

**KPTACADEMIC**  
KOLEJ POLY-TECH MARA  
**BRIEFING**



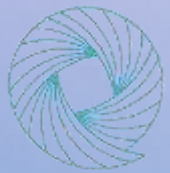
**AA231**  
**SEPTEMBER 2023/2**  
**024**

**NURIZWA BAIZURA BINTI IZUDDIN**  
**HEAD OF PROGRAMME**  
**DUBLIN BUSINESS SCHOOL**

W E L C O M E

T O

**KOLEJ POLY-TECH MARA  
BANGI**



QGI AWARD

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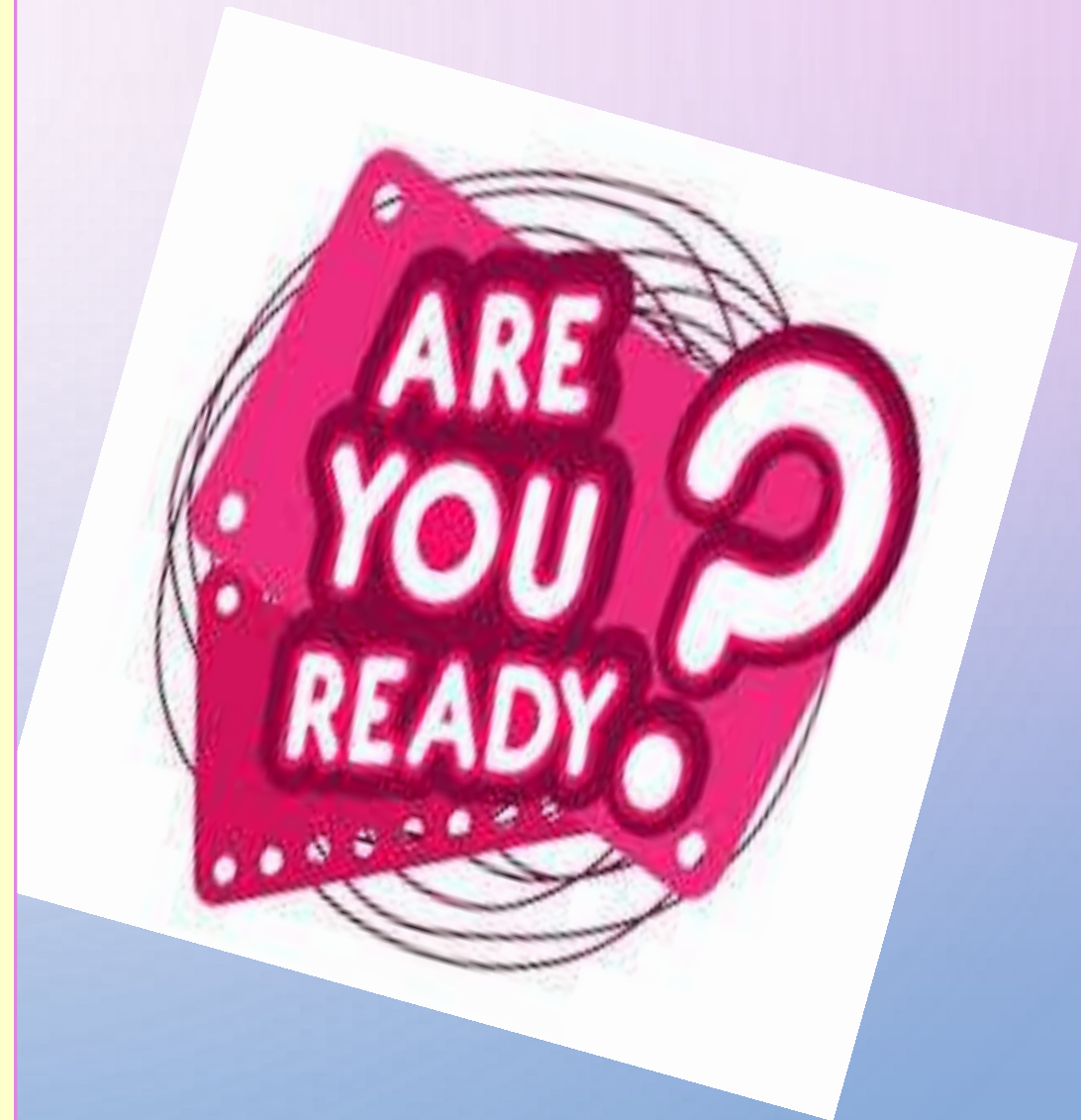
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# 1.0 ACADEMIC SYSTEM



