



**MYANMAR
UNIVERSITY COLLEGE**

Professional Diploma in Business English

Student Handbook

KMUC

Year 2019 2nd Edition (Printed in April 2019)

Kaplan Myanmar University College reserves the right to change the contents of this Student Handbook at its sole discretion. The information contained in this handbook is correct at the time of printing.

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Part 1: Program Matters- Professional Diploma in Business English

1. Program Structure and Schedule

The total duration of Professional Diploma in Business English is 12 months:

CAEP	*Minimum Entry Level	Contact Hours
<p><u>Level 1 – Pre-intermediate</u> This level aims to further develop students' competence in the four skills. Authentic listening and reading tasks help to strengthen their skills in listening and note-taking, effective reading and discussion. The 'Global Voices' sections give students the opportunity to listen to a wide range of native and non-native speakers of English. These are all authentic and unscripted recordings, and expose students to real English as it is being used around the world today. Meaningful speaking and writing tasks provide opportunities for practice which will help build confidence and fluency in the language.</p>	<p>TOEFL iBT 20 or IELTS 3.0 (all bands 2.5 or above)</p>	100
<p><u>Level 2 - Intermediate</u> This level gets students ready for tertiary level courses by emphasising on language and study skills such as inferencing, synthesizing and note-taking. With purposeful integration of critical thinking, students will be able to develop strategies for success in the classroom. With strong emphasis on both fluency and accuracy, students will see significant improvements in their language competency. Critical thinking skills are promoted throughout all levels, but more emphasis is placed at this level, both in the choice of topics and in the way the material is exploited. Learners are asked to engage with the material at much more than just a superficial 'language' level.</p>	<p>TOEFL iBT 40 or IELTS 4.0 (all bands 3.5 or above)</p>	100
<p><u>Level 3 – Upper-Intermediate</u> This level prepares students for higher education by placing emphasis on English as a business language. Students are taught Trade Language, Finance, Economics, Management, etc. The course also provides students with communication strategies and further development of their speaking skills. Studying grammar is an important part of the language acquisition process and one that many students focus heavily on. Grammar is presented in context, with clear grammar boxes and a more inductive approach is used at this level.</p>	<p>TOEFL iBT 60 or IELTS 5.0 (all bands 4.5 or above)</p>	100

**Entry level can also be determined by the Kaplan English Placement Test.*

2. Program Fees and Enrolment

a. Program Fees

All fees indicated in this handbook are in U.S Dollars and inclusive of prevailing GST.

It covers textbooks, study guides, lectures, marking of assignments final examinations, regular class assessments, certificate and academic transcript upon successful completion of the program. Transfer of fee is strictly NOT allowed.

- For **Application Fee and Tuition fee**: Please refer to Kaplan Myanmar University College Student Agreement for details.

Apart from the above fees, students are liable to pay (where applicable) fees that maybe imposed by the government authorities.

- Outstanding Course Fees: KMUC reserves the right to terminate the enrolment of students if they do not pay up the outstanding course fee owed to KMUC. Students will not be allowed to collect course materials, attend classes and/or take examinations if they have not fully paid the outstanding course fee by the due date stated in the KMUC Student Agreement.

b. Enrolment / Re-enrolment after Withdrawal

Enrolment is subject to approval by Kaplan Myanmar University College. Students must make satisfactory progress during the program to obtain approval for continuation of enrolment. Where progress is believed to be unsatisfactory, Kaplan Myanmar University College may discontinue the enrolment of a student.

- Change in Entry Level for Professional Diploma in Business English.

Students who request for a change in the entry level of their language program may do so within **3 working days** of the Welcome Orientation Session. They will be allowed to proceed to the next higher level if they have attained at least a **75% grade** in an appeal exam. Alternatively, students may submit their **academic IELTS/TOEFL BT** test score for their request. Such IELTS/TOEFL test has to be taken **after** KMUC's English Placement Test (EPT) and before Welcome Orientation in order to supersede EPT's result.

After the stipulated deadline above, no request for a change will be allowed.

