



# **BACHELOR OF EARLY CHILDHOOD EDUCATION (HONS)**

**(IN COLLABORATION WITH HELP UNIVERSITY)**

## **PROGRAMME HANDBOOK**

### **2024**

Jalan Lily, 96000 Sibul, Sarawak.  
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*Updated: 02 Jan 2024*



## **Methodist Pilley Institute**

**"For the glory of God, and the service of man"**

### **Overview**

Overview Established in 1991, MPI is the oldest private higher learning institution in Sarawak. It provides higher education opportunities to students who want to prepare for a professional career while in a Christian setting. Over the years, we have grown from humble beginnings to become a trusted institution of higher education in the areas of accounting, taxation, finance, business management, computing, early childhood education, social work and English.

### **History**

Methodist Pilley Institute (MPI) was established in April 1991, succeeding Pilley Memorial Secondary School that was established to cherish the loving memory of Mr. John A. Pilley; a great American missionary, who for the love of Christ toiled selflessly for the enlightenment of the people in the Central region. It is the earliest higher learning institute in Sibul, Sarawak. The Institute, with its own campus of 3.5 acres situated away from commercial and congested areas, provides a pleasant and conducive environment for higher learning. MPI has been making rapid progress since its establishment. At present, it has become a distinguished institution of higher learning.

### **Our Vision**

Inspired to Learn, Aspire to Live!

### **Our Mission**

To produce ethical and socially-responsible citizens and leaders by providing quality, wholesome and affordable education

### **Core Values**

- Empathy
- Teachability
- Honesty
- Optimism
- Discipline
- Integrity
- Sincerity
- Trustworthiness

### **Objective**

To be a reputable and trustworthy institute of higher learning, providing quality and professional education to all who seek knowledge and wisdom

**For getting more information at:**

MPI webpage:



MPI FB page:



BECE FB group:



MPI ECE FB page:



### **MPI Administrative Team (Contact Details)**

1. **Principal**  
Hii King Kai  
[kkhii@pilley.edu.my](mailto:kkhii@pilley.edu.my)
  
2. **Director, Academic Affairs**  
Wong Kin Hung  
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3. **Director, Administration**  
Ting Su Ding  
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4. **Director, Student Affairs**  
Yew Kiong Lim  
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5. **Quality Assurance Personnel**  
Khor Ling Ling  
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Amanda Joh Sieng Ting  
[ajsting@pilley.edu.my](mailto:ajsting@pilley.edu.my)
  
6. **Admin Officer**  
Belinda Chei Ung Tiong  
[bcutiong@pilley.edu.my](mailto:bcutiong@pilley.edu.my)

### **HELP University Administrative Team (Contact Details)**

1. **Head of Department**  
Dr. Soon Seng Thah  
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2. **Programme Leader**  
Balvinder Kaur  
[vinderkhalsa2021@gmail.com](mailto:vinderkhalsa2021@gmail.com)
  
3. **Deputy Manager**  
Tan Kheng Por  
[tan.kp@help.edu.my](mailto:tan.kp@help.edu.my)
  
4. **Programme Coordinator**  
Chin Cheau Shing  
[cheaushing.c@help.edu.my](mailto:cheaushing.c@help.edu.my)

## **MPI Academic Team**

### **1. Wee Jia Ing**

Head of Department & Program leader of Bachelor Early Childhood Education

- Diploma in ECE (MPI, Malaysia),
- Bachelor of Education (ECE) (National University of Tainan),
- Bachelor of Education (Counselling and Guidance) (National University of Tainan),
- MEd (Human Development & Family Studies) (National Taiwan Normal University)
- [jiwee@pilley.edu.my](mailto:jiwee@pilley.edu.my)

### **2. Chew Siok Cheng**

Lecturer

- Advanced Certificate in Community Services (Disability) (Christchurch College of Education, New Zealand)
- Diploma in Teaching and Supporting People with Disabilities (Christchurch College of Education, New Zealand)
- Master of Arts in Education (Special Education Needs) (Roehampton University, London)
- [scchew@pilley.edu.my](mailto:scchew@pilley.edu.my)

### **3. Tiong Mann Yin (Grace)**

Lecturer

- Diploma in Business Studies (TARC, KL)
- Diploma in Early Childhood Education (MPI)
- Bachelor of Early Childhood Education (University of Derby, UK.)
- [gmytiong@pilley.edu.my](mailto:gmytiong@pilley.edu.my)

### **4. Ting Su Lin (Doreen)**

Part time lecturer

- MEd (Oklahoma City University, USA)
- [dslting@pilley.edu.my](mailto:dslting@pilley.edu.my)

### **5. Dr Ling Pik Kuong**

Part time lecturer

- Lecturer at Open University Malaysia
- [ling22-23@epembelajaran.edu.my](mailto:ling22-23@epembelajaran.edu.my)

### **6. Boon Nyuk Phin**

Lecturer

- Bachelor of Social Sciences with Honours (Social Work Studies)UNIMAS 2013
- Master of Social Science (Social Work)UNIMAS 2017
- npboon@pilley.edu.my

#### **7. Betty Wong Lee Ling**

Lecturer

- Bachelor of Arts (Hons) (Universiti Sains Malaysia)
- Corporate Master in Business Administration (Universiti Malaysia Sarawak)
- [blwong@pilley.edu.my](mailto:blwong@pilley.edu.my)

#### **8. Jacqueline Lynn Rinit Anak Juweek**

Lecturer

- Bachelor of Malay Studies (Hons) (UM)
- Master Pendidikan (Pengajaran Bahasa Melayu Sebagai Bahasa Pertama) (UPM)
- [jljuweek@pilley.edu.my](mailto:jljuweek@pilley.edu.my)

### **General Rules & Regulations**

As MPI is a Methodist Institution, all students must abide by all the policies, rules, and regulations of the Institute that are related to its Christian character.

#### **Dress Code & Hair Code and General Behavior**

- Students are required to dress properly and appropriately while on Campus. T-shirts and jeans are allowed. Proper shoes and sandals are recommended.No fancy-colored hair is allowed on Campus. Students are to appreciate their natural hair colors.
- Effective from 1 January 2009, the government had extended the list of non-smoking areas to include learning institutions and institutions of higher learning. Anyone caught smoking in such areas are liable to a on-the-spot fine of RM300, and not more than RM10,000 or not exceeding two years' jail if convicted. Furthermore, an under-18 smokers will be fined up to RM1,000 under anti-smoking measures imposed by the Government.
- Gambling and alcoholic consumption are strictly prohibited on MPI campus.

#### **Parking**

- All students driving to Campus must register their vehicle(s) with the Institute.  
Vehicle
- Registration Form can be obtained from the Admin Office at RM3.00 each.
- Each registered vehicle is issued a Parking Sticker which is to be displayed on the windscreen of the vehicle at all times. Only registered vehicles are allowed to park on

Campus. Registered vehicles may park at any non-reserved parking lots on Campus. Parking lots are available on a first-come-first-served basis.

