



STUDENT HANDBOOK

*for the glory of God,
and the service of man*



084 - 322268



011 - 5556 8801



www.pilley.edu.my



student.feedback@pilley.edu.my



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 Sibu, 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.

Vision

Inspired to Learn, Aspire to Live!

Mission

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

MPI is committed to providing students a rigorous academic programme in a supportive, encouraging environment. The goal is to provide opportunities for intellectual, spiritual, social and cultural development. The Institute seeks to strengthen students' intellectual powers that include the ability to think, to speak and to write with precision, depth, as well as the capacity to perceive and explore fallacious reasoning.

To graduate ethical, socially responsible citizens and leaders for the global community, MPI depends upon a faculty and staff who are committed to students' success. We express this commitment by setting demanding standards, and we fulfil this commitment by promoting the best in every member of our community.

Table of Content

Chapter 1	General Rules & Regulations	1
Section 1	Dress Code & Hair Code and General Behaviour	1
Section 2	Parking	2
Section 3	Disciplinary Action	2
Chapter 2	Academic Matters	3
Section 1	Programmes Offered	3
Section 2	Entry Requirements	4
Section 3	Time Limit	5
Section 4	English Requirements	5
Section 5	Credit Transfer/Exemption	6
Section 6	Change of Programme	6
Section 7	Deferment or Leave From Studies Policy	6
Section 8	Withdrawal	7
Section 9	Registration of Subjects	7
Section 10	Add, Drop or Change of Subject(s)	7
Section 11	Audit (Enrolling in a class, but not for credit)	7
Section 12	Course cancellation policy	8
Section 13	Delivery Methods	8
Section 14	Grading Scheme (applicable to Diploma, CAT & ACCA Qualification)	9
Section 15	Attendance	11
Section 16	Academic Standing	11
Section 17	Academic Honesty	14
Section 18	Appeal of Academic Decisions	15
Section 19	Procedures for Appeals of Academic Decisions	15
Section 20	Student Feedback Procedure	18
Chapter 3	Fees & Financial Assistance	22
Section 1	Tuition Fees	22
Section 2	Late Payment Charges	22
Section 3	Refund of Paid Tuition Fees	22
Section 4	Loans / Scholarships / Scholastic Awards	23
Part 1	MPI 100% Entrance Scholarships	23
Part 2	Scholastic Awards	23
Part 3	MPI Study Loan	25
Part 4	SCAC Loan	25
Part 5	PTPTN Loan	25
Chapter 4	Student Services	26
Section 1	Student Advisor / Mentor	26
Section 2	Financial Aids	26
Section 3	University or Job Placement	26
Section 4	Religious Life	26
Section 5	Student Council	26
Section 6	Insurance	26
Section 7	International Student Affairs	27
Section 8	Extra-Curricular Activities	28
Chapter 5	MPI's Hii King Tiang Library	29
Section 1	Membership	29
Section 2	General Rules and Regulations	29

Section 3	Discussion Room	30
Section 4	Locker	30
Section 5	Printing & Copying	30
Section 6	Circulation Service	31
Part 1	Borrowing, Renewing, Returning and Reservation	31
Part 2	General Loan Rules	31
Part 3	Reference Materials	31
Part 4	Responsibilities of Borrower	31
Part 5	Renewals	31
Part 6	Fines Policy	32
Part 7	E-Journal	32
Section 7	Loss and Damage	32
Section 8	Hostel Student Attendance	32
Chapter 6	MPI Hostel	33
Part 1	Facilities	33
Part 2	General Rules	33
Part 3	Cleanliness and Maintenance	36
Part 4	Strict Prohibitions	37
Part 5	Vandalism	38
Part 6	Spending Overnight	39
Part 7	General Safety Policy	39
Part 8	Library Learning Hours	39
Part 9	Consequence & Intervention of Violating Rules & Regulations	39
Chapter 7	Programme Structure	40
Section 1	Diploma in Accounting [(R/344/4/0330)(12/19)(MQA/FA1034)]	40
Section 2	ACCA Foundation In Accountancy [(R2/344/3/0399)(10/25)(MQA/PA12040)]	41
Section 3	ACCA Qualification (R2/344/6/0402)(05/25)(A6674)	41
Section 4	Diploma in Business Management [(R/345/4/0670)(12/19)(MQA/FA1035)]	42
Section 5	Diploma in Computer Science [(R/481/4/0573)(12/19)(MQA/FA1036)]	43
Section 6	Diploma in Computer Science (Mobile Computing) (R/481/4/1629)(01/25)(MQA/FA5150)	44
Section 7	Diploma in Business Information Systems (N/340/4/0705)(12/21)(MQA/PA5151)	45
Section 8	Diploma in Early Childhood Education [(R2/143/4/0012)(01/22)(A7350)]	46
Section 9	Diploma in Taxation (N/344/4/0529)(08/23)(MQA/PA10064)	47
Section 10	Diploma in Social Work (N/762/4/0049)(7/24)(MQA/PA12040)	48
Section 11	Pearson Edexcel International (PEI) Advanced Level (A-Level) (Arts) (N 1010/3/0540) (02/26) (MQA/PA/4236)	49
Appendix 1	Dress Code	50
Appendix 2	Hair Code	51
Appendix 3	Administrative Services Provided to Students	52
Appendix 4	Student Evaluation of Teaching & Learning Experience (SETLE)	55
Appendix 5	Campus Map	56
Appendix 6	UCMS Briefing	57
Appendix A	Application to Change Programme	59
Appendix B	Application for Deferment or Leave From Studies	61
Appendix C	Discontinuation of Studies	63
Appendix D	Subject Add/Drop Form	65

Chapter 1 Student Code of Conduct

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.

Students are also required to be aware of and observe the Malaysia laws and legislations which are relevant to them while being a student in the country.

Section 1: Dress Code, Hair Code and General Behaviour

1. Dress Code – Appendix 1

- 1.1 Students are required to dress properly and appropriately (decent and presentable) while on Campus: **library, classrooms, lecture halls and exam hall**. T-shirts, jeans and 3-quarter pants (at knee-level) are acceptable.
- 1.2 Female students may not wear over-revealing clothes.
- 1.3 Proper shoes and sandals are recommended. Flip-flops and slippers are not allowed.

Students who are inappropriately dressed will NOT be allowed to sit for examinations.

2. Hair Code – Appendix 2

- 2.1 No fancy-coloured hair is allowed on Campus. Students are to appreciate their natural hair colours.

Warning: MPI staff and lecturers may take disciplinary actions on students who do not comply to the dress and hair codes, including denying entry to classrooms/lecture halls and its facilities and may result in unfavorable comments in testimonial issued upon graduation.

3. General Behaviour

It is general misconduct if a student—

- 3.1 while on MPI premises, using MPI facilities and services or engaging in MPI activities—
 - 3.1.1 commits an offence; or
 - 3.1.2 intentionally or recklessly causes injury to another person;
- 3.2 intentionally or recklessly causes damage to, or commits theft of—
 - 3.2.1 MPI property; or
 - 3.2.2 property on MPI premises;
- 3.3 interferes with or improperly or unsafely uses of MPI property, facilities or services;
- 3.4 while on MPI premises, using MPI facilities or services or engaging in MPI activities engages in improper behaviour, including—

- 3.4.1 harassment;
 - 3.4.2 threatening or intimidating behaviour;
 - 3.4.3 use of abusive or offensive language;
 - 3.4.4 disorderly behaviour;
 - 3.4.5 breach of the peace;
 - 3.4.6 access, display, download, upload or broadcast of offensive material;
 - 3.4.7 acting in breach of laws or rules of conduct relating to smoking, alcohol consumption, use of drugs, gambling or discrimination;
- 3.5 interferes with MPI teaching or learning activities;
- 3.6 engages in conduct which is detrimental to the reputation of MPI; or
- 3.7 incites another person to commit general misconduct.

Section 2: Parking

1. All students driving to Campus must register their vehicle(s) with the Institute. Vehicle Registration Form can be obtained from the Academic Office at RM3.00 each.
2. 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.
3. 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.
4. 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.
5. Parking Violation Ticket shall be issued to remind offenders to take immediate action to comply with MPI parking regulations.
6. The vehicle plate number of the offender will be recorded and the vehicle wheel-locked (clamped) if double parked or blocking the entrance to building, dumpster, or driveway. A fine of RM50.00/offence will be imposed to unlock the clamping device.

Section 3: Disciplinary Action

The College shall have the right to investigate any allegation of misconduct against a student, and may take disciplinary action where it decides, on the balance of probabilities, that an act of misconduct has been committed.

Disciplinary actions can be in the forms of warnings, imposition of a fine of a stipulated amount, and any compliance needed to be strictly adhered to during a stipulated period of time. Severe cases of misconduct or acts of misdemeanour may result in immediate eviction from the MPI.

Chapter 2 Academic Matters

Section 1: Programme Offered

** in collaboration with UCSI University** in collaboration with HELP University*

- (1) BA (Hons) in Accounting*
- (2) BA (Hons) in Marketing*
- (3) BSc (Hons) in Finance & Investment*
- (4) Bachelor in Early Childhood Edu. (Hons)**
- (5) Diploma in Accounting
- (6) Diploma in Taxation
- (7) Diploma in Business Management
- (8) Diploma in Mobile Computing
- (9) Diploma in Business Information Systems
- (10) Diploma in Early Childhood Education
- (11) Diploma in Social Work
- (12) Foundation in Accountancy (FIA)
- (13) ACCA Qualification
- (14) TOEFL Express
- (15) MUET Express
- (16) IELTS
- (17) Intensive English

Section 2: Entry Requirements

Programmes	UEC	SPM*	STPM/A-Level
Dip. in Accounting	3Bs incl. Math and a pass in English	A pass in SPM with 3 credits incl. Math and a pass in English.	-
Dip. in Taxation	3Bs incl. Math PLUS credit in SPM Math & English	A pass in SPM with 4 credits incl. Math& English	A pass in STPM with Grade C (GP2.00) in any two subjects (exc.Pengajian AM)
Dip. in Business Management	3Bs	A pass in SPM with 3 credits	-
Dip. in Business Information Systems			A pass in STPM with Grade C (GP2.00) in at least two subjects
Dip. in Early Childhood Education			
Dip. in Social Work			
Dip. in Computer Science	3Bs incl. Math	A pass in SPM with 3 credits including Mathematics.	-
Dip. in Mobile Computing			
Foundation in Accountancy (FIA)	3Bs incl. English & Math	A pass in SPM with 5 credits including English & Math.	-
ACCA Qualification	5Bs incl. Math & English	A pass in SPM with 5 credits incl. English & Math PLUS A pass in STPM with 2Cs OR A diploma / Matriculation / Foundation qualifications with CGPA 2.50	
BA (Hons) in Accounting	5Bs incl. Math & a pass in English PLUS MUET Band 2	A pass in SPM with 5 credits incl. Math and a pass in English PLUS MUET Band 2 & a pass in STPM with Grade C+ (GP 2.33) in any two subjects / A-level with 2 Grade D OR A diploma (business related)/ Matriculation / Foundation qualifications with GPA 2.50	
BA (Hons) in Marketing	5Bs	A pass in SPM with 5 credits PLUS A pass in STPM with Grade C (GP2.00) in any two subjects / A-level OR A diploma / Matriculation / Foundation qualifications with GPA 2.00	
Bachelor in Early Childhood Education (Hons)	5Bs	A pass in STPM with Grade C (GP2.00) in any two subjects / A-level OR A diploma / Matriculation / Foundation qualifications with GPA 2.00	
BSc (Hons) in Finance & Investment	5Bs incl. Math & a pass in English	A pass in STPM with 2 Grade C+ (GP 2.33) + credit in Mathematics and pass in English at SPM level OR Any qualification equivalent to Diploma in Finance, Banking, Insurance or related field with CGPA 2.50	
FIA	3Bs incl. Math & English	A pass in SPM with 5 credits incl. Math & English	
ACCA	5Bs incl. Math & English	A pass in STPM with Grade C (GP2.00) PLUS A pass in SPM with 5 credits incl. Math & English. A pass in matriculation with CGPA 2.50 incl. Maths & English A pass in CAT qualification A Diploma / Bachelor Degree	

Remarks: For SPM prior to year 2012, a "pass" in Bahasa Melayu is required to pass SPM.

For SPM year 2013 and onwards, a "pass" in both Bahasa Melayu and Sejarah are required to pass SPM.

Section 3: Time Limit

Students are expected to complete the requirements for a Diploma or Degree within **five years** after being admitted into a programme. Please refer to **Course Structure (Chapter 7)** for requirements of respective programmes.

Section 4: English Requirement

Part 1: English Requirement for Diploma and CAT Students

1. All students are required to sit for English Proficiency Test at the very beginning of the programmes.
2. Those who fail the test are required to take the Intensive English during the first semester, followed by MUET in the following semester, whereas those who pass the test are required to take MUET in the first semester.

NB.MUET Band 3 is a MUST as an exit requirement****

Part 2: English Requirement for UCSI Degree Students

1. English requirements SPM min. A-, UEC min A2, MUET min. Band 5
2. For those who did not fulfil the requirement, additional English module(s) must be taken at MPI as follows:-

Result	MPI Module(s)
SPM: min. A- UEC: min A2 MUET: min. Band 5 TOEFL: min. 550 IELTS: min. 5.0 Diploma holder	Exempted
SPM: Grade B+ – C UEC: Grade B3 – B6 MUET: Band 4	English Enhancement
SPM: Grade D or below UEC: Grade C7 or below MUET: Band 3	Pass Intensive English, then attend English Enhancement programme

Section 5: Credit Transfer/Exemption

1. Credits earned at another institution may be transferred to the Institute if they meet the following criteria:
 - 1.1 Only an equivalent grade of C or better can be transferred.
 - 1.2 Any course must be parallel (comparable) to a course offered by the Institute to be eligible for transfer (with approximately 80% similarity in course content & learning outcome).
2. English translated syllabus or course outline of former academic qualification is required when applying for exemption. The decision of the Institute is final whether or not a course is eligible for transfer.
3. Applicants must be enrolled at the Institute. A non-refundable Credit Transfer / Exemption Fee of RM90/subject is payable upon application (except for credits earned at MPI, SPM or STPM) together with a completed Credit Transfer/Exemption Application Form.
4. Where a course credit transfer/exemption has been granted, a student's Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) will be calculated with the exempted credits omitted. The student's transcript of results will clearly show credit transfer / exemptions granted.

Section 6: Change of Programme

1. Student may apply to change programme. To be eligible to change programme, a student must fulfil the following conditions:
 - 1.1 completed at least one full-time semester of study in his/her current programme.
 - 1.2 met the latest course entry requirements of the new academic programme for which s/he wish to apply.
2. The student must complete the "Application to Change Programme" form, obtain signatures from his/her parent/guardian and his/her appointed advisor/mentor, and then submit the completed Form to the Registry Department for approval. <Appendix A>

Section 7: Deferment or Leave from Studies Policy

1. This policy allows deferment or leave from studies from all programme of studies in the Institute. All commencing students who have been given a formal written offer by the Institute and who have not yet enrolled will have the option to defer this offer for one academic semester to a maximum of three academic semesters (one academic year). Students who enrol in the Institute may apply to take leave from studies at any time. The deferment or leave from studies period will not be counted as part of the maximum period (5 years) of registration. Students must complete "Application for Deferment or Leave from Studies Form," obtain approval from the HOD, then submit the form to the Registrar Office. <Appendix B>
2. Deferment or leave from studies may be defined as the approved period of non-study requested by a student.

- 2.1 **Deferment** - students who have received a written offer of a place in a programme will be granted deferment on application. The maximum period of deferment will be 12 months.
- 2.2 **Leave from studies** – when enrolled, a student may apply for leave from studies extending for at least one academic semester and up to one academic year. Request for subsequent leave from studies will be scrutinized more closely but may be considered on a case-by-case basis and accepted on grounds such as: health problems, financial hardship, or clear loss of motivation. Absence of two academic semesters without notification will result in automatic termination of studies. Candidates in such situations may need to re-apply as new students for other programmes in the Institute.

Section 8: Withdrawal

A student who wishes to completely withdraw from the Institute before the completion of course must complete the Intend to “Discontinuation of Studies Form.” S/he may be asked to participate in an exit interview with the appropriate personnel. When the documents are properly filled in and processed through the Office of the Registrar, the withdrawal is completed.

