Methodist Pilley Institute

STUDENT HANDBOOK

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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 of Sarawak.

It is the earliest higher learning college in Sibu, Sarawak. MPI, 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.

Motto

For the glory of God, and the service of man.

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. MPI 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.

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Chapter 1: Student Code of Conduct

All students are required to comply with all policies, rules, and regulations of MPI. Students must also be aware of, and adhere to, all relevant Malaysian laws and legislation while studying 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 halls**.

1.2 T-shirts, jeans, and 3-quarter pants (at knee-level) are acceptable.

1.3 Students may not wear over-revealing clothes.

1.4 Proper shoes and sandals are recommended. Flip-flops and slippers are not allowed.

1.5 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 or bullying;
  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/vaping, 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 who drive to campus are required to register their vehicle(s) with MPI.

2) The Vehicle Registration Form is available from the Administration Office for a prescribed fee.

3) Upon registration, each vehicle will be issued a Parking Sticker, which must be displayed prominently on the vehicle windscreen at all times.

4) Only registered vehicles are permitted to park on campus. Registered vehicles may park in any non-reserved parking lots on a first-come, first-served basis.

5) Any non-registered vehicle found parked on campus will be fined RM5.00 per offence. Parking in no-parking areas or non-designated areas will also result in a fine of RM5.00 per offence.

6) Reserved parking lots are designated for MPI staff. Students who park in Visitors' Lots or reserved lots for staff will be fined RM10.00 per offence.

7) A Parking Violation Ticket will be issued to offenders as a notice to take immediate corrective action in accordance with MPI parking regulations.

8) The vehicle registration number of offenders will be recorded. Vehicles that are double-parked or obstruct building entrances, dumpsters, or driveways will be wheel-locked (clamped). A fine of RM50.00 per offence will be imposed for the removal of the clamping device.

Section 3: Disciplinary Action

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

2) 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. Severe cases of misconduct or acts of misdemeanour may result in immediate eviction from MPI.

Chapter 2: Academic Matters

Section 1: Programmes/ Courses Offered

1) Diploma in Accounting
2) Diploma in Taxation
3) Diploma in Business Management
4) Diploma in Business Information Systems
5) Diploma in Computer Science
6) Diploma in Early Childhood Education
7) Diploma in Social Work
8) Diploma in Nursing
9) Bachelor of Arts (Hons) in Accounting*
10) Bachelor of Arts (Hons) in Marketing*
11) Bachelor of Science (Hons) in Finance & Investment*
12) Bachelor of Early Childhood Education (Hons)**
13) ACCA Foundation in Accountancy
14) ACCA Qualification
15) Micro-credentials
16) MUET Course
17) Intensive English

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

Section 2: Minimum Entry Requirements (Malaysian Students)

1) DIPLOMA

Programmes	SPM	UEC	O-level/ IGCSE
Diploma in Accounting	3 credits (C) including Mathematics and a pass (E) in English.	3 Grade B including Mathematics and a pass (C) in English.	3 Grade C including Mathematics and a pass (D) in English.
Diploma in Taxation	4 credits (C) including Mathematics and English.	3 Grade B including Mathematics, **and** Credits (C) in Mathematics and English in SPM	To be advised
Diploma in Computer Science	3 credits (C) including Mathematics	3 Grade B including Mathematics	3 Grade B including Mathematics
Diploma in Business Management	3 credits (C)	3 Grade B	3 Grade C
Diploma in Business Information Systems			
Diploma in Early Childhood Education			
Diploma in Social Work			

Programmes	SPM	UEC	O-level/ IGCSE
Diploma in Nursing	<u>For 2025 and 2026 intake only</u> 3 credits (C) in: • Bahasa Melayu • Mathematics (Elementary or Modern or Additional) • Science (General Science/ Biology/ Chemistry/ Physics/ Applied Science/ Additional Science) And • Pass 2 subjects including English	Grade B6 in 5 subjects And possess SPM with a minimum of three (3) credits: • Bahasa Melayu • Mathematics (Elementary or Modern or Additional) • Science (General Science/ Biology/ Chemistry/ Physics/ Applied Science/ Additional Science)	To be advised

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.*
- *Students can combine a maximum of two qualifications (e.g., SPM and UEC) to meet entry requirements. (please consult the Academic Department)*
- *Candidates for Diploma in Nursing are required to pass both selection interview and comprehensive medical check-up*

2) BACHELOR'S DEGREE

<table>
<tr><th>Programmes</th><th>UEC</th><th>A-level</th><th>STPM</th><th>Matriculation/ Foundation</th><th>Diploma</th></tr>
<tr><td rowspan="2">Bachelor of Arts (Hons) in Accounting in collaboration with UCSI University</td><td>5 credits (B6)</td><td>2 Grade D</td><td>Grade C+ (GP 2.33) in 2 subjects</td><td>CGPA 2.50/ 4.00</td><td>An accounting/ business related diploma with CGPA 2.50/ 4.00</td></tr>
<tr><td colspan="5">All above qualifications compulsory:
1. Credit in Mathematics at SPM level or its equivalent, and
2. Pass in English at SPM level or its equivalent

Note:
Can be waived should any other higher qualification contain Mathematics and English subjects with an equivalent/higher achievement.

Malaysian students using English as the medium of instruction in their previous study or with at least a Band 3 in MUET (CEFR Low B1) or equivalent can be exempted from a pass in the English requirement.</td></tr>
<tr><td rowspan="2">Bachelor of Arts (Hons) in Marketing in collaboration with UCSI University</td><td>5 credits (B6) and pass (C8) in Mathematics and English</td><td>2 Grade D</td><td>Grade C (GP 2.00) in 2 subjects and pass in Mathematics and English at SPM Level</td><td>CGPA 2.00/ 4.00</td><td>A business-related Diploma with CGPA 2.00/ 4.00</td></tr>
<tr><td colspan="5">Note:
The terms of passing in Mathematics and English at SPM level for the candidate with STPM qualification can be exempted if the candidate obtained Mathematics and English and its achievement is equivalent or higher than the required pass of the aforesaid courses at the SPM level.</td></tr>
</table>

Programmes	UEC	A-level	STPM	Matriculation/ Foundation	Diploma
Bachelor of Science (Honours) in Finance & Investment in collaboration with UCSI University	5 credits (B6) including Mathematics and pass in English	2 Grade D	Grade C+ (GP 2.33) in any 2 subjects; and pass SPM (or any equivalent qualification) with credit in Mathematics and pass in English	CGPA 2.50/ 4.00, and pass SPM (or any equivalent qualification) with credit in Mathematics and pass in English	CGPA 2.50/ 4.00 in any qualification equivalent to Diploma in Finance, Banking, Insurance or related field (Level 4, MQF)
	Note: The credit requirement for Mathematics and pass in English at SPM level for the candidate with STPM or Matriculation/Foundation qualification can be waived should the qualifications contain Mathematics and English subjects with equivalent / higher achievement.				
UCSI English Language Requirement (for Malaysian Students) MUET Band 3, UEC English A2, SPM English B+, SPM English Language 1119/ O-Level English/ IGCSE Grade C, IELTS Band 4, or TOEFL iBT 30-31 If the English language requirement is not met, the Malaysian students are required to attempt MUET at MPI and obtain at least Band 3 before graduation. **Exemptions** can be granted if students fulfilled the requirements, such as London/ Cambridge Boards A-level qualifications; International Baccalaureate, academic qualification from higher learning institution which uses English Language as a medium of instruction. For full list of requirements which can be granted exemption, please refer to the UCSI Student Handbook.					

Programmes	UEC	A-level	STPM	Matriculation/ Foundation	Diploma
Bachelor of Early Childhood Education (Hons) in collaboration with HELP University	5 Grade B	2 Grade D	2 Grade C (GP 2.00)	CGPA of 2.00/ 4.00	A Diploma (Level 4, MQF) in ECE or in relevant field with CGPA of 2.00/ 4.00

3) OTHER PROGRAMMES

Programmes	UEC	O-Level/A-level	SPM/STPM	Matriculation/ Foundation	Others
ACCA Foundation in Accountancy (FIA)	3 Grade B including Mathematics and English	O-Level with 5 Grade C including Mathematics and English	Pass SPM with 5 credits (C) including Mathematics and English (FA1 exemption from SPM Prinsip Perakaunan A-/ A/ A+)	-	-
ACCA Qualification	5 Grade B including Mathematics and English.	A-Level with 2 Grade E, plus O-Level with 5 Grade C including Mathematics and English.	Pass STPM with 2 Grade C (GP 2.00), and pass SPM with 5 credits (C) including Mathematics and English.	Pass Matriculation/ Foundation with CGPA 2.50 including Mathematics and English.	a) ACCA FIA Qualification b) Diploma qualification* c) Bachelor's Degree*

*Find out entrance requirement and exemptions through www.accaglobal.com

4) MICRO-CREDENTIALS

4.1 MPI's Micro-Credential courses are components of accredited Diploma programmes.
4.2 There is no entry requirement for Micro-Credential courses until further notice from MQA.
4.3 Upon completion of the course(s), students can apply for credit transfer consideration to relevant diploma programmes in following semester once they met with entry requirement of the programme.

Section 3: Maximum Duration of Study

1) Students are expected to complete the requirements for a Diploma or Degree within **FIVE (5) years** after being admitted into a programme.

2) Please refer to the programme structure of respective programmes.

3) Micro-Credential courses do not have time limit until further notice from MQA.

Section 4: English Requirement

1) English Requirement for Diploma Students

1.1 All students are required to sit for English Proficiency Test at the very beginning of the programmes.

1.2 Those who fail the test are required to take the Intensive English during the first semester, followed by MUET class and MUET examination registration in the following semesters, whereas for those who pass the test are required to attend the MUET class and to register MUET examination in the first semester.

1.3 **MUET Band 3** is a **MUST** as an exit requirement for Diploma.

1.4 Students who met MUET requirement are exempted from English Proficiency Test and Intensive English class.

2) English Requirement for UCSI Degree Students

2.1 MUET Band 3, UEC English A2, SPM English B+, SPM English Language 1119/ O-Level English/ IGCSE Grade C, IELTS Band 4, or TOEFL iBT 30-31

2.2 If the English language requirement is not met, the Malaysian students are required to attempt MUET at MPI and obtain at least Band 3 before graduation.

2.3 Exemptions can be granted if students fulfilled the requirements, such as London/ Cambridge Boards A-level qualifications; International Baccalaureate, academic qualification from higher learning institution which uses English Language as a medium of instruction. For full list of requirements which can be granted exemption, please refer to the UCSI Student Handbook.

Section 5: Credit Transfer/Exemption

1) Credits earned at another institution may be transferred to MPI 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 MPI to be eligible for transfer (with approximately 80% similarity in course content & learning outcome).

   1.3 Same credits as the course credits of the programme being transferred.

   1.4 The programme from which the course credits are transferred from are accredited or approved in the country of origin (recognition).

2) English translated syllabus or course outline of former academic qualification is required when applying for exemption.

3) The decision of MPI is final whether a course is eligible for transfer.

