

**ACADEMIC BRIEFING**  
**AA231**  
**SEPTEMBER 2024/2025**

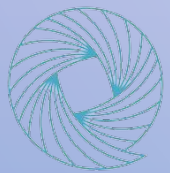


**PUTERI NUR SYAZWANI BINTI**  
**MEGAT DAUD**  
**HEAD OF PROGRAMME**  
**DUBLIN BUSINESS SCHOOL**

W E L C O M E

T O

**KOLEJ POLY-TECH MARA  
BANGI**



QQI AWARD

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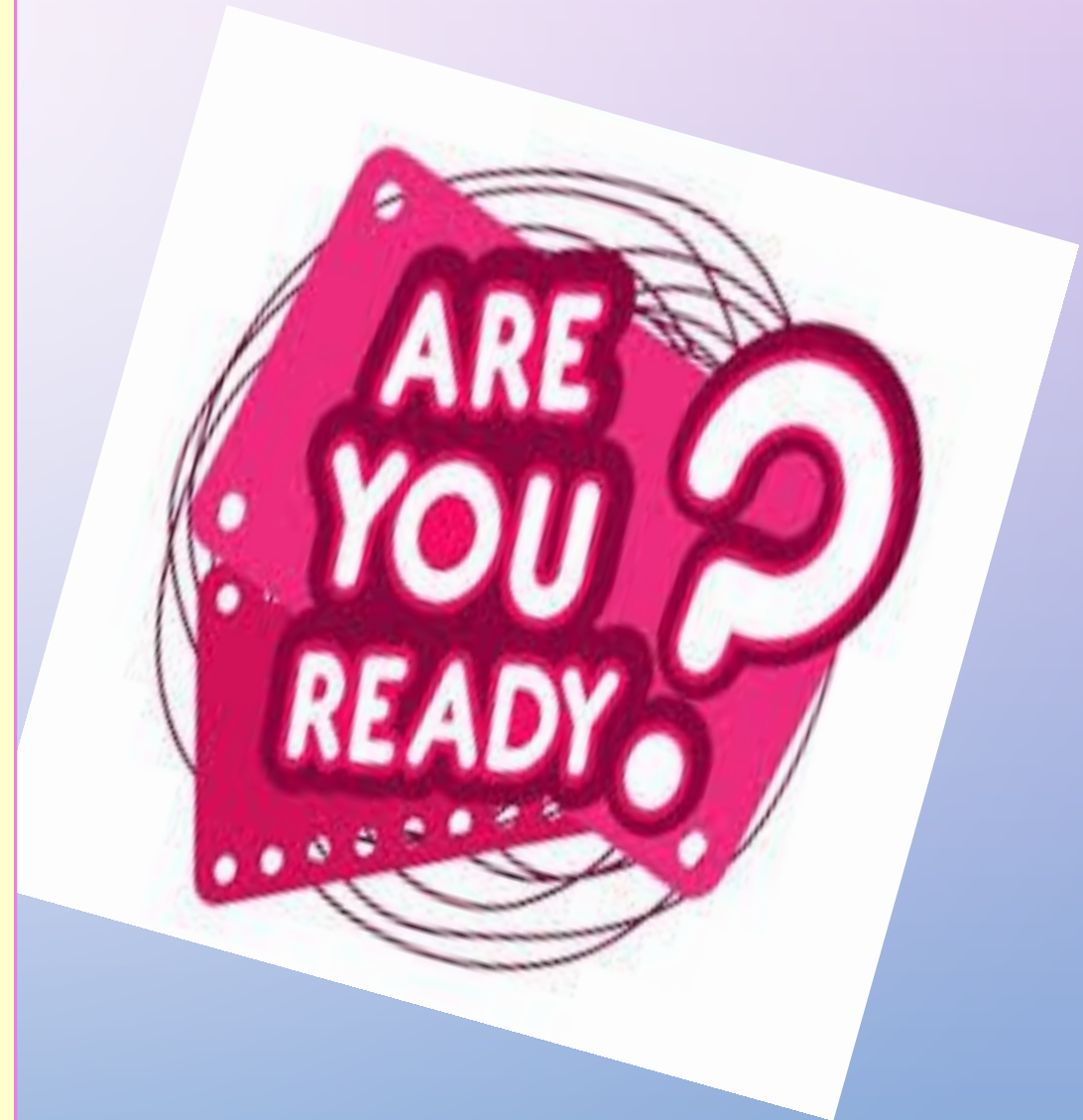
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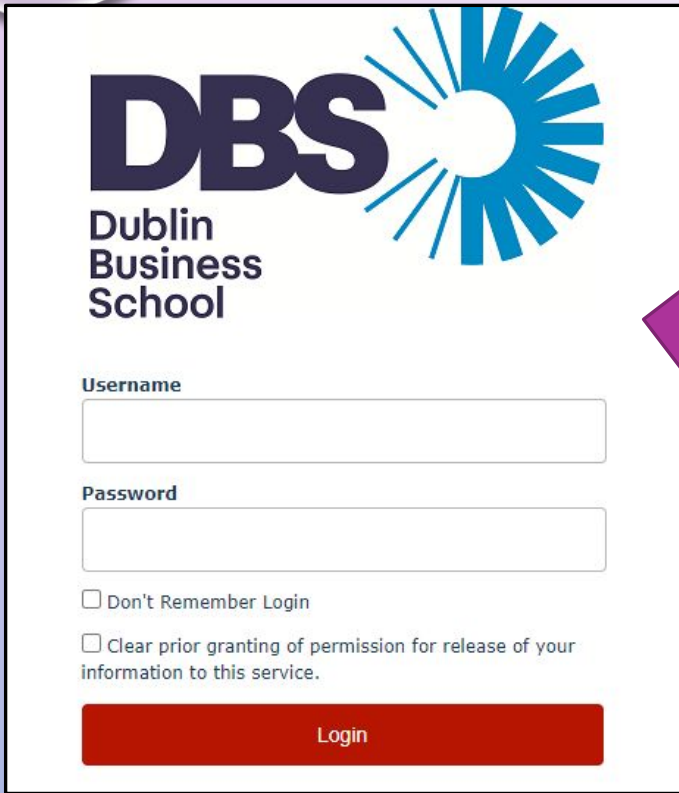
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# 1.0 ACADEMIC SYSTEM