DBS  
Dublin  
Business  
School

Username

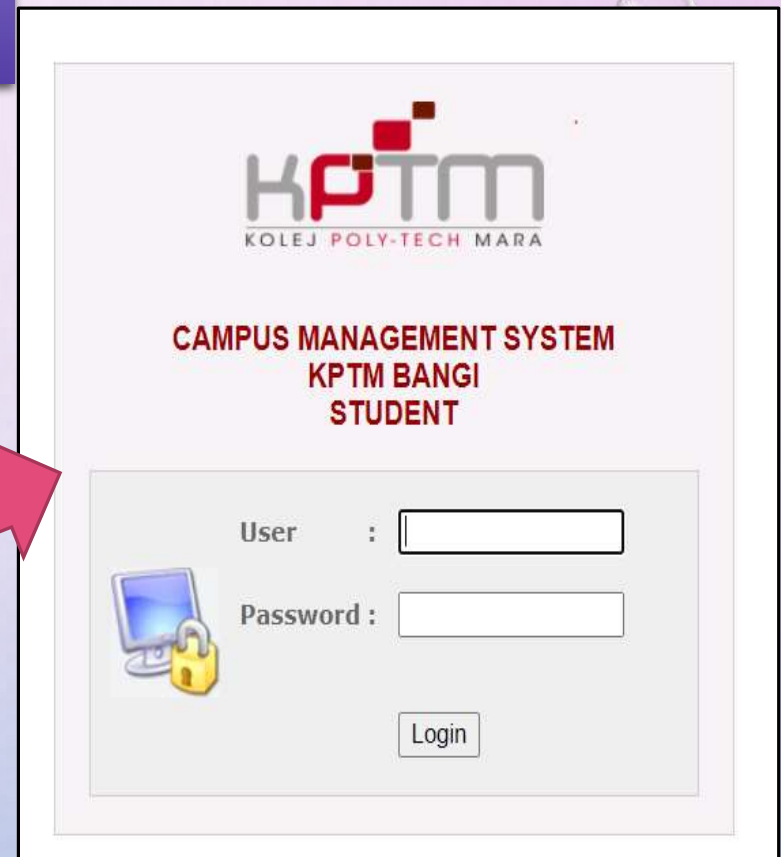
Password

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Login

**2  
important  
systems:**



KPTM  
KOLEJ POLY-TECH MARA

CAMPUS MANAGEMENT SYSTEM  
KPTM BANGI  
STUDENT

User :

Password :

## MOODLE (DBS)

- Log in by using DBS ID Number (1051777)
- IT DBS will email directly to student:  
MOODLE ID & Password

**\*Please make sure you are given  
CORRECT and VALID email address**

## CAMPUS MANAGEMENT SYSTEM (CMS)

- Log in by KPTM ID Number  
(DBS202355666)

# 2.0 ACADEMIC CALENDAR

Available on website  
KPTM Bangi:  
<https://bangi.kptm.edu.my/>



**ACADEMIC CALENDAR  
SEPTEMBER 2023 - AUGUST  
2024**

# 3.0 STRUCTURE OF PROGRAMME

**Year 1**

**Year 2**

**Year 3**

# YEAR 1

**NO SHORT  
SEMESTER  
!!!!**

Term	Code	Module	Classification (Major / MQA)	Credit Hour
1 & 2	B6AF111	Principles of Accounting	Major	6
1 & 2	B6AF112	Economics Perspectives	Major	6
1 & 2	B6AF114	Business Maths and Research Methods	Major	6
1 & 2	B6BU100	Business Context and Organisation	Major	6
1 & 2	B6IS117	IT Essentials	Major	6
1	B6LL100	Learning to Learn	Major	3
2	B6AF115	Accounting Information System	Major	3

# YEAR 2

Term	Code	Module	Classification (Major / MQA)	Credit Hour
1 & 2	B7MN100	Management	Major	6
1 & 2	B7AF102	Financial Accounting	Major	6
1 & 2	B7AF100	Financial Management	Major	6
1 & 2	B7AF107	Cost Accounting	Major	6
1 & 2	B7LW100	Business and Company Law	Major	6
1	B7AF109	Ethics & Corporate Governance	Major	3
2	B7AF111	Advanced Economic Perspectives	Major	3



