

POSTGRADUATE STUDENT HANDBOOK 2024



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1.0 INTRODUCTION

This handbook provides important information for students (local and international) who are currently pursuing postgraduate studies in ALFA University College. The content covers information on admission, student mobility, academic matters, financial assistance, thesis, student affairs, learning support, student visa processing and other useful information for students. The handbook is designed to guide students on academic requirements and procedures that will ensure successful completion of master degree and postgraduate studies.

The postgraduate programmes (coursework and by research) included in this handbook are doctoral degrees and master's degrees offered by ALFA College. Any enquiries about the programmes and admissions can be directed to the respective school and postgraduate department.

2.0 ABOUT ALFA University College

Since its establishment in 1998, ALFA College has been recognized as one of the best private colleges in Malaysia. Our students are groomed to be highly-skilled and sought-after professionals. ALFA's associations with universities in the region enable its graduates to continue their academic path in their country of choice. ALFA's diplomas are recognized and fully accredited by the Malaysian Qualifications Agency or MQA. Local pathways of higher education are also available while funding assistance from PTPTN opens up opportunities for more affordable education.

With students being the primary focus of our attention and efforts, a new all-encompassing motto - "Our Students First", was devised as part of the R.E.A.L Education Group's new purposeful spirit. This commitment includes developing our students' hidden talents and abilities. We encourage students to explore new approaches and thinking rather than duplicate established ideas and techniques. ALFA graduates are empowered to articulate unique viewpoints using their own voice rather than reiterate the same tired messages. 75% of our curriculum involves Active Learning where students are taught to translate design concepts into form and practice via project presentation and critiques. As a result, students are able to produce industry-relevant, functional designs without compromising on artistry and creativity. A hallmark of ALFA's curriculum is the 'Industrial Attachment' programme which takes place during a student's final year of study. The programme offers students practical work experience and exposure to current industry demands and opportunities and effectively prepares students for entry into their chosen design profession.

Many ALFA graduates are now cultivating successful careers locally or pursuing career options overseas. Some are thriving business owners. To serve the on-going needs of our alumni community, ALFA sponsors a strong alumni circle that organizes annual gatherings for networking and alumni support purposes. This avenue promotes strong ties between the past students as well as providing another vital link between the academy and active members of the industry.

In line with the government's call to cultivate lifelong learning as a vital segment of our education system, ALFA University College also offers part-time certificate and diploma programmes for working professionals who are keen to enhance their knowledge and skills. Corporate training courses of software applications and other selected business skills are also available. The part-time programme is conducted by industry professionals and is specifically tailored for working adults. Part-time courses are conducted in the evenings while corporate training programmes can be conducted on campus or on-site.

While widely recognised as a leading art and design college in Malaysia, ALFA University College expanded its Diploma offering to include Early Childhood Education (ODL and Conventional), Business Administration, Accountancy, Event Management, Law Enforcement, Health Care Management, Information Technology, TESL (Teaching of English as Second Language), Retail Management, Hotel Management, Culinary Arts, Interior Architecture, Architecture, Graphic Design, Multimedia, Tourism Management, E-Business, Tourism Hajj and Umrah . We have collaboration with other universities to offer Degree and Master programmes.

ALFA University College is committed to continually upgrading the student learning experience. ALFA's distinctive concept of personalized education encapsulates its promise to provide students with unequalled career preparation in one of the premier private colleges in Malaysia.

2.1 MOTTO

Inspire. Innovate. Impact

2.2 VISION

To be a world-renowned innovative higher education institution and a leading leader of knowledge providers.

2.3 MISSION

Transforming by result of Amazing Learning For Advancement.

2.4 EDUCATIONAL GOALS

- Develop, nurture and recognize the right individuals as the most valuable assets of the institution;
- Develop and nurture sought- after professionals/ individuals for the nation;
- Provide a solid foundation to develop creative thinkers, effective communicators and independent learners;
- Promote research to expand body of knowledge;
- Equip individuals with lifelong learning attitude and zeal for the search and application of knowledge;
- Create a platform for stakeholders to be a powerful source of networking and learning.

2.5 CHARACTER BUILDING

The 14 characters adopted by ALFA University College are:

- **Alertness**

Fully aware of what is happening around me so I can have the right responses.

