

## INTEC ACADEMIC REGULATIONS HANDBOOK

The INTEC Academic Regulations Handbook serves as a comprehensive academic guide for INTEC students. It consists of policies, standard procedures and codes of practice of academic matters at INTEC and the academic requirements of each programme at INTEC.

The 3<sup>rd</sup> edition of the handbook was approved during the Jawatan Kuasa Akademik (INTEC) meeting chaired by the Director of INTEC.

This handbook is pertinent to all INTEC students in the various academic programmes offered by INTEC as follows:

1. American Degree Foundation Programme (ADFP)
2. American Credit Transfer Programme (ACTP)
3. Australian Matriculation Programme (AUSMAT)
4. A-Level Medicine Programme (ALM)
5. A-Level German Programme (ALG)
6. A-Level United Kingdom Programme (ALUK)
7. French Programme
8. Look-East Policy Japan Programme (DPT Jepun) – Japan Technical Group
9. Look-East Policy Korean Programme (DPT Korea)
10. Middle East Programme (MEP)
11. INTEC Foundation Studies – Russian

INTEC students must make an effort to familiarise themselves with the regulations stipulated in this book.

- 1.1 University**  
University refers to Universiti Teknologi MARA (UiTM).
- 1.2 INTEC**  
INTEC refers to International Education College, UiTM.
- 1.3 Director of INTEC**  
Director of INTEC refers to an academic staff appointed by the Vice Chancellor to head the centre.
- 1.4 Deputy Director (Academic Affairs)**  
Deputy Director (Academic Affairs) of INTEC refers to an academic staff appointed by the Vice Chancellor to coordinate all academic affairs.
- 1.5 Deputy Director (Student Affairs and Alumni)**  
Deputy Director (Student Affairs) of INTEC refers to an academic staff appointed by the Vice Chancellor to coordinate all student affairs, co-curriculum activities and alumni.
- 1.6 Head of Programme**  
Head of Programme is an academic staff appointed by the Director of INTEC to head a study programme.
- 1.7 Coordinator**  
Coordinator is an academic staff appointed by the Director of INTEC to coordinate a study programme or field.
- 1.8 Study Plan**  
Study Plan is a component of study curriculum containing courses that determine the completion of a programme.
- 1.9 Semester**  
Semester is a study session determined by the University based on the guidelines of the Ministry of Higher Education Malaysia.
- 1.10 Course**  
Course is the subject or all forms of training listed in the study plan of the respective programmes.
- 1.11 Jawatan Kuasa Akademik (JKA) INTEC**  
JKA INTEC is a board that is responsible for academic matters of INTEC. The board comprises of the following members:
- |  |             |
|--|-------------|
| - Director                               | Chairperson |
| - Deputy Director (Academic Affairs)     | Member      |
| - Heads of Programme/Coordinators        | Member      |
| - Deputy Registrar                       | Member      |
| - Bursary                                | Member      |
| - Assistant Registrar (Academic Affairs) | Secretary   |

**1.12 INTEC Disciplinary Board**

A board is appointed by the Vice Chancellor in accordance with *Seksyen 5, "Kaedah-kaedah Institusi Pelajaran (Tatatertib Pelajar) 1976"* to deliberate on students' disciplinary cases. The board comprises of the following members:

- Director	Chairperson
- Deputy Director (Academic Affairs)	Member
- Deputy Director (Student Affairs and Alumni)	Member
- INTEC Legal Advisor	Member
- INTEC Deputy Registrar	Member
- Executive Officer (Students Affairs)	Secretary

**1.13 Student**

Student is an individual registered at INTEC, UiTM, attending the study programme offered after paying the tuition fees.

**1.14 Practical Training**

Practical Training is learning through an attachment at a certain institution as required by the respective programmes.

**1.15 Academic Curriculum**

Academic Curriculum is a list of courses specified by the programme to fulfill the requirements of the completion of the programme.

**1.16 Ko-PLN**

Ko-PLN is an activity that is specified by INTEC and is conducted outside the lecture hours to fulfill the requirements needed to complete the study programme.

**1.17 Assessment**

Assessment is an evaluation process of students' achievements through examinations, quizzes, assignments, and continuous tests according to the requirements of each programme.

**1.18 Assessor**

Assessor is an academic staff appointed by INTEC to carry out part or all assessment duties and/or examinations for a specified period of time and their responsibilities include the following:

- a. determine the methods and quality of the evaluation
- b. prepare question papers and answer schemes (where applicable)
- c. evaluate or grade students' answer scripts
- d. evaluate students' performance in each course.

**1.19 Examination Invigilator**

Exam invigilator is a lecturer or officer appointed to proctor the running of an examination.

**1.20 Contact Hour**

Contact hour is the number of hours per week the lecturers meet the students in the duration of 15 weeks of lectures.

**1.21 Credit Hour**

Credit hour is the credit allocated to a course in terms of unit hours.