4) Applicants must be enrolled at MPI. 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.

5) 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.

6) 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 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 Head of Department for approval and to Head of Student Admission for processing.

Section 7: Deferment or Leave from Studies Policy

1) This policy allows deferment or leave from studies from all programmes of studies (except short programmes and Micro-credentials) in MPI.

2) All commencing students who have been given a formal written offer by MPI 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**).

3) Students who enrol in MPI may apply to take leave from studies at any time.

4) The deferment or leave from studies period will not be counted as part of the maximum period (5 years) of registration.

5) Students must complete "**Application for Deferment or Leave from Studies Form**," obtain approval from the Head of Department, then submit the form to the Head of Student Admission.

6) Deferment or leave from studies may be defined as the approved period of non-study requested by a student.

   6.1 **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.

   6.2 **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 MPI.

Section 8: Withdrawal

1) Students who wish to completely withdraw from MPI before the completion of the programmes/ short courses must complete "**Withdrawal of Studies**" form.

2) They may be asked to participate in an exit interview with the appropriate personnel.

3) When the documents are properly completed and processed through the Office of Head of Student Admission, the withdrawal is completed.

Section 9: Enrolment of Subjects

1) Students with the guidance of their **mentors**, are to monitor their own progress and to fulfil the academic requirements in the programmes enrolled.

2) The timetable of the subsequent semester is made available before the end of each semester.

3) Students should consult with their mentors to select subjects to be taken in the following semester.

4) Allocation of seats for each class schedule is based on first come first served basis.

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

1) 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.

2) Please refer to academic calendar or important date for the deadline of add, drop or change subject(s).

3) 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.

4) Penalty will be imposed (RM50 for each transaction per subject, e.g. to drop 1 subject RM50, to add 1 subject RM50).

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

1) Students can audit any course they wish by paying full tuition fees for the particular subject.

2) They may change their enrolment status of a particular subject from ENROLLED to AUDIT **by the date specified in the current Academic Calendar,** if deemed desirable by getting permission from the lecturer and completing the **Application to Change Enrolment Status to AUDIT** form.

3) Audit classes do not count towards eligibility, financial aid, or graduation requirements.

Section 12: Course cancellation policy

1) Methodist Pilley Institute course cancellation policy strives to serve the interests of our students, while also balancing the interests of our academic lecturers 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, the student registrants will be notified before the first class begins the Academic Office.

3) All students are required to provide -at the time of registration- a secondary point of contact for MPI to inform and notify of the cancellation as well in case the first notification cannot reach the registered students.

4) 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.

5) 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.

6) MPI reserves the right to change our course cancellation policy at any time without notice.

Section 13: Delivery Methods

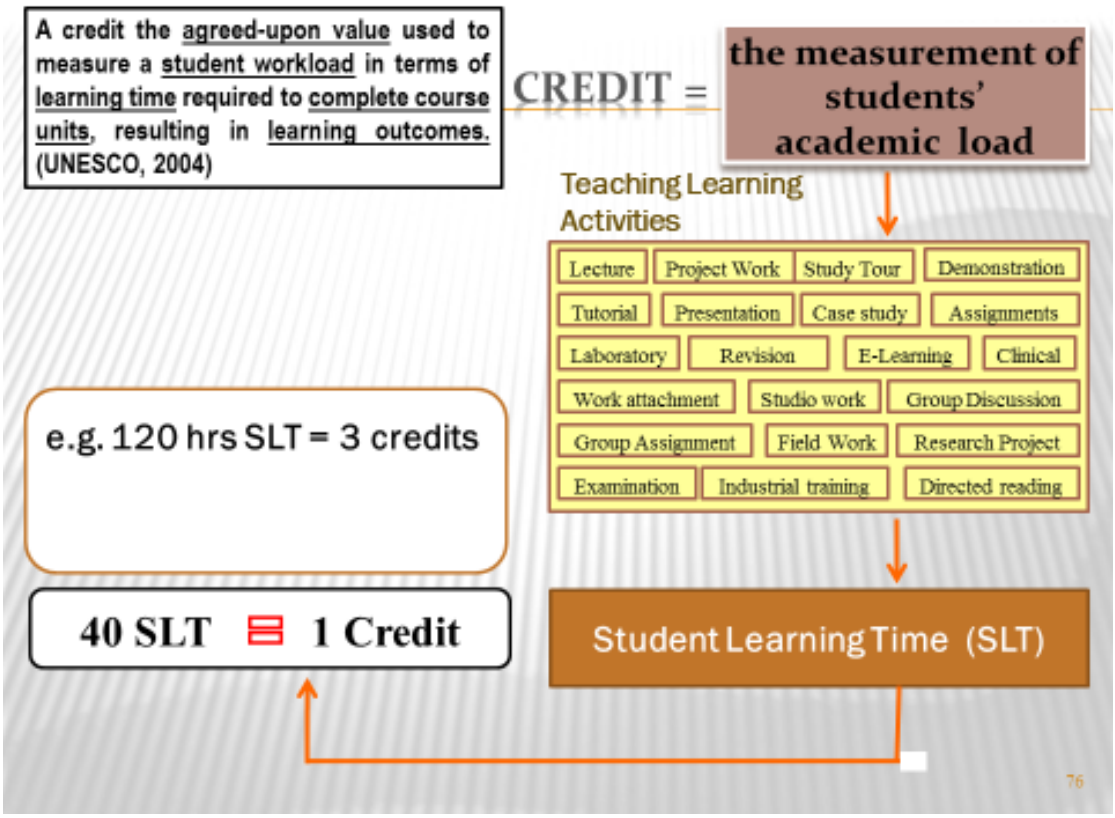
1) All courses are taught in English except for a few selected MPU subjects.

2) Student learning time can consist of guided learning, independent learning as well as assessment activities:

2.1 Guided learning is structured learning with a set of outcomes and delivery methods set by an instructor. Activities considered in Guided Learning include:

- Face-to-face activities, such as lectures, tutorials and practical sessions.
- Non-face-to-face activities, such as online learning.
- Blended learning and others, such as project-based learning, discovery learning, practicum, industrial training, and others.

2.2 Independent learning is non-structured learning but related to the outcomes, delivery, and assessment of a course, voluntarily conducted by students for preparation of the guided learning activities, revision of past lessons and for other purposes.



3) A typical long semester has 17 weeks, comprising 14 learning weeks, one study week and two exam weeks, with a maximum credit of 20 credits. A 3-credit hour course would have 120 hours student learning time (SLT). The contact hours will double during the 9-week short semester.

4) Students are responsible to fulfil the remaining learning hours required.

Section 14: Continuous Assessment

1) Continuous assessment is an evaluation method that assesses a student's performance over a period of time, taking into account various assignments, quizzes, projects, and other ongoing assessments.

2) Students must achieve a minimum passing score of 40% in the continuous assessment component by week 12 (long semester) or week 6 (Short semester); otherwise, students will not be allowed to sit for the final examination.

3) Students are allowed to redo continuous assessments to achieve a passing score of 40% before the continuous assessments are finalised.

4) For subjects that only have continuous assessment, resubmission is subject to approval. Students are required to pay the fee as per amount imposed for supplementary examinations.

Section 15: Grading System

Students are expected to be familiar with the **grading system** applicable to their respective programmes. The grading system applicable to MPI homegrown programmes is as follows:

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 MPI. 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 MPI 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.

1) 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.

2) A student is required to maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00 to be eligible for the award of the Diploma from MPI.

3) 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 MPI should not be cancelled (refer to Academic Standing section below).

Example:

	Jan 2019	May 2019	Jul 2019	Status
Student A	1.56	1.87	1.92	Show cause or *Termination*
Student B	1.56	1.94	2.14	Continue Study

Section 16: Computations and Capping of Marks

1) Marks are awarded for all assessment components conducted throughout the semester. Students are required to attempt **all assessment components** for each course. The marks obtained from Continuous Assessment (CA) are cumulative and will be combined with the Final Assessment (FA) marks to determine the overall result.

2) A pass for both the Continuous Assessment component and a pass for the Final Assessment component is required to pass every course. Students are required to meet the following conditions to pass a course:
   - A minimum 40% of continuous assessment (CA),
   - A minimum 40% of final assessment (FA), and
   - A minimum 50% of the overall marks (OM) - total for continuous and final assessment

3) Students are advised to refer to the relevant assessment scenarios below for further guidance.

Scenario Student	**A** Continuous Assessment (CA)	**B** Final Assessment (FA)	**C** Overall Mark (OM)	Final Grade	Supplementary Exam	Remarks
Student 1	30/60 (50%)	20/40 (50%)	50%	C	Not Applicable	- Met all the conditions: A, B & C - Supplementary exam does not apply to the students, as they passed both the CA and FA and overall mark is 50.
Student 2	34/60 (56%)	16/40 (40%)	50%	C	Not Applicable	
Student 3	24/60 (40%)	26/40 (65%)	50%	C	Not Applicable	
Student 4	24/60 (40%)	16/40 (40%)	40%	E	Eligible	- Met the conditions for A & B, but not C - overall result (CA and FA marks) fall between 40% to 49%, the student is eligible to sit for a supplementary examination
Student 5	42/60 (70%)	14/40 (35%)	56% capped to 40%	E	Eligible	- Met the condition for A, but not B, Failed FA - overall mark is capped at 40% and the student is eligible to sit for a supplementary examination
Student 6	21/60 (35%)	0	21%	F	Not Eligible	The student failed CA, thus is barred from FA. The final grade is F and is not eligible to sit for a supplementary examination
Student 7	24/60 (40%)	15/40 (38%)	39%	F	Not Eligible	Overall mark is below 40% and the student is not eligible for supplementary. The final grade is F.

Remarks

1. **Passing Requirement**
   Scenarios A to C indicate that students must obtain a minimum of 50% in the overall total marks to achieve a PASS grade. Students are required to pass both the Continuous Assessment (CA) and the Final Assessment (FA) components.

2. **Eligibility for Supplementary Examination**
   If a student's overall marks (combined CA and FA) fall between 40% and 49%, the student may be eligible to sit for a Supplementary Examination, provided that the Final Assessment is examination-based.

3. **Supplementary Examination Conditions**
   - A student is permitted to sit for only one supplementary examination per subject.
   - Eligibility is limited to subjects in which the student has obtained an E grade for Diploma programmes
   - A student who passes the supplementary examination shall be awarded a maximum capped mark of 50% for the subject.
   - A Student who fails the supplementary examination needs to repeat the course

2. **Resubmission for Non-Examination Final Assessment**
   - For courses without a final examination component, approval for resubmission of the failed Final Assessment (e.g. project or assignment) is subject to the faculty's discretion.
   - If approved, the resubmission must be completed within a reasonable timeframe, no later than the end of Week 1 of the following semester. Students approved for resubmission are required to pay a fee equivalent to the supplementary examination fee.

4. **MUET Exit Requirement**
   With effect from the January 2016 semester, MUET Band 3 is an exit requirement for students enrolled in Diploma programmes.

Section 17: Attendance

1. Classes are conducted on the assumption that regular attendance is essential to satisfactory progress in a course for all programmes (including short programme and Micro-credentials).