DBS  
Dublin  
Business  
School

Username

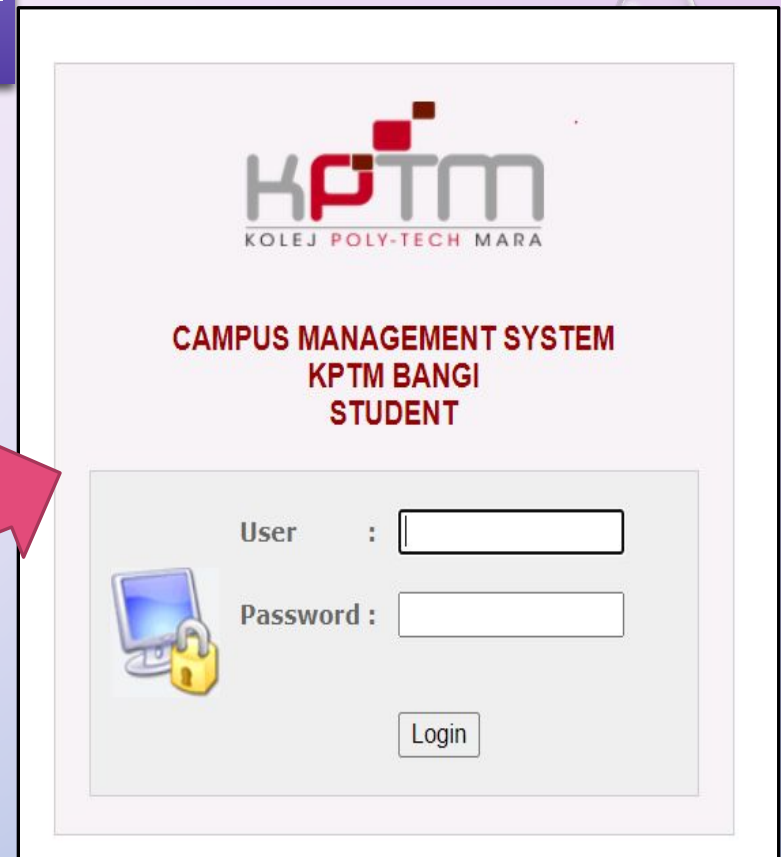
Password

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/capaian/sumber-pelajar/kalendar-akademik>



**ACADEMIC CALENDAR**

**SEPTEMBER 2024 - AUGUST 2025**

## ACADEMIC CALENDAR SEPTEMBER 2024 - AUGUST 2025

### BACHELOR OF ARTS (HONOURS) IN ACCOUNTING AND FINANCE IN COLLABORATION WITH DUBLIN BUSINESS SCHOOL, IRELAND (AA231)

ACTIVITIES	DATE	DURATION
<b>Trimester 1</b>		
Registration for New Students	10/09/2024	1 day
Induction for New Students	11/09/2024 – 13/09/2024	3 days
Registration for Returning Students	12/09/2024	1 day
<b>Classes Commence</b>	<b>16/09/2024 - 03/11/2024</b>	<b>7 weeks</b>
*Industrial Training	16/09/2024 - 05/01/2025	16 weeks
Reading Week	04/11/2024 - 10/11/2024	1 week
<b>Classes Resume</b>	<b>11/11/2024 - 22/12/2024</b>	<b>6 weeks</b>
<b>Semester Break</b>	<b>23/12/2024 - 05/01/2025</b>	<b>2 weeks</b>
<b>Trimester 2</b>		
<b>Classes Resume</b>	<b>06/01/2025 - 16/02/2025</b>	<b>6 weeks</b>
Reading Week	17/02/2025 - 23/02/2025	1 week
<b>Classes Resume</b>	<b>24/02/2025 - 13/04/2025</b>	<b>7 weeks</b>
<b>Revision Week</b>	<b>14/04/2025 - 20/04/2025</b>	<b>1 week</b>
<b>Examinations</b>	<b>21/04/2025 - 11/05/2025</b>	<b>3 weeks</b>
Semester Break	12/05/2025 - 01/06/2025	3 weeks