- **Availability**

Prioritising my schedule and make commitments so I can make time to serve other willingly.

- **Boldness**

Having the courage to speak up or take action to do what is just, right and true.

- **Dependability**

Walking the extra mile to fulfil what I promised to do in spite of obstacles and sacrifices.

- **Enthusiasm**

Joyfully giving my best while performing each task assigned to me.

- **Honour**

Giving respect and high regards to those who interact with me.

- **Humility**

Realising and valuing the importance of others and their contribution in my life.

- **Loyalty**

Faithfully committed to those I serve even in difficult times.

- **Punctuality**

Showing esteem for others by abiding to deadlines and schedules to others.

- **Resourcefulness**

Innovatively looking for ways to put into use what others would overlook or discard.

- **Truthfulness**

Being honest and sincere in dealing with others so as to earn their trust and confidence.

- **Compassion**

Ability to care and feel for others by doing what is necessary to provide emotionally support.

- **Gentleness**

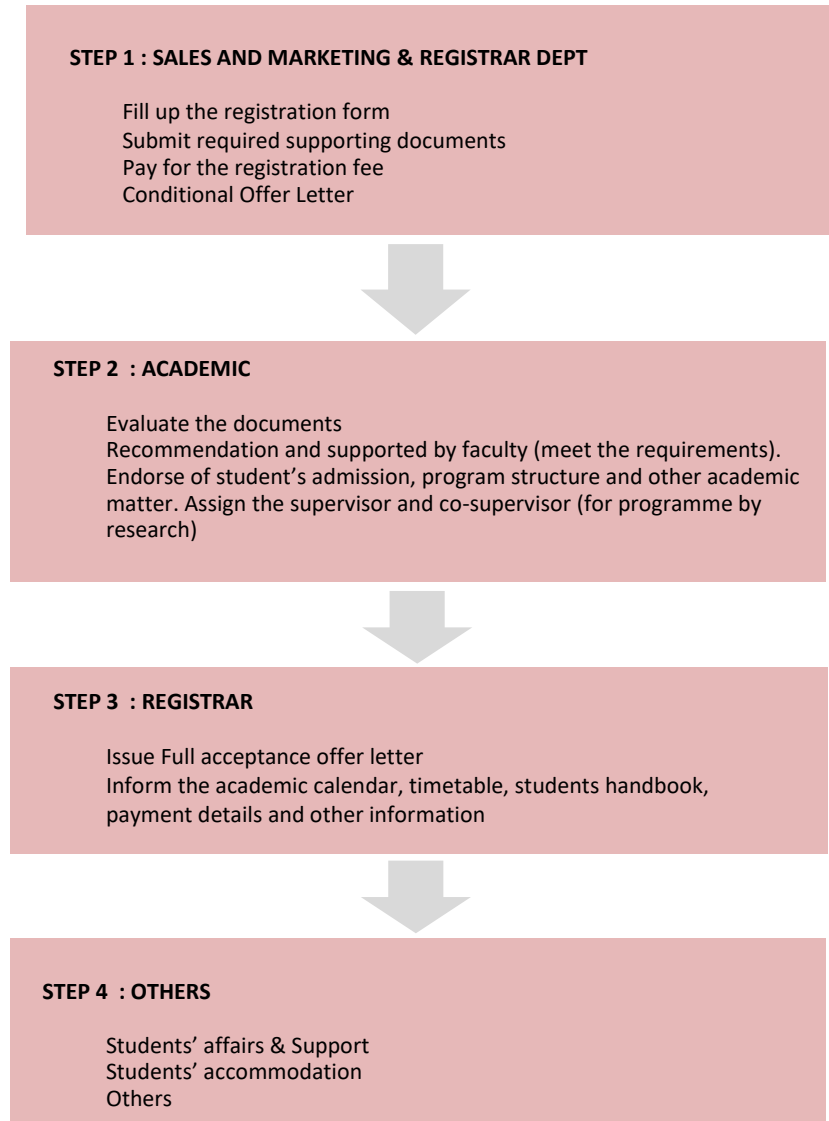
To be kind and amiable to others in my everyday words and actions.

