Accreditation of Prior Experiential Learning (APEL) for Credit Award (APEL.C)

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First Edition 2023

This handbook is provided free of charge to learners interested in the APEL.C process.

Contents

Glossary

a. **Accreditation of Prior Experiential Learning (APEL)**

Accreditation of Prior Experiential Learning, a system to provide access to higher education programmes and academic recognition for individuals with informal and non-formal learning throughout their work and life experiences introduced by Malaysian Qualifications Agency (MQA). It involves the identification, documentation and assessment of prior learning to determine the extent to which an individual has achieved the desired learning outcomes, for access to a programme of study and/or award of credits.

b. **APEL.A**

Accreditation of Prior Experiential Learning for Access is an assessment for individuals with working experience but lack formal academic qualifications to pursue their studies in Higher Education Institutions (HEIs) at the certificate, diploma, bachelor and masters' levels.

c. **APEL.C**

Accreditation of Prior Experiential Learning for Credit Transfer/Award is an assessment of prior learning that are relevant to the course learning outcomes within a specific programme of study so that learners can avoid repetition of learning and to maximize their learning potential, through award of credits.

d. **Professional and Continuing Education department**

The Professional and Continuing Education department, PACE, was established to support the University's mission to implement Accreditation of Prior Experiential Learning (APEL) related processes and provide a diverse range of credit-/non-credit-bearing professional and continuing education courses (micro-credentials and short courses) via conventional or online distance learning (ODL) delivery.

e. APEL Unit

APEL Unit is a dedicated unit under the Professional and Continuing Education department that manages the application for APEL in Sunway University. The main function of APEL Unit is to coordinate and provide support to faculty members throughout all APEL process.

f. Course Learning Outcomes (CLO)

Course Learning Outcomes are measurable statements defining the knowledge, skills and attitudes learners should demonstrate at the completion of the Course. Each course in every programme of study has its learning outcomes stated clearly in the course outline, which is a general description of the course in a specific programme of study. CLOs are the desired learning expected of learners from each course.

g. Informal Learning

Learning which takes place outside education systems in which the learner is involved in activities that are not undertaken with a learning purpose in mind. It is usually involuntary and part of daily life.

h. Non-formal Learning

Learning acquired outside the formal education system or training which does not lead to formal certification. It usually arises from the learner's conscious decision to master a particular activity, skill or knowledge. There is no formal syllabus and accreditation.

1. Introduction

To support the Malaysian Education Blue Print for Higher Education 2015 to 2025 as a Nation of Life Long Learners; the Malaysian Qualification Agency (MQA) has created the Accreditation of Prior Experiential Learning for Credit Award – APEL.C. It is a pathway into Higher Education programmes by recognizing individuals who have acquired non-formal and informal learning in their work and life experiences.

Sunway University is committed in providing recognition and opportunity to learners of all ages who constantly seek learning opportunities to enrich themselves. The purpose of the APEL.C Learner's Handbook is to guide learners such as yourself through the steps and support afforded to you through the credit award initiative; APEL.C.

Disclaimer:

This Handbook must be read together with the Sunway University Student Handbook which describes the Regulations of the University under the provision of the Sunway University Academic Governance.

1.1 Definition of APEL

Accreditation of Prior Experiential Learning (APEL) is a systematic process that involves the identification, documentation and assessment of prior experiential learning, i.e., knowledge, skills and attitudes, to determine the extent to which an individual has achieved the desired learning outcomes, for access to a programme of study and/or award of credits. APEL process generally involves the assessment of experiential learning, including those which have not previously been assessed or credit rated. This learning may be acquired through formal, non-formal and informal means, including formal schooling, work and life experiences, training, independent study, voluntary work, hobbies and family experiences.

Formal learning refers to a learning/programme of study delivered within an organised and structured context (preschool, primary school, secondary school, college and university) that may lead to formal recognition or a recognised qualification.

Non-formal learning refers to learning that takes place alongside the mainstream systems of education and training. It may be assessed but does not normally lead to formal certification.