<Appendix C>

Section 9: Enrolment of Subjects

Students, with the guidance of their advising lecturers or mentors, are to monitor their own progress and to fulfil the academic requirements in the diploma enrolled. The timetable of the subsequent semester is made available before the end of each semester. Students should consult with their advising lecturers or mentors to select subjects to be taken in the following semester. Allocation of seats for each class schedule is based on first come first served basis.

Section 10: Add, Drop or Change of Subject(s)

In case students wish to add, drop or change subjects they have enrolled, they need to fill in “Subject Add/Drop Form” and obtain approval from their mentors. The deadline for such changes is **7 working days** after the classes commence during the long semesters, and **5 working days** during the short semester. If students have to add/drop subject(s) after the deadline, students need to get permission from subject lecturer, mentor, Director of Academic Affairs and the Principal. Penalty will be imposed (RM50 for each transaction per subject, e.g. to drop 1 subject RM50, to add 1 subject RM50).

<Appendix D>

Section 11: Audit (Enrolling in a class, but not for credit)

Students can audit any course they wish by paying full tuition fees for the particular subject. They may change their enrolment status of a particular subject from ENROLLED to AUDIT ***three weeks*** before the commencement of end semester exams if deemed desirable by getting permission from the lecturer and filling up an AUDIT REQUEST form. Audit classes do not count towards eligibility, financial aid, or graduation requirements. **<Appendix E>**

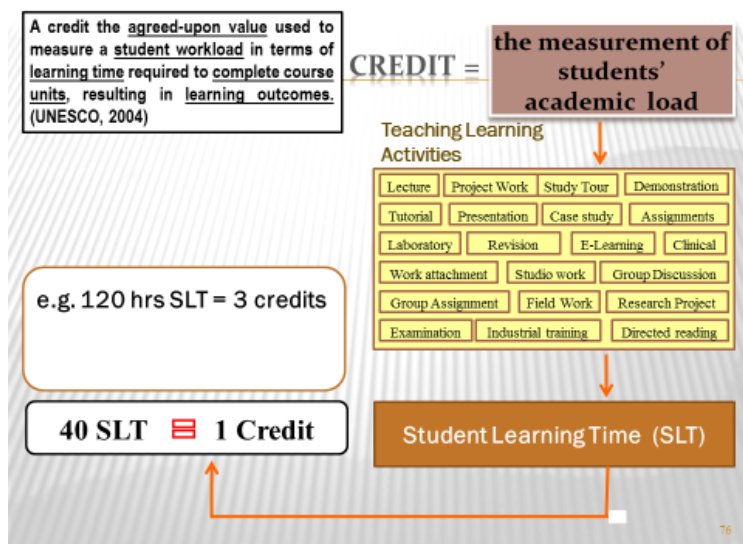
Section 12: Course cancellation policy

1. Methodist Pilley Institute course cancellation policy tries to serve the interests of our students, while also balancing the interests of our faculty/department who commit their valuable time to teaching and preparing for our courses.
2. As a general principle, MPI reserves the right to cancel or reschedule any course if we have an insufficient enrolment or other unforeseen circumstances or for any other reason we feel is justified. Should MPI cancel or reschedule a course, registrants will be notified three (3) days in advance of the first class meeting.
 - 2.1 All students are required to provide -at the time of registration- a secondary point of contact for MPI to contact and notify of the cancellation as well in case the first notification cannot reach the registered attendee.
3. In the event of such a cancellation, MPI's liability is limited to a refund of full course fee (if payment made) only. MPI shall not be responsible for any loss, damage, or liability resulting to students or their parents/employers as a result of a cancellation.
4. During the academic year, this cancellation procedure may be modified to reflect the need for students to complete diploma/degree/professional qualification requirements. Courses with low enrolment may not be cancelled if they are necessary for major completion and/or are the only courses offered in the discipline during that semester.
5. MPI reserves the right to change our course cancellation policy at any time without notice.

Section 13: Delivery Methods

1. All courses are taught in English except for a few selected MPU subjects.
2. Lecture system is used for every course. Course works such as lab work, projects, assignments or case studies are also assigned.
3. Assessment is carried out throughout the semester as follows:-
 - 3.1 Homework / Assignments / Projects / Quiz / Presentations
 - 3.2 Mid-semester exam/assessment tests and Final semester exam
4. Textbooks and lecture notes form the main bulk of teaching material.

5. For a 3-credit hour course/subject, students are expected to put in at least 120 learning hours to attain the desired learning outcomes. There will be only 3.5~4 hours of face-to-face lecture per week, for a total of 14 weeks per semester during long semesters (The contact hours will double during the 7-week short semester). Students are responsible to fulfil the remaining learning hours required.



TOTAL STUDENT LEARNING TIME/SUBJECT
(INCORPORATING SLT)

	Principles of Marketing	Face 2 Face	Student Self-Learning*	Total
1	Lecture	42	42	84
2	Quiz - 5	2.5	10	12.5
3	Assignment - 3	0	9	9
4	Project	0	15	15
5	Presentation	2	4	6
	Total	46.5	80	126.5

MOQF in Programmes, Rot Roadshow

Section 14: Grading Scheme (applicable to Diploma, CAT & ACCA Qualification)

In general, the final grade of a subject is based on:

Mid Semester Exams/Tests: 30% ~ 40%

End Semester Exam: 40% ~ 60%

Quizzes/Course Work: 10% ~ 30%

Note: The weight of each component may vary from subject to subject. Students should follow the grading system given by the subject lecturer.

A student's grade average is determined by dividing the total number of grade points by the total number of hours attempted with the exception of courses such "AC" and MPU subjects.

The following system of points is used for computing GPA (Grade Point Average):

Marks	Grade	Grade Point	Remarks
85-100	A+	4.00	Distinction achievement
80-84	A	3.80	Excellent achievement
75-79	A-	3.67	
70-74	B+	3.33	Satisfactory achievement
65-69	B	3.00	
60-64	B-	2.67	
55-59	C+	2.33	Pass
50-54	C	2.00	
40-49	E	1.00	Fail
0-39	F	0.00	
	“I”	-	(Incomplete) is given to a student who has not completed all the course requirements.
	“EX”	-	(Exempted) the student will be exempted from taking a similar course offered by the Institute. However, academic credits are not granted, and the student needs to take another course to make up for the total number of credits required for graduation.
	“CT”	-	(Credit Transfer) the student will be exempted from taking a similar course offered by the Institute and s/he will be granted with equivalent credits, but his/her GPA/CGPA calculation will exclude the transferred credit granted.
	“AC”	-	(Audit Class) means a student has taken a subject by fulfilling the requirements of attendance but chooses not to sit for the exam.

Additional Notes:

1. A student ***MUST*** maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00 (or C average) to remain eligible to be awarded the intended Diploma from MPI.
2. Effective from August 2011, students whose CGPA fall below 2.00 for 3 consecutive semesters will be required to write a show-cause letter to explain why his/her enrolment at the Institute should not be cancelled (refer to Academic Standing section below).

	Jan 2019	May 2019	Jul 2019	Status
Student A	1.56	1.87	1.92	Show cause or <i>Termination</i>
Student B	1.56	1.94	2.14	OK

3. Effective August 2014 semester, students must score a minimum 30% out of 100% in the final exam, failing which the final total marks for the subject will be capped at 40 marks.

THE 30% RULE (CAPPED AT 40%)							
Components	Full Mark	Example 1		Example 2		Example 3	
		Marks Obtained	30% Rule	Marks Obtained	30% Rule	Marks Obtained	30% Rule
Assignment	20	20		3		14	
Presentation	15	12		0		12	
Project	-	-		-		-	
Mid-term Test	20	18		2		15	
Quiz	-	-		-		-	
Test	5	4		1		3	
Final Exam	40	11	27.5%	32	80%	17	42.5%
Total	100	86		38		61	
Full Mark	(Grade)	40	E	38	(F)	61	(B-)

4. Effective January 2016 semester, **MUET Band 3** is an exit requirement for students who enrol into diploma programmes.

Section 15: Attendance

- Classes are conducted on the assumption that regular attendance is essential to satisfactory progress in a course. Students are expected to be diligent in the pursuit of their studies and regular in their class attendance. Students have the responsibility of making arrangements to meet course requirements regarding all absences. Such arrangements should be made prior to the absence if possible.
- Students missing 3 periods without valid reasons get “ZERO” for the course work and a student who misses 20% of the classes without valid reasons will not be allowed to sit for the final exam.

Section 16: Academic Standing

1. Notification of poor academic standing

- The academic registrar must notify all persons who are –
 - warned students; or
 - required to show cause why enrolment should not be cancelled under the provisions of these rules.

2. Academic warning

- A student, enrolled in a non-award programme (CAT, ACCA) who,—
 - has either –

- (a) completed one semester of study at the Institute in the non award programme (CAT, ACCA); or
 - (b)
 - (i) completed more than one semester of study; and
 - (ii) not been a warned student in their previous semester of study; and
 - (iii) not been required to show cause in the previous semesters of study in the non-award programme (CAT, ACCA); and
- 2.1.2 attains a CGPA of less than 2.00 is to be cautioned by the academic registrar that his or her academic progress falls below an acceptable standard and the student becomes a **‘warned student’**.
- 2.2 A student enrolled in diploma/undergraduate programme who,–
- 2.2.1 has either –
- (a) completed one semester of study at the Institute in the diploma/undergraduate programme; or
 - (b)
 - (i) completed more than one semester of study; and
 - (ii) not been a warned student in their previous semester of study; and
 - (iii) not been required to show cause in the previous semesters of study in the diploma/undergraduate programme; and
- 2.2.2 attains a CGPA of less than 2.00 is to be cautioned by the academic registrar that his or her academic progress falls below an acceptable standard and the student becomes a **‘warned student’**.
- 2.3 A **‘warned student’** must be notified to seek –
- 2.3.1 academic advice; or
 - 2.3.2 learning assistance; or
 - 2.3.3 both academic advice and learning assistance.
- 2.4 A **warned student** may, at the direction of the Head of Department (HOD), be required to attend an interview or negotiate an agreed plan to remediate their academic standing.

3. Unsatisfactory academic progress

- 3.1 A student enrolled in a non award programme (CAT, ACCA) who –
- 3.1.1 either –
- (a) was warned under 2.1 in the previous two consecutive semester of study in the non-award programme (CAT, ACCA); or
 - (b) was required to show cause under this rule in the previous semesters of study in the non award programme (CAT, ACCA); and
- 3.1.2 in the latest semester of study – attains a CGPA of less than 2.00, will be required to show cause under rule 4 why enrolment should not be cancelled in all non award programmes (CAT, ACCA).
- 3.2 A student enrolled in diploma/ undergraduate programme who –
- 3.2.1 either –
- (a) was warned under rule 2.2 in the previous two consecutive semester of study in the diploma/undergraduate programme; or
 - (b) was required to show cause under this rule in the previous semesters of study in the diploma/undergraduate programme; and
- 3.2.2 in the latest semester of study – attains a CGPA of less than 2.00, will be required to **showcause** under rule 4 why enrolment should not be cancelled in all diploma/undergraduate programmes.

4. Showing Cause

- 4.1 This rule applies when a person is required to show cause why enrolment should not be cancelled under rule 3.
- 4.2 A person must apply to the Head of Dept. to show cause why enrolment should not be cancelled. A show cause application must –
 - 4.2.1 be made in the approved form; and
 - 4.2.2 be lodged with the academic registrar not later than 10 business days after the date of the notice issued under Notification of poor academic standing.
- 4.3 In determining a show cause application, the Head of dept. may consider –
 - 4.3.1 the circumstances contributing to the applicant's continued poor academic progress; and
 - 4.3.2 the steps taken by the applicant to remediate their academic progress following receipt of the warning in a previous semester of study.
- 4.4 Before determining a show cause application, the applicant must attend an interview with the HOD or nominee, to discuss the applicant's academic performance to date only if the applicant was required to show cause under these rules in the previous semesters of study.
- 4.5 An applicant undertaking a dual programme may, in the show cause application, seek permission to remain enrolled in the dual programme or either of the programmes contributing to the dual programme.
- 4.6 The HOD may impose conditions, whether or not a show cause application is approved, with respect to academic rehabilitation or other conditions deemed necessary in the circumstances.
- 4.7 If the HOD imposes conditions under this rule, the HOD must —
 - 4.7.1 specify a time within which the applicant must comply with the conditions; and
 - 4.7.2 notify the applicant in writing of the conditions imposed and the time within which they must be complied with.
- 4.8 The HOD may refuse a show cause application where an applicant has not complied with a condition imposed under this rule within the time specified or to the satisfaction of the HOD.
- 4.9 The HOD must approve a show cause application where an applicant has complied with all conditions imposed under these rules within the time specified and to the satisfaction of the HOD.
- 4.10 Where a show cause application is not submitted in accordance with rule 4.2 or a show-cause application is refused **enrolment will be cancelled.**

5. Appeal to Academic Committee

- 5.1 A person dissatisfied with any action taken in relation to enrolment under these rules may appeal to the academic committee by notice in writing given to the academic registrar within **10 business days** of the receipt of the document notifying that the action has been taken.
- 5.2 Academic committee has full power to –
- 5.2.1 uphold or dismiss the appeal; or
- 5.2.2 impose such conditions as it may determine whether or not an appeal was upheld or dismissed.

6. Subsequent application

- 6.1 A person who –
- 6.1.1 is required to show cause why enrolment should not be cancelled under rules 3 or 4; or
- 6.1.2 (i) is required to show cause why enrolment should not be cancelled under rules 4; and
(ii) a show cause application is refused; or
- 6.1.3 has had an appeal of the decision to refuse a show cause application under rule 5 dismissed, may not apply for permission to re-enrol until the same semester of the following year subject to within the time limit of the said programme from the commencement of first semester.

Example –

A student is refused enrolment based on poor academic progress in Semester 2, 2011. The student seeks permission to re-enrol for semester 1, 2012 and is refused and unsuccessfully appeals the decision. The earliest semester that the student can next seek permission to re-enrol in is semester 1, 2013.

- 6.2 Despite rule 6.1, the Director of Student Affairs may, in exceptional circumstances, reduce the period of interruption by permitting a student to re-enrol before the same semester of the following year **subject to within the time limit of the said programme from the commencement of first semester.**

7. Breach of condition of enrolment

A person who fails to comply with any condition of continued enrolment or re-enrolment imposed under this Part may be refused further enrolment.

Section 17: Academic Honesty

1. MPI presents this policy as part of its effort to maintain the integrity of its academic processes. Academic honesty is a priority of the entire Institute community, and a commitment to it must involve students, faculty members, and administrators. Thus, the Institute expects all students to maintain high standards or ethics in their academic activities.
2. Academic dishonesty involves acts that may subvert or compromise the integrity of the educational process at MPI. These include, but are not limited to, attempting any of the following:

- 2.1 Cheating and/or plagiarism in assignments or examinations.
 - 2.2 Unauthorized collaboration with another person.
 - 2.3 Copying from another student's paper during an examination.
 - 2.4 Using any materials that are not authorised by the instructor for use during an examination.
 - 2.5 Sabotaging another student's work.
 - 2.6 Committing any wilful act of dishonesty that interferes with the operation of the academic process.
 - 2.7 Altering grades or official records.
 - 2.8 Facilitating or aiding in any act of academic dishonesty.
3. Sanctions for student's academic dishonesty vary according to the nature and the seriousness of the offence. Sanctions may include, but not limited to the following: recording an F (Failure) for a particular test, examination, course; requiring a student to redo an assignment; suspension for a period of time; or expulsion from the Institute. ***In particular, if a student is caught cheating during test, mid-semester exams and/or final exam, s/he will be GIVEN a "Fail" for the particular subject for that semester.***
 4. The Institute reserves the right to exclude any student whose conduct or academic standing it regards as undesirable or unacceptable, and without assigning any further reason therefore; in such cases the fees due or which may have been paid in advance to the Institute will not be remitted or refunded in whole or in part.
 5. Any student under disciplinary suspension shall not be allowed on campus except for official business.

Section 18: Appeal of Academic Decisions

1. Students are responsible for reviewing and abiding by the college's academic policies and procedures. Students are responsible for their academic choices and for meeting the standards of academic performance established for each study or course in which they enroll.
2. On occasion, a student may disagree with the academic decision of a faculty member or academic professional, administrator or committee. The college provides an appeals process for the student to request reconsideration of an academic decision.
3. Appeals are petitions to change a decision rendered about an academic matter. The basis for a student's appeal of an academic decision may be either that the academic judgment was unfair in the view of the student or that the college's academic policies were applied incorrectly in the view of the student.

