

## 1.0 MISSION OF THE COLLEGE

To become one of the leading private colleges for higher education and vocational training in Malaysia, capable of producing graduates who excel academically, highly skilled and possess good personality.

To be actively involved in research and development that is in line with the mission of the state government.

To produce graduates who will be able to serve the nation and contribute to the community effectively, irrespective of the sector in which they are attached to.

To provide professional education and training to our students and offer good educational opportunities that aim for the global standard

## 2.0 PROGRAMME STRUCTURE

### 2.1 Medium of Instruction

Classes will be conducted in English. The objective is to improve the language proficiency among the students.

### 2.2 Credit Hour Requirements

Definition of Credit Hour

- a) One credit hour of lecture is equivalent to a minimum of one contact hour.
- b) One credit hour of tutorial is equivalent to a minimum of one and a half contact hours.
- c) One credit hour of practical (laboratory/workshop) is equivalent to a minimum of two contact hours per week.
- d) One credit hour of industrial training is equivalent to fifteen working days with a minimum of six working hours per day.

To complete a Diploma program, students must meet a minimum of 90 credit hours including Industrial Training. To graduate, students must obtain at least a CGPA of 2.00 and above.

### 2.3 Learning Methodologies

There are three methods of learning:

- a) Lecture and Tutorial
- b) Practical / Laboratory /Workshop (apply to certain subjects)

c) Industrial Training

2.4 Duration for Completion

Student is expected to complete a diploma course within 6 to 10 semesters and achieved the total credit hours required.

3.0 ACADEMIC CALENDAR

- Classes will be conducted in 14 weeks for each semester referring to the schedule below

Lecture	7 weeks
Mid-semester Break	1 week
Lecture	7 weeks
Study Break/Revision week	1 week
Final Examination	2 weeks

- Academic calendar shall be distributed to lecturers and students at the beginning of each semester.
- Any changes will be notified by issuing a new revision of the academic calendar.

4.0 ACADEMIC SYSTEM

4.1 Subject Registration

- a) The subject registration process must be completed within one week after the registration date. (refer to Appendix 1 , 'Internal Courses Academic Process, Lectures' Manual' Section B5)
- b) Details of maximum/minimum credit hours allowed are as follow

Student Status	Credit Hours
CGPA < 2.0	8 – 12
CGPA > 2.0	15 – 18

- Students who registered in the current semester with total 8 hours or less will be regarded as part time students. Their tuition fees will be based on the credit hours taken.
- Graduating students who are supposed to undergo their practical training and

has one more subject ( 3-4 credit hours) to complete their studies are allowed to register for that particular subject only in the current semester in condition they are attached as interns at IKIP College.

#### 4.2 Drop Subject

Students are allowed to withdraw any subjects with the condition that the minimum credit hours are fulfilled and obtained approval from the subject lecturer.

*(for detail process , refer to Appendix 2 , 'Internal Courses Academic Process' , Students Manual , Section B2)*

#### 4.3 Deferment of Studies

Students who intend to defer his / her studies should write a formal letter to the Program Director stating the reasons for deferment.

*(for detail process , refer to Appendix 2 , 'Internal Courses Academic Process' , Students Manual , Section B1)*

#### 4.4 Withdrawal of Studies

Student wishes to withdraw from studies should fill in 'Borang Berhenti Kursus' (QFSA 03A) and make clearance with Students Admission Department.

#### 4.5 Mentoring System

##### *What is Mentoring System?*

Mentoring is about giving advice and offering guidance to an individual. In the context of learning environment, its aim is to facilitate students' academic, personal and career development.

Lecturers shall be the mentors and students, mentees. Each student shall be assigned to a mentor.

Students are encouraged to meet their mentors should they have any problems in matters as mentioned above.

