occur, a Proctor/Invigilator may intervene and remind the Candidates of the regulations.
- (xx) Candidates must use the online calculator, the built-in digital whiteboard, and/or scratchpad during the examination. Blank paper and physical calculator are not allowed.
- (xxi) Candidates are not allowed to eat or smoke or vape. Consumption of items other than water in a transparent case is prohibited.
- (xxii) Candidates sitting for the Online Proctored Exam are not permitted to take any breaks for any reason. Should the computer be left unattended during the examination, the Proctor will automatically end the examination session, and the candidate will not be able to continue the examination.
- (xxiii) If you need assistance during the examination, you may raise your hand to get the attention of the Invigilator at the test centre or use the chat box in your online exam to communicate with the Proctor.

- Q6.1.7 Candidates are not allowed to collate, record, or discuss any or all the examination questions or answers seen or viewed during the examination with anyone at all times, including after the examination.
- Q6.1.8 The Proctor/Invigilator has the right to revoke and terminate the examination on the grounds that the Candidates have behaved in a disruptive, threatening, or fraudulent manner and/or any actions that are against the examination regulations.
- Q6.1.9 Candidates who breached any examination regulations or behaved inappropriately during an exam is subject to investigation. If warranted the case will be referred to the Disciplinary Committee in accordance with the Institute's Complaint and Investigation Policy and Disciplinary Regulations.
- Q6.1.10 Candidates are to demonstrate Academic Integrity at all times and must read and understand the types of examination misconduct described in [Clause Q9](#).

Q6.2 Rescheduling Online Examination

- Q6.2.1 Effective 13th July 2024, Candidates may reschedule the online examination booking up to a maximum of three (3) times per module registration.
- Q6.2.2 Candidates can reschedule or cancel a confirmed examination booking via the Member Portal with the following conditions:
- (i) Candidates who have booked to take an examination at a test centre must reschedule and/or cancel the exam booking forty-eight (48) hours before the original examination date and time.
 - (ii) Candidates who have booked an Online Proctored Exam may reschedule their examination any time before the examination commence. This is to allow the candidates to test their device and if they discover connection issues, they can reschedule the exam booking instead of having to take the examination with a bad connection.
- Q6.2.3 If Candidates fail to reschedule the online exam within the time permitted and did not attend the examination, they will be considered as "Absent."

Q6.3 Alternative Arrangements for Learning Disabilities

- Q6.3.1 The Institute will attempt to accommodate Candidates with learning disabilities within its capacity.
- Q6.3.2 Candidates who have a certified learning disability may apply for special assessment and examination arrangements at least two (2) months prior to a scheduled examination by submitting the application with supporting documentation to the AICB's Member Services team at enquiries@aicb.org.my

Q6.3.3 The Institute will review each application on a case-by-case basis and provide its recommendations in writing within ten (10) business days upon receiving the complete application.

Q6.3.4 Late and incomplete applications will impact the review process and the recommendations for any alternative arrangements.

Q6.4 Online Examination Deferment

Q6.4.1 The Institute is aware that unexpected circumstances may occur while Candidates are attempting an online examination that may affect their performance or extenuating circumstances that prevent Candidates from attending a scheduled online examination.

Q6.4.2 Candidates may apply to defer their online examination and re-book the examination on the following grounds:

- (i) Prolonged and/or emergency medical condition;
- (ii) Adverse environmental factors;
- (iii) Material technical issues (online software malfunctions);
- (iv) Recent bereavement of immediate family member;
- (v) Natural disasters; or
- (vi) Any circumstance beyond candidate's control.

Q6.4.3 The Institute will not consider work commitment as beyond Candidates' control.

Q6.4.4 Candidates must submit their applications with supporting documentation via the Member Portal forty-eight (48) hours before or up to seventy-two (72) hours after the booked examination date.

Q6.4.5 Incomplete applications and applications submitted outside the allowed online exam deferment period will not be accepted or considered. Candidates are expected to plan and manage their schedules within the allowed limits.

Q6.4.6 The Institute reserves the right to verify the evidence submitted and to request for further information it deems necessary.