# YEAR 2 (SHORT SEMESTER)

Term	Code	Module	Classification (Major / MQA)	Credit Hour
3	MPU3183/ MPU3143	Penghayatan Etika & Peradaban/ * Bahasa Melayu Komunikasi 2	MQA	3
3	MPU3213/ MPU3223/ MPU3263	**Bahasa Kebangsaan A/ Leadership and Interpersonal Skills/ Fundamentals of Entrepreneurship 2	MQA	3
3	MPU3193/ MPU3173	Falsafah Isu Semasa/ *Malaysian Studies 3	MQA	3

**\* Compulsory to International Students and is not offered to Malaysian students.**

**\*\* MPU3213 Bahasa Kebangsaan A: Compulsory to Malaysian Students who did not obtained a CREDIT in Bahasa Melayu at SPM level.**

# YEAR 3

Term	Code	Module	Classification (Major / MQA)	Credit Hour
1 & 2	B8AF100	Performance Management	Major	6
1 & 2	B8AF102	Financial Reporting	Major	6
1 & 2	B8AF106	Advanced Financial Management	Major	6
1 & 2	B8AF104	Taxation System	Major	6
1 & 2	B8AF108	Audit and Assurance	Major	6
1 & 2	B8AF107	Capstone Project	Major	6

# SHORT SEMESTER (Y3)

Term	Code	Module	Classification (Major / MQA)	Credit Hour
3	MPU3313	Isu-isu Kekeluargaan	MQA	3
3	MPU3412	Community Service 2/ Sport Events Management 2	MQA	2

# YEAR 4 (4 MONTHS)



Term	Code	Module	Classification (Major / MQA)	Credit Hour
1	PAC3028	Industrial Training	MQA	8



# 4.0 ASSESSMENT

## 4.1 Progression

- To progress to the next year, student is required to PASS all the modules with the minimum mark of 40%.

## 4.2 Recovering Failed Modules

### Pass by Compensation (PBC)

- a) Fall within 35 – 39% band in that module,
- b) Students attained marks in excess of 40% in at least one other module equivalent to double the deficiency in the module which is being compensated,
- c) All modules at the stage are first attempts,
- d) No module at the stage has been failed outright (<35%)

## 4.2 Recovering Failed Modules

### 4.2.2 Resit Failed Module

- **THREE** opportunities to recover the failed module attempted at the next available sitting date.

The resit mark **CAPPED** at 40%

#### Maklumat Tambahan:

#### PERATURAN DBS (Assessment for Joint Award Programme)

1. Modul yang gagal **TIDAK BOLEH** diambil bersama modul Tahun berikutnya.

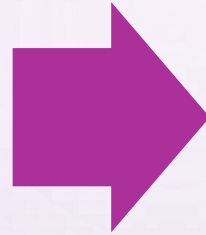
#### PERATURAN KPTM (Mesyuarat Pengurusan KPTM Bil. 67 bertarikh 20/10/2015)

1. Pelajar yang gagal akan menghadiri kuliah bermula pada bulan Januari.
2. Yuran yang dikenakan adalah RM630 (perkhidmatan) + RM3060 (RM510 per kredit x 6 jam kredit).



# 5.0 GRADING CRITERIA

**Both Stage 2 and Stage 3  
contribute to overall  
award classification.**



**Calculation of the final  
grading:**



Stage	Percentage	Module
<b>1</b>	<b>Progress</b>	<b>-</b>
<b>2</b>	<b>20%</b>	<b>ALL</b>
<b>3</b>	<b>80%</b>	<b>ALL</b>



## Honours Bachelor's Degrees (Level 8)

To be eligible for an **HONOURS** award, **ALL** modules must be passed at the **FIRST** attempt in the **FINAL** stage.