- **Patience**

Ability to endure and withstand a challenging situation while remaining calm and positive.

3.0 POSTGRADUATE REGISTRATION PROCESS

LOCAL STUDENTS



INTERNATIONAL STUDENTS

STEP 1 :SALES AND MARKETING & REGISTRAR

Fill up and submit the Application and Health Declaration forms
Submit Academic Certificates and Transcript
A color copy of passport (all pages including cover page),
Photograph with passport size (White background)
Medical Check up
Pay for the registration and visa processing fee
Conditional Offer Letter



STEP 2 :INTERNATIONAL STUDENT OFFICE (ISO)

Verified all the documents
Apply for Visa processing to EMGS
Payment for EMGS
Get the VAL and give details information to the respective students



STEP 3 : ACADEMIC

Evaluate the documents
Recommendation and supported by faculty (meet the requirements)
Endorse of student's admission, programme structure and
other academic matter
Assign the supervisor and co-supervisor (for programme by research)



STEP 3 : ARRANGEMENT TO COME TO MALAYSIA

Students make arrangement to come to the country
Students pay 1 year tuition fee
ISO will arrange for clearance at the airport



STEP 4 : REGISTRAR

Issue Full acceptance offer letter
Inform the academic calendar, timetable, students handbook,
payment details and other information



STEP 5 : OTHERS

Students' affairs & Support
Students' accommodation
Others

Registrar Department

The department who manages the student's admission application and registration of the new students for all programs in ALFA College. Issue the offer letter (conditional / full acceptance) and provides all information needed by the students

Academic

The respective school that evaluates the required document and issue the recommendation and supporting letter for student's acceptance. Appoint the supervisor, co-supervisor, examiners and arrangement for Viva Voce.

Students Affairs and Support

The unit that manages the students' activities; indoor & outdoor activities, seminar, conference, workshop etc., Provide learning support to enhance academic development and experience of students.

International Students Office

Unit that manages the students' visa processing (international students) and provides any information that is related to immigration and EMGS matters. Arrange for the clearance at EMGS counter for new international students and other services that related to immigration and EMGS matter.

Students Accommodation

Manage and arrange the accommodation for all students who request to stay in ALFA accommodation.

4.0 POSTGRADUATE PROGRAMME

Faculty of Business, Management and Technology

Programme by Coursework

- Master of Business Administration
- Master of Business Administration (Open Distance Learning)
- Master of Business Administration (International Business)
- Master in Project Management
- Master in Information Technology

Programme by Research

- Master of Science in Management
- Master of Education (TESL-Teaching of English as Second Language)
- Master of Education (Early Childhood Education)

- Ph.D in Management
- Ph.D in Social Sciences
- Ph.D in Information Technology
- Ph.D in Education

4.1 ENTRY REQUIREMENTS

Master Degree (Coursework)

A Bachelor's Degree with minimum CGPA of 2.50 out of 4.00 or its equivalent qualifications as accepted by the HEP senate;

OR

A Bachelor's Degree with CGPA below 2.50 out of 4.00 or its equivalent qualifications can be accepted, subject to minimum of 5 years of working experience in relevant field.

Master Degree (By Research)

A Bachelor's Degree in a business-related field with minimum CGPA of 2.75 out of 4.00 or its equivalent qualifications as accepted by the HEP senate;

OR

A Bachelor's degree in a business-related field not meeting CGPA of 2.75 but above the CGPA of 2.50 out of 4.00 or its equivalent qualifications may be accepted, subject to the HEP internal assessment (test / interview / portfolio)

OR

A Bachelor's degree in a business-related field with CGPA below 2.50 out of 4.00 or its equivalent qualifications may be accepted, subjects to a minimum of 5 years of working experience in relevant field.

Doctoral Degree by Research

A master's degree in a business or related field as accepted by the HEP senate

OR

Other qualification equivalent to a Master's degree as accepted by the HEP Senate

*For Postgraduate studies, international students are required to achieve a minimum score of 6.0 for IELTS or its equivalent.

5.0 STUDENT RULES AND REGULATIONS

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

5.1 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 in College premises.

