

ALFA

— COLLEGE —

STUDENT HANDBOOK

Copyright-ALFA International College Sdn Bhd

Last update November 2009

Revised March 2010

Updated in June 2010

Contents

STUDENT RULES AND REGULATIONS.....	1
A. ATTIRE.....	1
B. GOOD BEHAVIOR AND CONDUCT	1
C. SECURITY AND STUDENT IDENTITY CARD	1
D. PUNCTUALITY AND ATTENDANCE – THEORY SUBJECT	1
E. PUNCTUALITY AND ATTENDANCE – STUDIO SUBJECT	1
F. ASSIGNMENT SUBMISSION	2
G. INCOMPLETE WORK	2
H. ATTENDANCE – ENGLISH SUPPORT PROGRAMME	2
I. ELECTRONIC DEVICE	2
J. REPEAT SEMESTER.....	3
K. VANDALISM AND THEFT.....	3
L. FEES PAYMENT	3
M. FEES REFUND POLICY.....	3
N. USAGE OF COLLEGE LETTERHEAD AND PUBLICATION MATERIALS.....	4
O. CO-CURRICULUM ACTIVITIES	4
P. TERMINATION	4
Q. TIME LIMITS FOR COURSE COMPLETION	4
R. BOARD OF EXAMINATION AND DISCIPLINARY BOARD	5
LIBRARY RULES AND REGULATIONS	6
ACADEMIC SYSTEM.....	8
A. SUBJECT REGISTRATION PROCEDURE	8
B. ACADEMIC YEAR.....	8
C. GRADE POINT AVERAGE (GPA) AND CREDIT HOUR CALCULATION.....	8
D. GRADING SYSTEM.....	9
ACADEMIC STANDARD.....	11
1. GRADUATION	11
2. MINIMUM ACADEMIC STANDARDS	11
3. SCHOLARSHIP / STUDY GRANT STUDENTS.....	11
PASS/FAILURE POLICY	12
STUDY BREAK.....	12
SUMMARY.....	13
Academic System.....	13

Academic Standard	13
Pass/Failure Policy	13
Study Break.....	14
SAMPLE OF ACADEMIC WEEKS TABLE.....	15
SAMPLE OF EXAMINATION SHEET	16
SUBJECT REGISTRATION FORM (FORM SR)	17
APPLICATION FORM FOR ADDITIONAL/WITHDRAWAL/REPEAT SUBJECT(S) (FORM SA).....	18
APPEAL OF GRADE FORM (Form AGF/01)	19
EVALUATION FORM	20

STUDENT RULES AND REGULATIONS

All students must abide by the rules and regulations set below:

A. ATTIRE

Students must be properly and smartly attired at all times; slippers, singlet, torn jeans and shorts of any kind (except for knee length Bermudas) are not allowed on College premises.

B. GOOD BEHAVIOR AND CONDUCT

1. Students are expected to be polite and courteous at all times.
2. Drugs, alcohol and smoking are strictly prohibited. Students who have committed these offences will face severe punishment. In cases which involve drugs, a police report would be made and students would be expelled.
3. Food and drinks are not allowed in library, studios and labs.

C. SECURITY AND STUDENT IDENTITY CARD

1. For security purposes, Student Identity Card must be worn at all times in college premises. Students without Student Identity Cards may be denied entry into the college premises and use of the college facilities.
2. Students are to pay RM30.00 for replacement of new Student Identity Cards.

D. PUNCTUALITY AND ATTENDANCE – THEORY SUBJECT

1. A verbal warning will be issued to students who are 15 minutes late for class.
2. Three (3) verbal warnings by the subject lecturer on three (3) different occasions of late attendance within the semester will be regarded as 1 day of absenteeism.
3. Lecturer will only accept legitimate letter from parents or medical certificate from clinics which have been certified by the college administration office.
4. Students who are absent for a total of three (3) lessons will be issued a warning letter.
5. Students who are absent, without leave/approval (from the Head of School) for more than 10% of the lessons for each subject will be barred from assessment.
6. Students who are absent with approval/valid reasons for more than 10% of the lessons for each subject will be asked to withdraw in "good status"..
7. Students are not allowed to leave the lecture room during lectures without the subject lecturer's permission.
8. All leave application must be supported by a letter as per clause D.3 listed above. Leave approval form can be obtained from the Registrar Office.