#### 4.6 Industrial Training

All students are to perform their industrial training for a minimum period of 60 working days (equivalent to 4 credit hours) at the final semester of their course of study. *(for detail process, refer to Appendix 3, 'Internal Courses Academic Process', Students Manual : Guideline for Industrial Training).*

### 5.0 ASSESSMENT OF STUDENTS PERFORMANCE

#### 5.1 Assessment

The assessment of students' progress is based on the following components:

- a) Continuous assessment  
Continuous assessment comprises of quizzes, tests, assignments, lab work (for certain subjects), students' participation in classes, presentation or any other forms of assessments introduced by the subject lecturers.  
The portion of marks for the continuous assessment and final examination depends on the requirement of each subject as specified in syllabus. (*refer to Appendix 5 on Guideline for Continuous Assessments*)
- b) Final Examination (if applicable – as per syllabus)  
Final Examination will be conducted at the end of an academic semester.  
The final exam marks will be added to the continuous assessment marks to obtain the final marks.
- c) Guideline for preparing written assignments
  - Students shall follow the guidelines from respective subject lecturers relating to the content of assignments.
  - Cover page must contain the following :
    - i) Kolej IKIP's logo
    - ii) Title of the assignment.
    - iii) Subject name and code
    - iv) Student's name, IC /Matric number, Course of studies and the semester.
    - v) Lecturer's name.
    - vi) Date of submission.

*(refer to Appendix 6 for Guideline to Prepare Assignment and Cover Page)*

## 5.2 Attendance to Tutorial

Student must fulfill 90% of the total attendance for each subject in the whole semester in order to sit for the final examination. Those who fail to fulfill this requirement could be barred from final exam for the subjects concerned. Any student are barred from taking the final exam , will be considered as fail in the final examination and shall be given a grade E for the particular subject.

## 5.3 Grading System

The college applies the grade point system to determine students overall academic performance in each semester and the whole course of studies.

The College adopts the following grading scheme.

Marks	Grade	GPA
85	A+	4.0
80 — 84	A	4.0
75 — 79	A-	3.7
70—74	B+	3.3
65 -69	B	3.0
60 — 64	B-	2.7
55 — 59	C+	2.3
50—54	C	2.0
45—49	C-	1.7
40 — 44	D+	1.3
35 — 39	D	1.0
< 35	E	0.0

Grade C is the minimum passing grade for all subjects.

Grade C- is a 'conditional pass' for all subjects. Students with grade C- will not be required to repeat the subject if the GPA/ CGPA  $\geq$  2.0.

Note :

*\*GPA – Grade Point Average*

*\*CGPA – Cumulative Grade Point Average*

#### 5.4 Students Academic Status

The following terms will be used in the result slip and transcript to indicate students academic status based on the GPA and CGPA

Academic Status	GPA/CGPA
Excellent	$\text{GPA/CGPA} \geq 3.7$
Credit	$3.0 \leq \text{GPA/CGPA} < 3.7$
Pass	$2.0 \leq \text{GPA/CGPA} < 3.0$
Observation	$1.7 \leq \text{GPA/CGPA} < 2.0$
Fail	$\text{GPA/CGPA} < 1.7$

*Below are the examples of calculating the GPA and CGPA*

##### *i) Result for Semester 1*

Subject	Grade	Grade Point	Credit Hours	Number of Point
1	C+	2.3	3	6.9
2	B	3.0	3	9.0
3	A	4.0	2	8.0
4	B+	3.3	2	6.6
5	B	3.0	3	9.0
Total			13	39.5

##### *GPA calculation for Semester 1*

$$\frac{\text{Total number of points}}{\text{Total credit hours}} = \frac{39.5}{13} = 3.04$$

##### *Status for Semester 1*

Credit

ii) Results for Semester 2

Subject	Grade	Grade Point	Credit Hours	Number of Point
6	C+	2.3	3	6.9
7	C	3.0	3	6.0
8	C-	1.7	3	5.1
9	B	3.0	2	6.0
10	D+	1.3	2	2.6
Total			13	26.6

*GPA calculation for Semester 2*

$$\frac{\text{Total number of points}}{\text{Total credit hours}} = \frac{26.6}{13} = 2.05$$

Status for Semester 1

Pass

*CGPA calculation for Semester 1 and Semester 2*

$$\frac{\text{Total number of points}}{\text{Total credit hours}} = \frac{66.1}{26} = 2.54$$

Status for the whole semester

Pass

### 5.5 Referral Examination

- The referral examination shall be arranged after the final examination results are released and the exam will be conducted before the new semester starts.
- The advantage of referral exam is that students who fail any subject for the final examination do not have to wait until the new semester and repeat the subject(s) they have failed. Students have the options whether to take the referral examination or to repeat the subject(s) in the new semester.
- For semester 1 students, the referral examination will be offered to those who obtain grade C- or below in final examination. However, students in semester 2 and higher are allowed to sit for the referral exam if the grade for final examination result is C- or D+ only.

