

AREA 4 : STUDENT SELECTION AND SUPPORT SERVICES

4.1 Admission and Selection				
Benchmarked Standards				
	Description	Action	Evidence	Relevant Parties
4.1.1:	Who is responsible for student selection? State the academic criteria and the mechanism for admission to programmes and any other additional requirement.	<ul style="list-style-type: none"> The Ministry of Higher Education determines the general admission policy and application procedures. The University Senate ascertains and formulates Programme Specific Requirements. <p>Selection criteria for undergraduate programmes :</p> <ul style="list-style-type: none"> The academic criteria for admission is based on the academic achievement of each applicant. For a Bachelor's degree, a pass in the Sijil Tinggi Pelajaran Malaysia (STPM)/ its equivalent or Matriculation Certificate or Diploma/its equivalent and a score of Band 1 in the 	<p>Appendix D1</p> <ul style="list-style-type: none"> Buku Panduan Kemasukan Pelajar Sesi 2009/2010. <p>Appendix D2</p> <ul style="list-style-type: none"> Peraturan Akademik Dan Panduan Sistem Peraturan Akademik Bagi Program Ijazah 	<p>Ministry Of Higher Education/ Senate</p> <p>BPA/Faculty</p>

		<p>Malaysian University English Test (MUET) is compulsory.</p> <ul style="list-style-type: none"> For a Diploma programme, the prerequisite is Sijil Pelajaran Malaysia (SPM)/its equivalent with five (5) credits including Bahasa Melayu. 	<p>Sarjana Muda Dan Program Diploma.</p>	
		<p>Selection criteria for the postgraduate programmes :</p> <p>Postgraduate Diploma,</p> <ul style="list-style-type: none"> A relevant Bachelor's degree from UTeM or any other degree recognized by UTeM Senate. <p>Masters Programme</p> <ul style="list-style-type: none"> A relevant Bachelor's degree (honours) with good grades (minimum CGPA of 2.50) from UTeM or any other institution of higher learning recognised by Senate; or any other certificate that is recognised as equivalent to a Bachelor's degree (honours) or other relevant professional qualification and experience that are recognised by 	<p>Appendix D3</p> <ul style="list-style-type: none"> Postgraduate Policies And Regulations. 	<p>Senate/PPS</p>

		<p>Senate.</p> <ul style="list-style-type: none"> • Application from candidates with Bachelor's degree whose CGPA is between 2.00 and 2.49 with relevant working experience in respective fields will be considered. <p>Doctoral Programme</p> <ul style="list-style-type: none"> • A relevant Master's degree from UTeM or any other institutions of higher learning recognised by Senate; or • any other certificates that are recognised as equivalent to a Master's degree or other relevant professional qualifications and experience that are recognised by Senate. • A relevant Bachelor's degree (honours) with excellent grades or CGPA of 3.80 and approved by Senate. <p>Additional requirements at the national level.</p> <ul style="list-style-type: none"> • All Diploma programmes in any public University 		
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		<p>shall be made available to Malaysian citizens only, and</p> <ul style="list-style-type: none"> Any application for an undergraduate study should be made through an on-line web based application. Candidates from overseas are REQUIRED to undergo health screening at any health clinic or government hospital in Malaysia 		
4.1.2:	Provide evidence that the students selected fulfill the admission policies.	Only those applicants with at least minimum requirements are selected.	List of registered students, with qualifications.	BPA/PPS
4.1.3:	Describe the admission mechanisms and criteria for students with other equivalent qualifications (where applicable).	<ul style="list-style-type: none"> Students with Diploma from Malaysian Polytechnics who possess a CGPA of 3.0 and above are considered. Credit transfer will be given where appropriate. 	<p>Appendix D2</p> <ul style="list-style-type: none"> Peraturan Akademik Dan Panduan Sistem Peraturan Akademik Bagi Program Ijazah Sarjana Muda Dan Program 	BPA/ Faculty/ PPS

			<p>Diploma.</p> <p>Appendix D3</p> <ul style="list-style-type: none"> • Postgraduate Policies and Regulations <p>Appendix D4</p> <ul style="list-style-type: none"> • Minutes Meeting Jawatankuasa Pengambilan Kemasukan Pelajar. 	
4.1.4:	Describe the characteristics of students admitted. Provide a copy of any technical standards that have been deployed for the admission of students with special needs.	At present, the University does not have any technical standard or policy on accepting students with special needs (disabilities).		

