



MEMO

JABATAN TENAGA MANUSIA KEMENTERIAN SUMBER MANUSIA

RUJUKAN : JTM/HQ/900-3/8 (8)

TARIKH : 29 OKTOBER 2012

**PERKARA : MINIT MESYUARAT JAWATANKUASA PEPERIKSAAN DAN
PERSIJILAN (MJPP) BIL 3/2012, JTM**

DARIPADA : PP (KT)

SALINAN :

KEPADA : Seperti di Lampiran A

1. KP, JTM
2. TKP, JTM
3. P (KT)

Dengan segala hormatnya saya diarah merujuk kepada perkara di atas.

2. Bersama-sama ini disertakan Minit Mesyuarat Jawatankuasa Peperiksaan dan Persijilan Jabatan Tenaga Manusia Bil. 3/2012 untuk tindakan tuan/puan selanjutnya.

Kerjasama daripada pihak tuan/puan didahului dengan ucapan terima kasih.

Sekian.

" BERKHIDMAT UNTUK NEGARA "
'Pekerja Berinovatif Penggerak Tranformasi'

(AZLINA BINTI MOHAMAD SHAFIE)

b.p Ketua Pengarah
Jabatan Tenaga Manusia.

SENARAI KEHADIRAN

1. TN. SYED MOHAMAD NOOR BIN SYED MAT ALI
PENGURUS MESYUARAT
2. EN. SUIMI BIN ABD MAJID
P (PK)
3. PN. FAIZAH BINTI HARUN
P (PP)
4. EN. ABD. HALIM BIN MOHAMMED
P (PL)
5. EN. NASIRUDIN BIN SAID ALANG GHAFAR
KPP (KT)
6. EN. ZAIHAN BIN SHUKRI
PENGARAH JMTI
7. DR. MOHD RASHID BIN BUYONG HAMZAH
PENGARAH ADTEC TAIPING
8. EN. ZURAKA BIN YUSOF
PENGARAH ADTEC SHAH ALAM
9. TN. HJ. NORMAN BIN KUSIN
PENGARAH ADTEC BATU PAHAT
10. EN. MOHD ZABIDIN BIN ABD. SAMAD
PENGARAH ADTEC MELAKA
11. EN. KAMARUZAMAN BIN MD ALI
PENGARAH ADTEC KULIM
12. EN. MOHD HASHIMI BIN ABD. HADI
PENGARAH ADTEC JERANTUT
13. EN. MOHAMMAD MUSA BIN AHMAD
WAKIL PENGARAH ADTEC KEMAMAN
14. EN. RAMALES BIN RAMLI
WAKIL PENGARAH ADTEC BINTULU

SULIT

URUS SETIA

1. PN. AZLINA BT MOHAMAD SHAFIE
PP (KT)
2. PN. NORALIZA BT MUHAMAD
PPP (KT)
3. PN. NORPISAH BT HJ. MENTOL
PPP (KT)
4. PN. FAZATUL NURDIHA BINTI MISLAN
PPP (KT)

TIDAK HADIR DENGAN MAAF

1. DR. RAMLI BIN RASHIDI
PENGARAH ADTEC BINTULU
2. TN. SYED JOHAN BIN SYED ALI
P (KT)

Disediakan oleh:
Bahagian Kawalan Teknikal
Jabatan Tenaga Manusia

SULIT

MINIT MESYUARAT
JAWATANKUASA PEPERIKSAAN DAN PERSIJILAN BIL 3/2012
JABATAN TENAGA MANUSIA

Tarikh : 24 Oktober 2012

Masa : 9.00 pagi – 1.00 petang

Tempat : Bilik Mesyuarat Utama, Ibu Pejabat
Jabatan Tenaga Manusia

Pengerusi : Tn. Syed Mohamad Noor Bin Syed Mat Ali

Kehadiran : Seperti di Lampiran A

1.0 PERUTUSAN PENERUSI

- 1.1** Pengerusi memulakan salam dan mengucapkan terima kasih kepada semua yang hadir pada mesyuarat ini.
- 1.2** Pengerusi memaklumkan bahawa mesyuarat pada kali bertujuan untuk mengesahkan keputusan pelajar keluaran Sesi 1/2012 yang menamatkan latihan industri pada bulan September 2012. Pelajar yang disahkan keputusan di dalam mesyuarat pada hari ini layak menghadiri Majlis Konvokesyen tahun 2012.
- 1.3** Mesyuarat ambil maklum, sesi keluaran pelajar ini adalah Sesi 1/2012 dan nombor indeks pada sijil hendaklah disambung dengan nombor terakhir bagi pelajar yang telah disahkan pada MJPP Bil 2/2012 yang lepas.