2. Students are expected to be diligent in the pursuit of their studies and regular in their class attendance.

3. 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.

4. 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 18: Academic Standing

1. Notification of poor academic standing

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

2. Academic warning

2.1 A student, enrolled in diploma/undergraduate programme who, –
2.1.1 has either –
a) completed one semester of study at MPI 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

2.1.2 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'**.

2.4 A **'warned student'** must be notified to seek –
2.2.1. academic advice; or
2.2.2 learning assistance; or
2.2.3 both academic advice and learning assistance.

2.5 A **'warned student'** may, at the direction of the Head of Department, 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 diploma/ undergraduate programme who –
3.1.1 either –
a) was warned under rule 2.1 in the previous two consecutive semester of study in the diploma/undergraduate programme; or
a. was required to show cause under this rule in the previous semesters of study in the diploma/undergraduate programme; 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 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 Department/Program Leader 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 Department/Program Leader 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 Head of Department/Program Leader 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 Head of Department/Program Leader 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 Head of Department/Program Leader imposes conditions under this rule, the Head of Department/Program Leader 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 Head of Department/Program Leader 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 Head of Department/Program Leader.

4.9 The Head of Department/Program Leader 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 Head of Department/Program Leader.

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 Board

5.1 A person dissatisfied with any action taken in relation to enrolment under these rules may appeal to the Academic Board 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 Board 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 (a) is required to show cause why enrolment should not be cancelled under rules 3 or 4; and

(b) a show cause application is refused; or

6.1.2 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, 2022. The student seeks permission to re-enrol for semester 1, 2023 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, 2024.

7. Breach of condition of enrolment

7.1 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 19: 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 college community, and a commitment to it must involve students, faculty members, and administrators. Thus, MPI 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.
2.9 Smart watch is not allowed during examinations.

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 MPI. *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. MPI 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 MPI 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 20: Appeal of Academic Decisions

1. Students are responsible for reviewing and abiding by MPI'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 enrolled.

2. On occasion, a student may disagree with the academic decision of a faculty member or academic professional, administrator or committee. MPI 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 of MPI's academic policies were applied incorrectly in the view of the student.

Section 21: Procedures for Appeals of Academic Decisions

MPI appeal process includes an informal resolution procedure as well as a procedure for formal appeal of an academic decision. MPI 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.

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 Head of Department or Programme Leader (or designee). This step must occur within 45 days after academic result had been published.

1.2 The Head of Department or Programme Leader 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 Head of Department or Programme Leader 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 Head of Department or Programme Leader 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 Head of Department or Programme Leader transmits the appeal to the Academic Board and provides a copy to any other relevant parties. The Head of Department or Programme Leader should take these steps within seven days of receiving the appeal. He or she ensures that the Academic Board review takes place in a timely manner.

2.2 The Academic Board

2.2.1 The Academic Board consists of the Principal, Director of Academic Affairs, Heads of Department, Programme Leaders and the Registrar.

2.2.2 The Academic Board may obtain additional relevant information before or after a hearing. Academic Board consideration of the appeal focuses only on the student's claim of unfairness or incorrect application of college policies.

2.3 Initial Academic Board Review

2.3.1 Based on its initial review, the Academic Board 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 Academic Board 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 Academic Board should convey a decision not to hear an appeal within seven days of receiving the initial or resubmitted appeal.

2.4 Academic Board 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 Academic Board will ensure a fair and timely hearing of the information and produce an accurate record of the hearing.

2.4.2 The Academic Board 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 video conference, at the discretion of the Academic Board.

2.4.3 The student may attend the hearing and present his or her case directly to the Academic Board. 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 Academic Board deliberates in closed session. Decisions are made by majority vote unless otherwise noted. The Academic Board may:

2.5.1 Uphold the original decision,

2.5.2 Refer the decision back to the individual or Academic Board Committee making the original academic decision for reconsideration based upon Academic Board 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 Academic Board. The Academic Board 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 Academic Board Committee is the final decision of MPI. No appeal for the decision is further considered.

Section 22: Student Feedback Procedure

1. Introduction and definitions

1.1 We distinguish between complaints and appeals, and there are separate procedures for dealing with each.

2. Channels for students feedback

a) Email: student.feedback@pilley.edu.my
b) Google form
c) walk in

3. Complaints

3.1 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.

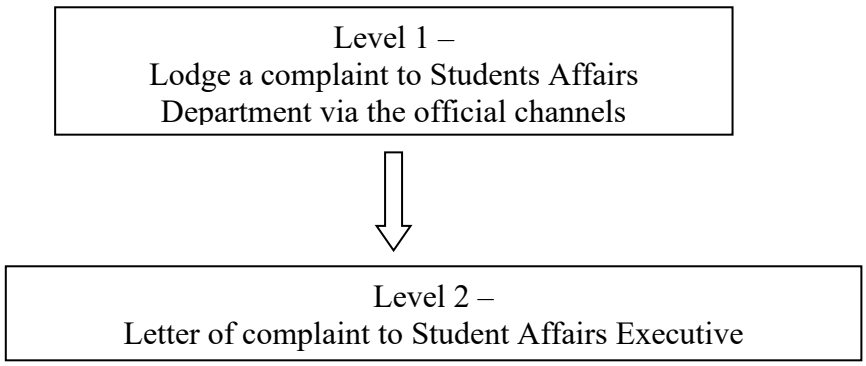
3.2 The Students' Complaints Procedure which is set out below should be used by students to pursue complaints about most matters concerning both academic issues (teaching & learning processes, facilities, supervision arrangements etc) and non-academic issues (e.g. campus students support services, accommodation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

3.1.1 Academic complaints relate to issues that have a direct effect on the provision of teaching, learning, research and supervision.

3.1.2 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.

3.2 The Students' Complaints Procedure is not applicable for challenging students' academic decisions. - see Section 18 and Section 19.

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 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.

a) Mentors
b) Student Affairs Executive

4.5 The following list indicates examples of the type of complaint covered by the procedure:

a) Poor teaching or supervision
b) Misleading information in prospectuses or in advertising or promotional material
c) A failing in academic or non-academic service(s)
d) Inadequate facilities
e) The behaviour of a member of MPI staff

4.6 The following are not covered by the procedure:

a) 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.

4.7 Level 1- Student Affairs Department

4.7.1 Wherever students complain to the member of student affairs staff via the Student's Affairs official channel, the student affairs department 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: student.feedback@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.

4.7.4 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- Student Affairs Executive

Where it has not been possible to resolve matters at Level 1, you may write your complaint letter addressing to Student Affairs Executive.

4.8.1 You should present full details, including your name and term-time address and include all relevant documents or evident 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.

4.8.3 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).

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

4.8.5 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 student's complaints

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

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

5.2 It is intended that the student would make their complaint according to the MPI student feedback procedure (Level 1 & 2);

5.3 If they are still not happy how MPI handled their complaint/appeal and have exhausted the complaints process of MPI, the students could then complain to ACCA. You may bring your concerns through ACCA website: https://www.accaglobal.com/gb/en/footertoolbar/contact-us/connect/unhappy.html

5.4 If the student is still not happy how MPI handled their complaint and they are also not happy about how ACCA handled their complaint about MPI, then they could contact the regulator through ACCA website: https://www.accaglobal.com/gb/en/footertoolbar/contact-us/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 MPI 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 Student Affair Executive 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

   8.1 Sometimes a student may not wish to make a formal complaint but wants to make MPI 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

   9.1 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, College notice board, student handbook to students and staff).

Chapter 3: Fees & Financial Assistance

Section 1: Tuition Fees

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

3.2 All Diploma, FIA, ACCA, Short Programme and Micro-credential students must pay the following fees listed below in addition to tuition fees:

	Malaysian Students
Registration Fee[1]	RM100.00
Deposit[2]	RM200.00
Library Fee	RM 80.00 (long semester)
	RM 40.00 (short semester)
Miscellaneous/Resource fees[3]	RM 220.00 (long semester)
	RM 110.00 (short semester)

Notes:

1. Registration fee are non-refundable, non-transferable and payable during application. No application will be processed without the fees.

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 are required to submit a withdrawal form within one (1) year in order to claim a refund of the deposit; failing which, the deposit shall be forfeited. 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 ICT services, development fees and student activity fees.

3.3 Preferred modes of payment are as followed:

(a) Bank draft / cheque made payable to "**Pilley Education Enterprise Sdn. Bhd.**"

(b) Direct transfer into:

Pilley Education Enterprise Sdn. Bhd.
Public Bank Berhad:
A/C No. 311-311-4719

[Kindly email the bank transfer slip to mpi@pilley.edu.my , clearly stating your full name and I.C. number as proof of payment].

Section 2: Late Payment Charges

1. All fees must be paid before the commencement of the semester, in accordance with the due date specified in "Important Date". A late fee of RM10, in addition to a penalty of RM2 per day, will be charged if payment is made after the due date, unless prior approval has been granted by the Principal through the Fee Deferment Form.

Section 3: Refund of Paid Tuition Fees

Rate of Refund (Tuition Fee)	Semester / Programme
50%	Before class / Programme commences
30%	Within 7 days after class / Programme commences
0%	After 7 days

Notes:

1. All fees paid are strictly non-refundable and non-transferable after the commencement date of the programme, except for tuition fees (refer to the table above).
2. MPI reserves the right to use the Refundable Deposit to offset the outstanding dues to the college.
3. 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

1.2.1 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.

1.2.2 Application can be submitted online via the google form: https://www.pilley.edu.my/admissions/scholarships/

2. Principal's Awards

2.1 With effect from 1 June 2025, the criteria of MPI's Scholastic Awards are revised as follows:

2.1.1 Scholastic Awards will be known as Principal's Award. This award is given out semesterly.

2.1.2 The Principal's Award is awarded to students who achieve outstanding academic performance meeting the following criteria:

a) Full-time students taking a minimum of 5 subjects (min. 15 credit hours exclude MPU unit) per semester during a long semester and

a minimum of 3 subjects (min. 9 credit hours exclude MPU unit) during a short semester.

b) Achieved a minimum GPA of ≥3.67.

c) Free of any disciplinary issues or academic misconduct throughout the period of studies.

2.2 The Principal's Awards entitles recipients to the following:

a) A Certificate of Recognition.

b) Discount vouchers of RM300 (GPA of 3.67), RM400 (GPA of 3.80) and RM500 (GPA of 4.00) for tuition fee rebate in subsequent semester.

c) In the event, it is last semester for final year students, the "Chairman's Awards" will be presented to the students, and such vouchers are redeemable for cash.

d) The Chairman's Award recipient shall be the candidate of the valedictorian of that graduation ceremony.

2.3 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 MPI.

3. MPI Education Fund

3.1 Applicants must be accepted as full-time students or are currently enrolled as full-time students at Methodist Pilley Institute.

3.2 Shortlisted applicants will be required to attend an interview conducted in English by a panel appointed by the MPI Education Fund Management Committee.