E. PUNCTUALITY AND ATTENDANCE – STUDIO SUBJECT

1. A verbal warning will be given to a student who is beyond 30 minutes late. After three (3) consecutive warnings by the subject lecturer on three (3) different occasions within the semester, a written warning letter will be sent to the parent/guardian.

2. Lecturers will only accept legitimate letter from parents or medical certificate from clinics which have been certified by the college administration department.
3. A warning letter will be issued to students who are absent for 3 lessons (non-consecutive).
4. Students who are absent (without valid reasons) for more than 10% of the lessons for each subject will be barred from assessment
5. Students who are absent with approval/valid reasons for more than 10% of the lessons for each subject will be asked to withdraw in "good status".
6. Students are not allowed to leave the studio during studio session without the subject lecturer's permission.
7. A 30-minute introduction to the reference books for each lesson/subject will be conducted at the library.

F. ASSIGNMENT SUBMISSION

1. Students who are late in submitting their assignments without valid reasons will be penalized. Students will be given a grace period of 10 days* from the deadline set to submit their assignments during which marks will be deducted. The calculation of mark deduction is as follows:
 - ◆ Deduction of 2% per day against the total weightage of the assignment.
 - ◆ Maximum deduction of 20% based on the maximum grace period of 10 days* during which a lecturer is not allowed to reject any late submission.
 - ◆ Assignments submitted beyond the 10 days* grace period will not be entertained.

** Note: Except public holidays*
2. Additional marks will NOT be given for early submission.
3. Student is required to submit each assignment directly to the respective subject lecturer.

G. INCOMPLETE WORK

Any incomplete work submitted before the deadline or within the 10 days grace period will be graded accordingly.

H. ATTENDANCE – ENGLISH SUPPORT PROGRAMME

1. Students are required to undertake an English Language placement test during orientation.
2. Upon the HOS recommendation, the student is required to undertake enrichment programme including but not limited to English Language programmes to enable them to perform to the expectations of the course.
3. The enrichment programme, including but not limited to English Language programmes are chargeable and the fees are not included in the course fees.

I. ELECTRONIC DEVICE

All electrical devices (handphones, PDAs, electronic dictionaries, and etc.) must be switched to **silent mode** during lesson to avoid disruption.

J. REPEAT SEMESTER

A student is barred from proceeding to the next semester if:

- ◆ fails one or more core subject(s)
- ◆ GPA for the term falls below 1.5
- ◆ CGPA falls below 2.0.

K. VANDALISM AND THEFT

1. Students are expected to take care of the College properties and not cause any damage to facilities provided for their use.
2. Vandalism and theft are serious offences. Students caught committing these offences will be expelled from the College and reported to police.
3. As a result from term above, there will be forfeiture of security deposit.

L. FEES PAYMENT

1. Students are expected to pay tuition fees within one week (7 days) of the due date as specified in the payment notice.
2. Failing which, it is student's responsibility to bear the consequences of being suspended from classes or barred from taking the examination and assessment.
3. For new students, course fees are to be paid within the first three (3) days from the enrolment date.
4. For extraordinary course extension, (subject to full review and approval by Head of School) students are subjected to an additional fees based on the following calculation:

$$\frac{\text{No. of credit hour} \times \text{Fees per credit hour}}{2}$$

2

M. FEES REFUND POLICY

1. **Refund of Fees** - All fees paid (except for Security Deposit) are not refundable or transferable unless:
 - i) the course applied for does not commence;
 - ii) the *student's conduct* is not acceptable by ALFA International College for reasons decided by the College Admission Board;
 - iii) for withdrawal of course/subject (as per condition set in clause M.3);
 - iv) termination of studies (as per condition set in clause M.3).
2. **Security Deposit** will be refunded (subject to the Rules and Regulations of ALFA International College) to students upon completion of the course or upon withdrawal/termination of their studies.
3. **Withdrawal/Termination notice** must be submitted to the Principal or Registrar. **For refund purposes, the effective date of the withdrawal will be the date the notice is**

received. The amount of tuition & resource fees to be refunded are subjected to the following:

- i) if notice is received within the 2nd week after the commencement of the new semester, then
 - a) 50% of the semester tuition fees paid is refundable; and
 - b) 50% of one academic year's resource fees paid is refundable.
 - ii) if notice is received within the 3rd week after the commencement of the new semester, then
 - a) 25% of the semester tuition fees paid is refundable; and
 - b) 25% of one academic year's resource fees is refundable.
 - iii) if notice is received after the 3rd week from the commencement of the new semester, **no refund is applicable.**
4. **Study Break** – Students who wish to apply for study break must complete and sign the Study Break Form or submit their letter of application with the following conditions:
- i) Maximum duration of study break must not exceed two (2) consecutive semesters.
 - ii) An additional administrative fee of RM150.00 will have to be paid upon application of study break.

N. USAGE OF COLLEGE LETTERHEAD AND PUBLICATION MATERIALS

Any publication undertaken by any student in the name of ALFA International College and usage of College letterhead **must obtain prior approval** from the Management. Offenders will be referred to the College Disciplinary Board for further action.

O. CO-CURRICULUM ACTIVITIES

Any co-curriculum activities organized by students must obtain prior permission from the Management.

P. TERMINATION

Students who wish to terminate their studies must complete and sign a standard termination form or submit their letter of termination to the Registrar Office.

Students who wish to re-register after termination will be considered as new application.

Credit exemption for previous studies will be reviewed and is subjected to approval on a case-by-case basis.

Q. TIME LIMITS FOR COURSE COMPLETION

The maximum time allowed to complete a course is five (5) years from the date of enrolment excluding study leave.

R. BOARD OF EXAMINATION AND DISCIPLINARY BOARD

1. All decisions made by the Board of Examination and Disciplinary Board are final in all matters pertaining to examination and discipline.
2. Students may appeal to the Board of Examination and Disciplinary Board should they have any queries on the results of the examination and disciplinary matters. However, such appeal must be made in writing and should be forwarded to the Principal or Head of School within seven (7) days from the commencement date of the following semester.

Disclaimer: ALFA International College reserves the right to revise the Student Rules and Regulations without prior notice.

LIBRARY RULES AND REGULATIONS

1. Library hours are as follows: -

Day	Business Hour	Lunch Break
Monday to Friday	9.00am – 5.30pm	1.00pm – 2.00pm
Saturday & Sunday	Closed	
Public Holidays	Closed	
Semester Breaks	9.00am – 5.30pm	1.00pm – 2.00pm

2. Students are required to **wear** their **Student Cards** when entering the Library.
3. Students/ Lecturer / Staff are required to **use the books/ magazines with great care** and to **return them to its original shelf after use.**
4. **Students** are required to **produce their library card** when **borrowing books/ magazines.** The library card will be returned upon returning of books/ magazines.
5. Students are **not allowed to transfer books and magazines to friends** without librarian's permission. A **penalty of RM5.00** will be imposed for non- compliance.
6. Borrowing of books/ magazines by **using another student's Library Card is STRICTLY PROHIBITED.**
7. Only **three (3) books** inclusive of magazines are allowed to be borrowed at any one time. Books inclusive of magazines are allowed to be borrowed for **Seven (7) days only.** Borrowings can be **renewed** up to **three (3) times** provided no other students have requested for them.
8. Only **four (4) books** inclusive of magazines are allowed to be borrowed by lecturers/ staff at any one time. Books and magazines are to be borrowed for seven (7) days only and can be renewed up to a maximum of three (3) times.
9. **Red spot books/magazines** are not allowed to be borrowed.
10. Lecturers/ Staff/ Students **are required** to return all books/ magazines they borrowed before each semester breaks.
11. No food and drinks are allowed in the library.
12. Bags, plastic bags, cutters and scissors are **strictly prohibited** in the library.
13. A **penalty of RM1.00 per day** will be imposed for returning books/ magazines after the due date and the **library card will be retained for one (1) month as penalty.**
14. Absence from classes will not be acceptable as valid reason for returning books/ magazines later. Absence due to illness must be supported with a medical certificate.

