KOLEJ ANTARABANGSA INOVATIF
INNOVATIVE
INTERNATIONAL COLLEGE
B4P 8030

ACADEMIC
HANDBOOK

CONTENT

1. INTRODUCTION

Strategic Aims

Innovative International College is triggering a change in education. It is advocating the replacement of old system with the ones that adequately prepare young people to face new challenges unique to the world as it is today and as it will become tomorrow.

The critical success factor is based on the philosophy of merging the best of East and West, while incorporating the values of industry best practices.

Academic Vision and Mission

Vision
To evolve into a full-fledged university, recognized and respected in business and industry.

Mission
Innovative is committed to produce individuals who are multi-taskers and resilient with professional skills and knowledge to effectively function in business and industry.

Approaches

Objectives:
Our objective is to ensure that the standard of education and the scholarship are being maintained and enhanced, consistent with the college's aspiration.

Focus:
The quality system that the academic uses focuses on three (3) aspects: teaching and learning, academic staff members and feedback.

Teaching and learning respond to quality of teaching, learning and assessment strategies. It reflects on the teaching, learning and the students' experience, assessment and classification of awards, admission and content of promotional material relating to academic provision.

Quality in appointment, development and performance of academic staff members contribute to quality delivery. Quality in obtaining and responding to feedback from all stakeholders are also our main focus. This is how Innovative can grow well and maintain its quality to the highest standard.

Proposition
The academic quality assurance system at Innovative subscribes to the ideas as follows:

- **Formal System**

The quality assurance system adopted by the academic is formal in its concept, process and organization structure. Within the college, there are institutions (organizations, system and process) that are put in place to manage quality and there are those that are put into place to produce quality (the various work process, system, etc.).

- **Continuous Improvement**

With the exceptions of those organizations, whose function and role are determined by the constitution, the systems and processes above are continually reviewed and where necessary, amended to meet the new or changing situations.

This is an on-going process through discussions with the partner universities, industry partners, moderation process, Board of Academic meetings, etc.

- **Employee Ownership**

While tasks are assigned to specific appointments, their execution and the delivery of a quality academic programme is everyone's responsibility. There is a lot more multitasking and job sharing.

Academic staff does not belong to a department, rather to a school. They provide lectures and tutorials and do administrative work across programmes, if they are qualified and capable of doing the work. This is particularly true of lecturers. No one can say "it is not my job".

At a school level, where critical work such as academic decisions and planning take place, there is a number of institutions (sub-committee) that demand reflective and self-critical evaluations. Moderation, external examiners'/advisors' feedback as well as project reviews are woven into the semester planning process.

- **Review of the Quality System**

Although the idea of "quality" is the responsibility of the Board of Academic, and it is their role to regularly review and put into place systems, process and institutions that promote academic quality, the other parts of the college must be equally sensitive and critical to continually review their work process in order to achieve and maintain quality.

- **Collection of Feedback**

There are both formal and non-formal systems of feedback from the stakeholders: students, parents, employers, industry and academics.

Feedback from students is mandatory, for every course taught and for every semester. Students rate lecturer's performance level on a number of aspects, such as preparedness, delivery and so on. Students can also use this as an avenue to give comments and suggestions on how the teaching of the course may be improved. These comments and evaluation coupled with teaching observations form the basis of evaluation on academic staff member's performance. These evaluations are discussed with academic staff members individually.

Students and parents are also able to write to the CEO or the school on the matters which they are not satisfied with. Any matter related to the school will be handled by the appropriate heads.

For students doing their practical training or internship, a report and evaluation from the employer is mandatory. It gives the school a good overview of the quality of our graduates.

Innovative also invites professional inputs through guest lecture systems, industrial visitations, syllabus review and evaluation. Comments and feedback from external moderators are extensions of this process, to a more formal and specific requirements.

- **Effective Communication**

Innovative is concerned with communications with three groups of people: students, academic staff members and those outside of the college. Formal communication with students is through the respective school administrative. He/She receives information from lecturers on matters such as non-attendance of class, non-performance, etc.

Communication with academic and industry professional is open. Normally each school seeks individual consultations on specific agenda for advice e.g. on curriculum, training, etc.

Effective daily communication with the academic staff members is achieved through **the weekly stand up meeting**. It is a system of clearing house, where instructions of the week are given to the academic staff members, and they report or raise issues and complaints to be discussed. These can be solved immediately or will be addressed in the monthly management meeting.

Concept

The academic quality assurance aims to train and transform school leavers into a graduate who are prepared for a career in industry. It involves all the effort from all departments, systems and processes at IIC -academic and administrative- provision of facilities, and department of students' activities. Organizationally, everyone is involved and responsible for the delivery. For the system to function, all the parts and components must function as one. Failure of one component could mean failure of the system.

The idea behind this concept has to be seen in a three-dimensional context of each key having its own series of sub-functions. These sub-functions have their own sub-systems. Lower down the scale the sub-systems branch out into yet more sub-systems. So, it goes on. Operationally, at the lowest end of the job function or activities is the task or job that has to be done. This is the most basic job that has to be done for the system to function. It could be as simple as grading an assignment, student evaluation of academic staff members, etc.

The major function, which are the instruments of quality system are its organizations, operational systems and process. Each of these has their own system and hierarchy of structure. Taking organization as an example, from the college level organization, the next level is the school organization. Within the school, the next level is the course panel structure, the three are inter-related. The course panel reports to the school, specifically to the School's Progress Committee. The Progress Committee in turn reports to the Board of Academic at the college level.

Organizations

Various organizations are responsible for quality. Some, such as the Board of Academic manages quality. Others such as the management of School and Library ensure that the work is done and the process achieves quality. With respect to quality, different organizations have different roles and contribute differently to quality system.

Board of Academic, as primarily enablers ensure the integrity of Innovative International College structure and system. They ensure that the quality system and process operate as intended. They are also the highest body, responsible for all academic matters. It is this body that ensures that there is no deviation in the curriculum used for teaching, and the assessment system is fair and unbiased.

Another group is the organizations that are responsible for quality. They put in place the quality system and ensure that the processes and systems function as intended. These organizations include External Examiners and Industry Advisors.

The third group includes those who are responsible for operations and work processes to ensure quality such as schools, departments, library, Quality department and so on.

2. Academic Quality Process
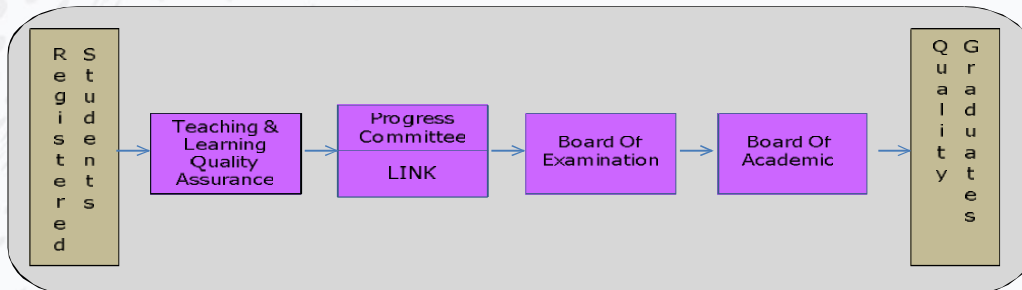
Academic Quality Process for Students
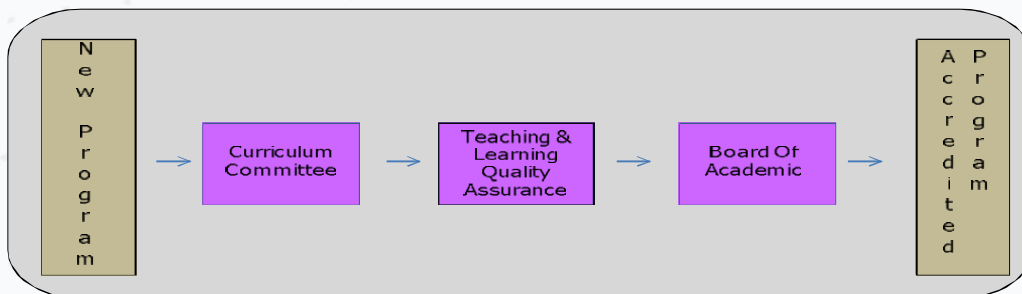

Academic Quality Process for Programmes

3.Board of Academic

Constitution

The Board of Academic shall consist of:

a. The Chief Executive Officer, (CEO) who shall be the Chairman
b. All Heads of School, and Centres of the College, and
c. Not less than THREE (3) academic staff members who are appointed by the Board of Governors.

The Registrar is appointed as the Secretary of the Board of Academic.

In the absence of the Chief Executive Officer, (CEO) the Head of Academic shall preside at any meeting of the Board of Academic.

The quorum of the Board of Academic is two-third of its members.

Purpose

Innovative International College Board of Academic aims to provide the schools guidance and oversight in developing and implementing the College's Assessment Plan, analyzing and interpreting assessment results, developing appropriate reports, and disseminating assessment result to the Chief Executive Officer on academic affairs, Schools' Progress Committee and the College

Community.

Members

1. Chief Executive Officer
2. Registrar
3. Head of Academic
4. Head of Department/Schools
5. Lecturers

Terms

1.	Chief Executive Officer	- Concurrent with Office
2.	Registrar	- Concurrent with Office
3.	Head of Academic	- Concurrent with Office
4.	Head of Departments/Schools	- Concurrent with Office
5.	Lecturers	- One (1) Year

Selection

1.	Chief Executive Officer	- Ex Office
2.	Academic Director	- Concurrent with Office
3.	Assistant Academic Director	- Concurrent with Office
4.	Head of Schools	- Concurrent with Office
5.	Lecturers	- One (1) Year

Function and Responsibilities

The Board of Academic shall be the highest academic body of the College and, subject to the provisions of this Constitutions, the Statutes, Rules and Regulations, shall have the control and general direction of teaching and learning, research and examination, and the award of diploma and certificates. Acting of its own volition, the Board of Academic shall assume the following responsibilities:

a. to establish school/department/centre, and subcommittees within the school/department/centre;

b. to develop policy on teaching and learning, examination, research, scholarship, awards and activities conducted by the College;

c. to ensure continuous teaching and learning standard in the programmes conducted by the College;

d. to establish feasibility of proposed curriculum or programmes to be conducted in the College;

e. to determine the entry requirements for any programmes conducted by the College;

f. to regulate assessments and examination process, approve assessments result and decide on appeal;

g. to develop policy to protect academic freedom and professional excellence;

h. to execute necessary actions to exercise the Board's functions under this Constitution.

Members

Chief Executive Officer	Mr Abdul Rahman bin Kasbi
Registrar / Secretary BoA	Mrs Yahurin Mohd Yassin
Head of Academic	Mrs Norsyafina Mahat

Head of Schools/Departments

Dato' Sri Hj Kamaruddin bin Mat Ali	(Director: DSK School of Management)
Dato' Dr Ronald Louis	(Director: ELP Law Enforcement Faculty)
Dr Jagdev Singh Grewal	(Director: Global Centre for IR4.0)

Programme Leaders:

Rosniza Binti Mohamad Noor	(Programme Leader Diploma in Business Administration Certificate Business Studies/Diploma Retail Management/Diploma in Accounting)
Rahiza Ranom	(Programme Leader Diploma in Information Technology)
Habilashiny Muniandy	(Programme Leader Diploma in Tourism Management/Law Enforcement)
Wan Ariff Bin Wan Mahamood	(Programme Leader Diploma in Culinary Arts)
Nur Athirah Binti A. Aziz	(Programme Leader Certificate in Hotel Operation)
Mohamad Amirul Rashid	(Programme Leader Diploma in Hotel Management-WBL)
Nur Adillah Binti Abdul Rahman	(Programme Leader Diploma in Hajj & Umrah Management)
Siti Fatimah Binti Madzalan	(UUM Coordinator)
Nurul Hafiza binti Ahmad Puad	Vice President Finance

Schedule Of Meeting

Board of Academic meets three (3) times a year; in **December, April and August.**

4.Board of Examination

Constitution

The Board of Examination is a sub-board that resides within the Board of Academic. The Board of Examination shall consist of:

1. The Chief Executive Officer, who shall be the Chairperson
2. Registrar
3. Head of Academic
4. Head of Exam Unit
5. Head of School/Departments
6. Programme Leaders

The Head of Exam Unit is appointed as the Secretary of the Board of Examination.