4.1.5:	Show how the criteria and mechanism are published and disseminated.	<ul style="list-style-type: none"> • Extensive promotion exercise conducted by the University. • Comprehensive information on the admission requirement is also maintained in the University's website www.utm.edu.my and UPU website. 	Appendix D5 <ul style="list-style-type: none"> • Promotional materials. 	BPAK / Faculty/PPS
4.1.6:	Provide information on the prerequisite knowledge and skills for student entry.	<p>The minimum entry requirement, e.g., a credit in Additional Mathematics, Physics and English etc. reflects that the student possesses analytical as well as basic communication skills. This exemplifies the fact that the minimum entry requirement is sufficient for the intake of these students into the respective fields.</p> <p>For Post-graduates, those who fulfil criteria 4.1.1 are considered to have fulfilled the prerequisite knowledge and skills.</p>	Appendix D2 <ul style="list-style-type: none"> • Peraturan Akademik Dan Panduan Sistem Peraturan Akademik Bagi Program Ijazah Sarjana Muda Dan Program Diploma. Appendix D6. <ul style="list-style-type: none"> • Minutes Meeting of 	BPA/PPS

			Industry Advisory Panel (IAP).	
4.1.7	If a selection interview is utilised, describe it.	Selection interview not utilised.		
4.1.8	Show evidence that the admission policy and mechanism is fair.	<p>The selection of undergraduates</p> <ul style="list-style-type: none"> • The student selection is based on system merit • It is a centralised process carried out by UPU. • There is an appeal mechanism <p>The selection of postgraduates</p> <ul style="list-style-type: none"> • Jawatankuasa Pengajian Siswazah Fakulti carries out initial selection. • Jawatankuasa Tetap Senat Pengajian Siswazah endorses the proposal from faculties and recommends to senate. • Senate carries out final approval. 		<p>BPA</p> <p>PPS/ Senate</p>
4.1.9	Describe the appeal policy and mechanism	<p>Undergraduate</p> <ul style="list-style-type: none"> • Unsuccessful applicants are allowed to appeal if they had earlier applied using the Ministry's 	<p>Appendix D1</p> <ul style="list-style-type: none"> • Buku Panduan Kemasukan 	BPA

		<p>online web based application.</p> <ul style="list-style-type: none"> The process of appeal needs to be done within 10 days after the Ministry announcement. <p>Postgraduate</p> <ul style="list-style-type: none"> At this moment there is no appeal mechanism for unsuccessful applications for admission into Masters or Doctoral Programmes. 	Pelajar Sesi 2009/2010.	
4.1.10	State the special programmes provided for those who are selected but need additional remedial assistance.	<ul style="list-style-type: none"> Language Clinics are held for students who lack communicative competence. MUET Preparatory Classes are provided for those who need it. <p>Postgraduates</p> <ul style="list-style-type: none"> The faculty may, with the approval of the University Senate, require the selected students to sit for supplementary subjects. 		PBPI Faculty/PPS/ Senate
4.1.11	Summarise the methods of orientation of new students, early warning system for academic difficulty and system of academic	During the orientation week, students are exposed to the university academic system including the Academic Advisory System.	Appendix D7 • Program Minggu Haluan Siswa.	HEPA/Faculty

	counselling, tutoring and remediation.	<p>For undergraduate students with academic difficulty, they are monitored through performance in the semesters.</p> <p>For post-graduates, performance evaluation is carried out in every semester. In addition, they are monitored by the supervisor.</p>		
4.1.12	Indicate the student intake in the last three years and the projection of student intake for the next five years. Describe how the size of student intake is determined in relation to the capacity of the HEP and explain the mechanisms that exist for adjustments, taking into account the admission of visiting, exchange and transfer students.	<p>Undergraduates</p> <p>Student intake for each year largely depends on the capacity of the University from these aspects:</p> <ul style="list-style-type: none"> • The ratio between teaching staff and students • The number of Faculties, programmes and courses offered • The number of equipment and laboratories/workshop facilities • Size and number of lecture rooms/ halls <p>The size of student intake is reviewed yearly and presented to the University's Senate for approval. Adjustments maybe made by the Senate in order to comply with the University's Strategic Plan 2009- 2010</p>	<p>Appendix D8</p> <ul style="list-style-type: none"> • Jadual Unjuran Kemasukan Pelajar (fakulti) 2009-2014. <p>Appendix D9</p> <ul style="list-style-type: none"> • Jadual Unjuran Kemasukan Pelajar UTeM (program) 2009-2014. 	BPA/Faculty/ Senate

