



AICB MEMBERSHIP AND QUALIFICATION REGULATIONS

Version 3.1

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 Bankers (AICB) ("**the Institute**") Article of Association ("**Constitution**") and shall come into effect on 1 June 2022 (unless stated otherwise).
- 1.2. This Regulation sets out the requirements and guiding principles for AICB's Chartered Banker programme qualification's structure, membership, enrolment, assessment, and fees applicable to interested candidates.

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 Banking School (ABS) is the Institute's partner that also provides training and learning support for the Institute's programmes and qualifications.

Asian Institute of Chartered Bankers, 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 includes assignments, examinations, tests and/ or any other method of assessing deemed applicable to the qualification, 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.

Assessment structure means the assessment methods and format designed for the module and/ or programme to evaluate the candidates' level of competency at the end of the study to determine whether they would qualify for a pass grade or fail.

Board of Examiners (BoE) are appointed by the Council under the Bye-Laws of the Institute to oversee the development and assessment of the examinations of the Institute and ensure that such examinations are consistent with the prescribed curriculum of the relevant programme for the qualifications.

Bye-Law means the Bye-Law of the Institute, as amended from time to time.

Candidates means Individual Members who have enrolled into the Institute's module/ programme/ qualifications.

Chartered Banker (CB) is the designation awarded to candidates who have 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.

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

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.

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.

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

Entry requirement means the formal criteria members must meet to enrol into the Institute's programmes or qualifications.

Examination 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.

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

The Institute means Asian Institute of Chartered Bankers.

Members means the individual members of the Institute.

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

Module time limit means the time allocated to candidates to complete and pass the module after successful registration.

Proctor means the invigilator for online examinations.

Programme fee means the module registration, examination, and learning resources fees.

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

Qualification time limit means the time allocated to candidates to complete all the required modules to complete a certificated programme or qualification at the respective level of study.

Recognition of prior experiential learning (RPEL) means the evaluation and recognition of a member's relevant skills and knowledge gained through work experience, training, and other practical experience to gain advance entry to either Level 2 or Level 3 of Chartered Banker programme (Experiential Route).

Recognition of prior learning (RPL) means the evaluation and recognition of a member's achievement from a relevant certificated learning programme.

Regulation means the AICB Membership and Qualification Regulations.

Route means the progression pathway to be a Chartered Banker.

- 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 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 2.1.

3. Introduction to Chartered Banker

- 3.1. Chartered Banker is the most prestigious, internationally recognised, and sought-after professional designation in the banking industry. The Chartered Banker (CB) designation gives assurance to financial services consumers that an individual has made a significant commitment to maintaining the highest standard of excellence and professionalism.
- 3.2. This qualification is jointly awarded by AICB and the Chartered Banker Institute in the United Kingdom (UK). The Chartered Banker Institute, UK, is the only organisation in the world approved by the UK's Privy Council to award the "Chartered Banker" designation.
- 3.3. Asian Banking School (ABS) and the International Compliance Association (ICA), UK are AICB's collaborative partners in the delivery of the Chartered Banker Qualification and programmes.
- 3.4. The certificated programmes offered under this framework is open for enrolment to eligible persons who aspire to pursue career advancement in the banking and finance services industry.
- 3.5. Successful candidates will be entitled to use the specific designation after their name based on their qualifications and membership requirements.

4. Membership

4.1. Membership and Professional Designation

- 4.1.1. 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 employees and former employees of financial institution as well as other individuals who intend to pursue a career in banking.
- 4.1.2. Members who have completed the Institute's qualification as per the AICB Chartered Banker Membership and Qualification Framework (Figure 2) may use the following membership designation after their names as follows:

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 1. AICB Membership Designation

4.1.3. To retain the membership and professional designation, members must comply with the CPD requirements and pay their annual membership fee accordingly.

4.2. Admission to Membership

4.2.1 A person shall be eligible for admission to membership as an Affiliate if he:

- satisfies the educational and other requirements for acceptance on such programme of study of the Institute as may be prescribed in this regulation; or
- 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
- has completed the Introduction to Ethics Programme conducted by the Asian Banking School.

4.2.2 A person shall be eligible for admission to membership as an Associate if he:

- Has passed the assessments and satisfied such other requirements as may be prescribed by the Council in this regulation; or
- 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
- Is a member of FMAM as stipulated in the AICB-FMAM Dual Membership Regulation.

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

- Has passed the assessments as may be prescribed in this regulation and satisfied such other requirements as prescribed by the Council; or

- Is a qualified member of any institute for bankers and other requirements as prescribed by the Council in this Regulation.

4.3. Readmission to Membership

4.3.1 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:

- a) a full year's subscription is due in respect of the year in which the resignation or cessation of membership occurred.
- b) 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.

4.3.2 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.

4.3.3 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 a record of CPD activities undertaken since resignation or cessation of membership.

5. AICB's Code of Professional Conduct

5.1. 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.

5.2. The Code of Professional Conduct is accessible via the Institute's website.

6. The Chartered Banker Qualification

6.1. Chartered Banker Qualification Framework

6.1.1. There are three (3) levels of study to the Chartered Banker Qualification framework. There are certificated programmes within the framework awarded by AICB and its partners. Candidates are normally required to complete each level of study consecutively within the allocated qualification time limit.

