



# **Diploma Programmes**

## **Programme Handbook 2019**

**KMUC**

Kaplan Myanmar University College reserves the right to change the contents of this Student Handbook at its sole discretion.

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## **1. Study Guide / Module Guide**

Each module in the programme has its own module study guide which provides module specific requirements, details of assessment, etc. Students will be provided with a hard copy of the study guide upon programme fee payment.

Students are required and expected to read and to comply with the requirements stated inside the study guide and ignorance of these requirements is not a defence against Academic misconduct or the submission of incorrect academic work. You are encouraged to approach your lecturers for clarification of all academic requirements for the module(s).

## **2. Contact Hours, Schedule and Maximum Programme Duration**

A typical learning cycle is 8 to 12 weeks covering one term. Each term has 2 modules and each module contains between 24 – 32 contact hours of lecturers/tutorials for Part Time Programmes and 39 to 42 contact hours for Full Time Programmes, which are usually held on weekdays between 8.30am to 6.15pm for Full Time Programmes and 6.30pm-10.30pm or 7pm-10pm and weekends from 9am-6pm for Part Time Programmes. Each session is 2.5 and/or 3.5 hours in length.

It is mandatory for Full Time students to be in school for at least 3 hours per day. They are to attend lectures, tutorials to do research or self-study, engage in group discussions (on-line activities) and to participate in full-time students' activities.

The maximum duration to complete all Diploma Programme is 2 years including any approved deferment, re-module, etc. The completion date (period and year stated on the student's transcript) will be calculated from the date of the student's initial commencement date in the programme till the conferment date by the Examination Board.

## **3. The Award of Certificate and Transcripts**

The Certificate and Transcripts will only be issued once students have completed all the required modules (including bridging/foundation modules) and the final results of each module submitted to the Examination Board members for their assessment, moderation and formal approval. The duration of study reflected in the Transcript will show the entire period spent to complete ALL the programme requirements including bridging/foundation modules, supplementary/deferred examinations, etc. Students will be awarded the Certificate of Diploma within three months after the meeting of the Examination Board.

The Programme Management Team will inform students via email once the Certificate and Transcripts are ready for collection. Students must collect their Certificate and Transcripts within

one month from the email notification and/or the stipulated timeframe stated in the email notification, whichever is longer. Printing/Re-printing of Certificate and Transcripts fees are applicable for collection after the stipulated timeframe; students are expected to check on the collection date once payment is made.

Students who wish to authorise a proxy to collect the certificate and transcript will have to fill up the Authorisation Form for Collection of Transcript or Certificate and email to [programme.management@kaplan.com](mailto:programme.management@kaplan.com), providing the name and NIRC or passport number of the proxy. The proxies are required to produce their NIRC or passport upon collection for identification purposes. Students with outstanding payment with the School must settle the payment before the certificate and transcript could be collected from KMUC.

Students are encouraged to make payment by one of the following modes:

- ✓ Cash (USD or Kyats)
- ✓ Quick pay(KBZ) (USD or Kyats)
- ✓ Cheque

Students who make payment by cheque will have to wait for two (2) weeks for clearance of the cheque. Upon clearance of the cheque payment, students may collect the certificate and transcript from KMUC. While waiting for the official certificate and transcript, students may request for a Letter of Verification, which is a letter stating that they have completed the requirements of the Diploma. They are required to email [programme.management@kaplan.com](mailto:programme.management@kaplan.com) to request for the Letter of Verification. The Programme Management Team will send them a softcopy of the letter within 2 – 3 working days. A Partial Letter of Verification can be churned at a nominal fee upon request, provided students have passed the required foundation module(s).

The Letter of Verification (including the partial Letter of Verification) will not be issued to students who have yet to complete and pass ALL their bridging modules.

### **Requests for Certificate and/or Transcript Reprint Service**

Under certain circumstances (e.g. change of name, lost documents), students can request for a reprint of the certificate and/or transcript. You may submit your request via email to [programme.management@kaplan.com](mailto:programme.management@kaplan.com). There will be an administrative fee charged for the reprint of the certificate/transcripts.

More information can be found on the website ([www.kaplan.com.mm](http://www.kaplan.com.mm)).

## 4. Programme Fees and Enrolment

### **TUITION FEES**

Students will be given information of all programme fees and the tentative schedule before signing up for the programme. It covers the following: programme materials; lectures; marking; regular class assessments; certificate; and academic transcript upon successful completion of the programme. No transfer of fee is allowed.

Students will not be allowed to collect programme materials, attend lectures, access the online LMS and/or sit for examinations if they do not make fee payments within the agreed time frame.

Enrolment is subject to the approval of KMUC. Students must make satisfactory progress during the programme to obtain approval for continuation of enrolment. Where progress is believed to be unsatisfactory, KMUC may discontinue the enrolment of a student.

### **Miscellaneous Fees**

Miscellaneous fees, please refer to the student contract.

### **Advanced Standing**

Students must apply for module exemptions or advanced standing **before** the programme commencement. Any module exemptions or advanced standing applications submitted after the students commence their programme will not be entertained and/or processed.