Informal learning refers to learning which takes place continuously through life and work experiences. It is often unintentional learning.

Examples of prior experiential learning include the relevant knowledge, skills and attitudes gained through:

- work experience: fulltime, part-time or casual;

- voluntary ad community work;

- family duties;

- hobbies or leisure activities;

- coaching and mentoring others;

- attending and participating in seminars, conferences and workshops;

- attending short courses;

- fluency in other languages;

- private study and research; and

- any other life experiences.

1.2 Introduction to APEL.C

APEL for Credit Award, known as APEL.C was developed by MQA to support the lifelong learning by recognizing the value of learning that takes place beyond the formal classroom

settings as well as learning that occur throughout work and life experiences; regardless of when, where and how it was acquired.

APEL.C provides the mechanism to recognize the individual's prior experiential learning that is relevant and specific to a course within a programme of study. The credit award is granted on the basis of knowledge and skills acquired through non-formal and informal learning.

These forms of learning which emphasize experiential learning will need to be formally reviewed and assessed. The process will determine if learning has in fact occurred and is in line with the learning outcomes of the course(s) concerned. It is the learning and not the experience of the students which is being evaluated.

2. Policies, Rules and Regulations

2.1 General Policies

APEL.C is defined as the "award of credits for the prior experiential learning towards a course in an accredited programme" in Guidelines to Good Practices: Accreditation of Prior Experiential Learning for Credit Award APEL.C. It recognises a learner's prior experiential learning that is acquired through informal or non-formal learning.

a) APEL.C is the award of credit based on assessment of prior experiential learning (non-formal and informal)

b) Application for APEL.C may be open to all areas and level of study under the MQF except for postgraduate study by research.

c) Programmes that can offer APEL.C must at least have obtained provisional accreditation by the Malaysian Qualifications Agency (MQA) and has been approved by Ministry of Higher Education (MOHE).

d) Courses under professional bodies that is a component of a programme structure may also be considered for APEL.C, subject to approval by relevant professional bodies.

e) APEL.C encompasses the assessment of prior experiential learning for the purpose of credit award. Learning acquired through Massive Open Online Courses (MOOC) or any other methods of self-learning should also be considered under this provision.

2.2 APEL.C Process

Before deciding to apply for APEL.C, the learner is expected to know and understand the stages of the APEL.C process and has realistic expectations of possible outcomes of the application.