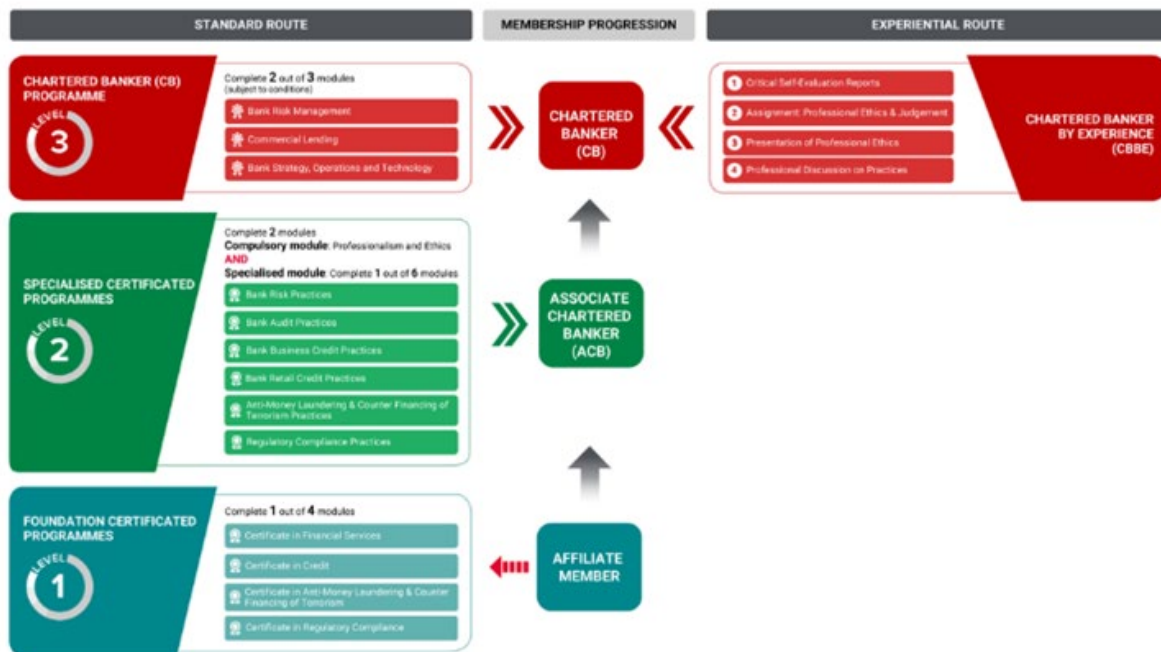


Diagram 1: The New Chartered Banker (CB) Membership and Qualification Framework (CB Framework)

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.

Figure 2. The AICB Chartered Banker Membership and Qualification Framework

6.2. The Route to Chartered Banker

6.2.1. There are two (2) Routes to completing the qualification:

- a) The Standard Route – for qualifications with progressively higher levels of achievement, a candidate starts from the introductory level of the qualification and progresses through the qualification framework to the higher levels of the qualification, completing all required modules or parts of the qualification curriculum. For standalone qualifications, a candidate enrolls for and completes all required modules or parts of the qualification.

- b) The Experiential Route – is open specifically to experienced bankers and it provides candidates with a fast-track progression to complete the certificated programmes.