Makluman

2.0 PEMBENTANGAN KEPUTUSAN AKHIR PELAJAR

- 2.1** Mesyuarat dimaklumkan bahawa laporan verifikasi Pegawai Naziran bagi kumpulan pelajar yang disahkan di dalam mesyuarat ini akan dibentangkan pada mesyuarat akan datang.

Makluman

2.2 ADTEC SHAH ALAM

2.2.1 Pembentangan keputusan akhir pelajar daripada ADTEC Shah Alam.

- a) Bilangan pelajar lulus ialah 54 orang (98.2%)
- b) Bilangan Tangguh seramai 12 orang dan 1 pelajar gagal

2.2.2 Mesyuarat mengesahkan keputusan akhir pelajar ADTEC Shah Alam dengan beberapa pindaan :

- a) DT Elektronik - Kemasukan Sesi 2/2010
 - Status tangguh ditambah 3 orang
- b) DT Komputer (Sistem) – Kemasukan Sesi 1/2011
 - Status BH ditukar kepada DBH bagi pelajar Mohd Nor Aizad bin Ahmad Nasaruddin dan Nor Akma Binti Ibrahim
- c) Sesi Keluaran pada BMP dipinda kepada 1/2012

Makluman

2.3 ADTEC BATU PAHAT

2.3.1 Pembentangan keputusan akhir pelajar daripada ADTEC Batu Pahat

- a) Bilangan pelajar lulus ialah 109 orang (99.1%)
- b) Bilangan Tangguh seramai 20 orang dan 1 pelajar gagal

2.3.2 Mesyuarat mengesahkan keputusan akhir pelajar ADTEC Shah Alam dengan beberapa pindaan :

- a) DT Mekatronik – Kemasukan Sesi 1/2011
 - Status tangguh pelajar bernama Mohd Ardyansah Bin Mustapa dipinda kepada status lulus atas justifikasi pelajar ini telah menjalani LI bagi tempoh minimum iaitu 3 bulan dan telah mendapat tawaran belajar DLTK di JMTI.
- b) DT Pembuatan – Kemasukan Sesi 2/2011
 - Status tangguh pelajar bernama Martin Anak Macmin dikekalkan. Pihak institut perlu memberikan pelajar ini tugasan bagi tujuan melengkapkan penilaian latihan industri. Tempoh tangguh akan diberikan kepada pelajar ini sehingga Jun 2013.
- c) Sesi Keluaran pada BMP dipinda kepada 1/2012

Tindakan : P (ADTEC Batu Pahat)

2.4 ADTEC KULIM

2.4.1 Pembentangan keputusan akhir pelajar daripada ADTEC Kulim

- a) Bilangan pelajar lulus ialah 72 orang (99%)
- b) Bilangan Tangguh seramai 3 orang dan 1 pelajar gagal

2.4.2 Mesyuarat mengesahkan keputusan akhir pelajar ADTEC Kulim.

Makluman

2.5 ADTEC MELAKA

2.5.1 Pembentangan keputusan akhir pelajar daripada ADTEC Melaka

- a) Bilangan pelajar lulus ialah 123 orang (100%)
- b) Bilangan Tangguh ialah 10 orang

2.5.2 Mesyuarat mengesahkan keputusan akhir pelajar ADTEC Melaka.

Makluman

3.0 CADANGAN PENGURANGAN YURAN PENGAJIAN BAGI PROGRAM DIPLOMA

3.1 Mesyuarat bersetuju dengan cadangan pengecualian yuran pengajian semasa semester latihan industri dijalankan bagi semua program diploma untuk mengurangkan beban pelajar. Jumlah yuran yang dikecualikan ialah sebanyak RM1500 dan berkuatkuasa bagi semua pelajar kemasukan Januari 2013.

Makluman

3.2 Struktur yuran baru akan disediakan dan memo makluman berkenaan yuran pengajian program diploma akan dikeluarkan dengan kadar segera.

Tindakan : P(PL)

4.0 PELAKSANAAN MINGGU ULANGKAJI DI ADTEC

4.1 Mesyuarat bersetuju aktiviti yang akan diadakan pada minggu ulangkaji di ADTEC dan ILP yang berkenaan adalah terpulang kepada pengarah masing-masing. Kehadiran pelajar pada minggu ini tidak akan diambilkira bagi syarat kelayakan masuk ke peperiksaan akhir.

Makluman

5.0 TEMPOH LATIHAN BAGI PERINGKAT SIJIL

- 5.1** Mesyuarat bersetuju tempoh maksima bagi latihan diperingkat sijil ditetapkan selama 2 tahun tidak termasuk Latihan Industri.

Makluman

6.0 PANDUAN PENILAIAN PROGRAM DIPLOMA TEKNOLOGI PENYELENGGARAAN KAPAL TERBANG

- 6.1** Pengarah ADTEC Shah Alam membentangkan draf Panduan Penilaian Program Diploma Teknologi Penyelenggaraan Kapal terbang seperti di Lampiran 1.