All the general enquiries pertaining to APEL.C should be directed to the Professional and Continuing Education (PACE) department. The APEL.C Application Process involves a Pre-Application Process and Application Process. Refer to the APEL.C Application Process below:

```
New Admission                                    Sunway University
Applicant                                        Student Applicant
     │                                                 │
     │          ┌─────────────────────┐                │
     └────────▶ │  Attend APEL.C briefing │ ◀───────────┘
                │  session and complete   │
                │  Self-Assessment Form   │
                └─────────────────────┘
                          │
                          ▼
                      ◇ Eligible? ◇
                          │
                          ▼
                ┌─────────────────────┐
                │ Learner submits APEL.C │
                │  Application Form and   │
                │         Fees            │
                └─────────────────────┘
                          │
                          ▼
                ┌─────────────────────┐
                │  APEL.C assessment      │
                │  route, time and date   │
                │       informed          │
                └─────────────────────┘
          ┌───────────────┴───────────────┐
          ▼                               ▼
  ┌───────────────┐             ┌─────────────────────┐
  │ Challenge Test │             │ Portfolio Submission │
  └───────────────┘             └─────────────────────┘
          │                               │
          └───────────────┬───────────────┘
                          ▼
                ┌─────────────────────┐
                │  Results processing     │
                └─────────────────────┘
                          │
                          ▼
                ┌─────────────────────┐
                │     Endorsement         │
                └─────────────────────┘
                          │
                          ▼
                ┌─────────────────────┐
                │      Credit(s)          │
                │      awarded            │
                └─────────────────────┘
                          │
                          ▼
                       ( End )
```
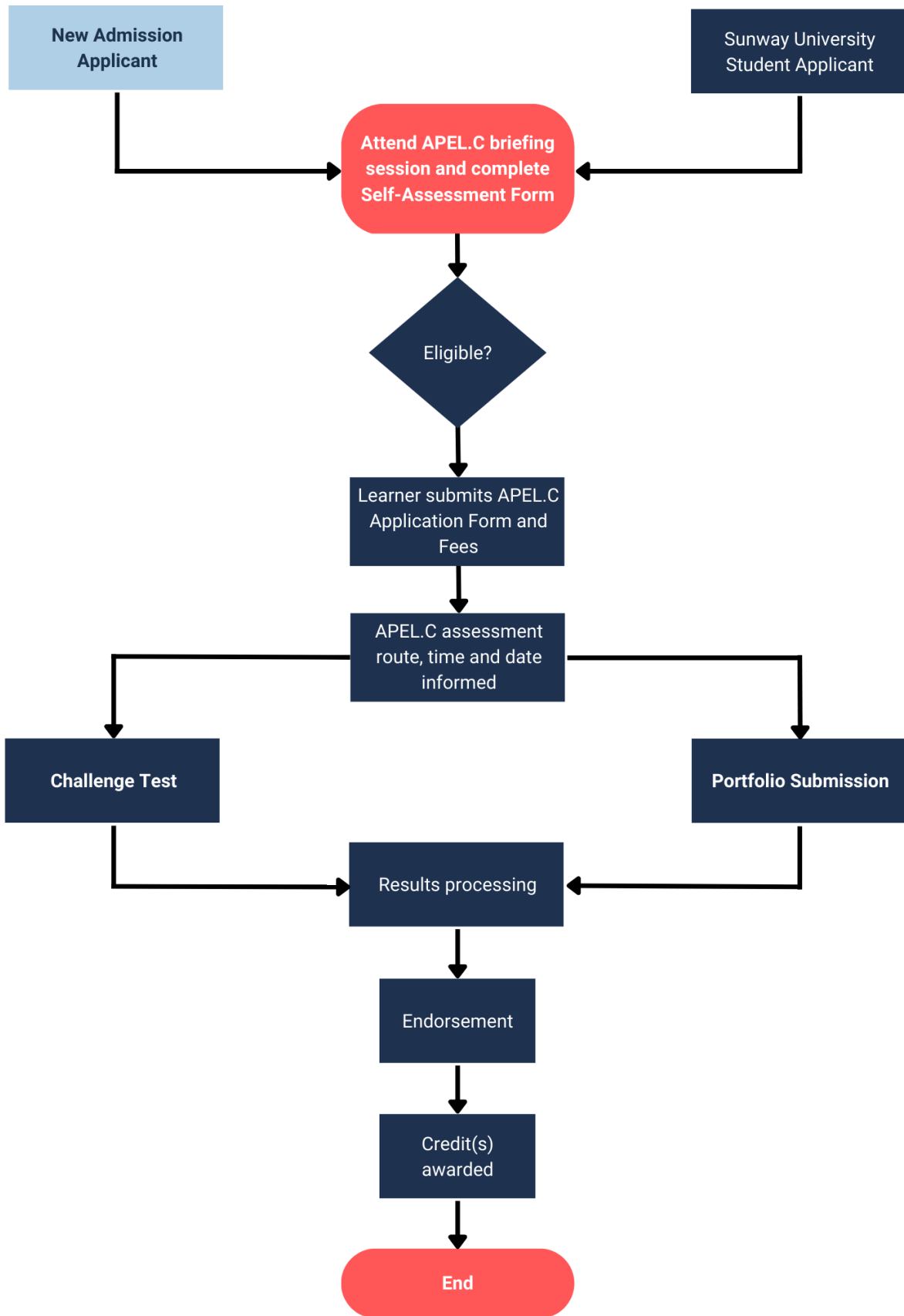
2.2.1 Eligibility

APEL.C is available to:

- Students registered with Sunway University.
- Malaysian & International students residing in Malaysia.
- Students entering a programme through formal or APEL.A routes.
- Postgraduate Programmes: Limited to courses in programmes conducted through coursework and mixed modes.