		and any Government directives. Postgraduates Postgraduate Students Intake :		PPS
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Sesi on	In take	Graduated			Enrolment		
		MSc	PhD	MSc	PhD	MSc	PhD
2003	5	1	-	-	5	1	6
2004	9	8	-	-	14	9	23
2005	31	7	1	-	30	7	60
2006	28	-	1	-	27	-	97
2007	78	6	4	-	74	6	177
2008	93	19	27	1	66	18	261
2009	113	15	22	3	91	12	364
2010	150	22	38	4	110	18	(494)
2011	185	29	52	6	130	23	(650)
2012	220	37	68	9	160	28	(830)
2013	265	46	88	11	180	34	(1042)
2014	310	55	108	14	200	41	(1285)
2015	360	66	128	18	230	48	(1565)
*As of Semester I Session 2009/2010 (9.6.09)							
*2010 – 2015 adalah unjuran oleh PPS							

		<p>Student intake for each year largely depends on the capacity of the University from these aspects:</p> <ul style="list-style-type: none"> • The ratio between teaching and supervising staff and students • The number of programmes and courses offered • The number of equipment and laboratories/workshop facilities • The number of lecture rooms/ halls <p>The size of student intake is reviewed yearly and presented to the University's Senate for approval. Adjustments to it may be made by the Senate based on the University's Strategic Plan 2009 - 2010 and any Government directives.</p>		
4.1.13	How does the HEP continuously monitor and periodically review student selection processes?	Student selection processes are amended / improved as and when necessary.	Minutes of Senate Meeting.	Faculty/PPS/ Senate/BPA
4.1.14	Describe how the selection methods are reviewed to comply with the social responsibilities,	Selection methods are reviewed in accordance to the policy of The Ministry Of Higher Education.		Faculty

	human resource requirements and needs for further studies and lifelong learning.			
	Enhanced Standards			
4.1.15	Show how the student performance is monitored as a feedback mechanism to improve student selection	The criteria for selection of students will be reviewed based on the achievement of students in the semester exams.	Minit Mesyuarat Majlis Akademik Fakulti . Minit Mesyuarat Senat.	Faculty/ Senate
4.1.16	How does the HEP engage the relevant stakeholders in the review of its admission policy and processes?	The university will respond to: <ul style="list-style-type: none"> • Changes in the government policy • Feedback from employers/industries. • Requirement from accreditation bodies. 	Government documents such as the Industrial Master Plan(IMP). Documents from professional bodies.	Faculty / BPA/PPS/ Senate
4.1.17	Describe how student intake incorporates social responsibility by privileged consideration for	At the moment there is no policy on students with special needs.		

	people with special needs			
4.1.18:	Show the relationship between student selection, programmes and learning outcomes.	The selection of students is made based on the nature of the programme and the learning outcomes. E. g. Students who undertake programmes in ICT or engineering are required to have sufficient grades in Mathematics and Sciences.	Appendix D10 • UTeM Prospectus.	
4.2 Articulation Regulations, Credit Transfer and Credit Exemption				
Benchmarked Standards				
4.2.1	Describe the policies, regulations and processes of credit transfer, credit exemption and articulation practices, and how these are disseminated .	<ul style="list-style-type: none"> The information on policies, regulations and processes of credit transfer, credit exemption and articulation practices are documented in Peraturan Akademik Dan Panduan Sistem Peraturan Akademik Bagi Program Ijazah Sarjana Muda Dan Program Diploma, and Postgraduate Policies And Regulations. The document is distributed to every student and staff. 	Appendix D2 • Peraturan Akademik Dan Panduan Sistem Peraturan Akademik Bagi Program Ijazah Sarjana Muda Dan Program Diploma.	BPA/ PPS