- Change in Study Level during Professional Diploma in Business English

During the course of study, students are not allowed to change the study level. IELTS/TOEFL score is not accepted either.

- Re-enrolment after Withdrawal

If students have already withdrawn from the Professional Diploma in Business English Program and wish to re-enrol into a new Professional Diploma in Business English intake, their past results shall NOT be valid for re-enrolment. Students must follow Kaplan Myanmar University College's existing Admission Requirements and re-apply as a new student.

c. Course Registration Period

All Professional Diploma in Business English students must complete the course in **1 year** (from the commencement date of program stated in their first Student Contract). A student who is unable to complete the course in time (whether it is due to leave, deferment, repeat or any other reasons) will have to **re-register as a new student & pay all course fees and administrative fees incurred**.

d. The Award of Certificate and Transcript

Upon **successful** completion of Professional Diploma in Business English (Level 3), students can enrol directly into a diploma programme in different specializations under Kaplan Myanmar University College.

An Examination Board Meeting will be held to assess and moderate the final results. The certificate and a transcript will be awarded to each student who have passed Professional Diploma in Business English (Level 3) within **one month** from the final examination.

For students who wish to authorize a proxy to collect the certificates and transcripts on their behalf, please inform the Program Executive in writing, providing the name and ID or passport number of the proxy. The proxy is required to produce his ID card or passport upon collection.

e. Repeat Policy

Students are required to repeat a Level with the next available intake for any of the following cases:

- 1) Failed supplementary examination
- 2) Caught cheating during examination
- 3) Poor attendance (See "Point deduction system for attendance")
- 4) Late submission of Deferment Application Form (more than 1 week after term starts)

A student can only repeat **each level twice**, unless the student can provide a valid reason to the Academic Board. Should the Board rejects his request to repeat a level for the third time, the student has to go through an Academic Progress Review or withdraw from the program.

▪ Procedure for Repeat

Student will be required to sign a new agreement. The re-module fee should be paid according to the dateline stipulated in the agreement.

f. Transition Plan

Kaplan Myanmar University College puts in place an appropriate transition plan to handle new programme/module or any revision made to the programme/module. The transition plan is to ensure that students are properly assisted. If there are any changes in a particular programme/module, a written notification will be sent to the students.

g. Important Notice for Deferment & Repeat

- A Deferment Application Form must be submitted **within 1 week** after term starts. In order to re-enrol into a new class, students need to sign a new agreement or sign over the changes to the "Completion Date" stated in the original student's agreement upon approval.

If the school receives the Deferment Application Form **more than 1 week** after the term has started, students will be re-enrolled as **repeating** the current level. Please refer to "Repeat Policy" below for details.

The student concerned will be informed of the final decision in writing, including the following, no more than 4 weeks, or within KMUC's timeline, where applicable:

- Period of deferment for specific program or module(s);
- The specific date to resume his/her study for specific program or module(s) and highlight the consequences of not resuming his/her study on the stipulated date;
- Arrangement of signing the new KMUC student Agreement

▪ Restrictions for Deferment

A student is only allowed to defer to **the next immediate** intake. A new student agreement has to be signed.

If the requested deferment period exceeds 3 months, the student must cancel the KMUC student Agreement and reapply for a new one before returning to the program. Upon returning, students must take the English Proficiency Test again. Based on the new entry level given, the student is required to sign a KMUC new student agreement and pay the new course fee and the administrative fees involved. Student may request for a refund of unconsumed course fee under the previous intake. Kaplan Myanmar University College will confirm with the student on the amount of refund only after the course fee under a new intake has been fully paid up.

Students who do not return and/or inform Kaplan Myanmar University College after deferment period applied for shall be deemed as withdrawn.

A student can only defer **each level once** unless the student can provide a valid reason to the Program Management Office.

- Others

1. It is the student's responsibility to check the latest timetable and confirm the first lesson with the school.
2. Request for deferment/repeat will not be processed if the Application Form is not submitted and the relevant fees are not paid.
3. Deferment or repeating of courses may affect the completion date of the program.
4. Students must take note of the CAEP registration period (i.e. 1 years).
5. In the event that a module or program that a student has re-enrolled in has terminated its run in Myanmar, please refer to "Transition Plan" stated above.

h. Point Deduction System for Attendance

Professional Diploma in Business English students need to follow a point system and make sure they must have sufficient points to be eligible for the final examination. For detailed policy for Professional Diploma in Business English attendance requirement, please see Appendix - Point Deduction System for Attendance.