15. Students who repeatedly indulge in the practice of returning books/ magazines late will be barred from borrowing books/ magazines for a period of two (2) months.
16. Students are **fully responsible** to replace or to pay for any damaged, lost or torn pages of the books/ magazines they borrowed.
17. **Theft is a serious offence.** Students caught stealing books/ magazines from library will be **expelled** from the College.
18. Students are to **REMAIN QUIET** and required to **OFF THEIR MOBILE PHONE OR SET IT TO SILENT MODE** upon entering the library to avoid disturbing other students. Offenders will be barred from entering the library for 1 month.
19. Telephone renewal **IS STRICTLY PROHIBITED.** You are required to **PRESENT THE BOOK(s)/ MAGAZINE(s) to THE LIBRARIAN, for** renewal.
20. Students **ARE NOT ALLOWED** to bring in any book(s)/ magazine(s) into the library even though they have borrowed the book(s)/ magazine(s) to avoid confusion.
21. **Security deposit** will be **forfeited** for **any unpaid book fines, non-returned of books** and any **unsettled replacement of damaged books.**

ACADEMIC SYSTEM

A. SUBJECT REGISTRATION PROCEDURE

1. All students are required to complete and submit the SUBJECT REGISTRATION FORM (**FORM SR**) (refer Sample on page 17) to the Registrar Office **by the end 1st week of each semester**. Failure to do so may lead to de-registration of student status for the coming semester.
2. For Additional / Withdrawal / Repeat students are required to complete and submit the APPLICATION FORM FOR ADDITIONAL / WITHDRAWAL / REPEAT SUBJECT(S) (**FORM SA**) (refer Sample on page 18) to the Registrar Office **by end of the 3rd week of each semester**.

B. ACADEMIC YEAR

1. An Academic Year of fifty-two (52) calendar weeks is comprised of one (1) semi semester and two (2) full semesters.
2. A semi semester is defined as seven (7) weeks of academic studies followed by one (1) examination week and two (2) weeks break.
3. A full semester is defined as fourteen (14) weeks of academic studies with a study break of one (1) week after the first (1st) seven weeks and ends with one (1) study week and two (2) examination weeks.
4. The major break between the two (2) full semesters shall consist of four (4) weeks while the year end break shall consist of two (2) weeks.

Reference: Academic Weeks Table

C. GRADE POINT AVERAGE (GPA) AND CREDIT HOUR CALCULATION

The Academic System is based on Grade Point Average (GPA) whereby each subject will be given a certain value of "Credit Hour" which defines the weight and contact hours of the said subject.

Credit Hour calculation:

- Lecture - $1.0 \text{ Contact Hour / week} \times 14 \text{ weeks} = 14 \text{ Contact Hours / semester}$. This fulfils the definition of one (1) Credit Hour under LAN guidelines.
- Studio - $2.0 \text{ Contact Hours / week} \times 14 \text{ weeks} = 28 \text{ Contact Hours / semester}$. At a ratio of 1 hour (Lecture) : 2 hours (Studio), the 28 Contact Hours in a Studio will fulfil the definition of one (1) Credit Hour under LAN guidelines.

D. GRADING SYSTEM

Grade Point Average system (GPA) with the following “point marking” equivalent:

<u>Mark</u>	<u>Grade</u>	<u>Grade Point</u>	<u>Status</u>
90-100	A+	4.00	High Distinction
85-89	A	3.75	Distinction
80-84	A-	3.50	Very Good
75-79	B+	3.25	Good
70-74	B	3.00	Good
65-69	C+	2.50	Satisfactory
60-64	C	2.00	Satisfactory
50-59	D	1.00	Non-Satisfactory
0-49	F	0.00	Fail (to repeat)

With No Grade Point Awarded

W*	-	Withdraw in good status
I	-	Incomplete
P	-	Pass (C – Satisfactory or Better)
NP	-	No Pass

* These status are only by approval from the school concerned.

