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INTERNATIONAL COLLEGE OF YAYASAN MELAKA



# STUDENT HANDBOOK





**INTERNATIONAL COLLEGE OF YAYASAN MELAKA**



**ACADEMIC DEVELOPMENT DIVISION**

**SECOND EDITION**

**Updated to 10 September, 2024**

**ATTENTION:**

**THE CONTENT OF THIS BOOK IS TRUE AND ACCURATE AT THE TIME OF PUBLICATION.  
ICYM RESERVES THE RIGHT TO CHANGE ANY INFORMATION IN THE BOOK**

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## **1.0 BACKGROUND**

Kolej Yayasan Melaka (KYM) was established by Melaka State Government via Yaspem Sdn. Bhd., a subsidiary of Yayasan Melaka in 1996. The establishment of Kolej Yayasan Melaka was fully recognised and supported by Private Education Department, The Ministry of Education of Malaysia on 24 February 1997.

On 23 March 1997, this institution was proudly officiated by YAB Dato' Seri Najib Tun Abdul Razak, The Education Minister, then. In June 1997, The Ministry of Education of Malaysia has fully approved the establishment of Kolej Yayasan Melaka. Starting from that auspicious date, Kolej Yayasan Melaka has run franchise programmes with Universiti Teknologi Malaysia (UTM), Universiti Kebangsaan Malaysia (UKM), Universiti Pertanian Malaysia (UPM), Universiti Utara Malaysia (UUM), Unitar International University (Unitar), Universiti Tun Abdul Razak (UniRazak), Universiti Kuala Lumpur (UniKL) dan Al-Madinah International University (MEDIU). Apart from that, Kolej Yayasan Melaka also offers its own home grown diploma and certificate programmes. In tandem with the national higher learning transformation in early 2010, Kolej Yayasan Melaka has been upgraded to become International College of Yayasan Melaka (ICYM) and has expanded to the international level.

Today, ICYM is proud to be recognised as a higher learning institute that possesses its own strengths and able to fulfil the ambitions of the local and international students who are pursuing their studies in International College of Yayasan Melaka. For an institute of higher learning that has been operating in the country's education world for more than 22 years, International College of Yayasan Melaka has its own strengths and advantages. Thus, ICYM strives to deliver the best in terms of the academic achievement and management. This is vital to ensure that excellence is the core in empowering the education system in ICYM so that it remains at par with the other institutions and achieve the standard imposed by the international level.

One of the most outstanding achievements of ICYM was when it secured the rating of '5 Stars' by MyQuest. Moreover, ICYM has also received certification as Approved Training Organisation (ATO) from Department of Civil Aviation Malaysia (DCA) and was the first institute of higher learning in Melaka to get the approval for study programmes in the Aeronautic field.

At present, International College of Yayasan Melaka offers many Malaysian Skills Certificate courses like Electrical Technician, Automotive Technician, Draughtsman, Bakery Production, Pastry Production, Animation dan Aviation Sheet Metal.

## 2.0 CHIEF EXECUTIVE OFFICER'S MESSAGE



Assalamualaikum and Salam Sejahtera,

With the Almighty's Blessings, first of all let me congratulate all on the success of the awarding of courses to the International College of Yayasan Melaka (ICYM). Your stepping stone into ICYM is a projection of trust and responsibility to not only yourself but also to your family, community, religion and the country.

The ICYM Academic Guide Book provides guidelines for students related to academics and management. It is also an official notification and explanation of the code, regulations, basis and college procedure.

For the information of new students who hold on to the vision and mission of ICYM, we aim in the direction of achieving excellence in aspiration with our country's wish to develop a quality human workforce.

ICYM has been active in the educational industry for more than 2 decades and now ICYM receives international recognition for quality educational programmes and academic standards.

By this, I urge all students of ICYM to continue being proactive and innovative to improve themselves in their own respective fields and elevate ICYM to a peak of excellence.

Finally, I hope this ICYM Academic Guide Book will be a source of information and reference for all students of ICYM.

Once again, I welcome all of you to ICYM and we will provide excellent service so that your journey to seek knowledge will be enjoyable and assist you in achieving your dreams and fulfilling the needs of the country.

Wishing you all Success.

**Y.BHG TUAN HAJI WAN AHMAD KAMIL BIN WAN EMBONG**  
Chief Executive Officer  
International College of Yayasan Melaka

### **3.0 VISION, MISSION, CHARTER, EDUCATIONAL OBJECTIVE AND QUALITY POLICY STATEMENT**

#### **3.1 VISION**

To provide internationally recognised education in the global economy.

#### **3.2 MISSION**

To provide quality education and training to global citizens so as to enhance their competitiveness in a global marketplace.

#### **3.3 CHARTER**

Students are customers who are given priority in every decision which involves them. Staffs are invaluable assets in developing an organisation. The amalgamation of ideas and energy between students and staff will consolidate an organisation. High quality education will produce excellent, educated and well-trained graduates, physically and spiritually.

#### **3.4 EDUCATIONAL GOAL**

Producing professional entrepreneurship graduates, critical and efficient in managing self development through life-long learning.

#### **3.5 QUALITY POLICY**

ICYM is committed in delivering high quality service through teaching and learning in order to produce excellent graduates that meet the industry needs. This is achieved through continuous quality management, high quality service, conducive environment and commitment.

## 4.0 LOGO



## COLLEGE SONG

Kolej Yayasan Melaka  
Berdiri teguh kekal abadi  
Menjana sumber manusia  
Yang terdidik dan terlatih

Kolej Yayasan Melaka  
Bergerak maju dan terus gemilang  
Membentuk sahsiah bangsa bersatu  
Demi mencapai satu misi

Kolej Yayasan Melaka  
Kearah menuju wawasan nusa  
Bersama membangunkan minda  
Demi membina warga yang berjaya

Kolej Yayasan Melaka  
Kearah menjulang harapan negara  
Meninggikan martabat bangsa  
Demi kejayaan bersama

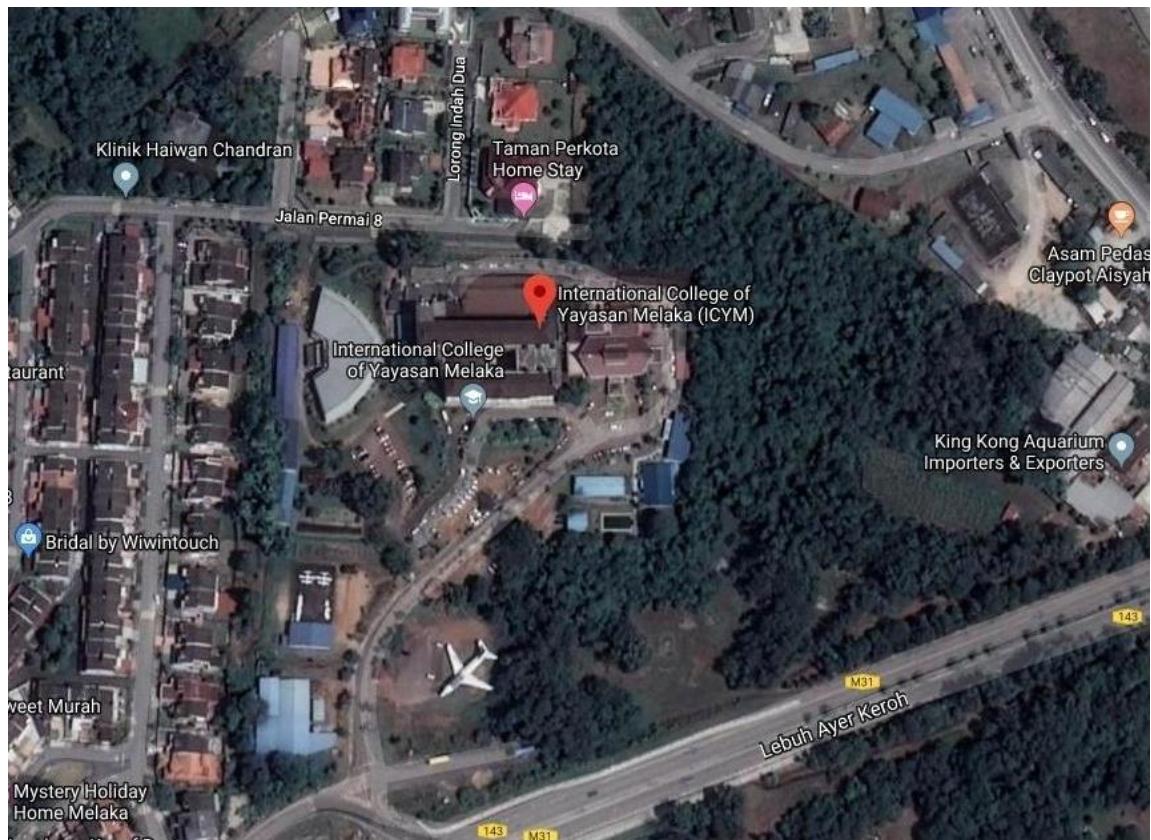
*Composer: Awangku Khairil Bin Awangku Samsuddin  
Song writer lyrasis: Zeti Akhtaa Binti Muhammad & Awangku Khairil Bin Awangku Samsuddin*

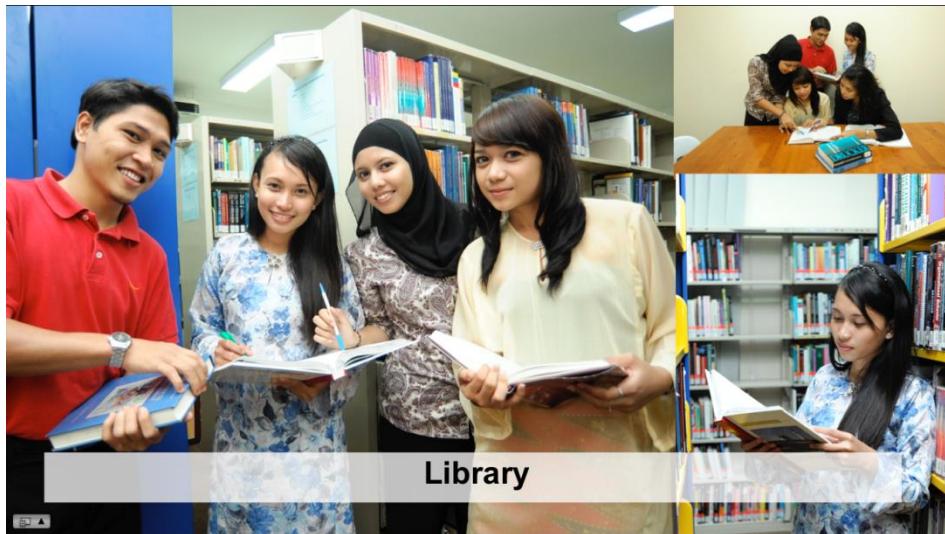
## 5.0 CAMPUS

This campus is situated in Bukit Sebukor, Melaka. It offers various facilities including cafeteria, library, transport, entertainment, hostel and wi-fi.



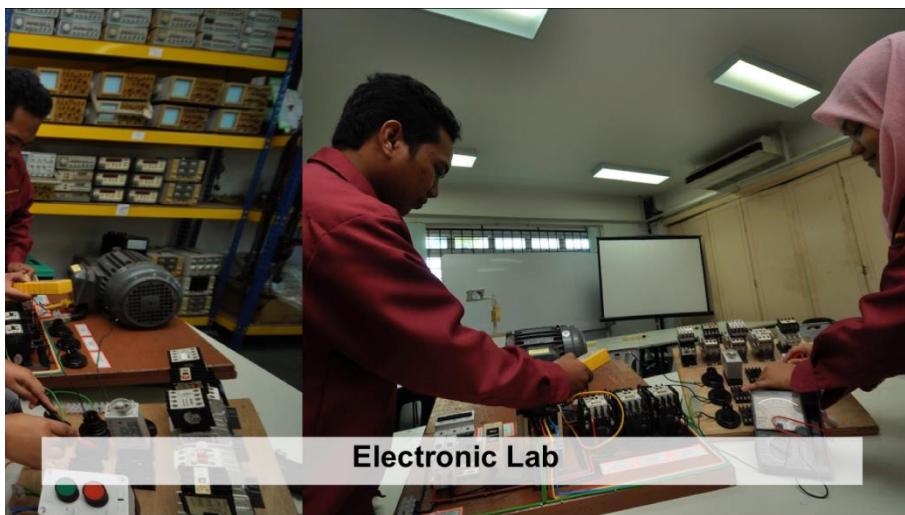
## LOCATION















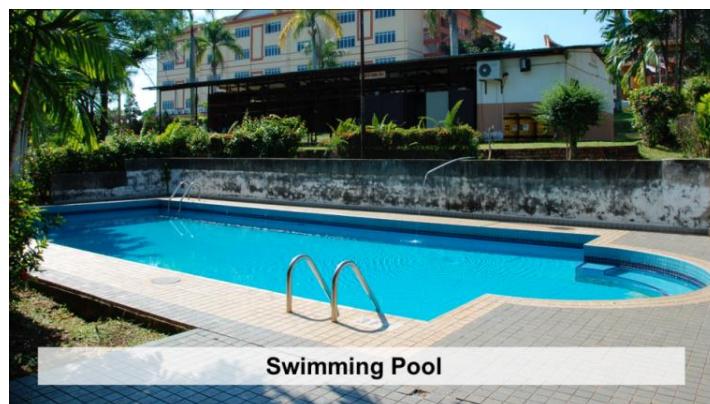
**OFFICIAL TRANSPORT**



**OFFICIAL TRANSPORT**



**ICYM Futsal Arena**



**Swimming Pool**

## 6.0 BOARD OF DIRECTORS



### BOARD OF DIRECTORS

INTERNATIONAL COLLEGE OF YAYASAN MELAKA



CHAIRMAN  
TAN SRI MOHAMAD ZABIDI BIN ZAINAL

MEMBER



ENCIK AMIR KHAIRUL TAUFIQ  
BIN MOHD KHAY  
Group General Manager  
ZIKAY Group

MEMBER



DATO' ISZHAR BIN IBRAHIM  
Group Executive Director  
ZIKAY Group

MEMBER



DATO' MOHD KHAY BIN IBRAHIM  
Group Managing Director  
ZIKAY Group

## 7.0 COLLEGE MANAGEMENT COMMITTEE

### ORGANISATIONAL STRUCTURE

#### COLLEGE MANAGEMENT COMMITTEE (CMC)



**Chief Executive**  
International College of Yayasan Melaka  
**Tuan Haji Wan Ahmad Kamil Bin Wan Embong**



**Tuan Haji Muhammad Radhi Bin Hamzah**

**Chief Operation Officer**



**Registrar**  
Cum  
Accountable  
Manager  
CAAM Part-147

**Aminalrashid**



**Vice President**  
Academic /  
Cum  
General Manager  
of Business  
Development

**Jasmy Fardzy**



**Treasurer**

**Datin Zuraidah**



**General Manager**  
Cum  
General Manager  
of Marketing

**Mohamad Nawawi**

## 8.0 ACADEMIC BOARD



**Y.BHG TUAN HAJI WAN AHMAD KAMIL BIN WAN EMBONG**

*Chairman / Chief Executive Officer*



**JASMY FARDZY BIN HAJI ABDUL AZIZ**

*Vice Chairman / Vice President of Academic*



**FARIDAH BINTI JOHAR**

*Timbalan Naib Presiden Akademik*



**HAIRUL BARIYAH BINTI AB SAMAD**

*Secretary / Head of Record and Examination Department*



**AMINALRASHID BIN MOHD HUSSAIN**

*Registrar*



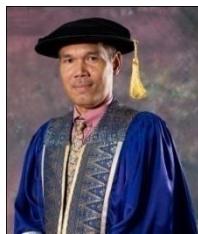
**DATIN ZURAIDAH BINTI HAJI BAHARI**

*Treasurer*



**MOHD NAWAWI BIN SAAD**

*General Manager HEP/General Manager Marketing*



**HASSAN BIN ABDUL MUTALIB**  
*Dean*  
*Media Technology and Arts School*



**NURUL NADIA BT ABU**  
*Dean*  
*School of Hospitality and Tourism Management*



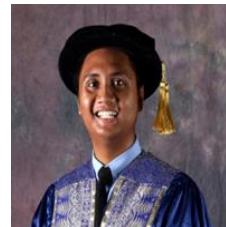
**NOR AZLIN BT BUJANG**  
*Dean*  
*School of Computing and Engineering Technology*



**SITI NORSILA BT ROSLI**  
*Dean*  
*School of Aviation Technology and Aeronautic*



**AMINAH BT ABDULLAH**  
*Dean*  
*School of Business Management*



**ABDUL HAQ BIN ABDUL RASHID**  
*Dean*  
*School of Social Science*



**MUHAMAD TAUFIQ BIN ABD LATIF**  
*Director of*  
*Centre for Language and General Studies*



**NUR AMIRAH BT ABDUL GHAFAR**  
*Manager of*  
*UMCCed Programme*



**AMIE SUZIENAWATY BT ANIP**  
*Manager of*  
*UTM Programme*



**SALINA BINTI MOHD SAID**  
*Head of Quality Management Department*



**NORAZLINA BT ABDULLAH**  
*Lecturer*  
*Centre for Language and General Studies*



**AZIZAH BINTI YAACOB**  
*Lecturer*  
*School of Business Management*



**SHAIRA BINTI ARIFFIN**  
*Librarian*

## 9.0 ACADEMIC INTERNAL QUALITY ASSURANCE COMMITTEE



**JASMY FARDZY BIN HAJI ABDUL AZIZ**

*Chairman / Vice President of Academic*



**FARIDAH BINTI JOHAR**

*Deputy Chairman*



**SALINA BINTI MOHD SAID**

*Secretary / Head of Quality Management Department*



**PUAN NOR AZLINA BINTI ABDULLAH**

*Head of Committee*



**PUAN NURUL AZWANI NORDIN**

*Secretary*



**PUAN NORSHEILA BINTI ISMAIL**  
*Lecturer*  
*Computing and Engineering Technology*



**SHANIZAH BINTI SIRON**  
*Lecturer*  
*School of Business Management*



**PUAN ROSNIZA A.RAHIM**  
*Lecturer*  
*Computing and Engineering Technology*



**HERMAN PUTRA BIN MOHD NAZRI**  
*Lecturer*  
*School of Business Management*



**BORHAN NORDIN BIN DAUD**  
*Lecturer*  
*Centre for Language and General Studies*



**AZIZAH BINTI YAACOB**  
*Lecturer*  
*School of Business Management*

## **10.0 ACADEMIC PROGRAMME**

### **10.1 SCHOOL OF MEDIA TECHNOLOGY AND ARTS**



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School of Media Technology and Arts (SMART) was set up in 1999 with the objective of giving an opportunity for students to develop ideas and creativity in the new media technology era which is expanding rapidly in our country. The development of this new media technology is always expanding and requires a qualified workforce to manage it. SMART has taken a proactive role by preparing programmes that are marketable.

An extraordinary feature of this school is that the teaching and learning are carried out through project based as well as through 60% of practical work and 40% of theory. SMART programmes are carried out through Work Based Learning (WBL) that is tailored towards the structure that fulfils the industry needs and work marketability. Students will go through teaching and learning process for two years in ICYM and a year doing WBL in the industry. This will definitely develop the students' skills and secure a career opportunity in the industry.

The lecturers in SMART are well qualified academically and have vast experience in the industry. Students also have the opportunity to further their studies in the degree level at public or private institutions of higher learning after the completion of the Diploma programme.

#### **PROGRAMMES OFFERED**

- ❖ DIPLOMA IN ANIMATION TECHNOLOGY (DTA)
- ❖ DIPLOMA IN MEDIA TECHNOLOGY (DTM)
- ❖ DIPLOMA IN MULTIMEDIA TECHNOLOGY (DMM)

## ORGANISATIONAL CHART



**MAZLI BIN ABD RAHMAN**  
*Head of Programme  
Diploma Media Technology  
Mohd Razip Bin Kamari*



**HASSAN BIN ABDUL MUTOLIP**  
*Dean  
Media Technology and Arts  
School*



**NOORAINI BT ABDULLAH**  
*Head of Programme  
Diploma Animation Technology  
Noor Izam Bin Muhamarram  
Abd Malik Bin Daud*



**TENGKU AHMAD BIN TENGKU MUDA**  
*Head of Programme  
Diploma Mutimedia Technology  
Azmalniza Bin Jamal  
Khairul Firdauz Bin Khalid  
Nurul Azwani Binti Nordin  
Zahiruddin Bin Abd Aziz*



**TAUFIK BIN TOMPANG**  
*Manager of WBL*

## ACADEMIC STAFF INFORMATION

NU.	NAME	EXT NU.	E-MAIL	POSITION	PROGRAMME
1	Hassan Bin Abdul Matalip	298	hassanm@kym.edu.my	Dean	SMART
2	Nooraini Binti Abdullah	269	nooraini.a@kym.edu.my	Head of Programme	Teknologi Animasi
3	Mazli Bin Abdul Rahman	269	mazli.ar@kym.edu.my	Head of Programme	Teknologi Media
4	Tengku Ahmad Bin Tengku Muda	269	nizar@kym.edu.my	Head of Programme	Teknologi Multimedia
5	Noor Izam Bin Muharam	269	noorizam.m@kym.edu.my	Lecturer	Teknologi Animasi
6	Abdul Malik Bin Daud	269	malik@icym.edu.my	Lecturer	Teknologi Animasi
7	Mohd Razip Bin Kamari	269	razip.k@kym.edu.my	Lecturer	Teknologi Media
8	Khairul Firdauz Bin Khalid	269	firdauz@kym.edu.my	Lecturer	Teknologi Multimedia
9	Azmalniza Bin Jamal	269	azmalniza@kym.edu.my	Lecturer	Teknologi Multimedia
10	Zahiruddin Bin Abd Aziz	269	zahir@kym.edu.my	Lecturer	Teknologi Multimedia
11	Nurul Azwani Binti Nordin	269	nurulazwani.n@kym.edu.my	Lecturer	Teknologi Multimedia
12	Taufik Bin Tompong	265	taufik1@icym.edu.my	Manager of WBL	

### 10.1.1 DIPLOMA IN ANIMATION TECHNOLOGY (DTA)

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This programme is a combination of traditional animation and computer technology for various functions and usage in the broadcast industry, information technology, education and entertainment.

