
4.3 Applications must reach the Admission and Records Unit within the stipulated time period

5.0 Offer Letter

5.1 The Letter of Admission of a place of study issued by the Registrar is valid for one (1) year unless it is otherwise stated.

5.2 Candidates are required to register for the approved programme of study at a time and place stipulated in the letter.

5.3 The Registrar may allow a candidate to defer his/her registration. Candidate must inform the Institution in writing of his/her intention to register after the deferment period, at least a semester in advance.

6.0 Academic Calendar

In general, there are 2 long semesters and one short semester in a year. Duration of each semester stipulated as follows:

Long Semester	
Lecturing & Examination	15 weeks
Semester Break	2 weeks
Total	17 weeks
Short Semester	
Lecturing & Examination	8 weeks
Semester Break	1 week
Total	9 weeks

7.0 Duration of Study

7.1 The duration for the completion of a programme of study is as follows:-

Foundation: 1 Year (3 Semesters)

Diploma : 2-3 years (6 Semesters)

8.0 Credit Hour Requirements for Graduation

8.1 The minimum number of credits hours required for conferment of an academic award is as follows:-

Foundation	- 50 credit hours
Diploma	- 91 credit hours

9.0 Course Offered & Registration

9.1 The Institution will decide on courses to be offered in any given semester. (Refer to Attachment A for the list of courses)

9.2 Courses offered in the first semester for a new student will be decided by the Institution and the credit hours cannot be more than 13 credits

9.3 Courses offered to continuing students are subject to the following:-

- i. Those who attain a minimum current CGPA of 2.00 will be allowed to register for a maximum of five (5) courses during the long semester and three (3) courses during short semester.
- ii. Conversely those attain the CGPA or less than 2.00 will be allowed to take a maximum of two (2) courses to enable them to improve on their CGPA.

9.4 A student must register for at least one (1) course in order to be considered as active for any semester, otherwise he/she is deemed to be inactive.

9.5 Course Registration must be completed within one (1) week from the commencement of semester, otherwise students are deemed to be inactive.

9.6 Students may be allowed to Add courses within two (2) weeks after commencement of a new semester.

9.7 Students can drop the courses within four (4) weeks after the commencement of semester.

9.8 Students can only perform the Add/Drop during the long semester.

10.0 Withdrawal from a Course

10.1 Students may withdraw from any registered course(s) provided such application for withdrawal be made before the due date for a given semester (please refer to Academic Calendar). Late application will not be entertained and zero (0) marks will be awarded

for the course. A grade 'W' will be awarded for the successful application for withdrawal of course (s).

- 10.2 Application for withdrawal must be made using the form IM-4: Withdrawal of Course (s). Students are advised to be aware of the fee implications for withdrawal (Please refer to the Policy on Fees).
- 10.3 If Students do not sit for examination in any registered courses (s) and do not apply for withdrawal, they are deemed to have failed the courses (s) and will be awarded Grade 'F'.

11.0 Deferment

- 11.1 Student may opt to defer their studies under exceptional circumstances, subject to the approval of the Institution.
- 11.2 Application for deferment must be made using the IM-6 : Deferment of Studies Form.
- 11.3 Application for deferment must be made before or on the 2nd week of any semester. Students are advised to refer to the Policy on Fees. Application received after the 2nd weeks would entitle no refund on any fees already paid for the semester and you are still required to settle the semester's fees. The Grade 'W' will be awarded to each of the courses registered earlier for the semester.
- 11.4 Students will be notified of their status of application within 3 working days. The academic status will be recorded as Deferment.

12.0 Change in the Programme of Study

- 12.1 Students are allowed to apply for the change of programme of study, provided that they meet the minimum entry requirements of the new programme. If Students are being sponsored they must first seek the approval of the sponsor.
- 12.2 The following procedures apply:
 - i. Students must apply using the Change of Programme IM-8: Change of Programme Form and pay the processing fees of RM50.
 - ii. Upon approval students are required to settle all outstanding fees due.
 - iii. The new programme of study will take effect based on the following:-
 - For application received at least one month before the new semester, the effective date is during the new semester.

- For application received after the date as per (i) above, the effective date is the following semester.

13.0 Withdrawal From the Programme of Study

- 13.1 Students are reminded of the fee implications arising from the withdrawal from the programme.
- 13.2 All applications for withdrawal will be subject to the Institution's approval and students will be informed in writing.
- 13.3 Students are required to surrender the student card and other items borrowed from the Institution
- 13.4 Students records will be updated with the status 'Quit'

14.0 Grading Scheme

- 14.1 The official grading scheme of the institution is as follows:

Grade	Grade Point	Marks Equivalent	Descriptor
A	4.00	80-100	Outstanding
A-	3.67	75-79	Very Good
B+	3.33	70-74	Good
B	3.00	65-69	
B-	2.67	60-64	
C+	2.33	55-59	Pass
C	2.00	50-54	
C-	1.67	45-49	Conditional Pass
D+	1.33	40-44	
D	1.00	35-39	
F	0.00	0-34	Fail

- 14.2 In addition, other grades used and their descriptors are as follows:

I - Incomplete

- Consideration for the award of 'I' grade will be based on the following reasons:
 - Medical treatment exceeding a day, maternity leave and or other medical condition requiring extended period of treatment;
 - Emergency situations such as deceased of an immediate relative.