5.2 GOOD BEHAVIOR AND CONDUCT

- Students are expected to be polite and courteous at all times.
- 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.
- Food and drinks are not allowed in library, studios and labs.
- A student must not assault, harass or discriminate against any person or engage in behaviour which may involve an offence or cause offense to any person.

5.3 SECURITY AND STUDENT IDENTITY CARD

- 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.
- Students are to pay RM30.00 for replacement of a new Student Identity Card.

5.4 PUNCTUALITY AND ATTENDANCE

Students are required and advised to be punctual to all the classes.

- Lecturer will only accept legitimate letter from parents, guidance or medical certificate from clinics which have been certified by the college Registrar office for reasons of absenteeism.
- Students who are absent for a total of three (3) lessons without any valid and acceptable reasons will be issued a written warning letter.
- Students who are absent, without leave/approval (from the Head of School) for more than 20% of the lessons for each subject will be barred from final examination.
- All leave application must be supported by a letter as above mentioned. Leave approval form can be obtained from the Registrar Office.

5.5 ELECTRONIC DEVICE

All electrical devices (hand-phones, I-phones, electronic dictionaries, and etc.) must be switched to silent mode during lesson to avoid disruption.

5.6 VANDALISM AND THEFT

- Students are expected to take care of the College properties and not cause any damage to facilities provided for their use.
- A student must not deliberately misuse, damage, deface or misappropriate property belonging to or under the control of the college or any of its placement providers or the property of any student, member or staff or visitor.
- A student must comply with all requirements as to safety and must not engage in any behaviour which might cause injury to or impair the safety of any person through any act or omission, including misuse of fire alarms and fire extinguishers.
- Vandalism and theft are serious offences. Students caught committing these offences will be expelled from the College and reported to police.
- As a result of above terms, there will be forfeiture of security deposit.

5.7 FEES PAYMENT

Local Students

- Payment must be made before/at the commencement of each semester or within the seven (7) days from the commencement date of each semester.
- A penalty will be imposed as follows:
 - ✓ RM50 after the seven (7) days.
 - ✓ RM100 after fourteen (14) days from the commencement of each semester.
 - ✓ RM200 after twenty-one (21) days from the commencement of each semester.
 - ✓ Student will be terminated if fail to make payment after twenty-eight (28) days from the commencement of semester. Security Deposit will be forfeited for students who have been terminated due to failure in fees payment and do not continue their studies.
 - ✓ Student who has been terminated and wishes to continue is subjected to a RM500 re-enrolment fees and the application will be considered on a case-by-case basis.

International Students

- For students with coursework program, students should pay full 1 year tuition fee and payment will be collected when the students get VAL and every visa renewal process.
- For students with research program, students should pay 1 year tuition fee for the first year and by semester in the second year. The payment method for second year follows as per local students.

5.8 FEES REFUND POLICY

- Refund of Fees - All fees paid (except for Security Deposit) are not refundable or transferable unless the course applied for does not commence.
- Security Deposit will be refunded (subject to the Rules and Regulations of ALFA College) to students upon completion of the course or upon withdrawal/termination of their studies.
- Withdrawal/Termination notice must be submitted to the Registrar Office. For refund purposes, the effective date of the withdrawal will be the date the notice is received. The amount of tuition fees to be refunded are subjected to the following criteria:
 - ✓ Full refund of the follows semester tuition fees paid if notice is received within the 1st week after the commencement of the new semester;
 - ✓ If the notice is received after the 1st week of the commencement of the new semester, no refund is applicable.

5.9 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:

- ✓ One month before the commencement of a new semester.
- ✓ Students are entitled to apply maximum two study breaks during the course of study.
- ✓ An Administrative Fee of RM150.00 will be paid upon application of study break.