In the absence of the Chief Executive Officer, the Head of Academic shall preside at any meeting of the Board of Examination. The quorum of the Board of Examination is two-third of its members.

Purpose

The Board of Examination is responsible for approving and confirming examination results for every active programme in Innovative. Board of Examination has the power to award qualifications such as Certificate and Diploma.

Membership
1. Chief Executive Officer
2. Registrar
3. Head of Academic
4. Head of Exam Unit
5. Head of Schools/Departments
6. Programme Leaders

Terms & selection
1. Chief Executive Officer   - Concurrent with Office
2. Registrar   - Concurrent with Office
3. Academic   - Concurrent with Office
4. Head of Exam Unit   - Concurrent with Office
5. Head of Schools/Departments   - Concurrent with Office
6. Programme Leaders   - Concurrent with Office

Functions & Responsibilities
The Board of Examination is responsible for:
- Ratification of final results;
- Determining of each student's academic status at the end of each semester;
- Approving Deferred Assessment and notifying the relevant Schools of all Deferred Assessment decisions;
- Approving Supplementary Assessment and notifying relevant Schools of all Supplementary Assessment decisions;
- Determining Awards with distinctions.

Members

Chairperson - Chief Executive Officer - Mr Abdul Rahman bin Kasbi
Registrar   Mrs Yahurin Mohd Yassin
Head of Academic   Mrs Norsyafina Mahat
Head of Exam Unit   Ms Nur Ammalenna Ahmad Izam

Head of Schools/Departments
Dato' Sri Hj Kamaruddin bin Mat Ali   (Director: DSK School of Management)
Dato' Dr Ronald Louis   (Director: ELP Law Enforcement Faculty)
Dr Jagdev Singh Grewal   (Director: Global Centre for IR4.0)

Programme Leaders:
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Nur Adillah Binti Abdul Rahman   (Programme Leader Diploma in Hajj & Umrah Management)
Siti Fatimah Binti Madzalan   (UUM Coordinator)

Schedule Of Meeting
Board of Examination meets three (3) times a year; in **May, September and February**

5.Progress Committee

Constitution
The Progress Committee shall consist of:
1. The Head of Academic, who shall be the Chairman
2. Programme Leaders
3. Lecturers

In the absence of the Head of Academic, the Programme Leader shall preside at any meeting of the School Board of Studies.

The quorum of the Board of Studies is two-third of its members.

Purpose
The Progress Committee is responsible for all academic matters at the school level and reports directly to the Board of Academic. It is an integrating and supervisory body that supports and ensures that the quality of the academic process and system at the school level is as expected.

Membership
1. Head of Academic
2. Head of Schools
3. Programme Leaders
4. Lecturers

Terms & selection
1. Head of Academic   - Concurrent with Office
2. Head of Schools   - Concurrent with Office
3. Programme Leaders   - Concurrent with Office
4. Lecturers   - Concurrent with Office

Functions & Responsibilities
The Progress Committee is responsible for:
- Developing and monitoring academic standards within school;
- Acting on the cases of students who are eligible for academic warning, probation, and/or suspension from the program, consistent with college standards, and retaining the record of the mentioned actions;
- Identifying poor performing or academically weak students and poorly attended students and providing an avenue to assist them in order for them to improve and sit for Final Examination;
- Identifying students who will be sent for counseling due to poor performance/attendance, disciplinary issues, misconduct, etc.
- Assigning a committee member to counsel students with poor performance or attendance in order to improve their academic performance;
- Preparing Absenteeism/Progress report.

Schedule Of Meeting
Progress Committee meets continuously throughout the entirety of a semester.

Constitution

The Curriculum Committee shall consist of:

1. Head of Academic
2. Head of Schools
3. Programme Leaders
4. Lecturers

In the absence of the Head of Academic, the Head of School/Program leader shall preside at any meeting of the Curriculum Committee.

The quorum of the Curriculum Committee is two-third of its members.

Purpose

The Curriculum Committee is established to ensure that the programme's curriculum is designed, managed, evaluated and revised in a coherent and coordinated fashion, consistent with accreditation and current educational standards.

Membership

1. Head of Academic
2. Head of Schools
3. Programme Leaders
4. Lecturers

Terms & selection

1. Head of Academic   - Concurrent with Office
2. Head of School   - Concurrent with Office
3. Programme Leaders   - Concurrent with Office
4. Lecturers   - Concurrent with Office

Functions & Responsibilities

The Curriculum Committee is responsible for:

- Ensuring that all aspects of the curriculum (e.g. objectives, teaching methods and evaluation) are functioning appropriately, and making any necessary adjustments to be up to date;
- Reviewing the programme's learning outcomes, and recommending changes as required;
- Providing expertise and oversight to the learning outcome approach in curriculum design;
- Reviewing and recommending changes to course sequencing, pre-requisites, credit hours, etc;
- Discussing with industrial advisors for new developments and trends in the programme;
- Reviewing programme's curriculum at least once in the programme lifespan;
- Verifying that the program/course change is systematically enforceable.

Schedule Of Meeting

Curriculum Committee (of each department) meets at least once (1) in a year.

7. Academic Organization Chart
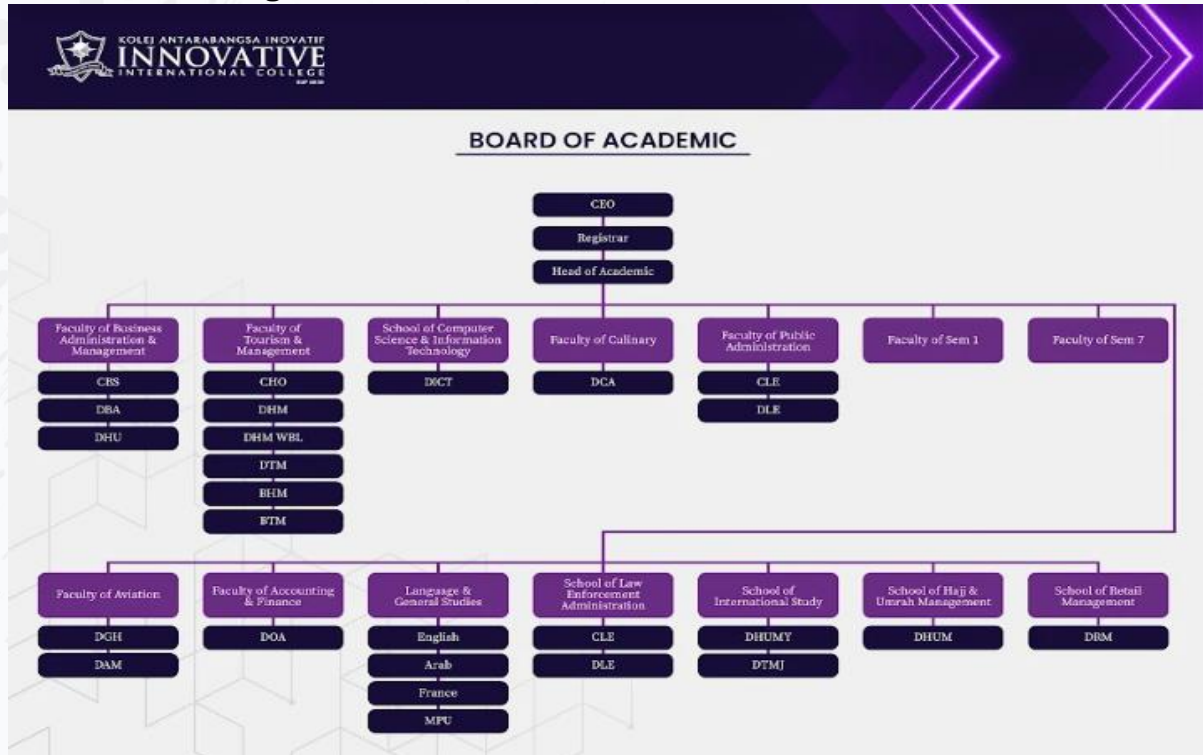
8. Academic Job Description

General

All staff are required to participate in all promotional activities or campaign that have been design to increase brand value and awareness of Innovative International College. All Medias campaign included faculty level, department level and College level and etc.

The requirement will be established by Management and will be varied from time to time depending on the changes in Market and Marketing Activities.

Head of Academic

The Head of **Academic is responsible for:**
- Providing strategic leadership for the implementation of the College's academic strategy and policy, including fostering strategic change and development in the academic programmes, teaching and learning and student academic affairs;
- Assisting the Board of Directors, the CE and the Head of Schools to align academic activities to achieve the relevant outcomes specified in the Strategic Plan, the teaching and learning plan and other relevant College plans;
- Providing academic leadership for academic staff and taking responsibility for helping to determine the strategic direction of the academic department(s);
- Facilitating, assessing and reporting school progress based on strategic and operational plans in teaching and learning, assessments, quality assurance and student academic affairs;
- Supporting and assisting the Head of Schools or Program Leaders to develop the process of teaching and learning and create a productive and well-regarded learning environment for students in a manner consistent with the College's vision;

- Supporting academic collaborations with other Universities;
- Fostering compliance with strategic and policy frameworks relating to teaching and learning, assessments, academic quality assurance system and service quality standards;
- Developing Academic strategy and Academic policy development at the Institution level;
- Advising the Board of Directors and the CE on the allocation of Teaching and Learning Strategic Funds;
- Attending and if necessary, chairing the meetings including: Academic Board, Examination Board Academic Advisory Board and Industry Advisory Board meetings;
- Providing counseling and support to the students both academically and non-academically;
- Supporting senior management team.

Head of School

Head of School provides overall leadership to each department within the school. He/She is responsible for:
- Providing academic leadership to the School, embracing the range of subjects and disciplines represented in the School, by providing a coherent academic vision and by inspiring the highest standards of research and teaching in the School;
- Ensuring proper management systems within the school;
- Managing and obtaining approval from the Head of Academic and the Board of Academic for resources required for delivery of programme within each department;
- Developing school strategies and financial and operational plans in partnership with staff; allocating school resources accordingly, with clear objectives, targets and associated measurements;
- Ensuring that all college's and school's policies and procedures are communicated to and complied with by all members of the school through the management line;
- Managing and retaining staff to achieve academic excellence, supported by Performance and Development review processes;
- Ensuring staff members are diligent and punctual and are suitably qualified to teach at the required level;
- Ensuring close links are maintained with the relevant professional, statutory and regulatory bodies and that the school meets the required quality, accreditation training and development needs of the professions;
- Developing link between school and industry organizations for potential collaborations;
- Ensuring that all facilities within the faculty are properly maintained;
- Chairing a weekly meeting with Programme Leaders and a monthly meeting with all lecturers;
- Conducting staff induction;
- Checking and approving all claims made by staff members of the school;
- Supporting marketing activities which include being involved in open day, road-shows, education fairs and so on;
- Supporting Senior Management Team, Head of Academic, Programme Leaders, and lecturers in all activities organized by the college.

Programme Leader

Programme leaders are responsible and accountable for the management of staff, students and curriculum within each programme. Programme leader works very closely with Head of School & Head of Academic, and he/she is responsible for:

- Providing the necessary leadership to manage the programme effectively with clear objectives for each semester and ensuring quality provision of his/her programme;

- Overseeing the preparation of projects, module assignments and teaching notes for all subjects;
- Conducting research on industry needs and actively encouraging his/her staff to keep abreast of the latest industry, project and technology ;
- Overseeing timetabling and academic schedules including major project reviews, exhibitions, events, examinations, moderations and so on;
- Developing links between the department, school and industry that can provide valuable input to the programme;
- Supervising all staff to ensure effective preparation, delivery and assessment of the programme;
- Providing training on teaching and learning skills or recommending staff training;
- Overseeing the requisition of books, journals, equipment and other necessary resources for delivery of the programme;
- Managing the issues of punctuality and disciplines and teaching time among the academic staff in the department;
- Analyzing future staffing needs and making requisitions with ample time needed for recruitment;
- Conducting, overseeing and implementing students' evaluation of lecturers in each semester;
- Administering attendance and performance records of all students within programme. It is therefore their responsibility to ensure that each lecturer teaching within their programme maintains accurate records;
- Chairing the program absenteeism meetings to control students' attendance and academic performance in order to take necessary action;
- Checking and approving claims made by part-time staff and guest lecturers;
- Producing and reporting monthly report on programme and presenting it to the Head of School and Head of Academic;
- Maintaining course files for all subjects, including course outline, teaching plan, project briefs, sample of assignment and handouts;
- Conducting student enrolment for both new and returning students and guiding them to choose appropriate semester subjects;
- Ensuring continuous controlling on students' performance, counseling weak students and if necessary communicate with parents on students' performance;
- Maintaining accurate class list as well as a confidential database of student contact numbers and emails;
- Preparing list of graduate students;
- Reviewing and proposing curriculum changes to Academic Board;
- Supporting Senior Management Team, Head of Academic, Head of School, Programme Leader, and lecturers in all activities organized by the college.

Lecturer

Lecturers in each school shall report directly to the Programme Leader and Head of School. All lecturers are required to provide quality provision in the classroom and to ensure all students are given the opportunity to succeed and pass their studies. In general, lecturers are responsible for:

- Conducting lecturing, tutorials, practical demonstrations, workshops and clinic sessions in order to deliver the programme set within the curriculum;
- Preparing course outline and lesson plan for each semester that is given out to students at the beginning of a semester;
- Preparing project briefs with clear objectives, assessment criteria, deadlines and schedules and expected outcomes;
- Preparing teaching materials that may include visual aids, handouts, lecture notes, manuals, coursework, assignments and examination papers;
- Maintaining effective and accurate records of attendance with lesson dates;
- Maintaining student progress records;
- Reporting to Programme Coordinator on any student who has been missing from classes to the point that it will affect his/her assignment marks or overall performance;
- Marking and assessing students' work as accurately and as objectively as possible;
- Recommending changes to the curriculum or any necessary resources to the Programme Leader;
- Starting and finishing classes punctually according to semester timetable;
- Supporting Senior Management Team, Head of Academic, Head of School, and Programme Leader in all activities organized by the college.

Head of Link Department

Link department is to establish sustainable links between the college and industry. Head of Link works closely with all Programme Leaders and lecturers and reports the administration of industry collaborations within the faculty to the Head of School and Head of Academic. He/She is responsible for:

- Creating industry link for the faculty/school to collaborate academic exercises;
- Assisting in the communication and liaising with the industry to create "real-life" experience in the planning for the assignments, projects, field trips and internship;
- Facilitating transportation for the industry visit activities;
- Overseeing the semester learning outcome for all programmes in achieving and being in line with the current industry or growth of the respective fields;
- Monitoring industry involvements in classroom activities such as entering competition, seminars, forums, lecture series, lunch talks and so on;
- increase the number of strategic links between Innovative and corporations, organizations and industries via staff attachment;
- Assisting and advising graduating students for job placement.

9.Appointment

All appointments shall be made by letter of appointment on the Company's letterhead signed by a duly authorized officer of the Company and issued by the Human Resources Department.

The appointment will be vary
i. Full Time
ii. Part time
iii. Contract
iv. Contract for Service
v. Contract of Employment
vi. Employment

If at any time subsequent to the appointment of any employees it is found that any statement entered in the application form of appointment and/or statutory declaration form is in any respect untrue, the employees will be liable to instant dismissal.

10.Probation & Confirmation

All new employees engaged with a view for permanent employment shall undergo a probationary period of at least three (3) months to ascertain their suitability to the post. The probation period and extension of probation shall be at the sole discretion of the Head of Academic depending on the employee's performance and conduct. If concerns about work or conduct arise at any stage in the probationary period they are brought to the attention of the employee as soon as possible. Extension of probation shall be informed to the employee in writing after the review(s) are done by the Head of Academic, Head of School and Programme Leader. On successful completion of the probation period and having performed the assigned duties satisfactorily, the employee shall be recommended to be confirmed by the Head of Academic in regular employment with the Company. Upon confirmation by the Management, employee shall be given a "Letter of Confirmation", in which the employment with the company shall be deemed to have commenced from the date of appointment.

11.Promotion

The Management shall maintain a policy that the Academic staff is eligible to be considered for promotion when a vacancy arises or when a new position is created. The promotion of suitable employees shall be on the basis of performance or merit that fits the respective job description. An employee who is promoted shall be required to serve a probationary period of up to six (6) months. This probationary period shall be extended, reduced or waived at the sole discretion of the CEO. In the event that the Head of Academic finds the employee unsuitable during the probationary period, he/she will be reverted to his former position and be eligible only to the salary and other privileges of the former position.

12.Termination of Employment

During or at the end of the initial or extended probation period, employment shall be terminated at any time by either party giving to the other party the period of notice as per stipulated in the employment contract or payment of salary in lieu of such notice without assigning any reason thereof. If confirmed in regular employment, employment shall be terminated at any time by either party giving to the other party the notice in writing or salary in lieu of notice without assigning any reason thereto as per stipulated in the employment contract. The period of notice of termination by Job Grade or Position shall be stated in the individual's appointment letter. When academic staff terminates employment at the College, proper procedures should be followed to ensure consideration of fairness, understanding and protection of both the employee and the College. Therefore, they are requested to provide minimum thirty days written notice of their decision to terminate their employment. Notice should be in writing to the Head of Academic with a copy to Human Resources and should include the final workday and a signature.

In the following cases, termination MAY be immediate and no severance pay will be paid:
1. Intentional misconduct including but not limited to negligence in the performance of duties, poor attitude, dishonesty, theft, misconduct, insubordination, fighting, intoxication on College property, or using drugs on College property, or
2. Any behavior prejudicial to the College including but not limited to: revealing confidential information, making statements that tend to downgrade or destroy confidence in the College or its personnel.

Any corrective or disciplinary action including possible termination shall be discussed with the Head

of Academic and Human Resources in advance. Any termination decision must be reviewed and approved in writing in advance by the appropriate supervisory member of the Academic Board.

13.Resignation

No Academic staff is to resign in the middle of the Semester. Academic staff is required to complete the semester and submit all relevant marks and assessments required for the Board of Examination before resigning. T h e "Letter of Resignation" shall be submitted to Human Resource (HR) Department with acknowledgement by the respective HOS/PL and Head of Academic. Before an employee terminates his/her employment with the Company, he/she will be required to attend an exit interview conducted by the respective HOS/PL and HR Department. The employee shall hand over all properties provided or issued by the Company to his/her HOS/ PL on his/her last working day.The Management reserves the right to request the employee to replace or reimburse the cost of any properties that is lost by the employee or is faulty upon return. HOS/PL and HR are required to ensure that the resigning staff

hands over his/her files containing the job description, office keys, College identification card and other related documents to the respective HOS/PL. An employee shall be deemed to have terminated his/her employment in the Company if he/she has been continuously absent from work for more than two (2) consecutive working days without a reasonable excuse for such absence or has not informed or

attempted to inform his/her HOS/PL and HR Department of his/her absence. In such circumstance, the Company shall claim indemnity for such breach of contract.

14. Working Hour & Punctuality

Working hours also vary from staff depending on their appointment.

Total working hours require is, Monday to Friday. Saturday is not a working day, however if should there be a requirement to report to work on a Saturday, Sunday or on a public Holiday, replacement leave will be awarded based on the Head of Academic's recommendation & approval.

The Head of Academic reserves the right to change the working hours to meet the business needs. On a case-by-case basis, the Head of Academic shall adjust the official working hours of their staff if special circumstances and conditions warrant the need to do so. The mentioned change and adjustment is to be reported to the HR department.

On Friday afternoons, male Muslim staffs are allowed to go for Friday prayers and return to work at 2.30pm. Number of teaching hours per week is as stated in the Employment contract for each individual academic staff.

If a lecturer is unable to attend to the class allocated to him/her, replacement class must be arranged. In case of emergency leave or medical leave, lecturer must inform the program leader in order to arrange for a substitute lecturer for that particular day/class. This applies to both full-time and part-time lecturers.

It is vital to the College for all employees to have reliable attendance. Absenteeism and tardiness, especially among academic staff, negatively impact our ability to effectively provide college services. Unscheduled absences, tardiness, and unscheduled early departures (whether excused or unexcused), failure to provide appropriate notification, or abuse of sick leave or other paid time off will result in corrective action, including verbal warning & warning letter(s), up to termination of employment.

15. Clock In & Out

All academic staff is required to clock in and clock out every time they come in and leave the office at the end of the day. An Academic Staff is considered absent from work if he/she fails to do so. Half a day of annual leave will be deducted from the leave record if an Academic Staff failseither to clock-in or clock out for each occurrence. In the event that an employee has exhaustedhis/her annual leave, half a day's pay will be deducted from the monthly salary.

Lecturers are expected to remain on campus for time out-of-class for the duration of the working hours unless otherwise proposed by the HOS or PL, subject to approval by the Headof Academic. During out of class time, lecturers are expected to continue with administration work such as preparing or developing lessons/teaching notes/course files, assessing students' work, conducting research in the library or other scholarly activities.

Lecturers shall be asked to teach or undertake other duties outside the normal hours when special activities are being arranged such as exhibitions, shows, or other public events.

Part time lecturers are mostly employed due to their expertise in the industry. Teaching hours of part time staff will be stipulated in their respective "Contract for Service" letter. They are expected

to prepare their lessons out of the contracted teaching time.

16.Leave Entitlement

Annual Leave	
1st Year to 2nd Year	14 days
2nd Year to 4th Year	18 days
5th Year to 9th Year	21 days
10th Year or more	25 days
Paid Medical Leave	
Below 2 years	14 days
2 - 4 years	18 days
5 years or more	22 days

Annual Leave

All annual leave applications are required to be submitted to the HR department 1 week (7 days) prior to going on leave. Annual leave entitlement should be taken during the year of entitlement. The remainder of your annual leave as carried forward will only be valid up to the 1st quarter of the following year. Academic staff who resigns will be entitled to annual leave calculated on a pro rata basis which shall be utilized in lieu of notice, subject to the Head Academic's approval.

Emergency Leave

Emergency Leave is only applicable if there is death in the family, accident occurred on the way to work or crisis/issues in family matters that require immediate attention. It is the responsibility of staff member taking Emergency leave to inform and gain approval from the respective HOS/PL as well as from the Head of Academic. All Emergency leave will be deducted from annual leave upon submitting valid documents. Failure of submitting valid documents will result in unpaid leave.

Medical Leave

Medical leave is defined as leave which is granted upon the certification by a registered medical practitioner or a registered dental surgeon that proves that staff is medically unfit to work for any particular day(s). Medical leave in excess of the entitlement shall be treated as unpaid leave at the sole discretion of the Company. Unutilized medical leave is non-cumulative.

Academic Staff who absents from work on medical leave must inform the Faculty (Programme Leader/Head of School) in order for the faculty to substitute a lecturer for on-going class(es) and within 3 working days (72 hours) the medical leave certificate attached with Leave Form shall be submitted to HR department. Failure of submitting valid medical documents will result in unpaid leave.

Maternity Leave

A female staff member shall, in addition to medical leave provided, be entitled to maternity leave with full pay for a period of sixty (60) days which shall commence on such a date the medical doctor or appropriate Government authorities shall recommend. Maternity leave shall not commence earlier than one (1) month prior to the expected date of delivery or later than one day subsequent to the birth of the child.

Paternity Leave
A male staff member shall be granted paid paternity leave of two (2) days from the birth date of his child (up to his first 5 surviving children).

Compassionate Leave
In addition to annual leave, an employee shall be granted paid leave not exceeding two (2) working days at any one time and not more than four (4) working days in any calendar year.
The said leave is only applicable for the following events:
- In the event of death of immediate family members (i.e. spouse, children and parents, parent in-law, brothers and sisters).
- In the event of natural disaster affecting the employee or members of his family, or his property.

Staff member must inform by phone to their respective HOS/PL and the HR Department within twenty-four (24) hours of commencement of such leave, otherwise he shall be considered absent without leave.
Where compassionate leave application is not approved, the leave shall be treated as unpaid leave. Upon returning to work, the employee must submit the documentary evidence such as a death certificate, documents from the hospital or police or other suitable documentary proof to support the application to the HR Department.

Absence without Leave
The Management views it seriously when academic staff is absent without prior approval. Academic staff will be liable for immediate disciplinary action if they are absent without prior approval and have not informed or attempted to inform the Company of their absence.

17. Code of Conduct

All Academic Staff are expected to proceed in their daily duties in a manner that upholds the dignity of their profession, and to exhibit a commitment to learning, an enthusiasm for teaching, and a concern for the well-being of students, staff, the College, and the broader society in which all exist. Punctuality and regular attendance, doing a fair day's work, obeying instructions from their superiors, working in harmony
with their colleagues and being always mindful of their own safety and the safety of others as well as maintaining a high standard of quality in their performance to achieve the targeted productivity are the most explicit standards of professionalism expected from IIC academic staff. Academic employees who demonstrate behaviour that does not comply with or that is inconsistent with the mentioned standards of professionalism contained in this document may be subject to the range of disciplinary actions.

As an Academic Staff:
- You shall at all times and all occasions give your undivided loyalty and commitment to the College.
- You shall not conduct yourself in such a manner which will likely bring your personal matters into conflict with your official duties.
- You shall not conduct yourself as to bring the College into dispute.
- You shall not conduct yourself in such a manner as can reasonably be construed as lacking in efficiency or being irresponsible especially to the class allocated to you.

- You shall be honest and shall not behave suspiciously or dishonestly towards the College.
- You shall not conduct yourself in such a manner that shall be construed as an act of insubordination.
- You shall dress in a formal and presentable manner so as not to impair the image of the College or the effective working of other employees.
- You shall demonstrate academic readiness by maintaining, developing, and expanding competence in your field.
- You shall refrain from promoting personal, religious, political, social, or business agendas in the college and shall refuse to allow students to use class time for these purposes.
- You shall treat all students with courtesy and respect to maintain a climate in which learning can flourish and in which all students are treated with equality and respect.

Any breach of these standards shall render the employee liable to dismissal.

18.Class Protocol & Content

Academic employees will ensure that:
- All activities in the class pertain to the learning objectives of the class;
- Commence each class on time;
- Inform students of the procedure to be followed in the event that their class is cancelled;
- Be in the classroom, ready to start teaching, at the prescribed time, with technical aids on hand;
- End classes on time;
- Classroom time should be managed so that the room is vacated on schedule and other classes are not inconvenienced by being forced to wait;
- Encourage open discussion and feedback from students regarding the course and the manner in which it is being taught as a follow-up to the required written course evaluations;
- Submit final exam papers along with accurate marking scheme on time (based on the academic calendar or any notice from Exam Unit);
- Mark all tests and assignments promptly and give explanations of grades and feedback to students in an appropriate manner;
- Return graded student assignments in a timely fashion;
- Keep a record of student grades;
- Demonstrate a concern for the appropriate use and maintenance of all equipment provided by the College, such as computers, photocopiers, and so on.

19.Academic Standard Operating Procedure		
1. Registration of New Students - Local		
Steps	Action(s)	Person in charge
1	*Marketing Team/Agent to receive applicant(s) upon arrival on Campus. *Student fills up Academic Application form and Accommodation Form. Registry will check that all relevant documents/requirements such as SPM result, IC etc are correct, and that the application form is complete.	Registry Department
2	Registry will submit forms with all relevant documents to Program Leader. **Accommodation form will be sent to SSD**	Program Leader
3	Program Coordinator will submit forms to respective Program Leader. Respective Program Leader will look into credit requirements for eligibility into the Program the applicant is applying for. **Note: Applicant will not proceed further if entry requirements are not met.**	Academic
4	Upon approval by the Program Leader, application will be sent back to Registry.	Registry Department
	Applicant will fill up form(s) for – Financial Loan, Hostel, Student ID form, etc. Forms will be submitted to respective Department for processing – Financial Loan & Hostel (Student Service), Student ID (Registry).	Student Service & Registry Department
5	Applicant will now proceed to make payment for tuition fees & payment for accommodation. Upon payment, student will be issued receipt of payment.	Bursary Department
6	Upon receiving copy of receipt, Registry will prepare Offer Letter. Registry will record all documents & open student file.	Registry Department
	Copy of receipt for Accommodation will be sent to SSD to proceed.	Student Service Department
7	Student will be directed to Academic to receive their Timetable, Academic Calendar & Student Hand Book. English Placement Test will be done and classes will commence based on schedule given.	Academic Department
8	Student will now be given a Campus Tour for familiarization of premises and facilities. Arrangement will be made to transfer student to the Hostel & transport is looked into. Upon completion of the Campus Tour, student will be accompanied to the Hostel. Student will be briefed on the rules & regulation of the Hostel & the schedule of the transportation.	Marketing & Student Service Departments

2.	Registration of New Students - International	
Steps	Action(s)	Person in charge
1	International marketing department to receive the complete documents of the student.	International Marketing Department
2	Upon the receiving the complete application documents, Registry will check all relevant documents/requirements in order to issue the conditional offer letter.	Registry Department
3	The complete documents to be sent to ISO department to apply for the Immigration Visa Approval from EMGS. Receiving the visa approval (VAL) takes 4 to 6 weeks.	ISO Department
4	Upon receiving the visa approval, it will be sent to student. Student should apply for temporary Visa from Malaysian Embassy in Home Country.	ISO Department
5	Upon student's arrival, student to complete the remaining registration procedures and to obtain original offer letter as well as to settle payment. Registry to open student file.	Registry & Bursary Departments
6	Student will be directed to ISO to submit their passport for application of Student Pass & Insurance Coverage. Student will be given a verification letter while process is on going for their medical insurance & student pass.	ISO Department
7	After completion of registration, student will be given a campus tour for familiarization of premises and facilities.	International Marketing Department
8	Arrangement will be made to transfer student to the Hostel. (if applicable)	Student Service Department
9	Students will be briefed and receive Academic Calendar & Student Hand Book during orientation day.	Registry Department
10	Student will be brief on the rules & regulation of the Hostel & the schedule of the transportation (if applicable).	Student Service Department
11	Student will be directed to Academic department for semester enrolment.	Academic Department

3.	Enrolment of Returning Students – Local & International	

Note: Students are required to have their Student ID with them during enrolment day.

Steps	Action(s)	Person in charge
1	Student to register & complete the Student Info Update Form.	Registry Counter
2	Student to receive their result.	Exam Unit Counter
3	Show Result in order to be advised on course to enroll for. **NOTE: Application for appeal is also looked into.**	Academic Counter
4	Proceed to make payment for fees.	Bursary Counter
5	To collect Timetable & Student Academic Calendar.	Admin Counter

4.   General Appeal

4.General Appeal		

Students are allowed to appeal against Termination, Absenteeism, Late or Non submission of course work, Re-sit for Final Exam, etc. Students are advised to discuss their concerns with respective lecturer& Programme Leader before making an appeal. All appeals must have valid reasons; otherwise the appeal will be rejected. Any decision made is final and no further appeal is allowed.

Steps	Action(s)	Person in charge
1	Student to see respective Programme Leader to appeal & submit. application form.	Respective Programme Leader
2	Programme Leader to discuss with respective lecturer(s). Lecturer to provide student's progress report.	Respective Lecturer
3	Programme Leader to submit application with recommendation to the Head of Academic for approval.	Head of Academic
4	If approval is obtained, Programme Leader will arrange for the next course of action depending on the nature of appeal – Process will take 3 to 5 working days.	Programme Leader & Assigned Lecturer
5	Student will be informed of the result & all relevant documents to be filled into student's file.	Registry

5.	Course Exemption	

Student must apply for course exemption on the 1st week of their semester. Grace period for application ends at the end of 2nd week of the semester. Student must submit relevant document/transcript as proof for exemption. Exemptions are subject to approval based on course requirement(s).

Steps	Action(s)	Person in charge
1	Student to see respective Programme Leader to apply & submit application form. All relevant documents required must be complete. Programme Leader will proceed with the application.	Respective Programme Leader
2	Programme Leader will check to make sure the transcript & Course Summary is recognized by MQA before proceeding with the matching of course requirements/credit.	
3	Program Leader will seek Head of Academic's approval if applicant is qualified for exemption.	
5	Upon completion, all documents will be sent to Registry to be filed into respective student's file.	Registry Department

6.Add Drop	

Students may ADD a course if the total credit hours registered for a particular semester does not exceed the maximum credit hour allowed (20 credits for long semester and 10 credits for short semester), or may DROP a course if the total credit hours registered for a particular semester does not deceed the minimum credit hour allowed (12 credits for long semester and 6 credits for short semester). Application is subject to programme Leader's & Head of Academic's approval.

Note: See the Academic Calendar for exact date of Add & Drop.

Steps	Action(s)	Person in charge
1	Student to fill up the Add & Drop form after seeking advice from respective Programme Leader.	Programme Leader
2	Upon completion of application of the form, it will be submitted to registry for processing.	Programme Leader
3	Application will be submitted to Bursary for additional payment.	Head Of Bursary
4	Student will be informed & to pay fees required & signed off the application.	Head Of Bursary
5	All Documents to be sent to Registry to be inserted into student's file.	Registry Department

## 7.	Application for Study Leave

STUDY LEAVE: This application is for student wishing to go back hometown or travel out of Malaysia. Student must apply at least 2-4 weeks prior to the travelling date and attach a copy of Air Ticket/Bus Ticket as proof of travel. Successful application is subject to approval.

FOR LOCAL STUDENT STAYING AT THE HOSTEL, A COPY OF THE STUDY LEAVE FORM MUST BE GIVEN TO SSD.

Steps	Action(s)	Person in charge
1	Student to fill up Application for Study Leave form and to see Programme Leader for advice.	Programme Leader
2	Programme Leader to discuss with respective lecturer(s). All Lecturers to provide student's progress on pending assignment(s) for study leave.	Lecturer(s)
3	Programme Leader to submit application with recommendation to the Head of Academic for approval.	Head of Academic
4	Upon receiving the approval of the application, student to submit application to ISO to prepare travelling letter(ifnecessary).	ISO Department
5	Upon completion of letter, ISO will inform student to receive the letter.	ISO Department
6	For students who stay in hostel, the form must be sent to Student Service Department to be approved & singed.	Student Service Department
7	A copy will be sent to Registry to be filed into student's file.	Registry Department

8. Application for Deferment

This application is for student wishing to defer for a semester. Students must have a valid reason. Successful application is subject to approval. **PLEASE NOTE THAT STUDENT IS ONLY ALLOWED 2 DEFERMENTS FOR DIPLOMA PROGRAM & NO DEFERMENT IS ALLOWED FOR ENGLISH PROGRAM DUE TO THE SHORT DURATION OF STUDENT VISA.**

Note: Student must apply for deferment before the third week of the semester.

Steps	Action(s)	Person in charge
1	Student to fill up Deferment Form attached with required documents such as medical report and so on and to see Programme Leader for advice.	Programme Leader
2	Programme Leader to discuss with respective lecturer(s). All Lecturers to provide student's progress for deferment.	Lecturer(s)
3	Programme Leader to submit application with recommendation to the Head of Academic for approval.	Head of Academic
4	Upon receiving the approval of the application for international students, student to submit application to ISO department for visa information.	ISO Department
5	For students who stay in hostel, the form must be sent to Student Service Department to be approved & singed.	Student Service Department
6	A copy will be sent to Registry to be filed into student's file.	Registry Department

9. Student Counseling & MOU

Counseling form MUST be prepared each time when a Lecturer meets student on matters that would compromise on their learning outcome or progress or when attending to student's complaint. Program me Leader must be present with the respective lecturer during the counseling session. Representative from Registry, Bursary & ISO and Head of Academic may be required to attend if the need arises. Please make sure that the student acknowledges the report by signing the counseling form. The original form must be filed into the student's file and a copy must be kept by respective programme Leader as well.

MOU form is used when student is required to fulfill requirements set by the faculty pertaining to his or her academic matter:

- Students with poor attendance;
- Students with disciplinary problems or with poor performance which requires monitoring;
- Students with deadline for clearing Outstanding Fee before Final Exam

PLEASE NOTE: Counseling session must be conducted before the student is asked to sign the MOU.

Steps	Action(s)	Person in charge
1	All communication and statements must be written down on the counseling form.	Programme Leader/Lecturer
2	Counseling form to be attached with other relevant documents (e.g. reports, medical slip, … and submitted to the next receiver.	Programme Leader
3	Upon completion of matter, original copy must be submitted to Registry to be inserted into student's file. A copy must be kept by the respective Programme Leader.	Programme Leader &Registry Department
4	MOU is to be implemented and signed if needed after counseling session is completed properly.	Programme Leader/Lecturer

10.	Recommendation for Termination

Respective Programme Leader must make sure that he or she has all relevant reports such as attendance, progress report, counseling session & warning letters to support the recommendation to terminate student's registration. This exercise is only implemented if student does not improve despite all consecutive counseling held. Recommendation for Termination is also applicable for student that does not attend classes at all upon enrollment or does not enroll for 2 consecutive semesters. Students will be identified in Registry meeting a n d the recommendation is done by the Programme Leader which has to be approved by Head of Academic and Registrar.

Steps	Action(s)	Person in charge
1	Lecturer to complete the required form/report and attach all relevant documents and submit to Programme Leader.	Lecturer
2	Programme Leader will check and verify that all counseling is done & procedure is done accordingly before presenting it in the Registry meeting to propose for Termination.	Programme Leader
3	Upon approval from Head of Academic & Registrar, form & documents will be sent to Registry to prepare termination letter. Student will be informed of the decision and summoned to collect letter.	Head of Academic & Registrar
4	Form & documents will be sent to ISO department for necessary actions to be taken– sending police report, letter to the Embassy and shortening of Visa for international student as well as to summon student to complete the process of termination.	ISO Department

	11.	Student Progress Report/Absenteeism Report

This is to report student's attendance & progress of each course the student has enrolled - for reporting purposes whenever a situation requires a report on said student. This form must also be used for Progress Committee Meeting and at the end of the semester (after the result is finalized) and be filed into the student's file. This form will be utilized for Visa extension purposes for international students. Absenteeism is an ongoing practice from week 1 to week 14 of a long semester/ from week 1to week 7 of a short semester.

Steps	Action(s)	Person in charge
1	Lecturers to present Absenteeism report on students with poor attendance during the meeting with Programme Leader.	All full time & part time lecturers & Programme Leader
2	Programme leader to arrange and prepare for counseling session with the mentioned students. The form must be signed by student and programme leader.	Programme Leader
3	The form to be sent to the Head of Academic to be signed and approved. All documents will be kept by Programme Leader for the next procedure.	Programme Leader & Head of Academic
4	All Respective Lecturers must monitor student's attendance and performance after counseling and act on immediate follow-up. If student fails in complying, the programme leader to proceed with the second counseling and first warning letter to the student.	All full time & part time lecturers & Programme Leader
5	Lecturers to monitor student & continue the process of absenteeism. Programme leader to prepare and hand out the second warning letter to students who still fail to comply with the attendance. This practice will go on up to the fourth counseling session and third warning letter by Programme Leader. **Note: all counseling forms and warning letters must be signed and approved by Head of Academic.**	All full time & part time lecturers & Programme Leader
6	All lecturers to complete progress report for Progress Committee meeting in order to recommend barred students from final exam to the Programme Leader.	All full time & part time lecturers & Programme Leader
7	Program Leader must make sure that all reports are completed by respective lecturers a week before progress committee meeting.	Programme Leader
8	All counseling forms and warning letters to be inserted into student's file in registry. A copy of each mentioned document to be kept by Programme Leader.	Registry

12.List of students barred from Final Exam

The criterion for barring of student from final exam is poor attendance, less than 80% attendance in a course. PLEASE MAKE SURE THAT COUNSELING SESSIONS ARE CONDUCTED BEFORE WARNING LETTERS ARE ISSUED. Counseling form must be used at all times. Programme leader will prepare the list of barred students from final exam based on progress reports submitted by lecturers. The list will be presented on a meeting chaired by the Head of Exam Unit.

Steps	Action(s)	Person in charge
1	Prior Final Exam, a meeting must be held together with Head of Academic, Programme Leader, Registry, Bursary & Exam Unit to finalize the list of barred students and to synchronize the list of eligible and ineligible students to sit for final exam.	Head of Exam Unit, Head of Academic, Registrar, Bursar, Programme Leaders
2	Respective Programme Leader will complete the finalized list of barred students as per discussed in step 1, and submit to Exam Unit after being approved by the Head of Academic.	Programme Leader
3	Exam Unit will compile lists of barred students from all Programmes and prepare the exam dockets.	Exam Unit
4	Final list will then be submitted to Bursary to crosscheck if there is any update in payment of fees for those barred solely because of payment issue.	Bursary Department
5	List of students to sit for the exam as well as those barred to be posted on the notice board 1 week prior to Exam. Exam Dockets will be issued as well.	Exam Unit
6	Bursary to inform Exam Unit on updates on payment issues. Barred students will only be allowed into exam if Exam Docket is issued by Exam Unit upon payment made to Bursary.	Bursary Department

13.   Requisition for Syllabus & Lesson Plan

This is only applicable on case to case basis BUT REQUISITION IS NOT ALLOWED IF STUDENT IS APPLYING FOR OTHER COLLEGE TO CONTINUE WITH THEIR STUDIES as the Syllabus & Lesson Plan is our intellectual property. Only synopsis of the syllabus is allowed.

Steps	Action(s)	Person in charge
1	Student to see Programme Leader for requisition and to fill up the form.	Programme Leader
2	Programme Leader will check and verify the need/nature of the application. If it is for subject transfer, only synopsis is given (synopsis should be prepared by the Programme Leader).	Programme Leader
3	Program Leader to seek approval from Head of Academic. Upon approval, application will be submitted to Head of Quality Department for processing.	Head of Quality Department
4	Student will be notified for collection once application is complete within 5 working days.	Head of Quality Department

14.   Students' Daily Attendance & Weekly Attendance Record

Daily Attendance

All Lecturers must make sure that all students have signed in & out stated the time on the attendance sheet right in front of them. PLEASE DO NOT PASS THE ATTENDANCE SHEET AROUND FOR STUDENTS TO SIGN.

Please make sure remarks are recorded for any matter arises. This practice is mandatory in order to keep a record on the weekly progress of students, to record students who are late to class as well as to serve as a proof if there are cases of dispute amongst student & lecturer.

If students are absent due to medical reasons, they are required to provide and submit supporting documents to respective lecturer/programme leader within 3 working days.

Weekly Attendance Record (duration of a semester)

Weekly Attendance Record is important as it plays a crucial role in Student Visa renewal for International students as well as to follow Absenteeism practice and to identify students with poor attendance for giving counseling.

Lecturers must tick the overall attendance provided on the server at the end of each week in order for the Programme leader to trace and coordinate accordingly.

Steps	Action(s)	Person in charge
1	Lecturers to make sure all students personally sign in front of them.	
2	Lecturers to highlight or draw a red line after the last student signed in on permitted time frame – this is to identify students that are late. Please make note of any issues in the "remarks" column.	All full time & part time lecturers.
3	Lecturers to record students' attendance of each course on server.	

15.	Board Of Examination (BOE)	

BOE is conducted to:

1. Confirm Final Marks & Grade.

2. Propose upgrade of marks by lecturers.

3. To discuss matters arise from the Final Exam.

BOE meeting is chaired by the Head of Exam Unit with the presence of Head of Academic and all Programme Leaders and lecturers.

Steps	Action(s)	Person in charge
1	Lecturers to submit all marks & Reports to Exam Unit.	All full-time & part-time Lecturers
2	Exam Unit will arrange for the meeting.	Exam Unit
3	Exam Unit will prepare the spreadsheet & the percentage of Grades.	Exam Unit
4	All decisions made in BOE Meeting are final.	Exam Unit & Academic
5	Exam result report will be given to each department and to the Head of Academic upon approval & endorsement by the CEO.	Exam Unit

16.	Semester Planning Meeting	

Semester Planning must be in place prior to the beginning of a semester. This exercise is between Head of Academic and Programme Leaders to discuss about the subjects being offered for the following semester, to assign lecturers for each subject, to make sure that lecturers' teaching workload is not exceeding the requirement, and to determine the necessary resources (including hardware and software) required. The meeting is necessary to finalize the semester time-table.

Steps	Action(s)	Person in charge
1	Head of Academic calls for a meeting on the 8th week of a long semester or the 4th week of a short semester	Head of Academic
2	All Programme Leaders to submit their proposed list of subjects to offer for the following semester.	Programme Leaders
3	Upon finalizing the offered subjects, Programme Leaders to assign lecturers for each subject and the Head of Academic to approve it.	Programme Leaders & Head of Academic
4	Programme Leaders to fill up the finalized Course Planning Form as per discussed in step 3, and submit to the Head of Academic.	Programme Leaders
5	Upon completion of semester planning, Head of Academic to prepare and finalize the timetable and get it endorsed by CEO.	Head of Academic

Steps	Action(s)	Person in charge

17. Preparing proposal for Field Trip, Guest Lecture or Workshop

Lecturer in charge must prepare the proposal for plan trips, Guest Lecture or workshop according to theapproved schedule of the Academic Planning. This proposal must be completed & to be endorsed by respective Program Leader & approved by Head of Academic at least 2 weeks prior to the trip o r e v e n t . This is to ensure that enough time is allocated to arrange and organize accordingly.

Program Leader & Lecturer in charge must look into all aspect before finalizing the trip. ImportantFactor(s) to look into are:

1. That classes not involved in the trip/event are not compromised.
2. That there is no Mid-Term Exam, Presentation or test on the proposed date (please check withlecturer on the classes that will be affected.
3. That the lecturers accompanying this trip should be lecturers that are involved & that it must beassignment based.

NOTE: The trip must be documented via photography; arrangement for transportation is arranged by LINK Department. A report must also be made on the outcome of the trip. All this must be presented to the Head of Academic before being filed **by respective Program Leader & LINK Department as well. This exercise is important for Program Accreditation or Audit exercises.**

Steps	Action(s)	Person in charge
1	Lecturer(s) to submit proposal to Program Leader.	Respective Lecturer
2	Programme leader to check the outline and objective of the trip to see if it is in line with programme objectives and outcomes. Programme Leader to call for a meeting with lecturer(s) in charge in case of changesor improvement.	Respective Programme Leader
3	Final Proposal to be submitted to Head of Academic for approval by Respective Lecturer in charge.	Respective Lecturer
4	Upon approval, original copy will be sent to Head of Link to facilitate transportation while a copy to be kept by Lecturer/ Programme Leader.Respective lecturer will be notified on the arrangement of bus three (3)working days prior to the trip.	Respective Lecturer/Programme Leader/ Link Department
5	Upon completion of the trip, report on the outcome of the trip(pictures to be included) to be presented to Head of Academic before being filed by respective Program Leader & Head of Link	Programme Leader/Headof Link Department

18.	Preparing Proposal for Student's Activities/Events

Program Leader & Lecturer who act advisors must look into all aspect before approving student's proposal. Important Factor(s) to look into are:

1. The availability of the proposed venue.
2. That there is no Mid-Term Exam, Presentation or test on the proposed date (please check with lecturer on the classes that will be affected.

NOTE: The activities or event must be documented via photography; arrangement for transportation is arranged by LINK Department. A report must also be made on the outcome of the trip. All this must be presented to Head of Academic before being filed by respective Program Leader & LINK Department as well. This exercise is important for Program Accreditation or Audit exercises.

Steps	Action(s)	Person in charge
1	Lecturer (advisor) to submit student's proposal to Head of Academic to discuss & confirm the validity of the event.	Lecturer & Head of Academic
2	Upon approval, Lecturer (advisor) in charge to submit the proposal to Student Service Department at least 5 working days before the event.	Respective Lecturer
3	Head of Student Service Department to arrange for transportation (if needed). Head of SSD to update the lecture in charge in 2 days before the event.	Student Service Department
4	Original Proposal to be kept by the Programme Leader and a copy of proposal to be kept by SSD & Link department.	Programme Leader/SSD/LINK
5	Upon completion of the Event, report on the outcome of the event (pictures to be included) to be presented to Head of Academic before being filed by Head Of Student Service & LINK departments.	Student Service Department/ LINK Department

19. Class Observation

This exercise is to be conducted by Program Leader and Head of Academic on their respective lecturers on schedule stated in the Academic Calendar. This exercise is to monitor the quality teaching delivered by the lecturers as well as a benchmark to improve upon for lecturers & the delivery of the course.

Steps	Action(s)	Person in charge
1	Program Leader to plan Schedule of observation based on respectivelecturer's time-table.	Respective Program Leader
2	Upon completion of observation, Program Leader and Head of Academic to discuss about the overall performance of the lecturer observed.	Respective Program Leader & Head of Academic
3	Upon decision made in the meeting, Head of Academic will then arrange a meeting with respective lecturer in the presence of Programme Leader. The purpose of this meeting is to discuss on areas that need to improve.	Head of Academic
4	A report of findings will be sent to HR.	Head of Academic/ Programme Leader

20.   Board Of Academic (BOA)

BOA is conducted to:

1. Establish a department, school, committee, etc within academic department;

2. Develop policy on teaching and learning activities;

3. Finalize the list of graduate students and identify the best student as well as students to receive awards.

BOA meeting is chaired by the CEO and the Registrar is appointed as the secretary of the board. The other members are Head of Academic, Head of Exam Unit, Programme leaders.

Steps	Action(s)	Person in charge
1	For no. 1 & 2: CEO will call for a meeting to discuss about the matter arise and to make necessary decision. The Board also approves standards and develops guidelines in a range of areas.	BOA Members
2	For no.3: Exam Unit to announce the list of graduate students from different schools in the presence of Head of Academic and respective Programme Leaders to get approval from CEO.	Head of Exam Unit
3	Upon approval, the Board to decide on the awards and to determine the list of recipient students. The awards are: Honor Roll Award, Faculty Award, Innovative Best Student Award	BOA Members

20. List of Programmes

As of currently, the programmes below have received approval from the Ministry of Higher Education:

a) **Certificate in Law Enforcement.**

b) **Certificate in Business Studies.**

c) **Certificate in Hotel Operations.**

d) **Diploma in Law Enforcement.**

e) **Diploma in Business Administration.**

f) **Diploma in Information and Communications Technology.**

g) **Diploma in Tourism Management.**

h) **Diploma in Hotel Management.**

i) **Diploma in Hotel Management (Work-Based Learning).**

j) **Diploma in Culinary Arts.**

k) **Diploma in Islamic Banking.**

l) **Diploma in Hajj and Umrah Management.**

m) **Diploma in Accountancy**

n) **Diploma in Retail Management**

o) **Diploma in Aviation Management**

p) **Diploma in Ground Handling**

q) **Foundation in Business**

r) **Bachelor of Tourism Management with Hons.**

s) **Bachelor of Hospitality Management with Hons.**

21.ACADEMIC STRUCTURE, REGULATIONS AND PROCEDURE

21.1Philosophy of programmes offered

The programmes designed are in support and response to the development needs by the rapid globalization and market requirement to ensure employability. These programmes are designed to encourage students to think beyond employability. Programmes are specifically designed to be hands-on and industry related.

In Innovative, we balance theoretical courses with practicals where students' work is graded individually. This allows the students to present their ideas personally. This encourages students to experiment on ideas generated and it also encourages character building, talent and personality development. In addition, it is in line with the Malaysia 10th Plan.

List of current Innovative Awards are as following. Kindly visit our website www.innovative.edu.my for further details.

- **Certificate**
- **Diploma**
- **Degree**

21.2 Programme Structure
The following table shows the different structures offered:

STRUCTURE		AWARD
Certificate	Duration – 1 Year 5 Months Total Semester – 4 (3 Long Sem. & 1 Short Sem.)	Certificate
Diploma	Duration – 2 Years 6 Months Total Semester – 7 (5 Long Sem. & 2 Short Sem.)	Diploma
Diploma (Work-based learning)	Duration – 2 years 6 month Total Semester – 7 (3 Sem. theory class & 4 Sem. Practical)	Diploma
Structure		**Award**
UK Degree	Duration – 3 Years	
US Degree	Duration – 4 Years	Degree
Local Degree	Duration - 4 Years	

TABLE 1

21.2.1   Entry Requirements

Certificate

a) Pass SPM with 1 credit; or

b) Pass Unified Examination certificate (UEC) with at least obtain grade B for one subject; or,

c) Pass O-Level with at least obtain grade C for one subject; or,

d) Pass Sijil Kemahiran Malaysia (SKM) level 2 in related courses and pass SPM

e) Others requirements that equivalent, which is approved and recognized by the Ministry of Higher Education of Malaysia or equivalent by the Academic Board

Diploma

a) Pass SPM/STPM with 3 or 5 credits or 'O-Level' or equivalent, which is approved and recognized by the Ministry of Higher Education of Malaysia or equivalent by the Academic Board. For Diploma in Information and Communication Technology and Diploma in Islamic Banking, applicant must pass SPM with 3 credits include Mathematics; or

b) For International Students, complete Year 11, or equivalent, which is endorsed by the embassy of the country of study, and is approved and recognized by the Ministry of Education of Malaysia, or equivalent which is approved by the Academic Board;

c) Students are required to sit for English Placement Test (EPT). If they fail, they will be required to attend Accelerated English Programme class. However, the students who have achieved IELTS score of 6.0 (no band less than 6.0) or equivalent, are exempted from sitting for English Placement Test.

d) The Academic Board has the authority to override the above in the event of an exceptional applicant, provided that a thorough portfolio review and/or interview has been conducted by the review committee who has been confirmed by the Malaysia Qualification Agency (MQA).

Foundation in Business

a) Pass SPM / SPMV with at least credit in 5 subjects; or
b) Passed UEC with at least grade B in 3 subjects; or
c) Pass O-Level with at least grade C in 5 subjects; or
d) Other qualifications recognized as equivalent.

Degree

Universiti Utara Malaysia (Degree):

Bachelor of Tourism Management with Hons.

a) Possess Diploma that recognized by the Ministry of Education of Malaysia and approved by the university senate with a minimum CGPA of 2.50; or

b) STPM (2011 or earlier). Pass with minimum CGPA 2.000 and obtain grade C for three subject include Pengajian Am and comply with special program; or

c) Matrikulasi Kementerian Pendidikan Malaysia / PASUM/ Asasi Undang- Undang (2011 or earlier). Passed all subject; or

d) Pass Sijil Tinggi Agama Malaysia (STAM) in 2011 or earlier with at least jayyid

e) Pass Sijil Pelajaran Malaysia (SPM) with at least grade E/8E in Mathematics or Additional Mathematics or Principal of Accounting; and

f) Pass Sijil Pelajaran Malaysia (SPM) with at least grade C+/5C in English; or

g) Achieve a minimum level of band 3 for the MUET examination.

Note:

Obtained Minimum of grade C (CGPA 2.00) at the STPM level for Bahasa Melayu/Kesusasteraan subject can be accepted in lieu of the terms obtain honors for Bahasa Melayu at the SPM level

Bachelor of Hotel Management with Hons.

a) Possess Diploma that recognized by the Ministry of Education of Malaysia and approved by the university senate with a minimum CGPA of 2.50; or

b) STPM (2011 or earlier). Passed with minimum CGPA 2.000 and obtain grade C for three subject include Pengajian Am and comply with special program; or

c) Matrikulasi Kementerian Pendidikan Malaysia / PASUM/ Asasi Undang- Undang (2011 or earlier). Passed all subject;

d) Pass Sijil Tinggi Agama Malaysia (STAM) in 2011 or earlier with at least jayyid

e) Pass Sijil Pelajaran Malaysia (SPM) with at least grade E/8E in Mathematics or Additional Mathematics or Principal of Accounting;

f) Pass Sijil Pelajaran Malaysia (SPM) with at least grade C+/5C in English; or

g) Achieve a minimum level of band 3 for the MUET examination.

Note:

Obtained Minimum of grade C (CGPA 2.00) at the STPM level for Bahasa Melayu/ Kesusasteraan subject can be accepted in lieu of the terms obtain honors for Bahasa Melayu at the SPM level.

21.2.2 Credit Evaluation System

The semester system uses the credit system to give values to all subjects taught. To graduate, students are required to successfully complete the number of prescribed credits. This is in line with the Malaysian Qualifications Framework (MQF) requirements. (Note: Malaysian Qualifications Framework is an instrument that develops and classifies qualifications based on a set of criteria that have been agreed upon nationally and benchmarked with International practices, and which clarifies the academic level, learning outcomes and credit system based on student academic load.A credit is the agreed-upon value to measure a student load in terms of learning time required to complete course units, resulting learning outcomes (UNESCO, 2004). As stated in the statuary of the MQA, under the MQF, the minimum credits required vary for the levels as below:

MQF Levels	Qualifications	Min Credit
8	Doctoral	No given credit
7	Fully or Partly Taught Masters	40
	Postgraduate Diploma	30
	Postgraduate Certificate	20
6	Bachelors	120
	Graduate Diploma	60
	Graduate Certificate	30
5	Advanced Diploma	40
4	Diploma	90
1-3	Certificate (Foundation)	60
	Skill Certificate	According to skill and level

TABLE 2: Malaysia Qualifications Framework: Proposed Minimum Credit

Credits are accumulated as student progresses through their period of study. Successful completion of courses leads to the award of the approved volume of credits at the prescribed level.

Calculation of credit hour is explained below *(Based on the guidelines from MQA)*:

a) For every 1 hour of lecture, tutorial and lab, it is proposed that student spends 1-2 hours of self-study.

b) For every 1 hour of presentation, it is proposed that student requires 3-4 hours of preparation.

c) For every 2000 words of assignment, it is proposed that student requires 10-12 hours of preparation.

d) For every 3 hours of examination, it is proposed that student requires 10-20 hours of preparation.

Sample credit calculation:

Face to face requirements:

2 hours of lecture per week, 1 hour of tutorial per week

Assignments:

2 individual assignments, 1 project

Test/Exam:

1 class test, 1 final examination (3 hours)

Lecture		Tutorial		Others	Exam	Total
F	SL	F	SL			
2 hrs x 14 wks = 28	2 hrs x 14 wks = 28	1 hrs x 14 wks = 14	1 hrs x 14 wks = 14	Assignment 1 = 6 hrs Assignment 2 = 6 hrs Project = 12 hours	Class test = 4 hours Final Exam = 10 hours	(28 + 28 +14 + 14 +6+6+ 12+4+ 10) = 122 hours
122 hours / 40 notional hours = 3.05						
3 Credit Hour						

TABLE 3

Based on the above calculation, the credit hour for this particular course with the requirements mentioned before is 3 credit hours.

One (1) credit is equivalent to 40 notional hours of student's learning time per subject. Student learning time is calculated based on all learning activities, face to face and non-face to face/independent student learning time.

Examples of learning activities are shown in the list below:

   i.   Face to face learning
  - Guided learning through lectures/tutorials/instructions
  - Tests/quizzes
  - Seminars/invited speakers
  - Laboratory work
  - Field work/assignment
  - Project presentation
  - Industrial training

ii. Independent learning
   -   Preparing for lessons/tutorials/ practical /presentations
   -   Completing assignments
   -   Completing project work (final year project)
   -   Revising for examination & attempting examinations

NOTE: Students are advised to register for not more than 20 credits per long semester and 10 credits per short semester. Students are only allowed to register more than the above-mentioned credits in specific situations where a written approval from the Head of Academic on the enrolment form is obtained during semester enrolment.

21.2.3   Mode of Study

Innovative is currently offering one mode of study, which is full time. As a full time student, one is registered to complete an award within the minimum period of registration, as prescribed in the programme structure.

21.2.4   Teaching Methodology

Teaching methodology explains the technique of managing teaching and learning. At Innovative, teaching is done through the traditional method of conducting a course of study:

a) Face to face contact for lecture, tutorial, and laboratory sessions.

b) Continuous assessments: both formative and summative assessments (quizzes, tests, assignments, projects, presentations, and final examinations)

c) Online teaching and learning in which lectures/tutorials/assessments are offered in part or wholly via the internet.

21.2.5   **Grading System**

A student's performance in a subject is reflected by the grade received. The relationship between the grade and the point value is standardized for all courses in all programmes as shown in Table 4.

Grading System for Certificate, Diploma and Degree Programme.
The grading system used is as follows:

MARKS	GRADE	GRADE POINT	STATUS
90 – 100	A+	4.00	DISTINCTION
80–89	A	4.00	
75–79	A-	3.67	
70–74	B+	3.33	PASS
65–69	B	3.00	
60–64	B-	2.67	
55–59	C+	2.33	
50–54	C	2.00	
47–49	C-	1.67	CONDITIONAL PASS
44–46	D+	1.33	
40–43	D	1.00	
0-39	F	0.00	FAIL

TABLE 4: Relationship between Marks, Grade and Grade Point

For Compulsory courses (MPU2163, MPU2133, MPU2212, MPU2222, MPU2412 and

MPU2422), the grading system is shown in Table 5:

Marks	Grade / Status
75 – 100	A
65–74	B
50–64	C
0-49	Fail

TABLE 5

GPA & CGPA

The Grade Point Average **(GPA)** is calculated by dividing the total number of grade points earned by the total number of credit hours attempted. GPA may range from 0.0 to 4.0.

Total Number of Grade Points for one semester
Total Credit Hours for one Semester

The Cumulative Grade Point Average **(CGPA)** is defined as the calculation of the cumulative grade point average value obtained by students in all subjects. The grade points obtained in all subjects are calculated along with the total number of credit hours' students have attempted.

Total Number of Grade Points for all semesters
Total Number of Credit Hours taken

Repeating & Re-sitting Criteria for Diploma Programmes

Students who failed a subject are required to repeat the failed subject during their study. To be eligible to re-sit an examination, a student must achieve between **35** to **39** marks.

The grading system used for re-sit examination is shown in Table 6:

MARKS	GRADE	GRADE POINT	STATUS
47–49	C-	1.67	CONDITIONAL PASS
44–46	D+	1.33	CONDITIONAL PASS
40–43	D	1.00	CONDITIONAL PASS
0–39	F	0.00	FAIL

TABLE 6

21.3 Credit Transfer

Credit transfer in general has been standardized with the criteria that have been set by the Malaysian Qualifications Agency (MQA).

21.3.1 **Diploma**

Credit transfer from one diploma to another based on the courses that have been taken;

The syllabus/i of the course/s for credit transfer must cover at least 70% of the syllabus/i of the corresponding course/s at Innovative.

The grade obtained for the course/s for credit transfer shall be equivalent to at least grade C (refer to Table 4).

Credit transfer will follow the criteria and standard of the Malaysian Qualification Agency (MQA), which is credit transfer of not more than 30% from the total credits, where a maximum of 30 credit hours may be granted.

A committee appointed by the Head of School will conduct the vetting exercise of the credit transfer.

An interview shall be conducted to evaluate the capability of the student (if necessary).

21.3.2 **Degree**

Bachelor of Tourism Management (Hons) and Bachelor of Hospitality Management (Hons) – UUM

Please refer UUM Academic Handbook
http://hea.uum.edu.my/index.php/24-handbook-faq/105-handbook

21.4 Credit Transfer Process

A student is allowed to transfer credits for subjects that have already been taken at another academic programme. *Transfer* is the recognition of work by one school completed at another. Students who have completed a program of study at IIC may be able to transfer credits earned at IIC advanced standing in an approved transfer program at another college or university. Students must officially apply to have their credits recognized. If the courses students take are a good match, they may be able to use credits they have already earned to fulfil some of the requirements of the program they transfer to.

The credit of a subject may be transferred if:

• The subject(s) are of the same credit value or equivalent or more, to the subject(s) in the new programme;
• The subject(s) must be equivalent/similar to 80% in content based on subject to subject comparison;
• The subject(s) must be from an accredited programme;
• The student must have obtained at least a grade C or equivalent in the subject(s)

Note: For the credit transfer process, refer to Table 7.

1	Process of Evaluation	The course has to be compared: a) Between similar level of study b) Course by course, and c) Content for content
2	Evaluate and compare courses at the same level of study; Diploma to Diploma, or Degree to Degree.	A Diploma level course can only be accepted and transferred to another Diploma level programme. It cannot be compared and transferred to a Degree level programme. The degree programme is at a different level of study. It is possible to accept a Diploma level programme for certificate level programme, but this is not always true as the objectives and outcomes may be different. Certainly, there cannot be a transfer of credit from a certificate level programme to a Diploma level programme.
3	Evaluate and compare course by course and semester by semester	The semester in which different study courses are placed vary with institutions, depending on the programme and its objectives and philosophy. For a given course, some institutions find it better to place them in the early years of study, but others put them in the higher semesters. Hence, in the credit transfer evaluation, it is necessary to search if there are courses of study in the new programme that is equivalent to the one the student has studied at the previous programme. Note: It does not automatically follow that if a student has completed Year 1 in one institution, they can continue in Year 2 in the next institution. When the credit transfer is done, it is possible for a student to be placed at semester 3 but having to do a number of courses in semester 1 and 2, or be placed in semester 2 but given exemptions of minor courses in semester 3 and 4.
4	Evaluate and compare the course content	Courses taught in the first year of study e.g. Introduction to Business and Business Foundation have very different names but the content and objectives may be very similar. If the levels are the same, they are transferable.
5	Documentation	Student must produce a copy of their transcript and the official course outlines for the courses they are applying for exemption. Portfolio of work may also be required.

TABLE 7: Credit Evaluation & Transfer

21.5   Subject Exemption

Subject Exemption allows students to be exempted from having to take a subject but they must replace the credit in order to fulfil the required total credit to graduate. The value and grade of the replacement subjects will be calculated into the student's GPA & CGPA.

21.6   Academic Regulations

21.6.1   Registration

Students must register for their subjects within the timeframe allocated for semester enrolment. The registration dates are published via Innovative Management System (IMS).

Late Registration

The last day for semester registration is stated in the Academic Calendar. **Failing to do so, students will be charged with a penalty, which is RM10 per day.**

Students are responsible to verify the correctness of their registered subjects and keep a copy of the semester enrolment form.

Add /Drop a course

A student can add a course if:

a) The total credit hours registered for a particular semester do not exceed the maximum credit hours allowed (20 credits for long semester and 10 credits for short semester).
b) Application to add a course is done within the timeframe allocated in the Academic Calendar.
c) Approval is granted by the Programme Leader/Head of School.

A student can drop a course if:

a) The total credit hours registered for a particular semester do not exceed the minimum credit hours allowed (12 credits for long semester and 6 credits for short semester).

b) Application to drop a course is done within the timeframe allocated in the Academic Calendar.

c) Approval is granted by the Programme Leader/Head of School.

If students wish to carry an extra load, or to reduce the total credit hours more than is allowed, they can appeal to the Programme Leader/Head of School.

Important note:

If students do not register their current semester during the permitted time, the student status shall be automatically classified as having deferred their study for the current semester. Generally, students are permitted to defer their study for maximum of two times only. As a consequence of failure of students to register themselves for the current semester after having deferred their study twice, the students shall be automatically terminated.

21.6.2   Attendance

Students must fulfill the attendance requirements as set by both the institution and the Ministry of Higher Education.

Students must attend a minimum of 80% of overall attendance. **Failing to do so will result in being barred from sitting for final examination.**

For international students who fail to fulfill the attendance requirements, a report to the Immigration will be lodged. This will result in termination of student's visa.

A formal warning letter will be given to students whose attendance is below satisfactory. Table 8 shows the absenteeism procedure.

Certificate	Diploma	Remarks
Absent for 2 times	1st Absenteeism	Counselling by respective Programme Leader & lecturer & MOU
Absent for 4 times	2nd Absenteeism	1st warning Letter and Counselling by Programme Leader
Absent for 6 times	3rd Absenteeism	2nd Warning Letter and Counselling by Academic Director
The next absenteeism	The next absenteeism	To be barred from sitting for final examination (Following 80% attendance rules from the Ministry of Higher Education)

TABLE 8: Absenteeism Procedure

Study Leave

Students are required to apply for study leave if they need to be absent for a valid reason. Supporting documents must be submitted to the Programme Leader. A study leave must be approved by the Programme Leader & endorsed by the Head of Academic; otherwise, the student is considered to be absent.

Sick Leave

A Medical Certificate (MC) must be submitted to the Programme Leader within 72 hours. Else, the student will be treated as absent.

Emergency Leave

Supporting document (e.g. Death Certificate, Police report and etc) must be submitted to the Programme Leader within 72 hours. Else, the student will be treated as absent.

Appeal against Debarring

Students can appeal against the school's decision on debarring from sitting for the final examination and appeal must be submitted 1 week before the examination. They must fill out the appeal form. The form must be submitted to the Programme Leader together with supporting documents. Decision will be made known to the student & decision made is FINAL.

21.6.3   Assessment

The following guidelines concern various assessments assigned to the students as part of their course.