This programme will also expose students to research on animation performance techniques from the psychology, ethics, aesthetics, special movement and voice effects, storyline, skills in the animation development and digital technology designs techniques.

PROGRAMME	ENTRY QUALIFICATIONS	DURATION OF PROGRAMME
<b>DIPLOMA IN ANIMATION TECHNOLOGY (DTA)</b>	<p><b>PASS SPM/ with a minimum of THREE (3) credits</b> in any subject or any equivalent <b>OR</b> PASS STPM with a minimum of 1 C Grade (GP 2.00) in any subject or any equivalent <b>OR</b> PASS STAM with a minimum of 1 Maqbul Grade in any subject or any equivalent <b>OR</b> Possess SKM Level 3 Certificate / SVM (Note: The learning institution will screen the students and prepare the specific course handouts). <b>OR</b> Possess Level 3, MQF Certificate with a minimum of 2.00 CGPA or any equivalent <b>OR</b> Any other relevant qualification recognised qualifications by the Government of Malaysia <b>AND</b> PASS interview <b>OR</b> the submission of students' portfolio decided by the learning institution.</p> <p><b>ENGLISH LANGUAGE REQUIREMENT FOR INTERNATIONAL STUDENTS</b> <b>Possess a minimum of Band 2 in MUET or any equivalent.</b></p>	3 years (6 semesters)

### CAREER PROSPECTS

- 2D / 3D Animation
- Graphics and Multimedia designer
- Special Effects Artist
- Photographer
- Video Editor
- Interactive Web Designer

## List of Courses for Diploma in Animation Technology (DTA)

NU	COURSE CODE	COURSE'S NAME	CREDIT HOUR
1	CMPU 2XX2	CMPU: Ko- Kurikulum	2
2	LMPU 2183	Penghayatan Etika dan Peradaban	3
3	RMED1083	Komunikasi Visual	3
4	LMPU2133	Bahasa Melayu Komunikasi 1(Pelajar Asing)	3
5	RANM1063	Asas Pendidikan Seni 1	3
6	RART1053	Pembangunan Konsep & Idea	3
7	LMPU2213	Bahasa Kebangsaan A ( <i>mereka yang tidak kredit BM dalam SPM</i> )	3
	LMPU2232	Kepimpinan dan Kemahiran Interpersonal	2
8	RANM2033	Lukisan Figura	3
9	RANM1153	Komposisi dan Susun Atur	3
10	RENG1012	English For Media Technology And Art 1	2
11	RANM1103	Penulisan Skrip dan Papan Cerita	3
12	RANM1123	Prinsip Animasi	3
13	LMPU2312	Isu-Isu Kekeluargaan Islam	2
	LMPU2322	Etika dan Moral	
14	RENG2012	English For Media Technology And Art 2	2
15	RART1063	Pemikiran Kreatif	3
16	RANM2023	Asas Komputer 3 Dimensi	3
17	RANM2073	Kesan Khas Visual	3
18	RANM1043	Asas Pergerakan Animasi	3
19	RANM1033	Mencipta dan Merekabentuk Watak 1	3
20	RANM2013	Animasi Komputer 2 Dimensi	3
21	RANM2063	Animasi Komputer 3 Dimensi	3
22	RMED2013	Penerbitan Audio	3
23	RMED2043	Suntingan Video Naratif	3
24	RMED2083	Fotografi	3
25	RANM2053	Produksi Animasi	3
26	RANM1093	Mencipta dan Merekabentuk Watak 2	3
27	RANM3016	Produksi Animasi 2	3
28	RANM1053	Pengimejan Digital	3
29	RMED1023	Asas Pengiklanan	3
30	RRES3306	Projek Akhir	6
31	RITN3306	Latihan Industri	6
<b>TOTAL CREDIT HOURS</b>			<b>91</b>

### **10.1.2 DIPLOMA IN MEDIA TECHNOLOGY (DTM)**

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This programme in the field of media technology will further expand the world of media and information technology. This programme will enable students to explore and research on performance techniques in the field of broadcasting that is video and audio. In this programme, students will be given a chance to build up special skills in all knowledgeable fields that they have studied to design interesting performances using appropriate media and digital technology.

<b>PROGRAMME</b>	<b>ENTRY QUALIFICATIONS</b>	<b>DURATION OF PROGRAMME</b>
<b>DIPLOMA IN MEDIA TECHNOLOGY (DTM)</b>	<p><b>PASS SPM/ with a minimum of THREE (3) credits in any subject or any equivalent</b> <b>OR</b> <b>PASS STPM with a minimum of 1 C Grade (GP 2.00)in any subject or any equivalent</b> <b>OR</b> <b>PASS STAM with a minimum of 1 Maqbul Gradein any subject or any equivalent</b> <b>OR</b> <b>Possess SKM Level 3 Certificate / SVM (Note: The learning institution will screen the students and prepare the specific course handouts).</b> <b>OR</b> <b>Possess Level 3, MQF Certificate with a minimum of 2.00 CGPA or any equivalent</b> <b>OR</b> <b>Any other relevant qualification recognised qualifications by the Government of Malaysia</b> <b>AND</b> <b>PASS interview OR the submission of students' portfolio decided by the learning institution.</b></p> <p><b>ENGLISH LANGUAGE REQUIREMENT FOR INTERNATIONAL STUDENTS</b> <b>Possess a minimum of Band 2 in MUET or any equivalent.</b></p>	<p>3 years (6 semesters)</p>

#### **CAREER PROSPECTS**

- Journalist
- Photographer
- Video Editor
- Advertising Writer
- Graphic Designer
- Broadcasting Journalist
- Assistant Producer
- Assistant Public Communication Officer

## List of Courses for Diploma in Media Technology (DTM)

NU	COURSE CODE	COURSE'S NAME	CREDIT HOUR
1	RENG1012	English for Media Technology 1	2
2	RENG2012	English for Media Technology 2	2
3	LMPU 2183	Penghayatan Etika dan Peradaban	3
4	LMPU2133	Bahasa Melayu Komunikasi 1(Pelajar Asing)	3
5	LMPU2213	Bahasa Kebangsaan A ( <i>mereka yang tidak kredit BM dalam SPM</i> )	3
	LMPU2232	Kepimpinan dan Kemahiran Interpersonal	2
6	LMPU2312	Isu-Isu Kekeluargaan Islam	2
	LMPU2322	Etika dan Moral	
7	CMPU24X2	Kokurikulum	2
8	RMED1143	Pengenalan Filem dan Seni Digital	3
9	RMED2243	Asas Produksi TV dan Filem	3
10	RMED1023	Asas Pengiklanan	3
11	RMED1153	Kewartawanan TV	3
12	RANM1053	Pengimejan Digital	3
13	RMED2223	Asas Pengarahan	3
14	RMED2083	Fotografi	3
15	RMED1163	Produksi Filem Pendek	3
16	RMED3033	Pengurusan Produksi	3
17	RMED2313	Lakonan Kamera	3
18	RANM2083	Penulisan Skrin	3
19	RMED1083	Komunikasi Visual	3
20	RMED2073	Teknik Pencahayaan	3
21	RMED2033	Pengucapan Awam	3
22	RMED2053	Etika dan Perundangan Media	3
23	RMED3043	Produksi Filem Cerea	3
24	RMED2253	Rekabentuk Produksi TV dan Filem	3
25	RART1063	Pemikiran Kreatif	3
26	RMED1073	Penerbitan Buletin TV	3
27	RMED3086	Projek Akhir	6
28	RMED2043	Suntingan Video Naratif	3
29	RMED2013	Penerbitan Audio	3
30	RMED1223	Sinematografi	3
31	RITN3306	Latihan Industri	6
<b>TOTAL CREDIT HOURS</b>			<b>91</b>

### 10.1.3 DIPLOMA IN MULTIMEDIA TECHNOLOGY (DMM)

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This diploma emphasises study in the field of arts especially in digital creative arts. Students will be exposed to the elements and principles of designing, graphic design, advertising, web development, graphic motions, 3D animation, interactive multimedia application, audio/video editing.

PROGRAMME	ENTRY QUALIFICATIONS	DURATION OF PROGRAMME
<b>DIPLOMA IN MULTIMEDIA TECHNOLOGY (DMM)</b>	<p><b>PASS SPM/ with a minimum of THREE (3) credits in any subject or any equivalent</b> <b>OR</b> PASS STPM with a minimum of 1 C Grade (GP 2.00)in any subject or any equivale <b>OR</b> PASS STAM with a minimum of 1 Maqbul Gradein any subject or any equivalent <b>OR</b> Possess SKM Level 3 Certificate / SVM (Note: The learning institution will screen the students and prepare the specific course handouts). <b>OR</b> Possess Level 3, MQF Certificate with a minimum of 2.00 CGPA or any equivalent <b>OR</b> Any other relevant qualification recognised qualifications by the Government of Malaysia <b>AND</b> PASS interview <b>OR</b> the submission of students' portfolio decided by the learning institution.</p> <p><b>ENGLISH LANGUAGE REQUIREMENT FOR INTERNATIONAL STUDENTS</b> <b>Possess a minimum of Band 2 in MUET or any equivalent.</b></p>	3 years (6 semesters)

### CAREER PROSPECTS

- Multimedia Designer (Motion Effects, Audio/Video)
- 3D Designer
- Web Designer
- Graphic Designer
- Desktop Publisher
- Digital Photographer
- Advertising Designer in the field of advertising, production ‘New Media’ and ICT

## List of Courses for Diploma in Multimedia Technology (DMM)

NU	COURSE CODE	COURSE'S NAME	CREDIT HOUR
1	CMPU2XX2	Kokurikulum	2
2	LMPU 2183	Penghayatan Etika dan Peradaban	3
3	LMPU2133	Bahasa Melayu Komunikasi 1(Pelajar Asing)	3
4	RTEC1073	Komunikasi Visual	3
5	RTEC1113	Asas Ilustrasi Digital	3
6	RTEC1083	Rekabentuk Imej Digital	3
7	LMPU2213	Bahasa Kebangsaan A ( <i>mereka yang tidak kredit BM dalam SPM</i> )	3
	LMPU2232	Kepimpinan dan Kemahiran Interpersonal	2
8	RTEC1063	Rekabentuk Vektor	3
9	RTEC1103	Rekabentuk Digital	3
10	RART1063	Pemikiran Kreatif	3
11	RTEC1053	Rekabentuk Papancerita	3
12	RTEC2113	Produksi Audio	3
13	LENG1012	English 1	2
14	LMPU2312	Isu-Isu Kekeluargaan Islam	2
	LMPU2322	Etika dan Moral	
15	RTEC2063	Rekabentuk Video Digital	3
16	RTEC2013	Rekabentuk Animasi 2 Dimensi	3
17	RTEC2023	Fotografi Digital	3
18	RTEC2083	Rekabentuk Iklan	3
19	RTEC2053	Rekabentuk Pembangunan Multimedia	3
20	LENG1022	English 2	2
21	RTEC2073	Rekabentuk 3D	3
22	RTEC2033	Rekabentuk dan Pembangunan Web	3
23	RTEC2093	Rekabentuk Animasi Grafik	3
24	RTEC1092	Amalan Profesional Industri Kreatif	2
25	BETR1013	Asas Keusahawanan	3
26	RTEC3028	Pembangunan Multimedia	8
27	RTEC3038	E-Media	8
28	RITN3508	Latihan Industri	8
<b>TOTAL CREDIT HOURS</b>			<b>90</b>

## 10.2 SCHOOL OF HOSPITALITY AND TOURISM MANAGEMENT



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School of Hospitality and Tourism Management (SHTM) is mainly established to produce professionals in the field of hospitality, culinary and tourism that meet the future career prospect. The programmes are offered to provide students with suitable knowledge and understanding as well as a strong foundation in operational and management techniques. It is catered for students who aspire to share their knowledge and skills learnt in relevant areas related to the hotel management and meet the demand of the hospitality industry.

### PROGRAMMES OFFERED

- DIPLOMA IN HOTEL MANAGEMENT (DHM)
- DIPLOMA IN CULINARY ARTS (DCA)

## ORGANISATIONAL CHART



**NURUL NADIA BT ABU**

*Dean*

*School of Hospitality and Tourism Management*



**MUHAMMAD ASRI B.  
BORHAN**

*Head of Programme  
Hotel Management*

**Farah Syahirah Bt Mohd Sani**



**NURUL AZLINDA BT ANUAR**

*Head of Programme  
Culinary Art*

**Muhamad Radzi Bin Yaakop**

**NUR HAMIZAH MOHAMAD**

**AMININI**  
*Manager of WBL*

## ACADEMIC STAFF INFORMATION

NU.	NAME	EXT NU.	E-MAIL	POSITION	PROGRAMME
1	Nurul Nadia Bt Abu	261	n.nadia@icym.edu.my	Dean	SHTM
2	Muhamad Asri Bin Borhan	261	asri.b@icym.edu.my	Head of Programme	Hotel Management
3	Nurul Azlinda Bt Anuar	261	azlinda@icym.edu.my	Head of Programme	Cullinary Art
3	Farah Syahirah Bt Mohd Sani	261	@icym.edu.my	Lecturer	Hotel Management
4	Muhamad Radzi B. Yaakop	261	azlinda@icym.edu.my	Lecturer	Cullinary Art
5	Nurhamizah Bt Mohamad Amini	261	nurhamizah@icym.edu.my	Manager of WBL	

### **10.2.1 DIPLOMA IN HOTEL MANAGEMENT (DHM)**

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Diploma in Hotel Management is mainly established to produce professionals in the hotel industry. This programme covers a variety of aspects of hotel management and services in order to produce experienced and quality graduates besides realising their potential to meet future job opportunities.

<b>PROGRAMME</b>	<b>ENTRY REQUIREMENTS</b>	<b>DURATION OF PROGRAMME</b>
<b>DIPLOMA IN HOTEL MANAGEMENT (DHM)</b>	<b>PASS SPM/SPMV with a minimum of THREE (3) CREDITS or any equivalent ; OR PASS SPM with a minimum of ONE (1) CREDIT and SKM Level 3 Certificate OR Other recognised certificate in the related field OR Any equivalent qualification</b>	<b>3 years (6 Semesters)</b>

### **CAREER PROSPECTS**

- Hotel Supervisor
- Housekeeping Supervisor
- Resort Supervisor
- Event Manager
- Sales and Hotel Marketing Executive

## List of Courses for Diploma in Hotel Management (DHM)

<b>NU</b>	<b>COURSE CODE</b>	<b>COURSE'S NAME</b>	<b>CREDIT HOUR</b>
1	LENG1012	English 1	2
2	LENG1022	English 2	2
3	LMPU 2183	Penghayatan Etika dan Peradaban	3
4	LMPU2133	Bahasa Melayu Komunikasi 1(Pelajar Asing)	3
5	LMPU2213	Bahasa Kebangsaan A ( <i>mereka yang tidak kredit BM dalam SPM</i> )	3
	LMPU2222	Hubungan Insan	2
6	LMPU2312	Isu-Isu Kekeluargaan Islam	2
	LMPU2322	Etika dan Moral	
7	CMPU2XX2	Ko Kurikulum	2
8	HENG1023	Business Communication in Hospitality Industry	3
9	HHOT1013	Introduction to Hospitality and Tourism Industry	3
10	HHOT1023	Theory of Food	3
11	HHOT1033	Business Ethics	3
12	HHOT2014	Front Office Management(WBL)	6
13	HHOT2024	Food and Beverage Operations(WBL)	6
14	HHOT2044	Housekeeping Operation(WBL)	6
15	HHOT2053	Personal Development	3
16	HHOT3013	Principles of Hospitality Law	3
17	HHOT3033	Marketing for Hospitality and Tourism	3
18	BMGT1033	Principles of Management	3
19	BACC2083	Principles of Accounting	3
20	HETR2013	Entrepreneurship Development	3
21	HCUL2043	Commercial Kitchen (WBL)	6
22	HCUL1074	Basic Cookery	3
23	HCUL2023	Food Safety and Sanitation	3
24	HCIT1013	Information Technology in Hospitality	3
25	HHOT2023	Human Relations & Supervision in Hospitality	3
26	HMGT2013	Event Management	3
27	HHOT2043	Room Division Management	3
28	HHOT2033	Food And Beverage Management	3
29	HITN3209	Food And Beverage Cost Control	3
<b>TOTAL CREDIT HOURS</b>			<b>92</b>

## 10.2.2 DIPLOMA IN CULINARY ART (DCA)

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Diploma in Culinary Art is mainly established to provide suitable knowledge and understanding to establish competitive students in future. This syllabus is set up specially to sharpen their skills and talents in line with the industry demands.

PROGRAMME	ENTRY REQUIREMENTS	DURATION OF PROGRAMME
<b>DIPLOMA IN CULINARY ART (DCA)</b>	<b>PASS SPM/SPMV with a minimum of THREE (3) CREDITS or equivalent ; OR</b> <b>PASS SPM with a minimum of ONE (1) CREDIT and SKM Level 3 Certificate OR</b> Other recognised certificate in the related field <b>OR</b> Any equivalent qualification	3 years (6 Semesters)

### CAREER PROSPECTS

- Head Chef
- Kitchen Manager
- Food Technician
- Pastry Chef
- De Partie Chef
- Food Decorator
- Nutritionist

## List of Courses for Diploma in Culinary Art (DCA)

NU	COURSE CODE	COURSE'S NAME	CREDIT HOUR
1	LENG1012	English 1	2
2	LENG1022	English 2	2
3	LMPU2183	Penghayatan Etika dan Peradaban	3
4	LMPU2133	Bahasa Melayu Komunikasi 1(Pelajar Asing)	3
5	LMPU2213	Bahasa Kebangsaan A ( <i>mereka yang tidak kredit BM dalam SPM</i> )	3
	LMPU2222	Hubungan Insan	2
6	LMPU2312	Isu-Isu Kekeluargaan Islam	2
	LMPU2322	Etika dan Moral	
7	CMPU2XX2	Ko Kurikulum	2
8	HHOT1023	Theory of Food	3
9	HCUL1054	Basic Pastry and Bakery	3
10	HCUL2023	Food Safety and Sanitation	3
11	HCUL2033	Menu Planning and Development	3
12	HCUL2043	Commercial Kitchen(WBL)	6
13	HCUL2073	Garde Manger(WBL)	6
14	HCUL3013	International Cuisine(WBL)	6
15	HCUL3043	Pastry Artistry	3
16	HHOT1013	Introduction to Hospitality and Tourism Industry	3
17	HHOT2024	Food and Beverage Operations(WBL)	6
18	HHOT2053	Personal Development	3
19	HHOT2093	Customer Relation Management in Hospitality	3
20	BACC2083	Principles of Accounting	3
21	BECN1063	Principles of Economics	3
22	HETR2013	Entrepreneurship Development	3
23	HCIT1013	Information Technology in Hospitality	3
24	HCUL1053	Food Service System And Management	3
25	HCUL1074	Basic Cookery	3
26	HCUL2073	Food Service Procurement	3
27	HHOT2033	Food And Beverage Management	3
28	HMGT2013	Event Management	3
29	HCUL3023	Food And Beverage Cost Control	3
<b>TOTAL CREDIT HOURS</b>			<b>92</b>

### **10.3 SCHOOL OF COMPUTING AND ENGINEERING TECHNOLOGY**



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School of Computing and Engineering Technology (SCET) is the latest school to be introduced in the structure of the Academic Development Division International College of Yayasan Melaka (ICYM). Even though this new school was newly launched in January 2017, it is primarily the result of the merger of the School of Information Technology (SIT) and the School of Industrial Technology (STP) that have vast experience in organising ICYM homegrown programmes.

In line with its objectives, SCET strives to provide a fun learning experience for the students and prepare them for the job market according to the needs of industry. Therefore, the curriculum is constantly updated from time to time based on the guidelines set by the Malaysian Qualifications Agency (MQA) and the guidance from the academic panel and the appointed industry panels.

Throughout the learning process, students will be exposed to theory and laboratory work focusing on the planning, analysing and designing the system. The lecturers of this school are also specifically chosen based on their qualifications of each cluster to help and guide students in their academic performance.

#### **PROGRAMMES OFFERED**

1. DIPLOMA IN INFORMATION TECHNOLOGY (DIT)
2. DIPLOMA ELECTRICAL TECHNOLOGY (DTL)
3. DIPLOMA IN INDUSTRIAL ELECTRONIC TECHNOLOGY (DTE)

## ORGANISATIONAL CHART



NOR AZLIN BINTI BUJANG

*Dean*

*School Of Computing And Engineering Technology*



AINE ILINA BINTI TARMIZI

*Head*

*Electrical Technologi Program*

**Norhayati Binti Mahat**

**Mohd Firdaus Bin Thalas**

**Md Eirfan Safwan Bin Md Jasman**

**Nor Amira Azwa Binti Zakaria**



SITI ZULAIKHA BT FAZILAH

*Ketua*

*Electrical Technologi Program*

**Nurul Munirah Bt Ariffin**

**Siti Fauziah Bt Ismail**



NORAZLIN BT JALILUDIN

*Ketua*

*Information Technologi Program*

**Julia Bt Bujang**

**Norsheila Binti Ismail**

**Nursyahirah Nabilah Md Yusoff**

**Nurul Syakira Bt Abd Wahab**

**Rosniza Binti A Rahim**

**Aisyah binti Sidek**

**Nurina Husnina Bt Mohd Hairen**

**Noor Diana Bt Mohamed Hassim**

**Yeo Chen Kuang**  
*Lab Technician DTE & DTL*



NOORHIDAYU BT MOHD RASIP

*WBL Manager*

## ACADEMIC STAFF INFORMATION

NU.	NAME	EXT NU.	E-MAIL	POSITION	PROGRAMME
1	Nor Azlin binti Bujang	245/286	<a href="mailto:azlin.b@icym.edu.my">azlin.b@icym.edu.my</a>	Dean	SCET
2	Norazlin binti Jaliludin	245/286	<a href="mailto:norazlin@icym.edu.my">norazlin@icym.edu.my</a>	Head of Programme	Information Technology
3	Aine Ilina binti Tarmizi	245/286	aine@icym.edu.my	Head of Programme	Electrical Technology
4	Siti Zulaikha binti Fazilah	245/286	zulaikha@icym.edu.my	Head of Programme	Electronic Technology
5	Nurul Munirah binti Ariffin	245/286	<a href="mailto:n.munirah@icym.edu.my">n.munirah@icym.edu.my</a>	Lecturer	Electronic Technology
6	Siti Fauziah binti Ismail	245/286	fauziah@icym.edu.my	Lecturer	Electronic Technology
7	Norhayati binti Mahat	245/286	<a href="mailto:norhayati.m@icym.edu.my">norhayati.m@icym.edu.my</a>	Lecturer	Electrical Technology
8	Mohd Firdaus bin Thalas	245/286	m.firdaus@icym.edu.my	Lecturer	Electrical Technology
9	Nor Amira Azwa binti Zakaria	245/286	azwa@icym.edu.my	Lecturer	Electrical Technology
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13	Rosniza binti A Rahim	245/286	rosniza@icym.edu.my	Lecturer	Information Technology
14	Julia binti Bujang	245/286	<a href="mailto:julia@icym.edu.my">julia@icym.edu.my</a>	Lecturer	Information Technology
15	Noor Diana binti Mohamed Hassim	245/286	diana@icym.edu.my	Lecturer	Information Technology
16	Nursyahirah Nabilah binti Md Yusoff	245/286	<a href="mailto:nursyahirah@icym.edu.my">nursyahirah@icym.edu.my</a>	Lecturer	Information Technology
17	Aisyah binti Sidek	245/286	aisyah.s@icym.edu.my	Lecturer	Information Technology
18	Nurina Husnina binti Mohd Hairen	245/286	nurina@icym.edu.my	Lecturer	Information Technology
19	Yeo Chen Kuang	245/286	<a href="mailto:yeo.ck@icym.edu.my">yeo.ck@icym.edu.my</a>	Lecturer	Juruteknik Makmal
20	Noorhidayu binti Mohd Rasip	245/286	hidayu@icym.edu.my	WBL MRI	SCET

### **10.3.1 DIPLOMA IN INFORMATION TECHNOLOGY (DIT)**

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This programme aims to prepare students with basic knowledge, principles and skills related to digital safety and information security in order to equip the students with analytical and technical skills needed in the field of network security, software security and digital forensic.

