



ACADEMIC BRIEFING BA (HONS.) IN ACCOUNTING AND FINANCE KOLEJ POLY-TECH MARA BANGI

**NURIZWA BAIZURA BINTI IZUDDIN
HEAD OF PROGRAMME
BA (HONS.) IN ACCOUNTING AND FINANCE (AA231)**



CERTIFIED TO ISO 9001 : 2015
CERT. NO. : QMS 02273

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SELAMAT DATANG KPTM BANGI



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1.0 ACADEMIC SYSTEM

1.1 ACADEMIC SYSTEM

2 important systems:

- **Campus Management System (CMS) – KPTM**
(Example: DBS2020xxxxx)
- **Moodle – DBS**
(Example : 1051766)



Username

Password



☐ Don't Remember Login

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

Login



CAMPUS MANAGEMENT SYSTEM
KPTM BANGI
STUDENT



User :

Password :

Login

2.0 ACADEMIC CALENDAR

- **ACADEMIC CALENDAR SEPTEMBER 2021 - AUGUST 2022**

3.0 STRUCTURE OF PROGRAMME

YEAR 1

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
3	MPU3113	Hubungan Etnik	MQA	3
3	MPU3213/ MPU3223	Bahasa Kebangsaan / Leadership and Interpersonal Skills	MQA	3
3	MPU3123	Tamadun Islam dan Tamadun Asia Tenggara	MQA	3

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
3	MPU3313	Isu-isu Kekeluargaan	MQA	3
3	MPU3412	Khidmat Masyarakat 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

4.2.1 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%)

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
								60	
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
								60	
<p>Total Credits Passed: 120 Exempt Credits: 0</p> <p>Result: Pass And Progress To Next Stage</p>									

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	
<div> <div>Total Credits Passed: 180</div> <div>Exempt Credits: 60</div> <div>Weighted Average: 74.93 %</div> </div> <div>Result: First Class Honours</div>							

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) + RM3000 (RM500 per kredit x 6 jam kredit).

5.0 GRADING CRITERIA (pg. 26)

- Both Stage 2 and Stage 3 contribute to overall award classification.
- Calculation of the final grading:

Stage	Percentage	Module
1	Progress	-
2	20%	The BEST 5
3	80%	ALL

- 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%

6.0 ACADEMIC REGULATIONS

6.1 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:**
 - a) Expulsion from the college
 - b) 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
 - c) Exclusion from specific College facilities
 - d) Disbarment from examinations for a specific period
 - e) A fine not exceeding 50% of the annual fee for the course being followed
 - f) 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
 - g) Withholding of award degree, diploma, certificate, prize or other academic award

6.2 Attendance Policy

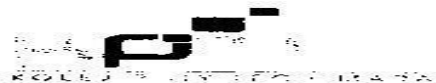
- When absence from class or assessment caused by:
 - a) **illness - provide medical certificate (MC) from clinic/ hospital to lecturer within 3 WORKING DAYS.**
 - b) **other special circumstances - provide a letter with supporting documents to lecturer.**
- **PLANNED ABSENCE** needs to be approved by 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



Seksyen 14, Bandar Baru Bangi
43000 Kajang
Selangor Darul Ehsan

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

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 di atas seperti yang telah tersenarai di bawah ini:

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% dan 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 JABATAN [REDACTED]
Kolej Poly-Tech MARA

s.k.

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

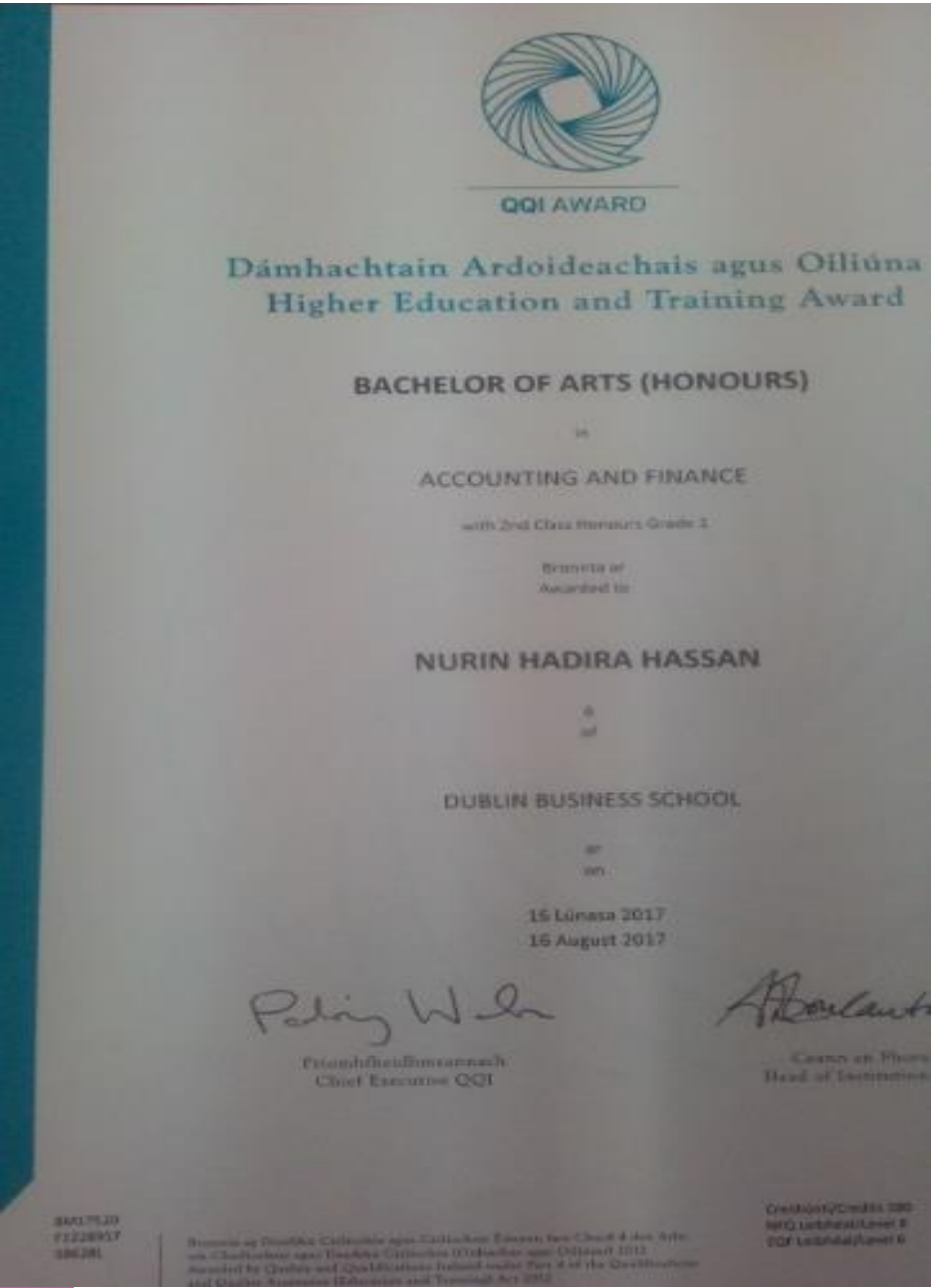
COPY TO

STUDENT'S INFO

PARENTS'
ADDRESS

ABSENT DATE

THE SCROLL@PARCHMENT



7.0 CONTACT PERSON

DIRECTOR OF STUDIES, DBS MALAYSIA

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

HEAD OF PROGRAMME

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

Q&A



THANK YOU