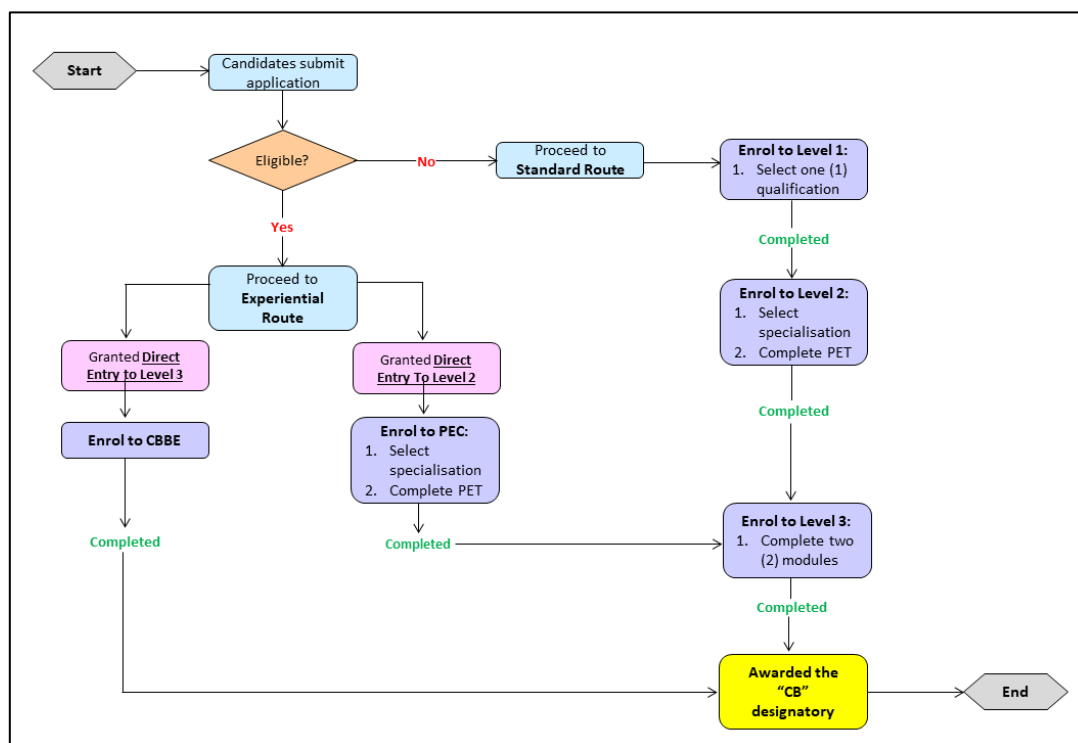


Figure 3. The AICB Chartered Banker route

6.2.2. The **Standard Route** offers any eligible members to enrol into the Qualification.

6.2.2.1. At Level 1 (Foundation), candidates are to complete one (1) certificated programme to progress to Level 2 (Specialist) level of study. For modules available, see Figure 2.

6.2.2.2. At Level 2, candidates have to enrol to the Specialist Certificate of their choice and complete one (1) compulsory module, which is Professionalism and Ethics (PET), and the relevant specialised module to the qualification enrolled. Some of the specialised modules may be offered by AICB partners.

6.2.2.3. For specialised modules available, see Figure 2.

6.2.2.4. Candidates will be awarded a Specialist Certificate upon completion of the Level 2 Specialist Certificate programme.

6.2.2.5. At Level 3, candidates are to complete two (2) modules. For modules available, see Figure 2.

6.2.2.6. Candidates must select two (2) appropriate Level 3 modules based on their prior learning. The requirements are as follows:

Level 2 Specialist Certification	Level 3 Modules to Register
Credit qualification (Bank or Retail Lending)	BRM and SOT
Risk qualification	COL and SOT
Audit or AML/ CFT or Regulatory Compliance qualification	BRM and COL

Figure 4. Level 3 module based on prior learning

6.2.3. The **Experiential Route** provides candidates a fast-track progression to complete the certificated programmes. Open specifically to experienced bankers, this Route grants its eligible candidates a direct entry to Level 2 (Specialist) or Level 3 (Chartered Banker) level of study.

6.2.3.1. When granted direct entry to Level 2, candidates will be required to enrol on the Prior Experience Conversion (PEC) programme. Candidates of the PEC programme must take PET and select a specialisation from the list below:

- Risk
- Audit
- Credit (Business or Retail)
- Anti-money laundering and counter-financing terrorism (AML/ CFT)
- Regulatory compliance

6.2.3.2. Candidates who have completed the PEC will be awarded with a Specialist Certificate based on their area of specialisation.

6.2.3.3. Candidates who have completed the PEC programme may progress to Level 3 (Chartered Banker) of the Standard Route to complete two (2) modules before they can be awarded the Chartered Banker designation, or progress to CBBE if they are eligible.

6.2.3.4. When granted direct entry to Level 3, candidates will be required to enrol on the Chartered Banker by Experience (CBBE) programme.

6.2.3.5. Candidates who completed the CBBE programme will be awarded the Chartered Banker designation as per those who have completed the Level 3 (Chartered Banker) level of study via the Standard Route.

6.3 Qualification Time Limit

- 6.3.1. Qualification time limit is applicable for Chartered Banker Programmes.
- 6.3.2. The 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.
- 6.3.3. The qualification time limit starts once candidates enrolled to the qualification at its respective level of study in the Standard Route.
- 6.3.4. The qualification time limit for each level of study in the Standard Route is as follows:

Level of study	Time limit
Level 1 (Foundation Certificated Programmes)	12 months
Level 2 (Specialised Certificated Programmes)	24 months
Level 3 (Chartered Banker Programme)	24 months

Figure 5. The qualification time limit

- 6.3.5. Candidates who fail to complete the respective level of study within the stipulated qualification time limit in Figure 5 will lose all the passes accumulated and must re-apply to the programme and/ or qualification.
- 6.3.6. Candidates will not be able to access the online learning materials in the AICB Member Portal once the qualification time limit has expired.
- 6.3.7. Candidates may apply for Extension of Qualification Time Limit if there are extenuating circumstances (see 6.4.3).