3.3 To maintain the Scholarship, the recipient is required to achieve minimum academic standard stated in the agreement during the course of studies and maintain a minimum of 12 credit hours during the long semester (6 credit hours during the short semester).

3.4 All scholarship recipients are also expected to display good character traits and participate actively in the activities organized by MPI.

3.5 In the event that the recipient withdraws from the programme, is suspended or expelled by MPI, at any point of time, before the completion of the programme, or is not able to maintain the required academic achievement as stated in the agreement, this Scholarship shall automatically be revoked.

3.6 Acceptance of Scholarship application is subjected to terms and conditions as well as pre-determined quota set by MPI. Applicants are not guaranteed approval of the scholarships upon fulfilling the conditions met.

3.7 This Scholarship is valid ONLY for the duration of the programme enrolled.

3.8 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 MPI.

3.9 Application can be submitted online via the google form: https://www.pilley.edu.my/admissions/scholarships/

4. SCAC Loan

4.1 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.

4.2 Application Procedures

4.2.1 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

5.1 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 MPI.

5.2 Application Procedures

5.2.1 PTPTN loan application is done through online application at: *http://www.ptptn.gov.my/gateway/*

5.2.2 All applications must be electronically submitted by the closing dates specified by PTPTN. *https://www.ptptn.gov.my/msk/Utama*

Chapter 4: Student Services

The Student Affairs Department 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 Student Affairs Department. Lecturers are also automatically advisors to their students who attend their classes.

Section 1: Advisor/ Mentor

1. Each student will be assigned an advisor/mentor when they sign up for a programme at MPI.

2. Students must meet and consult their advisors/ mentors often, especially when enrolling courses/ subjects for the following semester.

Section 2: Financial Aid

1. Students with financial constraints will be given assistance through various means (including work-study programme, fee remission, student loan etc).

2. Please refer to Chapter 3 Fee & Financial Assistance.

Section 3: University or Job Placement

1. 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.

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

Section 4: Religious Life

1. Campus ministry is under the direction of the Chaplain. The goal of campus ministry is to touch each and everyone's life on campus.

2. The programme is not only a focus but a priority for MPI's Management.

3. The 2nd Period on Friday is dedicated as the Religious Period.

4. All students are encouraged to attend this gathering for self-development and spiritual growth.

5. Students may seek spiritual counselling from the Chaplain.

Section 5: Student Council

1. The Student Council of MPI is elected annually by students of MPI.

2. 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

1. Malaysian full-time students at MPI are covered by 24-hour Personal Accident (PA) insurance, excluding those enrolled in Micro-credential and Short Programmes. Claims must be supported by original receipts.

Section 7: Extra-Curricular Activities

1. Students are auto enrolled to participate in the following academic clubs:

Programme	**Club**
Diploma in Accounting Diploma in Taxation Bachelor of Arts (Hons) Accounting Bachelor of Science (Honours) Finance & Investment	ARC
Diploma in Early Childhood Education Bachelor of Early Childhood Education (Hons)	Apple Star Club
Diploma in Business Management Diploma in Business Information Systems Bachelor of Arts (Hons) Marketing	JCI Youth Club
Diploma in Computer Science	Computer Science Club
Diploma in Social Work	Esperance Club

2. For short programme and Micro-credential students are encouraged to participate in any clubs / association on campus as well as activities organized by these clubs, associations, and MPI to facilitate transfer of learning into practical life skills.

3. 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.

4. 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.

5. 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

6. 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 and agree to comply with the MPI standard extra hour.

Standard Extra Hour: 5:00pm – 10:00pm

7. The Student Affairs Department 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: Gail Pilley Library

5.1 Introduction

The Gail Pilley Library at MPI began its operations on 5 September 2020 and has since grown into a key resource centre for students and staff. It offers a welcoming and conducive space for study, along with access to a wide range of learning materials. The library continuously enhances its services and resources to meet the evolving needs of its users.

5.2 Opening Hours

Monday – Friday	**0800 – 2100**
Saturday	**0800 – 1200**
Sunday & Public Holiday	**CLOSED**

5.3 Out Team

Chief Librarian: Hii Yiew Jin (ext. 530)
Assistant Librarian: Chieng Ho Sieng (ext. 531)

5.4 Circulation Services

The library provides a range of circulation services to support the learning needs of its users, including borrowing, renewing, returning, and reservation.

- **Borrowing** – Members may borrow library materials according to their borrowing entitlement. Textbooks and reference materials marked with **Red Spots** are for in-library use only. No item may be taken from the library without completing the official borrowing procedure through library staff.

Collection Type Copies	Copies Allowed Per Student	Duration (days)
Open shelf book(s)	**4**	**7**
CD ROM/DVD-ROM	**1**	**7**
Magazines/Periodicals	**1**	**7**
Textbooks & Reference materials for Degree & Diploma programmes	**(In-library use only)**	

- **Renewing** – Loan items may be renewed depending on availability and borrowing regulations. Renewals are not permitted if the item has been reserved by another user or if the borrower has outstanding fines.

- **Returning** – All borrowed materials must be returned on or before the due date. A fine of RM 0.30 per day (during library operating hours) will be imposed on each overdue item. A penalty will be imposed for loss and damage to library materials. Please refer to item (5.7) and item (5.8).

- **Reservation** – Users may place reservations on items that are currently on loan to other members. Reserved items must be collected within the specified holding period once notified.

5.5 Library Facilities

The library provides facilities to support study activities. Users are required to:

- Handle all library equipment, furniture, and facilities with care.
- Use computers in the computer bays, reading room, and discussion rooms for academic purposes only.
- Ensure that discussion rooms or facilities are used within the allocated time.
- **Do Not** leave personal belongings unattended. The library is not responsible for loss or damage of personal items.
- Observe all posted guidelines for specialized facilities including computers, reading room, discussion rooms, printing services and other library facilities.

5.5.1 Printing and Photocopy Services

- Printing and photocopy services are available for all library users during library operating hours.
- Users are fully responsible for ensuring that their printing and photocopying activities comply with the Copyright Act.
- Any user who infringes copyright laws while using library equipment will bear full responsibility for the violation.
- Charges for printing and photocopying are as follows:

Printing & photocopy		
Paper size	Black & White	Colour
A3	RM 0.30 per page	RM 3.00 per page
A4	RM 0.10 per page	RM 1.50 per page

- Users are advised to check their documents before printing or photocopying. The library will not be held responsible for errors found after printing or for multiple printouts resulting from user mistakes.
- Please seek assistance from library staff if you encounter any difficulties with the machines.

5.5.2 Digital Reading & Online Resources

The library provides access to digital reading platforms and online resources to support academic learning and research.

- **Kindle Platform** – Users may access e-Books through the Kindle digital reading platform using the designated computers available in the library. Booking for the Kindle computers is on a first-come, first-served basis. Users must proceed to the library counter to register and reserve a session.

- **Pustaka Sarawak e-Journal Access** – Users may access a wide range of e-journals through the Pustaka Sarawak digital platform for research, assignments, and academic projects.
- Users must comply with all usage terms, copyright regulations, and access guidelines when using digital resources.
- Users are advised not to share login credentials or misuse any digital platforms provided by the library.

5.5.3 Discussion Rooms

- Each discussion room requires a minimum of four (4) users.
- The allocated time for using each session is 2 hours.
- Registration and booking are based on a first-come, first-served basis. Users are required come to the library counter to register or book a room.
- Before leaving the room, users must:
  - Switch off the lights and air conditioning.
  - Clear all waste and dispose it properly.
  - Ensure the room is clean and tidy for the next group.

- Users are required to follow all posted rules and instructions from library staff when using discussion rooms.

5.5.4 Locker

- Lockers are available for rent to keep personal belongings safe while using the library.
- The locker rental fee is RM 5 per long semester and RM 3 per short semester.
- Users who wish to rent a locker may approach the library staff for registration and assistance.
- Locker allocation is on a first-come, first-served basis.
- Users are responsible for the safekeeping of their locker keys and the items stored inside.
- Lost or damaged locker keys will incur a replacement fee as determined by the library.
- Lockers must not be used to store dangerous items, perishable goods, or prohibited materials.

5.5.5 Personal Belongings and Bags

- Users may bring personal belongings into the library or rent a locker to store items safely.
- Bags brought into the library may be subject to inspection by library staff to ensure the safety and security of users and library resources.
- The library is not responsible for any lost, stolen, or damaged belongings.
- The library reserves the right to inspect lockers if necessary for safety or security reasons.
- Items left inside lockers after the rental period may be removed by library staff.

5.6 General Rules and Regulations

To maintain a safe, comfortable, and conducive environment for study, all library users must observe the following rules:

- Keep noise to a minimum; avoid loud conversations or disruptive behaviour.
- Keep mobile phones on silent mode. Kindly limit phone conversations or step outside the library when taking calls.
- Movement should be kept to the minimal to avoid disturbing other users.
- Food, beverages (except plain water), and smoking are not permitted. Hot food is strictly prohibited.
- Library furniture should remain in its designated location and be returned to its original position after use.
- Do not to leave personal belongings unattended; the library will not be responsible for the loss or damage.
- Users are required to comply with the MPI dress code and maintain proper personal hygiene at all times.
- No animals are allowed inside the library premises.
- Users are responsible for maintaining the cleanliness and comfort of the library and must dispose of waste appropriately.
- Laptops and other electronic devices may be used only in designated areas with power outlets.
- The library staff reserves the right to request any user who causes disturbance to leave the premises.
- Immediate action will be taken against any user who violates library rules and regulations.

5.7 Overdue Fines

Borrowers are responsible for ensuring that all items are returned on or before the due date.

- A fine of **RM 0.30 per day per item**, calculated during library operating hours, will be imposed for overdue materials.
- Borrowers with outstanding fines may have their borrowing privileges suspended until all dues are settled.

5.8 Loss and Damage of Library Materials

Borrowers are fully responsible for all materials issued under their name.

- Lost or damaged books, or books returned in unacceptable condition, borrowers are required to replace or pay twice the replacement cost.
- If the exact replacement is unavailable, the library will determine an equivalent or alternative cost.
- Borrowers must report any loss or damage to library staff immediately to avoid additional penalties.

Chapter 6: Programme Structure

Section 1: Diploma in Accounting
[(R3/0411/4/0120)(12/29)(MQA/FA1034)]

Programme Learning Outcomes (PLO):

Upon completion of the programme, the graduates will be able to:

PLO1 Explain fundamental theoretical knowledge and practical application in Accounting and its related areas.

PLO2 Apply accounting knowledge and its related areas to the current business environment and recommend possible solutions to issues.

PLO3 Work effectively with group members and responsible to group's decisions.

PLO4 Demonstrate comprehensive technical expertise in accounting and its related areas.

PLO5 Communicate effectively with management team and different intended audiences.

PLO6 Interact with other people, and work effectively with them to accomplish similar objectives

PLO7 Use and apply information technology for recording, processing, analysing of financial and non-financial information and in presentation.

PLO8 Identify and provide financial and non-financial data for problem solving or decision-making purposes.

PLO9 Self-motivate and apply entrepreneurship skills

PLO10 Build good relationship or network and work collaboratively in a team.

