



INTENSIVE ENGLISH PROGRAMME (IEP) KOLEJ PROFESIONAL MARA

ACADEMIC REGULATIONS



1st Edition 2021

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**Intensive English Programme (IEP)
Kolej Profesional MARA (KPM)
Academic Regulations**

1st Edition 2021



PREFACE

Intensive English Programme (IEP) Kolej Profesional MARA (KPM) Academic Regulations 1st Edition (2021).

Intensive English Programme (IEP) Kolej Profesional MARA (KPM) Academic Regulations 1st Edition (2021) provides the framework for the conduct of academic activities and records in KPM.

Intensive English Programme (IEP) KPM Academic Regulations 1st Edition (2021) was endorsed by Mesyuarat Pemantauan Bahagian Pendidikan Tinggi (BPT) Bil. 2/2021 on 11th Jun 2021 and to be effective for IEP starting from Session 2/2021 onwards.

This regulations are to be read together with the:

Buku Panduan Tatatertib Pelajar Kolej Profesional MARA

All information is subject to change without prior notice.

TABLE OF CONTENTS

PREFACE	1
STUDENTS' RESPONSIBILITY	3
ABBREVIATION.....	4
GLOSSARY	5
1.0 ACADEMIC SYSTEM.....	6
1.1 ACADEMIC INTRODUCTION	6
1.2 PROGRAMME DURATION	7
1.3 ACADEMIC DURATION.....	8
1.4 ACADEMIC LOAD.....	8
1.5 GRADING SYSTEM.....	8
2.0 ACADEMIC RULES	10
2.1 ATTENDANCE	10
2.2 BARRED.....	10
2.3 ACADEMIC MISCONDUCT.....	10
3.0 COMPLETION OF PROGRAMME	13
3.1 CERTIFICATE	13
3.2 REPRINTS	13
3.3 MINIMUM ENTRY REQUIREMENTS FOR IEP HOLDERS TO QUALIFY FOR DIPLOMA PROGRAMMES AT KOLEJ PROFESIONAL MARA	13

STUDENTS' RESPONSIBILITY

Students are responsible to abide all sections of the IEP KPM Academic Regulations 1st Edition (2021), and to observe the following responsibilities:

1. Understand, appreciate, and comply with all the regulations stipulated in this Academic Regulations Book.
2. Take appropriate actions pertaining to the stipulated regulations as follows:
 - i. To fulfil all the academic requirements specified in the programme structure
 - ii. To pay the registration fees (if applicable) in full sum within the stipulated time
 - iii. To attend lectures/ tutorials or other teaching and learning activities specified by KPM
3. Be proactive in obtaining guidance and advice from the lecturers, Academic Advisors, Programme Coordinators/ Head of Department, and administrative staff when faced with any form of predicaments.

ABBREVIATION

Academic Status: L G	Lulus Gagal
BPT	Bahagian Pendidikan Tinggi MARA
Grade: DH MH TH TL	Dihalang Meniru/ Dihalang Tidak Hadir Tidak Lengkap
KPM	Kolej Profesional MARA
IEP	Intensive English Programme
IPM	Institut Perdagangan MARA
SPM	Sijil Pelajaran Malaysia
UPP	Unit Peperiksaan dan Pensijilan

GLOSSARY

Academic Advisor	A lecturer responsible in managing and advising the students on academic matters.
Academic Programme	The programme of study specified by BPT for the conferment of a certification.
Assessment	Refers to any form of course assessment to measure the achievement of student learning.
Bahagian Pendidikan Tinggi	Bahagian Pendidikan Tinggi MARA, a division in Majlis Amanah Rakyat (MARA) responsible in monitoring KPM.
BPT Senate Board	The highest authority on studies matters at BPT level.
Certificate	The certification granted by BPT to the graduates during the convocation day.
Continuous Assessment	The coursework assessed and evaluated throughout the semester which contribute to the final grade.
Course	It is a component of a programme structure which bears a unique code. A subject also refers to a course.
Deputy Director of Academic Affairs	The executive responsible in handling and managing any academic issues in KPM.
Director of BPT	The highest executive appointed by MARA to manage and administer the operations of BPT.
Final Examination	Refers to the assessment conducted at the end of the semester according to the rules set by the BPT.
Head of Department	A person who is appointed to head a particular academic programme.
Kolej Profesional MARA	Kolej Profesional MARA is a group of KPMs where the academic programmes are delivered.
KPM Academic Pre-Senate Board	The highest authority on academic matters at KPM level.
KPM Director	The highest executive appointed by MARA to manage and administer the operations of KPM.
Programme Coordinator	A lecturer who is appointed to be responsible in managing an academic programme.
UPP	<i>Unit Peperiksaan dan Pensijilan</i> is the unit responsible to handle matters pertaining to examinations and certifications.