Section 19: Procedures for Appeals of Academic Decisions

The college appeals process includes an informal resolution procedure as well as a procedure for formal appeal of an academic decision. The college strongly encourages the student to attempt an informal resolution before making a formal appeal.

1. Procedure for Informal Resolution

- 1.1 The informal resolution process includes two possible steps:
 - 1.1.1 The student should discuss the matter directly with the party who made or represented the academic decision (tutor, lecturer, etc.) and make a reasonable effort to resolve the issue. The

student must begin such an informal resolution process within 30 days after academic result had been published. (Throughout this document, read days as calendar days.)

- 1.1.2 If no resolution is reached through the first step, or if the student is uncomfortable trying to resolve the issue directly with the appropriate party, the student should request informal resolution by the Department Head or programme director (or designee). This step must occur within 45 days after academic result had been published.
- 1.2 The department head or programme administrator discusses the academic decision with the student and listens to the student's perspective on the situation, and may gather additional relevant information. Then he or she attempts to facilitate understanding and acceptance by the student of the original decision or agreement by the parties to an alternative resolution, as appropriate. The department head or programme administrator does not play a decision-making role; rather, he or she facilitates a resolution when possible.

2 Procedure for Formal Appeal

- 2.1 A student may initiate a formal appeal of an academic decision within 60 days of receipt of the decision, whether or not he or she has attempted an informal resolution as described previously. An academic review committee, described below, considers appeals of academic decisions.
 - 2.1.1 The student submits a written appeal to the department head or programme administrator and includes in it: a full description of the academic decision and the basis for the student's appeal for reconsideration, a statement of the remedy the student is seeking, any supporting documents, and information on when and with whom the student may have attempted any informal resolution.
 - 2.1.2 The department head or administrator transmits the appeal to the academic committee (AC) and provides a copy to any other relevant parties. The department head or administrator should take these steps within seven days of receiving the appeal. He or she ensures that the AC review takes place in a timely manner.

2.2 The Academic Committee

- 2.2.1 The AC consists of the Principal, the Deputy Principal, Director of Student Affairs, all Department Heads, and the Registrar.
- 2.2.2 The AC may obtain additional relevant information before or after a hearing. Academic committee consideration of the appeal focuses only on the student's claim of unfairness or incorrect application of college policies.

2.3 Initial AC Review

- 2.3.1 Based on its initial review, the AC may return an appeal to the student for further information or clarification. If the appeal is returned for further information or clarification, the student must submit the requested information or revision within 15 days for the appeal to be heard.
- 2.3.2 Upon review of the initial or resubmitted appeal, the AC may determine that there is no basis for a claim of unfairness or incorrect application of college policies and refuse to hear the appeal.
- 2.3.3 The AC should convey a decision not to hear an appeal within seven days of receiving the initial or resubmitted appeal.

2.4 AC Hearing

- 2.4.1 Each party to an appeal has a right to a meaningful opportunity to be heard and to respond to information and documentation presented. The chair of the AC will ensure a fair and timely hearing of the information and produce an accurate record of the hearing.
 - 2.4.2 The AC should schedule a hearing within 30 days of receipt of an appeal to consider information relevant to the appeal. A hearing may take the form of a meeting, conference call or videoconference, at the discretion of the AC.
 - 2.4.3 The student may attend the hearing and present his or her case directly to the AC. Likewise, the individual or a representative of the party responsible for the original decision may also attend the hearing and present relevant information. A student may have an advisor at the hearing; however, the advisor may not participate directly in the hearing.
- 2.5 Following a hearing, the AC deliberates in closed session.** Decisions are made by majority vote unless otherwise noted. The AC may:
- 2.5.1 Uphold the original decision,
 - 2.5.2 Refer the decision back to the individual or committee making the original academic decision for reconsideration based upon AC findings regarding fairness and/or application of college policy, or
 - 2.5.3 Revise or overturn the original decision, which requires a unanimous vote by the AC. The AC should provide a written decision and rationale for the decision to the student and other relevant parties within seven days of the hearing.
- 2.6 The decision by the AC Committee is the final decision of the Institute. No appeal for the decision is further considered.

Section 20: Student Feedback Procedure

1. Introduction and definitions
We distinguish between complaints and appeals, and there are separate procedures for dealing with each.
2. Channels for students feedback
Email: student.feedback@pilley.edu.my
Google form
walk in
3. Complaints
A complaint may be defined as "an expression of dissatisfaction that needs a response". The expression of dissatisfaction may take the form of an informal, verbal complaint or a formal, written complaint.

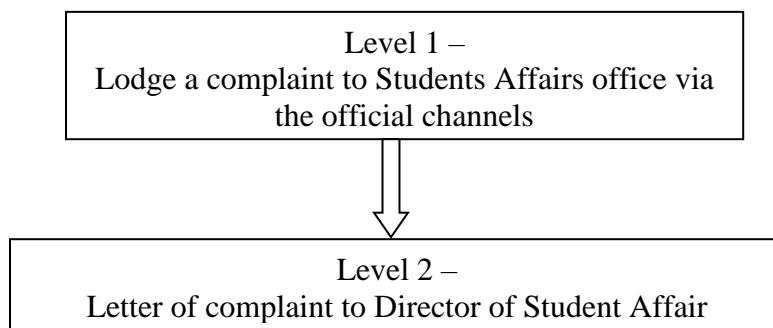


The Students' Complaints Procedure which is set out below should be used by students to pursue complaints about most matters concerning both academic issues (teaching & learning processes, facilities, supervision arrangements etc) and non-academic issues (e.g. campus students support services, accommodation etc).

- a. Academic complaints relate to issues that have a direct effect on the provision of teaching, learning, research and supervision.
- b. Non-academic complaints usually relate to issues connected with College services which also cover any inappropriate behaviour from College staff, including allegations of behaviour which is discriminatory or harassing.

The Students' Complaints Procedure is not applicable for challenging students academic decisions.- see "Appeals procedures" on page 14.

Below is the procedural flow chart for MPI student's complaints



4. Principle
- 4.1 The Student Affairs department upheld the main principle of providing quality services to all MPI students expects that all complaints to be dealt immediately and resolved effectively.
- 4.2 MPI is committed to providing a high quality service to its students and you are encouraged to let it know when there is cause for concern or a need for improvement. However, MPI will not accept complaints which are frivolous (unfounded, trivial), or malicious (with vindictive motivation).
- 4.3 You should be assured that no complainant will be disadvantaged by having raised a complaint. Privacy and confidentiality will be maintained in the handling of complaints except where disclosure is necessary to progress the complaint. It is MPI's expectation that the confidentiality of any documentation generated by a complaint will be respected by all parties.
- 4.4 If you are considering making a complaint you are strongly advised to talk to one of the following. They can advise you on how to deal with your complaint, help to resolve it informally and, if necessary, support you in the process of making a formal complaint.
- One of your Mentors
 - The Director of Student Affairs
- 4.5 The following list indicates examples of the type of complaint covered by the procedure:
- Poor teaching or supervision
 - Misleading information in prospectuses or in advertising or promotional material
 - A failing in academic or non-academic service(s)
 - Inadequate facilities
 - The behaviour of a member of MPI staff
- 4.6 The following are not covered by the procedure:
- A request for a review of a decision of an academic body (e.g. Examination Board) regarding student progression, assessment and award. This is defined as an Appeal and is dealt with under the separate Appeals Procedure.
 - Faulty and maintenance work on campus facilities & wifi connection.
 - Complaint against another student.
- 4.7 Level 1
- 4.7.1 Wherever students complain to the member of student affairs staff via the Student's Affairs official channel, the student affairs office is committed to solve our students issues at every possible opportunity at soonest possible. We aim to respond to all complaints within five working days.
- 4.7.2 Students can direct their concerns via email: studentfeedback@pilley.edu.my or by google form.
- 4.7.3 Please provide your full name and contact number in your email. If your enquiry relates to something other than a complaint, it will be re-routed to the appropriate department, which may lead to a delay in any response being provided.

- 4.7.1 If you remain dissatisfied with the responses to your complaint at Level 1, you may refer to Level 2 of the process.

4.8 Level 2

Where it has not been possible to resolve matters at Level 1, you may write your complaint letter addressing to Director of Students Affair.

- 4.8.1 You should present full details, including your name and term-time address and include all relevant documents or evidence of the incident. You should detail what attempts you have already made to resolve the complaint, and state what outcome and remedy you are seeking.
- 4.8.2 Formal (Level 2) complaints should be lodged within three months of the conclusion of the Level 1 phase. Complaints received later than this will not be considered. You should expect to receive an acknowledgement of the receipt of your complaint within five working days.

Your complaint, and all relevant documentation, will be forwarded to your Director of Academic Affair (for an academic complaint) or to the Director of Administrative (for a non-academic complaint).

If the Director of Academic Affair or Director of Administrative has already been consulted at Level 1, then, the deputy principal/principal will be involved with the Level 2 investigation.

- 4.8.3 You will be informed, in writing, of the outcome of your complaint. It is our aim to resolve most complaints at Level 2 within 28 working days. You will be informed if, for any reason, there is likely to be any delay in the process.

5. MPI ACCA, CAT/FIA student's complaints

Following are the procedures applicable to students enrolling for ACCA professional programs.

If the student is unhappy with their student learning experience at Methodist Pilley Institute:

- It is intended that the student would make their complaint according to the MPI student feedback procedure (Level 1 & 2);
- If they are still not happy how the Institute handled their complaint/appeal and have exhausted the complaints process of the Institute, the students could then complain to ACCA. You may bring your concerns via email: **complaints@accaglobal.com**, by providing your full name, ACCA registration no, approved learning partners in your email.
- If the student is still not happy how the Institute/MPI handled their complaint and they are also not happy about how ACCA handled their complaint about the Institute, then they could contact the regulator. Details of which can be found on the ACCA website at the following link:

<https://www.accaglobal.com/gb/en/footer/toolbar/contactus/connect/unhappy.html>

6. It is important to remember that complaints will not always produce the outcome preferred by the complainant. There may be a number of reasons for this, including lack of evidence to substantiate the complaint or the fact that circumstances beyond the control of the Institute may affect the level of service provided. However, whatever the decision, you will be informed of the result of your complaint in writing and will be provided with the reasons for the outcome.

7. The Director of Student Affairs will be responsible for making an annual report thus providing a qualitative and quantitative record of the number of formal written complaints received, actions taken and/or proposals for future improvements to services or changes to policies or procedures.
8. **Feedback and Suggestions**
Sometimes a student may not wish to make a formal complaint, but wants to make the Institute aware of an issue which could benefit from improvement. Sometimes a student may wish to highlight a particularly commendable level of service, and which might with benefit be introduced elsewhere. In either case we encourage students to do this, and all such suggestions will be carefully and positively received and acknowledged. Students are invited to write to the appropriate Head of Department.
9. **Publicising Our Procedures**
Complaints and appeals form part of Methodist Pilley Institute's process of quality review and improvement and are considered as providing valuable feedback rather than criticism. We will publicise the student complaint procedures (websites, Institute notice board, student handbook to students and staff.

Chapter 3 Fees & Financial Assistance

Section 1: Tuition Fees

Tuition fees vary according to the student's course. Financial obligations to the Institute must be satisfied by established deadlines.

All Diploma, FIA and ACCA students must pay the following fees listed below in addition to tuition fees:

	Malaysian Students	International Students
Registration fee ¹	RM50.00	RM 200.00
Deposit ²	RM200.00	RM 800.00
Administration Fee	-	RM 800.00
Library Fee	RM 80.00 (long semester)	
	RM 40.00 (short semester)	
Miscellaneous/Resource fees ³	RM 170.00 (long semester)	
	RM 90.00 (short semester)	

Notes:

1. Registration fee is non-refundable and payable during application. No application will be processed without registration fee.
2. The Deposit is only refundable upon completion of studies or at least one year of full time study at MPI, otherwise deposit will be forfeited. Upon completion of studies/ withdrawal, students must submit discontinuation form **within 1 year for deposit refund claim**. Students who fail to obtain a place at MPI due to academic reasons may claim back the deposit.
3. The miscellaneous/resource fees are inclusive of computer laboratory fees, development fees and student activity fees.

Section 2: Late Payment Charges

All fees must be paid within the first 7 working days of a semester. A Late Fee of RM10 plus a penalty of RM2 per day is charged if payment is made after the due date unless prior approval has been granted by the Principal.

Section 3: Refund of Paid Tuition Fees

Rate of Refund	During Long Semesters	During Short Semester
100%	Before last day Add/Drop	Before last day Add/Drop
60%	Within 2 weeks after Last Day Add/Drop	Within 1 week after Last Day Add/Drop
40%	3~5 weeks after Last Day Add/Drop	2~3 weeks after Last Day Add/Drop
0%	6 weeks and more after Last Day Add/Drop	4 weeks and more after Last Day Add/Drop

NOTE: All fees, charges, and costs quoted in this handbook are subject to change without notice.

Section 4: Loans / Scholarships / Scholastic Awards

1. MPI 100% Entrance Scholarship

- 1.1 The MPI Entrance Scholarship offers a 100% remission of the tuition fees, and is open to students with good academic results, good character and/or outstanding achievements in or out of their school context.

Intended Program	Min. Academic Achievement			
	Foundation / Diploma* (*at least 90 credit hrs)	A-Level / STPM	UEC	SPM
Degree / ACCA	CGPA >3.90	4As	8As	-
Diploma / FIA	-	3As 1B	7As	10As

1.2 Application Procedures

Applicants must have been accepted as full-time students in MPI before they can be considered for this scholarship. They must display admirable character and leadership qualities. Shortlisted applicants will be required to attend an interview conducted in English by a panel from the Scholarship Committee.

2. Scholastic Awards

Scholastic Awards are given to students with outstanding academic performance.

Applicants must be accepted as full-time students or are currently enrolled as full-time students at Methodist Pilley Institute (i.e. **minimum 12 credit hours per semester during a long semester and 6 credit hours during a short semester**).

These scholastic awards grant recipients various % of tuition fee remission on semester basis as follows:

A Level / Diploma / FIA Students

Types of Scholastic Awards	Min. Academic Achievement			
	Previous Semester Results at MPI	STPM	UEC	SPM
Gail Harris (30% remission)	GPA 3.50	3.50 CGPA	3As 4Bs	5As 3Bs
Muriel Carter (50% remission)	GPA 3.65	3.65 CGPA	4As 3Bs	6As 2Bs
John A. Pilley (70% remission)	GPA 3.80	3.80 CGPA	5As 2Bs	8As

ACCA Students

Percentage of Tuition Fee Remission	Min. Academic Achievement		
	Previous Semester Internal Exam Results (min. 2 ACCA papers every semester)	STPM / FIA / Diploma / Degree	UEC
10% remission	Average marks ≥ 55	3.00 CGPA	3As 4Bs
15% remission	Average marks ≥ 59	3.40 CGPA	4As 3Bs
50% remission	Average marks ≥ 69	3.80 CGPA	7As

Degree Students (UCSI & HELP)

Percentage of Tuition Fee Remission	Min. Academic Achievement		
	Previous Semester Results at MPI	STPM / Foundation / Diploma / A-Level	UEC
10% remission (for MPI diploma graduates ONLY)	*CGPA or GPA 3.00	-	-
15% remission	*CGPA or GPA 3.40	-	-
50% remission	*CGPA or GPA 3.80	CGPA 3.80	7As

*CGPA upon completion of MPI Diploma; GPA as at the end of previous semester.

- 2.1 Students who qualified the Scholarship need to submit their applications every **long semester** and **all applications are subjected to stringent / competitive selection criteria.**
- 2.2 Scholastic Award recipients will be required to take part in MPI organized activities such as Open Day, Career Fair, promotional activities, student self study session, seminars as and when required by the Institute.
- 2.3 This Scholarship is valid ONLY for the duration of the programme enrolled.
- 2.4 In the event that the recipient withdraws from the programme, is suspended or expelled by the Institute, at any point of time before completing programme, this scholarship will automatically be revoked.
- 2.5 This Scholarship is not transferable for cash and applies to tuition fee ONLY.
- 2.6 Application Procedures
By submission online application via the google form:
<https://www.pilley.edu.my/admissions/scholarships/>

Scholastics Awards Application Schedule			
Semester	January	May(UCSI) / June	August / September (UCSI)
Diploma	refer to August semester PREVIOUS YEAR.		refer to Average result from January & June semester for current year
CAT/FIA			
ACCA	FILL IN (refer to UCMS): 1. Credit Hours EARNED Previous Semester (A) - August Semester 2. GRADE POINT COLLECTED (A) - August Semester		FILL IN (refer to UCMS): 1. Credit Hours EARNED Previous Semester (A) - January Semester 2. GRADE POINT COLLECTED (A) - January Semester 3. Credit Hours EARNED Previous Semester (B) - June Semester 4. GRADE POINT COLLECTED (B) - June Semester
BECE			
UCSI	refer to Average result from May & August semesters for previous year FILL IN (refer to UCMS): 1. Credit Hours EARNED Previous Semester (A) - May Semester 2. GRADE POINT COLLECTED (A) - May Semester 3. Credit Hours EARNED Previous Semester (B) - August Semester 4. GRADE POINT COLLECTED (B) - August Semester	refer to January semester result for current year FILL IN (refer to UCMS): 1. Credit Hours EARNED Previous Semester (A) - January Semester 2. GRADE POINT COLLECTED (A) - January Semester	

- 2.7 MPI reserves the right to amend any of the terms and conditions of this Scholarship at any point in time and when it is deemed necessary by the Institute.