- Student is given maximum 3 sittings to pass a subject throughout the course including referral examination.
- Revision class shall be scheduled prior to the referral examination. A referral examination fee shall be charged per subject. (The referral fee is RM 75 per subject, effective December 2006; fee revision shall be advised by the program)

#### 5.6 Special Recognition of Academic Achievement

'Executive Award' certificate shall be given to student who scored GPA 3.70 in a normal semester (A total of at least 15 credits hours taken).

One 'Premier Award' certificate shall be given to the best student of the year. A graduate who received at least THREE 'Executive Award' certificate shall be eligible for the nomination of this award.

'Premier Award' shall be given together with a prize.

#### 5.7 Academic Observation

Student who obtained CGPA less than 2.0 will be under Academic Observation. He / she shall only be given twice to be placed under Academic Observation throughout the courses (refer 4.0).

Students placed under the Academic Observation shall only be allowed to take subjects with a maximum of 12 credit hours or less in each semester.

#### 5.8 Disciplinary Action

##### *Absenteeism*

Number of Attempt	Actions
First, Second and Third	Warning will be given to the student
Fourth	Parents will be informed
Fifth or more	Disciplinary action will be taken and Programme Director has the right to bar the student from the final examination.

*Late to class*

Number of Attempt	Actions
First	Warning will be given to the student and parents will be informed
Second	Student's name will be display on the notice board
Third or more	Lecturer has the right to deduct the student's marks from test/assignment

*Late submission or failure to submit assignment*

Number of Attempt	Actions
First	Warning will be given to the student and parents will be informed
Second	Student's name will be displayed on the notice board
Third	Disciplinary action will be taken and the student could be barred from the final examination.

5.9 Dismissal from Diploma Course

Student shall be dismissed from a course if:

- i) He / she failed to pass a subject in THREE sittings.
- ii) He / she obtained CGPA below than 1.7 in any semester throughout the course of studies or
- iii) He /she obtained  $1.70 \leq \text{CGPA} < 2.00$  three times throughout the course of studies.

6.0 STUDENT CODE OF ETHICS

*The students' code of ethics is based on*

- The Laws of the Country
- The National Article of Faith (*Rukun Negara*)
- The National Education Philosophy and
- Malaysian and universal social values

## 6.1 General Conduct

All students shall be obliged to behave in good manner at all times, fully focus on their studies, attend the scheduled learning activities and obey the rules and regulations of IKIP College. Students must continuously explore, develop and enhance their talents and abilities. Strive to become a balanced and harmonious person from the intellectual, spiritual, physical, psychological and philosophical perspectives.

## 6.2 Appearance

All students shall

- be neatly and appropriately dressed at all times.
- ensure their personal hygiene and tidiness.
- avoid extremes in appearance
- be modest and well-behaved at all times.

## 6.3 Responsibility of Students

All students shall be obliged to:

- Obey the laws of the country.
- Obey the rules and regulations of the college.
- Co-operate with the IKIP College authorities in all matters, whether personal or on behalf of others, including providing information and evidence.
- Display the students' card at all times while in campus.
- Attend tutorials or study sessions, except with prior permission of the Programme Director.
- Sit for examination, unless barred from doing so.

## 6.4 Prohibitions

- No student shall be permitted to be involved in any activity or activities or conduct which damage or harm the interests, harmony, or good name of the IKIP College or its students, staff, officers or employees.
- No student shall be permitted to use any lecture, tutorial or teaching materials which are provided to him/ her by the College for the purpose of publication or distribution, whether for payment or otherwise.

- No student may cheat or attempt to cheat or act in a manner that can be interpreted as cheating or attempting to cheat in an examination.
- No student may, while on the premises of the IKIP College, receive or have in his/ her possession any alcoholic drink.
- No student may promote or carry on gambling activities on the premises of the IKIP College.
- No student may in his/ her possession or under his/ her control any drug or poison.
- No student or group of students may organise, conduct or participate in any activity in the name of the IKIP College without permission or written instructions to do so from the College.
- No student or group of students may participate in anti-government or anti-College activities.