			Appendix D3 • Postgraduate Policies and Regulation.	
Enhanced Standards				
4.2.2:	Describe how the HEP keeps abreast of latest development with regards to articulation, credit transfer and credit exemption and cross-border provisions.	<p>Undergraduates :</p> <ul style="list-style-type: none"> • In constant consultations with external organisations such as Bahagian Politeknik and Kolej Komuniti, KPT, MARA for possible articulation programme. • Credit exemption and transfer is subject to Provisions by the Accreditation Bodies. • Latest developments are updated during meetings of the Council of Deans. <p>Postgraduates :</p> <ul style="list-style-type: none"> • Credit Transfer / Exemption is carried out on a case-by-case basis. • Latest developments are monitored through meetings of the Council of PG Deans. 		Faculty/ BPA

4.3 Transfer of Students				
4.3.1:	Explain the policy, criteria and mechanism to enable qualified students to transfer to another programme. Indicate if there are appropriate mechanisms such as bridging courses for students who need it. Provide figures for the last five years.	The University does not allow the transfer of students from one program to another.	Appendix D2 • Peraturan Akademik Dan Panduan Sistem Peraturan Akademik Bagi Program Ijazah Sarjana Muda Dan Program Diploma.	Faculty / BPA
4.3.2:	Describe the mechanism to ensure students are given exemption by taking into account their previous experience, qualification obtained from another programme and credits accumulated. Provide figures for the last five years.	Credit transfer will be given where appropriate upon consideration on the following: <ul style="list-style-type: none"> • Qualification obtained • Previous experience. Table : Direct Entry Table : Post-graduates.	Appendix D2 • Peraturan Akademik Dan Panduan Sistem Peraturan Akademik Bagi Program Ijazah Sarjana Muda Dan Program Diploma.	Faculty/ PPS/ Senate

			<p>Appendix D3</p> <ul style="list-style-type: none"> • Postgraduate Policies And Regulations. • Records on : <ul style="list-style-type: none"> - Intake of Diploma holders. - PG's who are given exemption. 	
4.3.3:	Indicate how students accepted for transfer have comparable achievement in their previous institution of study. Provide the relevant data to support this.	Provision of credit hour transfer and exemption is considered based on student achievements.	List of Diploma Students accepted.	Faculty
4.3.4:	Describe the policies and mechanisms to facilitate student mobility, exchanges and transfer, nationally and internationally.	UTeM does not have a policy on this.		

4.4 Student support services and co-curricular activities				
Benchmarked Standards				
4.4.1	What support services are made available to students? Show evidence that those who provide these services are qualified. What other additional support programmes provided by other organisation are accessible to students?	<p>1. Health Services</p> <ul style="list-style-type: none"> Fully operating since Semester I 2004/2005. With the strength of 10 staff which includes 2 medical officers, 2 medical assistants, 2 nurses, an assistant pharmacist, a clerk and an ambulance driver. Provided outpatient services and emergency cases to all registered students. The services offered include medical consultation and examination, dissemination of health info, healthy lifestyle campaign etc. <p>2. Health Insurance</p> <ul style="list-style-type: none"> Skim Pelan Takaful Keluarga Berkelompok (PTKB) under Syarikat Takaful Malaysia is being made compulsory to all registered students. 	<p>Appendix D11</p> <ul style="list-style-type: none"> Polisi Pelan Takaful Keluarga Berkelompok. 	<p>PBSM, Pejabat Pendaftar/ HEPA</p> <p>HEPA</p>

		<p>3. Financial Aid</p> <ul style="list-style-type: none">• The University facilitates student loans and scholarships from central and private agencies.• The University provides Short term loans up to RM500.00 per students in critical financial difficulties. <p>4. Sports Facilities</p> <ul style="list-style-type: none">• Sport and recreational facilities at student hostel are being provided by HEPA. <p>5. Counselling Services</p> <ul style="list-style-type: none">• We have one counselor and one psychologist attach to the Counselling Unit.• Individual counseling (voluntary or referred by the Discipline Unit, Deans or faculties)• Group Counselling• Peer Counselling• Career Counselling		
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		<p>6. Hostel Facilities are provided such as :</p> <ul style="list-style-type: none"> • Cafeteria • Recreational Area • Car park • Study room • Internet facilities 		
4.4.2:	If the HEP has campuses that are geographically separated how are student support services provided at these sites?	<p>Bus Shuttling being schedule hourly between accommodation and main campus for student to attend their lectures, extra curriculum and sport activities.</p> <p>Estabilshment of One Stop Centre which accommodate Pejabat Bendahari, Bahagian Pengurusan Akademik and HEPA including health services unit.</p>		HEPA
4.4.3:	How are the adequacy, effectiveness and safety of these services evaluated and ensured?	<ul style="list-style-type: none"> • Feedback from students. • Time tabling and instructional details • Periodical assessment by the respective provider. 		