Q6.4.7 The Institute will inform Candidates of its decision within five (5) business days upon receiving the complete application. The Institute may make one of the following decisions and its decision is final.

- (i) Approve the online exam deferment and Candidates may re-book the examination without cost; or
- (ii) Reject the online exam deferment. Candidates have to re-register to the module as re-sit Candidates.

Q6.4.8 Candidates are reminded that any fraudulent behaviour to gain advantage in the assessment process will be investigated and subject to disciplinary action. Refer to [Clause Q9](#) on Academic Integrity.

Q7 RESULTS AND PROGRAMME COMPLETION

Q7.1 Results and Grade Bands

Q7.1.1 The Institute practices a rigorous process to moderate and verify the assessment outcomes and results. All results confirmed by Board of Examiners are final when published.

Q7.1.2 Candidates are not allowed to challenge the academic judgement of the examiners and the assessment outcomes. The Institute will not accept appeals on this ground.

Q7.1.3 Candidates can access their results in the Member Portal, typically within three (3) weeks from the date of exam for modules with Exam on Demand or two (2) months for modules with Exam by Intake.

Q7.1.4 Results may only be communicated by authorised AICB personnel. The Institute will not release results or any related information:

- (i) by telephone, fax, e-mail, or messaging tools (WhatsApp, Messenger, WeChat, SMS);
- (ii) via a third-party;
- (iii) to Candidates with outstanding fees; or
- (iv) to Candidates with an expired membership.

Q7.1.5 The Institute has partnerships with different professional associations which may have different grade bands. Candidates are advised to refer to the grade bands according to their respective programmes.

- (i) Chartered Banker Programme has the following grade band.

Grade Band	Marks (%)
Distinction	80 to 100
Pass	60 to 79

Grade Band	Marks (%)
Fail	0 to 59

(ii) FMAM-AICB PKMC Programme have the following grade band.

Grade Band	Marks (%)
Pass	75 to 100
Fail 1	65 to 74
Fail 2	50 to 64
Fail 3	30 to 49
Fail 4	0 to 29

(ii) FMAM-AICB IPPC programme have the following grade band.

Grade Band	Marks (%)
Pass	70 to 100
Fail 1	60 to 69
Fail 2	40 to 59
Fail 3	20 to 39
Fail 4	0 to 19

(iii) AICB-ICA programmes have the following grade band.

Grade Band	Marks (%)
Distinction	70 – 100
Merit	60 – 69
Pass	50 – 59
Marginal Fail	40 – 49
Fail	0 – 39

Q7.2 Re-Sit Assessments

Q7.2.1 All Candidates are subject to the following Re-sit regulations except for AICB-ICA Joint Award Programme who will need to refer to the AICB-ICA Handbook or Module Specification for details.

Q7.2.2 Candidates must re-sit the assessment component which they have failed or as per the decision of the Board of Examiners. Information on the requirements to pass a module is available in the respective Module Specifications.

Q7.2.3 Candidates are allowed to re-sit an examination or assignment up until the expiry of the module and/or qualification time limits.

- Q7.2.4 Candidates must adhere to the deadlines for assignment re-submission. Failure to do so will result in an “Absent” status and Candidates are considered to have failed the module.
- Q7.2.5 There is no limit to the number of times or duration between one exam attempt with a re-sit. Candidates are strongly encouraged to allow one (1) month to revise and improved their knowledge before taking a re-sit examination.
- Q7.2.6 Candidates must pay the prevailing re-sit fee which may be updated time to time. Normally, the applicable re-sit fee is as follows:

Assignment (If Applicable)	Examination	Final Grade	Applicable Fee
Pass	Pass	Pass	Not Applicable
Fail	Pass	Fail	Re-Sit Assignment Fee
Pass	Fail	Fail	Re-Sit Examination Fee
Fail	Fail	Fail	Resit Assignment and Examination Fees

Q7.3 Programme Completion and Certificate of Award

- Q7.3.1 Candidates complete their programmes when they passed all the modules in a programme within the qualification time limit.
- Q7.3.2 Candidates who have completed a programme will be awarded with a Certificate as per the title of their programmes.
- Q7.3.3 Candidates must be an active member of FMAM before they are awarded with the Certificate.
- Q7.3.4 Candidates who have passed the PKMC programme will be awarded in the following manner:

Certificate Title	Criteria
Malaysian Financial Markets Certificate with Distinction	Candidates must pass all four modules in the first sitting in four (4) weeks within the qualification time limit and obtained a minimum score of 85% for each module.
Malaysian Financial Markets Certificate with Pass	Candidates must pass all four modules within the qualification time limit.