## 7.0 ENTRY REQUIREMENT FOR DIPLOMA COURSES

### 7.1 Basic requirement

Passed *SPM* or *SPMV* with 3 credits. Specific entry requirement are as follows:

School	Related subject to be considered
Business	Prinsip Akaun, Ekonomi Asas, Perdagangan or any other Business Studies subject of SPM or SPMV. Priority will be given to those with a credit in Mathematics and a pass in English.
Computer	Matematik Tambahan, Fizik, Biologi, Kimia, Sains, Sains Tambahan, Teknologi Maklumat or any other technical subjects of SPM or SPMV. Priority will be given to those with a credit in Mathematics and a pass in English .
Engineering	Matematik Tambahan, Fizik, Biologi, Kimia, Sains, Sains Tambahan, Lukisan Kejuruteraan, Kejuruteraan Elektrik dan Elektronik, Teknologi Kejuruteraan or any other technical subjects of SPM or SPMV. Priority will be given to those with a credit in Mathematics and a pass in English.
Islamic Studies	Prinsip Akaun, Ekonomi Asas, Perdagangan, Asas Memproses Maklumat, Tasawwur Islam, Pendidikan Syariah Islamiah, Pendidikan Al-Quran & As-Sunnah or Pendidikan Islam.
Journalism and Secretary	Any of the subjects taken in SPM or SPMV. Priority will be given to those with a pass in English.

7.2 Other qualifications

Qualifications	Status	Entrants
Pre Diploma from Government Institutions of Higher Learning (IPTAs)	Passed	Entry to Semester 1
Certificates from IPTAs (e.g Polytechnics) / other institutions as recognized by Lembaga Akreditasi Negara . (LAN)	CGPA > 2.0	Subject to total credit transfer allowed with a maximum of 30 credit hours.
Overseas	Passed 'O Level'	Entry to Semester 1
Diplomas from IPTAs / other institutions as recognized by LAN.	CGPA > 2.0 (passed)	Subject to total credit transfer allowed with a maximum of 30 credit hours.
Students who change course (within School of Diploma Studies only)	Entry to the new course is subject to basic entry requirements. Credit transfer is allowed for all the similar subjects already taken (with at least grade C) during the previous course of studies.	

7.3 Other proposed requirements through SPM or SPMV

- i. Student who failed Bahasa Melayu in SPM/SPMV but replace it with Bahasa Melayu (July) will be accepted.
- ii. Student who did not get credit in Mathematics in SPM/SPMV and later obtain credit in Mathematics July will be accepted.
- iii. Student with '7' in Mathematics, is allowed to enter the following courses:
  - Diploma in Computer Science
  - Diploma in Information Technology
  - Diploma in Marketing
  - Diploma in Finance
  - Diploma in Accountancy

With condition, before completion of studies, the students should take and pass the following subject:

- Basic Mathematics (Matematik Asas)

or

Credit in Mathematics July

- iv. Student with '9' in Mathematics is allowed to enter Diploma in Islamic Institution Management (DMI) Programme.

#### 7.4 Transfer Credit

- i. Students who apply for entry to the diploma course, with the following qualifications may apply for credit transfer
  - students with certificate from IPTAs / other institutions as recognized by LAN.
  - students with diploma from IPTAs / other institutions as recognized by LAN.
- ii. Before subject registration in the first semester, qualified students shall apply for credit transfer from the Program Director or the course coordinator.
- iii. The course coordinators shall identify the subjects which are qualified for credit transfer.
- iv. Subjects taken during certificate/ previous diploma level which are qualify for credit transfer should consist at least 80% similarities in terms of the content with subjects to be offered in the new course of studies.

#### Internal Courses Academic Process : Lecturer's Manual - Appendix 1

A guide on

- ✓ Student / subject registration
- ✓ Add / drop / bar subject
- ✓ Change course / deferment
- ✓ Continuous assessment and final examination marks entry
- ✓ Final / referral examination

#### Internal Courses Academic Process: Student's Manual – Appendix 2

A guide on

- ✓ New / continuing semester registration
- ✓ Add / drop / bar subject
- ✓ Change course / deferment
- ✓ Final / referral examination

#### Guideline for Industrial Training: Coordinator's Manual – Appendix 3

#### Guideline for Industrial Training: Student's Manual – Appendix 4

#### Guideline for Continuous Assessment - Appendix 5

#### Guideline to Prepare Assignment and Cover Page – Appendix 6