- Non-registered vehicles found parked on Campus will be fined RM5.00/offence. Parking at no- parking area or non-designated area will be fined RM5.00/offence.
- Only Lecturers and Staff of MPI are given reserved lots. Students found parking at Visitor's Lots or Reserved Lots for lecturers & Staff will be fined RM10.00/offence.

## **Department of Early Childhood Education**

### **Bachelor of Early Childhood Education (BECE)**

Early Childhood Care and Education (ECCE) is education and care provided for children from birth to 6 years old. This education is fundamental to the development of a child to shape their future life. ECCE programmes aim at the holistic development of a child's social, emotional, cognitive and physical needs in order to build a solid and broad foundation for lifelong learning and well-being.

HELP University offers a systematic and comprehensive Bachelor degree in Early Childhood Education programme (BECE). This programme is fully accredited and recognised by the MQA (Malaysian Qualification Agency) and comply with the Malaysian Qualifications Framework. BECE programme at HELP University aims at producing graduates who are competent, professionally and ethically qualified in early childhood fields. The students at HELP University acquire knowledge and understanding, skills and strategies, attitudes and values in the distinctively ECCE domains which are Child Development, Curriculum and Learning Environment, Administration and Management, Families and the Community and Professional Development.

ECE professionals are expected to uphold high standards of ethical responsibilities, to honour teaching as a profession of high trust and integrity, and to demonstrate professionalism with understanding of each young learner's strengths, interests, needs, identities, languages and cultures. Professional early childhood educators are also expected to communicate effectively and work closely with various stakeholders including families, other experts in the field, and communities, and to ensure learning is characterized by respect, inclusion, empathy, collaboration and safety. These are the contents of the three-year Bachelor of Early Childhood Education, BECE (Hons) programme.

BECE teaching team at HELP University comprises lecturers with postgraduate credentials. Their professionalism is continuously developed as they maintain their relationships with industry partners. They have established close relationships with industrial advisors, early childhood operators and owners, whom would be able to offer good practical experience for students, as well as, providing sound advice on the setting up of care centres and kindergartens. Thus, BECE students will encounter the best of both worlds in their interactions with ECE Team.

BECE teaching team share a commitment of ensuring that every pre-school child in Malaysia, even the child in the most interior of the country, would have access to high quality pre-school education that only an academically qualified and professionally trained graduate could provide. The BECE (Hons) Programme is, therefore, the process through which to sow the seeds of their professional code of conduct.



The BECE (Hons) programme is developed by HELP University and MQA accredited (M Ref: A10104), certified strong in the integration of principles and practice that underlines the professional development of early childhood educators.

**Programme Educational Objectives:**

- PEO 1  
Instill the professional values and ethics of early childhood educators and bring Early Childhood Education to higher academic realm.
- PEO 2  
Equip students with knowledge, skills and competencies to enable them to be professional early childhood educators so as to provide quality early child care and education.
- PEO 3  
Produce competent, ethical, professionally qualified, and global early childhood educators.
- PEO 4  
Ensure the development of socially responsible and entrepreneurial early childhood educators and enhance the status of the ECE profession.

**Programme Learning Outcomes:**

- PLO 1  
Demonstrate mastery of knowledge of the core knowledge areas
- PLO 2  
Apply the knowledge and understanding to create and implement developmentally appropriate learning experiences for children's development.
- PLO 3  
Create a safe, healthy and nurturing environment where children learn and develop.
- PLO 4  
Practice professional values, attitudes and ethics.
- PLO 5  
Communicate effectively with children, colleagues, families and the community.
- PLO 6  
Engage families and communities in enhancing quality early childhood education.
- PLO 7  
Apply problem solving, self-reflection, scientific skills and creative thinking in the care and education of young children.

- PLO 8  
Apply information to enhance early learning and self-development.
- PLO 9  
Exhibit managerial and entrepreneurial skills as well as display responsiveness to the changing nature of early childhood education.

***The MQA accredited BECE (Hons) Programme requires student teachers to fulfill the minimum requirement: 121 credit hours and pass in 34 subjects.***

**Programmes Structure:**

- 24 ECE subjects
- 2 Practicums
- 3 Electives
- 5 MPU subjects

Student-teachers will have an extensive ECE coverage. The first year study is a preparation for Practicum 1 which is for teaching children below 4 years old in a child care centre, while the second year focuses on preparation for practicum 2 which is on teaching the four – six-year-old in kindergarten.

**Duration: 3 years**

**Intakes: January, May, August**

## **Requirement**

Admission to this programme is in fulfilment of any one of the following requirements:

Applicants require one (1) of the following:

- Diploma in Early Childhood Education, Foundation in Arts or Science and other equivalent.
- STPM/A Level passes in 2 subjects or with CGPA of 2.00.
- Unified Examination Certificate (UEC) with a minimum B grade in 5 subjects.
- 5 CPU (Canadian Pre-University) passes with a minimum of 50%.
- SAM (South Australian Matriculation) / TEE (Tertiary Entrance Education) with a university aggregate of 50%.
- Minimum of 24 scores in the International Baccalaureate.
- Victorian Certificate of Education with a minimum average of 50%.
- Other equivalent qualification approved/ accredited by Malaysian Qualification Agency

The student has to complete an application form and provide the following:

- Photograph – passport sized
- Photocopy of his/her MyKad/passport
- Copies of all his/her academic certificates and transcripts
- Photocopy of birth certificate
- Photocopy of school leaving certificate/ testimonial