3. MPI Study Loan

- 3.1 Students may apply from the INSTITUTE a study loan to support their studies at the Institute with loan amount of RM4,000/yr to RM6,000/yr. The STUDY LOAN is applicable on annual basis. Approved loan amount will be levied a one-time 6% administrative charge. Total loan amount plus the administrative charges are payable within 5 years upon graduation.
- 3.2 Students are eligible to apply for **MPI STUDY LOAN** if they fulfil the following conditions:
- 3.2.1 Enrolled as full-time students at Methodist Pilley Institute;
 - 3.2.2 Malaysian citizens;
 - 3.2.3 Not exceeding 45 years of age on date of application;
 - 3.2.4 All students must possess entry requirements determined by the Institute according to standards set by the Ministry of Higher Education to pursue the course;
 - 3.2.5 The remaining period of study upon application must exceed one year;
 - 3.2.6 MPI STUDY LOAN requires all applications to be signed by the applicant and two (2) guarantors, of which can be the parents or any next of kin.
 - 3.2.7 Have not been given a STUDY LOAN by the INSTITUTE within the last 12 months;
 - 3.2.8 Have no other sponsor.
- 3.3 Students' academic performance will be taken into consideration for approval. Furthermore, the Institute reserves the right to terminate loans offered if students abandon or without good reason fail or in any way render themselves unable or suitable to pursue the course before completion, or on the ground that students' conduct or progress is unsatisfactory or for breach of any of the covenants of the loan. The decision of the Institute is final.

4. SCAC Loan

SCAC Loan is available for members of the Sarawak Chinese Annual Conference (SCAC). A loan of RM3,000/year is granted to successful candidates. The loan is interest-free if paid within a reasonable period after study. Successful candidate must reapply for the loan during the following year if s/he wishes to continue to utilize the loan. Otherwise, the loan will be terminated automatically.

4.1 Application Procedures

Students may obtain the application form from the Office of Student Affairs. Each application must be accompanied by valid documents, signatures of 2 sureties (someone other than the parents of the applicant), and a sealed recommendation letter from his/her church pastor. SCAC Study Loan Committee meets quarterly.

5. Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) Loan

PTPTN Loan is open to all eligible Malaysian students who are enrolled as FULL-TIME students in academic programmes at MPI. Students enrolled in professional programmes, i.e. FIA & ACCA, are not eligible for PTPTN loans. Successful applicants are given a maximum loan of RM6,800/year for diploma students, and RM13,600 for the degree students for duration of study at the Institute.

5.1 Application Procedures

PTPTN loan application is done through online application at <http://www.ptptn.gov.my/gateway/>. All applications must be electronically submitted by the closing dates specified by PTPTN.

Chapter 4 Student Services

The Student Affairs office looks into the welfare of all students at MPI. Students with academic and or personal problems may seek assistance from their advisors/mentors, the Head of Department or the Department of Student Affairs. Lecturers are also automatically advisors to their students who attend their classes.

Section 1: Student Advisor/Mentor

Each student will be assigned an advisor/mentor when they sign up for a programme at MPI. Students must meet and consult their advisors/mentors often, especially when registering for semester's timetable.

Section 2: Financial Aids

Students with financial constraints will be given assistance through various means (including work-study programme, fee remission, student loan etc). Please refer to Fee & Financial Aids section on page 19-22.

Section 3: University or Job Placement

Student Affairs department provides counselling and guidance to students in the choice of courses, in job application and also application for further studies locally or overseas.

The Institute liaises with various companies in Sibu to give students practical training and job placement upon graduation.

Section 4: Religious Life

Campus ministry is under the direction of Director of Student Affairs and the Chaplain. The goal of campus ministry is to touch each and everyone's life on campus. The programme is not only a focus but a priority for the Institute's Management. The 2nd Period on Friday is dedicated as the Religious Period. All students are encouraged to attend this gathering for self-development and spiritual growth.

Students may seek personal or spiritual counselling from the Director of Student Affairs and/or the Chaplain.

Section 5: Student Council

The Student Council of MPI is elected annually by students of MPI. They serve as the VOICE for all MPI students, the BRIDGE between MPI management and MPI students, and the AGENT in planning and implementing programmes and activities that promote better quality of life for MPI students.

Section 6: Insurance

All full-time students are required to sign-up for accident and hospitalization insurance (with different schemes for Malaysian and international students).

Section 7: International Student Affairs

The welfare of international students are being looked after by the Student Affairs Office, which provides the following services:

- (a) Answers all written enquiries and advises students regarding admission and course requirements for all courses in all international student applications.
- (b) Handles all visa application related matters.
- (c) Registers students into courses at MPI.
- (d) Arranges on-arrival reception and accommodation.
- (e) Assists in preparation for students returning to home country.

1. International Student Application Procedures

- 1.1 A completed application form and accommodation form must be submitted, together with certified true copies of the following documents:
 - 1.1.1 10 recent passport-size photographs with white background
 - 1.1.2 2 copies of stamped pages of the passport. The passport must have at least 1 year validity from the intake date.
 - 1.1.3 2 copies of academic certificates and result transcripts
 - 1.1.4 Complete medical health report
 - 1.1.5 Release letter from previous university / college
 - 1.1.6 IMM.14 & IMM.38 immigration form
 - 1.1.7 Insurance coverage premium
 - 1.1.8 Personal Bond Form (RM10 stamp endorsed by Inland Revenue)
- 1.2 The following fees must be paid upon application:
 - 1.2.1 A non-refundable registration fee of RM200
 - 1.2.2 A non-refundable International Student Administration Fee of RM800
 - 1.2.3 A refundable deposit of RM800
 - 1.2.4 A refundable hostel deposit of RM200
 - 1.2.5 Miscellaneous fees of RM170
 - 1.2.6 Library fees of RM80
- 1.3 All payments can be via crossed cheque / bank draft / money order made payable to ***Pilley Education Enterprise Sdn. Bhd.***
- 1.4 Students from non-Commonwealth countries must obtain a student pass/visa before entering Malaysia. Students from Commonwealth countries may first enter Malaysia on a Social visit pass and must apply for student pass/visa subsequently.
- 1.5 As duration of visa application varies, international students are advised to apply early to avoid delays or complications.
- 1.6 English translation of all submitted documents must be presented if necessary. For further information, please refer to clause 2.1.1 & 2.1.2 of the International Student Handbook & New Application (International Student) Process Flow Chart.

Section 8: Extra-Curricular Activities

Students are encouraged to participate in any clubs / association on campus, as well as activities organized by these clubs, associations, and the Institute to facilitate transfer of learning into practical life skills.

Participation in extra-curricular activities offers the opportunity for outside classroom or experiential learning to enhance intellectual and social development, as well as character-building, which can then be applied to study habits, and to other areas of student's life. At the same time, student can earn academic credit for relevant activities and events participated. The students' learning is assessed by the level of participation with the club/association/organizing committee that the student is attached to, and the number of hours taken for preparation, and actual participative hours.

For energy saving and security reasons, the event organisers or personnel in charge of clubs / associations are strongly recommended to follow MPI standard working hour when holding their regular activities on campus.

Standard Working Hour: 8:00am – 5:00pm

Extra hour activities will only be allowed subjected to the permission granted by Student Affairs Department. The event organiser should submit the MPI Activity/Event/Project Proposal Form and agree to comply with the MPI standard extra hour.

Standard Extra Hour: 5:00pm – 10:00pm

The Director of Student Affairs reserves the right to **call off any activities** which have violated standard working hour or standard extra hour whichever is applicable with a verbal warning. Further disciplinary action with a warning letter shall be given if the offence is repeated.

Chapter 5 MPI's Hii King Tiang Library

The library offers a range of resources and services to help students rise to the challenges of their academic pursuit.

Section 1: Membership

All full time students and staff of MPI are eligible to apply as members of the Library. Valid MPI staff or student ID is required to register for membership at the Library.

Section 2: General Rules and Regulations

1. **SILENCE** is to be observed in the library *at all time*.
2. Bags and parcels (*except for handbags and files*) are not permitted into the Library. Users are urged to rent a locker for safekeeping of their belongings. The Library will not be responsible for any damage and loss of personal items in the Library.
3. All users are responsible to maintain cleanliness in the library.
4. Users **must comply with the MPI hair and dress codes** and maintain appropriate personal hygiene.
5. Users are allowed to bring their hand phones but are not permitted to receive and make calls. Mobile phone must be kept in *Silent Mode*.
6. No chairs, tables and Library furniture should be shifted from their original position.
7. Movement **MUST** be kept to the minimal to avoid unnecessary disturbance to others.
8. Consumption of food & drink is not permitted in the library.
9. All forms of illegal drugs, alcoholic drinks or drinks containing alcohol, knife, gun, or any other weapons, etc. are strictly forbidden.
10. No damaging, defacing, or misusing any Library materials or property is allowed. This includes disabling Library equipment, modifying hardware or software or settings on a Library computer, or using a Library computer for a purpose other than that designated by the Library.
11. Library users are prohibited from the following behaviors or activities which may violate federal, state, or local law or the institution or library policies: tearing, cutting and scribbling on library books and materials; harassing or threatening other users; obscene or abusive language or gestures; sexual or lewd behavior; smoking, including electronic cigarettes; gambling, loitering or sleeping; soliciting, petitioning, canvassing, selling or advertising any goods or service, etc.
12. Laptop computers and other devices connected to the institution power supply must be used at designated place. User(s) using their own devices in other areas of the Library do so at their own risk and are responsible for the safety and security of their equipment (including cables), and should be mindful of the safety of others by avoiding trailing wires. It is the responsibility of the owner to have such equipment tested for electrical safety, and use is conditional upon the owner's acceptance of responsibility for damage to institution property caused by their equipment.
13. Discussion room is **ONLY** available on first come first served basis, based on purpose of usage in group of at least 4 persons.

Section 3: Discussion Room

User(s) must follow the established rules of acceptable behaviour listed below.

- Users are required to use the Discussion Room for group study and discussions **ONLY**. The Discussion Room should not be used for private study or social purposes like playing of cards/games/gambling etc.
- The **MINIMUM** number of users are **two (2)** users and **MAXIMUM** up to **three (3)** users (due to Covid-19 prevention SOP).
- Use of the room is limited to a **MAXIMUM** of **three (3)** hours. Extend the usage of the discussion rooms are allowed subject to availability.
- Use of the rooms is on a **FIRST COME FIRST SERVED** basis.
- **NO** reservations by leaving your personal belongings unattended inside the room are allowed. **MPI staff may confiscate your belongings upon the receiving of students' complaints.**
- Please refrain from loud or disruptive behaviour when using Discussion Room.
- **NO** foods are allowed in the Discussion Room.
- Only use the chairs and table provided in the room, do **NOT** bring in furniture from other areas of the Discussion Room.
- Discussion Room users must ensure the Discussion Room is neat, tidy and clean before leaving. Please rearrange back the chairs/tables after use.
- Please do **NOT** leave your personal belongings unattended. MPI will **NOT** be responsible for the lost.
- Failure to comply with the Discussion Room Rules and Regulations will be grounded for suspension of Discussion Room privileges.
- The MPI staff reserves the right to terminate or have the final said for the use of Discussion Room when the conflicts or arguments between students occurred.

Section 4: Locker

1. Registered students may rent lockers at a prescribed charge on campus for storage of their personal belongings.
2. Availability of lockers is on first-come-first-served basis.
3. Students are solely responsible for the security of their property stored in the lockers. The library is not responsible for any loss or damage.
4. Secure the locker with a padlock and do not leave the key in the padlock.
5. Do not store illegal materials or weapons in the locker.
6. When users abuse the rule or in case of emergency, the library reserves the right to open a locker with or without the consent of the student to whom the locker is assigned.

Section 5: Printing and Copying

1. User(s) must scan the pen drive for virus before using.
2. User(s) is advised not to open the pen drive folder from the pop-up menu or autoplay.
3. User(s) must check for blank pages in their documents. User(s) must pay for any blank pages printed.

4. Photocopying facilities are provided on the condition that the user(s) making photocopies do so in accordance with the Copyright Act (Act 332). If a person using a Library photocopier infringes the provisions of the Act, that person will be deemed wholly responsible for the infringement.

Section 6: CIRCULATION SERVICES

1. Borrowing, Renewing, Returning and Reservation

Students have to present their own Student ID to borrow book(s) or other resources:

Collection Type	Copies Allowed Per Student	Duration (days)
Open shelf book(s)	4	} 7
CD ROM/DVD-ROM	1	
Magazines/Periodicals	1	
Text book for Diploma programmes	-	
Textbook for Degree programmes	-	
Reference material	-	

2. General Loan Rules

- 2.1 No book or library material may be taken out of the library until the loan has been recorded.
- 2.2 Unauthorized removal of library materials is regarded as theft offense and will be dealt with severe penalties.
- 2.3 Library materials borrowed must be returned on or before the due date.

3. Reference Materials

- 3.1 Textbooks and reference materials (with red spots) are to be used only in the library.

4. Responsibility of Borrower

- 4.1 Borrowers are fully responsible for the materials checked out. It is also their duty to ensure that the materials are returned before or on the due dates.
- 4.2 Borrowers are prohibited from borrowing on behalf of other members.
- 4.3 Know when materials are due to be returned.
- 4.4 Return or renew materials on or before the due date.
- 4.5 Return recalled materials immediately.
- 4.6 Exercise care in handling all Library materials.
- 4.7 Lost/damaged materials should be reported immediately.
- 4.8 All Library materials taken out of the library must be properly charged out or action will be taken if caught.

5. Renewals

- 5.1 Library materials which have been borrowed may be renewed if they have not been reserved by other users.

- 5.2 Renewal of library item(s) is allowed for additional one week.
- 5.3 Renewals for overdue books are not allowed.
- 5.4 In order to get a renewal on loan materials, students are encouraged to bring the items to be renewed to the counter.

6. Fines Policy

- 6.1 Overdue library materials are subject to be fined RM 0.30 per item per day. No new loans will be permitted until overdue materials are returned.

7. E-Journal

- 7.1 Student(s) can access e-journal: Emerald Insight through <http://www.pilley.edu.my>.

Section 7: Loss and Damage

Borrowers will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the librarian to enable appropriate action to be taken. A borrower is allowed to either replace the book lost or damaged by purchasing it or requesting the library to replace it. If the later alternative is chosen, the borrower will have to pay twice the market price of the book. All books replaced in this manner must be of the latest edition. If the book is one of a set series, they may be called upon to replace the whole set or series.

Section 8: Hostel Student Attendance

Hostel students are to abide by the following check in and out time blocks as followed:

Period	Check-in	Check-out
Morning	Start from 8:00 am	Before 12:30 pm
Afternoon	After 12:30 pm	Before 5:00 pm
Evening	After 5:00 pm	Before 9:30 pm

Students who do not check-out within the specified time blocks will forfeit the accumulated hours during the period.

Note:

The management may amend the Library Rules and Regulations as and when necessary.

CHAPTER 6 MPI Hostel

MPI Hostel Rules and Regulations

MPI prepares hostels and other services at minimal costs for the benefit and convenience of outstation students. As an organization, rules and regulations are necessary to protect the welfare and rights of each individual and the community as a whole.

PRIORITY WILL BE GIVEN TO NEW STUDENTS. YEAR 2 AND YEAR 3 STUDENTS WILL BE GIVEN CONSIDERATION DEPENDING ON AVAILABILITY OF ROOMS WITH TERM AND CONDITIONS.