Computation of Grade Point Average (GPA)

Subject	Grade	Grade Point (A)	Credit* Hour (B)	(A) X (B)
Design	B	3	3	9
Visual	B	3	3	9
English	C	2	5	10
Pro. Practice	A+	4	3	12
TOTAL			14	40

Grade Point Average (GPA)

$$\frac{(A) \times (B)}{(B)} = \frac{40}{14} = 2.857 \text{ GPA}$$

$$(B) \quad 14$$

A Table of Contact Hours / Semester vs. Credit Hours is provided below.

	Credit Hour (CR)	* Contact Hours (CH) / Week	Contact Hours (CH) / Semester
LECTURE	1.0 CR	1.0 CH	14 CH
	2.0 CR	2.0 CH	28 CH
	3.0 CR	3.0 CH	42 CH
STUDIO	1.0 CR	2.0 CH	28 CH
	2.0 CR	4.0 CH	56 CH
	3.0 CR	6.0 CH	84 CH
	4.0 CR	8.0 CH	112 CH

*** Contact Hours / Week - based on 1.0 hours per lesson slot**

Cumulative Grade Point Average (CGPA)

- Term GPA will be continuously averaged for computing of CGPA.

Withdraw In Good Status

- Only by approval from the School and will only be given to student who has valid reasons to withdraw, e.g. sickness, approval of study leave, etc.
- Withdraw in 'good status' will not affect the GPA.

I – Incomplete

- Equivalent to fail grade ('F') and awarded only to student who do not complete the class without valid reasons, e.g. not fulfilling the minimum percentage of attendance, "non submission" of assignments, plagiarism, copying in exams, or any other misconduct that may lead to fail grade.
- "O" grade point will be given and counted towards the GPA/CGPA.
- "I" grade is a very "negative measure" in any recommendation towards acceptance or rejection of any appeal cases.

Pass and No Pass Policy

- This policy applies to any supporting subjects or workshops which require attendance and is part of the course syllabus.
- The grade will not be counted in the GPA/CGPA but since the subject is part of the syllabus, any student who fails (No Pass) must follow the "Pass/Failure" procedure.

Appeal of Grades

- For re-evaluation of subject grade, student is required to complete and submit the APPEAL OF GRADE FORM (refer Sample on page 17) to the Academic Committee within the first week from the date of commencement of the new academic term.
- The following fee will be imposed :-
 - a) 1st Appeal - RM50.00 per subject
 - b) 2nd Appeal - RM100.00 per subject

ACADEMIC STANDARD

The College practices the following academic standard requirements to maintain education quality:

1. GRADUATION

- Minimum CGPA - 2.000
- Students with CGPA of less than 2.000 at the end of the Final Year / Final Semester will be considered as **non-graduate**, in which **NO DIPLOMA** will be awarded accordingly. The students will be automatically expelled by the college.
- Diploma Award -
 - 1st Class - 3.5 → 4.000 CGPA
 - 2nd Upper - 3.0 → 3.499 CGPA
 - 2nd Lower - 2.5 → 2.999 CGPA
 - 3rd Class - 2.0 → 2.499 CGPA

2. MINIMUM ACADEMIC STANDARDS

- All students are expected to maintain a minimum of 2.0 GPA for any term and cumulative GPA (CGPA) of same throughout the course.
- Students with CGPA of less than 2.0 will be put on a “probation status” for a term in which they must upgrade their GPA and CGPA to the minimum required 2.0 failing which the students will be expelled by the College.
- Students may appeal to the Academic Board to extend the “probation status” for another term. Recommendation from Head of School and Course Leader will be considered towards the decision.

3. SCHOLARSHIP / STUDY GRANT STUDENTS

- All scholarship/study grant students are expected to maintain a minimum of 3.0 CGPA for each semester failing which the scholarship/study grant will be revoked and all fees due will have to be paid in full.

PASS/FAILURE POLICY

Grades are based on “0 – 100” mark with “50” as a passing mark. It is important for all students to maintain above “60” marks because “50 – 59” marks are considered a “non-satisfactory” passing mark.

Students who failed any subject will be recommended by their respective school to the following actions:

A) Repeat of Subject (with Grade F)

Recommended to student who has failed (F) or failed with incomplete (I) status.

Students who have obtained the grade with status “F” for **two (2) consecutive** semesters for Studio/Core Subjects will be expelled by the College.