- 1.22 Grade**  
Grade is a value in alphabet form to indicate students' performance in a course.
- 1.23 Grade Point**  
Grade Point is the value in numeric form to indicate students' performance in a course.
- 1.24 Grade Point Average (GPA)**  
GPA is an average of the grade points in a single semester. Only grades that have points of 0 to 4 (ADFP) and 0 to 4.5 (Korean Programme) are counted for the GPA. The GPA is calculated by using the formula below:
- $$\text{GPA} = \frac{\sum(\text{Grade point} \times \text{Credit Hours})}{\sum \text{Credit Hours (per semester)}}$$
- 1.25 Cumulative Grade Point Average (CGPA)**  
CGPA is an average of the grade points for all semesters. The courses that are included in the GPA are also included in the CGPA. The CGPA is calculated by using the formula below:
- $$\text{CGPA} = \frac{\sum(\text{Grade point} \times \text{Credit Hours})}{\sum \text{Credit Hours (all semesters)}}$$
- 1.26 Statement of Results (SOR)**  
SOR is an official statement issued by INTEC containing detailed examination results of internal examinations of each student.
- 1.26.1** Each student is provided with a maximum of three copies of SOR. Any extra copies requested will be charged at RM5.00 per copy.
- 1.27 Transcript**  
Transcript is an official statement issued by INTEC containing detailed examination results of each student achieved throughout the duration of study at INTEC.
- 1.28 Certificate of Attendance**  
Certificate of Attendance is a certificate issued by INTEC to indicate that the student has successfully completed his or her study programme at INTEC.
- 1.29 Disciplinary Action**  
Disciplinary Action is the punishment meted out by the INTEC Disciplinary Board on students who violate the *Akta 174, Akta Institusi-Institusi Pelajaran (Tatatertib Pelajar) 1976*.
- 1.30 Letter of Undertaking (LoU) Session**  
LoU session is conducted every semester by the Head of Programme/ Programme Coordinator during the official registration date with all the students.
- 1.31 External Examinations**  
External Examinations are conducted by the accredited examination bodies. The exam papers, evaluation, rules and regulations are prepared by the various examination boards.

**1.32 Academic Hearing**

Academic Hearing is a session where students, whose internal end of semester examination results are below the cut-off point specified by the respective programmes, are called individually to face the Head of Programme / Programme Coordinator.

**1.33 Academic Session**

Academic Session is a session where students, whose internal end of semester examination results fall below the cut off point specified by the respective programmes are called in a group by the Head of Programme/ Programme Coordinator.

**1.34 Plagiarism**

Plagiarism is the process of copying other people's work either from printed or electronic sources without acknowledging the source.

**1.35 Office of Student Services and Placement (OSSP)**

OSSP assist students in the application process for admission into universities in the United States and it also includes SAT and TOEFL application. OSSP also processed visa and translation of Russian Programme, Middle East Programme and French Programme.

### 2.1 Student Admission

Admission of students for all programmes at INTEC is at the beginning of the academic semester of the study.

#### 2.1.1 Sponsored Students

Sponsored students are selected students who are sponsored to enroll in various academic programmes at INTEC. Entry requirement is decided by the respective sponsors.

#### 2.1.2 Private Students

Private students are selected students who are self-sponsored. Refer to Appendix 1.

#### 2.1.3 International Students

Non Malaysians Muslim. INTEC provides service on getting student visa. The visa is strictly used for studies at INTEC only.

#### 2.1.4 Dismissed students

Dismissed students or dropped status students of INTEC are not allowed to reapply to be admitted to any of the programmes at INTEC.

### 2.2 INTEC Student's Status

INTEC student's status is governed by the following conditions:

- a. Students should be registered for an academic programme at INTEC during the official registration period.
- b. Private students should make full payment of their fees within **2 months (60 days)** of their official registration.
- c. Students should submit letters of undertaking from their official sponsors within the stipulated period.
- d. Students terminated under disciplinary action. All fees paid will not be refunded.

### 2.3 Drop Status

#### 2.3.1 The status of a student will be dropped if he/she

- a. fails to register as an INTEC student within **14 days** of the official registration date.
- b. fails to pay in full the required fees within **2 months (60 days)** from the official registration date.
- c. fails to submit an undertaking letter from his/her official sponsor.

#### 2.3.2 A letter informing of the dropped status will be issued to these students.

### 2.4 Dismissal By Sponsors

Students who are terminated by the sponsors due to poor academic performance or academic misconduct or disciplinary action are automatically dismissed from INTEC.

## **2.5 Placement Requirement**

To secure a place of study at overseas institutions, students must satisfy the following requirements:

- a. Sponsors' requirements must be fulfilled as detailed in the various programme descriptions.
- b. Requirements of the respective universities abroad must be fulfilled.

## **2.6 Programme Duration**

Programme duration is the length of study specified by the various programmes.

## **2.7 Programme Registration**

A student needs to register for his/her respective academic programme every semester.

**2.7.1** A student who does not register on the date of registration will be charged RM30.00 plus RM5.00 for each additional day.

## **2.8 Examinations**

### **2.8.1 Internal Examination Dates**

The Internal Examination dates will be announced by the respective programmes.

### **2.8.2 External Examination Dates**

The External Examination dates will be announced by the respective accredited examination bodies.

### **2.8.3 Internal Examination Schedule**

The Internal Examination schedule will be posted 2 weeks before the examination date.

### **2.8.4 External Examination Schedule**

The External Examination schedule from the accredited examination bodies will be posted by INTEC according to the instructions that accompany the schedule.

### **2.8.5 Grading Scale for Internal Examination**

All programmes will follow the specified grading scale set by the programmes.

## **2.9 INTEC Examination Regulations**

Students must adhere to INTEC Examination Regulations for all internal examinations attached in Appendix 2. Where applicable, students must also adhere to External Examination Regulations laid by the respective examination boards.

## **2.10 Changing Academic Programmes**

**2.10.1** Sponsored students must submit an application for a change of their academic programme to the respective sponsors for approval.

**2.10.2** Private students must seek approval from JKA in order to change their academic programme.

## **2.11 Attendance Policy**

**2.11.1** Students are required to attend all classes which include lectures, tutorials and laboratory sessions. Irregular attendance, absence without permission and tardiness will result in disciplinary action. The attendance is administered by INTEC Academic Affairs' Office. Students will be barred from taking the examinations if he/she misses 30% or more of lecture hours of a particular course in any semester.

**2.11.2** The first warning letter is sent to students who are absent from class without permission for 3 sessions or more.