## BECE (Hons) Programme Structure

Tahun	Semester	Nama Kursus	Kod	Klasifikasi	Kredit
1	Semester 1	BECE1113	<i>Growth and Development for Early Childhood</i>	Major	3
		BECE1123	<i>Foundation of Early Childhood Care and Education</i>	Major	3
		BECE1024	<i>Children and Play</i>	Major	4
			<i>Elective 1</i>	Elective	3
		MPU1	<i>Mata Pelajaran Umum 1</i>	Compulsory	3
		MPU1	<i>Mata Pelajaran Umum 1</i>	Compulsory	3
<b>Total Credit Hours for Semester 1 Year 1</b>					<b>19</b>
1	Semester 2	BECE1044	<i>Health, Safety and Nutrition for Young Children</i>	Major	4
		BECE1074	<i>Art and Craft</i>	Major	4
		MPU2	<i>Mata Pelajaran Umum 2</i>	Compulsory	3
<b>Total Credit Hours for Semester 2 Year 1</b>					<b>11</b>
1	Semester 3	BECE1064	<i>Young Children's Literature</i>	Major	4
		BECE1084	<i>Music and Movement in Early Childhood</i>	Major	4
		BECE1094	<i>Observation and Assessment in Early Childhood</i>	Major	4
		BECE1133	<i>Foundation of Early Childhood Business and Entrepreneurship</i>	Major	3
		BECE1143	<i>Curriculum Planning &amp; Programme Development</i>	Major	3
<b>Total Credit Hours for Semester 3 Year 1</b>					<b>18</b>
<b>Total Credit Hours for Year 1</b>					<b>48</b>
2		BECE1103	<i>Managing Young Children's Behaviours</i>	Major	3
		BECE2024	<i>Social and Environment Studies in Early Childhood</i>	Major	4
		BECE2034	<i>Science and Technology in Early Childhood</i>	Major	4
		BECE2044	<i>Mathematics in Early Childhood</i>	Major	4
		BECE2054	<i>Teaching Young Children English</i>	Major	4
<b>Total Credit Hours for Semester 1 Year 2</b>					<b>19</b>
2		BECE2103	<i>Teaching Young Children Bahasa Malaysia</i>	Major	3
			<i>Elective 2</i>	Elective	3
		MPU3	<i>Mata Pelajaran Umum 3</i>	Compulsory	3
<b>Total Credit Hours for Semester 2 Year 2</b>					<b>9</b>
2	Semester 3	BECE2094	<i>Special Need in Early Childhood Education</i>	Major	4
		BECE3034	<i>Early Childhood Entrepreneurship and Management</i>	Major	4
		BECE2124	<i>Physical and Health Education in Early Childhood</i>	Major	4
		MPU4	<i>Mata Pelajaran Umum 4</i>	Compulsory	2
		BECE3014	<i>Research Methodology in Early Childhood</i>	Major	4
<b>Total Credit Hours for Semester 3 Year 2</b>					<b>18</b>
<b>Total Credit Hours for Year 2</b>					<b>46</b>
3	Semester 1	BECE3023	<i>Families, Community and Society</i>	Major	3
		BECE2114	<i>Children's Theatre</i>	Major	4
			<i>Open Elective</i>	Elective	4
		BECE3074	<i>Issues, Ethics and Professionalism in Early Childhood Education</i>	Major	4
		BECE3084	<i>Early Childhood Research Project</i>	Major	4
<b>Total Credit Hours for Semester 1 Year 3</b>					<b>19</b>
3	Semester 2	BECE2084	<i>Practicum 1: Nursery Experience</i>	Major	4
<b>Total Credit Hours for Semester 2 Year 3</b>					<b>4</b>
3	Semester 3	BECE3064	<i>Practicum 2: Kindergarten Practice</i>	Major	4
<b>Total Credit Hours for Semester 3 Year 3</b>					<b>4</b>
<b>Total Credit Hours for Year 3</b>					<b>27</b>
<b>Total Overall Credit Hours</b>					<b>121</b>

<i>MPU Categories</i>	<i>Subject Code</i>	Subject Name	Remarks
MPU 1	MPU31103 MPU3173	Penghayatan Etika dan Peradaban (PEP)	For Local students For International students
	MPU31113 MPU3143	Falsafah dan Isu Semasa	For Local students For International students
MPU 2	MPU 3213	Bahasa Kebangsaan A OR	For Local students with NO credit in SPM BM
	MPU3023	Effective Communication 3	For students with credit in SPM BM & International students
MPU 3	MPU3232	Kursus Integriti dan Anti-Rasuah KIAR	
MPU 4	MPU3422	Community Service Project	

<b>Elective Options:</b>				
<b>Item</b>	<b>Subject Code</b>	<b>Subject Name</b>	<b>Classification (Compulsory Major/Minor/ Elective)</b>	<b>Credit Value</b>
1	MKT101	Principles of Marketing	Open Elective	4
2	MGT200	Small Business Management	Open Elective	4
3	MGT 311	Entrepreneurship Business Plan	Open Elective	4
4	BECE2063	Teaching Young Children Mandarin	Elective	3
5	BECE2073	Teaching Young Children Tamil	Elective	3
6	BECE3053	Introduction to Play Therapy	Elective	3
7	BECE1203	Academic English	Elective	3
8	BECE1033	People Skills and Group Dynamics	Elective	3
9	PSY218	Understanding Child Abuse & Neglect	Open Elective	4
10	PSY326	Positive Discipline in School	Open Elective	4
11	PSY346	Emotional & Behavioural Management for Special Needs	Open Elective	4

## Credit Transfer / Subject Exemptions

Students may apply for Credit Transfer/Subject Exemption based on the MQA guidelines.

HELP University  
Department of Education  
Credit Transfer Equivalency Table (for Malaysian students)  
For BECE 4.0

HELP: Bachelor of Early Childhood Education (Hons)				MPI: Diploma in Early Childhood Education		
Num	Subject Code	Subject Name	Credit Value	Subject Code	Subject Name	Credit Value
1	BECE 1113	Growth and Development for Early Childhood	3	ECE1013	Child Development	3
2	BECE 1123	Foundations of Early Childhood Care and Education	3	ECE1203	Foundations of Early Childhood Education	3
3	BECE 1024	Children and Play	4	ECE2033	Play in Early Childhood Education	3
				ECE1533	Program Planning and Implementation for Children from Birth to 4	3
4	BECE 1044	Health, Safety and Nutrition for Young Children	4	ECE1513	Child Health and Safety I	3
				ECE2523	Child Health and Safety II	3
5	BECE 1064	Young Children's Literature	4	ECE2073	Children's Literature	3
				ECE1253	English Enhancement for Early Childhood Educators	3
6	BECE 1094	Observation and Assessment in Early Childhood	4	ECE1413	Observing Young Children	3
				ECE1422	Assessing Young Children	2
7	BECE 1103	Managing Young Children's Behaviours	3	ECE3023	Guidance of Young Children	3
8	BECE 2034	Science and Technology in Early Childhood	4	ECE2473	Teaching Science to Young Children	3
				ECE2553	Technology for Early Childhood Educators	3
9	BECE 2103	Teaching Young Children Bahasa Malaysia	3	ECE1433	Teaching Young Children Bahasa Malaysia	3
10	BECE 3023	Families, Community and Society	3	ECE3043	Partnership with Families and Communities	3
			<b>Total Credit Hours</b>	<b>35</b>		
			<b>Total Subjects</b>	<b>10</b>		

HELP University  
Department of Education  
Credit Transfer Equivalency Table (for International students)  
For BECE 4.0

HELP: Bachelor of Early Childhood Education (Hons)				MPI: Diploma in Early Childhood Education		
Num	Subject Code	Subject Name	Credit Value	Subject Code	Subject Name	Credit Value
1	BECE 1113	Growth and Development for Early Childhood	3	ECE1013	Child Development	3
2	BECE 1123	Foundations of Early Childhood Care and Education	3	ECE1203	Foundations of Early Childhood Education	3
3	BECE 1024	Children and Play	4	ECE2033	Play in Early Childhood Education	3
				ECE1533	Program Planning and Implementation for Children from Birth to 4	3
4	BECE 1044	Health, Safety and Nutrition for Young Children	4	ECE1513	Child Health and Safety I	3
				ECE2523	Child Health and Safety II	3
5	BECE 1064	Young Children's Literature	4	ECE2073	Children's Literature	3
				ECE1253	English Enhancement for Early Childhood Educators	3
6	BECE 1094	Observation and Assessment in Early Childhood	4	ECE1413	Observing Young Children	3
				ECE1422	Assessing Young Children	2
7	BECE 1103	Managing Young Children's Behaviours	3	ECE3023	Guidance of Young Children	3
8	BECE 2034	Science and Technology in Early Childhood	4	ECE2473	Teaching Science to Young Children	3
				ECE2553	Technology for Early Childhood Educators	3
9	BECE 3023	Families, Community and Society	3	ECE3043	Partnership with Families and Communities	3
			<b>Total Credit Hours</b>	<b>32</b>		
			<b>Total Subjects</b>	<b>9</b>		

\*Credit transfer will be applicable if a minimum grade C is achieved for the respective subject(s)

revised 11th August 2020

## **Student Portal**

### **UCMS (Administration)**

*UCMS* is an online service designed for students with the main aims of allowing students to add and drop their subjects and view their results online. Students can also request their transcript and update their personal particulars in *UCMS*.