6.4 Extension of Qualification Time Limit

- 6.4.1. Candidates are eligible to request an extension of the qualification time limit subsequent to having completed a minimum of 50% of the programme to which they are currently enrolled.
- 6.4.2. An application for extension for qualification time limit can only be made after the Candidate has successfully enrolled to the qualification. The extension of qualification time limit can only be made within:
- a) 30-days after the qualification time limit has expired, or
 - b) 30-days after the latest results released
- 6.4.3. An extension of a qualification time limit can only be considered on the basis of extenuating circumstances, which encompasses the following factors:
- a) Illness, injury, or hospitalisation
 - b) Illness of an immediate family member
 - c) Bereavement of an immediate family member
 - d) Acute personal/ emotional circumstances
 - e) Involvement in an accident
 - f) Victim of a crime
 - g) Victim of natural disaster
 - h) Any other extenuating circumstances.
- 6.4.4. Please note that this is not intended to be an exhaustive list of circumstances and if members study has been impacted by other circumstances that are beyond their control, they should contact the Institute for advice.
- 6.4.5. All applications and supporting documents must be submitted via the AICB Member Portal. Applications without relevant supporting documents will not be considered.

6.5 Module Time Limit

- 6.5.1. The module time limit means the time allocated to candidates to complete and pass the module after successful registration.
- 6.5.2. The module time limit is applicable to all Chartered Banker modules.
- 6.5.3. The module time limit starts once candidates have successfully registered for a module.

6.5.4. The module time limit allocated to each level is listed below:

Level	Module time limit
Level 1 Modules	12 months per module
Level 2 Modules	12 months per module
Level 3 Modules	12 months per module

Figure 6. Module time limit

6.5.5. Candidates must make sure they complete (pass) the module before the module time limit expires.

6.5.6. Once the module time limit has expired, access to learning materials in the AICB Member Portal will be deactivated even when the qualification status in the AICB Member Portal is still active. To reactivate the access to the learning platform and materials, candidates must re-register to the module.

6.5.7. Candidates may apply for an Extension of Module Time Limit if there are extenuating circumstances (6.6).

6.6 Extension of Module Time Limit

6.6.1. Extension of module time limit is applicable to all levels of the Chartered Banker programme.

6.6.2. An application for extension for module time limit can only be made after the Candidate has successfully registered to the module and attempted the module at least once.

6.6.3. The application for extension of module time limit can only be made within 30 days after the module time limit has expired.

6.6.4. An extension of a module time limit can only be considered on the basis of extenuating circumstances, which encompasses the following factors:

- a) Illness, injury, or hospitalisation
- b) Illness of an immediate family member
- c) Bereavement of an immediate family member
- d) Acute personal/ emotional circumstances
- e) Involvement in an accident
- f) Victim of a crime

- g) Victim of natural disaster
- h) Any other extenuating circumstances.

6.6.5. Please note that this is not intended to be an exhaustive list of circumstances and if members study has been impacted by other circumstances that are beyond their control, they should contact the Institute for advice.

6.6.6. All applications and supporting documents must be submitted via the AICB Member Portal. Applications without relevant supporting documents will not be considered.

7. Assessment

7.1. Assessment Structure

Individual module assessment structure and requirements can be found in the module specifications available in the AICB’s website. It is important that reference is made to the latest module specifications to ensure updated and correct information.

7.1.1. The Institute’s module grade band is as follows:

Grade band	Grade	Marks (%)
Distinction	D	80 and above
Pass	P	60 – 79
Fail	F	59 and below

Figure 76. Grade band

7.2. Module Registration, Examination Booking and Confirmation, and the Examination Rescheduling Policy

7.2.1 Module registration is done upon enrolment, via the AICB Member Portal.

7.2.2 Upon module registration for Level 1 and 2, candidates can proceed to book the online examination and will receive a confirmation slip via e-mail with details of the examination date, time, and venue (if applicable).

7.2.3 For modules with mandatory workshop, candidates are required to meet the following requirements.

Modules with mandatory workshop and assignment	Modules with mandatory workshop only
1. 100% workshop attendance; and 2. Assignment submitted before proceeding to book the online examination.	1. 100% workshop attendance before proceeding to book the online examination.

Figure 8. Examination pre-requisite

7.2.4 Candidates can reschedule or cancel a confirmed examination booking via the AICB Member Portal as below:

- i) For candidates who have booked an examination at a test centre, candidates can reschedule or cancelled a confirmed examination booking via the AICB Member Portal 48-hours before the original examination date.
- ii) For candidates who have booked to take an examination via remote proctoring, candidates can reschedule their examination any time before the scheduled examination time. This is to allow the candidates to test their device and if they discover connection issues, they can amend their examination booking instead of having to go ahead with a bad connection Candidates who have booked an appointment to take the examination at an examination/ test centre can reschedule a confirmed examination booking via AICB Member Portal 48-hours before the original examination date.

7.2.5 Candidates will be considered “**Absent**” when they fail to sit for the examination within the window period. A candidate who is “absent” from an examination will not be entitled to any refund of the programme and/ or examination fees paid or be eligible to carry forward the fee to the future examination sitting.

7.2.6 For candidates who have enrolled to a module with assignment, candidates will be given access to their assignment question after successful module registration.