**2.11.3** If the offence is repeated, students will receive a second warning letter to present themselves to the INTEC Disciplinary Board. The Board will deal with the students concerned following the pre-determined guidelines and procedures of UiTM.

**2.11.4** All correspondence concerning disciplinary action will be sent to parents and sponsors.

## **2.12 Special Note**

All students are subjected to *Akta 174, Akta Institusi-Institusi Pelajaran (Tatatertib Pelajar) 1976*. Excerpts of Article 46 are as follows:

- If a candidate is caught with any unauthorised material not related to the examination, he/she will be issued a warning letter.
- If a candidate is caught with any unauthorised material related to the examination or in the act of copying, he/she will be summoned to INTEC Disciplinary Board hearing.
- A student found guilty of any disciplinary offence will be subjected to the following penalties:
  1. Warning
  2. A fine not exceeding RM 200
  3. Suspension from the University for a specific period
  4. Exclusion from any University's facilities for a specific period
  5. Dismissal from the University

## **Appendix 1**

Admission Guidelines For Private Students

## **Appendix 2**

INTEC Examination Regulations



## **INTEC ACADEMIC REGULATIONS COMMITTEE**

Chairperson : Prof. Dr. Habibah Ashari

Advisor : Assoc. Prof. Norsaadah Awang@Md. Amin

### Committee Members:

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2. Assoc. Prof. Dr. Yamin Yasin
3. Assoc. Prof. Zurina Mahmood
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## **1.0 INTRODUCTION**

The American programme, which consists of the American Degree Foundation Programme (ADFP) and the American Credit Transfer Programme (ACTP), is a programme specially developed by International Education College (INTEC) to prepare students for entry into the first year (through the ADFP) or second year (through the ACTP) of highly prestigious American universities.

## **2.0 PROGRAMME DURATION**

The ADFP students undertake a one-year foundation programme which consists of three semesters i.e. Fall (July – November), Spring (January – April) and Summer (May – June) semesters, prior to joining an American university in the following Fall semester. After completing ADFP, the students can then undertake another year of undergraduate studies (ACTP). After completing ACTP, students will then complete their undergraduate studies as transfer students in the United States of America.

## **3.0 STUDY PLAN**

### **ADFP**

Students spend 17 hours per week in Intensive English courses which include the Test of English as a Foreign Language (TOEFL), and the Scholastic Aptitude Test (SAT) in the first semester. In addition, effective communication and study skills are emphasized. Apart from that, they also take other courses such as Mathematics, Science, Computer Programming and Moral Studies, depending on their majors. These courses are transferable to most American universities.

### **ACTP**

Students complete between 40 and 50 hours of academic courses. These courses are transferable to most American universities.

## **4.0 ASSESSMENT**

### **4.1 INTERNAL**

Students are assessed based on on-going assignments, projects, quizzes etc. In addition, there are two major examinations i.e. Mid-semester and Final examinations.

#### 4.1.1 GRADE SCALE

There will be on-going evaluation for students every semester and at the end of each semester they will obtain a grade based on the GPA system. This programme uses a 4.0 grade scale system. The following table lists the points for each grade:

RANGE (ESL* COURSES)	RANGE (OTHER COURSES)	GRADE	GRADE POINT	
97-100	97-100	A+	4.00	Excellent
93-96	93-96	A	4.00	Excellent
90-92	90-92	A-	3.67	Excellent
87-89	85-89	B+	3.33	Pass with Credit
83-86	80-84	B	3.00	Pass with Credit
80-82	75-79	B-	2.67	Pass with Credit
77-79	70-74	C+	2.33	Pass
73-76	65-69	C	2.00	Pass
70-72	60-64	C-	1.67	Unsatisfactory (Need not repeat if non-core course)
67-69	55-59	D+	1.33	Unsatisfactory (Need not repeat if non-core course)
63-66	50-54	D	1.00	Unsatisfactory (Need not repeat if non-core course)
60-62	45-49	E	0.67	Fail
< 60	0-44	F	0.00	Fail

\*English as a Second Language

TL	:	Incomplete
UD	:	Audit
XX	:	Absent with permission
YY	:	Absent without permission. The student will receive a zero score for the course.
WW	:	Withdrawal
PASS	:	Grades above and inclusive of C
NOT PASS	:	Grades of C- and below

Students may apply to have a different grade with permission from the course lecturer and the approval from the Head of Programme following the guideline below:

#### Category 1:

**Pass/Not Pass** option for ESL courses or non-core courses. Throughout the whole duration of study in the American programme, students may apply up to three courses totaling to a maximum of 9 credit hours. Pass grade (**Pass**) is given for grades above and inclusive of C.

#### Category 2:

**Audit (UD)** option for academic courses. Throughout the whole duration of study in the American programme, students may apply up to two courses totaling to a maximum of 9 credit hours. Audit grade (**UD**) is given for grades below and inclusive of C+.

#### Duration:

The period to apply for both options above is between weeks 14 and 15 of a particular semester.

## **Grade Point Average (GPA)**

The GPA is an average of grades for a single semester. Only grades of A, B, C, D, E or F are counted for the GPA. The GPA is calculated as follows:

$$\text{GPA} = \frac{\sum(\text{Grade point} \times \text{Credit Hours})}{\sum \text{Credit Hours (per semester)}}$$

## **Cumulative Grade Points Average (CGPA)**

The CGPA is an average of grades for all semesters. The courses that are counted in the GPA are also included in the CGPA. The CGPA is calculated as follows:

$$\text{CGPA} = \frac{\sum(\text{Grade point} \times \text{Credit Hours})}{\sum \text{Credit Hours (all semesters)}}$$

### **4.2 EXTERNAL**

The two external examinations are TOEFL and SAT. The OSSP handles all matters pertaining to these examinations.