1. FACILITIES

1.1 The rooms are furnished with the following:

- 1.1.1 Single bed with mattress (students are to provide own pillow, blankets, bed sheets and pillow cases)
- 1.1.2 Study table with chair
- 1.1.3 Wardrobe
- 1.1.4 Curtain
- 1.1.5 Lighting
- 1.1.6 Ceiling fan (for Quad-sharing rooms only)
- 1.1.7 Air-conditioning unit (optional with extra charges)

1.2 Shared facilities include:

- 1.2.1 Access card reader for hostel entrance
- 1.2.2 Pantry area equipped with dining table, chairs, refrigerator, water dispenser and ceiling fan
- 1.2.3 24-hr security CCTV monitoring
- 1.2.4 Wireless internet access

2. GENERAL RULES

2.1 Rental of rooms

Hostel rooms are rented on **sharing basis**. Single occupancy is only allowed with special permission and will be evaluated on case-to-case basis.

In the situation where no roommate(s) is available for the Twin or Quad with air-conditioner or the roommate(s) leaving before the end of the semester, the remaining roommate(s) will need to move to another occupied room with air-conditioning. If they opt to remain in the present room, they will need to pay extra charges for occupying the room by him/herself for the rest of the semester.

Installation of personal door lock is not allowed. **[Demerit Point: 5]**

Residents are advised not to keep valuable items in their rooms. MPI is not liable for any damage or losses incurred.

2.2 Hostel Deposit

A deposit of RM200 is to be paid before moving into the hostel except for part time hostel students. The Deposit is refundable only if the room rented is returned in good condition. Otherwise, a fraction or all deposit will be deducted for repair purposes.

For refund, **duration of stay** in the hostel must be **one complete semester** before moving out. Students are required to inform the hostel coordinator at least **one month** before moving out and must fill “Withdrawal From Hostel” (HOS-01-F3) form unless he/she is waiting for the end semester results then they can inform the hostel coordinator before the new semester start that they are withdrawing.

2.3 Payment of rental

Hostel Fee charges are to be paid per semester basis (referring to MPI’s Important dates notice for payment due date) a late fee of RM10 plus a penalty of RM2 per day is charged if payment is made after the due date, unless written approval is granted by the Principal.

If there is financial constraint, student may apply for hostel fee deferment (can download the “Application for Fee Deferment” form from MPI’s website).

Preferred modes of payment are as followed:

- (a) Bank draft / cheque made payable to “**Pilley Education Enterprise Sdn. Bhd.**”
- (b) Direct deposit into

Pilley Education Enterprise Sdn. Bhd.

Public Bank Berhad:

A/C No. 311-311-4719

[Kindly email the deposit slip to mpi@pilley.edu.my written down with your full name and I.C. number or fax it to 084-320623 as proof of payment]

2.4 Cancellation policy

After booking confirmation, no cancellation and modification is allowed, except for add-on of number of days. No refund is permissible after the booking confirmation.

2.5 Hostel Meeting

All new and existing hostel students are required to attend Hostel Meeting at the start of every semester. Attendance is compulsory. **[Demerit Point: 1]**

2.6 Curfew hours

Residents must be back to the hostel by the following hours as the main gate of the Institute will be closed after these hours:

Sunday – Thursday: 10:00 p.m.

Friday – Saturday: 10:30 p.m.

HOSTEL GATE (male & female)

Monday – Sunday: 10:45p.m. [Demerit Point: 6]

Residents are not permitted to open the access gate for those coming back after curfew hours. [Demerit Point: 5]

2.7 Change of room

Residents must **only occupy rooms that are assigned to them**. There must be no room exchange or shifting of room without the permission from the office. No gathering/ celebration is allowed in rooms or pantry areas. **[Demerit Point: 5]**

2.8 Options of Rooms

MPI offers 4 options for the type of room as follows:

- | | |
|--------------------------------------|-------------------------------------|
| A. Twin-sharing w/o air-conditioning | B. Twin-sharing w/ air-conditioning |
| C. Quad-sharing w/o air-conditioning | D. Quad-sharing w/ air-conditioning |

Change of option is not allowed AFTER the payment has been made. It will only be allowed in the following semester and is subjected to availability of rooms.

2.9 Semester break holidays

All belongings must be either locked in the wardrobe provided, put inside cardboard boxes or moved out of the hostel.

MPI is not responsible for any losses incurred. Residents are **not encouraged to overstay** upon completing their course/programme. Additional accommodation fees are chargeable depending on the period overstayed. For residents that wishes to stay on during the semester breaks, they are required to email their request to mpi@pilley.edu.my for approval at **LEAST 2 WEEKS** before semester break.

To ensure rooms, pantries and washroom cleanliness and tidiness upon your leave. **[Penalty: RM 30 per person]**

2.10 Registration of electrical appliances

Residents must register their electrical appliances used in the hostel. Kindly refer to the list in the registration form of electrical appliances. Each resident is allowed to operate a maximum of 3 electrical appliances. A sticker will be given to each registered appliance and must be pasted on the said appliances. All appliances must be labelled with the owner's name.

The resident must make sure that the appliances are safe to be used. To ensure safety, appliances without safety and/or quality seals / certification (such as UL, CSA, Sirim, etc.), and those with energy consumption exceeding **1,300** watts (such as induction cooker, etc.) will not be allowed in the hostel.

[Demerit Point: 3 plus Penalty: RM 30 per non-registered item]

2.11 Hostel keys and security access card

Residents are required to **return all the hostel keys and security access card** to admin office before leaving the hostel for **ALL the semester breaks**. **[Demerit Point: 5]**

Residents are responsible to keep the hostel keys (which includes room, drawer and wardrobe keys) and security access card in a safe place. Loss or damage of the above items is to be reported immediately to admin office. The cost of replacement is to be borne by the residents. Duplication of the keys are not allowed.

For Lost of key/keys or access card - [Demerit Point: 4, Penalty: RM50.00 non-refundable]

Security Access Card spoilt, charges RM20.00/pc

2.12 Maintain peace and tranquillity

Residents must not cause any inconvenience, annoyance, obstruction, nuisance or any act that will disturb the general peace of other residents in the hostel **especially after 10pm**. **[Demerit Point: 5]**

2.13 Save Energy Policy

All electrical appliances including air-con, computer, light and fan **must be switched off** when not in use and must not be left unattended. **[Demerit Point: 3]**

2.14 Cooking

Cooking is **not allowed** in individual rooms. A pantry is available on each floor and only light cooking is allowed. However, extreme care must be exercised when doing so.
[Demerit Point: 6]

No cooking is allowed after 10 pm. **[Demerit Point: 5]**

2.14 Hostel Storage Fee

Hostel storage fee is chargeable for December each year and on unprecedented occasions. MPI reserves the right to charge or withdraw the charges on case-by-case basis.

3 CLEANLINESS AND MAINTENANCE

3.1 Mattress care

Mattress must be covered with bed sheet at all times and residents must ensure of its cleanliness.

3.2 Hostel room and hostel premises

Residents must make sure that their room is **clean and tidy at all times**. Residents are responsible for the cleanliness of the hostel areas such as corridors, bathrooms, and pantries.

Do not paste any posters or pictures on the wall, door and furniture inside the room or at any place of the hostel premises. Do not use any kind of material or substance including but not limited to using nails, tapes, glue, spray or paint that could develop dirty condition on the wall, ceiling and floor or at any part of the room or hostel premises.

Residents will be held responsible if any items of the room facilities are found damaged or missing due to their negligence.

[Demerit Point: 4, Plus The total repair/replacement costs]

3.3 Pantry

Each and every time you use the pantry basin to wash the utensils or other things, please make sure that no leftovers are washed down the basin pipe.

Wash and dry the utensils, cutlery, dishes etc. immediately after use and placed it in the cabinets provided. (Refer flow chart attachment).

Put food waste inside the plastic bag in the small bin. Tie them up properly before disposing them into a covered dustbin.

The cleanliness and the tidiness of pantry will need to be observed at all time. **Table and counter top need to be clear of all things after using.**

3.4 Label every of your items accordingly which located or stored in common areas. **Unlabelled and unclean items will be discarded during inspection without notice.**

3.5 **Ensure no leftover foods at the pantry and in the fridge by the time you check out from hostel.**

3.6 Use of hostel facilities

Residents are to handle with care of all the hostel facilities especially refrigerators, pantry cabinets and air-conditioner. Students will be charged for replacement or repair costs for any damaged hostel facilities caused by careless or misuse by its residents. **Residents should clean the refrigerator at least once a week.**

3.7 Duty Roster

All hostel residents need to follow the roster set by the Hostel Captain for disposing of rubbish in order not to let the garbage festered with maggots. If found any of the residents did not follow the roster schedule, demerit point would be given accordingly. **[Demerit Point: 3]**

3.8 Bathroom & Common Washing Area

After showers or washing clothes, hostel residents will need to clear their own fallen hair or lint from washed clothes to prevent the clogging of the drainage in the long run.

4 STRICT PROHIBITIONS

4.1 Smoking or possession of cigarettes/tobacco

Smoking cigarettes or any form of tobacco or in possession of tobacco product in the hostel is strictly prohibited. **[Demerit Point: 10]**

4.2 Prohibited drugs or ecstasy pills

Using or possessing prohibited drugs or ecstasy pills are strictly prohibited in the hostel. **[Demerit Point: 10]**

4.3 Alcoholic drinks

All forms of alcoholic drinks or drinks containing alcohol are strictly forbidden and resident must not keep such drinks anywhere in the hostel. **[Demerit Point: 10]**

4.4 Pornographic materials and dangerous weapons

Residents are not allowed to keep any pornographic objects, distasteful materials or letters in computer or in form of softcopy or hardcopy, and any kind of dangerous weapons including explosive materials. **[Demerit Point: 8]**

4.5 Gambling

Gambling is strictly prohibited. **[Demerit Point: 10]**

4.6 Out of bound areas

Residents are not allowed to invite non-residents to enter hostel without written permission from MPI or to stay in their/ other's room. All areas within the female hostels are out of bound for the male residents and vice versa. Residents are not allowed to use/ move to vacate room without permission from MPI. **[Demerit Point: 5]**

During the first day of hostel check in and upon moving out from the hostel, all visitors (non-residents) to the hostel including the parents/guardians will need to seek for entry permission from the Hostel Management staff.

4.7 Pouring water or throwing object(s) out of window

Residents are not allowed to pour water or throw any kind of object out of window for safety reasons. **[Demerit Point: 3]**

4.8 Keeping pets

Residents are not allowed to keep pets in the room or within the hostel area.
[Demerit Point: 3]

4.9 Business in the hostel

Residents are not allowed to carry out any business related activities in the hostel, including but not limited to promotion, trade, etc. **[Demerit Point: 4]**

4.10 Tying of ropes inside the room for clothes drying are strictly prohibited.

5 VANDALISM

Residents must take proper care in using the hostel premises and facilities and shall not do anything which disfigures, defaces or causes damage to any part of the grounds or buildings or to any articles or fixtures therein.

[Penalty: The total repair/replacement costs and/or Demerit Point: 4-10].

SHOULD YOU NOTICE ANY DAMAGE INSIDE, OUTSIDE OR NEARBY YOUR ROOM, PLEASE REPORT TO US IMMEDIATELY OR YOU COULD BE HELD RESPONSIBLE FOR THE DAMAGE.

IF YOU HAVE PROBLEM WITH THE DOOR LOCK (E.G. MALFUNCTION, JAMMED ETC), PLEASE CONTACT OUR OFFICE OR PERSON ON-DUTY IMMEDIATELY. DO NOT TRY TO FIX IT, AS YOU COULD BE CHARGED UNDER VANDALISM SHOULD ANY DAMAGE OCCURRED TO THE DOOR AND DOOR LOCK AS THE RESULT OF YOUR ACTION.

6 SPENDING OVERNIGHT OUTSIDE THE CAMPUS

Residents are not encouraged to spend overnight off campus. If residents need to do so, please fill up the “Hostel Night Out” - Undertaking by Student form (google form).

7 GENERAL SAFETY POLICY

The policy is to ensure that there is a healthy and safe environment in student accommodation, it is important that co-operation and good communication must be maintained at all levels of student accommodation, whether staff or students. In case of emergency outside office hours, please contact Warden.

7.1 Role of student residents

All student residents must abide by the safety rules and procedures that are enforced in the accommodation. All health and safety problem should be reported to house captain or warden as soon as possible.

7.2 Accident & sickness (serious injury/illness)

Report to Student Affairs office, house captain or warden as soon as possible. If the duty staff feels that an ambulance should be called, always listen to the staff's advice.

Students are advised to put on face mask when suffering from cold, cough or running nose.

7.3 Robbery, theft or other criminal cases

Avoid keeping valuable on campus. Lock drawers, window and doors before leaving bedroom/hostel. Do not let keys and valid cards lying around unattended. **Neither should you lend or pass them to other people.** Anyone who witnesses a criminal offense should report the case in details to the Student Affairs office, house captain or warden.

7.4 Fire safety

Fire safety is an Institute's concern to which each of us must provide support and make contribution as our roles require. All residents are responsible for their own safety. All should obey fire safety instructions, be aware of the fire escape routes, be familiar with the evacuation procedures, and learn to use the fire-fighting equipment. Once the fire alarm is triggered, all residents are required to evacuate through the fire escape routes and assemble at the nearest assembly point.

7.5 Housekeeping safety

Spills and water leak should be cleaned up immediately. Passageways and corridors must be kept free from obstacles that impede traffic. Cables and wiring must not be tailed across walkways and should be arranged so that they do not pose tripping hazard. Disposal of sharps and glassware such as broken bottles, tin edge, knives etc. should be carefully wrapped and placed. Things should be stacked properly to prevent falling. **No one should be asked to act or to do in a risky manner, such as climbing high or going out of high windows, without proper safety measures.**

8 LIBRARY LEARNING HOURS

Library learning hours applied to all residents. Residents are to be responsible to monitor their weekly library learning hours on their own.

9 CONSEQUENCES & INTERVENTION OF VIOLATING RULES AND REGULATIONS

Students who violate the rules and regulations governing the running of the hostels will be given demerit points, pay penalty or replacement costs as assigned, or both.

Level of Demerit Disciplinary System	Intervention/ Consequences
Level 1 (3 – 5 marks)	<ul style="list-style-type: none">• Referral to Warden• Talking to the student & exploring reasons for misbehaving• Explaining consequences• Obtaining verbal promise• Verbal reprimand• Warning
Level 2 (6 – 9 marks)	<ul style="list-style-type: none">• Referral to Director of Students Operation/ Principal• Student writing a letter of explanation of his/her action• Parental/sponsor notification• Cancellation of any kind of privileges including tuition fee discount• Community service work assigned & agreed demerit point will be given
Level 3 (10 marks)	<ul style="list-style-type: none">• Expulsion from hostel & deposit forfeited• All criminal cases/ offences will be under police case & cancellation of student visa (if applicable)

All hostel students have the right to make a report to the Hostel Management if any of the hostel students violate the hostel rules and regulations. MPI reserves the right to make spot checks on the hostel rooms without prior notice, and to revise the Rules and Regulations as it deems necessary without prior notice to residents.