For a specific module to be considered for exemption, the following criteria must be met:

1. An original/official transcript which reflects the similar modules for which students have applied for an exemption.
2. A minimum 'credit' grade has been achieved in the similar module, or at least 65% of overall marks.
3. 85% of the content/syllabus covered in the previous subject should be similar to or match with the KMUC syllabus. This includes study materials, textbooks, course specifications and outlines, study guides, lecture handouts, etc.
4. The student must have completed the subject before they enrol for the KMUC Programme. Exemption will not be granted if the student is still studying for the subject at the same time or after they have joined KMUC.
5. All exemptions are subject to approval by KMUC academic board a nominated designate.
6. Maximum exemptions allowed on a case-to-case basis are 50% of the Diploma/Advanced Diploma qualifying requirements.
7. The decision of the KMUC Academic Board is final and no appeal will be allowed.

### **Importance Notice for Deferment**

Students are required to complete the "Deferment Application Form" should they wish to defer their studies and the application is subject to KMUC's approval. A Deferment Application fee will

apply. Deferment application will only be processed after the duly completed Deferment Form submitted and Deferment fee has been made. Students must submit their Deferment Application to the Programme Management Team BEFORE the term commencement. The Deferment Application form may be obtained at KMUC office (Ground Level/KMUC Building) or requested for at [programme.management@kaplan.com](mailto:programme.management@kaplan.com). Late Deferment Application will be rejected, regardless of any reasons, the course fee will be deemed as consumed and students are liable to pay the course fee of the respective term if the course fee is yet to be paid.

KMUC does not encourage deferment as it affects the momentum of study and student contract.

Deferment will be considered for the following circumstances, provided students would still be able to complete the programme and pass all modules within the maximum period of 2 years:

- Medical treatment or incapacity
- Official overseas work assignment
- Bereavement of immediate family members
- No modules to be taken during the specific term(s) due to exemption, no availability and/or other reasons such as academic intervention, etc.

Submission Date of Deferment Form*	Fees Payable	Result
More than [1] day before the Term Commencement Date	<b>Deferment fee applicable</b> and students will need to top up the remaining balance of the new fee upon resuming their study	WD (Withdrawn Drop)
<b>On or within two weeks after</b> the Term Commencement Date	<b>100% of term fees</b> and student will have to pay the re-module fee upon resuming their study. Students will still be liable to pay the full term fee, if they have yet to clear the term fee.	WR (Withdrawn Re-module)
<b>Two weeks after</b> the Term Commencement Date	<b>100% of term fees</b> and student will have to pay the re-module fee upon resuming their study. Students will still be liable to pay the full term fee, if they have yet to clear the term fee.	F (Fail)

*\*Deferment Request Form to be filled up properly and submitted with the complete supporting documents to [Programme.management@kaplan.com](mailto:Programme.management@kaplan.com)*

Students are required to complete the programme within 24 months, from the date of enrolment, and allowed a maximum of up to 6 months. Students may want to defer one term (2 months) each time or 3 terms (6 months) continuously as long as it does not exceed the maximum of 6 months period.

Students who wish to further defer their study (after utilising the maximum deferment period of 6 months) will have to withdraw from the programme and re-apply as a new student. *Please refer to 4 Advanced Standing for the module exemption policies.*

In the event students are not able to complete the programme within the maximum period of 2 years, they will have to withdraw instead of deferring their programme. Should students defer any of their programme, any rebates/sponsorship will be forfeited.

During the process, students must continue with their current programme and stay in contact with the Programme Management Team. Failure to do so will be deemed as withdrawal of the Deferment Application.

Students are required to contact [programme.management@kaplan.com](mailto:programme.management@kaplan.com) at least 3 weeks prior to the date on which they supposed to return to the programme. Upon returning, it is compulsory for students to sign a new Standard Student Contract. The new intake's course fees will apply. Students are responsible to ensure that a new Standard Student Contract has been signed before resuming their programme. If the student is under 18 years of age, his/her parent/guardian must agree to the deferment.

Students who do not return to the programme after the deferment period is over will be deemed as withdrawn from the programme.

### **Importance Notice for Transfer**

Students must submit their Transfer Application **BEFORE** the term commencement. Late Transfer Application will be considered for the next term and current term fees will be considered as consumed. Transfer application will only be processed after the duly completed Transfer Form submitted and Transfer fee has been made.

Students are required to complete the "Programme Transfer Form" should they wish to transfer to other pathways within the same study mode (part time / full time) and the application is subject to KMUC's approval. A Transfer Application fee will apply. If the student is under 18 years of age, his/her parent/guardian must agree to the transfer.

Students are required to complete the "Withdrawal Form" should they wish to transfer to other programmes within KMUC and the application is subject to KMUC's approval. Students who would like to change the study mode (from part time to full time or vice versa) will also need to complete the "Withdrawal Form". If the student is under 18 years of age, his/her parent/guardian must agree to the withdrawal.



Submission Date of Transfer Form*	Fees Payable	New Programme Fees
More than [1] day <b>before</b> the Term Commencement Date	Transfer fee applicable	The unconsumed fees will be transferred to the new programme, however students will need to top up the remaining balance of the course fees for the new programme.
<b>On or within two weeks after</b> the Term Commencement Date	Transfer Fee + <b>100% of term fees</b>	Only the upcoming term fees will be transferred to the new programme, however students will need to top up the remaining balance of the course fees for the new programme. The current course fee will <b>not</b> be transferred to the new programme.