## **5.0 ACADEMIC REQUIREMENTS**

### **5.1 CUT-OFF POINT**

In order to continue their studies in American universities, enrolled sponsored students must meet the requirements set by their sponsors:

- (i) Petronas, MARA, Bank Negara Malaysia : CGPA  $\geq$  3.00\*
- (ii) JPA : CGPA  $\geq$  2.75\*

*\* Subject to change.*

### **5.2 ACADEMIC HEARING & ACADEMIC SESSION**

To ensure excellent grades are maintained, Academic Sessions and Academic Hearings are conducted by the Head of Programme. Enrolled sponsored students obtaining a GPA of 2.01 to 3.00 will be called for an Academic Session where they will be counseled in groups.

Enrolled sponsored students obtaining a GPA less than 2.00 will be individually called for an Academic Hearing. If the students however, obtain a GPA of 2.00 and below for two semesters consecutively, then sponsors will be advised to dismiss them. In order for ADFP students to continue their studies to ACTP, students must obtain a CGPA of above 2.00.

### **5.3 PARENTS LECTURERS MEETING**

A Parents-Lecturers meeting is held once a year for students who obtain a GPA of less than 3.00 in the fall semester.

## **1.0 INTRODUCTION**

The Australian Matriculation (AUSMAT) Programme prepares students to further their studies in Australia and New Zealand. At the end of the programme, students will acquire the South Australian Certificate of Education (SACE) which is also accepted by universities worldwide.

## **2.0 PROGRAMME DURATION**

The programme duration can either be 1 ½ years (3 semesters) or 11 months (2 semesters). Normally, sponsored students enroll in the 1 ½ years (3 semesters) duration. Self sponsored students can either enroll in a 1 ½ years (3 semesters) or 11 months (2 semesters) programme duration.

## **3.0 STUDY PLAN**

AUSMAT Programme conducts courses based on the curriculum set by SACE Board of South Australia in Adelaide, South Australia. Requirements, policies and procedures for internal assessments and external assessments/examinations are established by the Board. Students are required to take five courses in order to attain SACE Certificate. Courses offered are English as Second Language Studies, Mathematical Studies, Specialist Mathematics, Physics, Chemistry, Biology, Accounting Studies, Economics and Research Project. Sponsored students are required to take the International English Language Testing System (IELTS) examination. Self sponsored students would have to sit for IELTS if required by their university of choice.

## **4.0 ASSESSMENT**

### **4.1 INTERNAL ASSESSMENT**

Internal Assessment consists of Course Work and Skills and Application Tasks which could be Practical Work, Social Relevance Task, Human Awareness Essay, Directed Investigation, Project Work, Investigative Study, Text Production and Issue Analysis. The types of Skills and Application Tasks are outlined in each courses curriculum. Assessments are based on the grade scale in 4.1.1.

#### 4.1.1 GRADE SCALE

GRADE	Percent	PASS/FAIL
A+	98 – 100	Outstanding – Pass
A	90 – 97	Very High – Pass
A-	83 – 89	
B+	79 – 82	High – Pass
B	73 – 78	
B-	68 – 72	
C+	63 – 67	Competent – Pass
C	58 – 62	
C-	53 – 57	
D+	51 – 52	Marginal – Pass
D	48 – 50	
D-	45 – 47	
E+	31 – 44	Low – Fail
E	16 – 30	
E-	0 – 15	
	X	Absent with permission (Internal Exam only)
	Y	Absent without permission. The student will receive a zero score for the course.

#### 4.2 EXTERNAL ASSESSMENT (SACE FINAL EXAMINATIONS)

The final examination is held every year in November for each course except for Research Project. Students who choose Research Project as one of the courses must write a 1500-word research report which is to be submitted in June.

#### 4.3 SACE CERTIFICATE FINAL GRADE

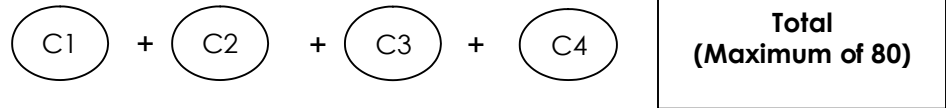
The SACE Certificate Final Grade is obtained through the following processes:

- 4.3.1 The moderated Internal Assessment marks are added to the SACE final examination marks.
- 4.3.2 The total marks are awarded on a 20-point scale known as 'Subject Achievement Score'.

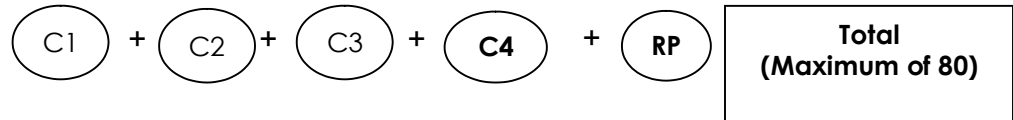
Subject Achievement Score	Grade	Description
20	A	Outstanding Achievement
17 – 19	A	Very High Achievement
14 – 16	B	High Achievement
11 – 13	C	Competent Achievement
8 – 10	D	Marginal Achievement
3 – 7	E	Low Achievement
0 – 2		Requirement Not Met

- 4.3.3 The marks are then added to obtain the University Aggregate which is calculated in two methods.

4.3.3.1 The first method is based on the best four scaled courses (C1 to C4).



4.3.3.2 The second method is based on the best three scaled courses (C1 to C3) added to half of the fourth scaled course (C4) and the marks of Research Project (RP).



4.3.4 The University Aggregate is ranked to get the Australian Tertiary Admission Rank (ATAR). ATAR indicates a student's performance in comparison with the overall population for the SACE in a given year. ATAR is between 0 and 99.95.