This programme will enhance students with the ability to fulfil the job market demand in the field of cyber security, and simultaneously be an expert in cyber security who can help the organisation in protecting the system, network, database and also the critical and sensitive information that is the main asset of an organisation. The curriculum of this diploma had been designed to fulfil the needs of organisations and professional industries while giving the competitive advantage to the students. The emphasis is on the application of knowledge through teamwork, research, simulation and real-life projects.

This programme is offering a science computer curriculum with an emphasis on the knowledge of cyber security and students who undergo this programme will be equipped with basic science computer knowledge, which consists of subjects, software and websites development, data communication and network, computer organisation and system control. Besides, students will also be trained in practicals and skills of cyber security that includes the subjects of computer forensics, database security, network security, programming security, information security and assurance, network breach and response.

The advantage of the graduates of the Diploma of Cyber Security is they will obtain a Certificate of Course Completion (CoC) from the CISCO Academy as a proof that they had officially completed the training from the CISCO Academy.

<b>ENTRY REQUIREMENTS</b>	<b>DURATION OF PROGRAMME</b>
<p>i. Pass SPM in any 3 subjects including Mathematics; or any equivalent; OR</p> <p>ii. Pass Sijil Tinggi Persekutuan Malaysia (STPM) with a minimum of C grade (2.0 CGPA) in any subjects or equivalent and a credit in Mathematics for SPM or equivalent; OR</p> <p>iii. Pass Sijil Tinggi Agama Malaysia (STAM) with a minimum of Maqbul grade (pass) and a credit in Mathematics for SPM or equivalent; OR</p> <p>iv. Pass Sijil Kemahiran Tinggi (SKM) Level 3 and a credit in Mathematics for SPM or equivalent; OR</p> <p>v. Pass any equivalent qualifications with Sijil (Level 3, KKM) and a credit in Mathematics for SPM or equivalent.</p> <p>Candidates without credits in Mathematics for SPM or equivalent could be accepted if that Certificate Programme includes Mathematics subject that is equivalent to Mathematics for SPM.</p>	3 years (6 Semesters)

Candidates with credits in any computing-related subjects for SPM could be prioritised.	
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## **CAREER PROSPECTS**

- Programmer
- IT Security Analyst
- IT Security Consultant
- Computer Forensic Examiner
- IT Security Officer
- Network Security Administrator
- Information Security Consultant
- Security Breach Tester
- Software Safety Expert
- IT Entrepreneur
- System/Website Developer

**List of Courses for Diploma in Information Technology (DIT)**

NU	COURSE CODE	COURSE'S NAME	CREDIT HOUR
1	LMAT1013	Mathematics 1	3
2	LENG1012	English 1	2
3	TCIT1013	Introduction to computer system	3
4	TCIT1023	Programming fundamentals	3
5	TCIT1033	Computer system architecture	3
6	LMPU2312	Isu isu kekeluargaan Islam	2
	LMPU2222	Hubungan Insan	2
7	LMAT1023	Mathematics 2	3
8	LENG1022	English 2	2
9	TCIT1043	Operating system	3
10	TCCS2053	Principles of information security	3
11	TCNT1043	Data communication	3
12	LMPU2213	Bahasa kebangsaan A	3
	LMPU1012	Integrasi dan anti rasuah	2
13	LENG2012	English for business communication	2
14	TCNT1023	Introduction to network (CISCO 1)	3
15	TCCS2063	Database system and security	3
16	TCCS3023	Web application development	3
17	TCIT2043	Object – oriented programming	3
18	CMPU2432	Pertahanan Awam	2
	CMPU2452	Treking	2
19	TCIT2053	System analysis and design	3
20	TCNT2023	Routing and switching essentials (CISCO 2)	3
21	TCNT2013	Network security	3
22	TCNT2043	Network programming	3
23	MPU 2183	Penghayatan etika dan peradaban	3
24	TCCS2023	E-commerce security	3
25	TCNT2033	Scaling networks (CISCO 3)	3
26	TCCS2033	Computer forensics	3
27	TCCS3043	Cloud computing	3
28	TITN3508	Industrial training	8

**KURSUS ELEKTIF (PILIH 3 KURSUS)**

29	RTEC2013	Animation 2 dimensions design	3
30	RTEC1083	Digital image design	3
31	TCCS3013	Incident response and handling	3
32	TCIT2033	Introduction to multimedia	3
33	BETR2013	Basic entrepreneurship	3
34	TMGT2013	Safety and health	3
<b>TOTAL CREDIT HOURS</b>			<b>92</b>

### **10.3.2 DIPLOMA IN ELECTRICAL TECHNOLOGY (DTL)**

This diploma offers theoretical and practical training which focuses on knowledge development to create, design and estimate the cost for electrical works, using test equipment and protection for installation, industrial equipment, machine operation and supply distribution system, making an installation, and inspecting electrical supply, maintaining the pneumatic system, hydraulic and automation, emergency supplies, shuttles, power control box and electrical work supervision skills.

The first two years of the duration of study, which are Year 1 and Year 2, are the duration to reinforce the knowledge and basic skills of the students in the field of electrical technology through core subjects related with circuit theory, analog electricity, digital electricity, electric motor control, machine electricity and electrical engineering software.

However, for the third year, the programme will be more inclined towards the electrical field where students will be undergoing the Work Based-Learning (WBL) in industry. The structured learning in industry will help the students to practise the knowledge and skills learned in college and expose the students to the working environment.

Aside from that, basic subjects related to English Language, Mathematics, Engineering Science, Safety and Health, Soft Skills and Entrepreneurship will be applied throughout this diploma programme in order to produce competent, competitive and innovative students with national aspirations.

#### **ENTRY REQUIREMENTS**

<b>ENTRY REQUIREMENTS</b>	<b>DURATION OF PROGRAMME</b>
<p><b>PASS SPM or equivalent</b> with at least <b>THREE (3) Credits</b>;</p> <p><b>OR</b></p> <p><b>PASS STPM or equivalent;</b> <b>OR</b></p> <p><b>PASS Engineering / Engineering Technology Certificate</b> (Level 3, MQF) and recognised or equivalent;</p> <p><b>OR</b></p> <p><b>PASS Vocational and Technical / Skill Certificate (Level 3, MQF)</b> and recognised or equivalent.</p> <p>For International students, Score Test of English as a Foreign Language (TOEFL) 500 OR Score International English Language Testing System (IELTS) 5.0 OR equivalent.</p>	<p><b>3 YEARS</b> (6 semesters)</p>

#### **CAREER PROSPECTS**

- Electrical Technician
- Senior Technician / Assistant Engineer
- Project Supervisor (involves the monitoring / supervision, fault repair, installation of electrical equipment and circuits and systematic planning of electrical projects)

- Electrical Technology Service Advisor
- Assistant Vocational Training Officer
- Assistant Factory and Machinery Inspector
- Electrical Field Entrepreneur

### List of Courses for Diploma in Electrical Technology(DTL)

NU	COURSE CODE	COURSE'S NAME	CREDIT HOUR
1	LMAT1013	Mathematics 1	3
2	LMAT1023	Mathematics 2	3
3	LENG1012	English 1	2
4	LENG1022	English 2	2
5	LMPU2183	Penghayatan Etika dan Peradaban	3
6	LMPU2133	Bahasa Melayu Komunikasi 1(Pelajar Asing)	3
7	LMPU2213	Bahasa Kebangsaan A ( <i>mereka yang tidak kredit BM dalam SPM</i> )	3
	LMPU2232	Kepimpinan dan Kemahiran Interpersonal	2
8	LMPU2312	Isu-Isu Kekeluargaan Islam	2
	LMPU2322	Hubungan Insan	
9	CMPU2XX 2	Ko Kurikulum	2
10	TELE1023	Engineering Science	3
11	TELE1013	Workshop Technology	3
12	TCIT1012	Introduction to Computer	2
13	TELC1013	Circuit Theory 1	3
14	TELC1023	Analogue Electronic 1	3
15	TELC2063	Digital Systems	3
16	TMGT2013	Safety and Health	3
17	TELC1043	Circuit Theory 2	3
18	TELC1053	Analogue Electronic 2	3
19	TCIT2013	Computer Programming	3
20	TELE2013	Electrical Motor Control	3
21	BETR2013	Basic Entrepreneurship	3
22	TELE2033	Electrical Machine	3
23	TELC2053	Microcontroller	3
24	TELE2023	Engineering Software	3
26	TCIT2143	Auto Cad	3
<b>WBL (BLOCK RELEASE)</b>			
27	TELE3116	Electrical Wiring	6
28	TELE3026	Electrical Systems	6
29	TELE3016	Electrical Measurement	6
30	TELE3036	Electrical Maintenance and Repair	6
<b>TOTAL CREDIT HOURS</b>			<b>90</b>

### **10.3.3 DIPLOMA IN INDUSTRIAL ELECTRONIC TECHNOLOGY (DTE)**

This programme is introduced in response to the government's call in line with the country's industrial sector to produce skilled manpower, particularly in the field of electronics.

This programme offers theoretical and practical training which focuses on the formation of knowledge and skills in the field of electronic technology industries such as Hydraulics & Pneumatics, Programmable Logic Controller (PLC) and others.

The programme also focuses on aspects of the installation, testing and maintenance of equipment, and industrial electronic systems. It is to enable students to get a job in this field of study and to pursue higher education in a related field.

The first two years of the duration of study, which are Year 1 and Year 2, are the duration to reinforce the knowledge and basic skills of the students in the field of electrical technology through core subjects related with circuit theory, analog electricity, digital electricity, electric motor control, machine electricity and electrical engineering software.

However, for the third year, the programme will be more inclined towards the electronic field where students will be undergoing the Work Based-Learning (WBL) in industry. The structured learning in industry will help the students to practise the knowledge and skills learned in college and expose the students to the working environment.

Aside from that, basic subjects related to English Language, Mathematics, Engineering Science, Safety and Health, Soft Skills and Entrepreneurship will be applied throughout this diploma programme in order to produce competent, competitive and innovative students with national aspirations.

<b>ENTRY REQUIREMENTS</b>	<b>DURATION OF PROGRAMME</b>
<p><b>PASS SPM or equivalent</b> with at least <b>THREE (3) Credits</b>;</p> <p><b>OR</b></p> <p><b>PASS STPM or equivalent;</b></p> <p><b>OR</b></p> <p><b>PASS Engineering / Engineering Technology Certificate</b> (Level 3, MQF) and recognised or equivalent;</p> <p><b>OR</b></p> <p><b>PASS Vocational and Technical / Skill Certificate (Level 3, MQF)</b> and recognised or equivalent.</p> <p>For International students, Score Test of English as a Foreign Language (TOEFL) 500 OR Score International English Language Testing System (IELTS) 5.0 OR equivalent.</p>	<p><b>3 YEARS</b> (6 semesters)</p>

## CAREER PROSPECTS

- Electronic Technician
- Senior Technician / Assistant Engineer
- Project Supervisor (involves the monitoring / supervision, fault repair, installation of electrical equipment and circuits and systematic planning of electrical projects)
- Electronic Technology Service Advisor
- Assistant Vocational Training Officer
- Assistant Factory and Machinery Inspector
- Electronic Field Entrepreneur

## List of Courses for Diploma in Industrial Electronic Technology (DTE)

NU	COURSE CODE	COURSE'S NAME	CREDIT HOUR
1	LMAT1013	Mathematics 1	3
2	LMAT1023	Mathematics 2	3
3	LENG1012	English 1	2
4	LENG1022	English 2	2
5	LMPU2183	Penghayatan Etika dan Peradaban	3
6	LMPU2133	Bahasa Melayu Komunikasi 1(Pelajar Asing)	3
7	LMPU2213	Bahasa Kebangsaan A ( <i>mereka yang tidak kredit BM dalam SPM</i> )	3
	LMPU2232	Kepimpinan dan Kemahiran Interpersonal	2
8	LMPU2312	Isu-Isu Kekeluargaan Islam	2
	LMPU2322	Hubungan Insan	
9	CMPU2XX 2	Ko Kurikulum	2
10	TELE1023	Engineering Science	3
11	TELE1013	Workshop Technology	3
12	TCIT1012	Introduction to Computer	2
13	TELC1013	Circuit Theory 1	3
14	TELC1023	Analogue Electronic 1	3
15	TELC2063	Digital Systems	3
16	TMGT2013	Safety and Health	3
17	TELC1043	Circuit Theory 2	3
18	TELC1053	Analogue Electronic 2	3
19	TCIT2013	Computer Programming	3
20	TELC1073	Communication System	3
21	BETR2013	Basic Entrepreneurship	3
22	TELC2013	Industrial Electronic	3
23	TELC2053	Microcontroller	3
24	TELE2023	Engineering Software	3
25	TCIT2143	Auto Cad	3
<b>WBL (BLOCK RELEASE)</b>			
26	TELC3016	Electronic Measurement and Instrumentation	6
27	TELC3236	Electronic Equipment Repair	6
28	TELC3216	Power Electronic	6
29	TELC3056	Industrial Automation	6
<b>TOTAL CREDIT HOURS</b>			<b>90</b>

## 10.4 SCHOOL OF AVIATION AND AERONAUTICS TECHNOLOGY



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School of Aviation and Aeronautics Technology (SAAT) was founded in 2011. The focus is to produce skilled workers to meet the industry's needs that are being developed in Malaysia. Service industry Maintenance, Repair and Overhaul (MRO) is identified by the government as a profitable industry and can be the inspiration to drive the country to achieve high-income status.

In order to ensure future graduates' ability to fulfil the needs of the market, School of Aviation and Aeronautics Technology has been working with several local companies such as Firefly, AF Jets, Malindo Air, Malaysia Flying Academic and others, to place graduates with diplomas for On Job Training. With the cooperation of the companies, the competencies of graduates are guaranteed before stepping into the world of work later.

One of the advantages of this school is that the teaching and learning methods are conducted in 60% practical and 40% theory. Physical facilities for practical work are the most comprehensive compared to other Approval Training Organizations. Lecturers consist of a combination of young, experienced (former Royal Malaysian Air Force with more than 20 years experience) and licensed engineers in the industry. Students have the opportunity to continue their studies to degree level in IPTA/IPTS after graduation or get their license Aircraft Maintenance License -Engineer DCAM PART 66 Category B1.1 and Category A1.

### PROGRAMME OFFERED

- ❖ **DIPLOMA IN AIRCRAFT MAINTENANCE TECHNOLOGY (DAMT)**
- ❖ **DIPLOMA IN AVIATION MANAGEMENT (DAM)**

## ORGANISATIONAL CHART



**SITI NORSILA BINTI ROSLI**

*Dekan*

*Sekolah Penerbangan dan Teknologi Aeronautik*



**AMIRUL FARZANAH BT KAMRUL**

*Ketua*

*Program Pengurusan Penerbangan*

**Akmal Hafiz Bin Bidin**

**Azni Bin Mon**

**Osman Bin Ahmad**

**Muhamad Khairy Bin Othman**

## ACADEMIC STAFF INFORMATION

NO	NAMA	NO EXT	E-MAIL	JAWATAN	PROGRAM
1	Siti Norsila Binti Rosli	285	norsila.r@icym.edu.my	Dean	SAAT
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4	Azni Bin Mon	236	azni.m@kym.edu.my	Lecturer	Aircraft Maintenance Engineeringt
5	Osman Bin Ahmad	236	osman.ah@kym.edu.my	Lecturer	Aircraft Maintenance Engineeringt
6	Muhammad Khairy Bin Othman	236	m.khairy@icym.edu.my	Lecturer	Aviation Management

#### **10.4.1 DIPLOMA IN AIRCRAFT MAINTENANCE TECHNOLOGY (DAMT)**

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Diploma in Aircraft Maintenance Technology (DAMT) emphasises on the learning of technical fields as the mainstay. Students are exposed to practical elements in avionics and mechanical based on CAP 741 practical log book.

ENTRY REQUIREMENTS	DURATION OF PROGRAMME
<p>PASS SPM with a minimum of 3 credits including ENGLISH, MATHEMATICS AND SCIENCE <b>AND</b> PASS THE QUALIFICATION TEST for English, Physics and Mathematics; <b>AND</b> PASS Interview; <b>AND</b> medical examination <b>AND</b> not colour blind.</p>	<p>3 Years (6 Semesters)</p>

#### **CAREER PROSPECTS**

- Technician without a licence and in the process of completing the task logbook CAP 741 for 1 year 6 months to get Aircraft Maintenance Licence (AML) DCAM-PT-66 Cat B1
- Technician in mechanical field such as the Oil and Gas industry
- Further studies in degree level in local universities or abroad.

## List of Courses for Diploma in Aircraft Maintenance (DAMT)

NU	COURSE CODE	COURSE'S NAME	CREDIT HOUR
1	LMPU2183	Penghayatan Etika dan Peradaban	3
2	LMPU2133	Bahasa Melayu Komunikasi 1(Pelajar Asing)	3
3	LMPU2213	Bahasa Kebangsaan A ( <i>mereka yang tidak kredit BM dalam SPM</i> )	3
	LMPU2232	Kepimpinan dan Kemahiran Interpersonal	2
4	LMPU2312	Isu-Isu Kekeluargaan Islam	2
	LMPU2322	Etika dan Moral	
5	CMPU2XX2	Ko Kurikulum	2
6	AENG1013	Aviation English	3
7	AMAT1013	Mathematics	3
8	AAVI1013	Physics	3
9	AAVI1023	Fundamental of Electrical Engineering	3
10	AAVI1033	Electrical Power Engineering	3
11	AAVI1043	Electronic Fundamental	3
12	AAVI1053	Basic Aerodynamics	3
13	AAVI1063	Digital Techniques	3
14	AAVI1073	Material Engineering	3
15	AAVI1083	Materials and Hardware	3
16	AAVI2013	Aircraft Maintenance Practice	3
17	AAVI2123	Turbine Aeroplane Aerodynamics and Structure	3
18	AAVI2133	Turbine Aeroplane System 1	3
19	AAVI2143	Turbine Aeroplane System 2	3
20	AAVI2053	Basic Air Legislation	3
21	CSK2113	Project Management	3
22	AAVI2073	Workshop Maintenance Fundamental	3
23	AAVI2093	Propellers	3
24	AAVI2103	Gas Turbine Engine Fundamental	3
25	AAVI2113	Gas Turbine Engine System	3
26	AAVI3013	Basic Human Factor	3
27	AAVI3023	Piston Engine Fundamental	3
28	ARES3014	Final Year Project	4
29	AITN3112	Industrial Training	12
<b>TOTAL CREDIT HOURS</b>			<b>91</b>

## **10.4.2 DIPLOMA IN AVIATION MANAGEMENT (DAM)**

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This programme is designed to equip students with the skills and knowledge needed for the career in the aviation industry. Students will be given technical training and practical in planning and managing the airport, maintenance, air traffic management, air transportation system, flight safety and other aviation related fields. The curriculum of this programme are the latest and they reflect the modern aviation industry for those who want to build a career in the aviation field.