7.3. Online Examination Regulations

- 7.3.1 All the examinations run by the Institute are conducted online at Pearson VUE either via remote proctoring or at an examination/ test centre.
- 7.3.2 Candidates taking the ICA examinations must refer to the ICA assessment handbook for the ICA examinations regulations. All ICA examinations are conducted online in a platform determined by ICA.
- 7.3.3 The following rules apply to both online-based examinations taken via remote proctoring and online-based examination taken at an examination/ test centre.
- i. Candidates must present their NRIC or driving license or passport for verification. The name on the identification document must match the name in the 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.
 - ii. Candidates are not allowed to ask the proctor/ invigilator any examination-related questions.
 - iii. Candidates are not allowed to access the following types of personal items during the remote proctored examination. If candidates are taking their examinations at the examination/test centre and have these items with them, they must leave them in the designated area provided by the invigilator.
 - Mobile phones
 - Headphones or headsets (wired or Bluetooth)
 - Handheld computers/ personal digital assistants (PDAs) or other electronic devices and pagers
 - Watches
 - Wallets or purses
 - Hats, caps and other non-religious head coverings
 - Barrettes or hair clips larger than ¼ inch (½ cm) wide and headbands or hairbands larger than ½ inch (1 cm)
 - Jewellery that is removable and larger than ¼ inch (½ cm)
 - Bags
 - Coats or jackets
 - Eyeglass cases
 - Books
 - Calculator
 - Notes or
 - Any other materials not specifically approved by the proctor.

- iv. During the examination, candidates will have the option to use a built-in digital whiteboard feature to do scratch work or take notes. Physical scratch paper or note boards and any examination-specific materials such as erasable whiteboards or any other physical writing object, such as a pen, marker, or pencil, are not allowed.
- v. A Non-Disclosure Agreement or other security statement may be presented to the candidates before the examination begins. Candidate 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 Non-Disclosure Agreement, 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. Once the examination has started, any disruptive, threatening, or fraudulent behaviour, or anything specifically against the examination rules, may be grounds for terminating the examination and invalidating the candidate's examination results, or disqualifying the candidate from taking the examination at a future date.
- vii. Candidates should not copy or paste or attempt to remember the examination questions or answers and should not share or discuss any or all of the examination questions or answers seen or viewed during the examination with anyone.

7.3.4 For online-based examination taken via remote proctoring, the following process and rules apply:

- i. Candidates are allowed to take the examination at home or in the office, provided the setting is in a walled room with a closed door and without distractions.
- ii. Candidates must read and familiarise themselves with the online examination system policies and procedure before taking the examination.
- iii. The candidate is 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.
- iv. Candidates must check in to the system 30 minutes before the examination time.

- v. Candidates who are more than 15 minutes late after the scheduled examination time will be unable to begin the examination and be considered “Absent”.
- vi. Upon check-in, candidates will be asked to take photos of their work area, which a proctor will check before launching the examination. Items on the wall with writing on them, such as whiteboards, will be inspected. If the workspace does not pass the room scan procedure, candidates will not be permitted to take the examination.
- vii. No one else is permitted to be in the room with the candidate during the examination.
- viii. Candidates are not allowed to receive any assistance from other individuals while sitting the examination.
- ix. Candidates should not allow other individuals to see the computer screen presenting the examination questions – should the proctor trace the presence of another person in the room during the examination, the examination will be terminated.
- x. Candidates must ensure that their desk/ table is clean and no writing instruments or objects on the desk/ table.
- xi. Additional monitors and computers must be turned off and unplugged.
- xii. Watches must be removed and placed out of sight/ reach during the examination.
- xiii. During the examination, should the candidates have any query or are experiencing any problems or distractions on the systems, candidates may click the chat icon on the screen to prompt for proctor’s assistance.
- xiv. Candidates should 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. If any of those actions occur, a proctor may intervene and remind the candidates of these policies. If the behaviour continues, a proctor may be required to revoke the examination session.
- xv. Breaks are not allowed during the examination 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.

xvi. Water in a transparent container is allowed during the examination. However, eating, smoking, vaping, and chewing gum are prohibited.

7.3.5 For online-based examination taken at an examination/ test centre, the following rules apply:

- (i) Candidates must arrive at the examination/ test centre at least 30 minutes before the scheduled examination time. This will give candidates adequate time to complete the necessary sign-in procedures. If candidates arrive more than 15 minutes late for their appointment, candidates may be refused admission and the examination fees will be forfeited.
- (ii) Candidates must use the online calculator and scratchpad embedded in the examination. Blank paper for rough work cannot be brought into the examination room. Candidates are not allowed to bring their calculators into the examination room.
- (iii) Candidates are not allowed to communicate with the other candidates or any person/ individual(s) during the examination period.
- (iv) Candidates are not allowed to launch the examination until the invigilator has finished making the examination announcements.
- (v) If the candidates require some assistance or need to go to the washroom during the examination session, candidates must raise their hands and wait until one of the invigilators attend to them.

7.4. Examination Deferment Policy

7.4.1 Pursuant to clause 7.2.4, deferment of examination applies to candidates who are not able to reschedule the examination session at least a minimum of 48 hours prior to the original examination session or failed to sit for the examination due to extenuating circumstances as below:

- (i) Illness/ injury/ hospitalisation
- (ii) Illness of an immediate family member
- (iii) Bereavement of an immediate family member
- (iv) Personal/ emotional circumstances

- (v) Involvement in accident
- (vi) Victim of crime
- (vii) Victim of natural disaster
- (viii) Any other extenuating circumstances.