B) Repeat of Semester

Students are barred from proceeding to the next semester if:

- The student fails one or more core subject(s)
- The student’s GPA for the term falls below 1.5
- The student’s CGPA falls below 2.0

These students have to follow one of the following conditions:

A) Non-Sequential Subject

If the subject is a non-sequential subject and also not a pre-requisite of other subjects, it can be repeated in any term with no conflict of class schedule. The passing grade must be achieved before a Diploma can be awarded.

B) Sequential Subject

If the subject is a sequential subject or a pre-requisite of other subjects, then it must be repeated and a passing grade achieved before the student is allowed to proceed to the next term or take the respective sequential subject.

C) Students are not allowed to proceed to Year 3 Semester 1 until they have repeated any pending subjects with Grade F.

STUDY BREAK

Students who wish to apply for study break must complete and sign a standard study break form and submit their letter of application to the Academic Committee three (3) weeks before new academic term. Any application submitted later than the stipulated date will not be attended by the Academic Committee

The duration for study break allowable for the students is limited to two (2) consecutive semesters only. The students who are not resume their study after completing the study break will be deregistered as student by the College.

SUMMARY

Academic System

A. SUBJECT REGISTRATION PROCEDURE

1. All students are required to complete and submit the SUBJECT REGISTRATION FORM (**FORM SR**) (refer Sample on page 17) to the Registrar Office **by the end 1st week of each semester**. Failure to do so may lead to de-registration of student status for the coming semester.
2. For Additional / Withdrawal / Repeat students are required to complete and submit the APPLICATION FORM FOR ADDITIONAL / WITHDRAWAL / REPEAT SUBJECT(S) (**FORM SA**) (refer Sample on page 18) to the Registrar Office **by end of the 3rd week of each semester**.

Academic Standard

The College practices the following academic standard requirements to maintain education quality:

1. GRADUATION

- Minimum CGPA - 2.000
- Students with CGPA of less than 2.000 at the end of the Final Year / Final Semester will be considered as **non-graduate**, in which **NO DIPLOMA** will be awarded accordingly. The students will be automatically expelled by the college.
- Diploma Award -
 - 1st Class - 3.5 → 4.000 CGPA
 - 2nd Upper - 3.0 → 3.499 CGPA
 - 2nd Lower - 2.5 → 2.999 CGPA
 - 3rd Class - 2.0 → 2.499 CGPA

2. MINIMUM ACADEMIC STANDARDS

- All students are expected to maintain a minimum of 2.0 GPA for any term and cumulative GPA (CGPA) of same throughout the course.
- Students with CGPA of less than 2.0 will be put on a “probation status” for a term in which they must upgrade their GPA and CGPA to the minimum required 2.0 failing which the students will be expelled by the College.
- Students may appeal to the Academic Board to extend the “probation status” for another term. Recommendation from Head of School and Course Leader will be considered towards the decision.

Pass/Failure Policy

Grades are based on “0 – 100” mark with “50” as a passing mark. It is important for all students to maintain above “60” marks because “50 – 59” marks are considered a “non-satisfactory” passing mark.

Students who failed any subject will be recommended by their respective school to the following actions:

B) Repeat of Subject (with Grade F)

Recommended to student who has failed (F) or failed with incomplete (I) status.

Students who have obtained the grade with status "F" for **two (2) consecutive** semesters for Studio/Core Subjects will be expelled by the College.

B) Repeat of Semester

Students are barred from proceeding to the next semester if:

- The student fails one or more core subject(s)
- The student's GPA for the term falls below 1.5
- The student's CGPA falls below 2.0

These students have to follow one of the following conditions:

D) Non-Sequential Subject

If the subject is a non-sequential subject and also not a pre-requisite of other subjects, it can be repeated in any term with no conflict of class schedule. The passing grade must be achieved before a Diploma can be awarded.

E) Sequential Subject

If the subject is a sequential subject or a pre-requisite of other subjects, then it must be repeated and a passing grade achieved before the student is allowed to proceed to the next term or take the respective sequential subject.

F) Students are not allowed to proceed to Year 3 Semester 1 until they have repeated any pending subjects with Grade F.