- ii. The application which must be in writing, should state the reasons and be supported with relevant documents.
- iii. For an application based on the reasons mentioned in paragraph (i)(ii) and (iii), the written application should be forwarded not later than (7) days after the date of the examination for the course concerned.
- iv. A fee of RM100.00 per course shall be charged for each application and the amount due to the institution shall be entered into the student's account as fee owing to be paid before the commencement of the following semester.
- v. How to apply:
 - a. Attach documents which include supporting letter from employer/hospital, if applicable.
 - b. Attach the payment slip or receipt of RM100.00 for each course.
- vi. A student who has been approved the grade I – Incomplete for any course must complete the grade within one academic year from the semester when approval was first given failing which, the grade I – Incomplete approved for the course shall be converted to grade F.
- vii. As module content and assessment methods may be enhanced and modified from time to time for course improvement, students are strongly advised to take the examination for the course for which the grade I – Incomplete had been approved, at the next immediate semester when the course is offered again.

CT - Awarded to a course where the credit hours of a course of equivalent status have been completed at another approved institution and have been accredited for transfer to the Institution's degree/diploma programme.

W - Awarded to a course where students have officially withdrawn from in a semester.

AU - Awarded to a course taken by students for audit purpose only.

15.0 Marks and Grades Management

15.1 Students shall only be informed of the grade and not the final marks for a course.

15.2 The examination results for each semester must be deliberated and approved by the Institution Examinations Committees before release to students.

16.0 Grade Point Average and Cumulative Grade Point Average

- 16.1 Students' academic performance shall be indicated by the Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA).
- 16.2 GPA is calculated by taking the number of grade points a student earned in a given period of time divided by the total number of credits taken. Whilst CGPA is a calculation of the average of all of a student's grades for all semesters and courses completed up to a given academic term
- 16.3 The GPA shall be determined by dividing the total grade points obtained with the total credit hours taken by you in a semester. The following example shows how the GPA is determined:

Course	Grade	Grade Point	Credit Hours	Credit Hours x Grade Points
K1	A-	3.67	3	$3.67 \times 3 = 11.01$
K2	B	3.00	3	$3.00 \times 3 = 9.00$
K3	C+	2.33	3	$2.33 \times 3 = 6.99$
Total			9	27.00
GPA			$= 27.00/9 = 3.00$	

- 16.4 All grades other than grades AU, CT, I, and W awarded for the courses in students programme of study shall be included in the computation of your GPA and CGPA.
- 16.5 If Students registered for a course that is awarded the grade I, the credit hours shall be included in the total credit hours that Students have registered for in a semester but shall not be included in the computation of your GPA and CGPA until the grade I is replaced with a final grade.
- 16.6 Student shall be deemed to have earned the credit hours of a course when the course is awarded any of the grades A+, A-, B-, B, B-, C+, C, C-, D+, D, CT. Credit hours shall not be earned when a course is awarded the grade F or U.
- 16.7 If Students registered for a course that is awarded the grade I, the credit hours shall be deemed to be earned when the course is awarded a final grade.
- 16.8 There is no grade point value for grade F. However, the credit hours of a course with a grade F shall be included in the computation of your GPA and CGPA.

17.0 Rechecking of Grade

- 17.1 Students can apply to recheck the examination script and/or assignment for a course if they are dissatisfied with the grade received. A fee of RM50 per course will be charge for every request.
- 17.2 Application Procedure :
- a. Application should be submitted to the Head of Academic using Form IM-8.
 - b. The closing date for applications is two weeks after official announcement of the semester examination results.
 - c. Applications after the closing date shall not be entertained
- 17.3 Bear in mind that after a recheck, Students' assignment and/or course grade could remain the same, is higher or even lower than the original grade.
- 17.4 The decision of the Institution Examinations Committee on a course mark and grade after a recheck is final.

18.0 Examination Rules & Regulations

18.1 Seat numbers

Examination seat numbers will be published at official notice boards at the exam venues. Students must know t their seat number before entering the examination room.

18.2 Matric Card

For all IM's examinations, students **must** bring their matric card. Failure to do so, students would not be allowed to enter the examination room until they got approval from the examination committee.

18.3 Entering and leaving time

18.3.1 Students are not permitted to enter the examination room more than half an hour after the commencement of the exam.

18.3.2 Students are not permitted to leave the examination room until half an hour after the start or during the last fifteen minutes except with the special permission of the invigilator in charge of the examination. If students leave during these times, the invigilator will report the details to Examination Unit.

18.4 Exam materials - what's allowed and what's not

18.4.1 Specific allowable materials

The allowable materials for each unit of study are **displayed on the exam timetable** and on the exam paper. i.e – Scientific Calculator

18.4.2 Unauthorized materials

Any materials other than the stated allowable materials cannot be taken into the exam room except with the special permission of the invigilator in charge and where they are specifically required for an examination and expressly authorized by the examiners.