PLO11 Apply values, ethics, morality and professionalism in their work.

Diploma in Accounting

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 1424	Management Accounting II	4	ACCT 1123
ACCT 1724	Computerized Accounting Practices	4	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 2424	Taxation 1	4	NIL
ACCT 3213	Financial Reporting II	3	ACCT 2143
ACCT 3223	Company Law	3	NIL
ACCT 3414	Financial Management	4	NIL
ACCT 3514	Taxation II	4	ACCT 2424
ACCT 3623	Principles of Auditing	3	NIL
ACCT 3923	Financial Reporting Practices	3	ACCT 2143 ACCT3213
BMGT 2003	Micro Economics	3	NIL
BMGT 2403	Macro Economics	3	BMGT 2003
BMGT 2604	Principles of Marketing	4	NIL
BMGT 3203	Entrepreneurship	3	NIL
BMGT 3704	International Business	4	NIL
CSCI 1403	Information Technologies	3	NIL
ENGL 2013	Business Communication	3	NIL
MPU 2193/ MPU 2133	Philosophy and Current Issues/ Bahasa Melayu Komunikasi 1*	3	NIL
MPU 2223/ MPU 2213	Effective Communication/ Bahasa Kebangsaan A**	3	NIL
MPU 2323	Integriti Dan Antirasuah (KIAR)	3	NIL
MPU 2422	Community Services 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 2: ACCA Foundation in Accountancy
[(R3/0411/3/0001)(10/30)(MQA/FA2112)]

Programme Learning Outcomes (PLO):

Upon completion of the programme, the graduates will be able to:

PLO1 Explain concepts, theories, and principles in accounting.
PLO2 Apply accounting knowledge to the current business environment and suggest possible solutions to issues.
PLO3 Work effectively with group members and responsible to group's decisions.
PLO4 Apply fundamental principles in accounting to identify and solve problems.
PLO5 Communicate effectively orally and in writing.
PLO6 Interact with other people, and work effectively with them to accomplish similar objectives.
PLO7 Source and process data using appropriate digital/technology applications.
PLO8 Identify and provide financial and non-financial data for problem solving or decision making purposes.
PLO9 Self-motivate and enhance entrepreneurship skill for career development.
PLO10 Build good relationship or network and work collaboratively in a team.
PLO11 Apply values, ethics, morality and professionalism in their work.

Course Code	ACCA Exam Code	Course Name	Cr Hr
FIA 1107	FA1	Recording Financial Transactions	6
FIA 1207	MA1	Management Information	6
FIA 1317	FA2	Maintaining Financial Records	6
FIA 1417	MA2	Managing Costs & Finance	6
FIA 1507	FFA	Financial Accounting	7
FIA 1608	FBT	Foundations in Business & Technology	7
FIA 1707	FMA	Management Accounting	7
Compulsory subjects ACCT 1063		End User Applications	3
MPU 2422		Community Service Project	2

For more information on ACCA FIA, get in touch with ACCA directly @: -

https://forms.accaglobal.com/contact-us

https://www.accaglobal.com/uk/en/student/exam-support-resources.html

Section 3: ACCA Qualification
[(R3/0411/6/0070)(05/30)(A6674)]

Programme Learning Outcomes (PLO):

Upon completion of the programme, the graduates will be able to:

PLO1 Explain fundamental theoretical knowledge and practical application in Accounting and its related areas.

PLO2 Apply accounting knowledge and its related areas to the current business environment and recommend possible solutions to issues.

PLO3 Work effectively with group members and responsible to group's decisions.

PLO4 Demonstrate comprehensive technical expertise in accounting and its related areas.

PLO5 Communicate effectively with management team and different intended audiences.

PLO6 Interact with other people, and work effectively with them to accomplish similar objectives

PLO7 Use and apply information technology for recording, processing, analysing of financial and non-financial information and in presentation.

PLO8 Identify and provide financial and non-financial data for problem solving or decision-making purposes.

PLO9 Self-motivate and apply entrepreneurship skills

PLO10 Build good relationship or network and work collaboratively in a team.

PLO11 Apply values, ethics, morality and professionalism in their work.

ACCA Qualification

Course Code		ACCA Exam Code	Course Name	Cr Hr
Knowledge	F1	BT	Business and Technology	8
	F2	MA	Management Accounting	8
	F3	FA	Financial Accounting	8
Skills	F4	LW	Corporate and Business Law	8
	F5	PM	Performance Management	8
	F6	TX	Taxation	8
	F7	FR	Financial Reporting	8
	F8	AA	Audit & Assurance	8
	F9	FM	Financial Management	8
Essential	3105	SBL	Strategic Business Leader (SBL)	10
	3115	SBR	Strategic Business Reporting (SBR)	10
			Elective	10
			Elective	10
MPU	3193		Philosophy and Current Issues	3
			Integriti Dan Antirasuah (KIAR)	3
	3023		Effective Communication*/	3
	3213		Bahasa Kebangsaan A**	
	3183		Appreciation Of Ethics and Civilizations	3
	3412		Community Service Project	2

Electives (must select 2 out of 4):

Professional	P4	AFM	Advanced Financial Management	10
	P5	APM	Advanced Performance Management	10
	P6	ATX	Advanced Taxation	10
	P7	AAA	Advanced Audit & Assurance	10

* ***for international students only.***

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

For more information on ACCA Qualification, get in touch with ACCA directly @: -

https://forms.accaglobal.com/contact-us

https://www.accaglobal.com/uk/en/student/exam-support-resources.html

Section 4: Diploma in Business Management
[(R3/0414/4/0269)(12/29)(MQA/FA1035)]

Programme Learning Outcomes (PLO):

Upon completion of the programme, the graduates will be able to:

PO1 Understand fundamental business knowledge and management principles.

PO2 Demonstrate critical thinking and problem-solving skills to generate new ideas, solutions, business strategies and plans.

PO3 Apply work skills to plan, organize and implement projects.

PO4 Apply social skills effectively to network, interact and collaborate with others in teams and within organization.

PO5 Communicate and present information effectively and coherently to a wide range of audiences in professional and personal contexts.

PO6 Use IT skills for information search, preparation of written reports, presentations, compilation and analysis of data.

PO7 Utilize quantitative skills to analyze and interpret numerical data.

PO8 Demonstrate confidence & take responsibility to build, manage and lead teams to achieve goals.

PO9 Manage their own learning and personal development.

PO10 Develop capabilities to identify business opportunities and acquire& manage necessary resources to achieve business success.

PO11 Acquire awareness of contemporary & ethical issues in social, cultural, economical, technological, and environmental aspect at national and international levels.

Diploma in Business Management

Subject Code	Subject Name	Cr. Hr.	Prerequisite
ACCT 1223	Business Statistics	3	NIL
BMGT 1064	Fundamentals of Business Management	4	NIL
BMGT 1204	Managerial Accounting	4	NIL
BMGT 1214	Introduction to Accounting	4	
BMGT 1624	Business Mathematics	4	NIL
BMGT 1704	Principles of Retailing	4	BMGT2604
BMGT 2003	Micro Economics	3	NIL
BMGT 2104	Organizational Behavior	4	NIL
BMGT 2204	Introduction to Digital Marketing	4	NIL
BMGT 2304	Operation Management	4	NIL
BMGT 2324	Human Resource Management	4	NIL
BMGT 2403	Macro Economics	3	BMGT2003
BMGT 2604	Principles of Marketing	4	NIL
BMGT 3044	Principles of Finance	4	NIL
BMGT 3203	Entrepreneurship	3	NIL
BMGT 3303	Business Ethics	3	NIL
BMGT 3704	International Business	4	NIL
BMGT 3804	Strategic Management	4	BMGT1064
CSCI 1403	Information Technologies	3	NIL
CSCI 2303	Management Information Systems	3	NIL
ENGL 1013	Academic Writing	3	NIL
ENGL 2013	Business Communication	3	NIL
MPU 2193/ MPU 2133	Philosophy and Current Issues/ Bahasa Melayu Komunikasi 1*	3	NIL
MPU 2223/ MPU 2213	Effective Communication/ Bahasa Kebangsaan A**	3	NIL
MPU 2323	Integriti Dan Antirasuah (KIAR)	3	NIL
MPU 2422	Community Services 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 5: Diploma in Computer Science
[(R3/0613/4/0045)(12/29)(MQA/FA1036)]

Programme Learning Outcomes (PLO):

Upon completion of the programme, the graduates will be able to:

PLO1 Acquire fundamental knowledge of information technology, numerical skills and software development.

PLO2 Apply computing knowledge and skills in the development of computer-based systems to meet the needs of organisations.

PLO3 Demonstrate technical competency in the selection and implementation of data structures, algorithms and technological methods & procedures in computer science.

PLO4 Interact and collaborate with others in teams and within organisations.

PLO5 Communicate effectively with peers, clients, superiors and society at large.

PLO6 Use information technologies for problem solving, communication and presentation.

PLO7 Demonstrate understanding and analysis of quantifiable numerical data through the use of mathematical/statistical techniques.

PLO8 Demonstrate team leading skills in decision making or setting goals.

PLO9 Recognise the need for continual self-development and independent learning.

PLO10 Self-motivate, and apply entrepreneurial skills.

PLO11 Apply ethics, values, professionalism and standards of conduct at work.

Diploma in Computer Science

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
CSCI 1203	Ethics in Computing	3	NIL
CSCI 2083	Probability & Statistics	3	Any two of CSCI 1093/MATH 1103/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 2033	Introduction to Cybersecurity	3	NIL
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 3113	Fundamentals of Mobile Programming	3	CSCI 2413/ Concurrent
CSCI 2053	Introduction to Artificial Intelligence	3	NIL
CSCI 2063	Parallel and Distributed Computing	3	CSCI 1084
CSCI 3703	Advanced Web Programming	3	CSCI 2503
BMGT 3203	Entrepreneurship	3	NIL
CSCI 3006	Industrial Training	6	Earned at least 60 cr. hr. and CGPA >= 2.0
MPU 2193/ MPU 2133	Philosophy and Current Issues/ Bahasa Melayu Komunikasi 1*	3	NIL
MPU 2223/ MPU 2213	Effective Communication/ Bahasa Kebangsaan A**	3	NIL
MPU 2323	Integriti Dan Antirasuah (KIAR)	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 6: Diploma in Business Information Systems
[(R/0414/4/0297)(12/26)(MQA/FA5151)]

Programme Learning Outcomes (PLO):

Upon completion of the programme, the graduates will be able to:

PLO 1 describe broad-based principles and theories in business operations and information technology.

PLO 2 apply broad-based business and information technology knowledge to solve problems and improve decision-making in business context.

PLO 3 perform routine and non-routine tasks within business organisations.

PLO 4 respond with appropriate interpersonal skills when interacting with others.

PLO 5 communicate information clearly to stakeholders.

PLO 6 use appropriate digital tools for work or study.

PLO 7 apply numerical skills to interpret data using appropriate tools.

PLO 8 demonstrate leadership, teamwork and responsibility in workplace.