Study Break

Students who wish to apply for study break must complete and sign a standard study break form and submit their letter of application to the Academic Committee three (3) weeks before new academic term. Any application submitted later than the stipulated date will not be attended by the Academic Committee

The duration for study break allowable for the students is limited to two (2) consecutive semesters only. The students who are not resume their study after completing the study break will be deregistered as student by the College.

SAMPLE OF ACADEMIC WEEKS TABLE

1 SEMI SEMESTER & 2 FULL SEMESTERS

Total Nos. of Weeks	Description	Activity	No. of Weeks involved	General Year
8	Semi Semester	Studies	7	
		Examination	1	
2	Break		2	
18	Full Semester	Studies	7	
		Break	1	
		Studies	7	
		Study Week	1	
		Examination	2	
4	Break		4	
18	Full Semester	Studies	7	
		Break	1	
		Studies	7	
		Study Week	1	
		Examination	2	
2	Break		2	
52			52	

Note: Weeks are assumed to begin on Mondays and end on Sundays.

SAMPLE OF EXAMINATION SHEET

ALFA INTERNATIONAL COLLEGE

School: _____ Date: _____
Subject: _____ Time: _____
Examination: Mid Term/End Term ID No _____
Student Name: _____ Class: _____

SAMPLE

EXAMINATION RULES & REGULATIONS

WARNING : Any student caught in the act of plagiarism or allowing plagiarism will be disqualified from the subject and awarded with Failed Grade (F).

General Information

1. Do not open this examination paper until you are instructed to do so.
2. Please use only pen to write / mark your answers. Subject Lecturer has the right to reject other medium for answering purposes.
3. Please wear your Student Identification Card at all times during this examination. Any student caught without the Identification Card will be asked to leave the examination hall immediately.
4. Only this examination paper and materials / required stationery given by the Subject Lecturer / Academy specifically for this examination are allowed to be on the examination table.
5. You are not allowed to use your own paper to answer any question in this examination. All answers must be done only on the marked papers provided by the Academy.
6. The following are to be strictly adhered to during the examination :
 - i) No discussion.
 - ii) Use of any electronic devices unless specifically approved by the Lecturer-in-Charge is prohibited.
 - iii) Borrowing of any items from other candidates is prohibited.
 - iv) Any electronic devices which create sounds must be switched off.

Specific Information

- a) This examination paper consists of _____ pages with Parts _____. Please check that the number of pages and their Parts are correct before you start answering the questions.
- b) Please ensure that there are signatures of the Head of School/ Academic Committee Chairman and Subject Lecturer on the last page of this examination paper as proof of examination certification.

ALFA INTERNATIONAL COLLEGE
SUBJECT REGISTRATION FORM (FORM SR)

Student Name: _____ Course: Architecture/Interior Architecture/Graphic Design/Multimedia Design

Registration No.: _____ Status: Normal / Open System

Class: _____ Year: 1 / 2 / 3 / Semester: 1 / 2 / 3 /

Duration: _____

Code	Subject Name	Credit Hr	Contact Hrs/Wk	Fees (RM) (See note 4)	Remark
	Total				

SAMPLE

Note:

1. This SR Form confirms the subject you will be undertaking this semester. Failure to submit this form by end of the 1st week of each semester to the Registrar Office will lead to de-registration of your student status for current semester.
2. You may add or withdraw from the above subjects by completing & submitting the APPLICATION FORM FOR ADDITIONAL/WITHDRAWAL/REPEAT SUBJECT(S) SA FORM latest by 3rd week of each semester.
3. Please be informed that fees are calculated based on subjects confirmed as at 3rd week of current semester and it remains payable for subjects withdrawn after that.
4. Application to open system students only.