7.4.2 Candidates who wish to apply for deferment under extenuating circumstances can do so by completing the application and submitting the supporting documents no later than ten (10) working days from the date of the examination. Applications without relevant supporting documents will not be considered.

7.5. Workshop Deferment Policy

7.5.1 Deferment of workshop applies to candidates who are not able to reschedule the workshop session at least 30 days prior to the original workshop session or failed to attend for the workshop due to extenuating circumstances as below:

- (i) Illness/ injury/ hospitalisation
- (ii) Illness of an immediate family member
- (iii) Bereavement of an immediate family member
- (iv) Personal/ emotional circumstances
- (v) Involvement in an accident
- (vi) Victim of crime
- (vii) Victim of natural disaster
- (viii) Any other extenuating circumstances.

7.5.2 Candidates who wish to apply for deferment under extenuating circumstances can do so by completing the application and submitting the supporting documents no later than ten (10) working days from the date of the workshop. Applications without relevant supporting documents will not be considered.

7.6 Number of Attempts to an Examination and Assignment

- 7.6.1 Candidates who have not passed the examination may present themselves again on any subsequent occasion provided that they have not exceeded the period allowed for completing such examination as may be prescribed in the Regulations.
- 7.6.2 The number of attempts to an examination allowed to candidates are based on the qualification time-limit (see 6.3) of the qualification and module time-limit (see 6.5) of the module.
- 7.6.3 Guidelines for assignments are provided in the Learner's Guide to which candidates will receive once they enrol on the module.
- 7.6.4 The assignment questions for the Level 2 (Specialist) level of study qualification such as CAMCO and the PEC qualifications are accessible via the Online Learning Platform in the AICB Member Portal and can be downloaded on the release date announced on the Institute's website.
- 7.6.5 The assignment question for Level 3 (Chartered Banker) level of study modules is accessible via Online Learning in Chartered Banker Institute Portal.
- 7.6.6 Turnitin is the tool used to check for plagiarism in assignments and can be accessed in the Online Learning portal via the AICB Member Portal, or for Level 3 via the Chartered Banker Institute portal.

7.7 Resit of Examination and/ or Resubmission of Assignment

- 7.7.1 Candidates must pay resit examination fee and/ or resubmission of assignment fee when they are required to resit examination and/ or submit assignment. The amount to be paid is on the website.
- 7.7.2 Resit examination and/ or resubmission of assignment is applicable for candidates who fail the examination and/ or assignment.
- 7.7.3 Number of attempts to resit examination and/ or resubmit assignment is within the allocated time-limit (see 6.3 and 6.4).

7.8. Examination Misconduct

- 7.8.1 All candidates are expected to display the highest standards of professionalism and a commitment to ethical conduct. To help candidates recognise and maintain these high standards of behaviour, the Institute has a Code of Professional Conduct (see 5.1), which candidates are expected to follow.
- 7.8.2 Any candidate (whether a member of the Institute or not) who is suspected of misconduct in an examination or assessment, whether conducted alone by the Institute or in conjunction or cooperation with other professional bodies or educational institutions, shall be referred to the Chief Executive Officer for investigation. The Chief Executive Officer shall determine the course of action to be taken as set out in the regulations, which includes referral of cases of misconduct to a Disciplinary Committee.
- 7.8.3 For the purposes of this Regulation, misconduct includes any act or conduct that is likely to give an unfair advantage to a candidate (such as cheating, collusion, personating, plagiarism and in possession of unauthorised materials while the examination is in progress), or otherwise amounts to a breach of the Institute's examination regulations and any other related rules.
- 7.8.4 All alleged disciplinary breaches are assessed by an Investigating Officer. Following this, any candidates who are subsequently found to have breached any assessment regulations may, for example:
- (i) be admonished
 - (ii) be issued with a warning letter
 - (iii) suffer a reduction of mark awarded in an assessment
 - (iv) be issued with an assessment result which is void
 - (v) be required to re-sit any assessment
 - (vi) be temporarily or permanently expelled from membership of the Institute
 - (vii) be dismissed from a qualification
 - (viii) be barred from taking the examination in future

- (ix) be barred from registering for another module in the qualification
- (x) be required to resubmit the assignment

7.9. Assignment Misconduct (Issues of Originality and Plagiarism)

7.9.1 Plagiarism is unacceptable, and it is considered misconduct. Plagiarism is where work, excerpts, ideas, or passages of another person are presented without appropriate referencing and credit/ acknowledgement.

7.9.2 Common examples of plagiarism include:

- (i) Submitting someone else's work as their own.
- (ii) Copying words or ideas without giving credit.
- (iii) Failing to put quotes in quotation marks.
- (iv) Giving incorrect information about sources.
- (v) Copying sentence structure but changing words.

7.9.3 Collusion is also a misconduct. Collusion is when two (2) or more candidates submit work that is so similar in concept, content, wording and/ or structure that the similarity extends beyond what could be termed mere coincidence. To avoid collusion, candidates can:

- (i) Discuss with textbooks, guides, online resources, lectures, masterclass etc.; or
- (ii) Work together and share references. However, the submitted work must be their own.