As some particulars in *UCMS* are linked to the MPI database, students are able check their personal details, financial status and academic status.

Some important announcements and notices are also uploaded in *UCMS*.

URL: <https://ucms.pilley.edu.my/ps-login.php?redirect=/>



If you have any inquiry, please contact staff below:

IT Department: Mr. Ting Heng Ping Email: [hpting@pilley.edu.my](mailto:hpting@pilley.edu.my) Tel: 084-322268

### **HELP e-Learning**

*HELP e-Learning* (<https://lms.help.edu.my>) is a learning management system (LMS) uniquely designed using sound pedagogical principles, to enable educators create effective online learning communities.



<https://hlms.help.edu.my/login/index.php?fbclid=IwAR1UxMxl1zq2bgpqH98pMVRJQxPcWy9xov2WmgGV-tAFIuaJk5mB4j4QIXU>

### **How to Login?**

For the first-time login users, an email notification with auto-generated password will be sent to your helplive email. If you have not received it within 24 hours, please click [Reset Password link](#)

#### ***For Students :***

If your student id is b123456, your login username is "b123456". If you have forgotten your password, please reset password by key-in your helplive email. For example:  
B12345@helplive.edu.my

***Please contact LMS support at [lms.support@help.edu.my](mailto:lms.support@help.edu.my) for assistance.***

### **Student Evaluation of Teaching and Learning Experience (SETLE)**

*SETLE* is an online Student Evaluation on Teaching and Learning Experience. The purpose is to get students' feedback on various aspects relating to the teaching and learning experience in MPI towards the end of semester.

There are 3 parts in the evaluation:

- Part A - Evaluation of Teaching
- Part B – Student Self-Evaluation
- Part C – Other Suggestions/ Comments

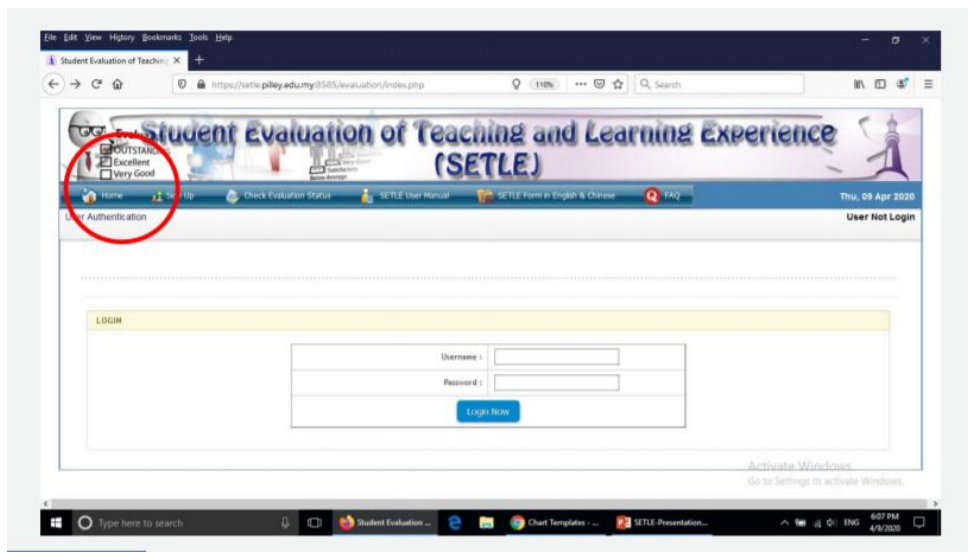
The evaluation does not affect a student's grades in any way. It is for the purpose of further enhancement in teaching and learning. Complete results of the evaluation are not released to anyone until after final grades are released.

Students' answers to the evaluation are confidential and anonymous. Student IC or passport no. is used as signature to ensure that only registered students complete the evaluation and that no one completes the same evaluation more than once.

The evaluation is open to students two or three weeks before the final exam. New users have to sign up first by entering their own username, password and email. If the signing up is successful, the username and the password will be emailed to the users, so that the users can retrieve them in future.

#### *How to log in SETLE?*

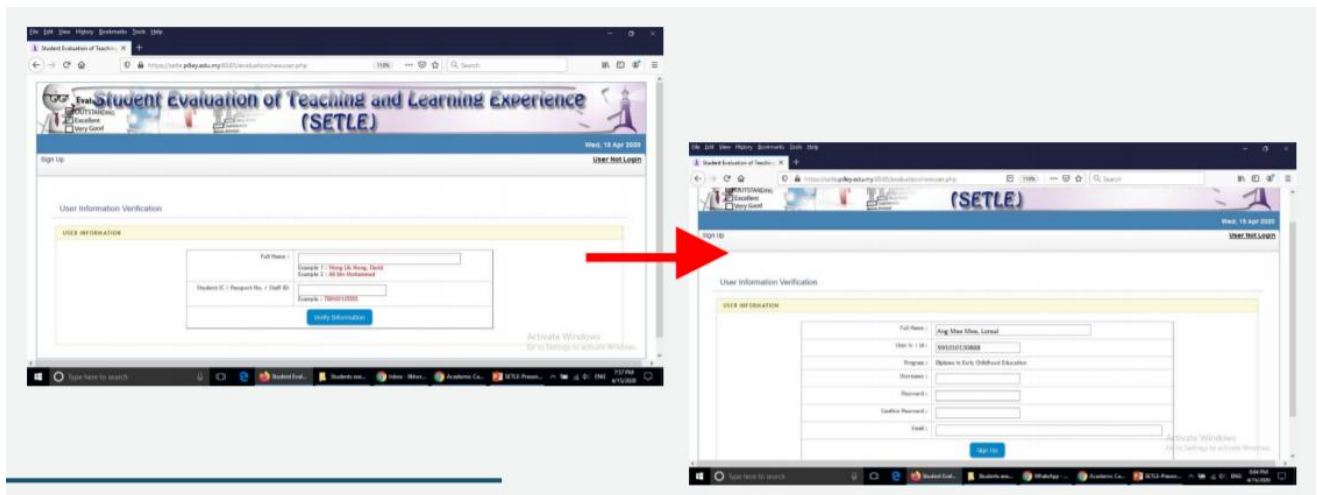
- You need to set up your own SETLE account first.
- Open SETLE link using FireFox.
- Click SIGN UP at the main page.