2.3 Award of Credits

a) The award of credit through APEL.C is in the form of ungraded credit transfer where it does not involve transfer of grade and the calculation of grade in GPA/CGPA. However, credits awarded for the course will be counted towards the total credit requirements for programme completion and graduation.

b) APEL.C is applicable for all courses except for final year project and dissertation, and for all areas and MQF level programme except for postgraduate programme by research.

c) The maximum percentage for credit award through APEL.C is 30% of the total graduating credits of a specific programme of study. The credit transfer through APEL.C can be an addition to the existing formal credit transfer policy.

Table 1: Maximum Credit Transfer Allowed through APEL.C at the Various MQF Levels

Award based on the Malaysian Qualifications Framework (MQF)	Minimum Graduating Credits	30% from the minimum credits of the coursework component
Level 8: Doctoral Degree (Applicable only to coursework or mixed mode programmes)	80	24
Level 7: Master's Degree (Applicable only to coursework or	40	12

mixed mode programmes)		
Level 7: Postgraduate Diploma	30	9
Level 7: Postgraduate Certificate	20	6
Level 6: Bachelor's Degree	120	36
Level 6: Graduate Diploma	60+4 (MPU)	19
Level 6: Graduate Certificate	30+4 (MPU)	10
Level 5: Advanced Diploma	40	12
Level 4: Diploma	90	27
Level 3: Certificate	60	18

Source: GGP: APEL(C), 2020

d) The credits awarded must be equivalent to the credit value of the course applied for APEL.C. Partial credit or block credit transfer is not permissible for APEL.C.

e) Credits awarded for a course are only applicable to the specific course applied for. The credits awarded are not automatically applicable to pre-requisite (if any) of the specific course.

f) Assessment for credit award through APEL.C must be carried out separately for each course.

g) Credits awarded through APEL.C can be transferred to another programme at Sunway University if the course for which the credits have been awarded through APEL.C has the same learning outcome.

h) Learner that are unsuccessful in obtaining credit award through APEL.C will be required to register for the course.

i) APEL.C is applicable for all courses including Industrial training and practicum (based on the suitability of the field) except for final year project- based courses and dissertations.

2.4 Fees

Item	Undergraduate	Postgraduate (by coursework)
Pre-application *(pre-assessment)*	RM100	RM100
Registration + Assessment	RM300	RM300
Credit Transfer	RM350/CH	RM500/CH
Total fee *(if successful)*	**RM1450*3CH/ RM1800*4CH**	**RM1900*3CH/ RM2400*4CH**
Total fee *(if not successful)*	RM400	RM400
Appeal	RM100	RM100

Note: *CH = Credit Hour*

All APEL C fees are non-refundable.

3. APEL.C Assessment Procedures

3.1 Pre-Application Process

a)   Learners who are interested to apply for APEL.C will be required to complete the APEL.C Enquiry Form via iZone or through Sunway University's APEL.C portal which will be submitted to PACE. Alternatively, the learners can email PACE directly at pace@sunway.edu.my.

b)   Learners are expected to submit the Enquiry Form for APEL.C at least a semester prior to which the course offered that a learner is seeking credit award. It is strongly recommended for learners to initiate the APEL.C application process as soon as they are registered onto the programme of study i.e. within the first semester or first year of study on the programme.

c)   An APEL Advisor will contact the learner either online or in person to schedule an appointment and provide a briefing on the APEL.C application process.

d)   At this stage, the APEL Advisor will provide the learner with an APEL.C Handbook and thoroughly explain the entire application process.

e) Upon completion of the pre-application stage, the learner will be required to complete the APEL.C Acknowledgment Form (refer to Appendix A), which will be provided by the Advisor. This is to confirm that the learner has received sufficient information and briefing regarding the APEL.C process.