### **Entry Requirements**

<b>Requirements</b>	<b>Duration of programme</b>
<p><b>PASS SPM with at least THREE (3) CREDITS;</b> <b>OR</b> Other equivalent qualifications recognized by the Malaysian Government</p>	3 years (6 semester)

### **Career Prospects**

- Airport Manager
- Aviation Economic Planner
- Aviation Human Resource Manager
- Logistics Manager
- Warehousing

## List of Courses for Diploma in Aviation Management (DAM)

NU	COURSE CODE	COURSE'S NAME	CREDIT HOUR
1	LMPU2183	Penghayatan Etika dan Peradaban	3
2	LMPU2133	Bahasa Melayu Komunikasi 1(Pelajar Asing)	3
2	AENG1013	Aviation English	3
3	AAMG1023	Aircraft General Knowledge	3
5	AAMG1033	Principle of Flight (Aeroplanes-Aerodynamics)	3
6	AAMG2053	Principle of Flight (Aeroplanes-Aircraft Performance)	3
7	BMGT1033	Principles of Management	3
8	LMPU2232	Kepimpinan dan Kemahiran Interpersonal	2
	LMPU2213	Bahasa Kebangsaan A ( <i>mereka yang tidak kredit BM dalam SPM</i> )	3
9	AAMG2073	Radio Telephony	3
10	AAMG1073	Flight Planning & Monitoring	3
11	AAMG1083	General Navigation	3
12	BMKT1023	Principles of Marketing	3
13	AAMG1062	Human Performance Limitation	3
14	LMPU2312	Isu-Isu Kekeluargaan Islam	2
	LMPU2322	Etika dan Moral	
15	AAMG2024	Agk : Instrumentation	4
16	AAMG2034	Meteorology	4
17	AAMG2062	Mass & Balance	2
18	BFIN2013	Principles of Finance	3
19	AAMG1013	Aircraft Law	3
20	CMPU2XX2	Ko Kurikulum	2
21	AAMG3013	Operational Procedures	3
22	AAVI2073	Aircraft Maintenance Technology	3
23	AAMG3033	Airport Cargo Management	3
24	BHRM2023	Human Resources Management	3
25	AAMG2043	Ground Handling Management	3
26	AAMG1062	Communications : Vfr / Ifr	2
27	AAMG2013	Radio Navigation	3
28	AAMG1093	Aviation Operation Management	3
29	AAMG1053	Aviation Engineering Management	3
30	AECO1013	Aviation Economic	3
31	ARES3104	Final Year Project	4
32	AITN3204	Industrial Training	4
<b>TOTAL CREDIT HOURS</b>			<b>92</b>

## 10.5 SCHOOL OF BUSINESS MANAGEMENT



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School of Business Management (SBM) is established to produce professional students either in accounting, marketing, entrepreneurship, the Islamic financial system as well as other fields that are related and compatible with career prospects in the future. Leading to the construction of charisma and professionalism, the focused aspects are on the construction of the curriculum in line with the aspiration of ICYM and schools in particular taking the interests and demands of the industry.

The advantages of this school are the teaching and learning method conducted in the lectures, tutorials and practical. All of the lecturers involved are expertise in the industry and related fields. Therefore, students will undergo practical training in order to expose them to a real career environment. The offered programmes enabled students to find jobs and become entrepreneurs after completing industrial training. Besides that, students also have the bright opportunity to further their studies into degree level in universities / colleges after graduation.

### PROGRAMME OFFERED

- ❖ Diploma in Accountancy Through Online Distance Learning (DIA-ODL)
- ❖ Diploma in Hajj And Umrah Entrepreneurship (DHE)
- ❖ Diploma in Entrepreneurship (DK)
- ❖ Diploma in Sports Management (DSM)

## ORGANISATIONAL CHART

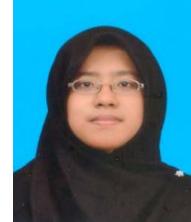


**SHANIZAH BINTI SIRON**  
*Head of Programme  
Accounting & Finance*

Arman Bin Mat Shah  
Aina Nadhirah Bt Maidin  
Asmah Md Bt Yusof  
Nurfarahanim Aqmar Bt Lasim



**NORLIAH BINTI ABU BAKAR**  
*Head of Programme  
Entrepreneurship And  
Marketing*  
Herman Putra Bin  
Mohd Nazri  
Norliah Binti Abu  
Bakar  
Muhammad Firdaus B.  
Abu Hassan



**AMINAH BT ABDULLAH**  
*Dean*  
*School of Business Management*



**NOOR ASWANI BT ABD LATIFF**  
*Head of Programme  
Management*  
Azizah Binti Yaacob  
Noor Insyirah Binti  
Mohsin  
Shahariah Binti Ariff  
Mohd Ridwan Bin Talib  
Najwa Asyiqin Binti



**MASITA BINTI SULAIMI**  
*Head of Programme  
Mutawwif  
Entrepreneurship*



**MOHAMAD ISKANDAR B  
ABDULLAH**  
*Head of Programme  
Sport Management*  
**Muhamad Hasif B. Mat  
Kamar**

## ACADEMIC STAFF INFORMATION

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1.	Aminah Binti Abdullah	253	<a href="mailto:aminah.a@icym.edu.my">aminah.a@icym.edu.my</a>	Dean	SBM
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7.	Asmah Binti Md.Yusuf	255	<a href="mailto:asmah.my@icym.edu.my">asmah.my@icym.edu.my</a>	Lecturer	Accountancy And Finance
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9.	Nurfarahanim Aqmar Bt Lasim	255	<a href="mailto:farahanim@icym.edu.my">farahanim@icym.edu.my</a>	Lecturer	Accountancy And Finance
10.	Herman Putra Bin Mohd Nazri	255	<a href="mailto:herman@icym.edu.my">herman@icym.edu.my</a>	Lecturer	Entrepreneurship And Marketing
11.	Norliah Binti Abu Bakar	255	<a href="mailto:norliah@icym.edu.my">norliah@icym.edu.my</a>	Lecturer	Entrepreneurship And Marketing
12.	Muhammad Firdaus B. Abu Hassan	255	<a href="mailto:firdaus.a@icym.edu.my">firdaus.a@icym.edu.my</a>	Lecturer	Entrepreneurship And Marketing
13.	Azizah Binti Yaacob	255	<a href="mailto:azizah@icym.edu.my">azizah@icym.edu.my</a>	Lecturer	Management
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15.	Najwa Asyiqin Binti Zulnoraini	255	<a href="mailto:najwa@icym.edu.my">najwa@icym.edu.my</a>	Lecturer	Management
16.	Noor Insyirah Binti Mohsin	255	<a href="mailto:insyirah.m@icym.edu.my">insyirah.m@icym.edu.my</a>	Lecturer	Management
17.	Shahariah Binti Ariff	255	<a href="mailto:shahariah.a@icym.edu.my">shahariah.a@icym.edu.my</a>	Lecturer	Management

### **10.5.1 DIPLOMA IN ACCOUNTING (DIA)/ ONLINE DISTANCE LEARNING (ODL)**

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This programme is designed to produce professional manpower in the field of accounting as demanded in the private and government sector . The syllabus is specifically constructed for students to enhance their knowledge and skills in the areas of financial accounting, cost accounting, auditing, taxation, financial management and computerised accounting. The students will learn to prepare the full set of accounts for big or small organisations and at the same time they will be exposed to the use of computerized certification software so that once the students graduate, they will be able to continue their journey in this field. Besides that, the students also may pursue their studies and training until they become experts in the field.

Entry requirements

<b>QUALIFICATION</b>	<b>DURATION OF PROGRAMME</b>
<p><b>PASS SPM/SPMV with at least <b>THREE (3) CREDITS</b> in any subject including <b>MATHEMATICS OR PRINCIPLES of ACCOUNTING</b> and <b>PASSED ENGLISH LANGUAGE</b> ;</b></p> <p><b>OR</b></p> <p>Other qualifications recognized by the Malaysian Government</p>	3 years (6 semesters)

#### **CAREER PROSPECTS**

- Assistant Accountant
- Finance Officer Assistant
- Bank Officer Assistant
- Auditor Assistant
- Co-op Officer

**List of Courses for Diploma in Accounting (DIA) Course in Open and Distance Education (ODL)**

<b>NU</b>	<b>COURSE CODE</b>	<b>COURSE'S NAME</b>	<b>CREDIT HOUR</b>
1	LENG1012	English 1	2
2	LMPU2133	Malay Language Communication 1(Foreign Student)	3
3	CMPU2XX2	Co-Curriculum	2
4	LMPU2312/ LMPU2322	Islamic Family Issues / Moral And Ethics	2
5	BACC1023	Financial Accounting 1	3
6	BACC1043	Computer Application in Accounting	3
7	BMGT1033	Principles of Management	3
8	LMPU2232	Leadership And Interpersonal Skills	2
	LMPU2213	National Language A ( <i>For Those Who Did Not Credit In BM For Spm</i> )	3
9	LENG1022	English 2	2
10	BACC1033	Financial Accounting 2	3
11	LMAT1043	Business Mathematics	3
12	BECN1053	Principles of Microeconomics	3
13	BMKT1023	Principles of Marketing	3
14	MPU2183/ MPU2193	Appreciation of Ethics and Civilization/ Philosophy and Current Issues	3
15	LENG2033	Business communication skills	3
16	BACC2033	Financial Accounting 3	3
17	BACC2043	Cost Accounting	3
18	BACC2073	Accounting Information System	3
19	BECN2013	Principles of Macroeconomics	3
20	LSTA1013	Business Statistic	3
21	BACC2053	Management Accounting	3
22	BACC2103	Financial Management	3
23	BACC2063	Financial Accounting 4	3
24	BTAX2013	Taxation 1	3
25	BLAW2023	Corporate Business Law	3
26	BAUD3013	Audit	3
27	BFIN3023	Islamic Finance System	3
28	BTAX3023	Taxation 2	3
29	BLAW3033	Partnership and Company Law	3
30	BETR2013	Basic Entrepreneurship	3
31	BITN3108	Industrial Training	8
<b>TOTAL CREDIT HOURS</b>			<b>90</b>

## **10.5.2 DIPLOMA IN ENTREPRENEURSHIP (DK)**

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This diploma is offered specifically to develop young entrepreneurs with business acumen in accordance with the requirements of business and marketing, entrepreneurial skills, attitude and motivation. The programme structure is designed to enable students to develop an understanding of the organization and to produce graduates who are interested in business and administration. This is also in line to produce the good quality of graduates in entrepreneurship and management.

### **Entry Requirements**

<b>QUALIFICATION</b>	<b>DURATION OF PROGRAMME</b>
<p><b>i. Having a Malaysian Certificate of Education (SPM) with at least 3 credits in three subjects; OR</b></p> <p><b>ii. Having a Malaysian Skills Certificate (SKM) Level 3 in related fields; OR</b></p> <p><b>iii. Pass a Certificate (Level 3, Malaysian Qualifications Framework, KKM) in related fields with a minimum Cumulative Grade Point Average (CGPA) of 2.0; OR</b></p> <p><b>iv. Pass the Malaysian Higher School Certificate (STPM) with a minimum Grade C (NGMP) of 2.0 in any subject; OR</b></p> <p><b>v. Passed the Malaysian Religious Certificate (STAM) with a minimum grade of Maqbul; OR</b></p> <p><b>vi. Other qualifications recognized as equivalent by the Malaysian Government.</b></p>	<p>3 years (6 semesters)</p>

### **CAREER PROSPECTS**

- Entrepreneur
- Finance Officer / Bank Assistant
- Administrative Officer Assistant
- Marketing Officer Assistant

## List of Courses for Diploma in Entrepreneurship (DK)

NU	COURSE CODE	COURSE'S NAME	CREDIT HOUR
1	LENG1012	English 1	2
2	BETR1014	Asas Keusahawanan	4
3	LMPU2312/ LMPU2322/ LMPU2213	Isu-isu Kekeluargaan Islam / Hubungan Insan / Bahasa Kebangsaan A	2
4	BMGT1023	Prinsip Pengurusan	3
5	BMKT1013	Prinsip Pemasaran	3
6	BETR1103	Prinsip Ekonomi	3
7	LMPU1012	Kursus Integrasi dan Anti Rasuah	2
8	LENG1022	English 2	2
9	CMPUXXXX	Ko-Kurikulum	2
10	BETR1113	Gelagat Organisasi	3
11	BACC1013	Perakaunan Kewangan	3
12	BCIT2013	Sistem Maklumat Berkomputer	3
13	LMPU2183	Penghayatan Etika dan Peradaban	3
14	LENG2033	Business Communication Skill	3
15	LMAN2012	Bahasa Mandarin 1	2
16	BETR2033	Pembangunan Diri dan Etika Perniagaan	3
17	BETR2113	Pengurusan Perniagaan Kecil	3
18	BACC2013	Perakaunan Pengurusan	3
19	BETR2024	Kreativiti dan Inovasi dalam Perniagaan	4
20	BETR3014	Rancangan Perniagaan	4
21	BETR2043	E - Dagang	3
22	BHRM2013	Pengurusan Sumber Manusia	3
23	BLAW2013	Undang-Undang Perniagaan	3
24	LMAN2022	Bahasa Mandarin 2	2
25	BETR2133	Pemasaran Digital	3
26	BETR3023	Pengurusan Operasi	3
27	BLAW3013	Undang-Undang Syarikat	3
28	BFIN3013	Pengenalan Kewangan	3
29	BETR2054	Pembangunan Perniagaan	4
30	BITN3106	Latihan Industri	6
<b>TOTAL CREDIT HOURS</b>			<b>90</b>

### **10.5.3 DIPLOMA IN SPORT MANAGEMENT (DSM)**

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This diploma is designed specifically as preparation for students to continue their journey in the working field in sport management, sport management club, marketing and sport marketing or business management in sport. WIth this, students will be exposed with general knowledge like sport management theory, financial, sponsorship, marketing and sports in law and event management.

#### **Entry requirements**

<b>QUALIFICATION</b>	<b>DURATION OF PROGRAMME</b>
<p><b>i. Having a Malaysian Certificate of Education (SPM) with at least 3credits in three subjects; OR</b></p> <p><b>ii. Having a Malaysian Skills Certificate (SKM) Level 3 in related fields; OR</b></p> <p><b>iii. Pass a Certificate (Level 3, Malaysian Qualifications Framework, KKM) in related fields with a minimum Cumulative Grade Point Average (CGPA) of 2.0; OR</b></p> <p><b>iv. Pass the Malaysian Higher School Certificate (STPM) with a minimum Grade C (NGMP) of 2.0 in any subject; OR</b></p> <p><b>v. Passed the Malaysian Religious Certificate (STAM) with a minimum grade of Maqbul; OR</b></p> <p><b>vi. Other qualifications recognized as equivalent by the Malaysian Government.</b></p>	3 years (6 semesters)

#### **CAREER PROSPECTS**

- Sports Event Management
- Assistant Sport Officer
- Sports Event Consultant
- Sports Club Coordinator
- Assistant Sports Development Officer

## List of Courses for Diploma in Sport Management (DSM)

No	Kod Kursus	Nama	Jam Kredit
1	BDSM1013	Introduction to Sports Management	3
2	BDSM1023	History and Philosophy of Sport	3
3	BCIT1013	Computer Application in Business	3
4	BDSM1043	Sport Entrepreneurship	3
5	LENG1043	Professional English	3
6	LMPU2312/ LMPU2322/ LMPU 2213/ LMPU2133	Isu-Isu Kekeluargaan Islam / Hubungan Insan/ Bahasa Kebangsaan A (BM tidak kredit)/ Bahasa Melayu Komunikasi 1 (Pelajar Antarabangsa)	2
7	BDSM1034	Managing Sport Technology	4
8	BMGT1073	Organizational Behavior	3
9	BDSM2083	Sport Marketing	3
10	LENG1033	English for Communication	3
11	LMPU1012	Kursus Intergrasi Dan Anti Rasuah	2
12	BMGT2024	Leadership Management in Sports	4
13	CMPUXXX	Co – Curriculum	2
14	BDSM2073	Sport Sponsorship	3
15	BECN2024	Principles of Economics	4
16	MPU2183/ MPU2193	Penghayatan Etika dan Peradaban (Pelajar Warganegara Malaysia) Falsafah dan Isu Semasa (Pelajar Antarabangsa)	3
17	BDSM2053	Sport Event Management	3
18	BDSM2013	Sport Facilities Planning	3
19	BDSM2033	Sport Ethics	3
20	BDSM2023	Sport Risk Management	3
21	BACC2084	Principles of Accounting	4
22	BDSM3013	Sport Psychology	3
23	BDSM3024	Human Resource Management in Sports	4
24	BDSM3033	Sport Public Relation Theory and Practice	3
25	BLAW3043	Legislation In Sport	3
26	BDSM3054	Sport Finance	4
27	BITN3509	Latihan Industri	9
<b>JUMLAH JAM KREDIT</b>			<b>90</b>

#### **10.5.4 DIPLOMA IN HAJJ AND UMRAH ENTREPRENEURSHIP (DHE)**

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The purpose of Diploma In Hajj And Umrah Entrepreneurship (DME) is offered to produce mutawwif entrepreneurs with professional and competent attitude. Besides that, it also manages to boost the Muslim entrepreneur efficiency and effectiveness in the Umrah and Hajj industry. This module not only covered the aspects of Hajj and Umrah guidance but also expressed the knowledge in business, management and marketing that focuses in the Umrah and Hajj industry. Thus, this programme also aims to develop and expose the students with the knowledge stated above as Mutawwif and successful entrepreneurs.

##### **Entry Requirements**

<b>QUALIFICATION</b>	<b>DURATION OF PROGRAMME</b>
<p><b>i. Having a Malaysian Certificate of Education (SPM) with at least 3 credits in three subjects; OR</b></p> <p><b>ii. Having a Malaysian Skills Certificate (SKM) Level 3 in related fields; OR</b></p> <p><b>iii. Pass a Certificate (Level 3, Malaysian Qualifications Framework, KKM) in related fields with a minimum Cumulative Grade Point Average (CGPA) of 2.0; OR</b></p> <p><b>iv. Pass the Malaysian Higher School Certificate (STPM) with a minimum Grade C (NGMP) of 2.0 in any subject; OR</b></p> <p><b>v. Passed the Malaysian Religious Certificate (STAM) with a minimum grade of Maqbul; OR</b></p> <p><b>vi. Other qualifications recognized as equivalent by the Malaysian Government.</b></p>	3 years (6 semesters)

##### **CAREER PROSPECTS**

- Mutawwif/Umrah Executive
- Assistant Umrah Pilgrimage Manager
- Assistant Islamic Affairs Officer
- Entrepreneur
- Assistant Administrative Officer
- Sales Consultant
- Assistant Manager

**List of Courses for Diploma in Hajj And Umrah Entrepreneurship (DME)**

NU	COURSE CODE	COURSE'S NAME	CREDIT HOUR
1	LMPU2312/ LMPU2213	Isu-Isu Kekeluargaan Islam/ **Bahasa Kebangsaan A	2/ 3
2	LMPU2133	Bahasa Melayu Komunikasi 1 (Pelajar Antarabangsa)	3
3	LARB 1012	Arabic 1	2
4	BIFS1053	Aqidah Islamiyyah	3
5	BMKT1023	Principles of Marketing	3
6	BMGT1043	Principles of Management	3
7	BMGT1053	Small Business Management	3
8	CMPUXXXX	Co – Curriculum (Pelajar tempatan dan antarabangsa)	2
9	LARB1022	Arabic 2	2
10	BIFS1033	Usul Fiqh	3
11	BCIT1013	Computer Application in Business	3
12	BDME1013	Basic Islamic Entrepreneurship	3
13	BMGT1063	Organizational Behavior	3
14	LMPU1012	Kursus Intergrasi Dan Anti Rasuah **Pelajar tempatan dan antarabangsa.	2
15	LENG1033	English for Communication	3
16	BDME2013	Fiqh of Hajj and Umrah	3
17	BACC2083	Principles of Accounting	3
18	BETR2083	Creativity and Innovation in Entrepreneurship	3
19	BIFS1023	Islamic Economic System	3
20	MPU2183/ MPU2193	Penghayatan Etika dan Peradaban (Pelajar tempatan)/ **Falsafah dan Isu Semasa (Pelajar antarabangsa)	3
21	BDME2023	Hajj and Umrah Management in Malaysia	3
22	BETR2093	Business Plan	3
23	BIFS2013	Fiqh Muamalat	3
24	BETR2103	Financing For Entrepreneurs	3
25	BMGT2013	Human Resource Management	3
26	BLAW3023	Business Law	3
27	BDME3014	Fiqh of Al-Ibadah - Jurisprudence of Worship	4
28	BETR3043	Technopreneurship	3
29	BMKT3063	Digital Marketing Services	3
30	BDME3024	Final Year Project	4
31	BITN3406	Industrial Training	6
<b>TOTAL CREDIT HOURS</b>			<b>90</b>

## 10.6 SCHOOL OF SOCIAL SCIENCE



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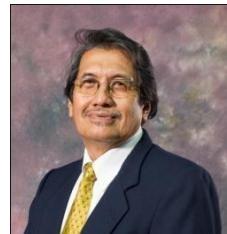
The School of Social Science (SSS) is set up to fulfil job opportunities in connection with communities and industries. The School of Social Science believes that imparting knowledge is limited not only at classroom level but also to outside activities that expose students to the practical side of the courses that are known as Work-Based Learning (WBL) and Industry Training.

Industrial project exposure for each course is carried out in every semester giving students direct experience on the practical side. In line with this, the School of Social Science is collaborating with the industrial sector in Malaysia including Sabah and Sarawak with the purpose to produce workable graduates.

### PROGRAMMES OFFERED

1. Diploma In Guidance And Counselling (DBK)
2. Diploma In Early Childhood Education (DPK)

## ORGANISATIONAL CHART



**DR BUSTAM KAMRI**  
*Advisor*



**ABDUL HAQ BIN ABDUL RASHID**  
*Dean/Manager of WBL*



**NUR FATIN FASIHAH BINTI JOHARI**  
*Head Of Programme* Early Childhood Education

**Nabila Hani Bt Wahid**  
**Wan Nur Auni Fadhilatulhuda Bt Wan Arman Salimi**  
**Siti Nuraisyah Binti Johar**



**NURUL AIN BINTI JAMALUDDIN**  
*Head Of Programme* Guidance And Counselling

**Mohd Fikri Bin Danuri**  
**Nur Aisyah Binti Azman**

## ACADEMIC STAFF INFORMATION

NU.	NAME	EXT NU.	E-MAIL	POSITION	PROGRAMME
1	Dr Bustam Bin Kamri	240	bustam@kym.edu.my	Advisor	SSS
2	Abdul Haq binti Abdul Rashid	240	abdulhaq.ar@icym.edu.my	Dean	SSS
3	Abdul Haq binti Abdul Rashid	240	abdulhaq.ar@icym.edu.my	WBL Administrator	SSS
4	Nurfatin Fasihah binti Johari	240	nurfatin@icym.edu.my	Head of Programme	Guidance and Counseling
5	Nurul Ain binti Jamaluddin	240	nurul.a@icym.edu.my	Head of Programme	Early Childhood Education
6	Nabila Hani binti Wahid	240	nabila.hani@icym.edu.my	Lecturer	Guidance and Counseling
7	Siti Nuraisyah Binti Johar	240	nuraisyah @icym.edu.my	Lecturer	Early Childhood Education
8	Mohamad Fikri binti Danuri	240	m.fikri@icym.edu.my	Lecturer	Guidance and Counseling
9	Nur Aisyah Binti Azman	240	aisyah.a@icym.edu.my	Lecturer	Guidance and Counseling
10	Wan Nur Auni Fadhilatulhuda Binti Wan Arman Salimi	240	norauni@icym.edu.my	Lecturer	Early Childhood Education

This diploma programme gives exposure to knowledge, professional skills and expertise in the field of guidance and counselling. The need for professional counsellors is in demand due to the increase in social problems in today's society.