#### 4.4 MERIT CERTIFICATE

Students who obtain Subject Achievement Score of 20, for any of the five courses are awarded MERIT Certificate.

### 5.0 ACADEMIC REQUIREMENTS

Academic requirements consist of Cut-Off Point and Academic Hearing and Academic Session.

#### 5.1 CUT-OFF POINT (ATAR REQUIREMENT)

Sponsored students need to fulfill two types of ATAR requirements which are University Entrance and Sponsors' Requirements. Self sponsored students need to fulfill the ATAR required by their chosen university.

##### 5.1.1 University Entrance

Each university has different ATAR and IELTS requirements for admission into different programme of studies. These differences are also distinct between Australia and New Zealand.

##### 5.1.2 Sponsors' Requirements

The minimum ATAR to secure the scholarship abroad is determined by the sponsors. In general, sponsors require an ATAR of 85 and above (subject to change). Students whose majors are Medicine, Dentistry and Pharmacy are required to achieve an ATAR of 90 and above.

## **5.2 ACADEMIC HEARING AND ACADEMIC SESSION**

To ensure that a high standard of grades is maintained, Academic Sessions and Academic Hearings are conducted. Students who achieve a Marginal-Pass grade and below in the January-May End of Semester Examination will be called for an Academic Session to be counseled in a group. Students who achieve Low-Fail grades in the January-May End of Semester Examination will be individually called for an Academic Hearing. Both will be conducted by the Head of Programme.

## **5.3 PARENTS LECTURERS MEETING**

A Parents-Lecturers meeting is held once a year for students who achieve Marginal-Pass grade and below in the January-May End of Semester Examination.



## **1.0 INTRODUCTION**

The A-Level Medicine Programme (ALM) prepares students for the GCE Advanced Level Examinations. This programme is registered with Edexcel under The Joint Council for Qualifications (JCQ) in London. Students who obtain excellent results in the A-Level examinations will pursue their studies in medicine, dentistry and pharmacy through either a twinning or a direct programme. Twinning programmes are with the Penang Medical College, Melaka Manipal Medical College and International Medical University. These institutions twin with universities abroad like the University College Dublin (Ireland), Royal College of Surgeons Ireland, Manipal Academy of Higher Education (India) and many other universities in the United Kingdom, Australia and New Zealand. Students for the direct programme will proceed to either the United Kingdom or Ireland after completing their A-Levels at INTEC. They can also pursue their studies at the offshore campus University of Nottingham at Semenyih for pharmacy.

The A-Level German Programme (ALG) was specially developed by UiTM Section 17 Campus and the State of Baden Württemberg Germany, in 1997. During the 2½ years at INTEC, students will be taught the German Language and fulfill the requirements of the German Language Examination (DSH-Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber) and the Advanced Subsidiary (AS) German Language set by Cambridge.

The A-Level United Kingdom Programme (ALUK) prepares students for the GCE Advanced Level Examinations. Students in this group will further their studies in the United Kingdom and major in either Engineering, Architecture, Pure sciences (Biology, Chemistry, Physics, Mathematics), or Accountancy.

## **2.0 PROGRAMME DURATION**

### **2.1 The ALG is a five-semester programme:**

Semesters 1 – 4: The programme focuses on three A-Level subjects,  
AS German (Cambridge),  
and the German Language.

Semester 5 : Intensive German Language Course and GMI Vorpraktikum.

### **2.2 The ALM and ALUK is a four-semester programme.**

Also offered is a three-semester programme.

Semesters 1 – 3: Three (or Four) A-Level subjects,  
English for Academic Purposes (in preparation for IELTS),  
Islamic Studies/Ethics

Semester 4 : Three (or Four) A-Level subjects,  
Islamic Studies/Ethics

### 3.0 STUDY PLAN

All students are prepared for three (or four) A-Level subjects and Islamic Studies/Ethics. ALM and ALUK students are prepared for the IELTS while the ALG students are prepared for the DSH Examination and the AS German examination.

### 4.0 ASSESSMENT

#### 4.1 *Internal*

An examination is held at the end of the first, second and third semesters. A trial examination will be conducted during the fourth semester prior to the actual A-Level Examinations. The duration of each exam is 1-2 weeks.

##### 4.1.1 *Grade scale*

<i>Range</i>	<i>Grade</i>	<i>Points</i>
80 – 100	<b>A</b>	<b>5</b>
70 – 79	<b>B</b>	<b>4</b>
60 – 69	<b>C</b>	<b>3</b>
50 – 59	<b>D</b>	<b>2</b>
40 – 49	<b>E</b>	<b>1</b>
0 – 39	<b>U</b>	<b>0</b>

#### 4.2 *External*

All students sit for the Edexcel GCE A-Level Examinations at the end of the programme in accordance with the A-Level Examination Rules and Regulations issued by Edexcel. The duration of the examinations will be 5 to 6 weeks. ALG students sit for the AS German Language under the Cambridge Board.

IELTS for the ALM and ALUK students are conducted by an authorized body. MUET is organized by the Malaysian Examination Syndicate.

### 5.0 ACADEMIC REQUIREMENTS

#### 5.1 **CUT-OFF POINT**

In order to pursue their studies in Germany, sponsored ALG students need to achieve 10 points and above in their three A-Level subjects, a pass in their AS German and a minimum of DSH-2 in the DSH examination. Students must also fulfill 462 hours (8 weeks) of Vorpraktikum.

Sponsored ALM and ALUK students need to achieve 12 points and above in their three A-Level subjects and a band of 6.5 and above in their IELTS. Students bound for International Medical University must also achieve band 4.0 in MUET.