3.2 Application Process

a) After the completion of the pre-application process, the APEL.C application process may then be carried out. The APEL.C Application process involves the following:

   i.   Self-Assessment
   ii. Assessment
   iii. Assessment Result

b) It is recommended that learners apply for APEL.C in their first year of study, and the latest possible time to submit an application is one semester before the course they are seeking credit transfer for is offered. This is to ensure that the credit transfer evaluation process can be completed in time.

c) The following provides a guide in relation to the timeline for the APEL.C application process:

Table 2: Guide on Timeline for APEL.C Application Process

APEL.C Application Activity	Timeline/Duration
Learner inquiry and pre-application process	First semester or first year of study (Latest to initiate the pre-application process is a semester prior to offering of the course learner is seeking credit award).
• Consultation with Advisor • Self-assessment exercise • Conduct of assessment • Assessment evaluation and moderation	Two (2) months

• Quality assurance review • Subject Assessment Board • Programme Assessment Board	One (1) month
Learner informed of the official assessment result	Within five (5) working days after endorsement of Programme Assessment Board

Note: *If a learner is unsuccessful in the assessment and wants to make an appeal, the duration for the APEL.C application process may be further extended by at least another one (1) month.*

3.2.1 Self-Assessment

a) Prior to the submission of a formal application for APEL.C, the learner will be required to complete a self-assessment exercise with the guidance of the Advisor. The learner will be required to:

   i. Complete the APEL.C Self-Assessment Form (Appendix B)

   ii. Submit a 500-word report related to information on learner's prior experiential learning which is related to the course applied for the credit award (Appendix B).

   iii. Provide updated curriculum vitae.

b) The Advisor assigned to the learner will advise and give guidance on the completion of the Self-Assessment Form. The learner is expected to submit the completed Self-Assessment Form and other supporting documents to the Advisor within one week of their first session with the Advisor.

c) Based on the Self-assessment exercise, the Advisor will determine the student's eligibility and make appropriate recommendation:

   i. If evaluation of the self-assessment exercise indicates that learner is unlikely to succeed, the learner will be advised accordingly, and application will cease.

   ii. If evaluation of the self-assessment exercise indicates that learner is likely to succeed in the application, the learner will be asked to complete APEL.C Application Form (Appendix C) and make payment for the application process.

iii. Once the application has been processed by PACE, the learner will be informed about the assessment process based on the Advisor's recommendation, which can either be a Portfolio or Challenge Test.

d) If the learner is found eligible, the learner will be required to make a payment as specified in **Section 2.4 Fees**.

3.4 Assessment & Results Process

a) Credits that are awarded through APEL.C must be based on demonstrated and evidence- based learning; and not solely on the basis of claiming the experience itself.

b) Learners must meet the assessment criteria to determine the evidence presented is satisfactory and appropriate in terms of;

   i. Good alignment/matching between CLO's stated in the course outline and the evidence

   ii. Evidence presented is reliable (the assessment can be repeated with the same outcomes) and valid (the assessment must be able to identify the knowledge and skills it purports to assess)

   iii. Sufficient evidence is provided; in breadth and depth including evidence of reflection to demonstrate the achievement of the CLO's or competencies claimed

   iv. Evidence clearly reflects the learner's own effort and experience

   v. Evidence provided reflect the currency of knowledge/skills as required by the discipline of the course

c) For both the Challenge Test and/or Portfolio assessment, learners must achieve at least 50% of each Course Learning Outcome (CLO).

d) The course that has been awarded credit through APEL.C will appear in the transcript of the learner as "CT(APEL)", which is to be read together with the Malaysian Qualification Statement (MQS).

e) The credit will not be graded and will not be considered in the calculation of GPA/CGPA. However, the credits will be counted towards the total credits required for graduation.

f) The results of the assessment and credit awards granted through APEL.C will be reviewed by the Subject Assessment Board and subsequently confirmed by the Programme Assessment Board. This board is a standing committee of the Academic Senate.

g) Learners will be informed of their APEL.C Assessment results through Sunway University's eLearn portal.

h) Learners who are not successful in the APEL.C assessment will have to complete the course through the usual process in their respective programme of studies.

i) A learner who fails the Challenge Test of the chosen course will not be allowed to submit a Portfolio for assessment for the same course and vice versa. Re-attempt of the Challenge Test and re-submission of new evidence in the Portfolio for the same course through APEL.C is strictly NOT allowed.