- Key in your full name and IC/ passport(follow the format), then click Verify Information.
- Set your username and password.



- Key in your email as the username and password will be sent to your email.



- After set up your SETLE account, click HOME to login using the username and password you set .
- Then you can start doing your evaluation.

There are two ways to access SETLE:

- <http://evaluation> (in campus)
  - <https://www2.pilley.edu.my:8585/evaluation> (off campus)
1. (Secure page might appear. Please click “Advanced” and “Proceed”, before SETLE main page appears)
  2. Students are required to complete the evaluation before they are allowed to do pre-enrolment of subjects and check the final results through UCMS.
  3. SETLE is administrated by MPI’s QA Department and IT Department. For further information and inquiry, please refer SETLE main page or contact QA Department/ IT Department personnel.

For more information:

<https://setle.pilley.edu.my:8585/evaluation/SETLE-Manual4.pdf>

[https://setle.pilley.edu.my:8585/evaluation/SETLE\\_FAQ\\_2020.pdf](https://setle.pilley.edu.my:8585/evaluation/SETLE_FAQ_2020.pdf)

### **Assessment & Grade Classification**

Students shall be evaluated through two (2) evaluation components, as follows: final examination which shall constitute 40% of the total marks; and course work, which may include tests, quizzes, projects, presentations, etc., which shall constitute 60% of the total marks. Evaluation for the courses that are practical may be 100% on course work.

The following items pertaining to the grading system is determined by the HELP

University's Academic Board of Faculty and endorsed by the Senate. Students who are admitted to HELP shall be governed under Scheme of Marks and Grades given below:

### Classification Scales and Descriptors

GRADE		MARK RANGE	GRADE POINT
HD1	(High Distinction-1)	85% - 100%	4.00
HD2	(High Distinction-2)	80% - 84%	3.75
DI1	(Distinction-1)	75% - 79%	3.50
DI2	(Distinction-2)	70% - 74%	3.25
CR1	(Credit-1)	65% - 69%	3.00
CR2	(Credit-2)	60% - 64%	2.75
PS1	(Pass-1)	55% - 59%	2.50
PS2	(Pass-2)	50% - 54%	2.00
FL	(Fail)	0% - 49%	0.00

#### *Other Grading Symbols*

##### **AA Additional Assessment**

The student has marginally failed the subject but has passed the final examination component. He is now required to resubmit in the following semester the particular continuous assessment item that he did not initially pass, and if completed at the required standard, the student will be awarded a capped grade to replace the AA grade.

##### **AE Additional Examination**

The student has marginally failed the subject but has passed all the other continuous assessment components. He is now required to resit the final examination component in the following semester, and if he completes it at the required standard he will be awarded a capped grade to replace the AE grade.

##### **AW Approved Withdrawal**

The student was granted approval to withdraw from the subject without incurring a failed grade in the subject.

##### **GP Grade Pending**

The subject will be awarded a grade only after completion or finalization of certain outstanding matters.

**IP In Progress** This grade is given each semester for subjects taken over two or more semesters until the semester the subject is to be completed, when a substantive grade is awarded.

**TA To Be Assessed Result not yet available.**

A substantive grade will be awarded when assessment is completed.

**NA Not Assessed**

Student was not assessed in the subject.

**SX Supplementary Examination**

The student's application for special consideration due to misadventure and extenuating circumstances has been approved and a substantive grade will be awarded when the student satisfactorily completes the supplemental examination at the following semester.

**WD Withheld/Fees Due**

The result is withheld for administrative reasons and a substantive grade will be released when the matter is resolved

A student may graduate with an honours award upon the successful completion of a course.  
HELP University awards honours in the following categories:

**Classification of Honours**

<b>CGPA</b>	<b>Honours Classification</b>
3.75 – 4.00	First Class
3.25 – 3.74	Second Upper Class
2.75 – 3.24	Second Lower Class
2.50 – 2.74	Third Class
2.00 – 2.49	General Award

**Exam**

Students are required to bring their Student ID into the examination hall for identification purposes. Students must not be involved in any unfair or dishonest practice in any part of the examination.

Only authorized materials and equipment are allowed in the examination hall. Unauthorized materials or equipment which might give an unfair advantage such as notes, calculator cases/instruction leaflets, bags, pencil cases, personal TV/stereo, electronic or radio communication devices, including mobile phones are restricted in the examination hall.

Any attempt at unfair practice, or violation of rules in any way, would cause disqualification from one or all subjects.

**Examination Timetables**

The Academic Departments shall publish an examination timetable for all subjects in which there is a final examination, by posting it on newmyPride as well as on the notice boards in the various academic departments.

### Examination Clashes

A student who has an examination clash is required to notify the Academic Department to resolve such clashes. Such notification shall be in writing and must be submitted not later than five working days from the date of the posting of the exam timetable. If there is an examination clash, arrangements may be made such that the student affected can take both exams on the same day. If required, the student will be quarantined and supervised during the break between the examinations.

### Academic misconduct

Students must not attempt to secure an unfair advantage over others in any assessment. Academic Misconduct includes cheating and plagiarism and is an extremely serious offence.

### **Cheating**

- It is an act of giving or receiving unauthorized help before, during, or after an examination.
- This will also include the use of books, notes, handphones or other aids during an examination; arranging for another person to take an examination in another one's place; looking upon someone else's examination during the examination period; intentionally allowing another student to look upon one's exam; the unauthorized discussion of topics during the examination period; and the passing of any examination information to students who have not yet taken the examination.
- Under any circumstances, no students are allowed to make any conversation while an examination is in progress unless specifically authorized by the invigilator.
- Cheating is also an action or effort by a student to gain or produce unfair advantage, and includes:
  - a) Providing or receiving information which is relevant to the examination during the conduct of the examination.
  - b) Tampering or attempting to tamper with any item used in the assessment of students.
  - c) Knowingly taking to the examination desk, and retaining after the official warning any books, materials, etc., of any kind which are relevant to a particular examination other than those permitted.
  - d) Failing to abide by directions distributed by the examiner regarding the permitted level of collaboration between students on items submitted for assessment.
  - e) Copying or attempting to copy the work of another candidate.
  - f) Acquiring or attempting to acquire, possessing or distributing material not specifically authorized for use in the assessment process by the unit examiner

in the unit specification or on the front cover of the examination paper. Unauthorized material includes current examination question papers or part there of in advance of the official distribution by MPI and HELP University to all candidates.

- g) Impersonating or attempting to impersonate another student in assessment activities.

### **Plagiarism/Collusion**

A student shall not, when submitting an assignment / project / thesis / dissertation, present the work of others as his or her own work. This includes submitting an assignment or part of an assignment which has been written jointly with other persons or has been copied in its entirety or in part, without acknowledgement, from the work of other persons, whether published or otherwise. Such actions or attempts are considered as academic dishonesty (plagiarism).

### **Detection of Plagiarism**

Where a person has reason to believe that a student has plagiarized or colluded in a piece of work, he or she shall submit a report to the Head of Department setting out the details of the alleged plagiarism/collusion together with all evidence relating there.