Makluman

7.0 TRAINING MANAGEMENT SYSTEM

- 7.1** Mesyuarat dimaklumkan bahawa penyediaan transkrip di dalam modul CGPA telah berjaya disiapkan dan boleh digunapakai sepenuhnya.

8.0 PENANGGUHAN MESYUARAT

Mesyuarat ditangguhkan pada pukul 1.00 petang. Pengerusi mengucapkan terima kasih di atas kehadiran semua ahli mesyuarat.

1.0 INTRODUCTION

Students are continually assessed in each module that includes coursework (theory and practical) and Final Examinations (Theory and Practical) as stated in the syllabus profile of the particular module.

2.0 COURSEWORK

2.1) Students will be assessed to determine their performance and skills through assessment of COURSEWORK for each module consists of theoretical and practical sections. Coursework Assessment Technique comprises assignments, quizzes, tests, presentations, project reports and others.

2.2) Assessment of coursework shall be conducted a minimum of 2 course work activities for 1 credit, 3 course work activities for 2 credit, 4 course work activities for 3 credit and 5 course work activities for 4 credit, for each module in which includes assessment of theoretical and practical aspect of the module. Coursework need to be balanced and will involve performance and knowledge assessment.

2.3) Students must complete all course work, assignments, quizzes, projects and other designated tasks in each module. Failure to complete any assessment will be given a zero mark.

2.4) Students must achieve a minimum average score of 75% for each theoretical and practical part in order for the student to qualify to sit for the Final Module Examination. Students who fail one of the parts (i.e. do not achieve an average score of 75% for any of the assessment) are also not allowed to sit for the Module Final Examination.

2.5) Students are required to attend all lectures, workshops, laboratories, tutorials and so on. Students with less than 90% attendance will be barred from sitting for final examination. Attendance is calculated by duration of each subject of the semester.

2.6) The instructor is responsible to inform the students the status of coursework a day before the module examination, which include the eligibility to sit for Module Examination.

3.0 MODULE FINAL EXAMINATION

3.1) Module Final Examination for both the theoretical and practical for every module will be conducted in ADTECSA at end of each module.

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3.2) Formulation of examination question will be conducted by the appointed members of the Committee and to be submitted to the Chief Examiner as per the schedule given.

1 credit	2 course work activity
2 credit	3 course work activity
3 credit	4 course work activity
4 credit	5 course work activity

3.3) The Theory part of the Module Final Examination is prepared by the Chief Examiner and verified by the Quality Manager.

3.4) Chief Examiner will conduct the Theory part of the Module Final Examination with the help of appointed invigilators.

3.5) The practical part of the Module Final Examination will be conducted by the Training Manager with the assistance of the instructors / validators.

3.6) Students Eligibility to sit for the Module Final Examination is as following:

- i) Fulfill a minimum attendance of 90% for each semester.
- ii) Pass all course work for the practical and theory for the particular modules with the percentage of 75% and above.

4.0 COMPOSITION OF MARKS

4.1) Assessment techniques which will be used is based on the composition of the score which has been set. Assessment will be made according to a grading system (CGPA). Final grading for each module for the core subjects with practical components are as following:

No.	Level	Evaluation Component			
		Coursework		Final Exam	
		Practical	Theory	Practical	Theory
1.	Diploma (Semester 1 to 5)	40%	10%	30%	20%
2.	Diploma (Semester 6)	100% OJT			

Table 1: Composition of Marks for Core Modules

4.2) For the **core subjects which has no practical component**, the breakdown of marks for coursework and Module Final Examination for the core subjects with no practical components are as following:

LAMPIRAN 1

Type of Assessment	Marks Composition
Theory Coursework	50%
Final Theory Exam	50%
Total	100%

Table 2: Composition of Marks for Core Subjects with No Practical Components

4.3) For **general subjects** marks are the same for courses at Certificate, Diploma and Advanced Diploma level. The breakdown of marks for coursework and Final Semester Examination for the general subjects are as following:

Type of Assessment	Marks Composition
Theory Coursework	60%
Final Theory Exam	40%
Total	100%

Table 3: Composition of Marks for the Subject of General Studies

5.0 GRADE SYSTEM

5.1) Students will be given a grade (A to E) at the end of the semester according to the score achieved in a subject or module. Grades received for each subject changed to an equivalent point value (0 to 4) according to the scoring scheme as shown in Table 4 below:

MARKS (%)	GRADE	KNOWLEDGE LEVEL (NON-CBT)	POINTS VALUE
95.0 – 100.0	A	Pass with Distinction	4.00
90.0 – 94.9	A-		3.67
85.0 – 89.9	B+	Pass with Merit	3.33
82.5 – 84.9	B		3.00
80.0 – 82.4	B-		2.67
77.5 – 79.9	C+	Pass	2.33
75.0 – 77.4	C		2.00
72.5 – 74.9	C-	Fail	1.67
70.0 – 72.4	D+		1.33
50.0 – 69.9	D		1.00
0.0 – 49.9	E		0.00

Table 4: Marking scheme according to grade, point values, level of knowledge and competency levels for AMT students.