You're expected to arrive on time for all classes and remain throughout for each lesson. Please refer to the lecture time stated in your timetable. Failure to attend the lectures in the stipulated time will result in your attendance not being recorded for that day.

3. Professional Diploma in Business English Study Guide

Each level in the Professional Diploma in Business English program has its own study guide which provides subject specific requirements, assessments, etc. Students will be provided with a copy of study guide upon the commencement of the program. Students are required and expected to read and to comply with the requirements stated inside the study guide.

4. Grading System and Standards

Total Marks	Grade	Percentage	Standards
85 – 100	High Distinction (HD)	85 – 100%	The student has a strong foundation of linguistics skills in listening, reading, speaking and writing. He can understand a wide range of demanding, longer texts, and recognise implicit meaning. He can express himself fluently and spontaneously without much obvious searching for expressions. He can use language flexibly and effectively for social, academic and professional purposes. He can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices. There are virtually no grammatical flaws.
75 – 84	Distinction (D)	75 – 84%	The student has quite a good grasp of linguistics skills in listening, reading, speaking and writing. He can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. He can deal with most situations likely to arise whilst working or socializing. He can produce simple connected text on topics which are familiar or of personal interest. He can describe experiences and events, and briefly give reasons and explanations for opinions and plans, although there are minor grammatical flaws.
65 – 74	Credit (C)	65 – 74%	The student has quite a good grasp of linguistics skills in listening, reading, speaking and writing. He can understand the main points of clear standard input on familiar matters regularly encountered in work, school,

			leisure, etc. He can deal with most situations likely to arise whilst working or socializing. He can produce simple connected text on topics which are familiar or of personal interest. He can describe experiences and events, and briefly give reasons and explanations for opinions and plans, although there are grammatical flaws.
50 – 64	Pass (P)	50 – 64%	Student has marginal to good linguistics skills in listening, reading, speaking and writing. He has a marginal to good knowledge of the language, familiar everyday expressions and simple phrases. He is familiar with some frequently used expressions and conversation on routine matters, although there are clear to significant grammatical flaws.
0 – 49	Fail (F)	0 – 49%	The student has weak linguistics skills in listening, reading, speaking and writing. He has little basic knowledge of the language, familiar everyday expressions and simple phrases. He has little idea of frequently used expressions and cannot deal with conversation on routine matters. Overall, the student might display occasional grammatical consistencies but he still needs more practice.
	WD		Withdrawn Drop
	WR		Withdraw Re-module
	I		Incomplete

Explanation of withdrawn grades:

Withdrawn Drop: The student is enrolled in the module beyond week 2 of the term and thereafter withdraws/drops out of the module.

Withdrawn Re-module: The student is enrolled in the module beyond week 2 of the term and thereafter decides to re-module for the same module in the upcoming 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. Students may choose to discuss the need for an "Incomplete" with their Program Management Executive or Academic Head. In all cases, the student should initiate such a request directly with the module lecturer.

Assignment and examination scripts will be graded according to the quality of work from the academic perspective, not according to the distribution of grades in relation to the number of students. Only the grades and not the exact numerical marks will be shown on the results slip.

The following information will be shown in the results:

- Student's ID or passport number
- Final grade of each level obtained

The results will be released to the students via email Updates, Phone Updates and/or Student Management System within 10-30 calendar days after the examination. Telephone and walk-in enquiries about grades will not be entertained.

Students with an "F" grade are required to sit for a supplementary examination where applicable after paying the supplementary exam fee or repeat the failed module in the next available intake.

5. Continuous Assessment

Assessments may be in the form of projects, class tests, oral presentations, class participation, assignments and exam. The assessment method varies with each level. Their total score will constitute 100% of the final result. Students need to pass all components in order to progress to the next level.

a. Class Participation

Class participation marks account for **10%** of the total assessment mark for each level.