\*Transfer Request Form to be filled up properly and submitted to [programme.management@kaplan.com](mailto:programme.management@kaplan.com)

During the process, students must continue with their current programme and stay in contact with the Programme Management Team. Failure to do so will be deemed as withdrawal of the Transfer Application.

### **Importance Notice for Withdrawal**

Students are required to complete the “Withdrawal Form” should they wish to withdraw from the programme and the application is subject to KMUC’s approval. If the student is under 18 years of age, his parent/guardian must agree to the withdrawal. Should students encounter any problems during their course of study, they should seek advice from the Programme Management Team.

Submission Date of Withdrawal Form*	Fees Payable	Remarks
More than [1] day <b>before</b> the Term Commencement Date	<b>Please refer to the Refund Policy</b>	If students have paid the term fees, there will be no refund given.
<b>On or within two weeks after</b> the Term Commencement Date	<b>100% of term fees</b>	If students have paid the term fees, there will be no refund given.

\*Withdrawal Form to be filled up properly and submitted to [programme.management@kaplan.com](mailto:programme.management@kaplan.com)

### **Importance Notice for Automatic Withdrawal**

Students will also be deemed to have withdrawn from the programme, if:

1. Students did not finish their programme within 2 years including deferment, re-module, etc. from the commencement date of the respective programme.
2. Students did not resume their study after the approved deferment period has ended.
3. Students are not contactable by email/phone call and:

- a. did not attend the classes regularly
- b. did not attempt any assessment items
- c. did not pay the term fee after the due date

## **5. Outstanding Programme Fees**

Students can only be enrolled for each term by paying the appropriate instalment fee. KMUC reserves the right to take legal action to recover any outstanding programme fees, including all legal and administrative costs.

It is KMUC's policy that programme materials will NOT be distributed to students who have not paid the programme fee. Students will not be allowed to attend classes/take exams and/or any other assessments if they have not paid their school fees within 2 weeks from the programme and/or term commencement date. In the event that any assessments are conducted/taken during this period, the results will be voided.

KMUC reserves the right to terminate the enrolment of a student who does not comply with the payment schedule.

## 6. Importance Notes for Attendance

KMUC reserves the right to reject the leave application where it deems fit or where a lecturer advises the necessity for a student to attend classes in the period.

Please note **approval of leave does not constitute grounds for an approval of any assessments postponement**. Students will have to fill up the Exam/Quiz Deferment Form to seek approval for their deferment of Exams/Quizzes. For other assessments, students will have to approach the respective lecturers and seek for their approval, otherwise it will be deemed as a non-submission of assessment and students will be required to re-module.

## 7. Grading System and Standards

In order to achieve a “Pass” grade, students must attempt/submit ALL the assessments and obtain at least 50 marks in their overall results in order to achieve a “Pass” grade.

Students who do not attempt/submit ALL assessment without valid reason (medical compassionate grounds) or have been found guilty of any form of academic misconduct will have to re-module. In these cases, a re-module fee is applicable.

Students will not be eligible for the supplementary exam if they did not attempt ALL assessments and/or found guilty of any form of academic misconduct. Students who are not eligible for the supplementary exam will have to re-module. In these cases, a re-module fee is applicable.

KMUC adopts the following grading system in its Diplomas:

**TABLE 1**  
**Grading System and Standards**

Total Marks	Grade	Percentage	Standards
85 - 100	High Distinction	85 - 100%	The student is above the specified learning requirements for a Distinction grade and demonstrates exceptional research skills and an exceptional ability to synthesise, evaluate and integrate knowledge and demonstrate originality
75 - 84	Distinction	75 - 84%	The student is above the specified learning requirements for a Credit grade and demonstrates distinctive research skills and a distinctive ability to synthesise, evaluate and integrate knowledge and demonstrate originality
65 - 74	Credit	65 - 74%	The student is above the specified learning requirements for a Pass grade, has very good research skills, and has the ability to analyse and apply skills and concepts described in the study guide. The student has some ability to synthesise, evaluate and integrate knowledge and demonstrate originality
50 - 64	Pass	50 - 64%	Learning requirements specified have been met at a basic, satisfactory or competent level. The student work is of sufficient quality able to enable him/her to move to later modules.
0 - 49	F	0 - 49%	Learning requirements specified in the module study guide have not been met
	EX WD WR I		Exempted Withdrawn Drop Withdrawn re-module Incomplete

*Explanation of withdrawn grades:*

**Exempted:** The student has applied exemption before the commencement of the programme and granted exemption based on an equivalent module(s) which done previously.

**Withdrawn Drop:** The student is enrolled in the module and thereafter withdraws/drops out of the module before the start of the term.

**Withdrawn Re-module:** The student is enrolled in the module and thereafter withdraws/drops out of the module within the first two weeks of the term.

In certain circumstances the grade of "I" or "Incomplete" is granted to students making sufficient academic progress and experiencing extenuating circumstances. Sufficient academic progress is defined as having approximately 75% of coursework completed prior to the end of the term.

The breakdown of assessments outcome (excluding examination) and final grade of each module will be released via email from Program Management Team. The examination numerical marks are kept strictly confidential by Examinations Office under the institutions' Academic Policy and will not be revealed to students.

The results will be released to the students via email from Program Management Team within 30 calendar days after the examination. Telephone and walk-in enquiries about grades will not be entertained.