3.5 Appeal Process

a) If a student is dissatisfied with the APEL.C assessment results, they can submit a written appeal to the APEL.C Unit by completing the APEL.C Appeals Form (Appendix F) and sending it via email to PACE. The appeal should include the grounds for appeal and must be submitted within one (1) week from the date of the official announcement of the result.

b) PACE will forward the appeal request to the relevant department or school. The Dean of the school will then appoint a different Assessor to evaluate the appeal's

merits. Please note that a processing fee will be charged for each course appealed.

c)   The appeal process may take up to one (1) month or more, depending on the complexity of the case being reviewed. Once a decision has been reached, PACE will inform the learner of the outcome, and the Assessor's decision will be final.

4. Assessment Instrument of APEL.C

4.1 Assessment Instruments

a)   The assessment of APEL.C will encompass the comparability of the experiential learning acquired by the learner to the learning outcomes of a course in an existing programme. The assessment should strictly be made in correspondence to the credit value of the course and level of the programme.

b)   The APEL.C Assessment process will be administered online through Sunway University's eLearn portal or physically.

c)   Based on the evaluation of the Self-assessment Exercise, the Advisor may recommend to the learner to undertake a Challenge Test or submit a Portfolio for the assessment.

d)   The evaluation of the assessments will be done by an Assessor who is a subject matter expert in the course applied for APEL.C assessment and credit transfer.

e)   If the learner is to undertake a Challenge Test, the learner will be informed of the details and conduct of the Challenge Test through the eLearn portal. Similarly, where a Portfolio submission is required, the learner will be informed on the deadline and submission link for the submission date through the eLearn portal.

f)   Learners are not allowed to apply for APEL.C for courses which the learner has already registered for and have undertaken during the period of study.

4.2 Challenge Test

a) A Challenge Test is a proctored standard test to assess if the student has achieved the Course Learning Outcomes (CLOs).

b) A Challenge Test can be in the form of a written test, oral examination and/or performance assessment; depending on the nature and discipline of the course.

c) A combination of several methods of assessments maybe required to appropriately measure prior experiential learning of the learner that meets the learning outcome of the course.

d) Learners will be informed on the assessments allotted to them through eLearn.

e) All information related to Challenge Test assessments, including announcements and assessment details, will be provided through eLearn. It is the learner's responsibility to stay up-to-date with the information pertaining to their APEL.C Challenge Test independently through eLearn.

4.3 Portfolio Submission Guidelines

a) A Portfolio is a formal document that contains a compilation of evidence documenting the learner's prior experiential learning and his/her articulation of learning acquired over a period.

b) A Portfolio is prepared by the learner with the objective to demonstrate that the learning acquired is relevant and specific to each of the course learning outcome for a particular course.

c) Students are required to complete the Portfolio Submission Form (Appendix D) in documenting their prior experiential learning with their Portfolio Submission.

d) In submitting the Portfolio, the learner must ensure that they meet the assessment criteria by providing evidence that are relevant and sufficient to indicate mastery of the learning outcomes of the course that the learner is applying credit award for.

e) A learner may be required to attend interview or undertake any supplementary assessment to substantiate the evidence submitted for the Portfolio. The Portfolio must be prepared in English.

f) All Portfolio submission, interviews and additional evidences requested will be submitted through the designate eLearn course.

g) It is the learner's responsibility to stay up-to-date with the information pertaining to their APEL.C Portfolio Submission independently through eLearn.

4.3 Criteria for Award

Credits awarded via the APEL.C initiative must be awarded based on demonstrated evidence-based learning; not solely on the basis of experience claims itself. All types of learning, regardless of when, where, or how it was acquired, may be considered, but the learner must prove through assessments that learning has taken place. The assessment is mapped to the Course Learning Outcomes to ensure that the learning outcomes have been met.