### **Turnitin Similarity Index**

The Turnitin Similarity Index for all undergraduate programmes at the University level shall be up to 15% or more, if sources are well cited.

### **Turnitin Log In**

Firstly, log in Turnitin ,create account. Once account created, you may login to Turnitin. Lastly, to enrol in a new class, click the enrol in a class button. Click a class name to open your class homepage for the class. From your homepage, you can submit a paper for checking. If you are ready to enrol in a class, make sure you have already received the class ID and enrolment password from your instructor.

[https://www.turnitin.com/login\\_page.asp?lang=en\\_us](https://www.turnitin.com/login_page.asp?lang=en_us)

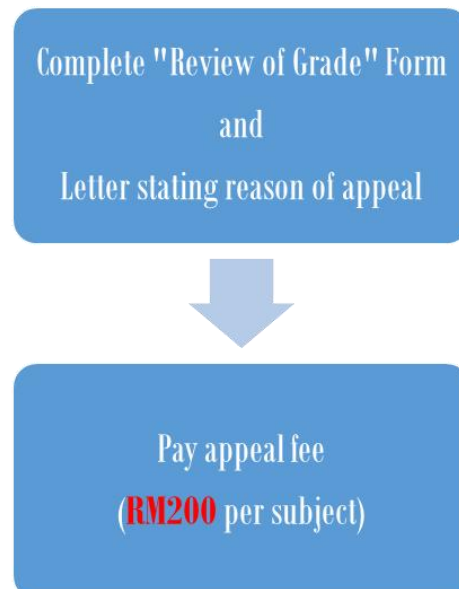
A screenshot of the Turnitin login page. The page has a blue background with white text. At the top, it says "Log in to Turnitin". Below that, there are two input fields: "Email address" and "Password". Both fields have a red error message below them that says "This field is required.". Below the input fields, there are two buttons: "Log in" and "Sign in with Google". At the bottom, there are three links: "Forgot your password? Click here.", "Need more help? Click here.", and "New user? Click here.".

## Appeal of Academic Decisions

All appeals must be submitted to **HU Registry** within **five (5)** working days from the date the results were officially released.

### Procedure for Appeal against examination result

1. Students are to complete a "Review of Grade" Form
2. A letter stating reason of appeal must be enclosed
3. Duly completed form to be submitted to the Registry for invoicing of appeal fee RM200 for each subject
4. Payment to be made at the Bursary
5. The student will be notified of the outcome of his application for review of grade by letter in writing
6. Appeal fee shall be credited back to the student's account should the grade for the appealed subject be improved.



### Grounds of Appeal:

Appeals which question the academic judgement of examiners will not be allowed.

Appeals will be allowed on ground such as the following:

- a) There has been a breach of assessment regulations or a major administrative mistake that has affected the assessment process.
- b) A clerical error had occurred in the computation of the grade.
- c) Due regard was not paid to evidence of illness or misadventure submitted. Only evidence that had been submitted when the application of illness or misadventure was submitted will be considered. New or additional evidence will not be considered.
- d) The assessment requirements as specified in the subject outline had been varied in an unreasonable way.

## Subject Enrolment/ Subject Registration Procedure

1. Student is responsible for ensuring that he/ she is correctly enrolled each semester and be confirm with your mentor.
2. The student must fill in **Subject Enrolment Form manually and online.**
  - **Subject Registration Form (HELP University)**  
[http://www.pilley.edu.my/Data/Forms/Subject-Registration-Form-\(HELP-University\).pdf](http://www.pilley.edu.my/Data/Forms/Subject-Registration-Form-(HELP-University).pdf)
  - **MPI Subject Enrolment Form**  
<http://www.pilley.edu.my/Data/Forms/Subject-Enrollment-Form.pdf>
3. Student must ensure that information required on the forms is completed and correct.
4. The student must ensure that the subjects are entered correctly by subject code and name, must be part of the course the student is enrolled on.
5. Pre-requisites – The student may enrol for a subject only if the pre-requisites for the subject have been met, except if waived under following condition:

### Waiver of Pre-requisite:

1. If student has completed another subject or subjects deemed to be equivalent to the pre-requisite
2. If the student can demonstrate prior experience which indicates that the student will be able to successfully complete the subject.

### Credit exemptions

The granting of an exemption in a subject is equivalent to a pass in the subject for pre-requisite purposes

Exemption Fee = RM150/ subject (not refundable)

1. All other enrolment conditions, including payment of fees, must be met by the dates specified.
2. Subject enrolment will not be allowed after the 4<sup>th</sup> week from the commencement date of the semester.

### Maximum Subject/ Credit Load

The student can enrol up to a maximum of 20 credit hours in each of the long semester, and up to a maximum of 10 credit hours in each short semester.

Student is responsible for ensuring he/ she is correctly enrolled



Correctly fill in Subject Enrolment Form and send to your mentor to sign



Ensure pre-requisite for subject enrolled has been fulfilled



Payment of fees

**SUBJECT REGISTRATION FORM**  
**ENROL/ADD/DROP**

Student ID No. :              Email Address : \_\_\_\_\_  
 Name : \_\_\_\_\_      Correspondence : \_\_\_\_\_  
 Mobile No. : \_\_\_\_\_      Address : \_\_\_\_\_  
 Programme : \_\_\_\_\_

**ENROL /ADD SUBJECT(S) \*log-in to newmypride.help.edu.my to confirm your subject(s) enrollment status**

	Subject Code	Subject Title
1.	<input type="text"/>	_____
2.	<input type="text"/>	_____
3.	<input type="text"/>	_____
4.	<input type="text"/>	_____
5.	<input type="text"/>	_____
6.	<input type="text"/>	_____

**DROP SUBJECT(S) \*log-in to newmypride.help.edu.my to confirm your subject(s) dropped status**


	Subject Code	Subject Title
1.	<input type="text"/>	_____
2.	<input type="text"/>	_____
3.	<input type="text"/>	_____
4.	<input type="text"/>	_____
5.	<input type="text"/>	_____
6.	<input type="text"/>	_____

Student's Declaration

- I hereby declare that:
- Late enrollment/add/drop (with academic department's approval) is subject to late penalty charges per subject.
  - I am responsible to ensure course fee is paid by the due date. Failure to do so will lead to the auto-drop of my subjects and I may not be able to sit for the final exam.
  - It is my responsibility to check that my subject(s) enrolled are correct. Subject enrolled/dropped can be viewed via **newmypride.help.edu.my**.
  - All the information given is true and correct.
  - I will comply with the Rules and Regulations of HELP University.