Q7.3.5 Candidates who completed the AICB-ICA joint award programmes will receive their certificates from ICA.

Q7.4 Membership Status

Q7.4.1 Candidates who have completed a programme may be entitled to a designation or progress to a higher level of membership category. Refer to [Clause M1.1.2](#).

Q8 EXCELLENCE AWARDS

Q8.1 Types of Excellence Awards

Excellence Awards are given to Candidates who have performed the best each year to recognise their outstanding achievements in the examinations.

Title of Award	Description
AICB's Excellence Award (Module)	Awarded to the candidate(s) who scored the highest mark for a Chartered Banker module in each year.
FMAM-AICB PKMC Excellence Award	Awarded to the candidate(s) who scored the highest aggregate mark for the <i>Pasaran Kewangan Malaysia Certificate (PKMC)</i> programme in each year.
FMAM-AICB PKMC Module Prize Award	Awarded to the candidate(s) who scored the highest mark for each <i>Pasaran Kewangan Malaysia Certificate's (PKMC)</i> modules in each year.
ICA-AICB Excellence Award	Awarded to candidate(s) who scored the highest mark for each ICA's programme in each year.

Q8.2 General Criteria for Eligibility

Q8.2.1 Candidates must attempt and pass the examination between 1 January and 31 December in the given year.

Q8.2.2 Candidates must pass the examination:

- (i) on the first attempt; and
- (ii) within the module and/or qualification time limit.

Q8.2.3 Candidates are NOT eligible for an award when:

- (i) there is an extension to the module time limit or qualification time limit;

- (ii) module exemption has been granted;
- (iii) there is a re-enrolment to the programme or module;
- (iv) there is a re-registration of membership; or
- (v) the candidate has been penalised for a breach of academic integrity.

Q8.2.4 In the event when there is more than one candidate with the same highest mark, all the Candidates will be awarded with a prize.

Q8.3 Criteria and Prize for AICB’s Excellence Award (Module)

No.	Item	Criteria for AICB Excellence Award
Q8.3.1	Eligible Modules	<p><i>Chartered Banker Level 1</i></p> <ul style="list-style-type: none"> (i) Certificate in Anti-Money Laundering & Counter Financing of Terrorism (ii) Certificate in Credit (iii) Certificate in Financial Services (iv) Certificate in Regulatory Compliance <p><i>Chartered Banker Level 2</i></p> <ul style="list-style-type: none"> (i) Anti-Money Laundering & Counter Financing of Terrorism Practices (ii) Bank Audit Practices (iii) Bank Business Credit Practices (iv) Bank Retail Credit Practices (v) Bank Risk Practices (vi) Professionalism and Ethics (vii) Regulatory Compliance Practices <p><i>Chartered Banker Level 3</i></p> <ul style="list-style-type: none"> (i) Bank Risk Management

No.	Item	Criteria for AICB Excellence Award
		(ii) Commercial Lending (iii) Bank Strategy, Operations and Technology Number of Awards: One (1) award per module per year, subject to Clause Q8.2.4 .
Q8.3.2	Minimum Mark	Candidates must score a minimum mark of 80% for the module.
Q8.3.3	Prize	(i) RM 1,000 per module per recipient (ii) Certificate (Hardcopy)

Q8.4 Criteria and Prize for FMAM-AICB PKMC Excellence Award

No.	Item	Criteria for PKMC Excellence Award
Q8.4.1	Eligible Programme	<i>Pasaran Kewangan Malaysia Certificate</i> (PKMC). Number of Awards: One (1) award per year, subject to Clause Q8.2.4 .
Q8.4.2	Timing	Candidate must attempt and pass ALL FOUR (4) PKMC modules within FOUR (4) WEEKS in addition to Clause Q8.1 .
Q8.4.3	Aggregate Mark	The aggregate mark is the sum of all PKMC modules' marks.
Q8.4.4	Minimum Mark per Module	Candidate must score a minimum mark of 90% for each PKMC module.
Q8.4.5	Prize	(i) RM 2,000 per recipient (ii) Joint-Certificate (Hardcopy)