1.0 ACADEMIC SYSTEM

1.1 ACADEMIC INTRODUCTION

Kolej Profesional MARA (KPM) was first introduced in 1977 under the name Institut Perdagangan MARA (IPM) Kuala Lumpur and its current administrative centre is Bahagian Pendidikan Tinggi MARA (BPT).

To expand the number of professional Bumiputera employment, KPM now offers diploma programs in the fields of Accounting, Business Studies, Computing, Creative Multimedia, Halal Studies, Horticulture, Language, Marketing & Advertising, and Muamalat & Islamic Finance. It also aims at enhancing academic excellence among Sijil Pelajaran Malaysia (SPM) Bumiputera leavers.

The seven (7) KPMs throughout Malaysia are:

1. KPM Ayer Molek (KPMAM), Melaka
2. KPM Bandar Melaka (KPMBM), Melaka
3. KPM Bandar Penawar (KPMBP), Johor
4. KPM Beaufort (KPMBS), Sabah
5. KPM Beranang (KPMB), Selangor
6. KPM Indera Mahkota (KPMIM), Pahang
7. KPM Seri Iskandar (KPMIS), Perak

All programmes are accredited by Malaysian Qualifications Agency (MQA) and English is used as a medium of instruction. Programmes offered are:

1. Intensive English Programme (IEP)*
2. Certified Accounting Technician (CAT)/ Foundation in Accounting (FIA)*
3. Certificate in Finance, Accounting and Business (CFAB)*
4. Diploma in Accounting (DIA)
5. Diploma in Business Information Technology (DBIT)
6. Diploma in Business Studies (DBS)
7. Diploma in Computer Networking (DCN)
8. Diploma in Computer Science (DCS)
9. Diploma in Creative Digital Media Production (DCD)
10. Diploma in English Communication (DEC)
11. Diploma in Entrepreneurship (DEn)
12. Diploma in Halal Industry (DHI)
13. Diploma in Integrated Logistics Management (DLM)
14. Diploma in International Business (DIB)
15. Diploma in Islamic Banking and Finance (DBF)
16. Diploma in Landscape and Horticulture (DLH)
17. Diploma in Marketing (DMk)

****Not required to be accredited***

The modules of the various programmes at KPM would enable the diploma graduates either to enter the job market or pursue their studies at degree level locally or abroad.

1.2 PROGRAMME DURATION

Table 1.2: List of Programme Duration

NO	PROGRAMME DURATION	DURATION
	PROGRAMMES	
1	Intensive English Programme (IEP)	2 months
2	Foundation in Accountancy (FIA) KPM Ayer Molek	1 year
3	Certificate in Finance, Accounting and Business (CFAB) KPM Beranang	1 ½ years
4	Diploma in Accounting (DIA) KPM Beranang KPM Ayer Molek KPM Indera Mahkota KPM Bandar Penawar	2 years
5	Diploma in Business Information Technology (DBIT) KPM Seri Iskandar	2 years
6	Diploma in Business Studies (DBS) KPM Beranang KPM Ayer Molek	2 years
7	Diploma in Computer Networking (DCN) KPM Indera Mahkota	2 ½ years
8	Diploma in Computer Science (DCS) KPM Beranang	2 ½ years
9	Diploma in Creative Digital Media Production (DCD) KPM Indera Mahkota	2 ½ years
10	Diploma in English Communication (DEC) KPM Indera Mahkota KPM Seri Iskandar	2 ½ years
11	Diploma in Entrepreneurship (DEn) KPM Bandar Melaka	2 years
12	Diploma in Halal Industry (DHI) KPM Bandar Melaka	2 ½ years
13	Diploma in Integrated Logistics Management (DLM) KPM Bandar Penawar	2 years
14	Diploma in International Business (DIB) KPM Seri Iskandar	2 years
15	Diploma in Islamic Banking and Finance (DBF) KPM Bandar Melaka	2 ½ years
16	Diploma in Landscape and Horticulture (DLH) KPM Beranang	2 ½ years
17	Diploma in Marketing (DMk) KPM Seri Iskandar	2 years