Chapter 7 Programme Structure

Section 1: Diploma in Accounting [(R2/344/4/0330)(12/24)(MQA/FA1034)]

Subject Code	Subject Name	Cr. Hr.	Prerequisite
ACCT 1013	Financial Accounting 1	3	NIL
ACCT 1123	Management Accounting 1	3	NIL
ACCT 1223	Business Statistics	3	NIL
ACCT 1323	Financial Accounting II	3	ACCT 1013
ACCT 1423	Management Accounting II	3	ACCT 1123
ACCT 1723	Computerized Accounting Practices	3	ACCT 1013
ACCT 2023	Introduction to Management	3	NIL
ACCT 2103	Accounting Information Systems	3	NIL
ACCT 2143	Financial Reporting I	3	ACCT 1323
ACCT 2313	Business Law	3	NIL
ACCT 2423	Taxation 1	3	NIL
ACCT 3213	Financial Reporting II	3	ACCT 2143
ACCT 3223	Company Law	3	NIL
ACCT 3414	Financial Management	4	NIL
ACCT 3513	Taxation II	3	ACCT 2423
ACCT 3623	Principles of Auditing	3	NIL
ACCT 3924	Financial Reporting Practices	3	ACCT 2143
BMGT 2003	Micro Economics	3	NIL
BMGT 2403	Macro Economics	3	BMGT 2003
BMGT 2603	Principles of Marketing	3	NIL
CSCI 1403	Information Technologies		NIL
CSCI 2803	e-Commerce	3	CSCI 1403
ACCT 1063	End User Applications	3	Nil
BMGT 3203	Entrepreneurship	3	Nil
BMGT 3703	International Business	3	Nil
ENGL 2013	Business Communication	3	Nil
MPU 2193	Philosophy and Current Issues/	3	NIL
MPU 2133	Bahasa Melayu Komunikasi 1*		NIL
MPU 2213	Bahasa Kebangsaan A**/	3	NIL
MPU 2223	Effective Communication		NIL
MPU 2313	Morals and Ethics	3	NIL
MPU 2422	Community Services Project	2	NIL
Total Credit Hours Required for Graduation		90	

Additional Subjects:

Subject Code	Subject Name	Cr. Hr.	Prerequisite
	Any diploma level subjects deemed interest by students		

* *for international students only.*

** *compulsory for Malaysian students who didn't obtain a credit in Bahasa Melayu in SPM.*

Section 2: Foundation in Accountancy [(R/344/3/0399)(11/20)(MQA/FA2112)]

Course Code	Course Name	Cr Hr
FIA 1107	Recording Financial Transactions	6
FIA 1207	Management Information	6
FIA 1317	Maintaining Financial Result	6
FIA 1417	Managing Costs & Finance	6
FIA 1507	Financial Accounting	7
FIA 1608	Foundations in Business & Technology	7
FIA 1707	Management Accounting	7

Section 3: ACCA Qualification (R2/344/6/0402)(05/25)(A6674)

Course Code	Course Name	Cr Hr
<i>Knowledge</i>	F1 Business and Technology	8
	F2 Management Accounting	8
	F3 Financial Accounting	8
<i>Skills</i>	F4 Corporate and Business Law	8
	F5 Performance Management	8
	F6 Taxation	8
	F7 Financial Reporting	8
	F8 Audit & Assurance	8
	F9 Financial Management	8
<i>Essential</i>	3105 Strategic Business Leader (SBL)	10
	3115 Strategic Business Reporting (SBR)	10
	Elective	10
	Elective	10
MPU	3193 Philosophy and Current Issues	3
	3313 Moral and Ethics	3
	3023 Effective Communication*/	3
	3213 Bahasa Kebangsaan A**	
	3183 Appreciation Of Ethics and Civilizations	3
	3422 Community Service Project	2

Electives (must select 2 out of 4):

<i>Professional</i>	P4	Advanced Financial Management	10
	P5	Advanced Performance Management	10
	P6	Advanced Taxation	10
	P7	Advanced Audit & Assurance	10

* *for international students only.*

** *compulsory for Malaysian students who didn't obtain a credit in Bahasa Melayu in SPM.*

Section 4: Diploma in Business Management [(R2/345/4/0670)(12/24)(MQA/FA1035)]

Subject Code	Subject Name	Cr. Hr.	Prerequisite
ACCT 1223	Business Statistics	3	NIL
ACCT 1623	Business Mathematics	3	NIL
ACCT 2313	Business Law	3	NIL
BMGT 1043	Introduction to Critical Thinking	3	NIL
BMGT 1064	Fundamentals of Business Management	4	NIL
BMGT 1214	Introduction to Accounting	4	NIL
BMGT 2003	Micro Economics	3	NIL
BMGT 2103	Organizational Behavior	4	NIL
BMGT 2203	Managerial Accounting	3	NIL
BMGT 2303	Operation Management	3	NIL
BMGT 2323	Human Resource Management	3	NIL
BMGT 2403	Macro Economics	3	BMGT2003
BMGT 2603	Principles of Marketing	3	NIL
BMGT 3044	Principles of Finance	4	NIL
BMGT 3203	Entrepreneurship	3	NIL
BMGT 3303	Business Ethics	3	NIL
BMGT 3703	International Business	3	NIL
CSCI 1403	Information Technologies	3	NIL
CSCI 2303	Management Information Systems	3	NIL
CSCI 2803	e-Commerce	3	NIL
ACCT 1063	End User Applications	3	NIL
ENGL 1013	Academic Writing	3	NIL
ENGL 2013	Business Communication	3	NIL
MPU 2193	Philosophy and Current Issues/	3	NIL
MPU 2133	Bahasa Melayu Komunikasi 1*		NIL
MPU 2213	Bahasa Kebangsaan A**/	3	NIL
MPU 2223	Effective Communication		NIL
MPU 2313	Morals and Ethics	3	NIL
MPU 2422	Community Services Project	2	NIL
	Elective	3	
	Elective	3	
Total Credit Hours Required for Graduation		90	

Elective Subjects:

Subject Code	Subject Name	Cr. Hr.	Prerequisite
BMGT 2703	Principles of Retailing	3	NIL
ACCT 1723	Computerized Accounting Practices	3	NIL
ACCT 3223	Company Law	3	NIL
CSCI 2113	PC Maintenance	3	CSCI 1403
Any diploma level subjects deemed interest by students			

* *for international students only.*

** *compulsory for Malaysian students who didn't obtain a credit in Bahasa Melayu in SPM.*

Section 5: Diploma in Computer Science [(R2/481/4/0573)(12/24)(MQA/FA1036)]

Subject Code	Subject Name	Cr. Hr.	Prerequisite
CSCI 1084	Computer Programming	4	NIL
CSCI 1093	Algebra	3	NIL
MATH 1103	Discrete Mathematics	3	NIL
MATH 1203	Calculus	3	NIL
CSCI 1403	Information Technologies	3	NIL
CSCI 2003	Data Structures	3	CSCI 1084
ENGL 2013	Business Communication	3	NIL
CSCI 2083	Probability & Statistics	3	MATH 1203
CSCI 2103	System Analysis and Design	3	NIL
CSCI 2113	PC Maintenance	3	CSCI 1403
CSCI 2193	Human Computer Interaction	3	CSCI 1403
CSCI 2213	Visual Programming	3	CSCI 1084
CSCI 2303	Management Information Systems	3	CSCI 1403
CSCI 2413	Object Oriented Programming	3	CSCI 1084
CSCI 2503	Web Programming	3	CSCI 1084
CSCI 2903	Fundamentals of Networking	3	NIL
CSCI 3194	Software Project Management	4	CSCI 3233
CSCI 3233	Introduction to Software Engineering	3	CSCI 2103
CSCI 3203	Database Management Systems	3	NIL
CSCI 3413	Introduction to Operating Systems	3	CSCI 1403
CSCI 3503	Java Programming	3	CSCI 2413
CSCI 3703	Advanced Web Programming	3	CSCI 2503
CSCI 3634	Industrial Training	4	Earned at least 60 cr. hr. and CGPA \geq 2.0
MPU 2193	Philosophy and Current Issues/	3	NIL
MPU 2133	Bahasa Melayu Komunikasi 1*		NIL
MPU 2213	Bahasa Kebangsaan A**/	3	NIL
MPU 2223	Effective Communication		NIL
MPU 2313	Morals and Ethics	3	NIL
MPU 2422	Community Services Project	2	NIL
	Elective	3	
	Elective	3	
	Elective	3	
Total Credit Hours Required for Graduation		92	

Elective Subjects:

ACCT 1723	Computerized Accounting Practices	3	ACCT 1013
BMGT 1214	Introduction to Accounting	4	NIL
CSCI 3103	Computer Graphics	3	NIL
CSCI 3303	Multimedia & Internet Technologies	3	CSCI 1403
CSCI 2803	e-Commerce	3	NIL
ACCT 1063	End User Application	3	NIL
CSCI 3113	Fundamentals of Mobile Programming	3	CSCI 3503

* *for international students only.*

** *compulsory for Malaysian students who didn't obtain a credit in Bahasa Melayu in SPM.*

Section 6: Diploma in Computer Science (Mobile Computing)

(R/481/4/1629)(01/25)(MQA/FA5150)

Subject Code	Subject Name	Cr. Hr.	Prerequisite
CSCI 1084	Computer Programming	4	NIL
CSCI 1403	Information Technologies	3	NIL
CSCI 2003	Data Structures	3	CSCI 1084
CSCI 2103	System Analysis and Design	3	NIL
CSCI 2113	PC Maintenance	3	CSCI 1403
CSCI 2303	Management Information Systems	3	CSCI 1403
CSCI 2413	Object Oriented Programming	3	CSCI 1084
CSCI 2503	Web Programming	3	CSCI 1084
CSCI 2803	e Commerce	3	NIL
CSCI 2903	Fundamentals of Networking	3	NIL
CSCI 3113	Fundamentals of Mobile Programming	3	CSCI 3503
CSCI 3194	Software Project Management	4	CSCI 3233
CSCI 3203	Database Management Systems	3	NIL
CSCI 3233	Introduction to Software Engineering	3	CSCI 2103
CSCI 3503	Java Programming	3	CSCI 2413
CSCI 3634	Industrial Training	4	Earned at least 60 cr. Hr. and CGPA \geq 2.0
CSCI 3703	Advanced Web Programming	3	CSCI 2503
CSMC 2003	Mobile Patterns Design	3	CSCI 1084
CSMC 2013	Cross Platform Mobile App Development	3	CSCI 3703
CSMC 2033	iOS Application Development with Objective C	3	CSCI 3703
CSCI 1093	Algebra	3	NIL
MATH 1103	Discrete Mathematics	3	NIL
MATH 1203	Calculus	3	NIL
BMGT 3203	Entrepreneurship	3	NIL
MPU 2193	Philosophy and Current Issues/	3	NIL
MPU 2133	Bahasa Melayu Komunikasi 1*		NIL
MPU 2213	Bahasa Kebangsaan A**/	3	NIL
MPU 2223	Effective Communication		NIL
MPU 2313	Morals and Ethics	3	NIL
MPU 2422	Community Services Project	2	NIL
	Elective	3	
	Elective	3	
	Elective	3	
Total Credit Hours Required for Graduation		95	

Elective Subjects:

CSCI 3103	Computer Graphics	3	NIL
CSCI 3303	Multimedia & Internet Technologies	3	CSCI 1403
CSCI 3413	Introduction to Operating Systems	3	CSCI 1403
CSMC 2023	Windows Mobile App Development	3	CSCI 1083
ENGL 2013	Business Communication	3	NIL
CSCI 2083	Probability & Statistics	3	MATH 1203

* *for international students only.*

** *compulsory for Malaysian students who didn't obtain a credit in Bahasa Melayu in SPM.*

Section 7: Diploma in Business Information Systems (R/340/4/0705)(12/26)(MQA/FA5151)

Subject Code	Subject Name	Cr. Hr.	Prerequisite
ACCT 1223	Business Statistics	3	NIL
ACCT 2313	Business Law	3	NIL
BMGT 1203	Principles of Management	3	NIL
BMGT 1213	Introduction to Accounting	3	NIL
BMGT 2003	Micro Economics	3	NIL
BMGT 2103	Organizational Behavior	3	NIL
BMGT 2303	Operation Management	3	NIL
BMGT 2323	Human Resource Management	3	NIL
BMGT 2403	Macro Economics	3	NIL
BMGT 2603	Principles of Marketing	3	NIL
BMGT 3043	Principles of Finance	3	NIL
BMGT 3203	Entrepreneurship	3	NIL
CSCI 1003	Programming I	3	NIL
CSCI 1403	Information Technologies	3	NIL
CSCI 2103	System Analysis and Design	3	CSCI 2303
CSCI 2113	PC maintenance	3	CSCI 1403
CSCI 2213	Visual Programming	3	CSCI 1213
CSCI 2303	Management Information Systems	3	CSCI 1403
CSCI 2503	Web Programming	3	CSCI 1003
CSCI 2803	e-Commerce	3	NIL
CSCI 2903	Fundamentals of Networking	3	CSCI 1403
CSCI 3203	Database Management Systems	3	CSCI 1403
ENGL 1043	Business English	3	NIL
ENGL 2013	Business Communication	3	NIL
	Elective	3	
	Elective	3	
MPU 2193	Philosophy and Current Issues/	3	NIL
MPU 2133	Bahasa Melayu Komunikasi 1*		NIL
MPU 2213	Bahasa Kebangsaan A**/	3	NIL
MPU 2223	Effective Communication		NIL
MPU 2313	Morals and Ethics	3	NIL
MPU 2422	Community Services Project	2	NIL
Total Credit Hours Required for Graduation		92	

Elective Subjects:

CSCI 3303	Multimedia and Internet Technologies	3	CSCI 2503
ACCT 1063	End User Applications	3	NIL
ENGL 1013	Academic Writing	3	NIL

* *for international students only.*

** *compulsory for Malaysian students who didn't obtain a credit in Bahasa Melayu in SPM*

Section 8: Diploma in Early Childhood Education [(R3/143/4/0012)(01/27)(A7350)]

Course Code	Course	Cr Hr	Prerequisite
ECE 1013	Child Development	3	NIL
ECE 1083	Infant and Toddler Care	3	NIL
ECE 1203	Foundations of Early Childhood Education	3	NIL
ECE 1413	Observing Young Children	3	ECE 1013
ECE 1422	Assessing Young Children	2	ECE 1013 ECE 1413
ECE 1433	Teaching Bahasa Melayu to Young Children <i>or</i>	3	NIL
ENGL 1013	Academic Writing (for international students) <i>or</i>		NIL
ECE 2563	Teaching Chinese to Young Children (for international students from China)		NIL
ECE 1573	Child Health, Safety and Nutrition	3	NIL
ECE 1533	Programme Planning and Implementation for Children from Birth to Age 4	3	ECE 1013
ECE 2093	Early Learning Curriculum and Environment	3	ECE 1013
ECE 2073	Children's Literature	3	NIL
ECE 2423	Practicum I: Childcare Centre (Birth – 4 years old)	3	ECE 1573 ECE 1083 ECE 1533 ECE 1413 ECE 1422
ECE 2444	Teaching English Language to Young Children	4	NIL
ECE 2473	Teaching Social Studies to Young Children	3	NIL
ECE 2454	Teaching Mathematics to Young Children	4	NIL
ECE 2474	Teaching Science to Young Children	4	ECE 2453
ECE 2494	Creative Expression through Arts	4	NIL
ECE 2504	Creative Expression through Music, Movement, and Drama	4	NIL
ECE 2544	Programme Planning and Implementation for Children from Age 4 to 6	4	ECE 1533
ECE 2553	Technology for Early Childhood Educators	3	NIL
ECE 3023	Guidance of Young Children	3	ECE 1413
ECE 3043	Partnership with Families and Communities	3	NIL
ECE 3053	Children with Special Needs	3	NIL
ECE 3214	Foundations of Professional Practice	4	NIL
ECE 3413	Early Childhood Administration	3	NIL
ECE 3433	Practicum II: Preschool & Kindergarten (4-6 years old)	3	ECE 2423 ECE 2543
ECE 1253	English Enhancement for Early Childhood Educators	3	NIL
MPU 2193	Philosophy and Current Issues/	3	NIL
MPU 2133	Bahasa Melayu Komunikasi 1*		NIL
MPU 2213	Bahasa Kebangsaan A**/	3	NIL
MPU 2223	Effective Communication		NIL
MPU 2313	Morals and Ethics	3	NIL
MPU 2422	Community Services Project	2	NIL
Total Credit Hours Required for Graduation		92	

* *for international students only.*

** *compulsory for Malaysian students who didn't obtain a credit in Bahasa Melayu in SPM*

Section 9: Diploma in Taxation (N/344/4/0529)(08/23)(MQA/PA10064)

Course Code	Course	Cr Hr	Prerequisite
TX 1013	Introduction to Financial Accounting	3	NIL
TX 1023	Introduction to Management Information	3	NIL
BMGT 2003	Micro Economics	3	NIL
ENGL 2013	Business Communication	3	NIL
BMGT 2403	Macro Economics	3	BMGT2003
TX 1044	Cost Accounting	4	TX1023
TX 1033	Financial Accounting I	3	TX1013
Acct1724	Computerised Accounting Practices	4	TX1013
TX 1074	Management Accounting	4	TX1043
TX1054	Business and Organisation Management	4	NIL
TX 1064	Financial Accounting II	4	TX1033
ACCT 3623	Principles of Auditing	3	TX1063
TX 2004	Personal Taxation	4	TX1063
TX 2114	Business Taxation	4	TX1063
BMGT 2604	Principles of Marketing	4	NIL
TX 2024	Indirect Tax	4	TX1063
TX 2094	Financial Management	4	TX 1063
TX 2234	Advanced Taxation 1	4	TX 1073
TX 2233	Financial Reporting	3	TX2113
TX 2014	Company and Business Law	4	TX1063
TX 2044	Introduction to Revenue Law	4	NIL
TX 2264	Advanced Taxation 2	4	TX2003
MPU 2193	Philosophy and Current Issues/	3	TX2113
MPU 2133	Bahasa Melayu Komunikasi 1*	3	TX2234
MPU 2213	Bahasa Kebangsaan A**/	3	NIL
MPU 2223	Effective Communication	3	NIL
MPU 2313	Morals and Ethics	3	NIL
MPU 2422	Community Services Project	2	NIL
Total Credit Hours Required for Graduation		91	