Student's signature

Accepted by (Head of School):

Verified by (Academic Chairman):

Name:
Date:

Name:
Date:

Name:
Date:

ALFA INTERNATIONAL COLLEGE
APPLICATION FORM FOR ADDITIONAL/WITHDRAWAL/REPEAT SUBJECT(S) (FORM SA)

Student Name: _____ Course: Architecture/Interior Architecture/Graphic Design/Multimedia Design
 Registration No.: _____ Status: Normal / Open System
 Class: _____ Year: 1 / 2 / 3 / Semester: 1 / 2 / 3 /
 Duration: _____

Code	Subject Name	Application (see Note 4)	Credit Hr	Contact Hrs/Wk	Fees (RM) (See note 3)	Remark
	Total					

SAMPLE

Note:

1. This SA Form confirms the additional or withdrawal subject you will be undertaking this semester.
2. You may add or withdraw a subject by completing & submitting this SA Form latest by 3rd week of each semester with circumstances accepted by Academic Committee.
3. Withdrawal of subject(s) – Form SA submitted within 3rd week of semester – Fees paid for the subject(s) will be carried forward to the following semester.
 – Withdrawal NOT ACCEPTED after 3rd week of semester – Fees paid irrespective of attendance will be forfeited.
4. State whether subject applied is “additional”, “withdrawal” OR “repeat”.

Student’s signature

Accepted by (Head of School):

Verified by (Academic Chairman):

 Name:
 Date:

 Name:
 Date:

 Name:
 Date:

ALFA INTERNATIONAL COLLEGE

APPEAL OF GRADE FORM (Form AGF/01)

Student Name: _____ Student ID No.: _____

School: Architecture Interior Architecture Graphic Design Multimedia

Class: _____ Subject Code: _____ Subject: _____

Subject Lecturer: _____ REMARKS

Assignment / Examination Grade _____

Term Grade _____

SAMPLE

For Administration Use Only

Appeal fee paid: _____ Receipt No: _____

Verified by: _____ (Registrar)

Appeal Result

Analysed on: _____

Accepted Rejected

Remarks:

Note: The revised grade may be higher / lower based on the findings by the Appeal Committee.

Subject Lecturer

Name: _____

Head of School/ Course Leader

Name: _____

Academic Committee

Name: _____

EVALUATION FORM

SAMPLE

Dear Student

We would like to seek your assistance to share your ideas and opinion in this evaluation form. Your evaluation would help us tremendously in the future development of ALFA International College.

NOTE : You are **not required** to write down your name

Date: _____ Subject: _____

Class: _____ Name of Lecturer: _____

Please indicate how you view the performance of your lecturer in respect of the aspects which follow. Your thoughtful and honest responses will be much appreciated.

PART A: THIS LECTURER

ORGANISATION		Yes	Usually	Sometimes	Seldom	No
1	Is punctual and reliable in attendance					
2	Is well prepared and organised for classes					
TEACHING METHODS						
3	Presents material in a varied and interesting manner					
4	Makes effective use of teaching aids (eg. notes, video, transparencies, handouts, worked examples)					
5	Conducts well structured lessons					
6	Conducts lessons at an appropriate pace					
SUBJECT KNOWLEDGE						
7	Apparently has a thorough knowledge of the subject					
COMMUNICATION						
8	Ensures students are aware of what is expected of them					
9	Communicates well verbally					
10	Communicates well in written form					
11	Asks clear and relevant questions					
12	Explains difficult material well					
13	Answers student questions clearly					
FEEDBACK						
14	Makes sure that assessment procedures are understood					
15	Sets sufficient and appropriate assignment work / class exercises					
16	Clearly explains marking criteria					

17	Marks and returns test / assignment work promptly					
18	Encourages consultation outside of formal classes					
19	Gives students clear guidance as to the standards being achieved					
RESPONSIVENESS		Yes	Usually	Sometimes	Seldom	No
20	Is friendly and helpful towards students					
21	Encourages student participation					
22	Stimulates students to think independently					
23	Motivates students to perform well in this subject					
ADMINISTRATION						
24	Did you receive the 'Scheme of Work' on the 1 st week of this semester?					
25	Did you receive the 'Assignment Brief' at the beginning of each assignment?					
OVERALL						
26	Is effective					

PART B:

1	What aspects of this teacher's performance are especially good?
2	What suggestions do you have for improvement?
3	<p>Would you recommend your friend/s to study in ALFA International College?</p> <p>If yes, why?</p> <p>If no, why?</p> <p>Referral/s :</p> <p>Name/s of Friend/s : _____</p> <p>Tel No/s : _____</p>
4	General Comments / Suggestions:

Thank you for the time taken to complete this evaluation form.