1.3 ACADEMIC DURATION

The duration for IEP is **two (2)** months as stated below:

Activity/Programme	Duration
Lecture	8 weeks
Final Examination	1 week
Total Academic Weeks per session	9 weeks

1.4 ACADEMIC LOAD

The programme structure for IEP consists of:

No	Course	Contact Hours Per Week
1	Reading	8
2	Writing	8
3	Grammar	8
4	Listening/ Speaking	8
Total		32

1.5 GRADING SYSTEM

1.5.1 Grading Scheme

The grading scheme for IEP is as follows:

Grade	Marks	Grade Index
A	80 and above	Excellent
B	65 – 79	Good
C	50 - 64	Pass
F	49 and below	Fail
DH	-	<i>Dihalang</i> (Barred)
MH	-	<i>Meniru</i> (Cheating/Plagiarising)
TH	-	<i>Tidak Hadir</i> (Absent)

1.5.2 Continuous Assessment

- 1.5.2.1 Every course shall have continuous assessment, which will comprise of quizzes, tests and/ or assignments, and contribute to **60% - 80%** of the total marks for the said course. The remaining marks come from the final examination/ assessment.
- 1.5.2.2 Continuous assessment will be carried out during the semester and the lecturer concerned shall be responsible to arrange the time and place of such assessment.

1.5.2.3 Students will be informed of the course plans, types and forms of assessment, and policy for their class.

1.5.2.4 The marks obtained from continuous assessment are counted and will be combined with the final examination/ assessment marks to form the final grade for the course.

1.5.2.5 Students who failed to complete continuous assessment in the given duration will be awarded '**F**' grade.

1.5.3 Final Examination/ Assessment

1.5.3.1 It is compulsory for all registered students to sit for the final examination **OR** complete the final assessment (final project, final assignment, final presentation etc.)

1.5.3.2 Students who failed to comply with this regulation:

1.5.3.2.1 will be awarded '**F**' grade for the particular course(s);

1.5.3.2.2 will fail the whole programme; **AND**

1.5.3.2.3 will not be awarded the certificate of completion.

1.5.4 Repeat Course

1.5.4.1 Students who failed any of the courses will not be allowed to repeat the course, and therefore will fail the programme.

1.5.5 Fail Programme

1.5.5.1 Students who failed the programme will not be eligible to apply for KPM diploma programme.

1.5.6 Deferment of Studies

1.5.6.1 Deferment of studies is not allowed.

2.0 ACADEMIC RULES

2.1 ATTENDANCE

- 2.1.1 Students must attend all forms of scheduled face-to-face learning activities. If a student does not attend these activities, he/she has to inform the respective lecturers immediately and provide Medical Certification (MC) by an authorised Medical Officer from Government Hospital/Clinic or prior approved leave for his absence.
- 2.1.2 In addition, MC obtained from Private Hospital/Clinic needs to be endorsed by an authorised Medical Officer from Government Hospital/Clinic.
- 2.1.3 Students who attend **less than 80%** of the total scheduled contact hours of a course in a semester without any reason or supporting documents:
- 2.1.3.1 are not allowed to attend all subsequent forms of scheduled face-to-face learning activities; **AND**
 - 2.1.3.2 are not allowed to sit for subsequent forms of assessment (continuous assessment and final examination/assessment); **AND**
 - 2.1.3.3 will be awarded 'F' grade for that particular course.
- 2.1.4 Student absences **cannot exceed 20%** of the course with the following conditions:
- 2.1.4.1 **10%** absence from lecture/tutorial/laboratory includes approved leave on personal grounds or deliberate non-attendance;
 - 2.1.4.2 **10%** of absence from lecture/tutorial/laboratory is allowed for students with Medical Certification (MC) and supporting documents;
 - 2.1.4.3 Beyond the above, students are required to repeat the course(s). A grade 'F' will be recorded on the examination result. This is also applied for courses without final examination.

2.2 BARRED

- 2.2.1 Students can be barred from class(es)/examinations **OR** dismissed from the programme due to unsatisfactory attendance at any time during the semester (**Refer Clause 2.1**).
- 2.2.2 Persistent lateness may be considered as absences.