Q8.5 Criteria and Prize for FMAM-AICB PKMC Module Prize Award

No	Item	Criteria for PKMC Module Prize Award
Q8.5.1	Eligible Modules	<p>Pasaran Kewangan Malaysia Certificate (PKMC)</p> <ul style="list-style-type: none"> (i) Module I: The Regulatory Framework and Structure of the Malaysian Financial Markets (ii) Module II: The Money Market (iii) Module III: The Foreign Exchange Market (iv) Module IV: Risk Management & Basic Derivatives <p>Number of Awards: One (1) award per module per year, subject to Clause Q8.2.4.</p>
Q8.5.2	Minimum Mark	Candidates must score a minimum mark of 90% for the module.
Q8.5.3	Prize	<ul style="list-style-type: none"> (i) RM 2,000 per recipient (ii) Joint-Certificate (Hardcopy)

Q8.6 Criteria and Prize for ICA-AICB Excellence Awards (Programme)

No	Item	ICA-AICB Excellence Award
Q8.6.1	Eligible Programmes	<p>Level 1</p> <ul style="list-style-type: none"> i. Certification in Anti-Money Laundering and Counter Financing of Terrorism ii. Certification in Regulatory Compliance <p>Level 2</p> <ul style="list-style-type: none"> i. Advanced Certification in Anti-Money Laundering and Counter Financing of Terrorism ii. Advanced Certification in Regulatory Compliance <p>Number of Awards: One (1) award per programme per year, subject to Clause Q8.2.4.</p>

No	Item	ICA-AICB Excellence Award
Q8.6.2	Minimum Mark	Candidates must score a minimum mark of 70% for the module.
Q8.6.3	Prize	<ul style="list-style-type: none"> i. RM 1,000 per programme per recipient ii. Joint-Certificate (Hardcopy)

Q9 ACADEMIC INTEGRITY AND EXAMINATION MISCONDUCT

Q9.1 Preamble and Definition of Academic Integrity

Q9.1.1 All Candidates are expected, at all times, to display and uphold the Institute’s six (6) principles of Professional Conduct which are responsibility, integrity, objectivity, respect, competence and due care, and confidentiality. The interpretation and guidance of the code may be found in the [Code of Professional Conduct](#) in AICB’s website.

Q9.1.2 AICB’s Bye-Law 38 (3) states that any person who is not an Individual Member of the Institute shall, on applying for registration for any Examination of Institute, be required to give an undertaking that he will be bound by the Bye- Laws and Regulations of the Institute governing the conduct of persons undertaking such Qualifications and Examinations, and these Bye-Laws and Regulations shall apply to him as they apply to a Member of the Institute.

Q9.1.3 AICB’s Bye-Law 45 (1) (c) determines that any Individual Member who has committed a breach of the Constitution, Bye-Laws, Code of Professional Conduct, or any of the Regulations of the Institute is liable to disciplinary action.

Q9.1.4 **Academic Integrity** means the commitment of Candidates to be honest, fair, and respectful to the learning and assessment processes. Candidates must endeavour to submit work that is original, authentic, and reflects their own understanding of the subject matter and to adhere to all examination regulations.

Q9.1.5 A breach of Academic Integrity is where Candidates behave or participate in any activities that result in gaining an unfair advantage for themselves or others, or jeopardising the integrity of the Institute’s assessment and examination process.

Q9.1.6 For the purpose of this Regulation, a breach of Academic Integrity will include examination misconduct and any academic misconduct as defined by the Board of Examiners, whether they are conducted online or physically, and any forms of assessment as determined by the Institute.