## **5.2 ACADEMIC SESSION AND ACADEMIC HEARING**

Academic Session and Academic Hearing are conducted to ensure excellent grades are maintained. Both sessions are conducted by the Head of Programme and Programme Coordinator.

### **5.2.1 ACADEMIC SESSION**

ALG students who obtain 7, 8 or 9 points in their end-of-semester examination will be called for an Academic Session where they will be counseled in groups.

ALM and ALUK students who obtain 7 to 10 points in their end-of-semester examination will be called for an Academic Session where they will be counseled in groups.

### **5.2.2 ACADEMIC HEARING**

Any A-Level student who obtains 6 points and below in his/her end-of-semester examination will be individually counseled.

## **5.3 PARENTS LECTURERS MEETING**

A Parents-Lecturers Meeting is held once in the third semester for students who obtain 9 points and below for the ALG students and 10 points and below for the ALM and ALUK students.

**1.0 INTRODUCTION**

The French Programme prepares selected students to further their studies in Engineering in French universities approved by the Ministry of Higher Education and Public Service Department of Malaysia. The pre-university study are held at Universite de La Rochelle, Institut Universitaire Technologie de Colmar, Institut Universitaire Technologie de Tours, Institut Universitaire Technologie de Angouleme and Institut Universitaire Technologie de Blois.

**2.0 PROGRAMME DURATION**

Students in the programme spend 6 weeks at INTEC before pursuing their matriculation and engineering degrees in France.

**3.0 STUDY PLAN**

Students in this programme are required to take the French Language, Physics, Pure Mathematics and Islamic Studies/Ethics.

**4.0 ASSESSMENTS**

A short assessment is held during the course.

**4.1 GRADE SCALE**

<b>RANGE</b>	<b>GRADE</b>	<b>POINTS</b>	<b>REMARK</b>
80 – 100	A	5	PASS
70 – 79	B	4	PASS
60 – 69	C	3	PASS
50 – 59	D	2	PASS
40 – 49	E	1	PASS
0 – 39	U	0	FAIL

**5.0 ACADEMIC REQUIREMENTS**

Attendance at all lectures and activities scheduled is compulsory. Students who complete the programme and fulfill the programme requirements will be able to further their studies at their intended destination.

The final decision for acceptance into the French Universities will be based on the interview conducted by professors from *Societe Francaise d' Exportation des Ressources Educatives* (SFERE).

## **1.0 INTRODUCTION**

The Look East Policy Japan Programme prepares students for entry into Japanese institutions of higher learning. There are two tracks offered which are the short programme ranging from 3-4 months and the long programme which takes two years.

In the short programme students are given basic preparation before entry into Japanese Language schools in Japan while the long programme is formulated to equip students with the necessary skills required for entry into Japanese Technical Colleges.

## **2.0 PROGRAMME DURATION**

Students either spend 3-4 months or two years at INTEC depending on the target group and their sponsors.

## **3.0 STUDY PLAN**

Students in this programme are required to take the following subjects: Japanese Language, Physics, Chemistry, English, Mathematics and Islamic Studies/Ethics. Attendance at all lectures and programme schedule is compulsory. Students who complete the programme according to the requirements will be able to further their studies at their intended destination.

## **4.0 ASSESSMENT**

4.1 Internal Examinations are held in the middle and end of every semester. The duration of the examinations will be one week.

### **4.1.1 GRADE SCALE**

<b>RANGE</b>	<b>GRADE</b>	<b>PASS / FAIL</b>
80 – 100	A	Very High – Pass
70 – 79	B	High – Pass
60 – 69	C	Competent – Pass
50 – 59	D	Marginal – Pass
40 – 49	E	Fail
≤ 39	F	Fail

4.2 Japan Technical Group students sit for the Monbukagakusho Examinations at the end of the fourth semester usually in January.

## **5.0 ACADEMIC REQUIREMENTS**

### **5.1 CUT- OFF POINT**

Students are required to achieve a cumulative mark of 60% for all subjects combined. Apart from that, they are also required to obtain a minimum of 50% in each subject.

### **5.2 ACADEMIC HEARING AND ACADEMIC SESSION**

Students who obtain grades lower than the cut off point in the final examinations will be called up individually by the Head of Programme.

**1.0 INTRODUCTION**

The Korean Programme prepares students to further their studies in Engineering in South Korean universities recognised by the Ministry of Higher Education and Public Service Department of Malaysia. Among the receiving universities are Seoul National University, Korea University, Hang Yang University and Dong Yang Technical College.

**2.0 PROGRAMME DURATION**

Students spend 9 months in the programme before continuing their Intensive Language Course at Seoul National University.

**3.0 STUDY PLAN**

Students in this programme are required to take the following subjects: Korean Language, Korean History and Culture, Physics, Chemistry, Fundamentals of Speech Communication, Pure Mathematics and Islamic Studies/Ethics. Attendance at all lectures and programme schedule is compulsory. Students who complete the programme according to the requirements will be able to further their studies at their intended destination.

**4.0 ASSESSMENTS**

**4.1 INTERNAL EXAMINATION**

Examinations are held at the end of every semester and will last approximately for one week.

