

# STUDENT HANDBOOK



## OPEN DISTANCE LEARNING



## INTERNATIONAL COLLEGE OF YAYASAN MELAKA

**JPT** | JABATAN  
PENDIDIKAN  
TINGGI



ISO 9001 : 2015 Cert No.  
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# 1. COMPANY 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.



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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. These courses are given free for Melakan and are fully funded by Economic Affairs Unit (UPEN) Melaka.

## 2. CHIEF EXECUTIVE OFFICER'S MESSAGE



Assalamualaikum and Salam Sejahtera,

With the Almighty's Blessings, first let me congratulate all on the success of the awarding of courses to the International College of Yayasan Melaka (ICYM). Your steppingstone 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 Guidebook provides guidelines for students related to academic and the 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 quality human workforce. ICYM has been active in educational industry for more than 2 decades and now ICYM receive international recognition for quality educational programme and academic standard.

In our endeavour to develop and uplift the quality of skills education, ICYM has signed MOU's with other skill based institutions. Latest, through ICYM's subsidiary, ICYM STES has set up Malaysia Water Institute (MWI) in collaboration with Syarikat Air Melaka (SAMB) to produce skilled labour for national water industry. With 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

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# **3. VISION, MISSION, CHARTER, EDUCATIONAL OBJECTIVE & QUALITY POLICY STATEMENT**

## **Vision**

To provide internationally recognised education in the global economy.

## **Mission**

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

## **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.

## **EDUCATIONAL GOAL**

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

## **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. LOGO & COLLEGE SONG



### 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 lyrics: Zeti Akhtaa Binti Muhammad & Awangku Khairil Bin Awangku Samsuddin

## 5. OUR CAMPUS



## 6. BOARD OF DIRECTOR



Chairman

**TAN SRI MOHAMAD ZABIDI BIN ZAINAL**



Board Member

**ENCIK AMIR  
KHAIRUL TAUFIQ  
BIN MOHD KHAY**

Group General  
Manager  
ZIKAY Group



Board Member

**DATO' MOHD  
KHAY BIN  
IBRAHIM**

Managing Director  
ZIKAY Group



Board Member

**DATO' ISZHAR BIN  
IBRAHIM**

Group Executive  
Director  
ZIKAY Group



## 7. COLLEGE MANAGEMENT COMMITTEE



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

CORPORATE SERVICES	ACADEMIC DEVELOPMENT	FINANCE	STUDENT AFFAIRS
			
<b>Registrar</b> Cum <b>Accountable Manager</b> <b>CAAM Part-147</b>	<b>Vice President Academic /</b> Cum <b>General Manager of Business Development</b>	<b>Treasurer</b>	<b>General Manager</b> Cum <b>General Manager of Marketing</b>
<b>AmlnAlrashId</b>	<b>Jasmy Fardzy</b>	<b>DatIn Zuraldah</b>	<b>Mohamad Nawawl</b>
Human Resources Quality Assurance Facilities Management Asset Management IT Infrastructure Transportation Security & Safety Legal & Regulatory	Academic Programme Development Academic Administration Academic Infrastructure Industry Relation Engaged Learning Library Student Graduation Academic Quality Assurance, Research & Development International Student Business Development	Corporate Finance Student Registration Student Payment Student Sponsorship & Loan Account Management Procurement Control Revenue	Students Activities Students Development Students Services Alumni Accommodations Counselling <b>Marketing &amp; Sales</b> Corporate Communication Publication Social Media

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## 8. ACADEMIC BOARD



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



Vice Chairman  
JASMY FARDZY BIN HAJI ABDUL AZIZ



Deputy Vice President Academic  
FARIDAH BINTI JOHAR



Secretary  
**HAIRUL BARIYAH BINTI AB SAMAD**



Registrar  
**AMINALRASHID BIN  
MOHD HUSSAIN**



Treasurer  
**DATIN ZURAIDAH  
BINTI HAJI BAHARI**



General Manager of  
Student Affairs  
**MOHD NAWAWI  
BIN SAAD**



Dean  
School of Media &  
Arts  
**HASSAN BIN ABDUL  
MUTALIB**



Dean  
School of Business  
Management  
**ASMAH BINTI MD  
YUSUF**



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





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



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



Manager  
UTM Programme  
**AMIE  
SUZIENAWATY BT  
ANIP**



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



Manager  
UniKL and MEDIU  
Programme  
**AZLINDA BINTI  
MAZLAN**



Librarian  
**SHAIRA BINTI  
ARIFFIN**



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



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



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

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## **9. ACADEMIC INTERNAL QUALITY ASSURANCE COMMITTEE**



Chairman  
**JASMY FARDZY BIN HAJI ABDUL AZIZ**



Vice Chairman  
**SAHBAN BIN HAJI MD SMAIL**



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



Head of Committee  
**NOR AZLINA BINTI ABDULLAH**



Secretary  
**NURUL AZWANI BINTI NORDIN**



Lecturer  
School of  
Computing &  
Engineering  
Technology  
**NORSHEILA BINTI  
ISMAIL**



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



Lecturer  
School of  
Computing &  
Engineering  
Technology  
**ROSNIZA BINTI  
A.RAHIM**





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



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



Senior Lecturer  
School of Business  
Management  
**AZIZAH BIN  
YAACOB**

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# **10 Academic Program**

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# 10.1 SCHOOL OF COMPUTING AND ENGINEERING TECHNOLOGY



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). Although this new school will be 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) which are experienced in organizing ICYM homegrown programs.

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 guidelines set by the Malaysian Qualifications Agency (MQA) and the guidance of a panel of appointed academic and industry experts.

During the lessons, students will be exposed to theoretical and laboratory work focused on the plan, analysis, and system design. The lecturers of this school are also specifically selected based on qualifications of each cluster to help and guide students in their academic performance.

## **Programmes Offered**

Diploma in Information Technology

# Academic Staff Information

No	Name	Email	Title
1	Nor Azlin Binti Bujang	azlin.b@icym.edu.my	Dean
2	Norazlin Binti Jaliludin	norazlin@icym.edu.my	Head of Program
3	Martina Binti Ali	martina.a@icym.edu.my	Lecturer
4	Norsheila Binti Ismail	norsheila@icym.edu.my	Lecturer
5	Rosniza Binti A Rahim	rosniza@icym.edu.my	Lecturer
6	Julia Binti Bujang	julia@icym.edu.my	Lecturer
7	Nursyahirah Nabilah binti Md Yusoff	nursyahirah@icym.edu.my	Lecturer
8	Nurul Salwani binti Abd Wahid	salwani.aw@icym.edu.my	Lecturer
9	Nurul Syakira binti Abd Wahab	syakira@icym.edu.my	Lecturer
10	Zayanah Zafirah binti Zulfipli	zayanah@icym.edu.my	Lecturer
11	Noor Diana binti Mohamed Hassim	diana@icym.edu.my	Lecturer

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# Diploma in Information Technology

This programme provides knowledge and skills in designing, analyzing and implementing the tasks related to the disciplines of information technology.

Through the process of learning in the field of programming, communications data, management information systems, database and web-oriented system, graduates are exposed to have the ability as a professional in information technology field. In addition, this program also nurtures the skills and ethics of teamwork together with effective communication, in applying varying degrees to meet the needs of the organization.





## Entry Requirements

- Passed Sijil Pelajaran Malaysia (SPM) with a minimum of THREE (3) CREDITS including MATHEMATICS;  
OR
- Passed Sijil Tinggi Pelajaran Malaysia (STPM) AND CREDITS in MATHEMATICS (SPM) or equivalent;  
OR
- Passed Vocational and Technical / Skill Certificate (Level 3, MQF) and recognised or equivalent qualification;  
OR
- Other recognized qualifications that are equivalent to it by Government of Malaysia.

## Duration

3 years (6 semesters)

## Career Prospect

- Assistant Computer Forensic Investigator
- Software Programmer
- Computer Security Auditor
- Computer Security Program Designer
- System Technical Support Staff
- Assistant Application Security Officer



## List of Courses

*Introduction to Computer System*  
*Programming Fundamentals*  
*Computer System Architecture*  
*Operating System*  
*Data Communication*  
*Principles of Information Security*  
*Introduction to Networks*  
*Database Systems & Security*  
*Web Application Development*  
*Object-Oriented Programming*  
*System Analysis and Design*  
*E-Commerce Security*  
*Network Security*  
*Network Programming*  
*Routing and Switching Essentials*  
*Managing Information Security*  
*Incident Response and Handling*  
*Introduction to Multimedia*  
*Scaling Networks*  
*Computer Forensics*  
*Introduction to Cryptography*  
*Industrial Training*  
*Mathematics 1*  
*Mathematics 2*  
*English 1*  
*English 2*  
*Malaysian Studies*  
*Malay Language Communication 1*  
*National Language A (For Those Who Did Not Credit In BM For SPM)*  
*Leadership And Interpersonal Skills*  
*Islamic Family Issues*  
*Moral And Ethics*  
*Red Crescent Society*

Really Great Site

2.650K

Total Users

Really Great Site

1.010K

Total Users

Really Great Site

1.850K

Total Users

## 10.2 SCHOOL OF BUSINESS MANAGEMENT



School of Business Management (SBM) is established to produce professionals either in accounting, marketing, entrepreneurship, the Islamic financial system as well as other fields related and compatible with career prospects in the future. Leading to the construction of charisma and professionalism, 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.

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

### Programmes Offered

Diploma in Accounting

# Academic Staff Information

No	Name	Email	Title
1	Asmah Binti Md.Yusuf	asmah.my@icym.edu.my	Dean
2	Shanizah Binti Siron	nizah@icym.edu.my	Head of Program
3	Nur Amirah Binti Abdul Ghafar	amirah.ag@icym.edu.my	Lecturer
4	Arman Bin Mat Shah	arman@icym.edu.my	Lecturer
5	Azizah Binti Yaacob	azizah@icym.edu.my	Lecturer
6	Herman Putra Bin Mohd Nazri	herman@icym.edu.my	Lecturer
7	Noor Aswani Binti Ab Latiff	aswani@icym.edu.my	Lecturer
8	Norliah Binti Abu Bakar	norliah@icym.edu.my	Lecturer
9	Shahariah Binti Ariff	shahariah.a@icym.edu.my	Lecturer

# Diploma in Accounting

The programme is designed to produce professional manpower in the field of accounting. 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.





## Entry Requirements

- PASS Sijil Pelajaran Malaysia (SPM) with minimum THREE (3) CREDITS including MATHEMATICS/Accounting AND;
- PASSED in MATHEMATICS and ENGLISH OR;
- Other recognized qualifications are equivalent to it by Government of Malaysia.

## Duration

3 years (6 semesters)

## Career Prospect

- Financial Officer Assistant
- Auditor Assistant
- Accountant Assistant
- Tax Assistant
- Entrepreneur



## List of Courses

English 1  
English 2  
Business Communication Skill  
Business Mathematics  
Business Statistic  
Malaysian Studies 2  
Malay Language Communication 1  
National Language A (For Those Who Did Not Credit In BM For Spm)  
Leadership And Interpersonal Skills  
Human Relationships  
Islamic Family Issues  
Moral And Ethics  
Students Counsellor  
Public Defense  
Red Crescent Society  
Trekking  
Silat Cekak  
Territorial Army  
Financial Accounting 1  
Financial Accounting 2  
Computer Application in Accounting  
Financial Accounting 3  
Cost Accounting  
Management Accounting  
Financial Accounting 4  
Accounting Information System  
Computerized Accounting  
Principles of Microeconomics  
Principles of Macroeconomics  
Principles of Finance  
Islamic Finance System  
Corporate Business Law  
Partnership and Company Law  
Principles of Management  
Principles of Marketing  
Basic Entrepreneurship  
Audit  
Taxation  
Industrial Training

Really Great Site

Really Great Site

1.010K

1.850K

Total Users

Total Users

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## 10.3 CENTRE FOR LANGUAGE AND GENERAL STUDIES



Centre for Language and General Studies (CLGS) provides support services to each ICYM school programmes, UTM twinning programmes, University Kuala Lumpur, and Al-Madinah International University in 3 areas: languages, human science and quantitative courses.

SAM

Serviceable Available Market

# Academic Staff Information

No	Name	Email	Title
1	Muhamad Taufiq B. Abd Latif	taufiq@icym.edu.my	Director
2	Nor Azlina Binti Abdullah	azlina@icym.edu.my	Head of Department
3	Nor Fazliana Binti Yaacob	fazliana@icym.edu.my	Head of Department
4	Rosmawati Binti Yunus	rosmawti@icym.edu.my	Head of Department
5	Borhan Nordin Bin Daud	borhan.nordin@icym.edu.my	Lecturer
6	Nur Fadhlina Bt Izzuniddin	fadhlina.i@icym.edu.my	Lecturer
7	Siti Samihah Bt. Mohd Shamshir	samihah.ms@icym.edu.my	Lecturer
8	Musa Bt Ab Wahab	musa.w@icym.edu.my	Lecturer
9	Nurul Haiyu Shahidah Bt Nordin	nurulhaiyu@icym.edu.my	Lecturer
10	Nur Izzati Bt Rosli	izzati.r@icym.edu.my	Lecturer



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# **11 Academic Guideline**

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## 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 Chief Executive Officer, Vice President Academic, Dean, Director, manager, and appointed lecturer.

### **"School"**

Academic centre 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.

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**"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 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

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**“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.



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**“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

**“SMS”**

Short Message System

**“LMS”**

Learning Management System

**“ODL”**

Open Distance Learning

## 11.2 ACADEMIC YEAR

School academic year is divided into two (2) semesters that are April and October Semester.

Schedule for the academic year is as follows:

SEMESTER	ITEM	DURATION
APRIL SEMESTER	Lecture	14 weeks
	Study Week	1 week
	Final Examination	2 weeks
OCTOBER SEMESTER	Lecture	14 weeks
	Study Week	1 week
	Final Examination	2 weeks

## 11.3 PROGRAMME REGISTRATION

All students are required to register for their programme on the dates specified by the college.

Students who register after the specified dates will be fined.

Students who have deferred their studies and plan to continue their studies must re-register their programmes in the following semester

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

Students need to pre-register courses online before the beginning of the Next semester within the given time frame.

Students who fail to pre-register courses will not be allowed to print their Final Exam Slip.

Students will be penalised if they fail to pre-register course during the given time frame.

## **11.5 DROP OR ADD COURSES**

Students can drop or add courses online during the given time frame

If students do so beyond the given time frame they will be penalised.

## **11.6 CHANGE OF PROGRAM**

Students need to fill inform for change of program which will be checked and supported by the Dean of the new school.

Students must get the approval from the Dean of the original school.

The change of program form will be processed to get approval until the student obtains the change of Program Letter.

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

## **11.7 DEFERMENT OF STUDIES**

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

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

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.

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The length of duration is two semesters consecutively and will not be counted as part of the program semesters.

Students can also apply for deferment of studies on other reasons beside illness. The length of duration is again two semesters consecutively.

## **11.8 WITHDRAW FROM STUDIES**

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

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

## **11.9 COURSE REGISTRATION**

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

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

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

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

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

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.

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.

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

Students must participate in lectures activities. Participation must be over 80 percent for the whole activities for them to sit for final exam.

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

- Student does not show positive attitude to obtain good results.
- Student has not completed his coursework given by the lecturer.
- Other relevant reasons and to obtain approval from the Dean. .

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**

Students need to evaluate lecturers online within the given duration. (Refer to the ICYM Academic Calendar)

Students who fail to evaluate lecturers online will be barred from printing their Final Exam slip.

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

Evaluation of assessments carried out periodically and continuously in one semester based on work during lectures and methods determined by the College.

Assessment of Industrial Training follows the methods fixed by the programs.

For courses that are assessed on coursework together with the final semester exam coursework marks will be range between 40% to 70% overall.

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.

Assessment systems that differ from the ones in the table below will depend on the School Academic Board.



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CONTINUOUS ASSESSMENT (%)	FINAL EXAM
70	30
60	40
50	50
40	60
100	-

### 11.13 GRADE SYSTEM

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

MARK	GRADE	GRADE POINT	STATUS
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
0 – 39.99	F	0.0	FAIL

Besides the above grades the following grades are also used.

### **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.

### **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**

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

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

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

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)	CGPA $\geq$ 2.00
CONDITIONAL STATUS (KS)	1.50 $\leq$ CGPA $\leq$ 2.00
FAIL/DISMISSED (KG)	CGPA $<$ 1.50

Students with GPA < 1.00 even though CGPA 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.

Students who obtain **Conditional Status (KS)** for **THREE (3)** times in a row are given a **Fail Status (KG)** and are dismissed from their studies.

## 11.15 DEAN'S AWARD

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, are conferred the Dean's Award for the semester.

## 11.16 CREDIT SYSTEM

### Course Credit

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

### Credit for Each Semester

Credit value for students for each semester is as follows:

STATUS	MINIMUM	MAXIMUM
GOOD STANDING (KB)	12 credits*	18 credits
CONDITIONAL STATUS (KS)	9 credits	12 credits

\*Except for last semester student, and industrial training

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

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

### **Credit Exemptions**

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.

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

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.

### **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.

### **Passed Credit of A Programme**

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

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

PROGRAMME	MINIMUM TOTAL CREDIT HOURS
Diploma	90

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

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# **12 Examination**

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

Student need to 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

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

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

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.

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

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**

For ODL mode of learning, exam will be conducted online using LMS in asynchronous mode.

Student will be given a time frame with time limitation to answer the questions. Student may answer it anytime within the time frame. The answer must be submitted before the time frame ended.

During answering the examination questions, students have to record themselves. The recorded video should be submitted along with the answer.

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Thirty minutes (30 minutes) of extra time will be added to each final exam session to ensure that students will have enough time to submit the answer. This extra time will not be included in examination time.

Any technical issues in submitting answers online have to be informed to the admin of LMS immediately.

Students have to ensure that they submit the correct files or complete answer scripts. No appeal will be entertained for incorrect files or incomplete answers scripts after the exam. Request for re-examination or appeal will not be entertained if the complaints are not made by students to the admin immediately.

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

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.

Candidates must ensure that they have good internet connection to login into LMS, view questions, download questions and upload the answer.

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

Candidates are not allowed to communicate with each other during the examination.

Candidates must ensure that all answer sheets have been scanned into a file in portable document format (pdf). Candidate must submit the answer using LMS. Candidates have to ensure that they submit the correct files or complete answer scripts.

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 RESPONSIBILITY FOR THE CANDIDATES WHO ARE UNABLE TO SIT FOR FINAL EXAMINATION**

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 ends.

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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.

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.

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.

## **12.7 SPECIAL EXAMINATION**

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.

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

Special Examination Application documents are as follows:

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

## **12.8 ACADEMIC DISHONESTY**

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.

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## **12.9 PUNISHMENT**

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. Give score 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.

Students who are found guilty will not be allowed to sit for the special examination.

## **12.10 GRADE REVIEW APPEAL**

Students are able to check the result via online.

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.

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.

The decision will be issued by the School.

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# **13 Industrial Training**

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

Industrial Training 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 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 Industrial Communication Department.

- 1.To inform formally the Industrial Communication Department any rejection by the local Industry or Organization.
- 2.Attend briefing/information on Industrial Training.
- 3.To Inform the Industrial Communication department as soon as one reports for duty at the workplace.
- 4.To manage accommodation and transport at the Industrial Training Centre.
- 5.To look after your own safety at the workplace.
- 6.To follow all rules at the organization.
- 7.To observe the University Act and University College Act 1971 and rules and ethics of the College.
- 8.To ensure full attendance on working days at the Organization.
- 9.To carry out duties and responsibilities fixes by the Industry/Organization.
- 10.To fulfill the Industrial scope required by the Industry/Organization.
- 11.To observe the good name of the College.
- 12.To give full cooperation to the industry/Organization throughout training.
- 13.13. To communicate with Industrial Communication Department or
- 14. school/program Supervisor if faced with any problems.



14. To make notes in the Log Book, write reports on Industrial training and carry out other given duties as instructed.
15. To Hand in all documents connected with the Industrial Communication department.
16. To always observe a positive attitude and contribute according to the needs of the student.
17. 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 are covered by the College Group Insurance. Please refer to the Students Affairs Department of the College.

### **13.5 REPORT FOR DUTY**

Students must report to the Industrial Training 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 Industrial Training Communication Dept.

As soon as a student reports for training, he/she must fill in the CONFIRMATION REPORT FORM and return it to the Industrial Training Dept. 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 Industrial Communication Dept. 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.

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## **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 Industrial Training Dept. 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 absentism, 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 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 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 from 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.

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### **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.

### **13.14 INDUSTRIAL TRAINING REPLACEMENT**

There are THREE (3) options;

1. Students can continue to work at their workplace as their Industrial Training practice IF the students has been working for at least FIVE (5) years in the same field as the programme registered and proven to have a level of expertise or skills equivalent to the Industrial Training .
2. Students can replace Industrial Training with a Project that learning outcome, mechanism and other criteria are equivalent to Industrial Training.
3. If Project has been offered in the programme, Industrial Training can be replaced with other elective courses that related to the programme taken.

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# **14 Awards of Diploma**

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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**

Confirmation of award is done every semester.

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**

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.

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.

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.

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.

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# **15 Library**

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## 15.1 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.

## 15.2 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 using the following link;

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

## 15.3 PENALTY

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

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

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

## 15.4 LIBRARY'S COLLECTIONS

Open Shelf Collection/ Loan  
Red Mark Book Collection (red spot)  
Reference materials Collection  
Final Examination Collection  
Thesis/ Industrial Report Collection

CD-ROM Collection  
Journal/Magazine Collection  
Daily Newspaper  
Light Reading Collection  
Fiction

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# **16 Finance Department**

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## 16.1 CUSTOMER SERVICE

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

Department	Title	Name
Treasury Office	Treasurer	Datin Zuraidah Binti Haji Bahari Ext. 221 Email : zuraidah@live.kym.edu.my
Registration and Revenue Department	Finance Officer	Encik Dzulkifli Bin Othman Ext. 280 Email : dzul@icym.edu.my
	Assistant Finance Officer	Puan Noor Binti Mohamad Ext. 273 Email : noor@icym.edu.my
	Assistant Finance Officer	Puan Ellsa Ezzarty Binti Husin Ext. 312 Email : ezzaty.h@icym.edu.my

### Operating Time

For students who would like to make payment at the Payment Counter in the Finance Division, the operating time is 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.

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## 16.2 STUDY FEE AND OTHER FEES

### 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.

### 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, and other personal expenses.

## 16.3 CLAIM METHOD

### 16.3.1 Withdrawal (Filling in the Withdrawal Form)

#### Study Fee

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

- 1.25% 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.
- 2.50% 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.
3. The full amount of study fee is claimed if the withdrawal date is after the fifth week of class.

#### Registration Fee, Administrative Fee and Source Fee

There is no refund for any withdrawal.

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## **16.3.2 Study Deferment**

### **Study Fee**

1. 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.
2. 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 are brought forward to the following semester.

### **Other Fees**

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

## **16.3.4 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.

## **16.3.5 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.

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.

## **16.3.6 Fee Claim Method**

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

## 16.4 REFUND POLICY

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

1. Situation in 16.3.1 arises and there is no other backdated payments.
2. The study offer is recalled or the registration is cancelled since the college is not able to offer the programme.

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

## 16.5 FEE PAYMENT

### 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.

### Payment After Registration Day

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.

## 16.6 PAYMENT METHOD

1. Online Banking (<https://www.billplz.com/ODLfees>)
2. JomPay
3. Cash payment at Finance Department, International College of Yayasan Melaka, No.1, Jalan Bukit Sebukor, 75150 Melaka;



**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



# Thank You



<https://odl.icym.edu.my>



<https://eclass.icym.edu.my>



[odl@icym.edu.my](mailto:odl@icym.edu.my)

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