Award	Average
First Class Honours (H1)	> 70%
Second Class Honours Grade 1 (H21)	60 – 69%
Second Class Honours Grade 2 (H22)	50 – 59%
Pass	40 – 49%
Fail	0 – 39%

## Provisional Transcript of Results

Lv	Academic Year	Module	Module Name	CW	Exam	Overall Mark	Result	Credits	Resit Attempt
6	2014/15	B6AF100	Accounting	88	78	82	P	10	0
6	2014/15	B6AF102	Economic Perspectives	92	82	86	P	10	0
6	2014/15	B6AF106	Mathematics and Statistics for Finance	76	73	75	P	10	0
6	2014/15	B6AF108	Business for Accounting with Law	67	74	71	P	10	0
6	2014/15	B6IS100	IT Essentials	95	51	73	P	10	0
6	2014/15	B6LL100	Learning to Learn	69		69	P	5	0
6	2014/15	B6LL102	Communication for Personal Success	74		74	P	5	0
								<b>60</b>	
7	2015/16	B7AF100	Financial Management	63	52	55	P	10	0
7	2015/16	B7AF102	Financial Accounting	53	66	62	P	10	0
7	2015/16	B7AF104	Cost Management	58	87	78	P	10	0
7	2015/16	B7LL100	Employability Skills	70		70	P	5	0
7	2015/16	B7LL102	Innovation	63		63	P	5	0
7	2015/16	B7LW100	Business and Company Law	72	61	64	P	10	0
7	2015/16	B7MN100	Management	67		67	P	10	0
								<b>60</b>	

**Total Credits Passed: 120      Exempt Credits: 0**  
**Result: Pass And Progress To Next Stage**

## Final Transcript of Results

Lv	Academic Year	Module	Module Name	Overall Mark	Result	Credits	Resit Attempt
7	2014/15	B7LW100	Business and Company Law	71	P	10	0
7	2014/15	B7AF104	Cost Management	74	P	10	0
7	2014/15	B7LL100	Employability Skills	72	P	5	0
7	2014/15	B7AF102	Financial Accounting	75	P	10	0
7	2014/15	B7AF100	Financial Management	69	P	10	0
7	2014/15	B7LL102	Innovation	57	P	5	0
7	2014/15	B7MN100	Management	71	P	10	0
						60	
8	2015/16	B8AF106	Advanced Financial Management	77	P	10	0
8	2015/16	B8AF108	Audit and Assurance	67	P	10	0
8	2015/16	B8LL100	Employability in Action	67	P	5	0
8	2015/16	B8AF102	Financial Reporting	80	P	10	0
8	2015/16	B8LL102	Lifelong Learning	78	P	5	0
8	2015/16	B8AF100	Performance Management (Accounting)	76	P	10	0
8	2015/16	B8AF104	Taxation Systems	81	P	10	0
						60	

**Total Credits Passed: 180**  
**Result: First Class Honours**

**Exempt Credits: 60**

**Weighted Average: 74.93 %**



# 6.0 ACADEMIC REGULATIONS



**DO'S**



**DON'TS**

# Attendance Policy

Absence  
from  
class/  
assessment  
caused  
by:

**Illness - provide medical certificate (MC) from clinic/ hospital to lecturer within 3 WORKING DAYS**

**Other special circumstances - provide a letter with supporting documents to lecturer.**



# PLANNED ABSENCE

Approved by Deputy Director of Academic



The issuance of **WARNING LETTER** will follow below rules

Duration	Warning Letter
Term 1 or Term 2	a) 3 contact hours 14 weeks x 3 contact hours = 42 hours <u>1st Warning Letter</u> 7% x 42 hours = 3 hours absent <u>2nd Warning Letter</u> 14% x 42 hours = 6 hours absent <u>3rd Letter = BARRED</u> 21% x 42 hours = 9 hours absent

Duration	Warning Letter
Full Year	a) 3 contact hours 28 weeks x 3 contact hours = 84 hours <u>1st Warning Letter</u> 7% x 84 hours = 6 hours absent <u>2nd Warning Letter</u> 14% x 84 hours = 12 hours absent <u>3rd Letter = BARRED</u> 21% x 84 hours = 18 hours absent  b) 4 contact hours 28 weeks x 4 contact hours = 112 hours <u>1st Warning Letter</u> 7% x 112 hours = 8 hours absent <u>2nd Warning Letter</u> 14% x 112 hours = 16 hours absent <u>3rd Letter = BARRED</u> 21% x 112 hours = 24 hours absent

# SAMPLE: WARNING LETTER

**STUDENT'S  
INFO**

**PARENTS'  
ADDRESS**

**ABSENT DATE**

**COPY TO**

HEA / RP / KH-63 (RKB) DIP

**KOLEJ POLY-TECH MARA**  
 Seksyen 14, Bandar Baru Bangi  
 43000 Kajang  
 Selangor Darul Ehsan

Surat kami : KPTM / BG / UA / JMSK / MAT112 / BIL (05/2013)  
 Tarikh : 24 / 07 / 2013