**4.11 GRADE SCALE**

<b>RANGE</b>	<b>GRADE</b>	<b>POINTS</b>	<b>REMARK</b>
95 - 100	A+	4.50	EXCELLENT
90 - 94	A	4.00	EXCELLENT
85 - 89	B+	3.50	PASS WITH CREDIT
80 - 84	B	3.00	PASS WITH CREDIT
75 - 79	C+	2.50	PASS
70 - 74	C	2.00	PASS
65 - 69	D+	1.50	PASS
60 - 64	D	1.00	FAIL
0 - 59	F	0.00	FAIL

## 5.0 ACADEMIC REQUIREMENTS

### Grade Point Average (GPA)

The GPA is an average of grades for a single semester. The GPA is calculated as follows:

$$\text{GPA} = \frac{\sum(\text{Grade point} \times \text{Credit Hours})}{\sum \text{Credit Hours (per semester)}}$$

### Cumulative Grade Points Average (CGPA)

The CGPA is an average of grades for all semesters. The courses that are counted in the GPA are also included in the CGPA. The CGPA is calculated as follows:

$$\text{CGPA} = \frac{\sum(\text{Grade point} \times \text{Credit Hours})}{\sum \text{Credit Hours (all semesters)}}$$

## 5.1 CUT - OFF POINT

Students are required to achieve a minimum of 3.00 CGPA in their final examination result. Failure to achieve the cut - off point will result in them not being able to continue their studies in South Korea.

## 5.2 ACADEMIC HEARING AND ACADEMIC SESSION

Students who obtain a GPA below 3.00 at the end of the first semester will be called up individually by the Programme Coordinator.



**1.0 INTRODUCTION**

The Middle-East Programme (MEP) prepares students to further their studies in Egyptian and Jordanian universities approved by the Ministry of Education and Public Service Department of Malaysia in the fields of Medicine, Dentistry and Islamic Banking. The receiving universities in Egypt are Cairo University, Ain Shams University, Mansourah University, Alexandria University and Tanta University, while in Jordan, the universities are Jordan University of Science and Technology (JUST) and Yarmouk University.

**2.0 PROGRAMME DURATION**

Students in this programme spend 4 months at INTEC before continuing their studies in Egypt or Jordan.

**3.0 STUDY PLAN**

Students' study plan varies according to their major and their country of destination.

**3.1 Major: MEDICINE/DENTISTRY**

<b>EGYPT</b>	<b>JORDAN</b>
Biology Biochemistry Physiology English Arabic Language Computer Literacy Islamic Studies	Biology Chemistry Physics English Arabic Language Computer Literacy Islamic Studies

**3.2 Major: ISLAMIC BANKING**

Introduction To Islamic Economics Introduction To Fiqh al-Muamalah Theories & Practice of Islamic Banking & Islamic Finance Introduction To Principles of Fundamentals of Islamic Jurisprudence English For Pre-Commerce Students Arabic For Pre-Commerce Students Computer Literacy
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#### 4.0 ASSESSMENT

Throughout the programme, there is a continuous assessment for each course and a Final Examination at the end of the semester.

#### 4.1 GRADE SCALE

RANGE	GRADE	POINTS	REMARK
80 – 100	A	5	PASS
70 – 79	B	4	PASS
60 – 69	C	3	PASS
50 – 59	D	2	PASS
40 – 49	E	1	FAIL
0 – 39	U	0	FAIL

#### 5.0 ACADEMIC REQUIREMENTS

Attendance at all lectures and activities scheduled is compulsory. Students who complete the programme according to the requirements will be able to further their studies at their intended destination.

#### 5.1 CUT - OFF POINT

Sponsored students are required to achieve a minimum of 20 points in their final examination result in Biology, Physics/Physiology, Chemistry/Biochemistry, Islam and Medicine and Civilization in Medicine courses. For Islamic Banking students, the courses are the four Islamic Commerce Middle East programme courses and English Language. Failure to achieve the cut - off point may result in them not being able to continue their studies in the Middle East countries.

**1.0 INTRODUCTION**

The INTEC Foundation Studies Russian prepares students to further their studies in Medicine in Russian universities approved by the Ministry of Higher Education, the Public Service Department of Malaysia and the Malaysian Medical Council. The receiving universities where they will pursue their medical studies for 6 years are Moscow State Medical University, Volgograd State Medical University and Nizhny Novgorod State Medical University.

**2.0 PROGRAMME DURATION**

Students in this programme spend 14 months at INTEC before continuing their studies in Russia.

**3.0 STUDY PLAN**

Semester 1 & 2 (36 weeks)

Russian Language

Biology

Chemistry

Physics

Mathematics

English Language

Russian History

Islamic Studies/Ethics

Intensive Russian Language (10 weeks)

**4.0 ASSESSMENT**

An internal examination is held at the end of the first and second semester. The duration of each examination is one week.

**4.1 GRADE SCALE**

<b>RANGE</b>	<b>GRADE</b>	<b>POINTS</b>	<b>REMARK</b>
80 – 100	A	5	PASS
70 – 79	B	4	PASS
60 – 69	C	3	PASS
50 – 59	D	2	PASS
40 – 49	E	1	FAIL
0 – 39	U	0	FAIL

## **5.0 ACADEMIC REQUIREMENTS**

Attendance at all lectures and activities scheduled is compulsory. Students who complete the programme according to the requirements will be able to further their studies at their intended destination.

### **5.1 CUT - OFF POINT**

Sponsored students are required to achieve a minimum of 20 points in their final examination result in Biology, Chemistry, Physics, Mathematics and Russian Language. Failure to achieve the cut-off point will result in them not being able to continue their studies in Russia.

### **5.2 ACADEMIC SESSION**

Students who obtain 15 points and below in their semester one examination will be called in for an Academic Session where they will be counseled in groups.

### **5.3 ACADEMIC HEARING**

Students who obtain 10 points and below in their semester one examination will be individually counseled.