The assignments and examination questions will be set according to the topics discussed during lessons. Therefore, attendance constitutes an important part of the assessment criteria. Students will learn from class sessions, their peers and from the textbook and reference books. Students are encouraged to use after class hours to complete the given assignments and homework set by the lecturer.

b. Assignment

Assignment marks account for **20-30%** of the total assessment mark for each level.

Main Objectives of Setting Assignment Questions:

- Stimulate the student's interest in the module
- Gauge the student's level of understanding of the module contents
- Nurture the student's analytical and strategic planning skills as well as writing skills
- Establish a correlation between theories, practice, and the student's experiences

Accordingly a passing grade assignment will meet the standards described in the Grading System Table and more specifically will:

- Demonstrate an understanding of the content of the module by succinctly defining and illustrating the theories, concepts and principles described in the module
- Cite reading materials, books, periodicals, essays, and figures of authority to support the conclusions reached
- Apply the learnt knowledge within the module to demonstrate mastery of the main concepts and ideas and capacity for in-depth analysis
- Illustrate that the student has engaged with the content

A higher mark will be awarded to assignments that meet the relevant standard as described in the various rubrics, and more specifically will demonstrate the student's ability to relate to, as well as apply their knowledge and concepts learnt, rather than simply answering in a way which regurgitates materials from the textbooks. These higher level assignments will demonstrate originality, creativity and innovative capacities.

The Approval of Assignment Topics

All assignment topics and case studies are set by the lecturer and approved by Kaplan Myanmar University College.

Submission of Assignments

Assignments should be submitted on A4 size paper in word format and a 4 cm margin should be left on each page for the lecturer's comments. Students are required to acknowledge the source should they quote from any reference material.

All assignments must be submitted to the lecturer on or before the deadlines indicated in the Study Guide. Students are advised to keep a copy of their assignments, in the event that the original is lost during submission.

Assignment Extension Requests

When applying for an extension, students must inform the Program Management office in writing **one week** before the assignment due date. Kaplan Myanmar University College may approve extension requests for the following reasons:

- Medical (medical certificate from a government registered doctor is required)
 - Compassionate (death of parents, spouse or children)
 - Case by case exceptional circumstances
- * Documentary evidence must be submitted together with the request.

Please note:

- 1) Approval Granted
Where approval has been granted by Kaplan Myanmar University College for the extension of the assignment deadline, there will be no penalty imposed if a student submits the assignment by the new due date. The student will be penalised for any late submission (See point 2 below).
- 2) Approval not Granted
A penalty will be imposed on late submission of assignments where approval has not been granted.

No. of days late	Penalty
1 day	50% deducted from the total marks available
2 days	75% deducted from the total marks available
> 2 days	0 mark for the assignment

For example: If a student initially received 80% for an assignment that had been submitted 2 days late, the final mark for that assignment after a 75% penalty would be reduced to 20% (80 x 25%).

c. Oral Presentation

Presentation marks account for **10-20%** of the total assessment mark for each level.

Main Objectives of Setting Oral Presentation Questions:

- Stimulate the student's interest in the module
- Gauge the student's level of understanding of the module contents
- Enable students to verbally express opinions and ideas related to given concepts in an appropriate manner
- Enhance students' confidence in public speaking

Accordingly a passing grade presentation will meet the standards as students will be able to:

- Demonstrated an understanding of the content of the module by succinctly defining and illustrating the theories, concepts and principles described in the module
- Expressed clearly thoughts, opinions and ideas related to the topic(s)
- Applied the learnt knowledge within the module to demonstrate mastery of the main concepts and ideas and capacity for in-depth analysis
- Demonstrated preparedness and teamwork (in group oral presentations) and engage listeners with the content

A higher grade will be awarded to presentations that exceed the standards, and more specifically, demonstrate the student's ability to relate to, as well as apply their knowledge and concepts learnt, rather than simply answering in a way which regurgitates materials from the textbooks. These higher level presentations will demonstrate originality, creativity and innovative capacities.