4.4.4:	What mechanism is available for students to complain and to appeal on matters relating to student support services?	The students can lodge complaints through the Students Representative Council, Student Association at the faculty, JAKSIS, through other establishment of society and student's clubs, Principal and Fellows of Colleges. Through client's satisfactory feedback form located at service counter. .	Records of complaints.	HEPA/ Chancellory/ Faculty
4.4.5	Describe the roles and responsibilities of those responsible for student co-curriculum activities?	Plan, implement and monitor the activities.	Job scope of Department of Co-Curriculum.	Department of Co-Curriculum, HEPA
4.4.6	Describe the management of the activities and maintenance of student records?	Students proposed paperwork for every activities and get approval by JHEP Committee. Certain activities are run by standard modules. Students record are maintained by HEPA, BPA and Computer Centre	Sistem Maklumat Pelajar	BPA/ HEPA/ Computer Center
4.4.7	Describe the accessibility, confidentiality and effectiveness of the academic and non-academic	The Counselling and Career Unit are located at Bangunan Persatuan Pelajar for easy accessibility to students to make used of the facilities. All	Appendix D12 • Organisational structure of	Dean of Student Affairs

	counselling and support services (e.g. preventive and therapeutic health services, financial aid, sports and cultural activities, career and academic counselling) available to the students.	<p>information are classified as confidential unless needed for further clarification.</p> <p>Health and sports services are provided within the main campus for the students benefits.</p> <p>Awareness on financial aid are updated from time to time through website facilities.</p>	Student Affairs Division.	Division, Academic Advisors
4.4.8	Provide information on the availability of an early warning system to detect students with academic difficulties.	Students are monitored through their attendance and achievements in their coursework		Faculty
4.4.9	Provide information on the qualification of those who provide these services. Explain how the HEP ensures that those who provide these services are qualified.	Qualification and background of the academic staff is ensured during the staff selection and interview.		Faculty Interview Panel
4.4.10	How are students orientated into academic programmes of the HEP.	Via Minggu Haluan Siswa	<p>Appendix D7</p> <ul style="list-style-type: none"> • Program Minggu Haluan Siswa. 	Faculty

4.4.11	Describe additional support programmes provided by other organisations that the student could access.	Additional support programmes are also offered by other agencies such as:- <ul style="list-style-type: none"> • Sekretariat Rakan Muda (SRM) • Entrepreneurship programmes (INSKEN) • Leadership Programmes by MAKLUM • Cultural Programmes by MAKUM • PERSADA • Community Services by MASKUM 		Hal Ehwal Pelajar & Alumni
Enhanced Standards				
4.4.12	Describe the importance given to student support services in the organisational structure of the HEP.	The university has institutionalised the support services by establishing the Student Affairs Division <ul style="list-style-type: none"> • Jawatankuasa Kebajikan Pelajar 	Appendix D13 <ul style="list-style-type: none"> • University organizational structure. 	
4.4.13	Provide information on the unit dedicated to academic and non-academic counselling.	<ul style="list-style-type: none"> • Academic Advisory System in the faculty • Counselling and Career Unit <ul style="list-style-type: none"> - Peer Counselling - Career Counselling - Group Counselling - Individual Counselling 		Deans Deputy Vice Chancellor (Academic), Counselling Unit, HEPA.

4.4.14	How is the effectiveness of the counselling services measured, and the progress of those who seek its services monitored? What plans are there to improve the services, including that of enhancing the counselling services?	<p>The effectiveness of the counseling services is measured through the client's feedback respond or form by the faculty and individual student.</p> <ul style="list-style-type: none"> • The progress is monitored by the counsellor through stages according to cases. • On financial problem referred to Kebajikan Pelajar. <p>For improving services plan such as</p> <ul style="list-style-type: none"> • Promotion • Campaign • Programmes 	Refer to the Counselling unit for the records.	Counselling Unit, HEPA.
4.4.15	Describe the mechanisms that exist to identify students who are in need of spiritual, psychological, social and academic support.	<p>Through various approach :</p> <ul style="list-style-type: none"> • Questionnaire • Observation • Report by Lecturers, Academic Advisor, peers • Diciplinary report • Referral from the Clinic and Counseling Unit • Complaint Box 	Record in Counselling Unit and faculty.	Faculty / Counselling Unit, HEPA.