PLO 9 demonstrate self-improvement for academic and career development.

PLO 10 recognise entrepreneurial opportunities for business advancement.

PLO 11 demonstrate ethical and professional practices in workplace.

Diploma in Business Information Systems

Subject Code	Subject Name	Cr. Hr.	Prerequisite
ACCT 1223	Business Statistics	3	NIL
BMGT 1064	Fundamentals of Business Management	4	NIL
BMGT 1214	Introduction to Accounting	4	NIL
BMGT 2003	Micro Economics	3	NIL
BMGT 2104	Organizational Behavior	4	NIL
BMGT 2304	Operation Management	4	NIL
BMGT 2324	Human Resource Management	4	NIL
BMGT 2403	Macro Economics	3	BMGT2003
BMGT 2604	Principles of Marketing	4	NIL
BMGT 2704	International Business	4	NIL
BMGT 3044	Principles of Finance	4	NIL
BMGT 3203	Entrepreneurship	3	NIL
BMGT 3303	Business Ethics	3	NIL
BMGT 3804	Strategic Management	4	BMGT 1064
CSCI 1084	Computer Programming	4	NIL
CSCI 1403	Information Technologies	3	NIL
CSCI 2033	Introduction to Cyber Security	3	NIL
CSCI 2103	System Analysis and Design	3	CSCI 2303
CSCI 2303	Management Information Systems	3	CSCI 1403
CSCI 2503	Web Programming	3	CSCI 1084
CSCI 2803	e-Commerce	3	NIL
CSCI 2903	Fundamentals of Networking	3	CSCI 1403
CSCI 3203	Database Management Systems	3	CSCI 1403
ENGL 2013	Business Communication	3	NIL
MPU 2193/ MPU 2133	Philosophy and Current Issues/ Bahasa Melayu Komunikasi 1*	3	NIL
MPU 2323	Integriti Dan Antirasuah (KIAR)	3	NIL
MPU 2422	Community Services Project	2	NIL
MPU 2213	Bahasa Kebangsaan A **		
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 7: Diploma in Early Childhood Education
[(R3/143/4/0012)(01/27)(A7350)]

Programme Learning Outcomes (PLO):

Upon completion of the programme, the graduates will be able to:

PLO 1 Demonstrate systematic comprehension of theoretical knowledge and skills in Early Childhood Education with children, families and communities.

PLO 2 Apply and evaluate problems and issues within Early Childhood and Care Education (ECCE) context.

PLO 3 Apply and reflect essential practical skills in routine and non-routine tasks in ECCE context.

PLO 4 Interact effectively, individually or as a member of a team in at least one other language besides national language with all the stakeholders.

PLO 5 Communicate clearly, both orally and in writing ideas, information, problems and solutions, to others including peers, experts and non-experts.

PLO 6 Use a range of digital applications to support study/work as well as to seek and process data related to work and study.

PLO 7 Demonstrate skills to use and interpret routine and complex numerical and graphical/visual data.

PLO 8 Demonstrate personal responsibility and autonomy with and without guidance on routine and non-routine work in the variety of context.

PLO 9 Take initiative in self-improvement, professional development and civic engagement.

PLO 10 Explore and engage in activities relating to entrepreneurship.

PLO 11 Demonstrate ability to apply sustainable practices in work and social ECCE environment.

Diploma in Early Childhood Education

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 1412	Observing Young Children	2	ECE 1013
ECE 1422	Assessing Young Children	2	ECE 1013 ECE 1413
ECE 1433/ ENGL 1013/ ECE 2563	Teaching Bahasa Melayu to Young Children *or* Academic Writing (for international students) *or* Teaching Chinese to Young Children (for international students from China)	3	NIL
ECE 1574	Child Health, Safety and Nutrition	4	NIL
ECE 1533	Programme Planning and Implementation for Children from Birth to Age 4	3	ECE 1013
ECE 2092	Early Learning Curriculum and Environment	2	ECE 1013
ECE 2074	Children's Literature	4	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 2573	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 2552	Technology for Early Childhood Educators	2	NIL
ECE 3023	Guidance of Young Children	3	ECE 1413
ECE 3043	Partnership with Families and Communities	3	NIL
ECE 3053	Introduction to Special & Inclusive Education	3	NIL
ECE 3213	Foundations of Professional Practice	3	NIL
ECE 3413	Early Childhood Administration	3	NIL
ECE 3433	Practicum II: Preschool & Kindergarten (4-6 years old)	3	ECE 2423 ECE 2543
MPU 2193/ MPU 2133	Philosophy and Current Issues/ Bahasa Melayu Komunikasi 1*	3	NIL
MPU 2223/ MPU 2213	Effective Communication/ Bahasa Kebangsaan A**	3	NIL
MPU 2323	Integriti Dan Antirasuah (KIAR)	3	NIL
MPU 2422	Community Services 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 8: Diploma in Taxation
[(R/0411/4/1110)(08/28)(MQA/FA10064)]

Programme Learning Outcomes (PLO):

Upon completion of the programme, the graduates will be able to:

PLO1 Explain and apply fundamental knowledge in taxation and accounting to taxation and accounting field.

PLO2 Apply accounting and taxation knowledge to the current business environment and suggest possible solutions to issues.

PLO3 Demonstrate comprehensive technical expertise in taxation and accounting Work effectively with group members and responsible to group's decisions.

PLO4 Interact with other people, and work effectively with them to accomplish similar objectives.

PLO5 Communicate effectively with management team and different intended audiences.

PLO6 Use and apply information technology for recording accounting and taxation information and in presentation.

PLO7 Identify and provide financial and non-financial data for problem solving or decision making purposes

PLO8 work effectively with group members and responsible to group's decisions.

PLO9 Build good relationship or network and work collaboratively in a team

PLO 10 Self-motivate and enhance entrepreneurship skill for career development

PLO 11 Apply values, ethics, morality and professionalism in their work.

Diploma in Taxation

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
ACCT 1724	Computerised Accounting Practices	~~4~~	TX1013
TX 1074	Management Accounting	4	TX1044
TX1054	Business and Organisation Management	4	NIL
TX 1064	Financial Accounting II	4	TX1033
ACCT 3623	Principles of Auditing	3	TX1064
TX 2004	Personal Taxation	4	TX1064
TX 2114	Business Taxation	4	TX1064
BMGT 2604	Principles of Marketing	~~4~~	NIL
TX 2034	Indirect Taxation	4	TX1064
TX 2094	Financial Management	4	TX 1064 TX 1074
TX 2234	Advanced Taxation 1	4	TX2114 TX1064
TX 2233	Financial Reporting	3	TX1064
TX 2014	Company and Business Law	4	NIL
TX 2054	Introduction to Revenue Law	4	TX2004 TX2114
TX 2264	Advanced Taxation 2	4	TX2234
MPU 2193/ MPU 2133	Philosophy and Current Issues/ Bahasa Melayu Komunikasi 1*	3	NIL
MPU 2223/ MPU 2213	Effective Communication/ Bahasa Kebangsaan A**	3	NIL
MPU 2323	Integriti Dan Antirasuah (KIAR)	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 9: Diploma in Social Work
[(R/0923/4/0010)(07/29)(MQA/FA12040)]

Programme Learning Outcomes (PLO):

Upon completion of the programme, the graduates will be able to:

PLO 1 Apply the social work knowledge, values and intervention skills in an appropriate, effective and efficient manner to enhance social functioning of individuals, families, groups, communities and organisations.

PLO 2 Able to critically analyse and evaluate the social problems and needs of the target groups based on the National Competency Standards for Social Work Practice (2010).

PLO 3 Practise according to the social work professional standard and demonstrate professional competencies and aptitude.

PLO 4 Able to engage effectively with service users and stakeholders in a purposeful and respectful manner

PLO 5 Confidently communicate with service users of diverse socio-cultural backgrounds, and stakeholders in both written and oral context

PLO 6 Use a range of digital application and resources to support study and/or work

PLO 7 Able to apply numerical and graphical/visual data for study/work

PLO 8 Work collaboratively in a team, demonstrate leadership capability and articulate the use of professional reflection in practice and make self-available for professional supervision.

PLO 9 Continuously seek to update and maintain knowledge and skills through continuing education and training programme

PLO 10 Employ social entrepreneurship skills to empower target communities.

PLO 11 Apply the Social Work Code of Ethics and Code of Practice to demonstrate professional attitudes, ethical conduct, and social responsibility.

Diploma in Social Work

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, SWK 1054
SWK 2114	Social Work Method II – Group Work	4	NIL
SWK 2023	Interpersonal and Counselling Skills in Social Work Practice	3	NIL
SWK 2034	Child and Family Welfare	4	SWK 1013
INT 2243	Transferring Field Placement Learning I	3	INT1184
BMGT 3203	Entrepreneurship	3	NIL
SWK 2254	Social Work Methods III – Community Work	4	NIL
SWK 2063	Social Policy and The Law and Social Work Practice	3	NIL
SWK 2174	Health and Mental Health	4	SWK 1013
INT 2183	Preparation for Field Placement II	3	INT 2243
INT 2194	Field Placement II	4	SWK 2114, INT 2183
SWK 3053	Working with the Older People	3	SWK 1013
SWK 3073	Working with Minority and Cultural Diversity	3	SWK 1013
SWK 3033	Domestic Violence Concerns	3	SWK 1013
SWK 3043	Drug and Alcohol Addition	3	SWK 1013
SWK 3023	Professionally Accountable Practice	3	INT 2194
SWK 3214	Working with People with Disabilities	4	SWK 1013
SWK 3063	Preparing for Graduate Practice	3	INT 2194
MPU 2193/ MPU 2133	Philosophy and Current Issues/ Bahasa Melayu Komunikasi 1*	3	NIL
MPU 2223/ MPU 2213	Effective Communication/ Bahasa Kebangsaan A**	3	NIL
MPU 2323	Integriti Dan Antirasuah (KIAR)	3	NIL
MPU 2422	Community Services 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 10: Diploma in Nursing
[(N/0913/4/0070)(10/30)(MQA/PA18266)]

Programme Learning Outcomes (PLO):

Upon completion of the programme, the graduates will be able to:

PLO1 Apply nursing knowledge and theoretical understanding to effectively manage client care across various health care setting.

PLO2 Apply critical thinking and decision-making skills in providing client centred care.

PLO3 Demonstrate competent nursing skills by using the nursing process and evidence-based practices in client care.

PLO4 Demonstrate effective interpersonal skills to collaborate with various disciplines within healthcare settings to achieve optimal health outcome for clients.

PLO5 Use communication skills proficiently to deliver holistic and professional nursing care.

PLO6 Engage digital skills for sourcing, storing and processing data and information in providing client care through evidence-based practices.

PLO7 Utilize the numerical and technical skills in nursing documentation.

PLO8 Demonstrate autonomic leadership and accountable managerial capabilities in the management of healthcare setting.

PLO9 Develop self-directed lifelong learning to enhance personal and professional development.

PLO10 Demonstrate basic entrepreneurial skills.

PLO11 Adopt ethical professionalism in providing nursing care to meet the needs of clients and communities.