6.0 GPA AND CGPA

6.1) Grade Point Average (GPA) is calculated by taking the total point value which is multiplied by the credit unit and divided by the total number of credit units for the semester.

$$\text{GPA} = \frac{\text{Total value of all points x credit units in one semester}}{(\text{GPA}) \text{ Total credit taken in the semester}}$$

6.2) Cumulative Grade Point Average (CGPA) is determined by calculating the total points value multiplied by the credit unit and divided by the total number of credit units for all subjects which are taken from earlier studies to date.

$$\text{CGPA} = \frac{\text{Sum of all values x units of credit points obtained}}{\text{Total of all credits taken to date}}$$

Calculation of GPA and CGPA for AMT students are as following:

Subject / Module Codes	Subject / Module Name	Credit Units	Grade	Point Values	Points Value x Credit Units
K13-01-01	English Programme 1	4	B	3.00	12.00
K13-01-02	Engineering Drawing 1	3	C	2.00	6.00
K13-01-03	General Engineering 1	4	A	4.00	16.00
K13-01-04	Bench Work	4	D	1.00	4.00
K13-01-05	Fitting	4	C	2.00	8.00
K13-01-06	English 1	1	B	3.00	3.00
PI1031 / PM1041	Islamic / Moral Education 1	1	B	3.00	3.00
IT1061	Computer Application	1	B	3.00	3.00
TOTAL		22			55.00

Table 5: EXAMINATION RESULTS FOR SEMESTER 1 SESSION 1 / 2011

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$$\begin{aligned}\text{GPA} &= \frac{\text{Total value of all points x credit units in one semester}}{\text{Total credit taken in the semester}} \\ &= \frac{\sum (\text{x unit credit valuation points})}{\sum (\text{total credit units})} \\ &= \frac{55}{22} \\ &= 2.5\end{aligned}$$

This student earned GPA of 2.5 for **Semester 1**, for the total of 22 credit units calculated. Credit units for subjects FAILED to be included in calculation in this GPA. This student is required to repeat the module because he/she FAILED in 1 module which is a Core Module. Thus the calculation of CGPA is as follows:

$$\begin{aligned}\text{CGPA} &= \frac{\text{Sum of all values x units of credit points obtained}}{\text{Total of all credits taken to date}} \\ &= \frac{\sum (\text{Point Value x Accumulated Credit Units})}{\sum (\text{total credit units})} \\ &= \frac{55}{22} \\ &= 2.5\end{aligned}$$

LAMPIRAN 1

Subject / Module Codes	Subject / Module Name	Credit Units	Grade	Point Values	Points Value x Credit Units
K13-02-01	English Programme 2	4	B	3.00	12.00
K13-02-02	Engineering Drawing 2	2	C	2.00	4.00
K13-02-03	General Engineering 2	2	B	3.00	6.00
K13-02-04	Sheet Metal Work	1	B	3.00	3.00
K13-02-05	Aircraft Sheet Metal Repair	2	C	2.00	4.00
K13-02-06	Mathematics	3	B	3.00	9.00
K13-02-07	Physics	4	B	3.00	12.00
K13-02-08	Electrical Fundamental	3	A	4.00	12.00
K13-02-09	English 2	1	B	3.00	3.00
PI1031 / PM1041	Islamic / Moral Education 2	1	B	3.00	3.00
(*) K13-01-04	Bench Work	4	C	2.00	8.00
TOTAL		27			76.00

Table 6: EXAMINATION RESULTS FOR SEMESTER 2 SESSION 1 / 2011

Note: (*) Repeat of module can be carried out in the following semester (if students have no problem with overlapping modules that are being taken in that semester or not exceeding 27 credits) or an additional semester with subjects to maximum of **NOT** more than 27 credit hours.

This student has repeated the module in the following semester and pass with a grade C for that particular module. Thus the calculation of GPA for **Semester 2** after repeating the module is:

$$\text{GPA} = \frac{\Sigma (\text{x unit credit valuation points})}{\Sigma (\text{credits Unit})}$$

$$\Sigma (\text{credits Unit})$$

$$= 76$$

—

$$27$$

$$= 2.81$$

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While scores of **new CGPA after repeating the modules** are as following:

CGPA = $\frac{\text{Sum of all values x units of credit points obtained}}{\text{Total all the credits taken to date}}$

= $\frac{\sum (\text{unit credit} \times \text{valuation points accumulated})}{\sum (\text{accumulated credit units})}$

= $\frac{55.00 + 76.00 - 8}{22 + 27 - 4}$

= $\frac{123}{45}$

= 2.82

Principle Calculations: New grade replace the previous grade. Points valuation and credit units earned at Semester 1 to be rejected from the count of CGPA for the Semester 2.

Conclusion:

Student who has failed the assessment for any subject that requires student repeating modules in each semester must be taken into account to show students performance in that semester. Once the student has completed repeating the modules in additional semester or the following semester, the earlier grades must be replaced with the latest grades.

7.0 MODULE ASSESSMENT RESULTS STATUS DEFINITION

Status of assessment of the modules are shown in Table 7 below:

STATUS	MEANING	EXPLANATION
L	PASS	Modules marks 75% and above and fulfilled all the stipulated clauses.
G	FAIL	Modules marks below 75% and not fulfilled all the stipulated clauses.
TL	INCOMPLETE	Conditional status/temporary to give opportunity to the student in order to complete course work or final examination within two weeks after the semester ends. At the end of this period the result must be changed to grades A to E accordingly.
DK	EXEMPTED	Status given to the student who is exempted from taking a particular module.
GS	DROP SUBJECT	Status given to the student who has dropped a particular module.
BH	STOPPED / EXPELLED	Status given to the student who has stopped or has been expelled from the institute.
TU	NOT REPEATING	Status given to the student who is not repeating a particular module.
TG	POSTPONE	Status given due to academic and accepted personal problems.
GT	SUSPENDED	Status given to the student who has been suspended from training programme through out the semester.

Table 7: STATUS OF ASSESSMENT OF MODULES

8.0 DEFINITION OF STUDENTS ACADEMIC RESULT STATUS

Based on CGPA earned for each semester, a student will be given the status as shown in Table 8 below:

STATUS	CRITERIA	IMPLICATION
PASS	CGPA 2.0	<ul style="list-style-type: none">• Qualified to proceed to the following semester.• Fulfilled one of the requirements for certification.
IN OBSERVATION	CGPA between 1.67 and 1.99 at any one semester except the final semester and failed not more than five (5) credit units.	<ul style="list-style-type: none">• Qualified to proceed to the following semester.• Must repeat failed modules in the following semester or the additional semester.• Expelled if the "IN OBSERVATION" status occurred twice (2x).
FAIL	<ul style="list-style-type: none">• CGPA less than 1.67 at any one semester.• CGPA between 1.67 and 1.99 and failed more than five (5) credit units at any one semester.• CGPA less than 2.0 during the final semester.	<ul style="list-style-type: none">• Expelled from training.• Not qualified to repeat module and not allowed to proceed to the following semester.

Table 8: DEFINITION OF STUDENTS ACADEMIC RESULT STATUS

9.0 REPEAT ASSESSMENT

9.1) For theory and practical coursework, if the student fails with a grade less than a C (marks obtained less than 75%), REPEAT ASSESSMENT should be carried out for any of the coursework involved. Repeat assessment is allowed only **once** for each assessment for grade calculation purposes. Repeat assessment must be implemented before the final examination.

EXAMPLE 1:

A student who takes a module Engineering Drawing 2 in Semester 2 was assessed throughout the semester as follows:

Coursework:

Section	Assesment Technique	Marks	Average Marks	Status
Theory	Quiz	75%	75.5%	PASS
	Theory Test	76%		
Practical	Practical Report	60%	55%	FAIL
	Practical Test	50%		

In the example shown above, the student have passed the Theory Coursework but failed in Practical Coursework. Accordingly, repeat assessment of any part of the practical assessment techniques must be conducted.

Suppose the student has done the repeat assessment only for the practical coursework and scored 90%. Then a new calculation of the course work as follows:

Coursework:

Section	Assesment Technique	Marks	Average Marks	Status
Theory	Quiz	75%	75.5%	PASS
	Test 1	76%		
Practical	Practical Report	60%	75%	PASS
	Test 2	90%		

The student passed the coursework component of theory and practical. Thus the total marks for the courseworks are:

Section	Marks (100%)	Composition (%)	Real Marks
Theory	75.5	10	$75.5\% \times 0.1 = 7.55$
Practical	75	40	$75\% \times 0.4 = 30$

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Following will be the grade obtained for the subject.

Module	Assessment Type	Composition	Mark Obtain	% for GPA
Engineering Drawing 2	Theory	20%	80%	16
	Practical	30%	90%	27
TOTAL:				43

Module	Assessment Type	Course Work	Module Final Examination	Total
Engineering Drawing 2	Theory	7.55	16	23.55%
	Practical	30	27	57%
Total				80.55%

Student has passed the above module with 80.55% overall score and obtain grade B-.

EXAMPLE 2:

A student who takes a module Engineering Drawing 2 in Semester 2 were assessed throughout the semester as follows:

Course work:

Section	Assesment Technique	Marks	Average Marks	Status
Theory	Quiz	70%	77.5%	PASS
	Test 1	85%		
Practical	Practical Report	76%	78%	PASS
	Test 2	80%		

For the results shown above, the student has passed both Theory and Practical Coursework accordingly. No repeat assessment for any theory valuation techniques are necessary although the marks obtained for Quiz in Theory Coursework did not reach 75%.

Student have passed the coursework component of both theory and practical. Thus the total marks for course works are:

Section	Marks (100%)	Composition	Real Marks
Theory	77.5	10	$77.5\% \times 0.1 = 7.75$
Practical	78	40	$78\% \times 0.4 = 31.2$

Following will be the grade obtained for the subject.

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Module	Assessment Type	Composition	Mark Obtain	% for GPA
Engineering Drawing 2	Theory	20%	75%	15
	Practical	30%	97%	29
TOTAL:				44

Module (Subject)	Evaluation Type	Course Work	End of Semester Examination	Total
Engineering Drawing 2	Theory	7.75	15	22.75%
	Practical	31.2	29	60.2%
Total				82.95%

Student has passed the above module with 82.95% overall score and obtain grade B.

10.0 APPEAL TO REVIEW MODULE FINAL EXAMINATION RESULTS

10.1) Students who failed the final examination in any module, are entitled to appeal for review within 7 days from the date the results are issued.

10.2) A fee of RM50 per paper will be charged for this purpose. Revised appeal is allowed only once for each module. This procedure is limited to only the theory test.

10.3) Examination papers to be reviewed within a week by different examiners and appeal decision shall be issued after the institute's Examination Paper Review Committee review and confirmed the results.

10.4) The decision of the appeal which was approved by the institute's Examination Paper Review Committee is final.

11.0 RESIT EXAMINATION

Students are allowed to sit for resit examinations for the following cases:

11.1) Pass all the theoretical and practical aspects of the coursework and failed any portion of the Final Examination, with marks between 50% and less than 75%.

11.2) Students who are unable to attend the examination with valid reasons and approved by the Accountable Manager.

11.3) Students who failed to appear for the final examination without reasonable excuse, is not allowed to sit for the final examination and are required to repeat the whole module.

11.4) All repeat examination should be carried with the following condition:-

- i) after one month with guided tutorial class.
- ii) after three months with student's self revision.

11.5) Final Examination Marks will replace Final Examination components only.

12.0 REPEAT MODULE

12.1) If a student fails (overall score of less than 75% or obtained less than 50% in module final examination) for a module, the student must repeat the module in another semester. This is called MODULE REPEAT.

12.2) A student who repeats a module in an additional semester is required to bear the cost of the training for additional semester based on module repeat credit unit.

12.3) The additional semester allowed for the purpose of module repeat for Diploma are two (2) semesters only.

12.4) The student must repeat the module using the new syllabus if there is any amendment to the old syllabus.

12.5) The total number of credit hours for CGPA calculation and graduation credit total will be added according to the total number of credit hours for a repeated module.

12.6) All previous assessment marks of coursework or final examination cannot be brought forward into the assessment of module repeat.

12.7) Students who repeat modules should follow the learning activities for the particular module completely. Students must register to repeat the module along with the modules prescribed for the current semester, after obtaining the advice from the Training Manager.

12.8) This method of repeat module is subject to the number of credit hours specified for each semester and subject to whether or not the modules are offered in the current semester. Students are required to repeat module for any modules they are required to do so in the following semester if the module is offered except in circumstances that do not allow students to do so.

Note:

Every instructor is required to report the students result for the module / subjects for each semester in the Subject Result Report Form (SPC.02) that has been updated throughout the semester and the form must be completed by the end of the semester after the Module Final Examination is conducted. Each student's grade will be calculated using SPC.03 (Student Achievement Report). Reviews and achievement charts of student should be provided by the instructor using this form. Instructors must submit completed SPC.02 and SPC.03 to BPL to issue official results.

13.0 INDUSTRIAL TRAINING (IT)

13.1) The purpose of the Industrial Training is to equip the students with the experience of real work situations and conditions in the industry.

13.2) All students in AMT must complete a 6 months compulsory Industrial Training (IT) in various MRO's.

13.3) Industrial Training will be conducted in final semester.

13.4) The credit hours for the Industrial Training refers to the circular No. JTM. 1 Year 2008. Evaluation and marking for the Industrial Training is based on:

13.4.1 Students Attendance Report (attendance below 90% is considered failed)

13.4.2 Student daily log book

13.4.3 Supervisor's report / company's review

13.4.4 Inspectorate Officer's Report

13.4.5 Executive report (typically for Diploma and Advanced Diploma students)

13.5) Industrial Training will be conducted in places designated by ADTECSA management. Students are not allowed to undergo training in industry or any place without prior approval from ADTECSA management.

13.6) Students may contact the industry for the purpose of obtaining training placement; however, it is subject to the approval of the ADTECSA management.

13.7) IT evaluation and markings will only be conducted during the specifically given time frame and if the student has to undergo beyond that period, it does not affect the evaluation.

13.8) Industrial Training executed only once and is not allowed to repeat the module.

14.0 CERTIFICATION

14.1 AWARDING DIPLOMA

Students who have met the following requirements are eligible to receive a Diploma in Technology awarded by the Manpower Department:

14.1.1) Pass all the modules with a minimum grade C.

14.1.2) Obtain at least a CGPA of 2.00.

14.1.3) Pass the Industrial Training (IT)

14.1.4) Meet other conditions.

14.1.5) Free from disciplinary actions which are categorised as serious offenses (refer to JTM Regulation & Student Discipline Handbook).

14.1.6) Certified by the Examination and Certification Committee, Manpower Department.

15.0 RULES APPLICABLE TO COPYING OR PLAGIARISM

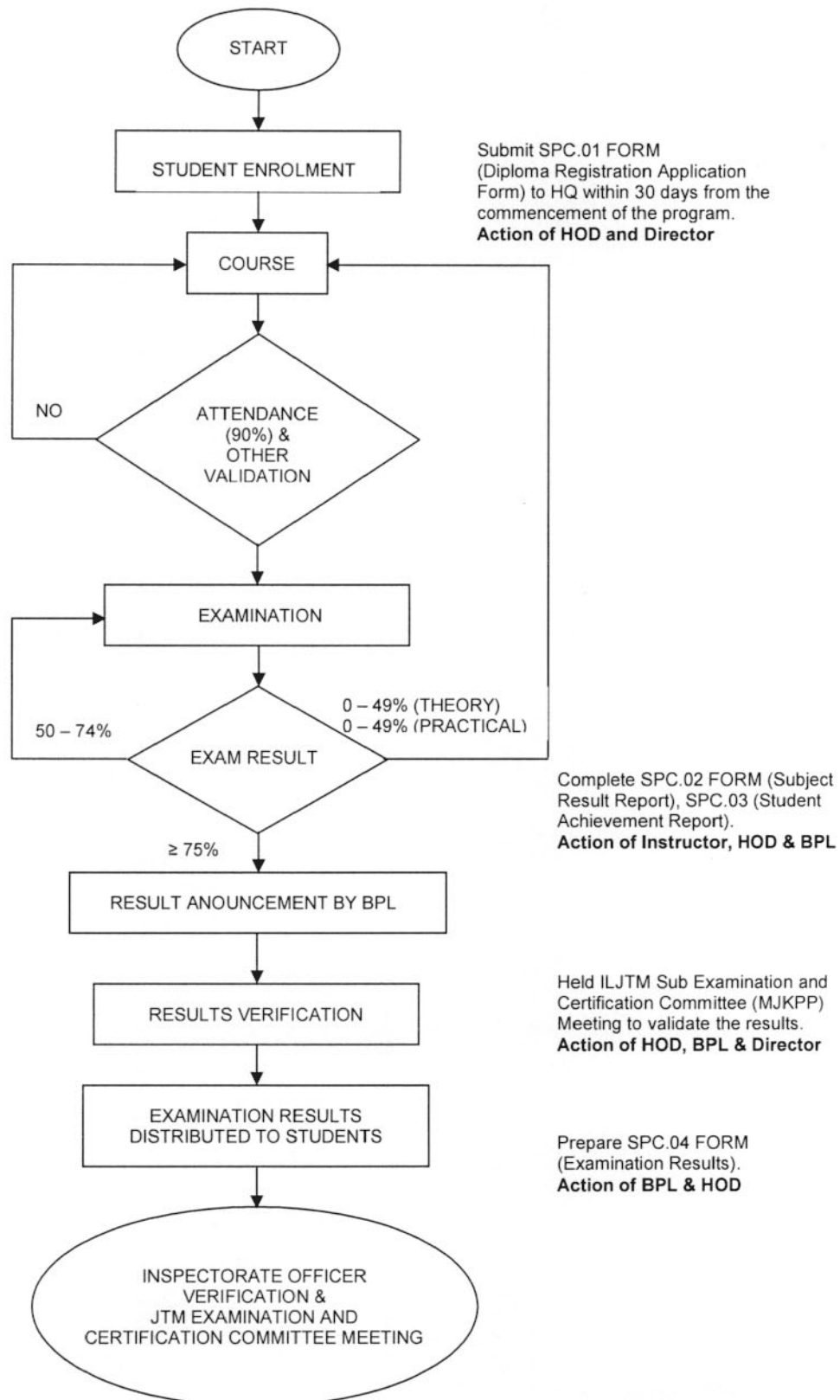
ADTECSA consider seriously the copying offence. Any student found copying are not allowed to proceed with the final examination and action will be taken based on Regulation & Student Discipline Handbook issued by the Manpower Department.