5.10 USAGE OF COLLEGE LOGO AND PUBLICATION MATERIALS

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

6.0 ACADEMIC RULES AND REGULATIONS

6.1 SUBJECT REGISTRATION PROCEDURE

- All students are required to complete and submit the PRE-SUBJECT ENROLLMENT ADVICE 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.
- Students are allowed to take additional subjects only during the first week of the semester. Full refund will be given for subjects dropped within the first week subject to approval from the relevant Head of School.
- Students must fill in the Application form for add / withdraw / repeat / re-sit subject(s) form and obtain the approval from the relevant Head of School before submitting it to the Registrar's office for further processing.
- Dropping a subject with full refund or taking additional subjects on the second week is only applicable to students who have submitted their Appeal of Grade form in the first week of the semester.
- If the add/drop notice is received during the 2nd week of the commencement of the new semester, no refund is applicable and no fee adjustment will be entertained.
- Students are not allowed to withdraw any subject after the 7th week for the long semester / after the 3rd week for the short semester.
- Only a maximum of 1 application per student for adding and/dropping of subject per semester will be entertained. For any subsequent changes, a fee of RM100 will be imposed as a penalty.

6.2 STUDENT EVALUATION

- All students are required to complete the Student Evaluation Form. Student Evaluation is to be done by 10th week of each semester. Its survey results will enable the college to improve teaching and learning. Kindly refer to academic office for further assistance.
- Student final examination result may be withheld if they failed to complete the Student Evaluation within the time frame stipulated.

6.3 TERMINATION

- Students who wish to terminate their studies must complete and sign a standard termination form or submit a written letter indicating the intention of termination to the Registrar Office.
- Students who wish to re-register after termination will be considered as new application.
- Credit exemption from previous studies may be reviewed and is subjected to approval on a case-by-case basis.

6.4 BOARD OF EXAMINATION AND DISCIPLINARY BOARD

- All decisions made by the Board of Examination and Disciplinary Board are final in all matters pertaining to examination and discipline.
- Student may appeal to the Exam Office should they have any queries on the results of the examination and disciplinary matters. Such appeal must be made in writing and should be forwarded to the Exam Office within three (3) working days from the release date of the examination result.

6.5 ACADEMIC MALPRACTISE

The College regards any use of unfair means in an attempt to enhance performance or to influence the standard of award obtained as a serious academic offence. Unfair means include all forms of cheating, including plagiarism, collusion and impersonation.

6.6 PASS/FAILURE POLICY

Grades are based on “0 -100” mark with “50” as a passing mark.

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

- Repeat of subject (with Grade F)

Recommending to students who has failed (F) 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.

- 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:

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.

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.

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

7.0 GRADING SCALE

ALFA International College operates a standard grading scheme to denote student performance

<u>Mark</u>	<u>Grade</u>	<u>Grade Point</u>	<u>Status</u>
≥80	A	4.00	High Distinction
75-79	A-	3.67	Distinction
70-74	B+	3.33	Very Good
65-69	B	3.00	Good
60-64	B-	2.67	Satisfactory
55-59	C+	2.33	Satisfactory
50-54	C	2.00	Satisfactory
0-49	F	0.00	Fail (to repeat)

Students are to REPEAT any failed subject in the next following semester.