Diploma in Nursing

Semester	No.	Course Code	Course Name	Cr Hr
Y1 S1	1	NMS 4112	Anatomy and Physiology 1	2
	2	NMS 4132	Basic Microbiology, Parasitology & Immunology	2
	3	NBS 4113	Psychology & Sociology in Nursing	3
	4	NBS 4123	Therapeutic Communication, Counselling & Professional Nursing	3
	5	NNS 4113	Fundamental of Nursing 1	3
	6	NCP 4114	Clinical Experience 1	4
Y1 S2	7	NMS 4122	Anatomy and Physiology 2	2
	8	NMS 4142	Pharmacology for Nurses	2
	9	NNS 4122	Fundamental of Nursing 2	2
	10	NNS 4132	Fluid and Electrolytes	2
	11	NNS 4142	Surgical Nursing	2
	12	NCP 4124	Clinical Experience 2	4
	13	MPU 2193 / *MPU 2133*	Philosophy and Current Issues/ *Bahasa Melayu Komunikasi **	3
Y2 S1	14	NNS 4212	Cardiovascular System Nursing	2
	15	NNS 4222	Respiratory System Nursing	2
	16	NNS 4233	Gastrointestinal System Nursing	3
	17	NNS 4242	Endocrine System Nursing	2
	18	NNS 4252	Nervous System Nursing	2
	19	NCP 4214	Clinical Experience 3	4
	20	MPU2323	Integriti dan Anti-Rasuah (KIAR)	3
Y2 S2	21	NNS 4262	Renal & Genito-Urinary System Nursing	2
	22	NNS 4273	Musculoskeletal System & Geriatric Nursing	3
	23	NNS 4283	Haemopoietic, Oncology, Autoimmune & Integumentary System Nursing	3
	24	NNS 4293	Ophthalmology & Otorhinolaryngology Nursing	3
	25	NCP 4224	Clinical Experience 4	4
Y3 S1	26	NNS 4312	Pediatric Nursing	2
	27	NNS 4323	Obstetrics & Gynaecology Nursing	3
	28	NNS 4333	Community Health Nursing	3
	29	NBS 4332	Law & Ethics in Nursing	2
	30	NCP 4315	Clinical Experience 5	5
	31	MPU 2422	Community Service Project	2
Y3 S2	32	NNS 4342	Mental Health Nursing	2
	33	NNS 4352	Emergency & Intensive Care Nursing	2
	34	NNS 4363	Nursing Management	3
	35	NNR 4312	Introduction to Nursing Research	2
	36	NCP 4325	Clinical Experience 6	5
Total Credit Hours Required for Graduation				**98**

* ***for international students only.***

Appendix 1: Dress Code

Appendix 2: Hair Code

Appendix 3: Administrative Services Provided to Students

Updated: 27 January 2026

NEXTHub @ BLOCK A

Department/ Unit	Services
Student Affairs Department	Financial aids Student clubs & activities EAB/ ELE (for UCSI degree students) Counselling Local & International Student Visa Student complaints Cooperative placement Career services Alumni relations Hostel accommodation
Marketing	Programme information and enquiry Registration of new students Further studies MPI website, brochures, flyers

ADMINISTRATIVE OFFICE

Department/ Unit	Services
Account Department	Tuition/ hostel fee payment and receipt Fee deferment Fee remission entitlement Student bill Deposit refund
General Admin	General enquiry Vehicle registration
Facility Maintenance	MPI physical facilities maintenance Reservation of venue/ room/ hall
Quality Assurance	SETLE administration Programme accreditation and recognition Tracer Study

ACADEMIC OFFICE @ ACADEMIC BLOCK

Department/ Unit	Services
General Academic	Add & drop of subjects Enrollment of subjects Withdrawal of studies MUET exam registration and certificate FIA & 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 card Student PA insurance claim
Student Admission and Exam Department	All exam matters Official certificate & transcript (Diploma & Degree) Acceptance/Offer letter EPF withdrawal application for fee SOCSO application for fee subsidy Change of programme Audit subjects Apply for class sit in Defer studies Student records
IT Department	Maintenance of systems (UCMS, SETLE, MOODLE) Maintenance of computer hardware and software Wifi connection in campus Campus security

LIBRARY @ BLOCK A

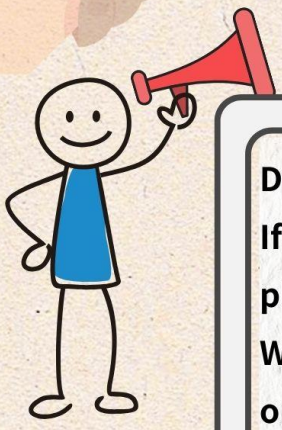
Department/ Unit	Services
Library	Borrowing & returning books Lockers Discussion rooms Photocopy service Computer bay Booking of discussion room

METHODIST PILLEY INSTITUTE
衛理華理學院

STAND UP TO SHINE

SILENCE HELPS NO ONE

SCAN QR CODE FOR FEEDBACK FORM



YOUR VOICE MATTERS

Dear students,

If you have any concerns or face any difficulties, please know that the school is here to support you. We encourage you to share your concerns, feedback, or suggestions so we can work together to create a safe and positive campus environment.

You may also reach out to us via email at student.feedback@pilley.edu.my

SUBSCRIBE

Appendix 4: Student Evaluation of Teaching and Learning Experience (SETLE)

SETLE is an online survey that collects student feedback on various aspects of the teaching and learning experience at MPI. It helps identify strengths and weaknesses, guiding improvements in teaching and management.

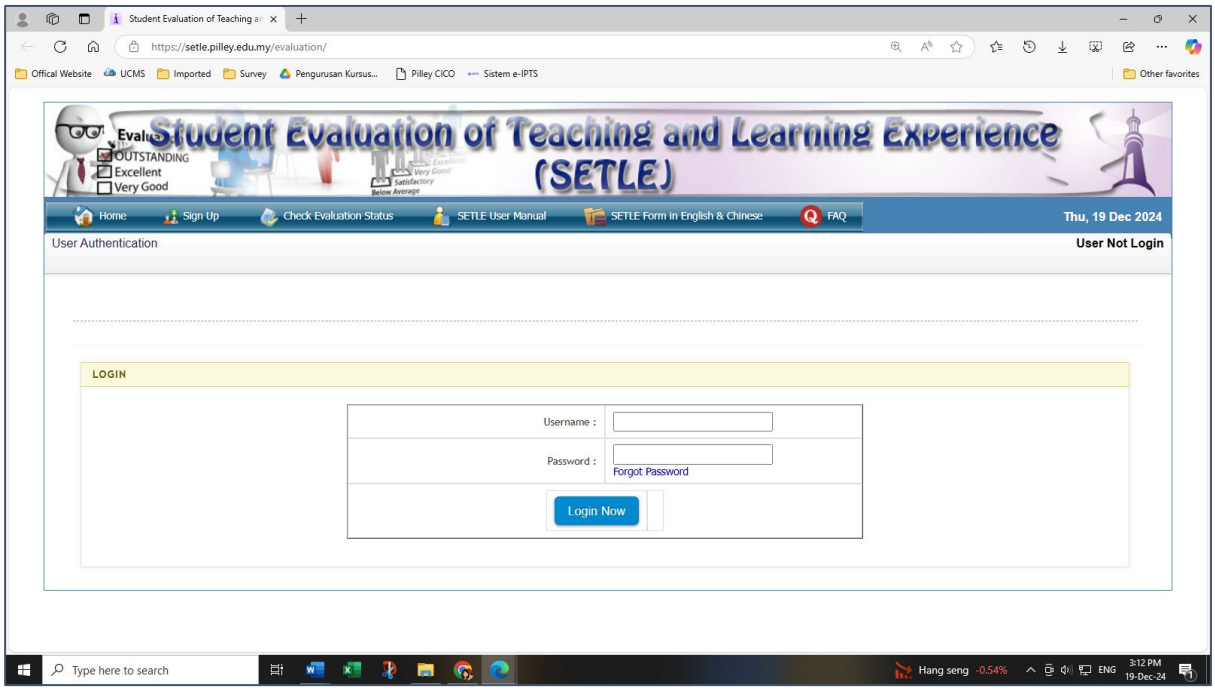
Students can access the SETLE link via the MPI website. Before completing the survey each semester, students must sign up and log in. A SETLE User Manual and FAQ are available on the main page for guidance. The survey responses are confidential and anonymous, with student IC or passport numbers used to ensure only registered students participate and each evaluation is completed only once.

The system is available two to three weeks before final exams, and evaluation results are not released to academic staff until after final grades are posted. Therefore, the evaluations do not influence student grades, and student identities remain anonymous.

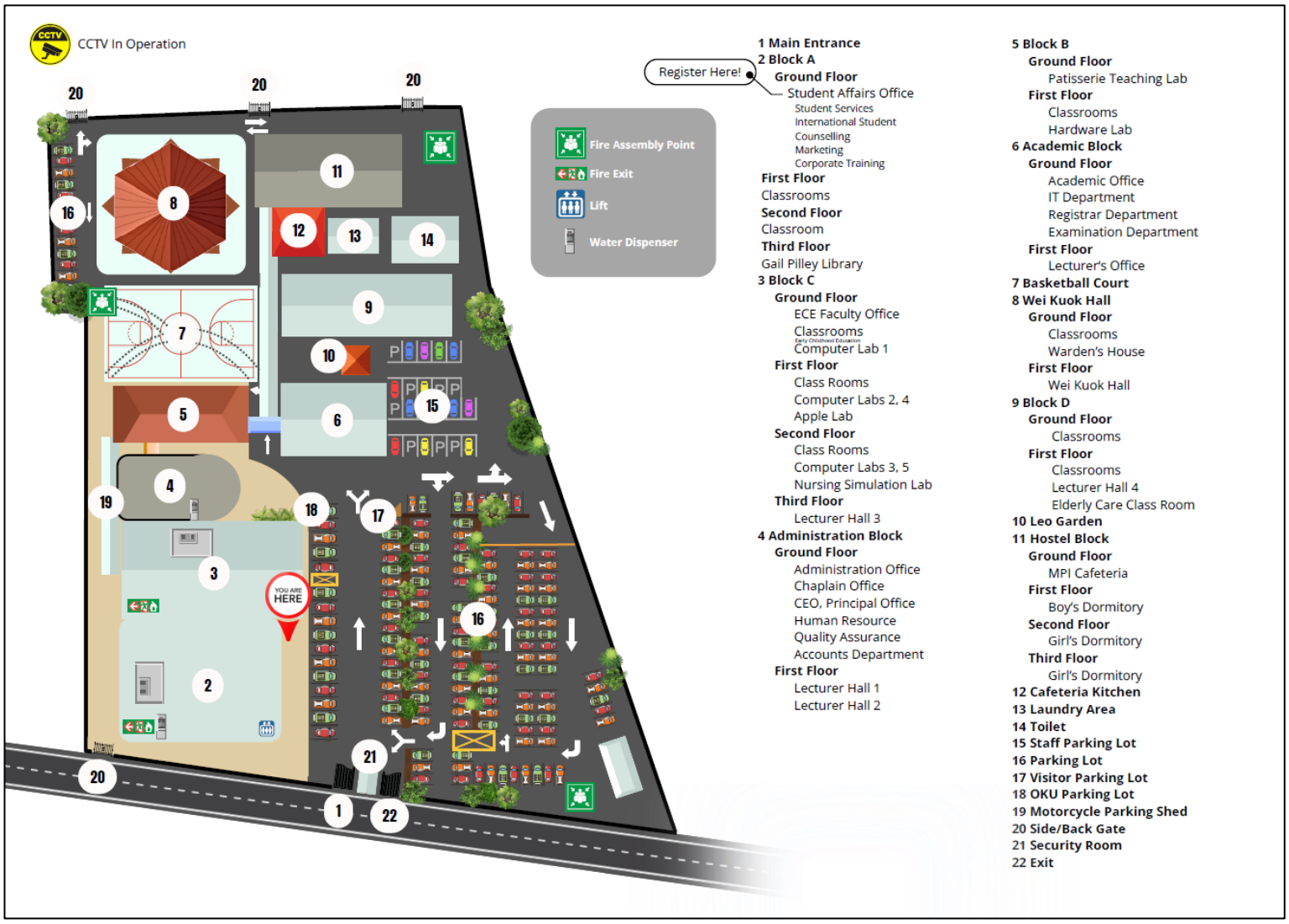
The IT Department's system administrator manages the online evaluation system, while the QA staff under the Registrar's Office oversees the survey, analyzes results, and shares them with relevant personnel to enhance MPI's quality.

As the main stakeholders, students can expect MPI to address key issues raised. Responses are available on SETLE and on the notice board outside the Admin Office.

SETLE main page view is as follows (www.pilley.edu.my > Links > SETLE):

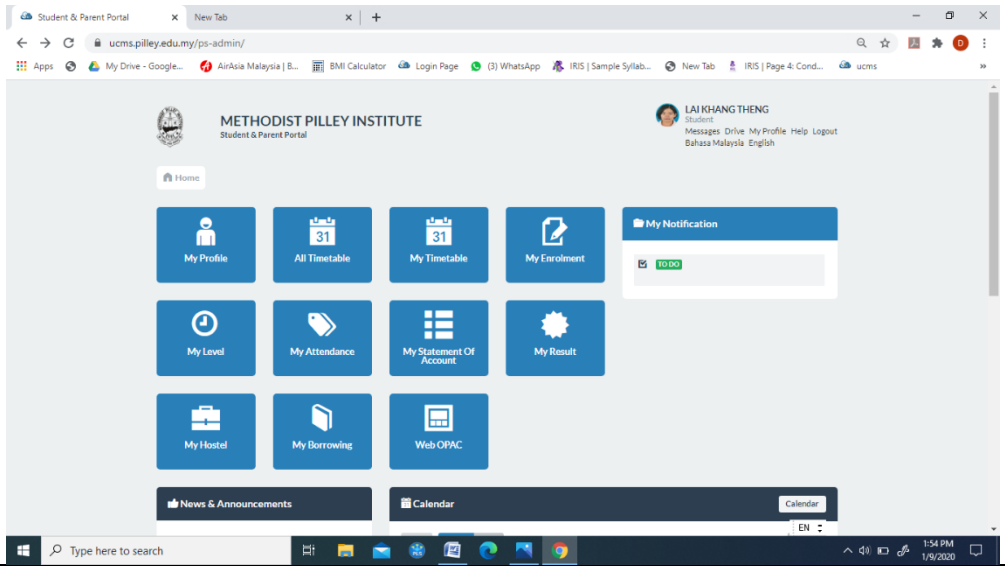


Appendix 5: Campus Map

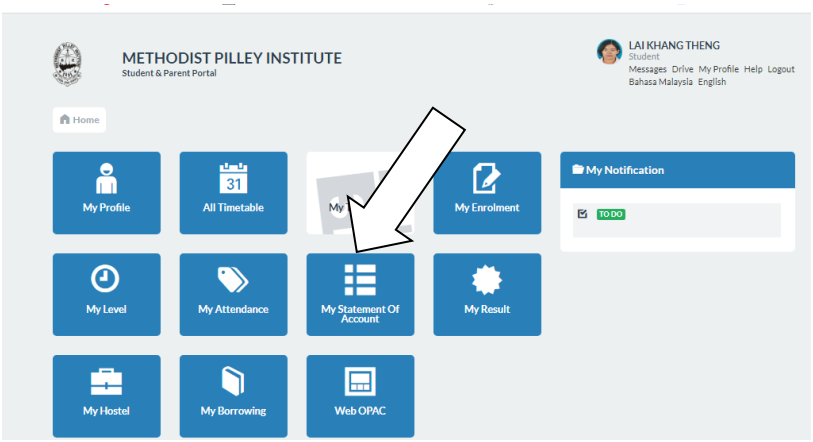


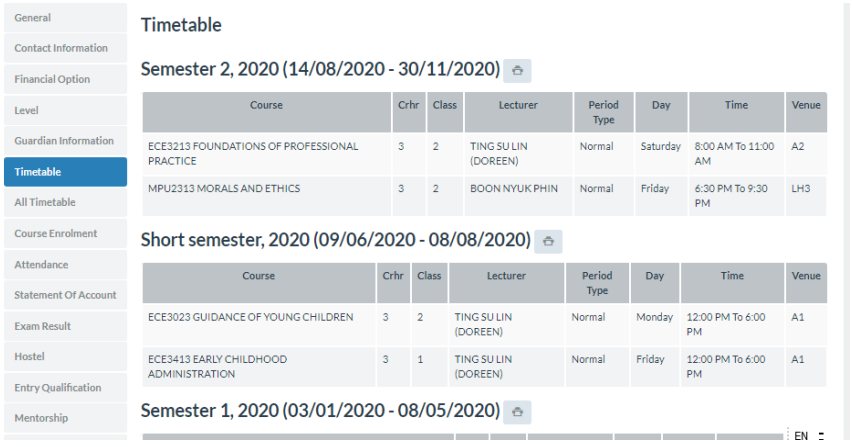
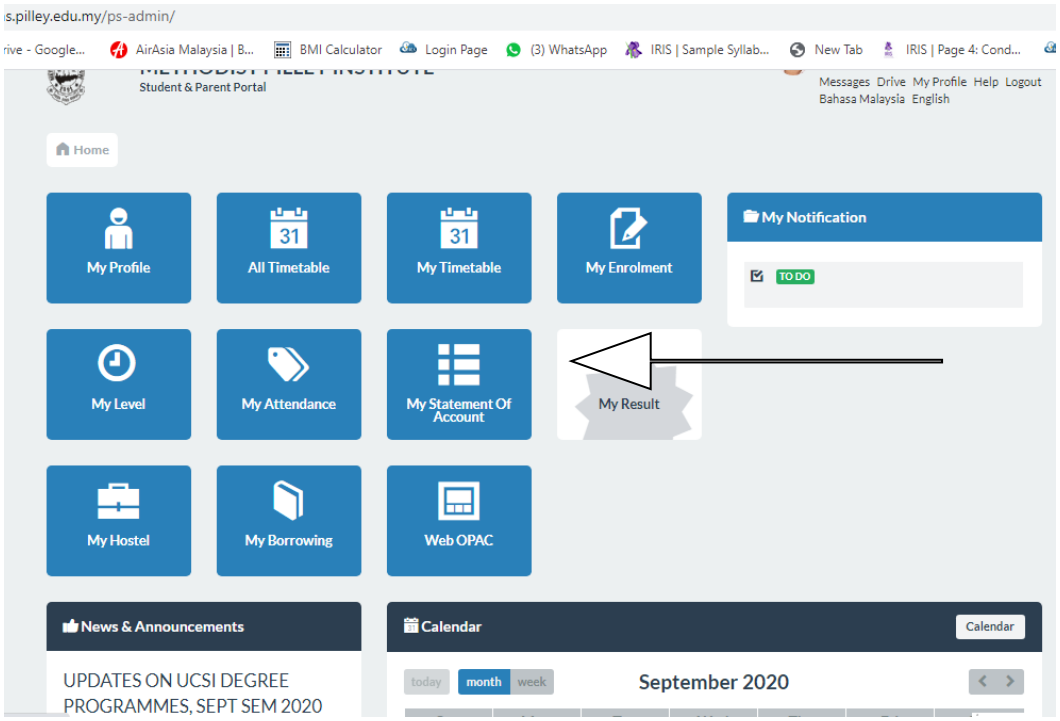
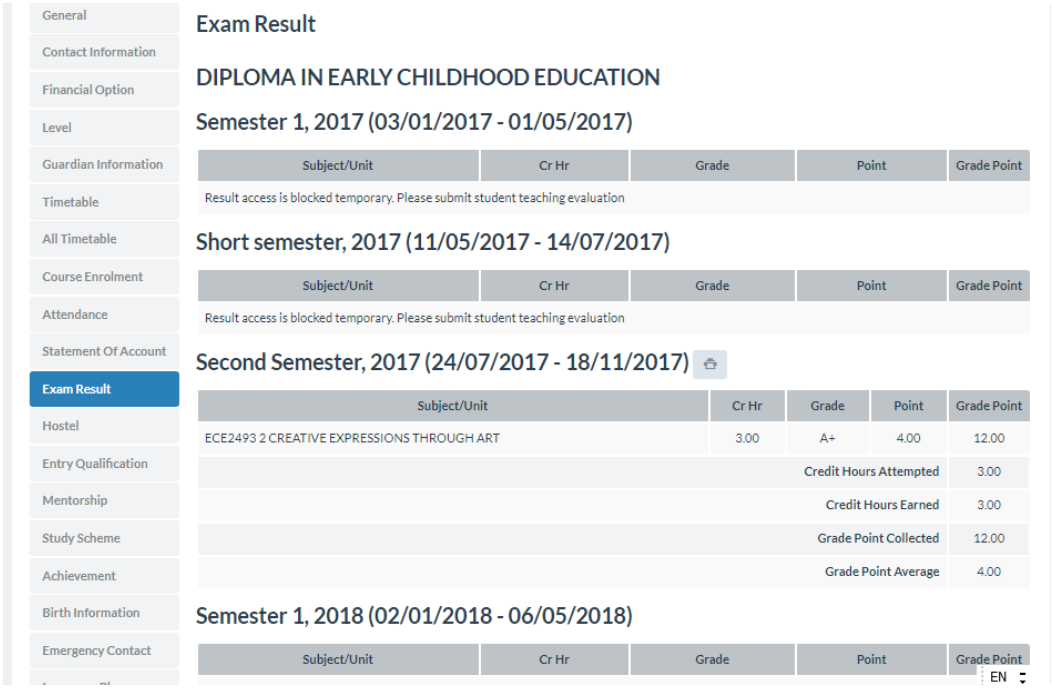
Appendix 6: UCMS briefing

This is your main page when you log in.



To check your enroled subjects for the semester, go to <u>MY Timetable</u>





To check your results, click on My Result