The Approval of Oral Presentation Topics

All oral presentation topics and case studies are set by assigned lecturers and approved by Kaplan Myanmar University College.

Attire of Students

Students shall dress in *formal business attire*. Clothing speaks volumes about who a person is and where they are going in life. Do everything you can to ensure you are sending out the proper message.

- Male students – Business shirts/trousers, tie, and shoes (no sneakers, boots and flip flops).
- Female students - Business suits/blazers or blouses with either skirts or pants; or dresses and pumps, court or sling backs (no sneakers, flat sandals or flip flops).

Attendance for Oral Presentations

- Attendance is compulsory for all students on the day of the oral presentations.
- Students are to adhere strictly to the time limit given for the presentations.
- Students are NOT allowed to use laptops, mobiles, PSPs, or any other electronic gadgets during the presentations.

- Bonus marks (up to 3points) are given to students who are able to ask logical and reasonable questions related the topics that are presented.

Absent from Oral Presentations

- For Individual Oral Presentations

A valid medical certificate (MC) must be submitted on the following day should a student is sick on the day of the presentations. Another day and time will be set aside for the student who was absent to do his/her presentation.

- For Group Oral Presentations

Since it is a Group presentation, all students are to be present unless medical condition requires hospitalisation. Students who are absent must bring along a valid medical certificate and letter or proof of hospitalisation to school for submission. Normally there will NOT be a make-up GOP for the student who is absent to do his/her presentation with the other group members.

d. Examination

Examination marks account for **50%** of the total assessment mark for each level. ***Students must pass the main examination in order to successfully complete each level.***

Setting and Marking of Examination Papers

All examination questions are set by the lecturers and approved by Kaplan Myanmar University College. Final grades are awarded in accordance with KMUC's grading system.

In marking examinations the assessor will consider the standards which follow:

- Relevance of the answer to the question and 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

The mark awarded will be guided by and reflect specific application of the standards stated above.

Date, Time & Venue of Examination

Examinations are held in accordance with the program timetable. Students will be notified of the actual date, time and venue of the examination in advance via the CAEP Update.

An examination is normally held on weekdays and also can be in weekends. It is the responsibility of the student to check the examination schedule.

Minimum Attendance Requirements for Sitting for Examinations

The minimum attendance to be attained is 90%.

Students failing the attendance requirement will not be allowed to sit for the examination and will have to pay the re-module fee and repeat the module with the next immediate intake.

Examination Instructions

Students are required to abide by the following rules and regulations during 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 the seating arrangement.
- 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. passport, NIRC or Kaplan Myanmar University College Student Access Card) should be placed at the top left hand corner of the desk for inspection. Those who fail to produce any of these documents will NOT be permitted to proceed with the examination.
- 5) Only the necessary stationery (eg. 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 unauthorised books, reference materials, handbags and other personal belongings including mobile phones that are switched off must be placed in the front of the examination room.
- 6) Students are expected to bring their own stationery. KMUC will not provide any.
- 7) Electronic dictionaries with data storage functions or paper dictionaries are not allowed in the examination room.
- 8) Food and drink 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 invigilator's instructions.
- 12) Students are not allowed to turn over the cover page of the question paper until they are told to do so 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 the 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 unauthorized 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 paper will not be marked if it is written in pencil.
- 4) Students MUST NOT write their names on the examination booklet. Students are to write only their student ID number issued by Kaplan Myanmar University College for identification. For students taking a Degree program 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 University College's stamp. Any exam worksheet not bearing KMUC's stamp will be considered as unauthorized 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 page 5 minutes before 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 script. 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.

Supplementary Examination

Supplementary Examination is applicable in the following instances:

- 1) Students who do not sit for the main examination due to valid reasons such as on medical or compassionate ground. Upon submission of appropriate documentary evidence (not later than **1 working day** after the main exam), students will be allowed to sit for the supplementary exam without paying the supplementary examination fee.
- 2) Students who do not sit for the main examination and who have no valid reasons (i.e. if they have mistaken the time or date of an exam) will be considered as having failed the exam. Such students will have to pay for the supplementary examination fee.
- 3) Students who do not submit any assignments and who did not sit for the main examination will repeat the level. They will not be allowed to sit for the supplementary examination.
- 4) Students who fail the main examination or overall assessment are required to sit for the supplementary examination after paying the supplementary fee.