For both Challenge Test and Portfolio Assessment, learners are required to achieve at least 50% of **each** Course Learning Outcome.

5. Important Contact

If you have any enquiries regarding APEL.C, contact us at:

Professional and Continuing Education (PACE) Department

Level 12,

5, Jalan Universiti, Bandar Sunway,

47500 Petaling Jaya,

Selangor

Tel: 03 7491 8622

Email: apel@sunway.edu.my

Appendix A

SUNWAY UNIVERSITY

APEL.C ACKNOWLEDGEMENT FORM

PART A: PERSONAL PARTICULARS

Student Name	
Student ID	
Name of Programme	

PART B: STUDENT ACKNOWLEDGEMENT

I hereby acknowledge that I understand and accept the Learners Guide Book on APEL.C, and the terms and conditions of APEL.C processes and procedures.

Name with Signature		**Date**	

PART C: ADVISOR ACKNOWLEDGEMENT

I hereby acknowledge that the above learner understood and accepted the Learners Guide Book on

Name with Signature		**Date**	

APEL.C, and the terms and conditions of APEL.C processes and procedures.

SUNWAY UNIVERSITY

APEL.C SELF-ASSESSMENT FORM

PART A: PERSONAL PARTICULARS

Student Name	xxxxx
Student ID	xxxxx
Name of Programme	Masters in Sustainable Development
Course Code & Title	SFI 5013 Finance and Sustainability
Credit Value	3

PART B: SELF-ASSESSMENT EXERCISE

Course Learning Outcomes (CLO) Statements	I have learned this through my former studies or working career and can provide paper evidence/ documents/ certificates	I know most of this but I have no paper evidence	I am willing to complete a task/ Assignment or any form of relevant Assessment to show I have learned this	I really need to take the module
CLO1: Measure the effectiveness of financial instruments for sustainability				
CLO2: Apply related application in assessing financing options and returns				
CLO3:				

Course Learning Outcomes (CLO) Statements	I have learned this through my former studies or working career and can provide paper evidence/ documents/ certificates	I know most of this but I have no paper evidence	I am willing to complete a task/ Assignment or any form of relevant Assessment to show I have learned this	I really need to take the module
Formulate investment decisions				
CLO4: Structure financing plans for sustainable projects				

PART C: REPORT SUBMISSION

Based on the above course learning outcomes, in about 500 words, **discuss how to measure the effectiveness of financial statements for sustainability; and how to apply related application in assessing financing options and returns in respect of ESG. In addition, how do you formulate investments decisions and structure financing plans for ESG project?**

PART D: STUDENT DECLARATION

I confirm that all the information on this form are correct to the best of my knowledge and the document provided to support this application is authentic, true, accurate and is my own work.			
Name with Signature		Date	

PART E: ATTAINMENT OF CLO *(to be completed by advisor)*

CLO	Attainment of CLO (1 – 5)*	Evidences (Documents/Certificates)

Note: The advisor will only recommend for APEL.C assessment if the score of each CLO is 3 and above.

*Scale: 1 = Poor, 2 = Fair, 3 = Satisfactory, 4 = Good, 5 = Excellent

PART F: ADVISOR RECOMMENDATION:

Recommendation on Student's APEL.C Application:

☐ Recommended to proceed with APEL.C application

☐ NOT Recommended

Recommendation on the Mode of Assessment:

☐ Challenge Test

☐ Portfolio Submission

Signature: _____

Name: _____

Date:_____

Received by:	Date:

Appendix C

APEL.C APPLICATION FORM

Name	xxxxxxxxxxxxxxxx
Identity Card No. / Passport No.	xxxxxxxxxxxxxxxx
Name of Programme	Masters in Sustainable Development
Course Code & Course Title	SFI 5013 Finance and Sustainability
No. of Credits of the Course	3

Mode of Assessment Chosen		
		Challenge Test
	✓	Portfolio Submission

I hereby:

a. declare that I have read and understood all the following terms and conditions stipulated under the provision of APEL.C of Sunway University:

b. declare that all the information/documents provided to support this application are authentic,true and accurate.