**Kepada:**

Nama Pelajar : [REDACTED] No. Pelajar : ITM [REDACTED] Nama Dan Kod Program : DIPLOMA PENGAJIAN PERNIAGAAN (PENGANGKUTAN) (BM117) Semester : July-2013 Bahagian : 1	Alamat surat-menyurat : NO 6, JLN BUKIT MEWAH 59 TAMAN BUKIT MEWAH 43000 KAJANG SELANGOR
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------

Saudarai,  
 Peringatan 1: Ketidakhadiran kuliah/tutorial bagi kursus M [REDACTED]  
 Laporan telah dibuat bahawa bagi tempoh masa 03 / 07 / 2013 hingga 16 / 07 / 2013 anda telah tidak hadir kuliah/tutorial bagi kursus [REDACTED] seperti yang telah tersenarai di bawah ini:

BIL	TARIKH	TIDAK HADIR KULIAH		% KESELURUHAN KETIDAKHADIRAN
		HARI	MASA	
1	03 / 07 / 2013	Rabu	14:00-15:00	Tidak Hadir 7%
2	03 / 07 / 2013	Rabu	15:00-16:00	
3	16 / 07 / 2013	Isnin	11:00-12:00	
4	15 / 07 / 2013	Isnin	12:00-13:00	

Anda adalah diingatkan mengenai Para 2.13.2 – 2.13.3 Peraturan Akademik UiTM Program Diploma dan Program Ijazah Sarjana Muda (Pindaan 2009) seperti berikut:

*"Pelajar yang tidak mencapai kehadiran 80% dari jumlah jam temu untuk setiap kursus tanpa mendapat kebenaran bertulis dari Fakulti/Cawangan/Pusat Pengajian tidak dibenarkan menduduki peperiksaan akhir kursus. Bagi kursus yang tiada peperiksaan akhir, kerja kursus tidak diberi penilaian. Pelajar akan diberi Gred F atau gagal dengan status ZZ serta dikenakan denda RM100.00"*

Dengan ini anda diberi amaran bahawa sekiranya kehadiran yang tidak memuaskan ini berterusan, pihak UiTM berhak mengambil tindakan terhadap anda mengikut Para 2.13.2 – 2.13.3 di atas.

Sekian, harap maklum.  
 Yang benar

[REDACTED]  
 KETUA SABATAN [REDACTED]  
 Kolej Poly-Tech MARA

s.k.

1. Ketua Pusat Pendidikan Program Usahasama [REDACTED]
2. Penaja (Bahagian Penganturan Pelajaran MARA)
3. Pensyarah Subjek [REDACTED]
4. Ibu bapa / Penjaga [REDACTED]
5. Penasihat Akademik [REDACTED]
6. Fall Peribadi [REDACTED]
7. Kaunselor [REDACTED]



Academic Impropriety: <http://www.dbs-students.com/exams/default.aspx>

- Cheating, plagiarism, forgery, collusion or any attempt, successful or not, to gain unfair advantage in the examination or assessment process.

- Expulsion from the college
- Suspension from the college for a stated period, or until such time as any requirements laid down by the Committee, such as, for example, payment of a fine, are fulfilled
- Exclusion from specific College facilities
- Disbarment from examinations for a specific period
- A fine not exceeding 50% of the annual fee for the course being followed
- Exclusion from the examination in question in part or in total and/or from the academic course being followed by the student, or any part of it

# THE SCROLL@PARCHMENT



# 7.0 CONTACT PERSON

**Pn. Nurizwa Baizura Izuddin**  
**Room No. 116**  
**019-272 2254**  
**nurizwa@gapps.kptm.edu.my**



**HEAD OF PROGRAMME**  
**DUBLIN BUSINESS**  
**SCHOOL**

**Mr. Richard Bradley**  
**DBS Office**  
**012-444 6281**



**DIRECTOR OF**  
**STUDIES**  
**DBS MALAYSIA**

## 8.0 ACADEMIC ADVISOR

YEAR 1

- AC1.1:

YEAR 2

- AC2.2:
- AC2.3:
- AC2.4:
- AC2.5:
- AC2.6:
- AC2.7:
- AC2.8:



**ALL THE  
BEST!**

**THANK YOU**