## **8. Assignment**

### **Continuous Assessment**

Assessments may be in the form of projects, online discussion, online quizzes/tests, class tests, oral presentations, written assignments in the form of report and/or essay and examinations. The assessment method varies with each module. The total score will constitute 100% of the final result for the module(s). The assignments and examination questions will be set according to the topics discussed during lectures. Therefore, attendance and class participation constitutes an important part as students will learn from lecture/tutorial sessions, their peers and from the textbook and reference books. Students are encouraged to use any group discussion sessions to complete the given assignments and homework set by the lecturer(s).

### **Assignment Submission**

All assignments must be submitted at the KMUC office-Ground level by the stipulated submission deadline with Assignment submission page. Failure to submit according to instructions may result in penalties. Submission of assignments via Programme Management Office or others will not be accepted.

When applying for Late Assignment Submission, students must inform the lecturer in writing at least one (1) week before the assignment due date. Documentary evidence must be submitted together with the request.

Approval of the late assignments submission requests only for the following reasons:

- Medical (Medical Certificate required, from panel of registered clinics)
- Compassionate (death of parents, spouse or children)
- Exceptional-case basis (with supporting documentary proof)

The following (but not restricted to) are invalid reasons for late assignment submission:

- Misreading the assignment due date and/or time
- IT and/or computer failure (including technical issues, login issues, internet connection issues, etc.)
- Leisure/Social arrangements and/or being overseas with limited internet access

- Failure to plan study schedule (including tight deadlines, work commitments, family commitment, etc.)

Lecturers have the right to reject the Late Assignment Submission request and any request after the assignment due date will be not be entertained. On such occasions, assignments will be deemed “Did Not Submit (DNS)” and students will be required to re-module. Re-module fee is applicable.

**Please note:**

1. Approval Granted  
Penalty will be imposed for the approved Late Assignment Submission in accordance with Table 2 below.

**Table 2**  
**Penalties for Submission of Late Assignments**  
**For CFS & Diplomas**

<b>No of days late</b>	<b>Penalty</b>
1 - 5 days	10% deduction per day from the marks attained by students.
After 5 days	Assignments that are submitted more than 5 days after the due date will not be accepted and it will be deemed as “No Submission”. Student will be required to re-module.

2. Approval not Granted  
Students will have to repeat the whole module (re-module), re-module fee is applicable. *Please refer to point 12. Repeating a Whole Module (Re-module) policy below.*

## **9. Examination**

### **Setting and Marking of Examination Papers**

Where examinations are summative (for marks) and part of the module assessment, questions are set by the lecturers and approved by the Discipline Coordinator and Head of School. Final grades are awarded in accordance with the standardised KMUC grading system. For modules that require examinations, the examination marks account for a minimum of 40% of the total assessment mark for each module. The respective lecturers who set the questions will mark the examination answer scripts and a third-party expert, known as the Discipline Coordinator (DC) will moderate the marks to ensure fairness, reliability and validity of marking across lecturers within the same module before the marks are approved by the Examination Board. For certain modules sitting within approved programmes for which there is an external partner offering external examinations, there will be external exams conducted outside the school.

**For all modules, students must get a total of 50 marks out of 100 in order to pass the module.**

In marking examinations the assessor will consider the standards in Table 1 and the following:

- Relevance of the answer to the question or task set
- Logical planning and sequence
- Overall presentation, including correct grammar, spelling and punctuation
- Comprehensive coverage reflecting mastery of set readings and text
- Demonstrated capacity to relate theory to practice

### **Date, Time & Place of Examination**

Examinations are held in accordance with the programme timetable. The actual date, time and place of the examination will be determined by KMUC. Students will be notified of the details in advance via the Programme Update. Examinations can be held on weekdays or weekends. The date, time and place of examinations are final unless KMUC changes it. It is the responsibility of the students to check the examination schedule before the examination date.

In the case of external exams, this will be scheduled within the stipulated period and students are required to submit the external exam results to Programme Management Team at [programme.management@kaplan.com](mailto:programme.management@kaplan.com).

### **Minimum Attendance Requirements for Sitting for Examinations**

The minimum attendance to be attained is 75% for KMUC students.

Students who do not attain the attendance of 75% per month for the first time will receive a warning via email. If no improvement is shown in the attendance after the warning, the school will take action of student contract.

Students not meeting the attendance requirement may not be allowed to sit for examinations and will be required to pay the re-module fee and repeat the module with the next immediate intake and/or an intake allocated by the Programme Management Team.

If a student's attendance continues to fall below 75% after the Program Management has been informed on the first occasion, Kaplan Myanmar University College will cancel the student's contract.

Kaplan Myanmar reserves the right to suspend or dismiss any students who fail to maintain the minimum attendance standards and/or satisfactory academic progress.

## **Examinations Rules and Regulations**

Students are required to abide by the following rules and regulations during the examinations:

### **Before the commencement of the examination:**

1. Students are advised to be at the examination room at least 15 minutes before the start of the examination to check their seating arrangements.
2. Students are to be seated 15 minutes before the start of the examination.
3. Students will not be allowed to enter the examination room later than 30 minutes after the examination has commenced.
4. The student's proof of identity (any photo identification, e.g. Student Access Card, passport, NRIC, or driving licence) should be placed at the top left hand corner of the desk for inspection. Those who fail to produce any photo identification will NOT BE PERMITTED to proceed with the examination.
5. Only the necessary stationery (e.g. pens, pencils, rulers, correction fluid and non-Programmable calculators where applicable) for the purpose of the examination may be placed on the candidate's writing desk. All unauthorized books, reference materials, bags, pencil cases and other personal belongings including mobile phones that are switched off must be placed in the front of the examination room. For open-book examinations (as instructed by the respective University where applicable), course materials relating to the module may be brought into the examination room.
6. Students are expected to bring their own stationery, including calculators, as required. Kaplan Myanmar, WILL NOT be providing these.
7. Notes or other unauthorised materials are not allowed in the examination room, unless specified in the examination instructions by the respective institutes (e.g. Examination aids such as dictionaries, notes, Programmable calculators etc.)
8. Food and drinks are not allowed in the examination room. Only plain water or bottled mineral water is allowed.
9. Students are advised not to bring valuables to the examination room. Students themselves will be fully responsible in the event of their loss or theft should this advice not be heeded.
10. Candidates must ensure that they answer the correct paper. The title of the paper should be checked, and instructions read carefully before answering is commenced. Any query should be immediately brought to the attention of an invigilator.
11. Students are only allowed to fill in their particulars on the cover page of the examination answer booklet upon the invigilator's instructions.
12. Students are not allowed to turn over the cover page of the question paper until they are told by the invigilator to commence writing.
13. Candidates are obliged to follow instructions issued by invigilators. Please listen carefully to all announcements. If anything is required during an examination, candidates should call the attention of the invigilator.



### **During the Examination:**

1. Students are not allowed to leave the examination room during the first 30 minutes and last 15 minutes of the examination.
2. Any students found in possession of unauthorised reference materials during the course of the examination may be suspected of cheating or plagiarism by the invigilator(s) and will be reported in writing to the University or Kaplan Myanmar University College's Examination Board.
3. Students are reminded to write all answers in blue or black INK only. The examination answer booklets will not be marked if written in pencil.
4. Students MUST NOT write their names on the examination answer booklet. Students are to write only their student ID numbers issued by Kaplan Myanmar for identification. For students taking a Degree Programme awarded by partner Universities, only the respective University-issued student ID number should be stated on the examination booklet.
5. Students are not allowed to remove any pages from the examination answer booklet.
6. Each student will be given one examination answer booklet. Extra booklets are available upon request.
7. Students may be provided with an exam worksheet for rough work only if specified in the examination instructions. Students must check and ensure that the exam worksheet bears Kaplan Myanmar's stamp. Any exam worksheet not bearing Kaplan Myanmar's stamp will be considered as unauthorised materials.
8. All exam booklets, question papers and exam worksheets (used or unused) must be surrendered to the invigilator(s) at the end of the examination.
9. Students are not permitted to communicate with other students or borrow stationery directly from other candidates during the examination.
10. Students who disrupt the examination may be asked to leave the examination venue immediately at the discretion of the invigilators.
11. Students who need to use the washroom should raise their hands. They will be accompanied by an invigilator. Only one student is allowed to go to the washroom at any one time.
12. Students are to check if they have written all the required particulars on the cover pages 5 minutes before the examination ends.
13. Students are to stop writing immediately, upon the conclusion of the exam.
14. Students are to remain seated while the invigilator collects the scripts. Students who continue to write after the conclusion of the examination will receive a warning from the invigilator. Upon a second warning, the names of the students concerned will be submitted to the Examination Board, for further action.

### **10. Academic Misconduct**

General acts of misconduct refer to behaviour that is unbecoming of a student whilst academic misconduct refers to any form of dishonesty committed by a student in relation to summative assessment. Academic misconduct includes, but is not limited to:

- any form of cheating during examinations, such as:

- being in possession of any unauthorised material and/or communication devices into an examination venue;
- interfering with the orderly conduct of any examination;
- the removal or attempted removal (either physical or electronic) of examination materials from the examination venue;
- altering academic or clinical records;
- falsifying information for any assignments;
- impersonating another student;
- all forms of collusion between students or other individuals other than authorised collaboration;
- any act that may impair or hinder the assessment performance of others;
- any action which is contrary to the assessment instructions given in the approved Study Guide;
- all forms of plagiarism;
- any act in contravention of the Kaplan Myanmar Academic Policy which is same as the Kaplan Singapore Academic Policy.

Disciplinary actions are applicable to students who are both directly or indirectly involved in any academic misconduct. Generally, academic misconduct cases will be administered in accordance to the processes set out in the Operations Manual except for the specific cases detailed below:

### **10.1 Plagiarism**

In essence, plagiarism is the theft of someone else's ideas and work. Copying work or written text from a student, the Internet, or any document without giving due credit to the source of the information is plagiarism regardless of whether a student copies verbatim or rephrases the idea. Paraphrasing the information taken from sources without referencing is insufficient. In the preparation of work submitted to meet module requirements, whether a draft or a final version of a paper or project, students must take great care to distinguish their own ideas and language from information derived from other sources. Sources include published primary and secondary materials, electronic media, and information and opinions gathered directly from other people or self.

### **Self-plagiarism**

Submitting the same assignment for more than one class without enhancing and refining the assignment, and without first receiving instructor permission constitutes self-plagiarism. In cases where previous assignments are allowed to be submitted for another class, it is the responsibility of the student to enhance the assignment with additional research such that it is a sufficiently new piece of work.

### Penalties for Plagiarism in Proprietary Programmes

Plagiarism is a serious offence and may result in the following sanctions:

Occurrences of Plagiarism	Penalty for Academic Offence	Remarks
1 <sup>st</sup> Occurrence	No Academic Offence will be recorded	Student will receive notification letter that plagiarism has been committed. Student should study the Writing & Referencing guides and online resources made available for them.
2 <sup>nd</sup> Occurrence*	Warning Letter	The student is required to attend a Writing and Referencing Session (WRS). The student will be allowed to resubmit the paper after appropriate intervention. <b>Re-submission paper marks will be capped at Pass grade.</b> Re-module is required, if the student failed to attend the WRS.
3 <sup>rd</sup> Occurrence	Failure of the module in which the action occurred.	The student is required to re-module.
4 <sup>th</sup> Occurrence	Termination of enrolment.	For student ID holders, KMUC will be notified to terminate student contract.

\*It is **compulsory** for students to attend a Writing and Referencing Session (WRS) **before** resubmission of the assignment(s) and the assignment(s) re-submission marks will be capped at Pass grade. Students will only be eligible for supplementary exam if they attended the WRS and re-submit the assignment(s) within the stipulated timeframe.

If Student attended the Writing & Referencing Session (WRS)	If Student submitted the assignment on time	Remarks
Yes	Yes	Students who did not obtain a "Pass" grade after the re-submission of assignment are eligible for the <b>supplementary exam</b>
Yes	Late submission or did not submit	Student is not eligible for the supplementary exam. <b>Re-module is required</b> , re-module fee applicable
No	Yes	Student is not eligible for the supplementary exam. <b>Re-module is required</b> , re-module fee applicable
No	No	Student is not eligible for the supplementary exam. <b>Re-module is required</b> , re-module fee applicable

## **10.2 Collusion**

Students must assume that collaboration in the completion of written assignments is prohibited unless explicitly permitted by the instructor. Students must acknowledge any collaboration and its extent in all submitted coursework. Students are subject to disciplinary action if they:

- submit as their own work a paper purchased from a term paper company, individual or downloaded from the Internet;
- submit an assignment that was partially or wholly completed by another student;
- assist another student wherein the other student intends to commit any act of academic dishonesty. This offence would include, but is not limited to, providing an assignment to another student to submit as his or her own work or allowing another student to copy answers to any test, examination, or assignment.

### ***Penalties for Collusion Misconduct***

Collusion is a serious offence and may result in the following sanctions:

**First offence:** Failure in the assessment item in which the offence occurred and student is required to re-module.

**Second offence:** Kaplan Myanmar will issue a written statement to notify the student that his or her attendance has been terminated for violation of the academic policy; i.e. the student will be expelled from Kaplan Myanmar.

## **10.3 Examination Misconduct**

Examination misconduct refers to the breaching of Kaplan Myanmar's regulations during the examination, for example, possession of unauthorised materials (please refer to **Examination Rules & Regulations**). If a student is accused of examination misconduct, the student is to be informed and reported to the Examination Board in writing in accordance with the Operations Manual.

The written report will be submitted to the Examination Board for further investigation. Kaplan Myanmar will accord the student proper procedural fairness in any investigation of a report of examination misconduct. This will include ensuring the student has a copy of any report of misconduct, and giving the student a reasonable opportunity to respond.

### ***Penalties for Examination Misconduct***

Examination misconduct is a serious offence and may result in the following sanctions:

**First offence:** Failure in the assessment item in which the offence occurred; or Suspension/Expulsion for serious academic misconduct determined by the Examination Board, such as impersonation of another student.

**Second offence:** Kaplan Myanmar will issue a written statement to notify the student that his or her attendance has been terminated for violation of the academic policy; i.e. the student will be expelled from Kaplan Singapore.

Findings of academic misconduct will remain on a student’s record permanently. Disciplinary actions are also applicable to students who are both directly or indirectly involved in academic misconduct. Students who are expelled will not be allowed to take any subsequent assessments as a result of expulsion.

## 11. Quiz and Examination Deferment

Students who wish to defer the quiz and/or main examination based on valid reasons such as on medical, compassionate or religious grounds must submit the necessary documents to the Programme Management Office before or within three working days after the quiz/examination date, or else such requests will be considered invalid. For any other assessments such as presentation, assignments, etc., students will have seek approval from the respective lecturer(s) directly.

### Valid Grounds for Quiz/Examination Deferment

Valid Grounds	Supporting Documents Required
Illness / Serious Health Problems	The medical certificate must be signed by a registered general practitioners, dentists, hospitals or clinics. The MC should contain the following: <ul style="list-style-type: none"> <li>• The date which the student was to sit for the quiz and/or examination</li> <li>• Advice regarding the severity of illness which would affect the students’ performance in the respective quiz and/or examination</li> </ul> <i>*Students who are unwell yet attempted the quiz/examination and leave during the quiz/examination will not be granted a deferred quiz/examination neither the special consideration will be given during the marking process.</i>
Compassionate* Reason	Death notice and any other appropriate supporting documents. <i>*Only applicable to immediate family members (spouse, child, parents/parents-in law, grandparents/grandparents-in law, sibling/sibling-in law and will be granted up to maximum 3 (three) consecutive working days.)</i>
Accident/Breakdown	Police Report and/or any other appropriate supporting documents
National Service	NS Enlistment Letter / ICT Enlistment Slip
Work Commitment	An official letter (with letterhead) from employer
Legal Commitment	Documentary evidence from the Court

### **Invalid Grounds for Quiz/Examination Deferment**

The following (but not restricted to) are reasons for which deferred quiz/examination requests will normally NOT be granted:

- a. Travel Arrangement/Vacation/Social/Leisure Plans include, but is not restricted to:
  - Family holiday;
  - Attending a wedding as either a participant or as a guest; etc.
- b. Misreading and/or forget the Quiz/Examination timetable
- c. Arriving more than 30 minutes after the start of Quiz/Examination due to, but is not restricted to:
  - Outstanding payment settlement
  - Forget to bring Identity Card
  - Unable to find the Quiz/Examination hall, etc.
- d. Late submission of the Quiz/Examination Application Form due to, but is not restricted to:
  - Unaware of the Quiz/Examination Deferment Policy & Procedure
  - Waiting for the supporting documents from the respective individual/organisation, etc
- e. Where students could have reasonably expected to avoid the circumstances of missing or performing poorly in the quiz/examination
- f. Where more than one of the respective module assessments were already granted a deferment, for example students are not allowed to defer their main exam, if they have been granted quiz deferment.

### **Deferred Quiz/Examination**

Deferred quiz/examination will be granted for students who have completed all other assessments, but unable to sit for the quiz/examination with valid reasons. Only one deferred quiz/examination will be permitted for each module. Kaplan Myanmar has the right to reject the Deferred Examination Request.

More specifically:

1. Upon KMUC's approval, students will be allowed to sit for the deferred examination and/or informed on other arrangements based on Examination Office's decision.
2. There is no re-sit of the quiz. If the quiz deferment is approved, the weightage of the quiz will be combined with the weightage of the examination. The weightage of module components can be found in the respective Study Guides.
3. Students are **not allowed to further defer a deferred quiz/examination** regardless of any reasons. MC or leave application will be accepted for record purposes, but will not constitute grounds for a postponement of the deferred quiz/examination as such a postponement does not exist under Academic Policy. If a student is absent from the deferred examination, he/she will receive an "F" grade and will be required to re-module. A re-module fee will apply.
4. If students pass the deferred examination (i.e. 50 marks out of 100 marks), a full grade will be shown on the transcript. Their other assessments will be incorporated with the deferred examination results for a full grade.
5. If a student fails the deferred examination, they are **not eligible for supplementary exam**. Re-module required and re-module fee will apply.

### **Supplementary Examination**

Only students who have completed all the assessments and obtained a “Fail” grade are permitted to sit for a supplementary examination usually within six to eight weeks of the release of the final results of the module. The supplementary examination fee will apply. Students who do not wish to take the supplementary exam will have to inform Programme Management Team in writing ([programme.management@kaplan.com](mailto:programme.management@kaplan.com)) within the stipulated timeframe given, in order to avoid any fees incurred. Students who did not turn up for supplementary exam and/or opting out from the supplementary exam but did not and/or late to inform Programme Management Team in writing (including those who are deferring their study), will still liable to pay the supplementary examination fee. Students who opt out from the supplementary exam will have to re-module and re-module fee applies.

Students who did not submit their assignment and/or are absent for quiz/exam without providing any valid reasons (medical compassionate grounds) or have been found guilty of any form of academic misconduct will not be allowed to sit for a supplementary examination.

No revision class will be arranged for the supplementary examinations, students are expected to revise their understanding based on the learning outcomes. However, a complimentary revision class might be arranged for certain modules only.

More specifically:

1. Students who fail the main examination and/or overall assessment (provided the students submitted/attempted all the assessments) are required to sit for the supplementary examination after paying the supplementary examination fee. If students pass the supplementary examination (i.e. 50 marks out of 100 marks), a “P” grade will be shown on the transcript. If students fail the supplementary examination, they will be required to repeat the whole module.
2. Students must attend the arranged supplementary examination. Students are not allowed to defer the supplementary examination regardless of any reasons. MC or leave application will be accepted only to refund the supplementary fee and/or to avoid any cost incurred, but will not constitute grounds for a re-scheduling of the supplementary paper as such a re-scheduling does not exist under Academic Policy. MC or leave application is subject to approval and must be submitted within 3 working days from the arranged supplementary examination date. If a student is absent from the supplementary examination, he/she will receive a “F” grade and will be required to re-module. A re-module fee will apply.
3. Upon failure of the supplementary examination, the student is required to repeat the module.
4. It is the student’s responsibility to check the timetables of the modules they are required to repeat or to sit for a supplementary examination. Students are also required to make necessary adjustments to their study arrangements to accommodate the modules that they are required to repeat or to sit for supplementary examination. The re-module fee is to be paid two weeks before the term commencement of the module to allow KMUC to make the necessary arrangement.

5. A student who is enrolled in a re-module shall be entitled to a full grade, however an asterisk (\*) or other indicator will be shown on their transcripts to indicate that this is a re-module and not the first attempt. They must repeat the module straight away and pay the re-module fee.
6. Students who fail the repeating module (re-module) and submit/attempt all the assessments will have the chance to take the supplementary examination.
7. Students who fail the repeating module (re-module) but did not submit/attempt all the assessments will have to re-module again. Re-module fee applies. Failing the same module twice, as in this case, will constitute the necessity for academic intervention and the student will need to meet with a member of the Academic team to address their weaknesses.

For all assignment based modules, students will have to re-module in the event they failed the module(s), no supplementary exam/assessment will be provided.

## **12. Repeating a Whole Module (Re-module)**

If students need to repeat a module, they should approach the Programme Management Office for the timetable of the module they need to repeat within seven days from release of the final result of the main/supplementary examination. Students will not be allowed to attend classes if they do not sign the re-module contract and pay the re-module fee. In order to achieve a “Pass” grade, re-module students must attempt/submit ALL the assessments and obtain at least 50 marks in their overall results in order to achieve a “Pass” grade. A student who is enrolled in a re-module shall be entitled to a full grade, however an asterisk (\*) or other indicator will be shown on their transcripts to indicate that this is a re-module and not the first attempt. In the event students attempted all the assessments but did not sign the re-module contract & pay the re-module fee, the result will be void.

Students who fail the re-module for the second time may be sent for Academic Review. Repeating modules may affect the completion date of the programme. Student’s Pass renewal application is subject to KMUC’s approval. Students who unable to complete the programme within 2 years will be deemed as withdrawn.

## **13. Appeal Procedure**

Students must fill up the Appeal Form, provide detailed reasons for the appeal within 7 working days of the results released and pay an appeal fee before the appeal can be processed. Incomplete and/or late submission will not be entertained.

### **13.1 Types of Appeal**



The terms of reference of the Appeals Committee mandate the committee in hearing and determining appeals in relation to:

- enrolment;
  - denied admission into a course of study (proprietary)
  - denied exemptions and/or advanced standing (proprietary)
  - denied retrospective withdrawal from module (proprietary)
- academic misconduct;
  - any finding of or penalty for academic misconduct
  - exclusion or expulsion due to academic misconduct
- academic results;
  - inequity in the application of published assessment criteria or marking guidelines
- assessment administration;
  - denied deferred or supplementary assessment
  - erroneous information with regard to assessment (such as assessment type, weighting, submission due date and date of examination)
- other matters as determined by the KMUC Academic Board.

### **13.2 Grounds for Appeal**

The following are valid grounds for appeal:

- assessment methods deviated from the published guidelines
- the marking for the assessment task was not based on published assessment criteria or marking guidelines (evidence is to be provided by student);
- the marking demonstrated bias affecting the assessment outcome (written statement by the student and/or other available evidence are required);
- alleged wrong advice from staff teaching the module (e.g. about the format of the examination or approval of an extension for an assignment);
- supporting documents (such as medical certificates) provided for special consideration (such as deferred examination) were not taken into consideration;
- in exceptional circumstances, the Chair of the Appeals Committee may accept appeals deemed reasonable but not delineated herein.

The following are **not valid grounds** for appeal:

- the stipulated learning outcomes of a module;
- disagreement with the assessment methods approved for the module;
- disagreement with the standard required to receive particular grades in the module;
- a study overload has prevented the student from earning a higher grade;
- personal and medical problems, which normally are dealt with by deferred assessment or a retrospective withdrawal;
- financial implications of not passing the module;
- the need for additional marks to secure a pass or higher grades on the basis of sympathy or compassion;
- the student previously received a higher grade in other modules;
- the amount of time, work or effort the student has expended;

- poor teaching, which should be dealt with through feedback to the Head of School;
- general grievances.

### **13.3 Request for Administrative Review**

Kaplan Myanmar supports the student's right to receive an explanation about the mark they received on any assessment activity they have completed during the relevant teaching period.

In the first instance students should contact their lecturer if they:

- believe that there has been a calculation error in the totalling of marks for an assessment item or items;
- believe any questions, or parts of questions may not have been marked in an assessment item;
- have been provided little or no feedback on the coursework assessment (no feedback is provided for exams).

The lecturer must then provide feedback on the reviewed assessment to the student and inform the Head of School of the inquiry and outcome, via internal email. Where the student believes the explanation is unsatisfactory or the mark has been arrived at incorrectly, they may request for an administrative review. However, this is not a re-mark of the assessment.

The decision of the Appeals Committee will be made available to the student within 14 working days from lodgement of the appeal or the hearing with the Appeals Committee, whichever is later.

During the appeal process, students must attend any revision class and/or continue in the module as per normal course of studies to ensure no disadvantage pending the outcome of the appeal.

Upon finding valid grounds, an administrative fee will be charged to the student. If the appeal is successful the administrative fee is refunded to student.

## **14. Examination Board (EB) Meeting**

An Examination Board Meeting will be held once a month to review and approve the students' academic results. Students who are eligible to graduate from the Diploma Programme will be awarded the Diploma Certificate with attachment of the official transcript approximately three (3) months after the pertinent Exam Board Meeting.

## **15. Student Support**

For a more efficient and smooth student experience, students should please try and avoid

unscheduled visits to the Programme Management Office. Students are strongly encouraged to email/call the Programme Management Office for all matters. The Programme Management Office hours are Monday to Friday, 9 am to 5 pm except weekend and public holiday.

Students are required to update their personal particulars during the welcome orientation session or whenever there are any changes via email to program management team. Otherwise, the student would be fully responsible if important information is not conveyed to them on time.