7.9.4 The Institute publishes extensive guidelines on appropriate referencing. Such guidance will be accessible to candidates upon enrolment to a module/ qualification with an assignment component.

7.9.5 The similarity index for the assignment should be lesser than 30%.

7.10. Results

7.10.1 All examination results will be available to candidates via the AICB Member Portal as per the schedule published on the Institute's website.

7.10.2 Examination results will not be released:

- (i) By telephone, fax, or email
- (ii) To candidates with outstanding fees
- (iii) To candidates whose membership has expired.

7.11. Appeals

7.11.1 All results are subject to review by the Board of Examiners prior to release to candidates. This process includes:

- (i) Review of marginal fails and passes. For examinations conducted using an automated, multiple-choice examination process, all marks within 3 marks of the pass-fail grade are double-checked for mathematical correctness.
- (ii) Written assignments are subject to marking verification, i.e., reviewed by a second marker both of marginal pass/ fail scores but also on a randomised basis.

7.11.2 If at the end of an examination a candidate feels that there were circumstances that affected their performance during an examination, e.g., illness, material-technical issues, or adverse environmental factors, then this should be communicated to the invigilator or the proctor at the conclusion of the exam.

7.11.3 Candidates must also email the Institute within three (3) working days from the date of the examination with the grounds for appeal.

7.11.4 Any claim must be supported by relevant evidence, such as medical documentation.

7.11.5 The Institute will respond to all appeals claims within 14 days of receiving the appeal.

7.11.6 All claims of extenuating circumstances will be reviewed by the Institute, whose decision will be final.

7.11.7 Also, appeals will not be entertained for CBI awarded modules in relation to Level 3, Chartered Banker assessments.

7.11.8 The Institute has procedures in place to ensure that the marking of final assignments has been fair. Specifically, prior to the release of results, the following verification processes will occur:

- (i) any assignment which falls within the range 55 – 59% is automatically sent for verification;
- (ii) When a random sample of assignments is sent for verification – this is in addition to the above.

7.11.9 Candidates should note that the decisions of the Board of Examiners are final and appeals against published results will not be considered.

7.12. Certificate Issuance

7.12.1 Upon completion of each level of study, candidates will be awarded a certificate of completion.

7.12.2 In addition, candidates who have successfully completed the level of study will also receive a membership certificate confirming their new membership designation. Candidates may use the membership designatory with immediate effect.

7.12.3 Certificate will only be issued to members with valid status.

8. Enrolment

8.1. General Entry Requirement

8.1.1. All applicants registering as a candidate for any of the Institute's certificated programme must be a current individual member of the Institute, unless otherwise stipulated in this Regulation.

8.1.2. In addition, the applicant must satisfy the educational, practical experience and such other requirements as may be prescribed for the programme.

8.2. The Standard Route Entry Requirements

8.2.1. Pursuant to Bye-Law 38, or enrolment to the level of study via Standard Route, candidates are required to fulfil the following entry requirements and submit the following documents:

Level of study (Standard Route)	Entry requirements	Required documents
Level 1 (Foundation)	1. Minimum SPM certificate; or 2. any equivalent qualifications. <i>Note: Candidates who do not meet the requirement as stated above may be considered for entry into the Programme on a case-by-case basis.</i>	1. Copy of NRIC, or Passport; and 2. Certificate of qualification
Level 2 (Specialist)	1. Completed one Level 1 Foundation Qualification of the Chartered Banker Framework; or 2. Any equivalent qualification.	3. Copy of NRIC or Passport.
Level 3 (Chartered Banker)	1. Completed one Level 2 Specialist Qualification of the Chartered Banker Framework.	1. Copy of NRIC or Passport.

Figure 9. The entry requirements

8.2.2. The required documents are mandatory documents that must be submitted during application and must be a certified true copy.

8.2.3. Candidates can submit application via the AICB Member Portal.

8.3. The Experiential Route Eligibility Criteria

8.3.1. The Experiential Route eligibility criteria are subject to the certificated programme candidates are interested in enrolling on:

Programme name	Entry requirements	Required documents
Prior Experience Conversion (PEC) programme	1) At least 10 years of experience in the banking industry, inclusive of 5 years in any specialised functions (Credit,	1. Curriculum vitae (CV) highlighting the specific descriptions of the job function, achievements, and competencies for each position; AND

Programme name	Entry requirements	Required documents
	Audit, Risk, Compliance or AML/ CFT), AND 2) At least 3 years of relevant specialised function experience in leadership roles, typically in C-2 positions and above (Candidate in C-3 will be considered on a case-by-case basis); AND 3) A testimony and recommendation letter from the Chief Officer (C-Suite) of the specialised function.	2. Organisation chart showing that the candidate meets the requirement of 5 years in a C-1 position; AND 3. A recommendation letter from the CEO's office or the designated office approved by the CEO. The final approval resides with AICB.
Chartered Banker by Experience (CBBE) programme	1) At least 10 years of experience in banking related business, with significant exposure to credit and/ or risk functions; AND 2) At least 5 years of relevant banking experience in strategic leadership roles, typically in C-1 position and above. (Candidate with C-2 position will be considered on a case-by-case basis).	1. Copy of NRIC or Passport; and 2. Curriculum vitae

Figure 70. The experiential route eligibility criteria

8.3.2. Candidates who do not meet the eligibility criteria stated in Figure 10 will be encouraged to enrol via the Standard Route.