I fully understand that the Sunway University reserves the right to reject my application if proven otherwise. I also agree to the mode of assessment recommended by the APEL. C Advisor.

Signature	
Name	xxxxx
Date	xxxxx

For Office Use only:

CONFIRMATION OF APEL.C ADVISOR:	I hereby confirm that the above student has been advised and is deemed eligible for the APEL.C assessment. _____ Signature	
	Name	
	Date	

Appendix D

PORTFOLIO SUBMISSION FORM FOR LEARNERS

PART A: PERSONAL DETAILS

Full Name	xxxxx
Identity Card No./ Passport No.	xxxxx
Name of Programme	**Master in Sustainable Development Management**
Course Code & Course Title	**SFI 5013 Finance and Sustainability**
No. of Credits of the Course	**3**

PART B: COMPETENCY WORKSHEET FOR COURSE – BASED LEARNING PORTFOLIOS

COURSE CODE & NAME	**SFI 5013 Finance and Sustainability**
COURSE SYNOPSIS	Financial decisions are increasingly influenced by the scarcity of resources and climate change while seeking profitability to enhance shareholder wealth. Research has shown that financial decisions which fail to address environmental and social risks will be less resilient to these challenges, and put the existence of organisations at risk. This course covers finance and sustainability as integrated courses by introducing finance tools and principles in financial analysis, financing and valuation of sustainable businesses. The module is designed for students with a basic knowledge and understanding of business and sustainability concepts.

COURSE LEARNING OUTCOME	LEARNING STATEMENTS	ORIGIN OF LEARNING	SUPPORTING DOCUMENTATION
1. Measure the effectiveness of financial instruments for sustainability 2. Apply related application in assessing financing options and returns 3. Formulate investment decisions	1. Create framework using ratios and trend analysis to assess financial sustainability and performance of a business. 2. Integrate ESG factors into financial appraisal tools. Appraise sustainable long-term capital investment using financial appraisal techniques 3. Develop a framework to estimate the value of a sustainable business and evaluate long-term sources of finance for a sustainable	[State previous employment or experiences that indicates the learning origin that are relevant to the course learning outcomes]	[Provide attachment list]

COURSE CODE & NAME	SFI 5013 Finance and Sustainability		
4. Structure financing plans for sustainable projects	business and appraise their effect on the capital structure 4. Evaluate long-term sources of finance for a sustainable business and how ESG integration into bonds can create additional value for issuers		

DECLARATION:

I hereby declare that all the information/documents provided to support this application are authentic, true and accurate. I fully understand that the Sunway University reserves the right to reject my application if proven otherwise.

Signature		Date	
Name			

Appendix E

STUDENT APPEAL FORM FOR APEL.C RESULTS

Before completing this form please seek guidance from your Assessor and Advisor. The form and accompanying evidence should be completed and submitted electronically to PACE at the following email address: apelc@sunway.edu.my

SECTION A – PERSONAL DETAILS & JUSTIFICATION OF THE APPEAL

Student ID		NRIC/ Passport Number	
Programme			
Please provide explanation of the grounds for your appeal. If space is insufficient, please attach additional page/s and write 'see attached' in this section.			

SECTION B – COURSE DETAILS

Course Code and Title	Type of Assessment

SECTION C: STUDENT DECLARATON

In making this submission, I declare the information provided in this application is accurate and that I have read and understood the information relating to the appeals process. The application is considered by me to be complete unless I have indicated above that there is further information to follow.

Signature of the Student:		Date:	

For Office Use

SECTION D: OUTCOME BY THE SCHOOL APPEALS COMMITTEE (SAC)

Comments/ Notes from the Committee

Decision/ Recommendation of the SAC
☐   Upheld
☐   Not Upheld
Remarks:

Name & Signature of the Chair of

SAC:Date:

Remarks from PACE

Name &

Signature:Date: