

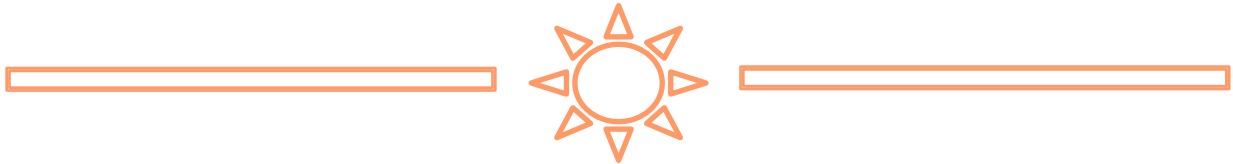


DIPLOMA PROGRAMMES

2017 Edition

ACADEMIC REGULATIONS AND PROCEDURES

DIPLOMA PROGRAMMES



ACADEMIC REGULATIONS AND PROCEDURES

2017 Edition

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SECTION I

General Information

1.0 Introduction

The INTEC Education College (INTEC) Diploma Academic Regulations Handbook serves as a comprehensive academic guide for INTEC students. It consists of policies, standard procedures and codes of practice of academic matters at INTEC and the academic requirements of each diploma programme at INTEC.

This handbook is pertinent to all diploma students as listed below:

1. Diploma in Business Management (DBM).
2. Diploma in Public Management and Governance (DPMG).
3. Diploma in Scientific Halal Practices (DSHP)

INTEC students must make an effort to familiarize themselves with the regulations stipulated in this book.

2.0 Vision and Mission

2.3. Vision

To become an institution of choice, renowned for high quality education to develop individual potential through diversity of learning experiences to produce globally competent graduates.

2.4. Mission

To provide holistic quality curriculum recognized locally and internationally, conducive learning environment and quality management that promotes excellence in scholarship, research and society.

3.0 Philosophy

INTEC firmly believes that all individual has the potential to develop intellectually, spiritually and mentally to become future graduates capable of developing knowledge, self, society and nation.

SECTION II

Academic Regulations and Procedures

1.0 Introduction

Academic Regulations and Procedures are formulated to regulate and coordinate the administration of academic and related matters. It is the responsibility of students to know and follow all the College's rules and regulations. INTEC Education College reserves the right to add, amend or make any alterations to the contents as and when necessary.

2.0 Definitions

2.56. **INTEC**

INTEC refers to INTEC Education College

2.57. **INTEC Board of Director**

INTEC Board of Director comprises of 3 members from UiTM Private Education Sdn. Bhd. (UPESB).

2.58. **Chief Executive of INTEC**

An academic officer appointed by the Board of Director, UiTM Private Education Sdn. Bhd. (UPESB).

2.59. **INTEC Board of Governors**

INTEC Board of Governors comprises of three members from UiTM Private Education Sdn. Bhd. (UPESB) and the Chief Executive of INTEC Education College.

2.60. **Academic Director**

Refer to an academic staff appointed by the Chief Executive to manage all academics matters.

2.61. **Deputy Director (Student Affairs)**

Refer to an academics staff appointed by the Chief Executive to manage all students' affairs and activities.

2.62. **Head of Programme / Programme Coordinator**

Academic staff appointed by the Chief Executive of INTEC to manage and develop the respective academic programme.

2.63. **Academic Staff**

A teaching professional appointed by the Chief Executive of INTEC. This includes professors, associate professors, senior lecturers, lecturers, junior lecturers, assistant lecturers and other individual hired to teach at INTEC.

2.64. **Course Coordinator**

Academic staff appointed by the Chief Executive of INTEC to coordinate matters related to courses offered.

- 2.65. **Academic Advisor**
Refers to academics who advice students on academic and other matters related to students.
- 2.66. **Senate**
Refers to the board responsible to endorse academic results and other related academic matters of INTEC Education College. The board comprises of the following members:
- | | | |
|--------------------------------------|---|-------------|
| Chief Executive | : | Chairperson |
| Academic Director | : | Member |
| IPAC Director | : | Member |
| Assistant Director (Student Affairs) | : | Member |
| INTEC Academic Administrators | : | Member |
| Academic Manager | : | Secretary |
- 2.67. **Academic Administrator**
The board that is responsible for all academic affairs at INTEC and comprises of the following members:
- | | | |
|--------------------|---|-------------|
| Academic Director | : | Chairperson |
| Heads of Programme | : | Member |
| Course Coordinator | : | Member |
| Academic Manager | : | Secretary |
- 2.68. **INTEC Disciplinary Board**
A board appointed by Chief Executive in accordance with Act 555 Private Higher Educational Institutions Act 1996. Part VIII, Discipline and Conduct of Students and INTEC Rules and Regulations to deliberate on students' disciplinary cases.
- 2.69. **Letter of Undertaking (LoU)**
LoU is a document of oath undertaken by a student at the beginning of every semester to inform them the rules and regulations of INTEC.
- 2.70. **Plan of Study**
A study curriculum containing courses required for a certificate of achievement to be awarded.
- 2.71. **Academic Curriculum**
A list of courses specified by the programme to fulfill the requirements of the completion of the programme.
- 2.72. **Semester**
- (i) **Long Semester**
Refers to a 14 week learning session based on the guidelines set by the Malaysian Qualifications Agency (MQA).
- (ii) **Short Semester**
Refers to a 7 week learning session based on the guidelines set by the Malaysian Qualifications Agency (MQA).

- 2.73. **Course**
The subject listed in the plan of study of the respective programmes.
- 2.74. **Full Time Student**
A student listed in the plan of study of the respective programmes.
- 2.75. **Internship**
Refers to a compulsory practical training to fulfil the requirement of respective programmes. This training provides exposure to the working environment.
- 2.76. **Assessment**
Refers to methods used to evaluate measure and document the academic readiness, learning progress and skill acquisition of students.
- 2.77. **Examination**
Refers to the end of semester exam carried out during each semester.
- 2.78. **Examiner**
An academic responsible for carrying out all or part of assessment and examination duties which include:
i. Determine the methods and level assessment
ii. Preparing the examination questions and answer key
iii. Evaluating the performance of the students
iv. Awarding grades based on the syllabus requirement
- 2.79. **Examination Committee**
Refers to the committee that assists the Examination Officer on matters regarding examination.
- 2.80. **Examination Invigilator**
Refers to an appointed individual to ensure the integrity and security of the examination in a secure environment.
- 2.81. **Contact Hour**
Refers to the number of class hours per week the lecturers meet the students within the duration of 7 weeks or 14 weeks of lectures.
- 2.82. **Credit Hours**
Refers to the value assign to a course which indicates its relative weight within the students' programme.
- 2.83. **Credit Obtained**
Refers to a total of credit value earned when a student's pass a course.
- 2.84. **Credit Calculated**
Refers to total credit earned to calculate GPA and CGPA.
- 2.85. **Credit Exemption**
Refers to the waiving of courses required to fulfill the plan of study upon the completion an equivalent course, with minimum grade required from a recognized programme.

- 2.86. **Credit Transfer**
Refers to the amount of credits to be awarded for successful completion of a course of study elsewhere.
- 2.87. **Grade**
Grade is a value in alphabet form to indicate students' performance in a course.
- 2.88. **Grade Point**
Grade Point is the value in numeric form to indicate students' performance in a course.
- 2.89. **Grade Point Average (GPA)**
Grade Point Average is the achievement value of a student in a particular semester and calculated as follows:

$$\text{GPA} = \frac{\sum(\text{Grade point} \times \text{Credit Hours})}{\sum \text{Credit Hours (per semester)}}$$

- 2.90. **Cumulative Grade Point Average (CGPA)**
The cumulative grade point average is the average of grade value obtained by a student in all examinations taken and calculated as follows:

$$\text{CGPA} = \frac{\sum(\text{Grade point} \times \text{Credit Hours})}{\sum \text{Credit Hours (all semesters)}}$$

- 2.91. **Academic Excellence Conferment**
- (i) Academic Director Award**
Academic Director Award is the distinction award for students who have obtained a GPA of 3.50 and above for each semester.
- (ii) Chief Executive Award**
Chief Executive Award is the distinction award for students who have obtained a CGPA of 3.50 and above for every semester.
- 2.92. **Statement of Results (SOR)/ Mini Transcript**
The SOR/ Mini Transcript is a statement that lists detailed information of the assessment result for a particular semester. Each student is provided with only a copy of SOR. Any extra copies requested will be charged at RM5.00 per copy.
- 2.93. **Transcript**
Transcript refers to an official document issued by INTEC that details the performance of the students throughout the duration of the study.
- 2.94. **Academic Hearing**
Academic Hearing is a session where students whose academics performance falls below the cut-off point stipulated by INTEC and respective sponsors are called for counseling. The session will be attended by the Head of Programme/Coordinator. Representatives from respective sponsors will be invited.

- 2.95. **Incomplete Status (I)**
Refers to a status given to students who do not fulfill any course requirements in a given semester.
- 2.96. **Disciplinary Action**
Disciplinary Action is the punishment meted out by the INTEC Disciplinary Board on students who violate the Act 555 Private Higher Educational Institutions Act 1996.
- 2.97. **Academic Probation**
Students who have completed at least 15 credit hours as shown by the official academic record shall be placed on academic probation if the students have earned a CGPA of less than 2.00.
- 2.98. **Academic Dismissal**
Students are subject to academic dismissal when their CGPA is less than 1.00 or fails to meet the conditions of probation.
- 2.99. **Withdrawal**
Refers to students who are permitted by INTEC to withdraw from programme.
- 2.100. **Graduate**
Refers to the status awarded to student who have completed and fulfilled all programme requirements stipulated by INTEC.
- 2.101. **Certificate of Completion**
Certificate of Completion is an official document awarded by INTEC that endorses the successful completion of a study programme at INTEC.
- 2.102. **Plagiarism**
Refers to reproducing the work and/or opinions of others obtained through print or electronic materials without acknowledging or disclosing their source(s).
- 2.103. **Core Course**
Refers to the required courses or training programmes listed in the plan of study of the programme.
- 2.104. **Compulsory Course**
Refers to the courses required by Malaysian Qualifications Agency (MQA).
- 2.105. **Elective Course**
Refers to non-core and non-compulsory courses that students are required to fulfill in order to graduate.
- 2.106. **Supplementary Examination**
Refers to a special examination given to an eligible student subject to Head of Programme or Programme Coordinator or Academic Director's approval.
- 2.107. **Study Deferment**
Refers to study deferment approved by INTEC given to students based on valid reasons.

2.108. **Study Suspension**

Refers to penalty meted out by INTEC Disciplinary Board that disallows students from resuming their study for a duration of time.

2.109. **Revocation of Student Status (RV)**

Refers to the status given to students who fail to pay the tuition fees.

2.110. **Post Results Services**

Refers to the appeals process by students who are dissatisfied with their results. This has to be done within the given time limit.

3.0 Student Admission

3.1 Conditions and qualifications for admission to INTEC programmes are determined by Head of Programme with the approval of the Academic Director.

3.2 Selection of students for admission into a programme is approved by Admission Unit.

3.3 Admission of students for all programmes at INTEC is at the beginning of the academic semester of the study.

3.4 INTEC students who have withdrawn from INTEC are allowed to re-apply for admission into other academic programmes at INTEC.

3.5 INTEC students who have been dismissed are not allowed to re-apply to be admitted to any of the programmes at INTEC.

4.0. INTEC Student Status

4.1. INTEC students consist of:

(i) **Sponsored Students**

Sponsored students are selected students who are sponsored to enroll in various academic programmes at INTEC. Entry requirement is decided by the respective sponsors.

(ii) **Private Students**

Private students are self-sponsored students enrolled into INTEC.

4.2. INTEC student's status is governed by the following conditions:

(i) Students should be registered for an academic programme and courses stipulated in study plan during the official registration period.

(ii) Private students should make full payment of their fees within **2 months (60 days)** of their official registration.

(iii) Sponsored students should submit letters of undertaking from their official sponsors within the stipulated period.

5.0. Programme and Course Registration

- 5.1. A student needs to register the respective academic programme and courses every semester.
- 5.2. A student who does not register on the date of registration will be charged RM 50.00 plus RM 5.00 for each additional day.
- 5.3. All fees paid by students who are terminated under disciplinary action will not be refunded.

6.0. Revocation of Student Status

- 6.1. A student will be given Revocation Status if the student does not abide by the Article 4.2.
- 6.2. A letter informing of the revocation status will be issued to these students.

7.0. Students' Attendance

- 7.1. Students must attend lectures including other learning activities such as workshops/ tutorials/ laboratories/ studios/ fieldworks/ practical works/ practical/ internship and clinical as stipulated in the curriculum.
- 7.2. Students with less than 80% attendance from the total contact hours for every course, without the written approval from Head of Programme/Coordinator are not allowed to sit for the end of semester examination of that course. Unexcused absences may affect a students' grade.
- 7.3. For courses with no end of semester examinations, the continuous assessment will not be evaluated.

8.0. Status of Probation

- 8.1. INTEC will place students on academic probation for unsatisfactory performance as follows:
 - (i) **Probation (P)**
Students who have completed at least 15 credit hours as shown by the official academic record shall be placed on academic probation if the students have earned a CGPA of less than 2.00. Students under probation are not allowed to register for more than four courses.

9.0. Status of Dismissal

(i) Probation (P)

Students who have completed at least 15 credit hours as shown by the official academic record shall be placed on academic probation if the students have earned.

(ii) Dismissal 1 (D1)

Students who acquire a CGPA less than 2.00 after getting a probation in previous semester.

(iii) Dismissal 2 (D2)

INTEC will dismiss immediately students whose GPA falls below 1.00.

10.0. Student Result

The Academic Office will release the result endorsed by INTEC Senate result via Student Online Service (SOS).

(i) Grade Point Average (GPA)

The GPA is an average of grades for a single semester. Only grades of A, B, C, D, E or F are counted for the GPA. The GPA is calculated as follows:

$$\text{GPA} = \frac{\sum(\text{Grade point} \times \text{Credit Hours})}{\sum \text{Credit Hours (per semester)}}$$

(ii) Cumulative Grade Points Average (CGPA)

The CGPA is an average of grades for all semesters. The courses that are counted in the GPA are also included in the CGPA. The CGPA is calculated as follows:

$$\text{CGPA} = \frac{\sum(\text{Grade point} \times \text{Credit Hours})}{\sum \text{Credit Hours (all semesters)}}$$

11.0 Breaching of INTEC Regulations

11.1 Students who are found guilty under Article 46-50 *Act 555 Private Higher Educational Institutions Act 1996. Part VIII, Discipline and Conduct of Students* will be penalised based on the decision of the INTEC Disciplinary Board.

11.2 If a candidate is caught with any unauthorised material related to the examination or in the act of copying, the student will be summoned to INTEC Disciplinary Board hearing.

- 11.3 Students who have been proven to commit plagiarism in their academic project/ assignment or copying during examination will be given an F Grade status by INTEC Senate.
- 11.4 A student found guilty of any disciplinary offence will be subjected to the following penalties:
- (i) Warning and/or;
 - (ii) A fine not exceeding RM 500 and/or;
 - (iii) Suspension from INTEC for a specific period and/or;
 - (iv) Exclusion from INTEC facilities for a specific period and/or;
 - (v) Dismissal from INTEC

12.0. Appeals

- 12.1 Appeals for reviewing the end of semester examination result.
- (i) Students may appeal to review the examination result of a course. Reviewing is possible only for courses with end of semester examination. The process requires the re-marking of the student's end of semester examination answer script for the said course.
 - (ii) RM50.00 will be charged per application and per course.
- 12.2 Appeals for extension of study
- (i) The appeals must be submitted in writing to the Academic Director.
 - (ii) The result of the appeal is under the consideration of the Head of Programme, Coordinator of Programme and Academic Director endorsed by INTEC Senate.

13.0 Assessment

13.1 Grade Scale

There will be an on-going evaluation for students every semester and at the end of each semester, they will obtain a grade based on the GPA system. This programme uses 4.0 scale systems. Below are the points for each grade:

Range	Grade	Points	Status
90 – 100	A+	4.00	Excellent
80 – 89	A	4.00	Pass
75 – 79	A-	3.67	Pass
70 – 74	B+	3.33	Pass
65 – 69	B	3.00	Pass
60 – 64	B-	2.67	Pass
55 – 59	C+	2.33	Pass
50 – 54	C	2.00	Pass
47 – 49	C-	1.67	Fail
44 – 46	D+	1.33	Fail
40 – 43	D	1.00	Fail
30 – 39	E	0.67	Fail
0 – 29	F	0.00	Fail

- I : Incomplete
 AP : Absent with permission
 AX : Absent without permission. The student will receive a zero score for the course
 W : Withdrawal

14.0 Academic Requirements

14.1 Cut-Off Point

In order for the students to be able to further their studies after graduation, they must pass (grade: C, grade value: 2.00). Students who obtain a CGPA of 3.50 and above will be awarded with the Academic Director Award.

15.0 Academic Hearing

To ensure excellent grades are maintained, students who obtain a CGPA less than 2.50 will be called for the session with the INTEC Academic Hearing Committee.

16.0 Parents Lecturers Meeting

A Parents-Lecturers Meeting is held once a year for students who obtain a CGPA of 2.50 and below. Parents of student will be invited to this program.

SECTION III

Diploma Programmes

Diploma in Business Management (DBM)

Diploma in Public Management and Governance (DPMG)

Diploma in Scientific Halal Practices (DSHP)

A. DIPLOMA IN BUSINESS MANAGEMENT (DBM)

1.0 Introduction

The Diploma in Business Management (DBM) provides an excellent assistance to enhance a stronger academic background in business environment. It encourages development of extensive knowledge on business environment. At the same time, it introduces multiple ranges of skills needed to facilitate business operations in the future career environment. The duration of programme is two years of studies.

1.1 Programme Duration

The duration of the programme is two years. Students in the programme spend 14 weeks per semester (semester one, two, four and five) and 7 weeks (semester three and semester six). In a year, there are two student intakes, which is in June and November.

1.2 Programme Educational Objectives (PEO)

- (i) A competent graduate who can apply the knowledge and skills of business management for higher educational level or any business discipline. (LO1, LO2)
- (ii) A competent graduate who is able to lead, communicate and work in a team effectively using various problem solving skills in any business setting. (LO3, LO4, LO9)
- (iii) A competent graduate who continues to advance his/ her knowledge and abilities through life-long learning and entrepreneurial skills. (LO7, LO8)
- (iv) A competent graduate who practices ethics, professionalism, and responsible towards society and environment through multidisciplinary fields. (LO5, LO6)

1.3 Programme Learning Outcomes (PLO)

- (i) The ability to demonstrate basic knowledge of business management into practices.(LO1) D
- (ii) The ability to perform basic business technical skills in academic and non-academic contexts. (LO2) D
- (iii) The ability to employ appropriate analytical skills in business problem solving. (LO3) D
- (iv) The ability to communicate and articulate business ideas effectively.(LO4) D
- (v) The ability to work in a multidisciplinary team and be responsible towards society and environment. (LO5) G
- (vi) The ability to apply values, ethics, morality and professionalism in all business conducts.(LO6) G
- (vii) The ability to undertake life-long learning and acquire the capacity to do so. (LO7) G

- (viii) The ability to acquire and apply managerial and entrepreneurial skills within and across disciplines. (LO8) G
- (ix) The ability to demonstrate leadership skills in academic and non-academic setting. (LO9) G

2.0 Programme Structure

YEAR 1		
NAME OF COURSES	CLASSIFICATION	CLUSTER
Microeconomics	CORE	BUSINESS, MANAGEMENT AND ECONOMICS
Introduction to Business		
Fundamental of Management		
Fundamentals of Insurance		
Fundamentals of Marketing		
Cost Accounting		
Financial Management		
Introduction of Financial Accounting		ACCOUNTING
Investment Management		OTHERS (MATH & ENGLISH)
Introductory English		
Public Speaking		
Innovative Thinking		
Business Mathematics		ELECTIVE
Halal Supply Chain/Introduction to Logistic Management		
Fundamental of Insurance/ Fundamental of Public Management and Governance	COMPULSORY	MPU
Pengajian Malaysia 2 / Bahasa Melayu Komunikasi		
Fundamentals of Islam / Moral & Ethics Educations	YEAR 2	
Macroeconomics	CORE	BUSINESS, MANAGEMENT AND ECONOMICS
Entrepreneurship		
Business Ethics		
Organizational Behavior		
Business Law		
Human Resources Management		
Business Communication		
International Business		
Operations Managements		
Industrial Training		INDUSTRY TRAINING
Islamic Business Transaction/ Fundamentals of Sociology	ELECTIVE	BUSINESS, MANAGEMENT AND ECONOMICS
Decision Making Skill	COMPULSORY	MPU
Student Development and Leadership		

B. DIPLOMA IN PUBLIC MANAGEMENT AND GOVERNANCE (DPMG)

1.0 Introduction

Diploma in Public Management and Governance (DPMG) is a two-year programme designed to provide an in-depth knowledge and exposure on Public Management and Governance, which focuses on the working of the Public Sectors. Some of the areas underlined are the role and responsibilities of public managers, public service delivery and the diverse environment in which Public Officers function. Students enrolled in this programme will be strengthened with fundamental professional skills in understanding, communicating, designing and reasoning the complex issues and situations, which are crucial in public policy programme.

1.1 Programme Duration

The duration of the programme is two years. Students in the programme spend 14 weeks per semester (semester one, two, four and five) and 7 weeks (semester three and semester six). In a year, there are two student intakes, which is in June and November.

1.2 Programme Educational Objectives (PEO)

- (i) A competent graduate who is equipped with the knowledge and practical skills in public management and governance. (LO 1, LO 2, LO 3)
- (ii) A competent graduate who is able to recognize standard of values and ethics in work. (LO 6)
- (iii) A competent graduate who is able to facilitate an organization in achieving its objectives by expressing ideas effectively and working as a team in multi-disciplinary projects. (LO 4, LO 5, LO 7, LO 9)
- (iv) A competent graduate who is able to acquire and apply entrepreneurial skills. (LO 8)

1.3 Programme Learning Outcomes (PLO)

- (i) The ability to apply fundamental knowledge of public management, public administration and governance. (LO1)
- (ii) The ability to identify and apply management procedures and regulations in performing tasks. (LO 2)
- (iii) The ability to gather and interpret data for decision making. (LO 3)
- (iv) The ability to communicate effectively with clients and stakeholders. (LO 4)
- (v) The ability to work in multi-disciplinary team and be responsible towards society and environment. (LO 5)
- (vi) The ability to recognize and apply current standard of values and ethics at work. (LO 6)
- (vii) The ability to undertake and acquire the capacity of lifelong learning. (LO 7)

- (viii) The ability to innovate and act entrepreneurially in addressing administrative challenges. (LO 8)
- (ix) The ability to demonstrate leadership skill in academic and non-academic setting. (LO 9)

2.0 Programme Structure

YEAR 1			
NAME OF COURSES	CLASSIFICATION	CLUSTER	
Fundamentals of Public Management and Governance	CORE	SOCIAL SCIENCE	
Fundamentals of Sociology			
Fundamentals of Nonprofit Sector			
Fundamentals of Public/Nonprofit Organization Human Resource Management			
Social and Cultural Dimensions in Public/Nonprofit Organization			
Ethics in Public/ Nonprofit Organization			
Introductory English		MATH & ENGLISH	
Business Mathematics	ELECTIVE	BUSINESS & MANAGEMENT	
Logistic Management			
Investment Management			
Islam and Management			
Introduction to Business			
Fundamental of Insurance			
Basic Principals of Financial Accounting		ACCOUNTING & FINANCE	
Fundamentals of Finance			
Cost Accounting			
Financial Management			
Public Speaking		LANGUAGE	
Principles of Economics		SOCIAL SCIENCE	
Malaysian Studies 2 / Bahasa Melayu Komunikasi 1 (U1)		COMPULSORY	MPU
Fundamental of Islam / Moral Education & Ethic (U3)			
YEAR 2			
Budgeting for Nonprofit Organization	CORE	SOCIAL SCIENCE	
Fundamentals of Public Policy Analysis			
Citizenship and the Community			
Malaysian Legal System			
Public Sector Quality Management			
Business Law			
Introduction to Industrial Relations	BUSINESS & MANAGEMENT		
Industrial Training		INDUSTRY TRAINING	
Introduction to Interactive Multimedia		IT	
Innovative Thinking	ELECTIVE	BUSINESS & MANAGEMENT	
Islamic Business Transaction			
Entrepreneurship			
Organizational Behaviour			
English for Occupational Purposes		LANGUAGE	
Decision Making Skill	COMPULSORY	MPU	
Student Development and Leadership			