* *for international students only.*

** *compulsory for Malaysian students who didn't obtain a credit in Bahasa Melayu in SPM.*

Section 10: Diploma in Social Work (N/762/4/0049)(7/24)(MQA/PA12040)

Course Code	Course	Cr Hr	Prerequisite
SWK 1013	Introduction to Professional Social Work	3	NIL
PSY 1023	Introduction to Psychology for Social Workers	3	NIL
SOC 1033	Introduction to Sociology for Social Workers	3	NIL
SWK 1043	Social Problem and Social Needs in Malaysia	3	NIL
SWK 1054	Social Work Methods 1 - Casework	4	NIL
SWK 1063	Organisational Context of Social Work Practice	3	NIL
INT 1072	Preparation for Field Placement I	2	SWK 1013
INT 1184	Field Placement I	4	INT 1072
INT 1192	Integrated Field Placement Learning I	2	SWK 1013
SWK 2114	Social Work Method II – Group Work	4	NIL
SWK 2023	Interpersonal and Counselling Skills in Social Work Practice	3	NIL
SWK 2034	Field of Practice I – Child and Family Welfare	4	SWK 1013, INT 1184, INT 1192
INT 2242	Transferring Field Placement Learning I	2	SWK 1013, SWK 1054
BMGT 3203	Entrepreneurship	3	NIL
SWK 2254	Social Work Methods III – Community Work	4	NIL
SWK 2063	Public Policy and The Law and Social Work Practice	3	NIL
SWK 2174	Field of Practice II – Health and Mental Health	4	SWK 1013
INT 2182	Preparation for Field Placement II*	2	SWK 1013
INT 2112	Integrated Field Placement Learning II	2	SWK 1013, INT 2182
INT 2194	Field Placement II	4	SWK 1013, INT 2182
SWK 3053	Working with the Aging and Elderly/	3	SWK 1013
SWK 3073	Working with Minority Populations/		SWK 1013
SWK 3033	Working with Domestic Violence Concerns		SWK 1013
SWK 3043	Drug and Alcohol Addition	3	SWK 1013
SWK 3023	Publicly Accountable Practice	3	NIL
SWK 3214	Field of Practice III – Working with People with a Disability	3	SWK 1013
INT 3142	Transferring Field Placement Learning II	2	SWK 1013, INT 2112
SWK 3062	Preparing for Graduate Practice*	2	INT 3142
MPU 2193	Pengajian Malaysia 2	3	NIL
MPU 2133	Bahasa Melayu Komunikasi 1*		NIL
MPU 2213	Bahasa Kebangsaan A**/	3	NIL
MPU 2223	Effective Communication		NIL
MPU 2313	Morals and Ethics	3	NIL
MPU 2412	Social Work Project	2	NIL
Total Credit Hours Required for Graduation		90	

* *for international students only.*

** *compulsory for Malaysian students who didn't obtain a credit in Bahasa Melayu in SPM.*

Section 11: Pearson Edexcel International (PEI) Advanced Level (A-Level) (Arts)

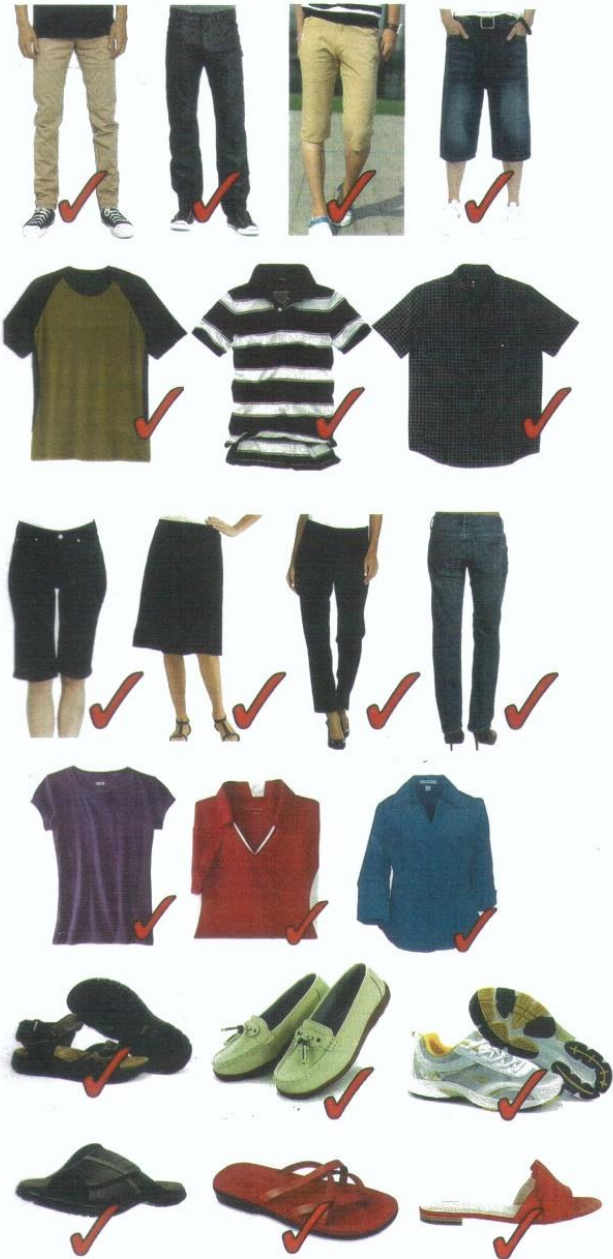
(N/010/3/0540)(02/26)(MQA/PA14236)

Course Code	Course Name	Cr Hr
ALL 1017	Law 1	7
ALL 1127	Law 2	7
ALA 1037	Accounting 1	7
ALA 1146	Accounting 2	6
	Elective – Economics/Mathematics	18
ACCT 1063	End User Applications	3
MPU 2422	Community Service Project	2
Total Credit Hours Required for Graduation		50

Elective Subjects:

Course Code	Course Name	Cr Hr
Economics:		
ALE 1054	Economics 1	4
ALE 1064	Economics 2	4
ALE 1075	Economics 3	5
ALE 1085	Economics 4	5
Mathematics:		
ALM 1093	Pure Mathematics 1	3
ALM 1103	Pure Mathematics 2	3
ALM 1213	Pure Mathematics 3	3
ALM 1323	Pure Mathematics 4	3
ALM 1433	Statistics 1	3
ALM 1543	Statistics 2	3

PROPER ATTIRE



IMPROPER ATTIRE



Hair Code

Appendix 2



ADMINISTRATIVE SERVICES PROVIDED TO STUDENTS

Updated: 10/8/2020

ADMINISTRATION OFFICE @ BLOCK C

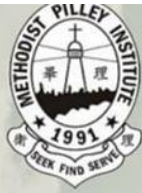
Department/ Unit	Services
Student Affairs Department	
General matter	<ul style="list-style-type: none"> • Student ID card • Vehicle registration
Student Affairs	<ul style="list-style-type: none"> • Financial aids • Student clubs & activities • EAB/ ELE (for UCSI degree students) • Counselling • Hostel accommodation • Local & international student visa • Student complaints • Cooperative placement • Career services • Alumni relations
Marketing	<ul style="list-style-type: none"> • Programme information and enquiry • Registration of new students • Further studies • MPI website, brochures, flyers
Account Department	<ul style="list-style-type: none"> • Tuition/ hostel fee payment and receipt • Fee deferment • Fee remission entitlement • Student bill • Deposit refund
General Admin	<ul style="list-style-type: none"> • General enquiry • Parcels collection • Certify true copy
Facility Maintenance	<ul style="list-style-type: none"> • MPI physical facilities maintenance • Reservation of venue/ room/ hall
Quality Assurance	<ul style="list-style-type: none"> • SETLE administration • Programme accreditation and recognition • Tracer Study

ACADEMIC OFFICE @ ACADEMIC BLOCK

Department/ Unit	Services
General Academic	<ul style="list-style-type: none">• Add & drop of subjects• Enrollment of subjects• Discontinuation of studies• MUET exam registration and certificate• CAT & ACCA membership registration• Submission of credit transfer/ exemption form• Purchase of textbooks• Colour printing• Testimonial• Course syllabus• Credit transfer information• Letter of completion• Certify true copy• Certificate of attendance/ completion (short programme)
Student Admission and Exam Department	<ul style="list-style-type: none">• All exam matters• Official certificate& transcript (Diploma & Degree)• Offer letter• EPF withdrawal application for fee• SOCSO application for fee subsidy• Student PA insurance claim• Change of programme• Audit subjects• Class sit in• Defer studies• Maintenance of student records
IT Department	<ul style="list-style-type: none">• Maintenance of systems (UCMS, SETLE, MOODLE)• Maintenance of computer hardware and software• Wifi connection in campus

LIBRARY @ BLOCK C

Department/ Unit	Services
Library	<ul style="list-style-type: none">• Borrowing & returning of books• Lockers• Discussion rooms• Photocopy service• Computer bay



STAND UP TO SHINE

SILENCE HELPS NO ONE



SCAN QR CODE FOR FEEDBACK FORM



Dear students, if you have any troubles concerning you, the school strongly encourages you to send your concerns, complaints or feedbacks in order to create an enjoyable campus life for you all.



YOUR VOICE MATTERS



Student Evaluation of Teaching and Learning Experience (SETLE)

SETLE is an online survey that solicits student's feedback on various aspects relating to the teaching and learning experience in MPI. It allows for reflections on strengths and weaknesses to further enhance effectiveness in our teaching and management accordingly.

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.

There are two ways to access SETLE:

<http://evaluation> (in campus)

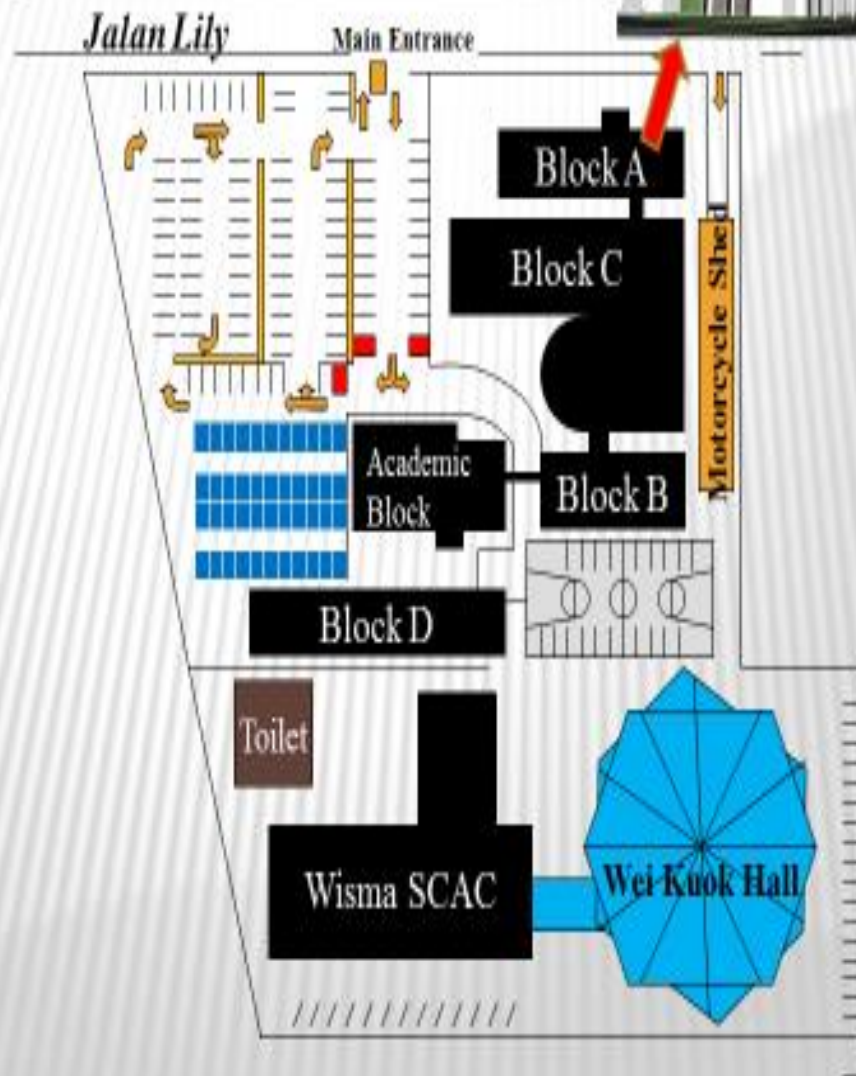
<https://www2.pilley.edu.my:8585/evaluation> (off campus)

(Secure page might appear. Please click "Advanced" and "Proceed", before SETLE main page appears)

Students are required to complete the evaluation before they are allowed to do pre-enrolment of subjects and check the final results through UCMS.

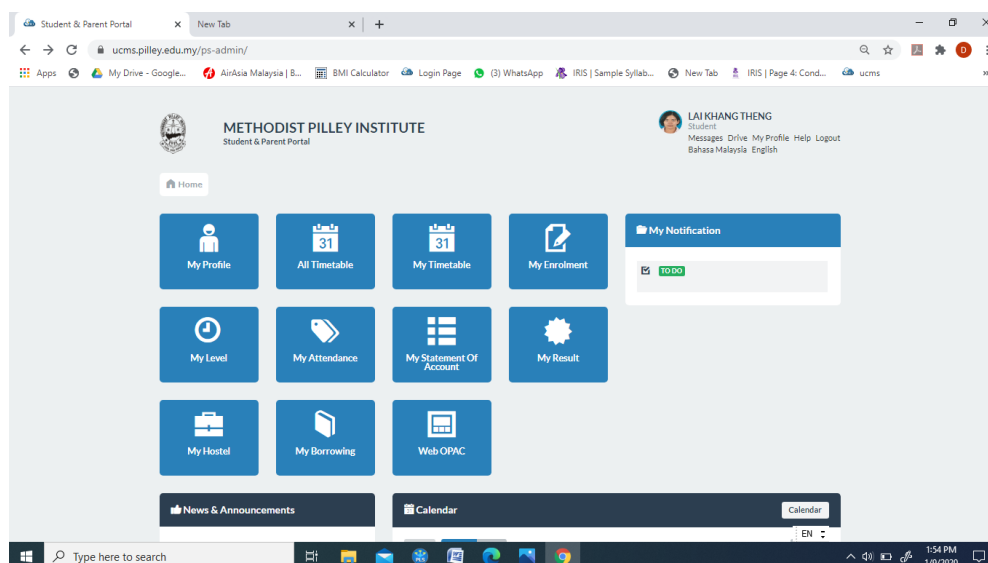
SETLE is administrated by MPI's QA Department and IT Department. For further information and inquiry, please refer SETLE main page or contact QA Department/ IT Department personnel.

OUR CAMPUS

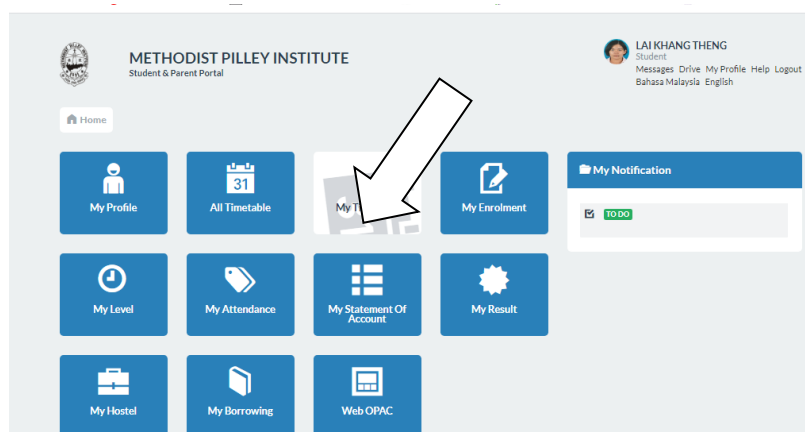


UCMS briefing

This is your main page when you log in.