PROGRAMME	ENTRY REQUIREMENTS	DURATION OF PROGRAMME
<b>DIPLOMA IN GUIDANCE AND COUNSELLING (DBK)</b>	<p><b>PASS SPM with at least THREE (3) CREDITS;</b></p> <p><b>OR</b></p> <p>Other qualifications of the same level recognised by the Government of Malaysia.</p>	3years (6 Semesters)

### CAREER PROSPECTS

Assistant to :

- Counsellor
- Development Officer/Welfare Department
- Psychologist
- Family Consultant
- Researcher at Consultancy Firms
- Information Officer
- Anti-drug Officer
- Planning Officer

**List of Courses for Diploma in Guidance and Counselling (DBK)**

NU	COURSE CODE	COURSE'S NAME	CREDIT HOUR
1	LENG1012	English 1	2
2	LENG1022	English 2	2
3	LMPU2183	Penhayatan Etika Dan Peradaban	3
4	LMPU2133	Bahasa Melayu Komunikasi 1(Pelajar Asing)	
4	LMPU2213	Bahasa Kebangsaan A ( <i>mereka yang tidak kredit BM dalam SPM</i> )	3
	LMPU2232	Kepimpinan dan Kemahiran Interpersonal	
	LMPU2222	Hubungan Insan	2
5	LMPU2312	Isu-Isu Kekeluargaan Islam	
	LMPU2322	Etika dan Moral	2
6	CMPU2XX2	Ko Kurikulum	2
7	SCOU1013	Falsafah dan Prinsip Bimbingan & Kaunseling	3
8	SCOU1023	Teori Kaunseling	3
9	SCOU1033	Asas Psikologi	3
10	SCOU1043	Perkembangan Manusia Seumur Hidup	3
11	SCOU1053	Komunikasi Interpersonal	3
12	SCOU1063	Asas Kerja Kelompok	3
13	SCOU1073	Perkembangan Kendiri	3
14	SCOU2013	Teknik Kaunseling	3
15	SCOU2023	Pendidikan Penyalahgunaan Dadah	3
16	SCOU2033	Penyelewangan Sosial	3
17	SCOU2043	Bimbingan dan Kaunseling Kerjaya	3
18	SCOU2053	Kaunseling Individu	3
19	SCOU2063	Etika Kaunseling	3
20	SCOU2073	Kaunseling Silang Budaya	3
21	SCOU2083	Sistem Kekeluargaan	3
22	SCOU2093	Psikologi Sosial	3
23	SCOU3013	Kerja Sosial	3
24	SCOU3023	Kaunseling Kelompok	3
25	SCOU3032	Etika Sosial	2
26	SCOU3043	Kertas Projek	3
27	SCOU3053	Pengurusan Perkhidmatan Dalam Bimbingan dan Kaunseling	3
28	SCOU3063	Ujian dan Pengukuran Dalam Bimbingan dan Kaunseling	3
29	SECE3013	Permuafakatan Dengan Komuniti	3
30	SCIT1013	Asas Komputer	3
31	SITN3206	Latihan Industri	6
<b>TOTAL CREDIT HOURS</b>			<b>90</b>

## **10.6.2 DIPLOMA IN EARLY CHILDHOOD EDUCATION (DPK)**

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This diploma programme provides knowledge, professional skills and efficiency in the field of early childhood education and also creates a strong foundation for students to continue their studies to the degree level.

<b>PROGRAMME</b>	<b>ENTRY REQUIREMENTS</b>	<b>DURATION OF PROGRAMME</b>
<b>DIPLOMA IN EARLY CHILDHOOD EDUCATION (DPK)</b>	<b>PASS SPM with at least THREE (3) CREDITS;</b> <b>OR</b> Other qualifications of the same level recognised by the Government of Malaysia .	3 years (6 semesters)

### **CAREER PROSPECTS**

- Assistant or Assistant Teacher at a kindergarten, at a private or government run nursery or at a KEMAS kindergarten.
- Baby sitter at a private or government run childcare centre.

## List of Courses for Diploma in Early Childhood Education (DPK)

NU	COURSE CODE	COURSE'S NAME	CREDIT HOUR
1	LMPU2183	Penghayatan Etika Dan Peradaban	3
2	LMPU2133	Bahasa Melayu Komunikasi 1(Pelajar Asing)	3
3	LMPU2213	Bahasa Kebangsaan A ( <i>mereka yang tidak kredit BM dalam SPM</i> )	3
	LMPU2232	Kepimpinan dan Kemahiran Interpersonal	2
	LMPU2222	Hubungan Insan	
4	LMPU2312	Isu-Isu Kekeluargaan Islam	2
	LMPU2322	Etika dan Moral	
5	CMPU2XX2	Ko Kurikulum	2
5	SECE1013	Perancangan dan Pembangunan Program	3
6	SECE1023	Tumbesaran dan Perkembangan Kanak-Kanak	3
7	SECE1033	Permuafakatan Dengan Keluarga	3
8	SECE1043	Profesionalisme	3
9	SECE1053	Perancangan dan Pembangunan Kurikulum	3
10	SECE1063	Bahasa, Komunikasi dan Literasi	3
11	SECE1073	Kanak-Kanak Berkeperluan Khas	3
12	SECE1083	Bimbingan Kanak-Kanak	3
13	SECE1093	Pembelajaran Awal dan Persekutaran Awal	3
14	SECE1103	English For Young Children	3
15	SECE2013	Pemerhatian dan Pentaksiran	3
16	SECE2023	Pendekatan Pengajaran dan Pembelajaran Di Tadika	3
17	SECE2033	Pentadbiran dan Pengurusan Pendiidkan Awal Kanak-Kanak	3
18	SECE2053	Pemakanan dan Nutrisi	3
19	SECE2063	Pendekatan Pengajaran dan Pembelajaran Di Taska	3
20	SECE2073	Pengajian Sosial	3
21	SECE2083	Kesihatan dan Keselamatan	3
22	SECE2093	Amalan Profesional	3
23	SECE2103	Kerohanian dan Moral	3
24	SECE2113	Awal Matematik	3
25	SECE3013	Permuafakatan Dengan Komuniti	3
26	SECE3023	Seni Pementasan Kanak-Kanak	3
27	SECE3033	Seni Lukis dan Kraf Kanak-Kanak	3
28	SECE3043	Muzik dan Pergerakan Kanak-Kanak	3
29	SECE2043	Awal Sains Dan Teknologi	3
30	SITN31016	Latihan Industri	6
<b>TOTAL CREDIT HOURS</b>			<b>90</b>

## 10.7 CENTRE FOR LANGUAGE AND GENERAL STUDIES



Centre for Language and General Studies (CLGS) provides support services to each ICYM school programmes and UTM franchise programmes in 4 areas: languages, human science, quantitative and Ko-K.



**MUHAMAD TAUFIQ B. ABD LATIF**

*Director*

*Center For Language And General Study*



**NORAZLINA BT  
ABDULLAH**  
*Head Department of  
Language*



**NOR FAZLIANA  
BINTI YAACOB**  
*Head Department of  
Social Sciences*



**BORHAN  
NORDIN BIN  
DAUD**  
*Head Department  
of Ko-K*



**ROSMAWATI BINTI  
YUNUS**  
*Head Department of  
Quantitative*

**Farah Amanina Izzati  
Bt Sapian**  
**Nur Izzati Bt Rosli**  
**Nursyazwani Bt  
Zulkofli**  
**Yusof Bin Mohd  
Fadzil**

**Musa B. Ab Wahab**  
**Nur Baizurah Bt  
Abd Malik**

**PBSM Trainers**  
**JPAM Trainers**  
**WATANIAH  
Trainers**  
**SILAT Trainers**  
**TRACKING  
Trainers**

**Borhan Nordin Bin  
Daud**  
**Nur Fadhlina Bt  
Izzuniddin**

## ACADEMIC STAFF INFORMATION

NU.	NAME	EXT NU.	E-MAIL	POSITION	PROGRAMME
1	Muhamad Taufiq Bin Abd Latif	264	taufiq@icym.edu.my	Director	CLGS
2	Nor Azlina Binti Abdullah	264	azlina@icym.edu.my	Head of Departmet	Language
3	Nor Fazliana Binti Yaacob	264	fazliana@icym.edu.my	Head of Departmet	Social Sciences
4	Rosmawati Binti Yunus	264	rosmawati@icym.edu.my	Head of Departmet	Quantitative
5	Borhan Nordin Bin Daud	264	<u>borhan.nordin@icym.edu.my</u>	Head of Departmet	Ko-K
6	Nur Fadhlina BintiIzzuniddin	264	fadhlina.i@icym.edu.my	Lecturer	Quantitative
7	Nor Baizurah Binti	264	nurbaizurah@icym.edu.my	Lecturer	Social Sciences
8	Musa Bin Ab Wahab	264	musa.w@icym.edu.my	Lecturer	Social Sciences
9	Yusof Bin Mohd Fadzil	264	yusof.mf@icym.edu.my	Lecturer	Language
10	Nur Izzati Bt Rosli	264	izzati.r@icym.edu.my	Lecturer	Language
11	Farah Amanina Izzati Binti Sapien	264	amanina@icym.edu.my	Lecturer	Language
12	Nursyazwani Bt Zulkofli	264	nursyazwani@icym.edu.my	Lecturer	Language

## **11.0 ACADEMIC GUIDELINES AND REGULATIONS**

### **11.1 DEFINITION**

#### **“Institute of Higher Learning”**

Public or Private institute of higher learning (IPTA or IPTS) acknowledged by the Ministry of Higher Education of Malaysia

#### **“College”**

International College of Yayasan Melaka

#### **“Academic Board”**

Academic Board of International College of Yayasan Melaka is lead by Cheif Executive Officer, Vice President Academic, Dean, Director, manager and appointed lecturer.

#### **“School”**

Academiccentre in the college that offers programmes to the students

#### **“Dean”**

The Head of a School who is appointed by the Chief Executive Officer

#### **“Students”**

Students who have registered in a programme in the college

#### **School Academic Committee”**

A committee set up at the school level responsible for the academic which comprises of the Dean, Head of Department and lecturers

#### **“Programme”**

An academic programme specified by the college for the awarding of a Certificate or Diploma.

#### **“Course”**

The curriculum component of a programme that has its own code

#### **“Examination and Coursework”**

Any form of evaluation conducted on students in a semester

#### **“Semester”**

A study period of 14 weeks

#### **“CGPA-Cumulative Grade Point Average”**

A grade point average earned by students inclusive all semesters they have registered.

#### **CPA-Cumulative Point Average”**

A grade point average earned by students in a semester.

#### **“Good Standing”**

Students' academic status with CGPA  $\geq 2.00$

**“Conditional Standing”**

Students' academic status with  $1.50 \leq \text{CGPA} < 2.00$ .

**“Failed Standing”**

Students' academic status with  $\text{CGPA} < 1.50$ .

**“Credit Taken”**

Credit values taken by students.

**“Calculated Credit”**

Calculated credit in GPA and CGPA.

**“Passed Credit”**

The total of passed credit for a course specified by the Senate

Passed

With at least 40 marks.

**“Repeat Course”**

Failed the course in the past semester (F) and it is compulsory to repeat the course

**“Repeat Grade”**

Passes a course with C- and below in the past semester and repeating the course to upgrade the academic performance.

**“In Progress”**

A grade given to the students who have not completed course in the current semester with Dean's approval.

**“Incomplete”**

A grade given to the students who failed to complete a course in a current semester with the dean's approval

**“Add”**

Adding a course in the stipulated period

**“Drop”**

Dropping any courses that have been registered in the stipulated period.

**“Register”**

Registering any courses offered by the school

**“Conditional Registration”**

Registering any courses offered by the school with the approval from the Finance Department.

**“Awarding”**

The academic board has awarded a certificate or diploma to students who have fulfilled the requirements of the programme.

**“Dean’s Award”**

An award for students who have obtained GPA of 3.5 and above in a semester (minimum 15 credit hours) (excluding practical training semester) and have fulfilled the academic requirements

**“Active”**

Students who have registered in a current semester

**“Dismissed”**

Students who have failed their studies or students who have fully utilized the maximum duration of studies or students who have been expelled from the college due to disciplinary problems

**“Withdraw”**

Students who have withdrawn from their studies

**“Extend Study”**

Students will have to fill-up the Extend Study Form and gain approval from College

**“New Semester Registration”**

Students who will register in the following semester after current semester’s results are verified by Academic Board.

**“Semester Break”**

Students who have completed their current semester courses and are waiting for their results before registering for the next semester.

**“Expected to Complete Studies”**

Students who have fulfilled the requirements for the awarding of diploma after having approved by Academic Board

**“Completion of Studies”**

Students who have graduated

**“EMGS”**

Education Malaysia Global Services.

**“KLIA / KLIA2”**

Kuala Lumpur International Airport / Kuala Lumpur International Airport 2.

**“SMS”**

Short Message System.

## **11.2 ACADEMIC YEAR**

11.2.1 School academic year is divided into two (2) semesters that are January and July Semester.

11.2.2 Schedule for the academic year is as follows:

SEMESTER	ITEM	DURATION
JANUARY SEMESTER	Lecture	14 Weeks
	Study Week	1 Week
	Final Examination	2 Weeks
JULY SEMESTER		
	Lecture	14 Weeks
	Study Week	1 Week
	Final Examination	2 Weeks

### **11.3 PROGRAMME REGISTRATION**

- 11.3.1 All students are required to register for their programme on the dates specified by the college.
- 11.3.2 Students who register after the specified dates will be fined.
- 11.3.3 Students who have deferred their studies and plan to continue their studies must re-register their programmes in the following semester

### **11.4 PRE-REGISTRATION FOR COURSE**

- 11.4.1 Students need to pre-register courses online before the beginning of the Next semester within the given time frame.
- 11.4.2 Students who fail to pre-register courses will not be allowed to print their Final Exam Slip.
- 11.4.3 Students will be penalised if they fail to pre-register course during the given time frame.

### **11.5 DROP OR ADD COURSES**

- 11.5.1 Students can drop or add courses online during the given time frame
- 11.5.2 If students do so beyond the given time frame they will be penalised.

### **11.6 CHANGE OF PROGRAM**

- 11.6.1 Students need to fill inform for change of program which will be checked and supported by the Dean of the new school.
- 11.6.2 Students must get the approval from the Dean of the original school.
- 11.6.3 The change of program form will be processed to get approval until the student obtains the change of Program Letter.

11.6.4 International students not allowed to change to another program throughout their study at the College.

## **11.7 DEFERMENT OF STUDIES**

11.7.1 Students will fill in the Defer Studies form which will be checked and approved by the Dean of the School.

11.7.2 The defer Studies form will be processed to get approval until the student receives the Deferment of Studies letter.

11.7.3 A student who has been declared sick/ill by a Government Medical doctor or by a Private Clinic doctor can apply for deferment of studies. The length of duration is two semesters consecutively and will not be counted as part of the program semesters.

11.7.4 Students may apply for a deferment for reasons other than health reasons. The maximum duration of study for each application is two semesters it's called a semester, and it's called a semester. If the student wishes to resume postponement will have to make new applications and decisions to the dean of each school. Splicing this delay is also taken into account in the calculation of the period of study.

11.7.5 Students need to attach the medical record from clinics or hospitals registered with the Department of Education Malaysia Global Services (EMGS)

11.7.6 International students are allowed to defer only one semester with valid reasons.

## **11.8 WITHDRAW FROM STUDIES**

11.8.1 Students will fill in Withdraw Studies Form which will be checked and approved by the Dean of the School.

11.8.2 The Withdraw Studies Form will be processed for approval until the student receives the letter to Withdraw Studies.

11.8.3 International students need to fill in the Withdraw Studies Form as the local students and if approved only then the International Students Department will issue the Student Pass.

11.8.4 The international Students Service Department is responsible to send the student to the airport (KLIA/KLIA2) as soon as the check-out memo is issued by the Immigration Department of Melaka.

## **11.9 COURSE REGISTRATION**

11.9.1 It is compulsory for all students to register online for every course fixed by the School for each semester.

11.9.2 Course Registration must be done before the completion date set by the College

11.9.3 The student is responsible to update information for the course registration record during the given duration.

11.9.4 Students can add or drop any course that is registered online within the given duration.

11.9.5 The school will register the courses for the new students of semester 1.

11.9.6 Courses with status of RS (Repeat Subject) relevant for those who have failed in the previous semester and is compulsory for them to repeat the specified course.

11.9.7 Courses with status RG (Repeat Grade) are for those students who passed their course with a (B- and below) grade in the previous semester and want to repeat the course to obtain a better grade for their academic results. The current grade will be counted for the CGPS and CGPA.

## **11.10 RULES FOR ATTENDANCE OF STUDENTS FOR LECTURES**

11.10.1 Students who do not attend lectures without any valid reasons the following actions can be taken:

<b>Attendance less than 90%</b>	1 <sup>st</sup> SMS Warning to parents/guardian or the International Students Service Officer.
<b>Attendance less than 80%</b>	2 <sup>nd</sup> . SMS Warning to parents/guardian or the International Students Service Officer.
<b>Attendance less than 70%</b>	SMS to bar students from sitting for the Final Exam to be sent to the parents/guardian or the International Students Service Officer.

11.10.2 Even though the percentage of student attendance exceeds the one allowed, a student can also be barred from sitting for the final exam through discussion with the lecturers and the Dean.

11.10.2.1.1 Student does not show positive attitude to obtain good results.

11.10.2.1.2 Student has not completed his coursework given by the lecturer.

11.10.2.1.3 Other relevant reasons and to obtain approval from the Dean. .

11.10.3 A student who has been barred from sitting for the Final Exam can appeal to the Vice President Academic latest a week before the commencement of the Final Exam.

## **11.11 LECTURER EVALUATION BY STUDENT**

- 11.11.1 Students need to evaluate lecturers online within the given duration.  
(Refer to the ICYM Academic Calendar)
- 11.11.2 Students who fail to evaluate lecturers online will be barred from printing their Final Exam slip.

## **11.12 EVALUATION OF ASSESSMENTS AND FINAL EXAMS**

- 11.12.1 Evaluation of assessments carried out periodically and continuously in one semester based on work during lectures and methods determined by the College.
- 11.12.2 Assessment of Industrial Training follows the methods fixed by the programs.
- 11.12.3 For courses that are assessed on coursework together with the final semester exam coursework marks will be range between 40% to 70% overall.
- 11.12.4 It is compulsory for students to sit for the Final exams of their related courses. Students who fail to sit for the final exams will be considered as FAILED in their course.
- 11.12.5 Students are required to pass both the coursework evaluation component and the final exam for each course. Base on programme standard.
- 11.12.6 Assessment systems that differ from the ones in the table below will depend on the School Academic Board.

<b>CONTINUOUS ASSESSMENT (%)</b>	<b>FINAL EXAM</b>
70	30
60	40
50	50
40	60
100	-

## **11.13 GRADE SYSTEM**

- 11.13.1 Students performance in any one subject is determined by the grade achieved. Marks, grades and grade point average are as follows:-

<b>MARKAH</b>	<b>GRED</b>	<b>MATA NILAI</b>	<b>STATUS</b>
80 - 100	A	4.0	EXCELLENT
75 - 79.99	A-	3.7	EXCELLENT
70 - 74.99	B+	3.3	CREDIT

65 – 69.99	B	3.0	CREDIT
60 – 64.99	B-	2.7	CREDIT
55 – 59.99	C+	2.3	CREDIT
50 – 54.99	C	2.0	CREDIT
47 – 49.99	C-	1.7	PASS
44 – 46.99	D+	1.3	PASS
40 – 43.99	D	1.0	PASS
00 – 39.99	F	0.0	FAIL

11.13.2 Besides the above grades the following grades are also used.

a. NC (Not Complete)

Students who obtain a grade but cannot complete their coursework due to illness or other reasons will be given a time frame to complete their coursework. This coursework must be completed before the next semester starts.

b. IP ( In Progress)

The grade allotted to the student who has still not completed his Final Project in the current semester. For the coming semester the student has to reregister and this process is only allowed twice consequently. After this period, the student will be deemed as failed.

## 11.14 ACADEMIC STATUS

11.14.1 Students' achievement is measured in two ways which are GPA and CGPA.

$$\text{GPA} = \frac{\text{Total Grade Point in a semester}}{\text{Total Calculated Credit in a semester}}$$

$$\text{CGPA} = \frac{\text{Total Grade Point in all semesters}}{\text{Total Calculated Credit in all semesters}}$$

11.14.2 The academic status for students are determined at the end of every semester by their CGPA. The status is categorised as:

ACADEMIC STATUS	CGPA
Good Standing (KB)	$\text{CGPA} \geq 2.00$
Conditional Status(KS)	$1.50 \leq \text{CGPA} < 2.00$
Fail/Dismissed (KG)	$\text{CGPA} < 1.50$

Academic Status

11.14.3 Students with GPA < 1.00 even though CGPA  $\geq$  2.00 may:

- a. continue their studies, subject to academic board approval; or
- b. be advised to defer their studies for the next semester; or
- c. be dismissed from their studies.

11.14.4 Students who obtain Conditional Status for three times in a row are given a Fail Status (KG) and are dismissed from their studies.

## **11.15 DEAN'S AWARD**

11.15.1 Students who achieve CPA 3.5 and above in a semester (minimum 15 credit hours), except for the students who are doing their Industrial Training/WBL/Final Project, are conferred the Dean's Award for the semester.

## **11.16 CREDIT SYSTEM**

### **11.16.1 COURSE CREDIT**

Each course is given credit values to show the importance of the contents.

### **11.16.2 CREDIT FOR EACH SEMESTER**

11.16.2.1 Credit value for students is as follows:

<b>STATUS</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Good Standing (KB)	12 credits*	18 credits
Conditional Status (KS)	9 credits	12 credits

\*Except for last semester student, WBL mod and industrial training

11.16.2.2 Student with Good Standing Status (KB) who intend to do more than 18 credits must obtain the approval from the Dean.

11.16.2.3 Minimum credit for Semester 1 student is 9 credit and maximum credit is 18 credits

### **11.16.3 CREDIT EXEMPTIONS**

11.16.3.1 Students are given credit exemptions based on these conditions:

- a) Students have an equivalent certificate certified by MQA and of the same level with the college's level.
- b) Students have working experience certified by the academic board as equivalent to the certificate level or college diploma.
- c) Students obtain at least a C grade.

11.16.3.2 With the school's permission, students may still take the exempted course. The grade obtained is counted in the CPA and CGPA calculation.

11.16.3.3 Students who are given credit exemption must take other courses permitted by the school to fulfil the requirement of passable credit hours of a programme.

#### **11.16.4 FAILED COURSE CREDIT**

Students who fail a certain course must repeat the course until they pass. To calculate the CGPA, the calculated credit and the grade point of the repeated course is counted and the earlier calculated credit and the grade point will be abolished.

#### **11.16.5 PASSED CREDIT OF A PROGRAMME**

11.16.5.1 Students must pass all the courses required in the curriculum for a study programme.

11.16.5.2 The minimum total credit hours to complete and pass a programme is as follows:

PROGRAMME	MINIMUM TOTAL CREDIT HOURS
Diploma	90

11.16.5.3 The maximum study duration is as specified in the curriculum with additional of 4 semesters.

11.16.5.4 Students from SKM (Sijil Kemahiran Malaysia) continuing education to Diploma level required to take and pass at least one subject reinforcement that has been set.

### **12.0 EXAMINATION**

#### **12.1 PROCEDURE TO SIT FOR FINAL EXAMINATION**

12.1.1 Complete all the required documents for registration. Failure to do so will result in delay of the following:

- a) Not allowed to print the final exam slip
- b) Not allowed to sit for the final exam
- c) Not allowed to print the exam result slip

12.1.2 Students need to get confirmation from the Finance Division before referring to the Record and Examinations Department (DRE) for the

following documents:

- a) Scroll and Transcript
- b) A certificate of appreciation

12.1.3 Students should return books borrowed from the library. A penalty fee will be charged if books are lost. Once payment is made, you can refer to Record and Examinations Department (DRE)

## **12.2 CONDITIONS TO SIT FOR THE EXAMINATION**

12.2.1 It is compulsory for all registered students to sit for the examination as required by the Academic Board, subject to the condition in which student has registered the course.

12.2.2 Only students who are not barred or whose appeal has been approved by the school can sit for the final exam.

12.2.3 For deferment of examination for a student who is unwell, she/he has to show a certified government hospital medical certificate to the school within 24 hours after the examination has started or any other reason given that is acceptable to the College.

## **12.3 CODE OF CONDUCT FOR THE FINAL EXAMINATION**

Students are advised to be present outside the Examination Hall not later than 15 minutes before the start of the exam.

12.3.1 Students are advised to wait outside the Examination Hall until permission is given by the Invigilator on duty to enter. Students can only enter the Exam Hall 15 minutes before the exam starts. When permission is given, students must enter maintaining proper discipline through the correct entry door.

12.3.2 Students must enter the Examination Hall in accordance with the fixed exam timetable.

12.3.4 Students are not allowed to enter the Examination Hall 30 minutes after the exam has started. Those who come after 30 minutes will not be allowed to sit for the exam.

12.3.5 Students are not allowed to leave the Examination Hall 30 minutes after the exam has started and also not allowed to leave 15 minutes before the exam ends. Students who need to leave the Examination Hall for a short while may request permission from the Invigilator and use the given pass.

12.3.6 All students are required to bring their Final Exam Slip with their Matric Card or /IC Card into the Exam Hall. Final Exam Slip, Matric Card and IC card to be placed at the right hand corner of the desk for checking by

the invigilator. Failure to do so the student can be barred from sitting for the exam.

- 12.3.7 Students who do not have the Final Examination Slip or who do not follow the Dress Code are not allowed to sit for the exam unless given permission by the Chief Invigilator.
- 12.3.8 Students are not allowed to bring into the Examination Hall any books, notes, pictures, paper or any electronic device unless allowed by the Invigilator.
- 12.3.9 Any device or instrument lent to the students must be returned to the Invigilator at the end of the exam.
- 12.3.10 Students must write their names, identity card number, code and name of the subject/course and any other information required on every answer booklet, answer sheet after receiving instructions from the Chief Invigilator.
- 12.3.11 Students must read in detail and follow instructions on the answer booklet.
- 12.3.12 Students must make sure they are given the correct exam question paper with the correct number of pages before answering. If the student finds that he/she has been given the wrong paper he/she has to quickly inform the Invigilator on duty.
- 12.3.13 All exam answers including rough work must be done in the answer booklet. The sheets in the answer booklet cannot be torn.
- 12.3.14 The answer booklet/or answer sheets used, spoilt or blank are not allowed to be taken out of the Examination Hall.
- 12.3.15 Students are not allowed to communicate with one another in any way during the examination.
- 12.3.16 Students are not allowed to eat, drink or smoke in the Examination Hall.
- 12.3.17 At the end of the exam, students must make sure that their answer booklet/answer sheets are arranged and tied well before handing in to the Invigilator.
- 12.3.18 Students must sit at their individual places after the exam and only allowed to leave the Examination Hall after instructions from the Chief Invigilator.
- 12.3.19 Students are not allowed to use any reference material for the exam that is banned in or outside the Exam room during the exam.

- 12.3.20 Students are not allowed to receive or give any help from other students or others connected with the exam except by the Invigilator.
- 12.3.21 Students cannot begin to answer the exam questions before the time instructed or continue answering after the exam time is over.
- 12.3.22 When in the Examination Hall students must adhere to the instructions of the Invigilator.

#### **12.4 RESPONSIBILITY OF THE CANDIDATES BEFORE THE EXAMINATION**

- 12.4.1 Candidates must be aware of the examination schedule so that candidates will not make a mistake regarding the time and place for the courses taken.
- 12.4.2 Candidates are advised to wait outside the examination hall not later than 15 minutes before the examination starts. All candidates are required to bring along their identity card, final examination slip and matric card. Candidates who do not have the final exam slip are not allowed to sit for the exam. Candidates who do not have identity cards are required to convince the chief invigilator or invigilator on duty in respect of their identity.
- 12.4.3 Books, papers, documents, record notes or drawing objects, unless authorized by the invigilator, shall not be brought into or out by a candidate from the examination hall.
- 12.4.4 Candidates are only allowed to bring tools to write, calculators and other tools allowed by the Record and Examinations Department (DRE) into the examination hall.
- 12.4.5 Candidates are required to wait outside the examination hall until given permission by the Invigilator to enter the hall. Candidates are allowed to enter the hall 15 minutes before the examination starts and not later than 30 minutes after the exam starts.
- 12.4.6 Candidates who sit for the examination at the wrong venue will be considered as absent.

#### **12.5 RESPONSIBILITY OF THE CANDIDATES DURING EXAMINATION**

- 12.5.1 To fill in attendance forms and information required on the front page of a booklet / answer scripts.
- 12.5.2 To place identity card, final exam slip and matric card on the top right corner of the table.
- 12.5.3 All candidates are not allowed to bring in food and drinks into the examination hall during the examination. Mobile phones are allowed

but must be on silent mode/switched off. Any valuable items lost outside the examination hall is the CANDIDATES OWNRESPONSIBILITY.

- 12.5.4 Candidates are not allowed to communicate with each other during the examination, either through conversations or other means. If a candidate wants to communicate with the invigilator, candidates must raise his/her hand.
- 12.5.5 Candidates must ensure that all answer sheets have been prepared and tied properly. Candidates are not allowed to leave the examination hall until the answer scripts are collected by the chief invigilator or invigilator and given further instructions.
- 12.5.6 Candidates are only allowed to leave the examination hall 30 minutes after the examination. However, no one candidate is allowed to leave the examination hall 15 minutes before the end of the examination.
- 12.5.7 Candidates are not allowed to bring out of the examination hall any answer booklets (used or unused.), question papers and draft paper.
- 12.5.8 Candidates who are sick during an examination must report immediately to the chief invigilator or invigilator on duty.
- 12.5.9 Candidates who are caught breaching the Examination Rules and Regulation will be charged with an academic dishonesty according to the examination regulations of the International College of Yayasan Melaka.

## **12.6 DRESS CODE**

- 12.6.1 Candidates must appropriately attired in accordance with the College's dress code.
- 12.6.2 Candidates who do not obey the instructions will not be allowed to enter the examination hall until such regulations are complied with.
- 12.6.3 Candidates should always display their matric card

## **12.7 DUTIES FOR THE CANDIDATES WHO ARE UNABLE TO SIT FOR FINAL EXAMINATION**

- 12.7.1 Candidates who are unable to take the exam for any registered course shall give reasons in written form to the Academic Development Division and supported by valid documents before or within two (2) days after the course examination is carried out. Candidates who fail to do so will be considered that he/she did not have any valid reason and will be given a grade "F" for the course.
- 12.7.2 Candidates who do not attend the exam due to illness must obtain a medical certificate certified by the government hospital/ clinic or any

other valid reason to the Academic Development Division after the examination.

12.7.3 Candidates who do not sit for all the registered course examinations without any valid reasons accepted by the Academic Development Division will be deemed to have failed the entire examination.

## **12.8 SPECIAL EXAMINATION**

12.8.1 A special examination is a repeat examination that will be carried out AFTER THREE (3) DAYS from the date of the final examination after getting written permission from the Vice President Academic.

12.8.2 Conditions that allow students to sit for the special examination are:

- a. Receive a medical certificate from government hospital/clinic.
- b. Death of an immediate family member, namely parents (including in-laws), spouse, child, brother, sister or younger brother. Death Certificate must be attached as evidence.
- c. For UNSPECIFIED cases, it depends on discretion of Vice President Academic to allow the students to sit for the Special Examination

12.8.3 Special Examination Application documents are as follows:

- i. The application letter, approved by the Dean must be submitted to the Academic Development Division.
- ii. Medical Certificate from government hospital/clinic; OR Death Certificate of the next of kin; OR police report in case of accident.
- iii. The payment fee is RM 150 per course EXCEPT for the (i) and (ii).

## **12.9 ACADEMIC DISHONESTY**

12.9.1 The following academic dishonesty is not allowed:

- a. Leakage of examination questions before the examinations start.
- b. Adopt, alter, conceal, destroy or vandalize any property or information that has to do with the preparation of an examination.
- c. Plagiarism of quotes, ideas or information without the permission of the author.

- d. Copy or an attempt to copy.

## **12.10 PUNISHMENT**

- 12.10.1 If a student is found guilty of violating any of the rules of this examination, the Academic Board can take any one action, or a combination of two or more of the following penalties:
  - a. Give score of zero (0) to the final results of the course.
  - b. Give score of zero (0) for the overall results of the examination of courses (including course work).
  - c. Givescore of zero (0) for the overall exam results for all courses in the semester (including coursework).
  - d. A maximum fine of RM 200 will be imposed on students who are found guilty by the Academic Board.
- 12.10.2 Students who are found guilty will not be allowed to sit for the special examination.

## **12.11 GRADE REVIEW APPEAL**

- 12.11.1 Students are able to check the result via online.
- 12.11.2 Grade Review Appeal must be made on the first and second week of the next semester. Marks on the appeal case are the marks after the review.
- 12.11.3 Students may obtain the Grade Review Form at the respective school. After filled in the form, payment is expected to be made following the rules below:
  - a. The charge is RM 25.00/ course.
  - b. Payment should be made at Finance Division Counter.
- 12.11.4 The decision will be issued by the School.

## **13.0 INDUSTRIAL TRAINING/PRACTICUM**

### **13.1 DURATION OF INDUSTRIAL TRAINING**

Industrial Training/WBL will be carried within the stipulated time of the School Program.

### **13.2 INDUSTRIAL TRAINING CONDITIONS FOR REGISTRATION**

Students are allowed to register for Industrial Training/WBL after fulfilling the following conditions. :

- a. Achieve the credits required by the School/Program or /and
- b. Take all the pre-required subjects determined by the School/Program
- c. Additional requirements set by the School/Program

### **13.3 STUDENTS RESPONSIBILITIES**

Students who are on Industrial Training must have full responsibility on completing their projects and other duties given by the Industry or the organization within the given time frame. Other responsibilities will include the following:

Find place and information on the job training at the Industry or Organization for confirmation by the Department of Industrial Linkage(DIL).

- a. To inform formally the Department of Industrial Linkage(DIL)any rejection by the local Industry or Organization.
- b. Attend briefing/information on Industrial Training.
- c. To Inform the Department of Industrial Linkage(DIL)as soon as one reports for duty at the workplace.
- d. To manage accommodation and transport at the Industrial Training Centre
- e. To look after your own safety at the workplace.
- f. To follow all rules at the organization.
- g. To observe the University Act and University College Act 1971 and rules and ethics of the College.
- h. To ensure full attendance on working days at the Organization
- i. To carry out duties and responsibilities fixes by the Industry/Organization.
- j. To fulfill the Industrial scope required by the Industry/Organization.
- k. To observe the good name of the College
- l. To give full cooperation to the industry/Organization throughout training
- m. To communicate with Department of Industrial Linkage(DIL)or school/program Supervisor if faced with any problems.
- n. To make notes in the Log Book, write reports on Industrial training and carry out other given duties as instructed.
- o. To Hand in all documents connected with the Department of Industrial Linkage(DIL).

- p. To always observe a positive attitude and contribute according to the needs of the student.
- q. To carry out good communication with the Industry/Organization to prepare for oneself in the working world.

### **13.4 STUDENTS INSURANCE**

All students who carry out Industrial Training/WBL are covered by the College Group Insurance. Please refer to the Students Affairs Department of the College.

### **13.5 REPORT FOR DUTY**

- 13.5.1 Students must report to the Industrial Training/WBL workplace on the date due. If by any chance this cannot be fulfilled a written permission must be obtained from the organization and a copy of the letter must be sent to the Department of Industrial Linkage(DIL).
- 13.5.2 As soon as a student reports for training, he/she must fill in the CONFIRMATION REPORT FORM and return it to the Department of Industrial Linkage(DIL). Students who do not fill in the form will be deemed as not having reported and not carried out Industrial Training.

### **13.6 ALLOWANCE**

The College will not provide any allowance to the student during the training period. Allowance, transportation and accommodation will depend on the organization.

### **13.7 LOG BOOK**

Every student will be given a Log Book before doing Industrial training. This book must be paid for and can be obtained from the Department of Industrial Linkage(DIL). All activities by the student must be recorded in the Log Book. In addition the Log Book must be shown to the Supervisor for checking and signing. On completion of the Industrial Training the completed Log Book must be surrendered to the Industrial training Supervisor of the School/Program.

### **13.8 LEAVE**

Students have to show good attendance records. Students are advised to follow the stipulated holidays by the organization. Leave by the students can only be applied in cases of Emergency. All leave must be recorded in the Log Book.

### **13.9 CHANGE OF INDUSTRIAL TRAINING WORKPLACE**

Students are not allowed to change their Industrial Training workplace without

informing or getting permission from the Department of Industrial Linkage(DIL). By doing so a student can get Grade F or FAILED.

### **13.10 DISCONTINUATION OF INDUSTRIAL TRAINING BY THE EMPLOYER.**

If a student under Industrial Training is stopped or sacked by the employer because of his indiscipline such as absenteeism, violating the rules, vandalism, destroying property which can lead to the defamation of the College, the student will be given a Grade F or result as have FAILED.

### **13.11 INDUSTRIAL TRAINNING EVALUATION**

Evaluation by the Industrial Training depend on the achievement and aptitude of the student in preparing reports/course work. Log book, evaluation report by the Supervisor of the School/Program and Supervisor of the Industry/Organization. The evaluation of the Industrial Training will depend on the School/Program.

### **13.12 WBL EVALUATION**

WBL assessment is based on assessment of WBL subjects that have been structured by their respective programs, logbook handling, assessment reports from school/program supervisors and mentors/industry supervisors/organizations. WBL assessment is subject to school/program

### **13.13 PLAGIARISM /IMITATION**

Plagiarism is defined as ‘ using the work of others without giving them due recognition.’ Ideas and writings that have been taken from a certain source without naming the source is plagiarism. Below are the things considered as plagiarised.:

- a. Plagiarism on excerpts from the text as if own writing. The excerpts must be edited using own words and stated the source.
- b. Ideas taken form any reference without stating the sources must be avoided.

For any reference please refer to Gaya Dewan (1995). Plagiarism is a serious academic misbehavior and may be subjected to ICYM Code of Etiquette.

### **13.13 VIOLATION OF INDUSTRY/ORGANIZATION RULES**

Students who go against the rules of the Industry/Organization during training and bring down the good name of the College disciplinary action can be taken according to the University Act/University College 1971.

## **14.0 AWARD OF DIPLOMAS**

Final semester students who have completed their program and confirmed by the Academic Board are qualified to receive their diploma.

### **14.1 CONDITIONS OF AWARDS**

- 14.1.1 Confirmation of award is done every semester.
- 14.1.2 A student is qualified to receive the award of diploma on fulfilling the conditions below:
  - a. Obtain good grades.
  - b. Pass in all courses.
  - c. Apply for award of diploma and obtain confirmation by the Academic Board.
  - d. Other conditions that are required.

### **14.2 APPLICATION FOR THE AWARD OF DIPLOMAS**

- 14.2.1 Students in the Final Semester must apply for the award of Diploma online. Those who applied but did not complete their studies may reapply. Application made in the previous semester will not be considered.
- 14.2.2 Closing date for application is Week 5 of Lectures according to the current Academic Calendar. Application received after the closing date will be charged a penalty.
- 14.2.3 Students who did not apply after the due date will not be awarded the diploma. However they can apply to receive in the following semester.
- 14.2.4 Application for the award of diploma must be made not later than TWO (2) years after the completion of studies. Applications made after the given time frame will be penalised.

## **15.0 LIBRARY**

Library Services Department International College of Yayasan Melaka (ICYM is responsible in carrying services to the customers such as:

- a. Registration/ withdrawal of membership
- b. Borrow / Return / Renewal
- c. Charge for the late return
- d. Charge for lost book and payment of processing fee
- e. Detaining from sitting for Final Examination
- f. Detaining from getting the result
- g. Detaining from getting Certificate/ Diploma/ Degree
- h. Materials Printing
- i. Materials photocopying

- j. Internet Service (ICYMHotzone)
- k. Reference And Advice Service
- l. Publishing provider system(PPS)
- m. Carrel
- n. Bag rack

## 15.1 OPERATING HOURS

Monday- Friday	8.15 am – 5.00 pm
Saturday, Sunday and Public Holiday	Close <i>*depending on the needs</i>

*Note: Service counter close 15 minutes early before the actual operating hours.*

## 15.2 MEMBERSHIP

1. All students are members of ICYM library.
2. Students are not allowed to use other student's matric card. The matric card may not be lent to anyone else, nor used to admit anyone else.
3. Students are entitled to borrow **2 books** at a time.
4. Duration of the loan is for **7 days**.
5. The renewal is justified only once.
6. Only **white labelled** books could be borrowed by the students.

## 15.3 ONLINE ACCESS TO INFORMATION

OPAC refers to 'Online Public Access Catalogue' or General Online Catalogue. OPAC is the database for information and material in the library used by students to access study related information, books and material. In simple words its the electronic version of the library catalogue card.

OPAC can be accessed from the student portal at [Library OPAC](#) or at:

### ONLINE MATERIALS SEARCH

[http://ekit.kym.edu.my/online/pustaka/webLIB\\_CarianBuku.php](http://ekit.kym.edu.my/online/pustaka/webLIB_CarianBuku.php)

NU	DATABASE	MATERIAL CATEGORIES	ACCESS METHOD
1.	<b>PDFDRIVE</b>  * Total collection: 79,000,000++ books	1. Environment  2. History  3. Engineering	* Accessible via the link :  <a href="https://www.pdfdrive.com/">https://www.pdfdrive.com/</a>

		4. Psychology 5. Medical 6. Language 7. Religion 8. Sociology 9. Geography 10. Economic 11. Art 12. Business & Career 13. Technology 14. Politics & Laws 15. Children & Youth 16. Biography 17. Health & Fitness	* The collection of books can be downloaded in pdf format, EPUB @ MOBI
2.	<b>BOOKBOON</b>  * Total collection: 1000++ textbooks for university students	1. Digitalization & IT 2. Economics & Finance 3. Statistics & Mathematics 4. Human Resource Management 5. Personal Development 6. Engineering 7. Communication & Presentation	* Accessible via the link : <a href="https://bookboon.com/">https://bookboon.com/</a>  * The collection of books can be downloaded in pdf format.

		8. Management & Strategy  9. Marketing & Sales  10. Career Management	
3.	<b>OPEN LIBRARY</b>  * Total collection: 1,325,000++ books	1. Art  2. Biography  3. Science & Mathematics  4. Business & Economics  5. Social Sciences  6. Health & Wellness  7. History  8. Computer Science  9. English Language	* Accessible via the link :  <a href="https://openlibrary.org/">https://openlibrary.org/</a>  * Collection of books can be downloaded in pdf format @ online loan @ online reading
4.	<b>MANYBOOKS</b>  * Total collection: 50,000++ books	1. Art  2. Biography  3. Business  4. Computers  5. Cooking  6. Criticism  7. Drama  8. Essays  9. Etiquette  10. Fiction and Literature	* Accessible via the link :  <a href="https://manybooks.net/">https://manybooks.net/</a>  * The collection of books can be downloaded in pdf format.

		11. Health 12. History 13. Music 14. Philosophy 15. Politics 16. Psychology 17. Religion 18. Science 19. Travel	
5.	<b>FreeBookCentre.net</b>  * Collection amount: not specified	1. Physics 2. Business & Finance 3. Computer Science 4. Mathematics 5. Computer Languages 6. Chemistry 7. Electronics Engineering 8. Biology 9. Electronics & Communications 10. Law 11. Java & Advanced Java 12. Unix/ Linux 13. Computer Networking	* Accessible via the link : <a href="http://www.freebookcentre.net/">http://www.freebookcentre.net/</a>  * The collection of books can be downloaded in pdf format @ read online.

		<p>14. Web &amp; Internet Technology</p> <p>15. Database Systems &amp; Management</p> <p>16. Mobile Technology</p> <p>17. Graphic &amp; Web Development Tools</p>	
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## 15.4 PENALTY

15.4.1 For the late return of library books, students are entitled to pay **RM 0.20 per day (excluded Saturday, Sunday, and Public Holiday).**

15.4.2 Books which are **missing or lost** must be paid according to the book market price together with processing fee RM 20.00.

15.4.3 Students who failed to do so will be barred from sitting the Examination.

## 15.5 LIBRARY'S COLLECTIONS

- 15.5.1 Open Shelf Collection/ Loan
- 15.5.2 Red Mark Book Collection (red spot)
- 15.5.3 Reference materials Collection
- 15.5.4 Final Examination Collection
- 15.5.5 Thesis/ Industrial Report Collection
- 15.5.6 CD-ROM Collection
- 15.5.7 Journal/Magazine Collection
- 15.5.8 Daily Newspaper
- 15.5.8 Light Reading Collection
- 15.5.9 Fiction

## 15.6 CODE OF CONDUCT

General Rules:-

- a. *Users must comply with the Silence Rule in the library.*
- b. Users must allow the officer in charge to examine books, files and others that are taken out of the library.
- c. **Bag, helmet, umbrella, rain coat, and parcel** are strictly prohibited in the library.
- d. **Eating, drinking and littering** are strictly prohibited in the library.
- e. Library users, who photocopy materials, are fully responsible for any action contravening the **COPYRIGHT ACT 1987**.
- f. Reservation of seats is strictly forbidden. Other user is allowed to take over the empty seat after 20minutes.
- g. **All of the equipment and furniture** is not justified to any changers rather than the designated places.
- h. Users are subjected to ICYM Dress Code. Library staffs have the authority to ask the users to leave the library. Slippers are strictly prohibited in the library.
- i. Library staffs have the authority to ask users that engaging in sexual conduct or lewd behavior to leave the library.
- j. Users are responsible for damage / tear pages and other library properties.
- k. Library privileges may be withdrawn from users who do not follow the above Rules and Regulations.
- l. Library is not responsible for any loss or damage of user's properties.
- m. Users are not allowed to borrow books using other student's matric card.
- n. Violation to the rules can be lead to below actions:-
  - i. Requested to leave the library.
  - ii. Disallowed from entering and using library facilities.
  - iii. Referred to Disciplinary Board.

## 15.7 GENRES OF BOOKS (HELPING IN BOOK SEARCHING)

CODE	CLASS
A	General books
B	Philosophy and Religion
C	Research of History
D	History (General)
E & F	American History
G	Geography
H	Social Science
J	Political Science
K	Laws
L	Education
M	Music
N	Arts
P	Language and Literature
Q	Science
R	Medical
S	Agriculture
T	Technology
U	Military Science
V	Oceanic Science
Z	Library Science

## 16.0 FINANCE DIVISION

### 16.1 CUSTOMER SERVICE

16.1.1 Customer Service in the Finance Division is available to assist any enquiries regarding the student's administrative matters for the followings:

#### a. Treasury Office

Treasurer  
 Datin Zuraidah Binti Haji Bahari  
 Ext. 221  
 Email : [zuraidah@live.kym.edu.my](mailto:zuraidah@live.kym.edu.my)

#### b. Registration and Revenue Department

Finance Officer  
 Encik Dzulkifli Bin Othman  
 Ext. 280  
 Email : [dzul@icym.edu.my](mailto:dzul@icym.edu.my)

Assistant Finance Officer  
 Puan Noor Binti Mohamad  
 Ext. 273  
 Email : [noor@icym.edu.my](mailto:noor@icym.edu.my)

Assisstant Finance Officer  
Puan Ellsa Ezzarty Binti Husin  
Ext. 312  
Email : [ezzaty.h@icym.edu.my](mailto:ezzaty.h@icym.edu.my)

**c. Loan and Financing Department**

Finance Officer  
Puan Norbaya Binti Hilmi (PTPTN)  
Ext. 224  
Email : [norbaya@live.kym.edu.my](mailto:norbaya@live.kym.edu.my)

Assisstant Finance Officer  
Encik M Azlan Bin Pajoh (MARA)  
Ext. 296  
Email : [azlan@live.kym.edu.my](mailto:azlan@live.kym.edu.my)

Assisstant Finance Officer  
Puan Shafarezan Binti Said (MARA)  
Ext. 288  
Email : [zana@live.kym.edu.my](mailto:zana@live.kym.edu.my)

**d. Account Department**

Deputy Treasurer  
Puan Sharifah Hanem Binti Syed Idrus  
Ext.267  
Email: [sharifahhanem@live.kym.edu.my](mailto:sharifahhanem@live.kym.edu.my)

Finance Oficer  
Cik Erma Hani Binti Ismail  
Ext. 311  
Email : [erma.hani@icym.edu.my](mailto:erma.hani@icym.edu.my)

Assistant Finance Officer  
Cik Norazira Binti Zakaria  
Ext. 274  
Email : [zira@icym.edu.my](mailto:zira@icym.edu.my)

**e. Purchasing Department**

Purchasing Officer  
Puan Azehlina Binti Ab. Lah  
Ext. 243  
Email : [azehlina@live.kym.edu.my](mailto:azehlina@live.kym.edu.my)

**16.1.2 Operating Time**

For students who would like to make payment at the Payment Counter in the Finance Division, the operating timeis as follows:

Day	:	Monday – Friday	(Except on public holidays)
Time	:	Monday – Thursday	8.00 a.m. to 4.30 p.m.
		Friday	8.00 a.m. to 11.45 a.m. 2.45 p.m. to 4.30 p.m.

## **16.2 SCHOLARSHIP FOR STUDIES**

### **16.2.1 Eligibility**

Scholarship is offered to the students by the college in the form of a reduction in the study fee that is subjected to the college policy. The eligibility and amount of the scholarship is decided by the college management and is subjected to changes. **Not all programmes are entitled for a scholarship.**

### **16.2.2 Amount**

The amount of scholarship depends on the management's approval and differs from each intake. The value of the scholarship is not exchangeable to Ringgit Malaysia.

### **16.2.3 Duration**

As stated in the offer letter from the Marketing Department.

### **16.2.4 Loss of Eligibility**

Students who withdraw, are dismissed or quit their studies from the college for whatever reasons, at any time, will lose the eligibility for the study scholarship effective from the withdrawal or the dismissal date. The college is entitled to claim back the total amount of the scholarship given earlier.

### **16.2.5 Claim**

The college is also entitled to claim from the students based on the scholarship amount as stated in 16.2.2, if the students withdraw, are dismissed or quit their studies for any reasons at any time.

## **16.3 STUDY FEE AND OTHER FEES**

### **16.3.1 Study Fee**

The college study fee depends on the programme taken by the students. The amount claimed differs according to the courses taken and will not exceed the amount approved by The Department of Higher Education, Ministry of Education Malaysia. The fee is claimed based on the package or according to the credit hours of the programme.

The college is entitled to revise the amount of the study fee occasionally with the approval from The Department of Higher Education, Ministry of Education Malaysia.

### **16.3.2 Other Fees**

Other than the study fee, students are required to pay for the registration fee, administrative fee, source fee and others according to the course taken. The college is entitled to make changes to the other fees with the approval from The Department of Higher Education, Ministry of Education Malaysia.

#### **Note : Other Expenditures**

Students are reminded that there are other expenditures that the students need to pay themselves such as buying the revision books, food, paying for any damages done in the hostel, excess utility charges (for students staying in the hostel) and other daily expenses.

## **16.4 CLAIM METHOD**

### **16.4.1 Withdrawal (Filling in the Withdrawal Form)**

#### **16.4.1.1 Study Fee**

For students who withdraw from the college, claims that can be done for the study fee are as follows:

- a. 25% from the study fee is claimed if the withdrawal date is from the first day of the first week of class to the last day of the second week of class.
- b. 50% from the study fee is claimed if the withdrawal date is from the first day of the third week of class to the last day of the fifth week of class.
- c. The full amount of study fee is claimed if the withdrawal date is after the fifth week of class.

#### **16.4.1.2 Hostel Fee**

It is compulsory for the new students to stay in the hostel according to the duration stated by the management (refer to hostel regulations book). If the students opt not to stay in the hostel during the time stated, they are still required to pay for the hostel fee.

If the students have registered to stay in the hostel (after the compulsory duration), they cannot withdraw to rent out. If they do so, they still have to pay for the full amount of the hostel fee.

The Finance Division will only make the cancellation or reduction of the hostel fee only if the students are required by the hostel management to leave the hostel due to certain matters.

16.4.1.3      **Registration Fee, Administrative Fee and Source Fee**

There is no refund for any withdrawal.

16.4.1.4      **Scholarship Cancellation**

The college is entitled to make claims based on the scholarship amount given as stated in 16.2.2.

**16.4.2      Withdrawal (Not according to the procedure)**

If the students withdraw from the college not according to the procedure (failing to fill in the **Withdrawal From the Programme Form**), the college is entitled to claim for the study fee and other fees according to the method designated by the management.

**16.4.3      Study Deferment**

16.4.3.1      **Study Fee**

- a.      Study fee is brought forward to the following semester if the withdrawal is done during the duration of studies allowed by the school. Meanwhile, the full amount of the other fees is claimed.

For Collaboration Programme like Universiti Teknologi Malaysia, students need to pay part of the study fee for the royalty charges charged by the university.

If the students defer after the duration allowed, students must pay for the full amount of their study fee.

- b.      If the students defer at any time allowed by the college for any acceptable reasons like being sick or getting involved in any accidents, the study fees is brought forward to the following semester.

16.4.3.2      **Hostel Fee**

Hostel fee is charged based on the number of days that the students stay in the hostel (RM15.00 a day) or the full amount for one semester subjected to the policy designated by the management.

16.4.3.3      **Other Fees**

The full amount of the other fees is charged if the students defer at any time of their studies.

#### **16.4.4 Change of Programme or Course**

If the students change their programme or course within the semester, all the fees will be transferred to the new programme or course.

Meanwhile, if the students change their programme or course in the following semester, no transfer is made. This means that students must pay for all the fees charged by the programme or course.

#### **16.4.5 Forms**

**Withdrawal from the Programme Form, Deferment from Studies Form, Changing of Programme Form and Changing of Course Form** can be obtained from the respective schools. **Withdrawal from Hostel Form** can be obtained from Hostel and Housing Department in the Students' Affairs Division.

Students need to fill in the relevant forms and hand them in to the Registration and Revenue Department in The Finance Division. All the claims will be settled by the officer in-charge.

Students are reminded that they need to abide to the right procedure if they are withdrawing from their studies or hostel. This is to avoid them from getting a penalty and the accurate fee claims can be collected from the students.

#### **16.4.6 Fee Claim Method**

The claim imposed on the students is subjected to the Fee Claim Method approved by the college management.

### **16.5 REFUND POLICY**

16.5.1 A refund of the study fee paid in full can be done if:

- a. Situation in 16.4.1.1 a. dan 16.4.1.1 b. arises and there is no other backdated payments.
- b. The study offer is recalled or the registration is cancelled since the college is not able to offer the programme.

16.5.2 The refund is done by debiting the money in the students' bank account.

### **16.6 FEE PAYMENT**

16.6.1 Payment on Registration Day

For new students, they are required to pay the full amount of the registration fee on the registration day. For the other fees, they need to pay them according to the agreement based on the semesters.

16.6.2 Outstanding for Self-sponsored

This outstanding fees must be paid by the students based on their sponsors status as follows:

- i) Students without sponsors – all the outstanding fees must be paid by the students themselves.
- ii) Students with sponsors – the difference between the amount charged by ICYM and the amount allocated by the sponsors for the semester must be paid by the students.

#### 16.6.3 Payment After Registration Day

(For Malaysian citizen students only)

The due date for fees payment for self-sponsored students is prior to taking the semester final examination slip (the examination date depends on the students' programme).

**Reminder:**

It is reminded that students must immediately pay for the self-sponsored outstanding since any disobedience will result in students being barred from sitting for the final examination or stopped from receiving the examination results and registering for the following semester.

##### 1. Hostel Fee Payment

- i) Continuing students, (second semester and above), who are interested in staying in the hostel in the following semester are required to make their hostel bookings together with payment of RM50 before the end of their current semester.
- ii) Students can choose to pay the full amount of the hostel fee on the registration day or they can make monthly payment.
- iii) Students who opted for monthly payment are bound to the payment terms as stated in the Rental Agreement that is:
  - Students have paid the rental deposit according to the amount agreed upon booking of the hostel.

**Reminder:**

It is reminded that students must immediately pay for the hostel rental outstanding since any disobedience will result in students being barred from sitting for the final examination or stopped from receiving the examination results and registering for the following semester.

##### 2. Due Date For Fees Payment (for international students only)

For commencing students, a full year's fees must be made prior to applying for a student visa not later than a week before the arrival in Malaysia.

For continuing students, *a full year's fees* must be made not later than the registration date of the following semester as stated by the respective schools.

## 16.7 PAYMENT METHOD

1. Money Order/Postal Order /Bank Draft to **KOLEJ YAYASAN MELAKASDN BHD.**
2. Banked into the account: **KOLEJ YAYASAN MELAKA (KYM)** as follows:
  - a. **CIMB BANK BERHAD**      **Acc. No. 8004666176**
  - b. **MAYBANK BERHAD**      **Acc. No. 504021246045**
3. Payment through JomPay



**Biller Code:** 4515  
**Ref-1:** Student's IC Number  
**Ref-2:** Student's Matrix Number

**JomPAY** online at Internet and Mobile Banking with your Current, Savings or Credit Card account

4. Cash payment or payment by credit card/ debit card (Master or Visa) made at Finance Department, International College of Yayasan Melaka, No.1, Jalan Bukit Sebukor, 75150 Melaka;
5. Overseas payments done through electronic/telegraphic transfer:

Payment to: **KOLEJ YAYASAN MELAKA SDN. BHD.**

Bank SWIFT Code: **CIBBMYKL**

Account No.: **8004666176**

### **Important Notes**

- For payment methods (i) – (iii), please write the full name and the i.c. number on the payment slip.
- Students/Payers are requested to submit the payment slip to Finance Division through one of these ways:
  - i. ICYM finance counter or
  - ii. through fax 06-2817619 or
  - iii. through courier service or registered postage or
  - iv. through email to [noor@icym.edu.my&ezzaty.h@icym.edu.my](mailto:noor@icym.edu.my&ezzaty.h@icym.edu.my)
- Students/Payer are requested to check the students' account statement in students' portal each time payment is made.
- Payment Receipt
  - a. All payments are issued a receipt by Finance Division.
  - b. Receipts for cash payment, money order, postal order, bank draft and bank deposit slip are issued immediately.

- c. Receipts for payment through cheques are issued once the cheques are deposited into ICYM bank account.

## 17.0 INTERNATIONAL STUDENTS

### 17.1 Life in Malaysia



Malaysia is one of the most pleasant and quiet countries to visit in Southeast Asia. Malaysia has a land border with Thailand in the East of Malaysia, and Indonesia and Brunei in East Malaysia. Decades of economic growth and sustained political stability have made it one of the most optimistic and prosperous countries in the region.

Malaysia has a population of about 32 million people who moved towards a pluralist culture based on unity and tradition of Malay, Chinese, Indian and indigenous customs. As a multi-ethnic country, Malaysia is made up of various religious beliefs such as Islam, Christianity, Buddhism, and Hinduism.

There are 14 states in Malaysia, namely Federal Territories, Selangor, Negeri Sembilan, Johor, Melaka, Pahang, Perak, Penang, Terengganu, Perlis, Kedah, Kelantan, Sabah and Sarawak.

The Malaysian climate is bright, hot and humid all year long with temperatures ranging from 22°C to 34°C.

#### 17.1.1 Melaka, The Historical City

Melaka is a state of Malaysia located in the southern region of Peninsular Malaysia, next to the Straits of Malacca. Its capital is the City of Malacca, 148 kilometers (92 miles) southeast of Malaysia's capital, Kuala Lumpur. This historic city center has been listed as a UNESCO World Heritage Site since July 7, 2008.

Malacca was founded by Parameswara, also known as Iskandar Shah, the last King of Temasek (now Singapore) following the Majapahit invasion in 1377. According to

popular legend, Parameswara was resting under a tree near the river during a hunt, and was shown one of his dog tried to attack a deer. For self-defense, the deer pushed the dog into the river. Impressed with the deer's courage, and regarded it as a sign that the weak could overcome the powerful, Parameswara decided at that time to establish his empire there. He named it 'Malacca' because the name of the tree where he had just been sheltered was the Melaka tree.



Each group retains its tradition and is reflected in food, customs, festivals, cultures, designs, applications, jewelry and handicrafts. In terms of food, Melaka has received recognition from the Street Food World Congress for Madam Siam Noodle (34th) and Coolie Street Satay (43rd).

### 17.1.2 Languages

Bahasa Malaysia, spoken by all Malaysians, is the official language of the country. Each race can also speak their native language, Chinese speaking Mandarin, Cantonese, Hokkien and other dialects, while Indians generally speak Tamil, Hindi, Punjabi and other dialects. Native peoples generally communicate in Bahasa Malaysia. Although a combination of various languages is used throughout Malaysia, Bahasa Malaysia is widely used in cities as a means of inter-ethnic communication.

### 17.1.3 Currency

The currency used in Malaysia is Malaysian Ringgit (RM). You are encouraged to bring in enough cash for your first month's daily expenses while waiting for your student to pass before you can open a bank account. You can also bring enough credit cards or travel checks to cover your initial expenses.

In average, students monthly expenses are as follows:-

**Food: RM500-RM900**

**Transportation: RM 100-RM200**

**Accommodation: RM500-RM1200**

**Other daily expenses: RM 500 – RM 800**

You are allowed to bring in or withdraw money from Malaysia, in Ringgit and/or foreign currency not exceeding USD 10,000 at the same time. You must declare an amount exceeding USD 10,000 when you enter or leave the country.

For amounts that exceed the allowable limit, prior written consent must be obtained from the Director of the Bank Negara Malaysia's Department of Exchange Control. It is advisable to avoid carrying too much cash as it is feared that it may be lost or stolen.

#### **17.1.4 Electrical equipment**

Standard electric capacity is 240-volt, 50-cycle system. You may want to buy an adapter for Malaysia's 3-square pin connector to use electrical appliances that you bring from your home country. The adapter is easily available at affordable prices at any convenience stores and supermarkets across Malaysia.

#### **17.1.5 Clothing & Weather**

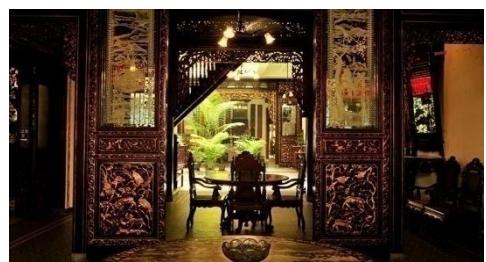
Malaysia is a tropical country and is located near the equator. The humidity is high and on the west coast of Peninsular Malaysia, the rainy season is from April to May and October to November. T-shirts, jeans, and shorts are perfect and will be most comfortable. In addition, cold clothing materials such as polyester and cotton are best suited for this climate.

#### **17.1.6 Places of Interest in Malaysia**

The historical city of Melaka is a booming tourist destination. In particular, this is due to the diverse colonial and cultural architecture. It is a popular tourist destination for Singaporeans over the weekend. Here are some attractions in Malacca:

##### **a. Museum**

- Agricultural Museum
- Malacca Al-Quran Museum
- Baba Nyonya Heritage Museum
- Chitty Museum,
- Malacca Sultanate Palace Museum



##### **b. Historical buildings and Structures**

- A Famosa



- Alor Gajah British Graveyard
- Dutch Graveyard
- Hang Jebat Mausoleum
- Hang Tuah Mausoleum
- Proclamation of Independence Memorial
- Ruins of Saint Paul's Church
- Saint John's Fort
- Stadthuys

**c. Theme Parks, Education Centers, and Nature-Related Tourism Sites**

- A' Famosa Resort,
- Al-Khawarizmi Astronomy Complex,
- Malacca Bird Park,
- Malacca Butterfly and Reptile Sanctuary
- Malacca Planetarium,
- Malacca Zoo,
- Mini Malaysia
- Ayer Keroh Lake,
- Garden of Thousand Flowers
- Pengkalan Balak Beach
- Saint Paul's Hill
- Gadek Hot Spring
- Jasin Hot Spring.



**17.1.7 Food**

Malaysia offers a huge selection of dishes and dishes to suit every taste. A country with a great diversity of cuisines is a wonderful thing. Malaysia's food comprises of the Malay, Chinese, Indian, Thai, Indonesian and Western cuisine. Here are some examples of foods that can be found in Malaysia.

**Malay**

Nasi Lemak - Rice cooked with coconut milk and anchovies.  
 Satay - Beef or chicken seasoned with spices and roasted.  
 Rendang - Beef, chicken or mutton cooked with spices and coconut milk.  
 Gado- Gado - A salad consisting of beans, chili and coconut milk.  
 Ayam Percik – *grilled or roasted chicken marinated in spices like turmeric, cumin & coriander along with lemongrass, coconut milk & tamarind.*  
 Asam Laksa - Rice noodles served with spicy fish soup.

**Chinese**

Yong Tau Fu - Fried tofu and vegetables filled with flavoured minced fish.  
 Dim Sum – A variety of small, steamed and sweet Chinese dumplings.  
 Chee Cheong Fun - Steamed rice noodles served with sweet or thick soy sauce.  
 Chicken Rice - The chicken-flavoured rice served with grilled or steamed chicken.  
 Steamboat - Chicken, fish and a variety of foods that are boiled and eaten with a special dipping.

Fried noodles – Yellow noodles fried with meat and vegetables.

### **India**

Tosai – a thin layered fermented rice batter served with mint sauce.

Nasi Kandar – White rice served with spicy curries and vegetables.

Murtabak – Pan-fried bread filled with beef, chicken and onions.

Roti Canai – Flat bread served with dhal sauce.

Chapati - Crusty Indian flat bread made from wheat flour.