		<ul style="list-style-type: none"> Academic performance. 		
4.4.16	Describe how student supervision is instituted. Explain how HEP deals with situations where it anticipates a student encountering academic difficulty (e.g., a student entering with a marginal academic qualification).	<p>When a student is found to have academic difficulties, he's sent for academic advisory service. Students with low academic profile are sent to academic advisers who are more experienced. They are also sent for other support programmes like motivational courses, academic camps and team building activities.</p> <ul style="list-style-type: none"> Tutorial by seniors 	List of Academic Advisors and students	Faculty
4.4.17	Describe any courses, training or reparatory sessions organized for remediation.	<p>Students are exposed to programmes which enhance self realization and which help to build their self esteem.</p> <ul style="list-style-type: none"> learning techniques confidence building activities smart learning programme Self Development Programme (Kem jati diri) Mind Exploration programme 	<p>List of Activities by Faculty.</p> <p>Record in Counseling Unit.</p>	Faculty Counseling Unit, HEPA
4.4.18	Describe the training and development plan to enhance the skills and professionalism of the	<ul style="list-style-type: none"> They are sent for relevant training and professional development courses. Counselors are linked at national level through 	Refer to the Human Resource Division of the Registrar Office.	Counseling Unit, HEPA

	academic and non-academic counselors. How many have benefited from this in the last five years	<p>Malaysia Council of University Counselors. (MAKUMA).</p> <ul style="list-style-type: none"> • Attending local and international convention on their professionalism 		
4.5 Student Representation and Participation.				
Benchmarked Standards				
4.5.1	State the HEP's policy on student participation in the teaching-learning process. Describe how students contribute to the development of these policies.	<p>The university has adopted practice and application-oriented teaching and learning. This enhances student participation as well as collaborative learning.</p> <p>Currently the MOHE has developed a structured module for Soft Skills (Kemahiran Insaniah) which emphasizes on student's involvement in co-curricular and academic activities. Merit marks will be awarded according to the students' level of participation and involvement. The implementation of this module is done by the Department of Co-Curriculum.</p>		

		<p>The Students Affair Division organises programmes:</p> <ul style="list-style-type: none"> • to appreciate students for their achievements • To motivate students • to involve students 		
4.5.2 :	<p>Explain the measures taken by HEP to encourage student self-government and participation in the activities of the governing body of HEP</p>	<p>Most activities are wholly organized by students under the guidance and supervision of staff as advisor.</p> <p>Student Representative Council (SRC) acts as a body of student leaders. They are chosen via an election by students.</p> <p>At the hostel, JAKSIS (Jawatankuasa Kolej Kediaman Siswa/siswi) is a committee setup among the students to manage the affairs of the students in the hostel.</p> <p>At the faculty level, there are student bodies which comprise of members from the respective fields of specialization.</p>	<p>Refer to list of student bodies in the faculties.</p>	<p>HEPA</p>

<p>4.5.3</p>	<p>Show evidence of the statement of student rights and responsibilities and its availability to the campus community.</p>	<p>Student rights and responsibilities are clearly stated in AUKU and further clarified and enhanced through Kaedah dan Tatatertib Pelajar UTeM, Peraturan & Tatatertib Kolej Kediaman and Peraturan Pakaian & Penampilan Pelajar. All these are easily available in booklet form at the Student Affairs Office and also Kolej Kediaman. Elaborate explanations were given to students during the Orientation Week (MHS).</p>	<p>Appendix D14</p> <ul style="list-style-type: none"> • Akta Universiti & Kolej Universiti <p>Appendix D15</p> <ul style="list-style-type: none"> • Buku Peraturan Kaedah Tatatertib dan Disiplin Pelajar. 	<p>HEPA</p>
<p>4.5.4</p>	<p>Describe the jurisdiction of judicial bodies, the disciplinary responsibilities of HEP officials, and all disciplinary procedures and their dissemination.</p>	<p>The jurisdiction of judicial bodies is stated below:</p> <div style="text-align: center;"> <pre> graph TD A[AUKU (Governing Body)] --> B[Board of Appeal] B --> C[Disciplinary Board] C --> D[Student Disciplinary Unit] </pre> </div> <p>The disciplinary responsibilities and procedures are governed by AUKU. These are disseminated via</p>	<p>Appendix D15</p> <ul style="list-style-type: none"> • Buku Peraturan Kaedah Tatatertib dan Disiplin Pelajar. 	<p>HEPA</p>