# **APPENDIX 1**

## **Fee Settlement upon Registration**

- The registration fees are RM 265.00\* and RM 250.00\* for male and female students respectively. The registration fees for the following semester are RM105.00 per student. The registration fees are non-refundable.
- The tuition fees are changed according to the programme offered and should be settled upon registration.
- Staggered payment of the tuition fees may be approved if the following conditions are met:
  - 1) Students pay in full the registration fees, accommodation fees and 50% of the tuition fees.
  - 2) The remaining 50% of the tuition fees should be settled within 2 months (60 days) effective from the date of registration.
- A warning letter will be issued 2 weeks before the two month period is up.
- The student's status will be withdrawn upon failure of fee settlement. A letter from the administrative office will be issued. The Head of Programme, Programme Coordinators and lecturers will be notified. Any fee paid will not be refunded.
- Students who withdraw voluntarily from the programme will get reimbursement at a prorated rate of the semester fees.
- Reimbursement will only be considered after all other related costs such as fines, summonses, damage of equipment, etc have been deducted.

## **Private Student Accommodation**

Residential college accommodation is highly encouraged.

## **Fees For Children of UiTM Staff**

- A reduction of 25% for every semester of tuition fees.
- Reduction does not include external examination fee, medical fee and placement fee.
- A further reduction of 25% for the subsequent semesters will be applicable upon the achievement of excellent results (see below).

## **Excellence Reward Fee discount for children of UiTM staff**

- A-Level Programme - 13 points and above
- ADFP/ ACTP Programme - CGPA 3.5 and above
- Korean Programme - CGPA 3.5 and above
- AUSMAT Programme - 85% aggregate and above

# **APPENDIX 2**

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## EXAMINATION RULES

**INTEC determines when examinations take place and students must attend examinations as required. Candidates for INTEC internal examinations must read - and will be assumed to have read - the following rules which apply to all examinations conducted by INTEC:**

1. It is the candidates' responsibility to ensure that they know the correct date, time and location of all their examinations.
2. If a candidate wants INTEC to be aware of a disability, it is his/her responsibility to declare it to INTEC.
3. During examinations, candidates must obey any instructions given by the Chief Invigilators.
4. Candidates must listen carefully to instructions and inform an invigilator if they cannot hear what is being said or if they do not understand what is being said.
5. Candidates must bring their UiTM Student's Identification Card to each examination and place it on their desk. An invigilator will check ID Cards against the attendance list during the examination.
6. Candidates must make sure that they bring in permitted materials needed for each examination.
7. Candidates are not allowed to take to an examination desk (even in pockets): books, electronic or magnetic information storage devices, mobile phones or other electronic communication equipment, data tables, notes, paper (including exam timetables), blotting paper, pencil case or any other item that could be used to gain advantage. These items must be left in bags or given to the invigilators before the start of the examination.
8. The Chief Invigilator will tell candidates where to leave cases/bags/coats etc, usually at the back of the room.
9. Candidates must arrive at the examination venue at least 15 minutes before the examination starts.
10. Candidates will not be allowed to enter an examination venue after the examination has been in progress for 30 minutes.
11. It is the candidates' responsibility to check that they have been given the correct question paper. If there is any doubt, candidates should notify an invigilator immediately.
12. Candidates must clearly identify their work by completing their personal details on each answer / examination booklet.
13. All work must be written in the answer / examination booklet.



14. Candidates must write their answers legibly.
15. Candidates must not tear out pages or parts of pages from the answer booklet.
16. A candidate must not communicate in any way with another candidate during the examination and must not disturb other candidates.
17. Candidates must not leave their examination desks during an examination except with the permission of an invigilator.
18. If candidates need to use the washroom, they must seek permission from the invigilators and are required to fill in a form.
19. If candidates require any supplementary material (e.g. another answer book or a piece of graph paper) or wish to hand in their scripts or leave the examination room for a personal reason, they must notify an invigilator by raising their hand without disturbing other candidates.
20. Only one bottle of mineral water is allowed in the examination venue.
21. Candidates who need to take any medication during an examination should inform the Chief Invigilator before the start of the examination.
22. No candidate may leave the examination venue during the first and the last 30 minutes of an examination. Candidates who wish to leave may do so at other times with an invigilator's consent provided that they hand in their completed scripts to an invigilator before leaving. Candidates must leave the venue without disturbing other candidates.
23. Candidates who have handed in their completed scripts to an invigilator and who have left the examination venue will not be re-admitted under any circumstances.
24. Candidates must stop work when instructed to do so by the Chief Invigilator.
25. At the end of the examination, silence must be observed until all the scripts of candidates in the examination venue have been collected by the invigilators. Candidates must not leave their desks until the Chief Invigilator announces that they may do so.
26. Candidates may not remove any examination booklet, answer booklet or any other examination material from an examination room whether used or not.
27. No candidate may use unfair means in an examination or help or attempt to help any other candidate to use unfair means in an examination.
28. Candidates should be aware that the University takes an extremely serious view of any attempt to use unfair practice in examinations. The use of unfair means is regarded as a serious offence within the UiTM's Code of Conduct for Students. (Akta 174 – Institusi-institusi Pelajaran (Tatatertib) 1976).
29. All students are subjected to Akta 174, Akta Institusi-Institusi Pelajaran (Tatatertib Pelajar) 1976. Excerpts of Article 46 are as follows:
  - a) If a candidate is caught with any unauthorised material not related to the examination, a warning letter will be issued.
  - b) If a candidate is caught with any unauthorised material related to the examination or is in the act of copying, he/she will be summoned to the INTEC Disciplinary Board hearing.

- c) A student found guilty of any disciplinary offence will be subjected to the following penalties:
- i. Warning
  - ii. A fine not exceeding RM 200
  - iii. Suspension from the University for a specific period
  - iv. Exclusion from any of the University's facilities for a specific period
  - v. Dismissal from the University
30. In the event of a fire alarm or any other emergency requiring evacuation of the examination venue, the invigilators will tell candidates to leave all examination materials on the desk. Leave the venue in an orderly fashion and assemble at the designated point outside. Candidates must not communicate with each other as they will still be under examination conditions.

**-GOOD LUCK-**