### **17.1.8 Safety tips**

Here are some precautions students should take:

- a. Walk with as many friends as you can. At night, wait for the bus with someone else. If in doubt, call a taxi. Never ride or get in a car with strangers.
- b. If you are driving, never allow strangers to ride with you. Put your car in a bright parking space and on the streets where many people live. Lock your car and use the alarm system. If you feel uncomfortable, especially at night, have someone walk you to your car.
- c. View the map and determine the destination before you start your journey in an unfamiliar city. If you need directions, it is best to ask the patrol police or you can ask someone for help at a store, restaurant or gas station. Avoid asking strangers on the street for directions.
- d. Leave your passport at home. Take a copy with you if you need it. Bring along with you the amount of money that is needed only.
- e. If you are sick and unable to come to class, ask for help from your friends or International Student Office staff to inform your lecturer. If you're traveling, let your roommate or friend know where you are going. If you're going to be away for more than two days, contact your parents and let them know where they can contact you. Always inform the International Student Office where you plan to go and how long you will be going.
- f. Avoid using ATM (Cash) machines outside, especially at night.
- g. Keep your apartment door locked at all times, and don't give anyone your key. Ask for prove of identification if someone says they need to enter your room, and then tell them to come later if you are alone. Don't let anyone spend the night in your apartment unless they are close friends or relatives.
- h. Avoid talking to strangers. If you feel someone is verbally or physically abusing you, run away and ask the authorities for help. Enjoy group activities with your friends, but if you think something the group is trying to do wrong, don't be afraid to say no. If you feel uncomfortable, tell your friends that you want to go home.

### **17.1.9 Prohibition in Malaysia**

Please note that the following are prohibited in Malaysia by Royal Malaysian Customs:

- a. Narcotics that will carry the mandatory death sentence in Malaysia.
- b. Pornographic materials, counterfeit goods, explosives.
- c. Recorded videos must be submitted for Customs approval.
- d. Export of antique items and historic objects is not permitted except with an export obtained from the Director General of the Museum of Malaysia or unless the goods were originally imported and declared to the Customs at that time.
- e. You are required to declare to the Customs or Plant Quarantine Inspector any plant or part of the plant such as seeds, flowers, fruits, soil samples, fungal cultures, bacteria and viruses, insects or any other vertebrate or invertebrate animal that you own.

### **17.1.10 Public services**

#### **17.1.10.1 Embassy**

Listed below are some of the Embassies in Malaysia. Please seek assistance from the International Student Services Office if the embassy you need is not listed.

##### **South Africa**

South African High Commission, Kuala Lumpur, Malaysia.  
Suite 22, 01 Level 22, Menara HLA,  
No. 3 Jalan Kia Peng, 50450, Kuala Lumpur  
Malaysia.  
Tel : (+60) 3 2170 2400  
Email : [sahcda@gmail.com](mailto:sahcda@gmail.com)

##### **Nigeria**

Nigeria High Commission, Kuala Lumpur, Malaysia.  
No.85, Jalan Ampang Hilir, 55000, Kuala Lumpur, Malaysia.  
Tel: (+60) 3-4251 8512  
Email : [complaints@nigeria.org.my](mailto:complaints@nigeria.org.my)  
[suggest@nigeria.org.my](mailto:suggest@nigeria.org.my)

##### **Indonesia**

Indonesian Embassy, Kuala Lumpur,  
Malaysia.  
No. 233 Jalan Tun Razak, P.O. Box  
10889,  
Kuala Lumpur, 50400,  
Malaysia.  
Tel : (+60) 3 2116-4000  
Email : [kualalumpur.kbri@kemlu.go.id](mailto:kualalumpur.kbri@kemlu.go.id)

##### **Thailand**

Thai Embassy in Kuala Lumpur,  
Malaysia  
206, Jalan Ampang, 50450, Kuala Lumpur,  
Malaysia.  
Tel : (+60) (3) 2148-8222  
(+60) (3) 2148-8350 / 8420  
Email : [info@thaiembassy.my](mailto:info@thaiembassy.my)

#### **17.1.10.2 Hospital and Ambulance Services**

##### **Hospital Besar Melaka**

Jalan Mufti Haji Khalil, 75400,  
Melaka.  
Tel: 06-289 2344

**Hospital Pantai, Ayer Keroh**  
No. 2418-1, KM 8, Lebuh Ayer Keroh, 75450,

Ayer Keroh, Melaka.

Tel: 06-231 9999

**Pusat Perubatan Mahkota**

3, Jalan Merdeka, Mahkota Melaka,

Taman Costa Mahkota,

75000, Melaka.

Tel: 06-285 2999

**Hospital Pakar Putra**

169, Jalan Bendahara, Pengkalan

Rama, 75100 Melaka.

Tel: 06-283 5888

### 17.1.10.3 Government Health Clinic

**Klinik Kesihatan Peringgit**  
Jalan Pantai Peringgit, 75400, Melaka.  
Tel: 06-288 2343

DAY	TIME
Monday- Thursday	8.00 pagi – 1.00 petang 2.00 petang – 5.00 petang
Friday	8.00 pagi – 12.15 petang 2.45 petang – 5.00petang
Saturday - Sunday	Closed

**Klinik Bukit Katil 24 Jam**  
No 4, Jalan Kompleks Niaga Merak Mas,  
Taman Merak Mas, Bukit Katil, 75450, Melaka.  
Tel :06-252 2000

Day	Time
Monday- Sunday	24 Hours

### 17.1.10.4 State Library

**Melaka State Library**  
Jalan Bukit Baru, Kampung Solok Musai,  
75150 Melaka  
Tel: 06-282 4798

### 17.1.11 Emergency Services

In an emergency, students may call this number for assistance.

CONTACTS IN CASE OF EMERGENCY	
Police and Ambulance	999
Firefighters and Rescuers	994
Civil Defense Department	991
Melaka Hospital	06-289 2344
Melaka Immigration Department	06-283 6330
Melaka Sentral (Bus Terminal)	06-2881324
KLIA	03- 8778 8888
KLIA Immigration Centre	03- 8776 8025/8001
KLIA 2	03- 8775 6500
KLIA 2 Immigration Centre	03-8776 8018

### 17.1.12 Making Local and International Calls

The following is a directory and reference number provided by Telekom Malaysia (TM):

Service	DIAL
Phone Service	100
Domestic Help Service	101
Phone Enquiry	102
Phone Directory	103
International Aid Service	108

#### a. Local Calls

To make local calls within Malaysia, first, you need to enter your STD number. The following is a list of STD codes for each state in Malaysia.

State	STD Code
Selangor, Kuala Lumpur, Putrajaya	03
Perlis, Kedah, Penang	04
Perak, Cameron Highlands	05
Negeri Sembilan, Melaka, Muar	06
Johor	07
Pahang	09
Sarawak – Kuching	082
Sarawak - Sri Aman	083
Sarawak - Sarikei, Sibu, Kapit	084
Sarawak – Lawas, Limban, Miri	085
Sarawak – Bintulu, Pelaga	086
Sabah – Labuan	087
Sabah – Kota Kinabalu, Kudat	088
Sabah – Lahad Datu, Sandakan	089

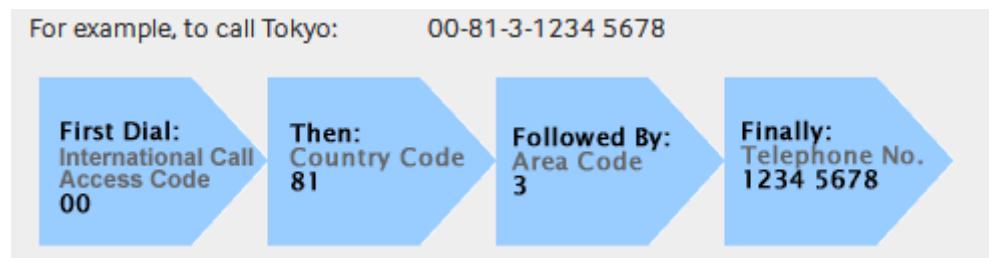
This code is not needed if you are calling from the same state as the person you are calling.

### b. International Calls

Here are the steps to make an international call:

To dial you need to press:

- i. International call access code: 00
- ii. Country code
- iii. Area Code
- iv. The phone number of the person to call



The table below shows international code references

Country	Country Code
Australia	61
Bangladesh	880
Brunei	673
Cambodia	855
Cameroon	237
China	86
Democratic Republic of the Congo	243
Ethiopia	251
Ghana	233
Indonesia	62
Jamaica	1-876
Kenya	254
Nigeria	234
Senegal	221
South Africa	27
Thailand	66
Trinidad and Tobago	1-868
United Kingdom	44
Zambia	260
Zimbabwe	263

## 17.2 International Student Service (ISS)

International Student Services (ISS) is operated by the Marketing Department. ISS is responsible for the welfare and special needs of International Students. Here are the department staff:

- a. **General Manager**  
Mohamad Nawawi Bin Saad  
[nawawi@kym.edu.my](mailto:nawawi@kym.edu.my)
- b. **Manager**  
Mohd Rasmi Bin Mohd Rajab  
[rasmi.m@kym.edu.my](mailto:rasmi.m@kym.edu.my)
- c. **Assistant Manager**  
Azlina Binti Zainal Abidin  
[azlina.za@kym.edu.my](mailto:azlina.za@kym.edu.my)
- d. **International Students Service**  
Nurul Ain Atiqah Bt Yasin  
[ainatiqah.y@kym.edu.my](mailto:ainatiqah.y@kym.edu.my)

Working Hours: 8.30 am – 5.30 pm

## 17.3 International Student Application

International students should read the registration requirements carefully and ensure all details are complete before submitting. Fill up and submit the International Student Application Form (picture). To avoid delays, please make sure all information is complete, with the following documents attached:

- a. Seven (7) passport type photos (4 x 5.5 cm).
- b. One (1) copy of your passport - including all pages, including blank pages. (Passport must be valid for at least one year from date of acquisition).
- c. Certified copies of all academic related transcripts and exam results.
- d. Medical Health Exam Report.
- e. If funded by a scholarship / study loan, documents must be attached as evidence.



INTERNATIONAL COLLEGE  
of YAYASAN MELAKA

ICYM

No 1, Jalan Bukit Sebukor, 75150 Melaka, Malaysia. Tel : +606-2817732 Fax : +606-2816845

## Application Form (For INTERNATIONAL STUDENTS ONLY)

Section A: To be completed by applicant (Please write in BLOCK LETTERS)

### PERSONAL INFORMATION

1. Name (as in Passport): \_\_\_\_\_

2. Passport No:        3. Expiry Date: \_\_\_\_\_  
(dd/mm/yy)

4. Nationality: \_\_\_\_\_ 5. Date of Birth: \_\_\_\_\_  
(dd/mm/yy)

6. Marital Status:  Single  Married 7. Gender:  Male  Female

8. Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact No. (Residence): \_\_\_\_\_ Handphone No: \_\_\_\_\_

9. E-Mail Address: \_\_\_\_\_

10. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Religion:  Muslim  Buddhism  Hinduism  Christianity  Others \_\_\_\_\_  
(Please specify)

12. Do you suffer from any physical disability or illness? If yes, please specify the nature of these conditions. Otherwise, state "None".  
\_\_\_\_\_

### COURSE PREFERENCES

1. You can select up to a maximum of 5 choices. Please indicate your choice of courses in order of preference.

No.	Courses Preferred
1.	
2.	
3.	
4.	
5.	

- a. English-translated of all submitted documents, (if applicable).
- b. RM 500.00 Course Fee (non-refundable).
- c. Hostel Application Form (if you need accommodation).
- d. RM 500.00 Hostel fee, if needed (non-refundable).

- e. RM 500.00 Intensive English Language Program (IEP) Application and Registration Fee, if required

Please note that incomplete applications will not be processed. The completed application can be mailed or emailed to:

**International College of Yayasan Melaka**  
No.1, Jalan Bukit Sebukor  
75150, Melaka, MALAYSIA  
Email: [info@icym.edu.my](mailto:info@icym.edu.my)

Students are required to include the Application Fee with the Application Form. Remittances via electronic transfer must be provided with a clear copy of the bank's confirmation and reference to the student's details - name, passport number, course and month and year of acquisition. It must be emailed to the College for academic qualification before applying. Offer Letter will be sent to successful applicants (please provide 1-2 weeks). The college will also apply for a Student Pass from the Immigration Department of Malaysia. This may take about 2-3 weeks. It is advisable that all application forms arrive eight (8) weeks before the date of registration.

#### **17.3.1 Additional documents required**

- a. For student graduated who have graduated from International Secondary School in Malaysia, the additional documents required is School Leaving Certificate.
- b. For students who have previously studied at another institution of higher learning (college or university) in Malaysia, the additional documents required are:
  - i. Letter of Admission (from former institutions) and
  - ii. Attendance Report (must be at least 80% attendance).
- c. International students from other institutions of higher learning in Malaysia who wish to change institutions before successfully completing their courses require to seek the approval from the Ministry of Higher Education and the Immigration Department.

#### **17.3.2 Payment instructions**

New International students who are about to start their first semester at College are required to make an initial payment of RM 15,000.00. The remaining amount of the first semester tuition fee will be transferred to the next semester's tuition fee. A Student Pass Approval Letter (Visa) will be sent upon confirmation of such payment.

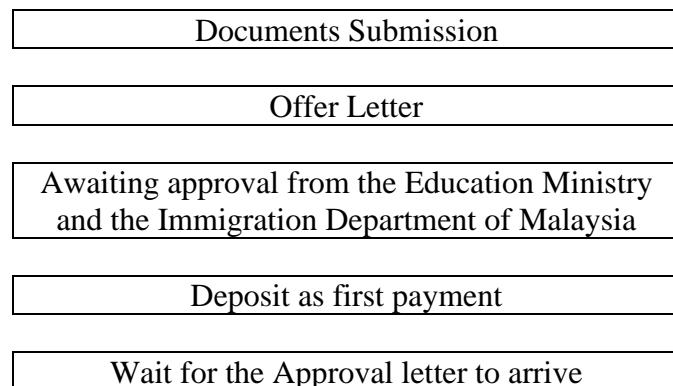
An important point to consider is that Telegraphic Transfer can take up to 14 business days to reach our bank account. This should be taken into consideration when sending money. If the Malaysian Ringgit (RM) is not available, the same amount in the international currency is also acceptable (e.g. USD, AUD, SGD, EUR, GBP and others). Please note that Application

and Registration fees are non-refundable, if any incomplete application information is processed.

### **17.3.3 Late Application**

If an international student application arrives at the College 14 days or less before the date of admission, it will be considered a Late Application. However, if a prospective student is eligible and wishes to continue the application, an Advance Fee of RM 16,000.00 or RM 18,000.00 (depending on the program) must be paid before the Letter of Offer can be issued. This amount is separate from the initial RM 500.00 application Fee.

### **17.4 International Students Pass Application**



Upon receiving the required documents, application fees and students meeting the entry requirements, the College will send you an Offer Letter. The college will submit your eligibility to the Ministry of Education Malaysia for further approval. This may take one to three (3) weeks.

After approval from the ministry, the application will be sent to the Immigration Department of Malaysia to issue a Student Pass Approval Letter (student visa), and it will take two (2) weeks.

Application to the Ministry of Education and the Immigration Department of Malaysia takes 2 months before the date of registration. The reason is because the approval is only valid for 2 months. Upon approval of the Student Pass, students will be notified by ISO.

As a prerequisite for issuing a Student Pass Approval Letter, an Advance Fee of RM 15,000.00 (pre-U & Diploma) or RM 18,000.00 (Bachelor's Degree) must be paid. If the Malaysian Ringgit is not available, the equivalent in other international currencies is also acceptable (e.g. USD, GBP, EUR, AUD, SGD, etc.).

Any extra fees paid in the first semester's fees will be credited to the following semester. If a student leaves the College, the deposit will be fully refunded. Refer to Payment Instructions for bank telegraphic transfer details. Please show us a copy of the T / T confirmation from your bank for tracking. Upon approval of the Advance Fee by the Finance Division, the College will send the original

Student Pass Approval Letter (Visa) to the courier. All arrangements will be made for arrival in Malaysia.

### **General Information**

- a. The issuance of a Student Pass Approval Letter (Visa) by the Immigration Department takes one (1) month. It is the right of the Malaysian Immigration Department to approve or reject a visa application.
- b. Students are responsible for checking with the Malaysian Embassy in their country for visa requirements before coming to Malaysia. For example, students may need to apply for an Entrance Visa to enter Malaysia, to avoid fines or to be sent back to the airport.
- c. Students from yellow fever endemic areas (e.g. Africa, Central America and South America) need to obtain the necessary inoculation. The vaccine certificate will be certified by the Health & Quarantine at the Airport.

### **17.5 Pre- Boarding Checklist**

It is important for students to pay attention and aware to things that will be brought, and they are advised to check to the situation in Malaysia. This is to ensure students can adapt easily living in Malaysia. Among the useful things are:

- a. Not arriving in Malaysia during the Public Holiday because the increase of the number of tourist at this time.
- b. Not arriving in Malaysia around midnight: pick-up services usually starts at 9 am the next day.

Credit cards are very useful. Avoid carrying too much cash to avoid theft. It is advisable to bring money in the form of tourist cheques for safety purposes. It should be able to cover the expenses for the first month. It will be better if you are able to prepare 3 month - expenses money. It should be able to cover your daily expenses such as food and your daily necessity such as accommodation, books and stationery. Do not bring too many personal things, only bring in important ones. The important daily necessities are:

- a. Toiletries ( toothbrush, hair comb, deodorant etc.)
- b. Bedding (bedsheet, pillow etc)
- c. Towel
- d. Switch adaptor (220-240 volt/50 AC)
- e. Stationery
- f. Avoid bringing too much cash to lower the risk of theft or loss. Do not ever put cash in your luggage.
- g. Many found that price in Malaysia is way cheaper than their country. Food, cosmetics, household items and electrical and electronic appliances are easily available from any shops nearby the campus.

Important documents to be brought together:

- a. Passport.
- b. Flight ticket.
- c. Driving Licence.
- d. Acceptance Letter and Immigrations Approval Letter.
- e. Academic Qualification transcript (English Translated – compulsory)
- f. Receipt/ prove of payment.
- g. Important contact numbers.
- h. It is advisable to keep a copy of the important documents, such as offer letter, acceptance letter, academic certificates, Qualifications, passport, receipt and identification details.

## **17.6 Upon arrival at ICYM**

Here are the steps to adhere upon the arrival at the college:

### **Step 1: Report yourself at the International Students Office (ISO).**

All new international students must report themselves to the person in charge on the day of the arrival or the next working day. Here are the things they have to do at the International Students Office:

- a. Fill up the Students' Information Form and Insurance Form.
- b. Students will be given a briefing about Invitation Kit i.e. Invitation Letter, Students Handbook, and Embassy contact details.
- c. Other important thing is bank identification letter, that will be given to open a bank account. Students are given one (1) week to settle these matters before handing over their passports to the International Students Office to get the approval from Immigration Department. Students are advised not to travel from Malaysia at this time. Students are required to settle their deposit RM 15000.00 (Pre-U & Diploma) or the upfront fee RM18000.00 (Degree) before being eligible to join the classes.

### **Step 2: Orientation**

It is compulsory for students to attend the orientation as scheduled. Briefings on the vital information will be given about the learning system and the education in Malaysia. All students are required to sit for English Placement Test (EPT). The test will be held in Language Lab (second floor of ICYM KL building. The EPT result will be out the next day at the schools respectively. Students who do not meet the English language requirements will have to undergo the Intensive English Program for a minimum of 10 weeks or an additional English language Intensive class in the first semester.

### **Step 3: Hand in Passport for Confirmation/ Extension**

It is compulsory for new students to hand in their passport for confirmation purposes. Visa charge will be imposed by the Immigration Department based on their country of origin. Confirmation by the Immigration Department will

take up to Eight (8) weeks. Students will be given receipts and a copy of their passport as temporary identification while waiting for the confirmation process. Failure to submit the passports for verification may result in students exceeding their visiting pass or being classified as illegal immigrants by the Malaysian Immigration Department.

### **17.6.1 Students' Pass Extension**

For students who need an extension for their Students' Pass:

- a. Send their passport and the required documents one (1) month before the Students' Pass expires. Failure to do so may result in delayed approval, additional payment and penalty in order to obtain a special pass to prevent them being given overstay status.
- b. Approval from the Immigration Department will take about Four (4) weeks. However, it can take longer during the festive and holiday season. Students are advised to renew their passport earlier. Students are asked not to plan trips outside Malaysia during the approval process.

### **17.6.2 Overstay in Malaysia**

Overstaying in Malaysia is a serious offence under Malaysia Immigration Law. If found guilty, student can face fine up to RM10, 000.00. It can lead to imprisonment or deportation. Other than that, students have to bear all costs and penalties imposed due to overstay. In addition, the college also imposes a fine of up to RM 1,000.00 to cover emergency and work administration papers to resolve such cases. For more information, please refer to the Immigration Department of Malaysia ([www.imi.gov.my](http://www.imi.gov.my)).

Please note that students are referred to the College Rules governing their academic rights and obligations during their studies in ICYM.

### **17.6.3 Loss/ change of New Passport**

In case of missing passport, it is advisable to:

- a. Immediately lodge a police report at the nearest police station.
- b. Immediately bring the police report to your Embassy / High Commission / Consulate to obtain a new passport.
- c. Request a letter from the Embassy / High Commission / Consulate to provide a Letter of Confirmation / Explanation to the Immigration Department of Malaysia, confirming that a new passport has been issued to you, in lieu of the lost passport.
- d. Submit your new passport to the International Office (IO) for a student pass.
- e. Make payment transfer for Verification Fee.
- f. Obtain your passport when notified by International Office staff.

If you have a new passport, you must:

- i. Submit your old and new passports to the International Office.
- ii. Make a payment for the transfer fee confirmation.
- iii. Collect your passport when you have been notified by International Office staff.

To avoid violations of Malaysian Immigration laws, you are advised to obtain your new passport before the expiry of your student pass to allow sufficient time to complete the process. No specific request to speed up the process will be entertained.



**ICYM**

# **STUDENT HANDBOOK**

**INTERNATIONAL COLLEGE OF YAYASAN MELAKA**

**No. 1 Jalan Bukit Sebukor 75150 Melaka**

**Tel: +606 281 7732 Fax: +606 286 1062**

**[info@icym.edu.my](mailto:info@icym.edu.my)**