		briefing and publication. Any disciplinary problem that arises among the students will be handled by the Student Disciplinary Unit. Issues which are beyond their jurisdiction will be forwarded to the Disciplinary Board. If the student is disagreeable with the decision of the Disciplinary Board, the student has the right to appeal within 14 days.		
4.5.5	Describe the policy on active student participation and show how students are encouraged to actively participate in curriculum development, teaching-learning processes as well as in other area that affect their welfare.	Students evaluate the lecturer and the teaching and learning of every course by completing an evaluation form at the end of every semester. This feedback indirectly helps to improve the teaching and learning process.	Appendix D16 • Borang Penilaian Pengendalian Mata Pelajaran.	Faculty
	Enhanced Standards			
4.5.6	How are students and student organizations facilitated to gain managerial and leadership experience, to encourage character building, to inculcate a sense of belonging and responsibility, and to	<ul style="list-style-type: none"> • Competitions at the national and international levels • Community services • Student leadership programmes • Cultural shows 	Records of related activities.	Faculty / HEPA

	promote active citizenship?	<ul style="list-style-type: none"> Outdoor activities. 		
4.5.7	What is the policy regarding student publication?	<p>Undergraduate students are allowed to publish but they are accountable for their publication.</p> <p>Postgraduate students are permitted to publish in their respective areas in the national and international journals/proceedings.</p>		
4.5.8	Describe the appropriate channels to allow student participation in the formulation, management and evaluation of the curriculum, and in academic matters relevant to them.	<ul style="list-style-type: none"> In the amended AUKU 2008, a student representative is allowed to attend the Senate meeting. Students are also given the opportunity to organize activities like industrial visits, public talks, seminars, workshops etc. Inputs and comments from students are also gathered during visits by External Examiners and Accreditation Body. 	Records of related activities.	HEPA
4.5.9	What facilities are available to encourage student involvement in publication?	<ul style="list-style-type: none"> The university provides the opportunity for students to be involved in publication where appropriate. Students have access to facilities such as word 		HEPA

		processing, computing and printing.		
4.6 Alumni				
Benchmarked Standards				
4.6.1	How does the HEP encourage active linkages and continuous relationship between it and its alumni?	<ul style="list-style-type: none"> • HEPA organizes annual homecoming activities involving the alumni such as homecoming dinner, talks with alumni and sports activities. Through these kind of activities, feedback pertaining to the relevancy of the University's curriculum structure and other matters as are gathered. 	Records of related activities.	HEPA
Enhanced Standards				
4.6.2	Describe the role of the alumni in curriculum development, the achievement of the learning outcomes and the future direction of the HEP.	<p>The alumni plays a major role in providing feedback particularly pertaining to curriculum development and their performance in the working world.</p> <ul style="list-style-type: none"> • The feedback is gathered from the Traces Study (Kajian Pengesanan Graduan IPT) conducted by MOHE. Forms are accessible online and reminders to fill up the form are sent together with the invitation for the convocation. In the Traces Study, among 		HEPA/ Faculty

		<p>others, alumni is required to give feedback on their work domain, and suggestions on the programmes offered by the University.</p> <ul style="list-style-type: none"> Alumni are invited to give their inputs during the visits by External Examiners and Accreditation Bodies. 		
4.6.3	How does the HEP encourage the alumni to assist the students in preparing for their professional future? Show the result of this initiative.	<p>Some of our alumni have established their own businesses and have even sponsored some of our University events such as Convocation Fest and other student activities.</p> <p>Another main role of our alumni is to help establish industrial networking. They have helped our students to secure jobs and practical placements.</p> <p>Alumni are actively involved in events such as career fairs.</p>	Records of Alumni activities.	HEPA