A "P" grade will be shown on the transcript for students who pass the supplementary examination. If a student fails the supplementary examination, he/she will be required to repeat the level.

6. Academic Misconduct

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;

Disciplinary actions are applicable to students who are both directly or indirectly involved in any academic misconduct.

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

Findings of plagiarism will remain on a student’s record permanently.

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 University College 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 University College.

Examination Misconduct

Examination misconduct refers to the breaching of Kaplan Myanmar University College's regulations during the examination, for example, possession of unauthorised materials. If a student is accused of examination misconduct, the student is to be informed and reported to the Examination Board in writing.

The written report will be submitted to the Examination Board for further investigation. Kaplan Myanmar University College 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 University College 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 University College .

7. Student Appeal

Appeals Committee

The Appeals Committee, a sub-committee of the Kaplan Myanmar University College Academic Board, is the final Kaplan Myanmar University College decision-making body with regard to appeals under Kaplan Myanmar University College's Rules Relating to Awards.

Kaplan Myanmar University College upholds the values of academic integrity and fairness; as such it honours students' right to appeal against decisions that have reasonable grounds for recourse.

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 Kaplan Myanmar University College Academic Board.

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

Additional circumstances (to be noted if any of these are breached):

- Have not submitted all assessments required for the module;
- Have not met the minimum attendance requirements for the module;
- There has been a previous finding of academic dishonesty

Request for Appeal

Student who wish to appeal must submit the appeal form directly to the Programme Management Team (PM) with supporting documents (if any) within 7 working days upon receiving any decision made upon them. Appeal form submitted via email or phone will not be accepted.

An administrative fee of \$50 will be charged to the student after PM confirms that there are valid academic grounds for appeal and the Appeals Committee member has accepted the appeal.

Students may request for a hearing with the appeals committee through PM. Once the appeal outcome is known, PM will inform the student within 14 working days from the appeal date or the hearing date, whichever is later. The administrative fee will be refunded to the student for successful appeal.

Request for Administrative Review

Kaplan Myanmar University College 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 within 7 working days from the date of result release. However, this is not a re-mark of the assessment.

In the event that a student believes that there is ground for appeal, the student is advised to lodge an appeal. Students should note that if they have chosen the recourse of administrative review, they are no longer eligible to appeal.

8. Student Progress Report

In order for students and their parents to be kept updated on their academic performance, a Student Progress Report (See Appendix) will be issued to students and their parents upon request. The report states the students' final grade for each course as well as their attendance, extra-curriculum activities or demerit point (if any).

9. Contact Details of Professional Diploma in Business English Program Office

The contact details of Program Office is as follow:

Email	Programme.management@kaplan.com
Telephone	(+95) 9 505 3536 Monday to Friday , 9 am to 5.00pm

Appendices

Appendix A: Student Record & Letter of Acceptance

Please obtain a copy of the “Student Record & Letter of Acceptance Form” from the Programme Management Team

Appendix B: Point Deduction System for Attendance_ **Professional Diploma in Business English**

Each student is entitled to **10** points per term. Students must have at least **1 point** by the end of the term to be eligible for the examination. If a student has exhausted his 10 points, he has to repeat the module & pay the repeat fee.

Point deduction:

1. Late (L) for class / lunch/ break
 - 6 – 30 mins - deduct **1** point
 - >30 mins - deduct **2** points
2. Absent (A)
 - Deduct **3** points
3. Sick (MC)
 - No MC is considered absent
 - MC due to hospitalization – no points deducted
 - First 2 MCs - no points deducted
 - 3rd MC & onwards - 2 points are deducted for each MC
4. On Leave
 - Approved leave by Programme Management Office - no points deducted (Valid only for collection of Student's Pass from ICA or health problems or urgent matters related to direct family members which must be supported with documentary proof)
 - Non-approved leave will be considered absent (refer to point 2)

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