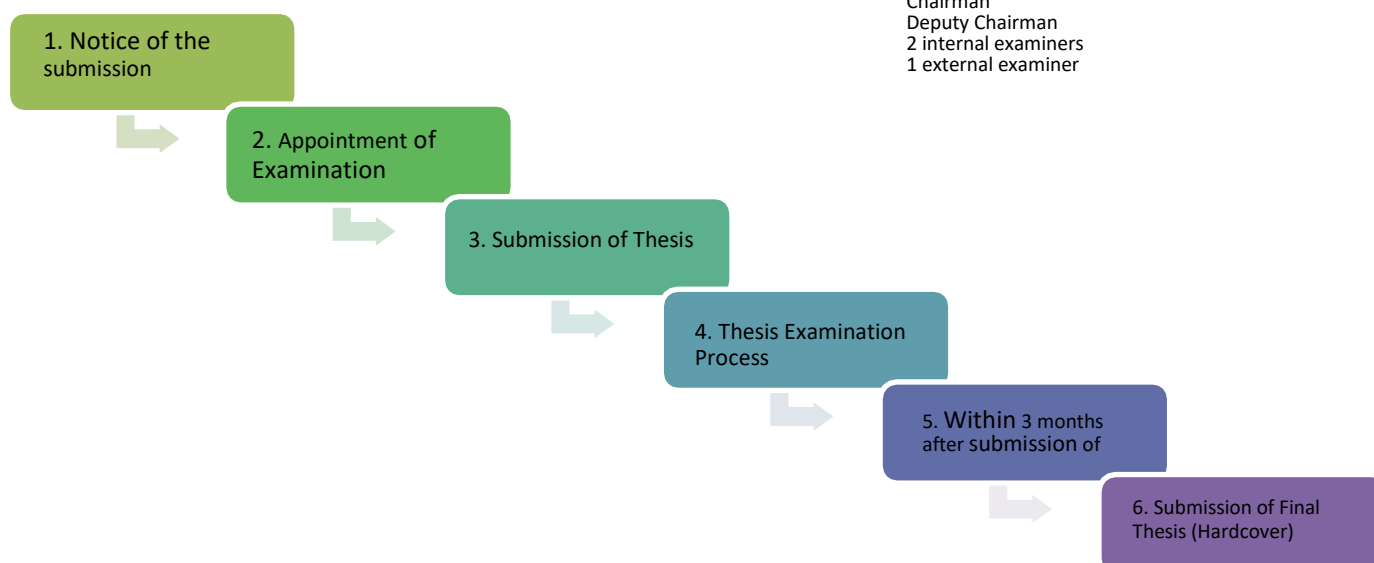
7.1 APPEAL OF GRADES

- Student is required to complete and submit the Appeal of Grade Form and the necessary administrative fees to the Registrar Office within three (3) working days from the release date of the examination result.
- The appeal outcome will be communicated to the student via Registrar office by issuing Official Letter, Appeal Grade Result Notification and Revised Result Notification (if any) within 14 days from the date of the appeal received.
- The decision of appeal shall be deemed final and no further appeal will be entertained beyond this point.

8.0 THESIS EXAMINATION PROCESS

Attached with Table of content and Thesis Abstract 3 months in advance

MEMBERS:
Chairman
Deputy Chairman
2 internal examiners
1 external examiner



After Senate Approval:

- 2 hardcover copies of thesis
- Copies for each member of supervisory committee
- A copy of PDF version of final thesis

9.0 GRADUATION REQUIREMENTS

All students

- By research, passed the thesis examination
- By Coursework program;
 - ✓ Passed all compulsory courses, and project paper
 - ✓ Obtained a minimum CGPA of 3.00
- Has settled all fees due to the College
- Show proof of having published or accepted journal articles as follows:
PHD: Two journal articles published or accepted
Master: One journal article published or accepted

10.0 PERSONAL DATA PROTECTION

ALFA University College collects and stored personal and academic information about all its registered students. Only information required to maintain complete student records will be requested or such other information that may be required to deal with grant – awarding bodies and other education institutions, and to meet the requirements of the Malaysian Qualifications Agency or the Ministry of Higher Education to which student information returns are mandated. Our general policy is not to disclose any personal information to third parties, without the students' expressed permission. The college processes student data relating to range of purposes. These include:

- Maintenance of Student Records (including personal and academic details) and management of academic processes, for example academic audits and examination boards.
- Maintenance of academic and college discipline, including the investigation of suspected breaches.
- Internal research, including monitoring quality and performance.
- Alumni operation.

The College via the Academic Department, the Registrar Office and other ancillary departments, allow access to student data to variety of third party, notably:

- Student Sponsor or guardian
- Relevant government department to whom we have a statutory obligation to release information, including the Ministry of Higher Education, Malaysia.
- Current or potential employers or providers of education to our students.

11.0 LEARNING SUPPORT POLICY

We are an equal opportunities College, which means that we are committed to a policy of equality of opportunity offering a high-quality service no matter what your personal circumstances are. The Learning Support Service is there for if you have a specific learning disability or difficulty or you require specialist assistance. Use the Learning Support service to get the most out of your time at the college.

The Learning Support service can also provide one-to-one tutorial sessions, outside of mainstream classes, for students who need additional support to reach their learning goals. Some students may prefer to learn in small, supportive groups at first. The College offers some classes which provide a more flexible, sheltered programme in which you can develop the confidence to go on to other College courses.

ALFA has a range of assistive technology, aids and equipment including: CCTVs, Macintosh Computers, PC, Wifi. We will always try to provide you with the equipment you need.

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