16.0 RESPONSIBILITIES IN OBEYING RULES

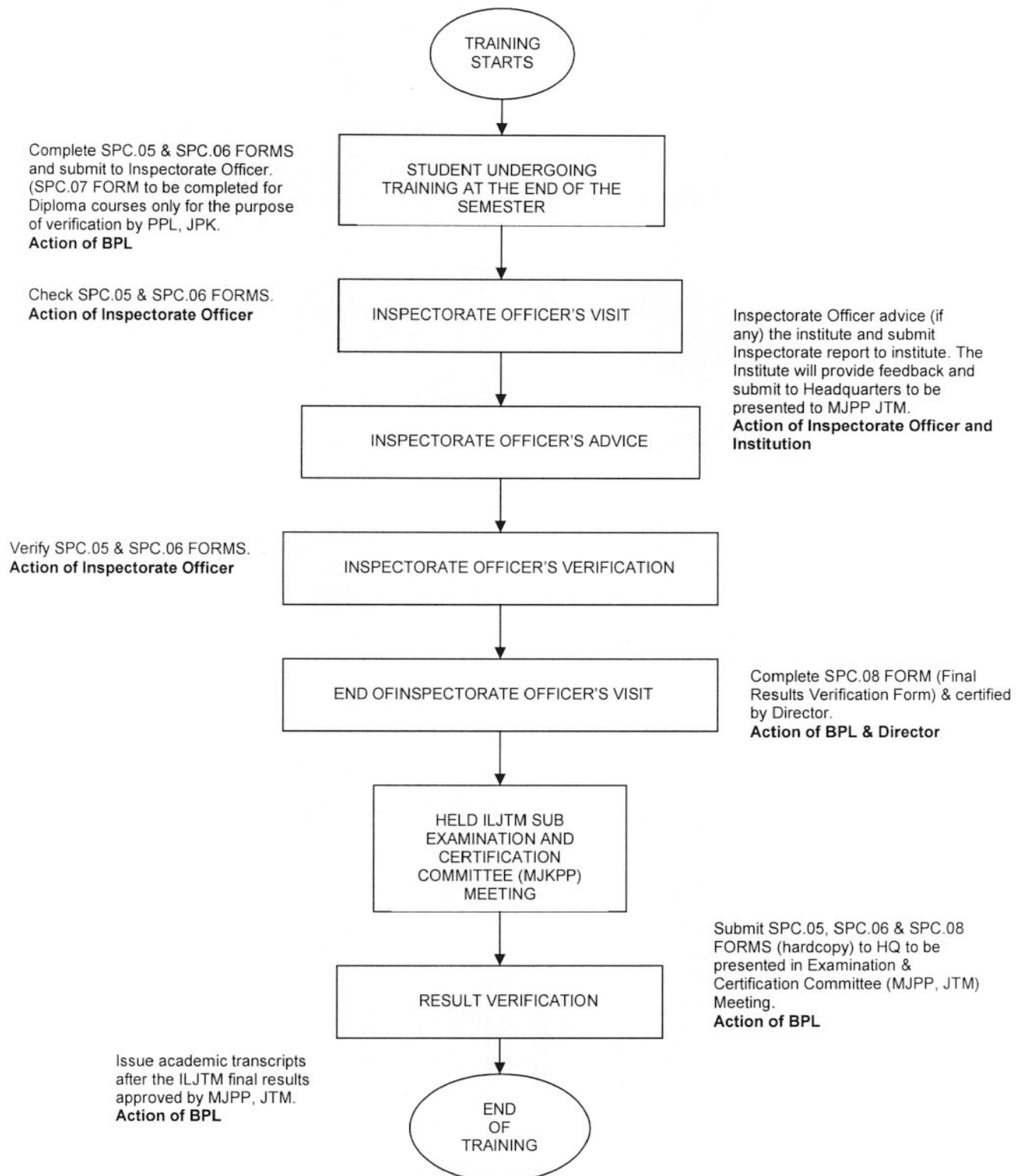
It is the responsibility of every ADTECSA student and instructors to know and understand all the rules, regulations and policies contained in the Guide book. In addition, the student must also comply with all rules, regulations and policies that have been ammended from time to time, including student rules contained in the Regulations and Student Discipline Handbook issued by the Manpower Department. ADTECSA also reserves the rights to amend any of the programs, courses, regulations or policies, without any prior notice.

17.0 PROCESS FLOW CHART FOR CGPA EVALUATION SYSTEM

FLOW CHART 1 (STUDENT ENROLMENT)



FLOW CHART 2 (CONFIRMATION)



FLOW CHART 3 (CERTIFICATION)