14 weeks  
Week 1- Week 14

14 weeks  
Week 15- Week 28

# Short Semester

Trimester 3		
<b>Classes Resume</b>	02/06/2025 - 20/07/2025	7 weeks
<b>Resit Examinations (Autumn)</b>	<b>21/07/2025 - 03/08/2025</b>	<b>2 weeks</b>
Revision Week (MPU Examinations)	21/07/2025 - 27/07/2025	1 week
<b>MPU Examinations</b>	28/07/2025 - 03/08/2025	<b>1 week</b>
**Final Year Break	04/08/2025 - 07/09/2025	4 weeks



7 weeks

\* Year 4 students only. \*\* subject to change

Year 2 & Year 3  
only

# 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	B6AF113	Mathematics for Business	Major	6
1 & 2	B6BU100	Business Context and Organisation	Major	6
1 & 2	B6IS116	IT Essentials	Major	6
1	B6AF116	Foundational Academic Skills	Major	3
2	B6AF115	Accounting Information System	Major	3

# YEAR 2

Term	Code	Module	Classification (Major / MQA)	Credit Hour
1 & 2	B7MN103	Management	Major	6
1 & 2	B7AF102	Financial Accounting	Major	6
1 & 2	B7AF100	Financial Management	Major	6
1 & 2	B7AF201	Cost Accounting	Major	6
1 & 2	B7AF202	Business and Company Law (Malaysian Variant)	Major	6
1	B7AF110	ESG & Ethics	Major	3
2	B7AF130	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	B8AF103	Management Accounting for Performance	Major	6
1 & 2	B8AF102	Financial Reporting	Major	6
1 & 2	B8AF106	Advanced Financial Management	Major	6
1 & 2	B8AF123	Taxation System (Malaysian Variant)	Major	6
1 & 2	B8AF108	Audit and Assurance	Major	6
1 & 2	B8AF124	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).



The background is a light blue gradient with several realistic water droplets of various sizes scattered in the corners. The droplets have highlights and shadows, giving them a 3D appearance. The text is centered in a teal box.

# 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>5 BEST</b>
<b>3</b>	<b>80%</b>	<b>ALL</b>

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## Honours Bachelor's Degrees (Level 8)

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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%

# The slip of result

## 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>	

Result for  
Year 1 & Year  
2

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




# The slip of result

## 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	

Result for  
Year 3



Total Credits Passed: 180

Exempt Credits: 60

Weighted Average: 74.93 %



Result: First Class Honours

# 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

HEA / RP / KH-03 (KKB) DIP

**KOLEJ POLY-TECH MARA**

Sekyen 14, Bandar Baru Bangi  
43000 Kajang  
Selangor Darul Ehsan

Surat kami : KPTM / BG / UA / JMSK / MAT112 / BIL (06/ 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

**STUDENT'S  
INFO**

**PARENTS'  
ADDRESS**

Saudarafi,

Peringatan 1: Ketidakhadiran kuliah/tutorial bagi kursus M [REDACTED]

Laporan telah dibuat bahawa bagi tempoh masa 03 / 07 / 2013 hingga 15 / 07 / 2013 anda telah tidak hadir kuliah/tutorial bagi kursus [REDACTED] seperti yang telah tersenarai di bawah ini:

**ABSENT DATE**

BIL	TIDAK HADIR KULIAH			% KESELURUHAN KETIDAKHADIRAN
	TARIKH	HARI	MASA	
1.	03 / 07 / 2013	Rabu	14:00-15:00	Tidak Hadir 7%
2.	03 / 07 / 2013	Rabu	15:00-16:00	
3.	15 / 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 tidak 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 SIGNATURE] **COPY TO**

KETUA JABATAN [REDACTED]

- 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. Fail 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.

## **PENALTY:**

- 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
- Withholding of award degree, diploma, certificate, prize or other academic award

# THE SCROLL@PARCHMENT



# 7.0 CONTACT PERSON

**Pn. Puteri Nur Syazwani Binti  
Megat Daud**  
**Room No. 116**  
**012-586 7585**  
**nursyazwani@gapps.kptm.edu.m  
y**



**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:
- AC1.2

YEAR 2

- AC2.2:
- AC2.3:
- AC2.4:
- AC2.5:
- AC2.6:
- AC2.7:
- AC2.8:
- AC2.9:
- AC2.10:

**PLEASE  
REFER TO  
CMS**



**ALL THE  
BEST!**

**THANK YOU**