To check your enrolled subjects for the semester, go to MY Timetable

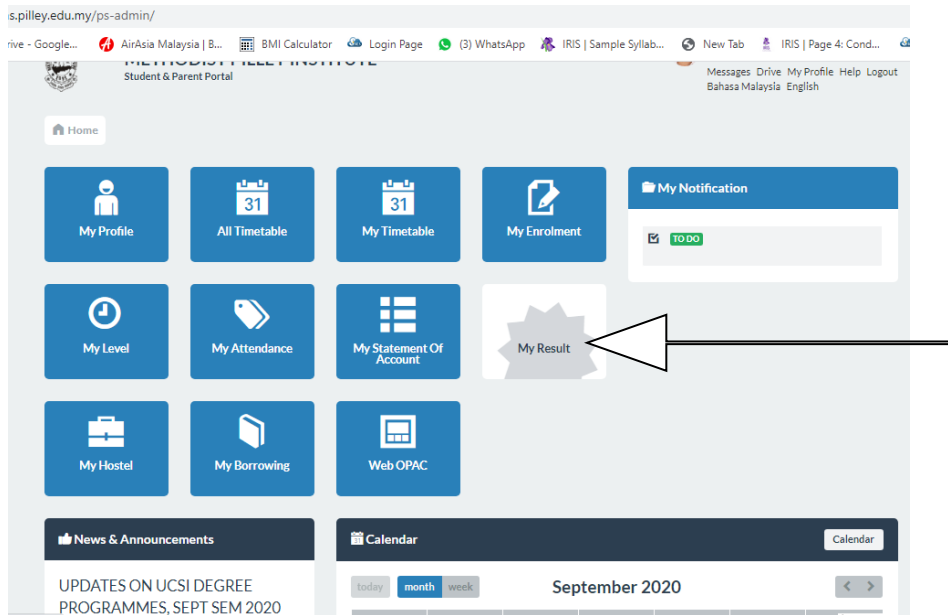


General	Timetable						
Contact Information	Semester 2, 2020 (14/08/2020 - 30/11/2020)						
Financial Option							
Level							
Guardian Information							
Timetable							
All Timetable							
Course Enrolment							
Attendance							
Statement Of Account							
Exam Result							
Hostel							
Entry Qualification							
Mentorship							

Short semester, 2020 (09/06/2020 - 08/08/2020)							
Course	Crhr	Class	Lecturer	Period Type	Day	Time	Venue
ECE3213 FOUNDATIONS OF PROFESSIONAL PRACTICE	3	2	TING SU LIN (DOREEN)	Normal	Saturday	8:00 AM To 11:00 AM	A2
MPU2313 MORALS AND ETHICS	3	2	BOON NYUK PHIN	Normal	Friday	6:30 PM To 9:30 PM	LH3

Semester 1, 2020 (03/01/2020 - 08/05/2020)							
Course	Crhr	Class	Lecturer	Period Type	Day	Time	Venue
ECE3023 GUIDANCE OF YOUNG CHILDREN	3	2	TING SU LIN (DOREEN)	Normal	Monday	12:00 PM To 6:00 PM	A1
ECE3413 EARLY CHILDHOOD ADMINISTRATION	3	1	TING SU LIN (DOREEN)	Normal	Friday	12:00 PM To 6:00 PM	A1

To check your results, click on **MY Result**



General

Contact Information

Financial Option

Level

Guardian Information

Timetable

All Timetable

Course Enrolment

Attendance

Statement Of Account

Exam Result

Hostel

Entry Qualification

Mentorship

Study Scheme

Achievement

Birth Information

Emergency Contact

Exam Result

DIPLOMA IN EARLY CHILDHOOD EDUCATION

Semester 1, 2017 (03/01/2017 - 01/05/2017)

Subject/Unit	Cr Hr	Grade	Point	Grade Point
Result access is blocked temporary. Please submit student teaching evaluation				

Short semester, 2017 (11/05/2017 - 14/07/2017)

Subject/Unit	Cr Hr	Grade	Point	Grade Point
Result access is blocked temporary. Please submit student teaching evaluation				

Second Semester, 2017 (24/07/2017 - 18/11/2017)

Subject/Unit	Cr Hr	Grade	Point	Grade Point
ECE2493 2 CREATIVE EXPRESSIONS THROUGH ART	3.00	A+	4.00	12.00
Credit Hours Attempted				3.00
Credit Hours Earned				3.00
Grade Point Collected				12.00
Grade Point Average				4.00

Semester 1, 2018 (02/01/2018 - 06/05/2018)

Subject/Unit	Cr Hr	Grade	Point	Grade Point
--------------	-------	-------	-------	-------------



卫理毕理学院

Institut Methodist Pilley

Jalan Lily, P.O. Box 760, 96008 Sibul, Sarawak, Malaysia
Tel: 084-322268 Fax: 084-320801/ 320623 email: mpi@pilley.edu.my

APPLICATION TO CHANGE PROGRAMME

To be eligible to change programme, you must:-

- ✓ have completed at least one full-time semester of study in your current course.
- ✓ have met the latest course entry requirements of the new academic programme for which you wish to apply.

1. PERSONAL DETAILS

Name:		Telephone (H):	
NRIC:		Mobile No:	
Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male	Email:	

2. CHANGE OF ACADEMIC PROGRAMME

Academic programme in which you are currently enrolled:	Semester and year in which you commenced this programme:
Academic programme for which you wish to apply:	Semester and year in which you wish to commence the new programme:

Reason for applying this programme:

Do you wish to apply for credit exemption/transfer on the basis of subjects already taken? ☐ YES ☐ NO
(Please fill up the application form on the next page and attach all relevant academic transcripts/documents.)

Signature of Student:	Signature of Parent/Guardian:	Signature of Mentor/Advisor:
Date:	Date:	Date:

FOR OFFICE USE ONLY

RECOMMENDATION BY DEPARTMENT – TO MAKE AN OFFER

Programme (as in qualification to be awarded)	
Is the student given the credit exemption/transfer for any of the subjects taken previously at MPI? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, please indicate your assessment of credit exemption/transfer on the next page.
Other special Requirements/Conditions	

RECOMMENDATION BY DEPARTMENT – NOT TO MAKE AN OFFER

<input type="checkbox"/> Not academically qualified	Other reasons – specify
---	-------------------------

AUTHORISATION BY DEPARTMENT

Name of Faculty/School	Name of Head of Department	Signature & Date

ACP-04-F1
REV.00-01/2019

[illegible][illegible][illegible][illegible][illegible]



卫理毕理学院

Institut Methodist Pilley

Jalan Lily, P.O. Box 760, 96008 Sibul, Sarawak, Malaysia
Tel: 084-322268 Fax: 084-320801/ 320623 email: mpi@pillev.edu.my

APPLICATION FOR DEFERMENT or LEAVE FROM STUDIES

RETURN THIS APPLICATION TO:- The Head of Student Admission

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____ Student No. _____

Programme Title _____

[illegible]

Intake	JAN	MAY	AUG
Year			

Department _____

Student Status: Full Time / Part Time

Address: _____

Day-time Contact Number: _____ Email Address: _____

II. APPLICATION DETAILS

I wish to defer my study at Methodist Pilley Institute from Semester _____ of _____ academic year to the end of Semester _____ of _____ academic year and to resume study in the following semester. I understand that I should remain in my class until I receive the written approval from the Department.

Reason(s) for application _____

Supporting documents *are/are not attached. (*delete as appropriate)

Signature of student

Date of application

FOR OFFICE USE

III. **DECISION OF FACULTY / DEPARTMENT** (Please tick the appropriate box)

Application is ☐ approved ☐ not approved

☐ The period of deferment or leave from studies will not be counted towards the maximum period of registration of the student.

Signature _____
Head of Department

Date _____

ACP-06-F1
REV.01-03/2019

NOTES TO STUDENTS

1. Application for deferment or leave from studies for the current academic year/semester must be submitted upon the urgent need to do so. For deferment or leave for studies for the following academic year/semester, application should be submitted before the commencement of that academic year/semester.
2. The period of deferment or leave from studies will not be counted towards the maximum period of registration. The maximum period of registration for a programme is specified in the relevant programme document which is normally must not exceed 5 years.
3. Please complete Section I and II of this form. The completed form should be returned together with documentary proof, such as medical certification or letter of certification from the employer, to the Department of Student Admission. The Institute reserves the right to request for the original copy of the documentary proof, where necessary. Applications without valid documentary proof will not be processed.
4. New students who apply for deferment of study BEFORE the commencement of their 1st semester and have paid the tuition fee that semester will be eligible for a refund except the registration fee.

FOR OFFICE USE

Application received on _____ by _____.

Deferment or leave from studies application sent to HOD by _____ on _____.

*Approval / Disapproval notice to student by _____ on _____.

For a student who will not be able to follow the specified progression pattern upon resumption of study, the programme offering faculty/department should either assign or adjust the student's subjects as appropriate.

**delete as appropriate*

ACP-06-F1
REV.01-03/2019



衛理畢理學院
Methodist Pilley Institute
 Jalan Lily, P.O. Box 760, 96008 Sibu, Sarawak
 Tel: 084-322268, Fax: 084-320623

Discontinuation of Studies

Please see overleaf for details before you fill the form.

Student Data

Name: _____ IC/ Passport no.: _____
 Programme: _____ Gender: Male / Female
 Contact No.: (House) _____ (H/P) _____
 e-mail: _____
 Date of Admission: _____ Date of Leaving: _____
 Student's Bank Account NO. (applicable to student who is unable to collect the refund from MPI office): _____

Reason(s) for discontinuation (please tick ✓)

- | | |
|--|---|
| <input type="checkbox"/> Graduated/ Completed the programme | <input type="checkbox"/> Health reasons |
| <input type="checkbox"/> To work (please provide details below) | <input type="checkbox"/> Financial reasons |
| <input type="checkbox"/> To further studies (please provide details below) | <input type="checkbox"/> No interest in the programme |
| <input type="checkbox"/> Other reasons (please specify) _____ | |

Working	Further Studies
Employer/ Company Name:	University/ College Name:
Position:	Programme:
Start Date:	Start Date:
City/ Town:	City/ Town:

Student's signature _____ Date _____ Parent's/ Guardian's signature _____ Date _____

I have seen the following for consultation.

	Name	Signature	Date
Mentor / Student Counsellor			
Head of Department / Principal			

For Office Use Only

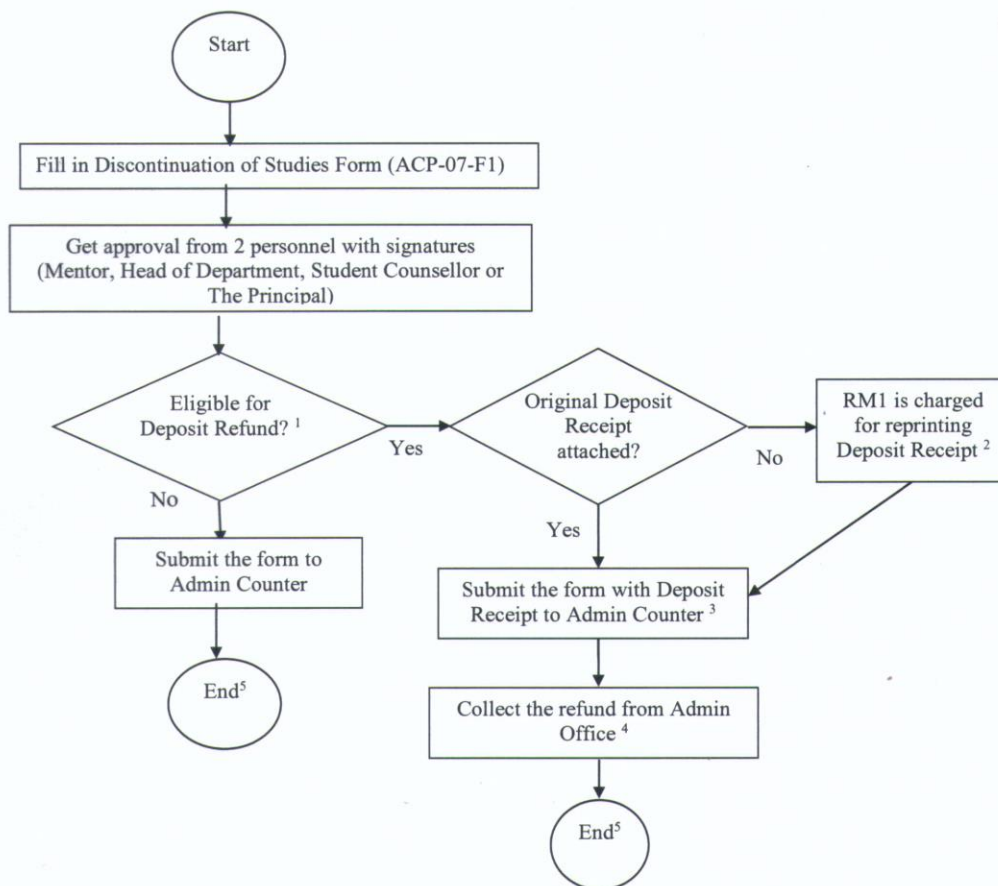
Receipt of Deposit Attached?	Yes/ No
Receipt No.:	
Payment Voucher No.:	
Deduction:	

Notification:	Signature	Date
Admin Counter		
Library		
Student Admission Dept.		
Account Department		
QA Dept.		

ACP-07-F1
 REV.01-08/2019



Procedures of Discontinuation of Studies and Refund of Deposit
(for Students)



Notes:

¹ Student deposit is refundable upon completion of at least 1 year of full time study or completion of a programme at MPI.

² Reprinting of the receipt can be requested at Admin Office.

³ Admin Officer will check if there is any outstanding payment before passing the form to the Library to check if there is any outstanding book or fine. The Head of Student Admission will check and update student's status in the systems.

⁴ Students are advised to call Admin Office first before coming to collect refund. The refund is to be paid by cash or cheque, and is expected to be ready within 4-6 weeks after the submission of completed form. Student may not receive full refund due to outstanding fees or other reasons.

⁵ Account Department will pass the form to QA Dept. to update in e-IPTS and to the Student Admission Department for filing.

ACP-07-F1
REV.01-08/2019

衛理畢理學院
Methodist Pilley Institute

SUBJECT ADD/ DROP FORM

- | | | |
|--|--|---|
| <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 Computer Science (Mobile Computing) |
| <input type="checkbox"/> Dip. in Taxation | <input type="checkbox"/> ACCA Foundation in Accountancy | <input type="checkbox"/> ACCA Qualification |
| <input type="checkbox"/> Dip. in Social Work | <input type="checkbox"/> BSc (Hons) in Finance and Investment | <input type="checkbox"/> Bachelor of Early Childhood Education (Hons) |
| <input type="checkbox"/> B.A (Hons) in Accounting | <input type="checkbox"/> Pearson Edexcel International (PEI) Advanced Level (A-Level) (Arts) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> B.A (Hons) in Marketing | | |

DROP				
Subject Code	Subject Name	Day & Time	Approved By	
			Mentor	Academic Director or Head of Department
1.				
2.				
3.				
4.				

ADD				
Subject Code	Subject Name	Day & Time	Approved By	
			Mentor	Academic Director or Head of Department
1.				
2.				
3.				
4.				

Add / Drop processed by : _____

Date: _____

ACP-02-F1
REV.03-12/2021

<http://www.pilley.edu.my/important-forms/>



Application to Change Enrolment Status to Audit

ACP-03-F1
REV. 01-02/2019



衛理畢理學院
Methodist Pilley Institute
 Jalan Lily, P.O. Box 760, 96008 Sibul, Sarawak
 Tel: 084-322268, Fax: 084-320623

Application for Fee Deferment

Student Information

Name: _____ IC/ Passport no.: _____
 Programme: _____ No. of Semester(s): _____
 Contact No.: _____ (H/P) _____ (House)
 Father's name: _____ Occupation: _____
 Mother's name: _____ Occupation: _____

Payment Due:

	RM
Tuition fee	_____
Misc. & Library	_____
Hostel & Meal	_____
_____	_____
TOTAL	_____

The reason(s) I would like to apply for fee deferment:

I understand and agree that late payment will be charged RM10 plus a penalty of RM2/day.

Student's signature: _____ Date: _____

For Office Use Only

Approval of application: Yes / No

Permission is granted to defer the payment until:

Date: _____ RM _____
 Date: _____ RM _____
 Date: _____ RM _____

Principal's signature

Date

ADM-01-F1
 REV.00-01-2019