Q9.2 Types of Academic and Examination Misconduct (Breach of Academic Integrity)

Q9.2.1 **Cheating** is breaking examination rules or committing any activities that will give advantage to Candidates who are or will be taking an examination. Examples of cheating include:

- (i) Memorise examination questions and sharing it with others;
- (ii) Obtaining examination questions and/or answers from third parties such as friends, trainers, course mates, colleagues, or any other persons;
- (iii) Tampering with the online examination platform;
- (iv) Bringing notes and/or cheat sheets into the examination venue;
- (v) Looking at others' work or computer screen;
- (vi) Communicating with other candidates during the examination;
- (vii) Using any form of unauthorised materials and items; and
- (viii) Any breach of Online Examination Regulations.

Q9.2.2 **Collusion** is when two (2) or more people complete an individual assessment task without authorisation. For the avoidance of doubt, collusion is when two (2) or more pieces of work submitted has similar concept, content, working, or structure that the similarity extends beyond what could be termed as mere coincidence, whether it is intentional or unintentional. Examples of collusion include:

- (i) Work with one (1) or more Candidates to complete an assignment;
- (ii) Share your assignment work whether it has been submitted or not submitted with other Candidates who later used it as a reference to complete their own work;
- (iii) Obtain subject matter experts' assistance such as trainers or supervisors to complete an assignment; and
- (iv) Memorise online exam questions and share with other Candidates or trainers or any other third party.

Q9.2.3 **Fabrication and Forgery** is falsifying data, information, or documents to gain unfair advantage. Examples of fabrication and forgery include:

- (i) Fabricating academic or employment credentials;
- (ii) Submitting an unverifiable or unauthorised document; and

- (iii) Submitting a false or forged document such as medical certificate, academic or professional certificates, testimonial or references; and
- (iv) Fabricating references, bibliography, or work experiences.

Q9.2.4 **Fraud and Impersonation** involve asking someone to take an examination for you or taking an examination for someone else, regardless of any financial transaction. Examples of fraud and impersonation include:

- (i) Using a ghostwriter whether paid or unpaid to complete an assignment;
- (ii) Asking another person to attempt an examination on your behalf; and
- (iii) Taking an examination for someone else.

Q9.2.5 **Plagiarism** is using someone else's work or ideas including written, graphical, digital, print, or oral materials without proper reference, citation, or acknowledgement. Plagiarism is a breach of academic integrity as Candidates take credit for other's work. Examples of plagiarism include:

- (i) Word for word text or oration without quotation mark or citation;
- (ii) Paraphrasing an idea, writing, or oration without reference or citation;
- (iii) Using a diagram, picture, or any graphical item without reference or citation; and
- (iv) Using Generative Artificial Intelligence (Gen AI) tools such as ChatGPT and Google Gemini to create and/or write an assignment without proper acknowledgement.

Q9.3 Academic Integrity and Disciplinary Action

Q9.3.1 Candidates suspected to have committed an academic or examination misconduct mentioned in [Clause Q9.2](#) are liable for disciplinary investigation and action in accordance with the Institute's [Complaints and Investigation Regulations](#) and [Disciplinary Regulations](#).

Q9.3.2 The Board of Examiners determined that non-material academic or examination misconduct refers to behaviours that breach assessment regulations but are not considered significant to harm or endanger the Institute. These behaviours may be unintentional or may be committed due to carelessness or ignorance. Non-material examination misconduct will normally result in minor penalty such as a reduced grade on the exam, a loss of points, a warning, or the online examination is made void. The penalty will not affect the Candidates' employment or membership status.

- Q9.3.3 The lists in [Clause Q9.2](#) are non-exhaustive and non-exclusive and are updated time to time in response to the changing assessment environment.
- Q9.3.4 ICA-AICB joint award Candidates are subject to ICA's Academic Malpractice Policies and Procedures.
- Q9.3.5 CB Level 3 Candidates are subjected to CBI's Academic Misconduct Policy and AICB's Disciplinary Policy.
- Q9.3.6 It is the Candidates' responsibility to keep informed on the updated and latest assessment regulations and requirements.

Q9.4 Guide to Maintain Academic Integrity

- Q9.4.1 The Institute provides thorough guidelines on appropriate referencing and citations. This document is available to Candidates upon module registration.
- Q9.4.2 Candidates are encouraged to use various sources of information instead of making reference to one source only and to always include in-text citations and references when completing an assignment.