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
 Signature of Student      Date      Processed by authorized HELP staff      Date

**FOR OFFICE USE ONLY (Student must present this form to Registry within 2 working days after approval from the Academic Department)**

<b>Academic Department</b> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Week No. <input type="text"/> Long/Short Sem (circle) Reason for approval (late enrollment) : _____  Action to be taken by Academic Dept (late enrolment): 1) To notify Exam Centre (by email) 2) To check student's attendance and academic records	HOD Signature : _____  Name : _____  Date : _____	Department Stamp  
---	---	---

Student Copy



# SUBJECT ENROLLMENT FORM

NAME: \_\_\_\_\_ NRIC: \_\_\_\_\_

CONTACT No: \_\_\_\_\_

## PROGRAMMES

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Dip. In Accounting                | <input type="checkbox"/> Dip. in Business Management          | <input type="checkbox"/> Dip. in Computer Science                     |
| <input type="checkbox"/> Dip. in Early Childhood Education | <input type="checkbox"/> Dip. in Business Information Systems | <input type="checkbox"/> Dip. in Mobile Computing                     |
| <input type="checkbox"/> Dip. in Taxation                  | <input type="checkbox"/> CAT                                  | <input type="checkbox"/> ACCA Qualification                           |
| <input type="checkbox"/> Dip. in Social Work               | <input type="checkbox"/> B.A (Hons) in Marketing              | <input type="checkbox"/> Bachelor of Early Childhood Education (Hons) |
| <input type="checkbox"/> B.A (Hons) in Accounting          | <input type="checkbox"/> BSc (Hons) in Finance and Investment | <input type="checkbox"/> Other: _____                                 |

## IMPORTANT! PLEASE READ BEFORE YOU PROCEED!

- 1 Please refer to the programme structure and ensure you fulfill all prerequisite requirements for the intended course (may be obtained from Dept. Head of respective Diploma / Degree programme).
- 2 Please ensure there is no clash in timetable for the subject enrolled.

Year: \_\_\_\_\_ Semester:  Jan  May  Jul/Aug  Sept Current Level: \_\_\_\_\_

SUBJECT CODE	SUBJECT NAME	REMARKS

Mentor's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

Date: \_\_\_\_\_

## STUDENT Progression Record

**Dear BECE students,**

The ECE department lecturers are your mentors/advisors. We are committed to facilitate the progression of students by:

- Ensuring students follow the sequence of the program;
- Alerting the students if they are not meeting the Academic requirements; and
- Providing assistance to address issues affecting the academic progression.

At the same time, our department encourages students to monitor and track their own learning. Tracking your learning progress as a learner means you....

- Attend the College Management System training for the password and remember it.
- Update your course progression booklet immediately **upon release of result**.
- Ensure you repeat the **FAIL (F)** subject before your move on to enroll for a new subject. (esp. when your CGPA is less than 2.0), make sure that you enroll subjects accordingly and not following your course mates & friends blindly.

**PLEASE UPDATE TO YOUR MENTOR EVERY SEMESTER!**

### **General Information**

**Name:**

\_\_\_\_\_

**I. C No:**

\_\_\_\_\_

**Starting Semester/Year:**    **Jan / May / Aug**    \_\_\_\_\_

**Mentor:** \_\_\_\_\_

**Mentoring senior:** \_\_\_\_\_ (h/p) \_\_\_\_\_

### **Coursework**

#### **A. Core Required Subjects**

<b>Course Number</b>	<b>Course Title</b>	<b>Grade</b>	<b>Credits</b>	<b>Year</b>

#### **B. Elective Subjects**

<b>Course Number</b>	<b>Course Title</b>	<b>Grade</b>	<b>Credits</b>	<b>Year</b>
----------------------	---------------------	--------------	----------------	-------------


**C. MPU Subjects**

Course Number	Course Title	Grade	Credits	Year

**D. Credit Transferred subjects**

Course Number	Course Title	Grade	Credits	Year

**E. AE Subjects**

Course Number	Course Title	Grade	Credits	Year

**F. Subjects taken in future semester (All subjects that you haven't take)**

Course Number	Course Title	Grade	Credits	Year

Completed Credits:

Uncompleted Credits:

Total Credits:

Semester(s)	Grade Point Average (GPA)	Cumulative Grade Point Average (CGPA)
Jan/ May/ Aug 202 _		
Jan/ May/ Aug 202 _		
Jan/ May/ Aug 202 _		
Jan/ May/ Aug 202 _		

Jan/	May/	Aug	202	_		
Jan/	May/	Aug	202	_		
Jan/	May/	Aug	202	_		
Jan/	May/	Aug	202	_		
Jan/	May/	Aug	202	_		
Jan/	May/	Aug	202	_		
Jan/	May/	Aug	202	_		

**Calculation of Tuition Fees :**

**Course:Growth and Development for Early Childhood**

Course code:BECE 1113

Credit Hours:3

**(the last digit denotes the credit hours for this course)**

One (1) credit hour = **RM416**

Therefore, **RM416 X 3** credit hours = **RM1248**

Meaning :

you pay **RM1248** for «**Growth and Development for Early Childhood** » course.

For MPU subjects **One(1)credit hour = RM 170**

$170*3= RM510$

**Resource Fees**            300(Long semester )100(short semester)  
**Library Fees**            100(Long semester)50(short semester)

## Accommodation

For accommodation matters, kindly contact:

We prepare accommodation and other services at minimal costs for the benefit and convenience for outstation students. Priority is given to new students, Year 2 and Year 3 students will only be considered when there is availability of rooms.

### Type of Room (For All Courses)

<b>LONG SEMESTER</b>	<b>ROOM TYPE</b>	<b>TOTAL(RM)</b>
	TWIN	950
	TWIN (AC)	1270
	QUAD	910
	QUAD (AC)	1230
<b>SHORT SEMESTER</b>	<b>ROOM TYPE</b>	<b>TOTAL(RM)</b>
	TWIN	565
	TWIN (AC)	765
	QUAD	540
	QUAD (AC)	740
<b>FOR PROGRAMMES 2 MONTHS AND BELOW</b>	<b>ROOM TYPE</b>	<b>TOTAL(RM)</b>
	TWIN	480
	TWIN (AC)	640
	QUAD	460
	QUAD (AC)	620

- Only students registered in any MPI programme may apply for the hostel accommodation.
- A deposit of RM200 is to be paid before moving into the hostel.
- Evening meal is provided from Monday to Thursday only, except public holidays
- Hostel fee and meal charges are to be paid on a semester basis.

## Appendix A

### QUICK REFERENCE

What	Who	Where	Ext.
<b>Registration</b>			
Registration as a MPI student	Admin Staff, Admin Department	Administration Office	
<b>Hostel</b>			
Hostel matters & hostel fees	Hostel Coordinator, Student Operations Department	Administration Office	315
Hostel withdrawal forms	Hostel Coordinator, Student Operations Department	Administration Office	315
Deposit & hostel deposit refund collection	Hostel Coordinator, Student Operations Department	Administration Office	315
<b>Facilities</b>			
Facilities maintenance report	Maintenance Coordinator, Admin Department	Administration Office	316
Facilities reservation	Maintenance Coordinator, Admin Department	Administration Office	316
Classroom & lecture halls keys	Academic Support Staff, Academic Affairs Department	Academic Office	
<b>Fees</b>			
To view tuition fees payment	UCMS system( <a href="https://ucms.pilley.edu.my/login/MPI">https://ucms.pilley.edu.my/login/MPI</a> ) > My Statement of Account > Total Outstanding		
Payment of tuition fees, MPI study loan, rental, fines	Admin Staff, Admin Department	Administration Office	
To collect tuition fees receipt after payment	Admin Staff, Admin Department	Administration Office	
Fee deferment	Admin Staff, Admin Department	Administration Office	
Fee remission entitlement	Admin Staff, Admin Department	Administration Office	
To print student bill	Admin Staff, Admin Department	Administration Office	
<b>Discontinue</b>			
Discontinue form	Admin Staff, Admin Department	Administration Office	
Deposit refund	Admin Staff, Admin Department	Administration Office	
<b>Miscellaneous</b>			