The number of assignments/projects/tests varies from one course to another. Each assessment will be marked and added towards a final percentage grade for the semester.

a) All assignments/projects must be completed and presented for marking by the deadline given. Marks will be deducted for late submission without a valid written explanation. If a student knows that he/she is not going to meet a deadline, he/she must inform the lecturer in writing prior to the deadline. A counseling session will be held with the respective lecturer & Programme Leader and an MOU must be in place if the student is allowed to submit work on a later date.

b) All assignments/projects must be delivered only to the lecturer concerned unless other arrangements have been made. No other lecturer will accept students' work unless officially arranged for by the lecturer/Programme Leader.

c) Note: Assignments MUST BE submitted directly to a lecturer. Any work not handed to the lecturer directly and signed for is at the student's own risk. All students are strongly advised to keep a soft copy of all work handed in as back up.

d) Fulfilling the assessment requirements of a course should take precedence over any outside commitments.

Plagiarism and Penalty for Late Submission

Plagiarism is a form of cheating. Plagiarism may occur in oral, written or visual presentations. Plagiarism consists of, but is not limited to, copying parts of the writing of others with inadequate footnotes, quotes, or other reference forms of citation.

The advancement of information technology has enabled students to copy images and text from all over the world (via the Internet). If students' work is found to have copied elements without acknowledgement or appropriate citation, the penalties will be severe and will affect the overall results. The minimum result will be a 0 mark if student is found guilty.

Penalty for late submission:

1 day	Deduction of 5% from the marks obtained
2 days	Deduction of 10% from the marks obtained
3 days	Deduction of 15% from the marks obtained
4 days	Deduction of 20% from the marks obtained
5 days	Deduction of 25% from the marks obtained
5 days	Not accepted. 0 marks will be awarded

TABLE 9

21.6.4   Final Examination

All scheduled final examinations are held at the end of the semester during the institution's final examination period in the academic calendar. Comprehensive final examinations are required for all theory based courses.

No other coursework, including laboratory work will be due during the final examination period, unless it is assigned in advanced, and in lieu of the course final examination.

Regardless whether there is a final examination in the course, no other than review sessions shall be held during the final examination period.

No student is required to take more than two (2) examinations that start within 24-hour period. A student who has more than two (2) examinations scheduled within 24-hour period or has two examinations scheduled at the same time should first contact the exam unit and then the school for assistance in resolving conflicts.

Students are expected to be present at the place assigned at the start of the examination. Late arrival will reduce the total time a student has to complete the examination. Students who arrive **30 minutes late** are not allowed to enter the examination hall.

Students who **miss an examination** with a valid reason may appeal for a re-sit examination as first attempt. In this case, students will have to appeal to the Exam Unit. The appeal must be filed within 48 hours, and no later than week 16.

Concerns related to final examination, complaints about violations of the final examination policy for alternations of the final examination schedule should be directed to the Exam Unit.

PLEASE NOTE: students will be barred from Final Exam if they:

1. Do not meet the 80% of attendance requirement OR

2. Do not settle tuition fee or any other cost incurred.

21.6.5   Academic Dishonesty

Students who are caught cheating in their mid-term test or final examination will be called for academic disciplinary hearing. The penalties are severe and the minimum result will be a 0 mark and the students are required to repeat the paper if appeal is not successful.

Regulation in appeal for re-sit in cheating cases is as follows in Table 10.

1	1st time caught in cheating	Disciplinary hearing and if the appeal is approved, student is entitled to re-sit the paper. Maximum of grade C will be given if the student passes the course.
2	2nd time caught in cheating	Fail all the courses & to enroll in the current semester.
3	3rd time caught in cheating	Termination from the Programme.

TABLE 10

21.6.6   Sick Leave/Emergency Leave

A Medical Certificate (MC) or Supporting Document (e.g. Death Certificate, Police Report and etc) must be submitted to the Exam Unit and a copy to the school within 72 hours. If approval is granted, the students will sit for re-sit examination as first attempt.

21.6.7   Passing an Examination

A student is deemed to pass a course if he/she passes the overall marks (achieved 40%).

21.6.8   Re-sitting an Examination

A student is eligible for a re-sit examination if he/she has achieved between 35 – 39% of the overall marks. Please refer to the grading system in 2.2.5.

21.6.9 Repeating a Course

A student is required to repeat the entire course if he/she scores less than 35% of the overall marks.

21.6.10 Appeal against Assessment Results

A student is allowed to appeal against assessment results if he/she feels that the respective lecture has misjudged his/her work. The student is advised to discuss his/her concerns with the lecturer before making an appeal.

All appeals must have good and valid reasons; otherwise the appeals will be rejected. A minimum charge of RM50 will be imposed if the appeal is approved. This may or MAY NOT change the result. Any decision made is FINAL and no further appeal is allowed.

21.6.11 Deferment

A student may apply for deferment of a semester if it is necessary but he/she must provide concrete evidence.

Student must fill up Deferment Form indicating the reason(s) for deferment attached with supporting evidence and submit to his/her Programme Leader for approval.

Upon approval, the student will be notified, and a copy of the Deferment Form will be circulated to various departments.

PLEASE NOTE:

a) Students are only allowed 2 deferments for the entire duration of their Programme.
b) Fee paid will not be refundable for late deferment.
c) All sponsored students must provide a written approval from their sponsors before the deferment of semester can be executed.

21.6.12   Change of Programme for International Students

If a student wishes to change programme, he/she must do so 8 weeks before the commencement of the new academic semester. Students will not be allowed to change programme after this deadline.

PLEASE NOTE: All approval is subjected to Ministry of Education approval. Students must remain in the current program if application for change of course is not approved by Ministry of Education.

To change a programme, students must:

1. Obtain a "Change of Programme Form" from the Registry

2. Complete the form and ensure all appropriate signatures are obtained.

3. Hand in the completed form to the Registry. Keep a copy for themselves.

4. Present a copy of the completed form to their new Programme Leader who will provide them with appropriate timetable and instructions.

5. Present a copy of the completed form to their new lecturers. Lecturers will not assign them to their class without a completed form and proper authorization from the Programme Leader.

Note: All sponsored students must provide a written approval from their sponsors before the change of programme can be executed.

21.6.13   Exit Programme

A student who has completed the programme must complete a Completion of Programme form. The form can be obtained from the Registry. Refundable deposit (if any) will be processed upon submission of the Exit Programme form.

21.6.14   Withdrawal of Programme

Student must inform the Programme Leader and Registry in writing while applying for withdrawal. Supporting document must be attached (if there is any). He/she must complete Exit Programme form. The form can be obtained from the Registry.

21.6.15   Change of Address and Personal Details

If a student has a change of address, telephone number or any other personal details, he/she must inform the Registry as soon as possible. It is the student's responsibility to do so. It is vital that the Registry maintains updated personal details for correspondence and mailing of results. Personal information kept on files has restricted access.

PLEASE NOTE: Students are required to fill out the Students Info Update form each and every registration day.

Unauthorized staff and students are not allowed to access student files. In case of international students, it is a legal requirement of their visa that they update the institution on any changes.

21.7   Termination of Registration

College reserves the right to terminate the registration of any student on **academic** grounds and **disciplinary** grounds. Decisions relating to termination of registration must be made in accordance with the College policy which falls on of the following cases:

a) Serious disciplinary issues

b) 3 times being caught cheating in examination

c) Exceeding more than two (2) deferment of semester or two (2) semesters missing classes

d) Exceeding three (3) times repeating the same subject

e) Exceeding three (3) times extension of semester 7

f) Overstaying international students

21.8   Graduation requirement

21.8.1   Completed

Students must fulfill the following requirements to graduate:

a) Fulfill the minimum required residential requirements during the course of studies
b) Obtain a CGPA of 2.00 and above for the programme.
c) Achieve a minimum grade C or a grade point of 2.00 for MPU Courses.
d) Fulfill credit requirements depend on programme structure for each course.

Certificate in Law Enforcement

	Subject Classification	Credit Value	Percentage
1	Basic Major	29	48.3
2	Core Major	22	36.6
3	Elective	9	15.1
	Total Credit Value	**60**	**100%**

Certificate in Business Studies

	Subject Classification	Credit Value	Percentage
1	Major	36	60
2	Core	15	25
3	Compulsory	9	15
	Total Credit Value	**60**	**100%**

Certificate in Hotel Operations

	Subject Classification	Credit Value	Percentage
1	Major	9	15
2	Core Major	40	66.67
3	Compulsory	11	18.33
	Total Credit Value	**60**	**100%**

Diploma in Law Enforcement			
	Subject Classification	**Credit Value**	**Percentage**
1	Compulsory	12	13
2	Core	58	62
3	Major	24	25
	Total Credit Value	**94**	**100**

Diploma in Business Administration			
	Subject Classification	**Credit Value**	**Percentage**
1	Core	75	83
2	Compulsory	15	17
	Total Credit Value	**90**	**100%**

Diploma in Information and Communication Technology			
	Subject Classification	**Credit Value**	**Percentage**
1	Compulsory	9	10
2	Core	27	30
3	Concentration	40	44
4	Elective Modules	10	11
5	Industrial Training	4	5
	Total Credit Value	**90**	**100**

Diploma in Tourism Management			
	Subject Classification	**Credit Value**	**Percentage**
1	Compulsory	9	10
2	Core	28	30
3	Major	35	37
4	Minor	22	23
	Total Credit Value	**94**	**100**

Diploma in Hotel Management			
	Subject Classification	**Credit Value**	**Percentage**
1	Major	38	41
2	Core	45	4
3	Compulsory	9	10
	Total Credit Value	**92**	**100%**

Diploma in Hotel Management (WBL)			
	Subject Classification	Credit Value	Percentage
1	Major	42	46
2	Core	40	44
3	Compulsory	9	10
	Total Credit Value	**91**	**100%**
Diploma in Culinary Arts			
	Subject Classification	Credit Value	Percentage
1	Common Core	18	20
2	Compulsory	9	10
3	Core	65	70
	Total Credit Value	**92**	**100%**
Diploma in Islamic Banking			
	Subject Classification	Credit Value	Percentage
1	Discipline Core	42	46
2	Discipline Elective	15	16
3	MIF Core	21	23
4	Compulsory	9	10
5	Project Paper	4	5
	Total Credit Value	**91**	**100%**
Diploma in Hajj and Umrah Management			
	Subject Classification	Credit Value	Percentage
1	Major	25	26.9
2	Core	17	18.3
3	Compulsory	18	19.4
4	Elective	25	26.9
5	Industrial Training	8	8.6
	Total Credit Value	**93**	**100%**
Diploma in Accountancy			
	Subject Classification	Credit Value	Percentage
1	Common Core	33	36
2	Discipline Core	42	46
3	Compulsory	17	18
	Total Credit Value	**92**	**100%**
Diploma in Retail Management			
	Subject Classification	Credit Value	Percentage
1	Core	75	81
2	Compulsory	18	19
	Total Credit Value	**93**	**100%**

Diploma in Aviation Management			
	Subject Classification	Credit Value	Percentage
1	Major	49	54
2	Compulsory	12	13
3	Core	21	23
4	Industrial Training	8	10
	Total Credit Value	90	100%
Diploma in Ground Handling			
	Subject Classification	Credit Value	Percentage
1	Major	48	53
2	Compulsory	12	13
3	Core	18	20
4	Industrial Training	12	14
	Total Credit Value	90	100%
Foundation in Business			
	Subject Classification	Credit Value	Percentage
1	Major	41	82
2	Compulsory	9	18
	Total Credit Value	50	100%
Bachelor of Tourism Management with Hons			
	Subject Classification	Credit Value	Percentage
1	Compulsory	13	10
2	Core	104	77
3	Elective	18	13
	Total Credit Value	135	100
Bachelor of Hospitality Management with Hons			
	Subject Classification	Credit Value	Percentage
1	Compulsory	26	18
2	Core	110	74
3	Elective	3	2
	Total Credit Value	148	100