2.3 ACADEMIC MISCONDUCT

Academic misconduct is an academic offence that is subject to disciplinary action that will be imposed on students if they are found guilty. Academic misconduct includes cheating, plagiarism, multiple submission or assisting in academic misconduct.

2.3.1 CHEATING

Cheating includes the intentional use of unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise, or attempts thereof. Examples of cheating include, but are not limited to:

- 2.3.1.1 Allowing others to do an assignment or portion of an assignment;
- 2.3.1.2 Submitting the same assignment for more than one course;
- 2.3.1.3 Collaborating on an examination or assignment with any other person;
- 2.3.1.4 Copying or attempting to copy from others during an examination or on an assignment;
- 2.3.1.5 Communicating answers with another person during an examination;
- 2.3.1.6 Preprogramming a calculator or devices to contain answers or other unauthorized information for examinations;
- 2.3.1.7 Using unauthorized materials, prepared answers, written notes, or concealed information during an examination (either printed or written or electronic forms); **AND**
- 2.3.1.8 Taking an examination for another person or having someone take an examination for you.

2.3.2 PLAGIARISM

- 2.3.2.1 Plagiarism includes the copying of the language, structure, programming, computer code, ideas, designs, data and/or thoughts of another and passing off the same as one's own original work, without giving appropriate acknowledgement or attempts thereof.
- 2.3.2.2 Examples of plagiarism, whether inadvertent or deliberate include any of the following actions, but are not limited to:

- 2.3.2.2.1 word-for-word copying of sentences or whole paragraphs from one or more sources (the work of other persons), or presenting substantial extracts from books, articles, theses, other unpublished work such as working papers, seminar and conference papers, internal reports, computer software, lecture notes or tapes, without clearly indicating their origin;
- 2.3.2.2.2 using close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work;
- 2.3.2.2.3 submitting another programme member's work in whole or in part;
- 2.3.2.2.4 use of another person's ideas, work or research data without acknowledgement;
- 2.3.2.2.5 submitting work which has been written by someone else on the student's behalf; **AND**
- 2.3.2.2.6 special note is also drawn to the fact that students may not submit part or whole of work previously presented for assessment in another course;

2.3.3 **MULTIPLE SUBMISSION**

- 2.3.3.1 Multiple submissions are the submissions of the same or substantially portions of any work (including oral reports) previously submitted for grading in two or more courses, or attempts thereof.
- 2.3.3.2 Examples of multiple submission include, but are not limited to:
- 2.3.3.3 Resubmitting the same/similar paper, work, or assignment that has been submitted and graded in the previous semester;
- 2.3.3.4 Resubmitting the same/similar paper, work, or assignment that has been submitted and graded in the previous semester in a course being repeated; **AND**
- 2.3.3.5 Representing group work produced in one course as one's own work and using it in another course.

2.3.4 **ASSISTING IN ACADEMIC MISCONDUCT**

- 2.3.4.1 Assisting or conspiracy the academic misconduct means working together with one or more persons to commit or attempt to commit academic dishonesty.

2.3.5 **PENALTY**

- 2.3.5.1 All the academic misconduct cases shall be referred to the KPM Disciplinary Board.
- 2.3.5.2 For all proven cases of academic misconduct, '**F**' grade will be given for the course(s).

3.0 COMPLETION OF PROGRAMME

3.1 CERTIFICATE

3.1.1 A certificate will be awarded if students meet the following:

- 3.1.1.1 achieve at least a passing grade of **Grade C** in the programme;
- 3.1.1.2 discharge from all financial obligations;
- 3.1.1.3 no disciplinary records; **AND**
- 3.1.1.4 obtain the Senate's approval for certification.

3.2 REPRINTS

3.2.1 Any request for reprints will be charged the following:

Certificate - RM100.00 per copy

3.2.2 Students will be charged double the amount stated above per copy for each subsequent reprint.

3.3 MINIMUM ENTRY REQUIREMENTS FOR IEP HOLDERS TO QUALIFY FOR DIPLOMA PROGRAMMES AT KOLEJ PROFESIONAL MARA

3.3.1 Students who passed the IEP successfully with a minimum of **Grade C** are eligible to apply for all KPM Diploma programmes, except for:

3.3.1.1 Diploma in English Communication (DEC)

3.3.2 Students who wish to apply for Diploma in Halal Industry (DHI) must obtain a minimum of **Grade B**.



مجلس امانه رايك



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