Academic calendar	Admin Staff, Admin Department	Administration Office	
Further information about all the programme/courses offered	Marketing Department	Administration Office	308/313
Certify true copy	Principal/Director of Academic Affairs	Administration/Academic Office	306/105
Collection of parcels	Admin Staff, Admin Department	Administration Office	
Updating students information	Admin Staff, Admin Department	Administration Office	
SETLE	QA Department	Administration Office	309
Vehicles registration	Academic Support Staff, Academic Affairs Department	Academic Office	101
Photocopies		MPI Library	400/401
Collection & renewal of student I.D.	Academic Support Staff, Academic Affairs Department	Academic Office	101
Color printing	Academic Support Staff, Academic Affairs Department	Academic Office	101
Students PA insurance claims	Academic Support Staff, Academic Affairs Department	Academic Office	101
EPF withdrawal for fees payment	Academic Support Staff, Academic Affairs Department	Academic Office	101
Applying SOCSO for tuition fees subsidy (single parent)	Academic Support Staff, Academic Affairs Department	Academic Office	101
<b>Financial Aids</b>			
MPI Study Loan	Financial Aids Coordinator, Student Operations Department	Administration Office	304
PTPTN Loan	Financial Aids Coordinator, Student Operations Department	Administration Office	304
MPI's 100% Entrance Scholarship	Financial Aids Coordinator, Student Operations Department	Administration Office	304
Scholastic Award	Financial Aids Coordinator, Student Operations Department	Administration Office	304
<b>ECA/ Student Activities</b>			
Submission of new clubs proposal	Director of Student Operations Department	Administration Office	305
Submission of event proposal	Director of Student Operations	Administration	305

	Department	Office	
Submission of club subsidy disbursement form	Director of Student Operations Department	Administration Office	305
EAB/ECA	Coordinator, Student Operations Department	Administration Office	304
<b>Counselling service</b>	Counsellor, Student Operations Department	Administration Office	307/304
<b>Student Conduct</b>	Director of Student Operations Department	Administration Office	305
<b>Student Feedback</b>	Director of Student Operations Department	Administration Office	305
<b>Alumni</b>	Alumni Relations Coordinator, Student Operations Department	Administration Office	303
<b>International Student Service</b>			
Study visa application & renewal	International Student Office, Student Operations Department	Administration Office	303
First arrival arrangement services	International Student Office, Student Operations Department	Administration Office	303
Campus & city resources	International Student Office, Student Operations Department	Administration Office	303
<b>University Placement &amp; Career Services</b>			
Co-op Placement	Co-op Coordinator, Student Operations Department	Administration Office	304
Further studies & credit transfer information	Marketing Department	Administration Office	308/313
Diploma credit transfer/exemptions	Head of Department, Academic Affairs Department	Academic Office	
HELP & UCSI credit transfer process	Academic Support Staff, Academic Affairs Department	Academic Office	102
Internal & external credit transfer process	Head of Admission, Academic Affairs Department	Academic Office	103
<b>Subjects Enrolment</b>			
Pre enrolment subject consultation	Mentor, Academic Affairs Department		
Add & drop of subjects	Academic Affairs Department	Academic Office	
ACCA's students – Oxford Broke Registration & enrolment of Research Paper	Academic Affairs Department	Academic Office	
MUET subject enrolment	Academic Affairs Department	Academic Office	
Textbooks purchase	Academic Affairs Department	Academic Office	
Change of programme	Academic Affairs Department	Academic Office	



Audit subject	Academic Affairs Department	Academic Office	
Sit in	Academic Affairs Department	Academic Office	
Defer studies	Academic Affairs Department	Academic Office	
Course Syllabus – Diploma in Accounting, Business Management, Computer Science, Business Information System	Academic Affairs Department	Academic Office	
Mentorship – To view mentor’s name	UCMS system( <a href="https://ucms.pilley.edu.my/login/MPI">https://ucms.pilley.edu.my/login/MPI</a> )		
To view timetable	UCMS system( <a href="https://ucms.pilley.edu.my/login/MPI">https://ucms.pilley.edu.my/login/MPI</a> )		
<b>Examination</b>			
Exam matter – leaves, appeal of academic decision etc	Head of Admission, Academic Affairs Department	Academic Office	103
MUET exam registration	Head of Admission, Academic Affairs Department	Academic Office	103
Supplementary, ACCA, CBE exams fees	Head of Admission, Academic Affairs Department	Academic Office	103
Academic honesty	Head of Admission, Academic Affairs Department	Academic Office	103
To view exam results	UCMS system( <a href="https://ucms.pilley.edu.my/login/MPI">https://ucms.pilley.edu.my/login/MPI</a> )		
Collection of MUET certificate	Head of Admission, Academic Affairs Department	Academic Office	103
Transcripts, Certificates, Testimonials, Letter of Certification, Completion & Offer Letter	Head of Admission, Academic Affairs Department	Academic Office	103
<b>IT</b>			
SETLE password reset	IT Department	Academic Office	112
College UNIFI connectivity	IT Department	Academic Office	112
UCMS & online password	IT Department	Academic Office	112
Unable to view exam results	IT Department	Academic Office	112

**Appendix B**  
**Assignment cover sheet**



**Methodist Pilley Institute**  
 P.O. Box 760  
 96008, Sibü  
 Sarawak  
 Tel: 084-322268  
 Fax no: 084-320801



**ASSIGNMENT COVER SHEET**

**STUDENT DETAILS:**

\_\_\_\_\_  
 (Student ID. No) (Name of student / students)

\_\_\_\_\_  
 (Contact Number)

**COURSE DETAILS:**

**Bachelor Degree in Early Childhood Education**  
 (Programme name)

BECE \_\_\_\_\_  
 (Course/subject code) (Course/subject name)

\_\_\_\_\_  
 Name of lecturer/tutor (Assignment Title)

\_\_\_\_\_  
 (\*Due Date) (+ New Extension Date) Re-submission Date:

*Note: Please indicate on this form if an extension of time has been granted. For re-submission of assignment, please use the original copy of the assignment cover sheet.*

**DECLARATION:**

This confirms that this work is my own and has not been submitted for academic credit in any other subject or course. I have acknowledged all material and sources used in the preparation of this assignment.

\_\_\_\_\_  
 SIGNATURE DECLARATION DATE:

*For office recording purposes:*

Date submitted: \_\_\_\_\_ Date received: \_\_\_\_\_ Date assessed: \_\_\_\_\_

Appendix C

# OUR CAMPUS