You must not take into the exam room any:

- Books
- Writing Paper
- Notes
- Manuscripts
- Electronic Media (Including Electronic Dictionaries)
- Pagers
- Any Form Of Stored Or Recorded Information

18.5 Mobile phones and other electronic media

18.5.1 Students are not permitted to take their mobile phone into the exam venue unless it is switched off and placed under the desk. Invigilators will advise students to do this during the amnesty period before the commencement of each examination.

18.5.2 If a mobile phone is found switched on in your possession after the amnesty period in the examination venue, it will be deemed as a breach of examination rules. This may result in the matter being referred to the Examination Unit for further action in accordance with the discipline regulations.

18.5.3 Invigilators will advise students that the phone will be held as unauthorized material and returned to them at the end of that examination.

18.5.4 Phone, iPad, Tablet and similar electronic media are not permitted into the examination venue.

18.6 Behavior during an examination

18.6.1 Students must not communicate in any way with any person other than an examiner or an invigilator during an examination. Any other communication will be deemed as a breach of examination rules.

18.6.2 Smoking is not permitted in an examination room, and food and/or drink is not permitted in an examination room without the special permission of the invigilator in charge.

18.7 Attire Code

18.7.1 Students must be dressed formally. Jeans, shoes that are not covered, no collared Shirts are not allowed. Those who are dressed informally will not be permitted to enter the examination hall.

18.8 Exclusion, absence, or failure to attend an examination

18.8.1 Exclusion

An invigilator has the power to exclude students from an examination for good cause. The invigilator will submit a written report to Examination Unit immediately after the conclusion of the examination.

18.8.2 Absence

If students need to leave an examination room during the exam and return to the room later, students must obtain permission from an invigilator. Students will be kept under supervision and be accompanied by an invigilator during his or her absence from the examination venue.

18.8.3 Failure to attend

If students fail to attend an examination at the time and place published in the final timetable, except where prevented from doing so by illness or other acceptable reason, students will be deemed to have failed that part of the assessment.

18.9 Exam clashes

18.9.1 If students are timetabled to sit two examinations on the same day and time, they must complete a Clash of Examinations Advice Form and lodge it at Examination Unit Room **at least two (2) weeks prior** to the commencement of the examination period.

18.9.2 New schedule will be informed within 3 days working day.

19.0 Breach of Examination Regulations and Grades

19.1 In the event Students are found guilty by the Institution's Students Disciplinary Committee of breach of Institution examination regulations pertaining to a course, Students shall be awarded zero marks in both the continuous assessment and examination for the course.

19.2 In such case Students must, after a period of suspension where imposed, reregister for the course, undergo the continuous assessment component and retake the examination component.

20.0 Determination of Academic Performance

20.1 Pass with Distinction and Deans List

20.1.1 Students' academic performance shall be indicated with "Pass with Distinction" and their name entered into the Dean's List if in any particular semester, Students have:

- a. Obtained a GPA of 3.70 or higher;
- b. Registered and taken the examination for the courses totaling not less than 9 credit hours;
- c. Obtained not less than grade C in any of the courses taken; and,
- d. Not repeated any of the courses or the examination of the courses in previous semesters.

20.1.2 If Students have been awarded grade I - Incomplete for a course in a particular semester, they would be considered for a "Pass with Distinction" in that semester concerned after the grade I has been converted to a normal grade provided the other requirements of the award are fulfilled.

20.1.3 Only courses with grades and equivalent grade points that are used to calculate the GPA in a semester shall be considered in determining the award of Pass with Distinction.

20.2 Academic Probation Period and Warning

20.2.1 If Students' GPA is less than 2.0 in any semester, they shall be placed on Academic Probation. The Academic Probation period shall continue until Students have attained a GPA of 2.0 or higher in subsequent semesters after the Academic Probation period.

20.2.2 Subsequent to item (18.2.1) above, Students are placed on Academic Probation Period in any semester and cannot register more than 6 credit hours in the following semester.

21.0 Expel

21.1 Expel refers to the status when a student is terminated from his/her programme of study due to unsatisfactory academic progress after a period of study.

21.2 If the Institution finds that a student's academic progress in any semester is unsatisfactory and insufficient to achieve the GPA/CGPA required or in fulfilling the conditions of the Academic Probation Period, it can after evaluation of the student's progress, recommend to the Academic Committee to terminate the student from

his/her study programme. After receiving and deliberating on the recommendation, the Academic Committee is empowered to terminate the student from the study programme.

22.0 Student Performance Monitoring

Each student will be placed under the tutelage of an Academic Advisor. The main responsibility of Academic Advisors is to ensure that students are at their best performance. Each semester, the Academic Advisor will receive detail performance report from the Records Unit and for the lackluster performer, academic advisors will help them to set strategies which will help them raise their GPA in the following semester. Academic advisors also play a role as first level counselor and motivator.