C. DIPLOMA IN SCIENTIFIC HALAL PRACTICES (DSHP)

1.0 Introduction

Diploma in Scientific Halal Practices (DSHP) is a pioneering and unique programme focusing on the development of knowledge and the implementation of halal practices in many different industries in Malaysia especially food service, pharmaceutical, logistics, manufacturing and processing as well as management. This programme is designed to equip students with understanding and skills in Science and Syariah in Halal field. This programme meets the urgent needs of Halal officers in the Halal industry worldwide. Graduates from this programme will be able to be competent Halal Officers, knowledgeable, equipped with practical and scientific skills and attitude who can contribute collectively to Scientific Halal Practices. They should also be able to work with others in business and entrepreneurial activities related to this industry.

1.1 Programme Duration

The duration of the programme is two years. Students in the programme spend 14 weeks per semester (semester one, two, four and five) and 7 weeks (semester three and semester six). In a year, there are two student intakes, which is in June and November.

1.2 Programme Educational Objectives (PEO)

- (i) A competent graduate who is knowledgeable, equipped with practical and scientific skills, and with integrity to contribute collectively to Scientific Halal Practices in the industry (LO1, 2, 3, 5, 6).
- (ii) A competent graduate who is capable of adapting to local and international Halal Practices environment with good communication and leadership skills (LO 4, 7, 9).
- (iii) A competent graduate who is capable of embarking and/or working with others on business and entrepreneurial activities related to the verification of Halal status (LO5, 7, 8).

1.3 Programme Learning Outcomes (PLO)

- (i) The ability to demonstrate knowledge of science and halal in testing, detection and verification of sample products (LO1).
- (ii) The ability to practice testing and detection of sample products based on the knowledge of science and halal (LO2).
- (iii) The ability to employ appropriate skills in resolving halal issues (LO3).
- (iv) The ability to communicate in various issues and situations effectively (LO4).
- (v) The ability to work effectively as a team (LO5).
- (vi) The ability to demonstrate professionalism and ethical responsibility in societal and global context (LO6).
- (vii) The ability to undertake and acquire the capacity of lifelong learning (LO7).

- (viii) The ability to identify business opportunities in halal industry and apply entrepreneurial skills (LO8).
- (ix) The ability to demonstrate leadership skills in academic and non-academic setting. (LO9).

2.0 Programme Structure

YEAR 1		
NAME OF COURSES	CLASSIFICATION	CLUSTER
Introduction to Fiqh & Halal Concept	CORE	HALAL
Introduction to Usul Al Fiqh		
Principle of Sanitation in Halal Industry		
Concept of Biology		SCIENCES
Introduction of Microbiology		
General Chemistry		
Organic Chemistry		
Introductory English		OTHERS (MATH & ENGLISH)
English for Specific Purpose		
Mathematics 1		
Mathematics 2		
Communication Skills		
Introduction to Probability and Statistics		COMPULSORY
Pengajian Malaysia 2 / Bahasa Melayu Komunikasi		
Fundamentals of Islam / Moral & Ethics Educations		
YEAR 2		
HACCP & HTCP	CORE	HALAL
Introduction to Al Qawaid Al Fiqhiyyah		
Ayat and Hadith Ahkam		
Legal Aspect of Halal		SCIENCES
Halal Industry		
Principles of Molecular Biology		
Analytical Chemistry		
Analytical Instrumentation		INDUSTRIAL TRAINING
Consumer Chemistry		
Industrial Laboratory Practical	ELECTIVE	HALAL
Halal Supply Chain/Introduction to Logistic Management		OTHERS (MANAGEMENT)
Introduction to Entrepreneurship/ Islam and Management		
Decision Making Skill	COMPULSORY	MPU
Student Development and Leadership		