8.3.3. The required documents are mandatory documents that must be submitted during application and must be a certified true copy.

8.4. Exemption

8.4.1 Exemption is applicable on the basis of Recognition of Prior Learning (RPL) and Recognition of Prior Experiential Learning (RPEL). This means candidates may be granted an exemption if they have been previously assessed, have obtained certificated learning, or have gained necessary years of professional experience

deemed equivalent, in the Institute's judgment, to the educational level and content of the module in question.

8.5. Exemption on the basis of RPL

8.5.1 Exemption on the basis of RPL is only applicable once throughout the CB Qualification Framework.

8.5.2 Following are the criteria to be fulfilled by candidates to be exempted on the basis of RPL:

- (i) The certificated learning must have been formally assessed, completed, and passed by the candidate;
- (ii) The certificated learning must be directly relevant and at a comparative cognitive level to the module/ qualification;
- (iii) The certificated learning must have a minimum of an 80% content match with the learning outcomes of the module/ qualification requested for exemption;
- (iv) The certificated learning must be appropriately current. This means it must have been completed within the last ten (10) years;
- (v) The certificated learning must be 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; and
- (vi) The certificated learning must be approved or recognised by AICB or the Institute's appropriate partners.

8.5.3. Where an RPL is granted, this will be stated in the transcript as a module-specific exemption.

8.5.4. To apply for exemption on the basis of RPL, candidates will need to pay the exemption application fees and the module exemption fees. The fee amount is published on the website and updated from time to time.

8.6. Exemption on the Basis of RPEL

8.6.1. Exemption on the basis of RPEL is only applicable for candidates who wish to pursue the Experiential Route to a Chartered Banker.

8.6.2. Following are the factors for RPEL considerations:

- (i) Candidates banking experience and how it maps with the learner's aspirations and the technical nature of the curriculum.
- (ii) Duration of work experience and how focussed or varied it was.
- (iii) The candidates' role at work or position level (i.e., Executive, Manager, Supervisor, Analyst).
- (iv) Other relevant external qualifications in relation to its field of study, or subject matter, and/ or evidence demonstrating candidates' ability to study at a particular level.
- (v) At work, training courses attended, and the CPD programme participated.

8.6.3. Where an application RPEL is granted, candidates will be able to commence their study at the level determined by AICB and Chartered Banker Institute.

8.6.4. To apply for exemption on the basis of RPEL, candidates will need to pay the exemption application and the qualification exemption fees. The fee amount is published on the website and updated from time to time.

9. Continuing Professional Development (CPD)

9.1 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.

9.2 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.

9.3 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.

- 9.4 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.
- 9.5 For further information on the CPD activities and requirements, please read CPD Regulations. The CPD Regulations is accessible via the Institute's website.

10. Fees

10.1. Payment of Fees

- 10.1.1 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.
- 10.1.2 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 AICB Member Portal on the Institute's website by credit card, debit card or GIRO/ IBG fund transfer. The invoice/ official receipt for the payment may be downloaded from the portal.
- 10.1.3 The fees are payable through the AICB Member Portal by credit card, debit card, GIRO/ IBG fund transfer, or bank sponsorship.
- 10.1.4 For module registration, the programme fee is paid at the end of the module registration process.

10.1.5 For resit of examination, candidates are required to pay the examination fee only. However, the resit fee for modules with two (2) assessment components are as below:

Assignment	Examination	Overall Grade	Resit fee
Pass	Pass	Pass	Not applicable
Pass	Fail	Fail	Pay Examination fee only
Fail	Pass	Fail	Pay Assignment fee only
Fail	Fail	Fail	Pay Examination and Assignment fee

Figure 11. Resit fee for module with two assessment components

10.1.6 Once payment is received, a receipt for the payment may be downloaded from the portal.

10.2. Refund

10.2.1 All paid fees are non-refundable and non-transferable. However, for the programme fee, a refund is applicable on the basis of extenuating circumstances.

10.2.2 Candidates are advised to assess their readiness and make a firm decision before they register for the module and examination.

10.2.3 A candidate who has withdrawn or is absent from an examination will not be entitled to any refund of the module fee or examination fee paid or to carry forward the fee to the next sitting/ intake.

10.2.4 Cancellation of module(s) will be considered based on the following grounds:

- i) Prolonged illness
- ii) Serious injuries
- iii) Death

10.2.5 Candidates who wish to apply for cancellation are required to email the completed application form and supporting documents to enquiries@aicb.org.my.

10.3. Fee Waiver

10.3.1 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.

10.4. Fee for Retired Member

10.4.1 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.

10.4.2 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

10.4.3 Pursuant to Clause 9.4.1 and 9.4.2 it is the duty of the member to notify the institute if there are any changes to his employment status.