

# MSc Student Handbook

Edition 1.0



FACULTY OF COMPUTING AND IT

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# 1. INTRODUCTION TO MSc PROGRAMMES

## 1.1 General Definition of Programme and Awards

This student handbook describes a programme of study leading to the awards of Master of Science Degree Programmes in Faculty of Computing And IT.

This programme operates over 1 academic year (3 long semesters) of full time study; 2 academic years (6 long semesters). The programme operates within the university's semesterised calendar, 14 weeks for January, May and September session are identified as teaching weeks followed by examination week.

Students enrolled on this programme have dual registration with INTI International University College and Coventry University.

## 1.2 General Information

PROGRAMME TITLE	Master of Science
AWARD/TITLES TO BE CONFERRED BY COVENTRY UNIVERSITY	MSc. Management Information Systems, Coventry University MSc. E-Commerce, Coventry University
NATURE OF PROGRAMME	1 / 2 academic years
MODE OF STUDY	Full-time/Part-Time
PROGRAMME STRUCTURE	3 / 6 semesters
INTAKE	January / May / September

## 1.3 Principal Staff

Dean of Faculty of Computing & IT	Assoc. Prof. Ms Jasmine Low Hong Hoon
Head Of Programme	Assoc. Prof. Mr Goh Poh Kim
Programme Officer	Ms. Sheila Abraham

## **1.4 Rationale of the Programme**

Higher education in Malaysia has taken on a new role. With the rapid economic growth and the globalization of trade, a vast pool of human resources is urgently needed. In particular, there is a demand for personnel educated and trained in information technology. These areas are identified as crucial for the Malaysian Government's goal in achieving "Vision (Wawasan) 2020" objectives and for the success of Malaysia's highly ambitious "Multimedia Super Corridor (MSC)" project.

INTI International University College has therefore collaborated with various overseas partner universities to equip its students to fulfil these roles. Presently, INTI International University College is conducting MSc Management Information Systems and MSc E-Commerce programmes by Coventry University. The students will be able to complete the programme in INTI International University College in three semesters.

## **1.5 General Educational Aims**

The programme of study aims to:

- a) Provide relevant and useful programmes, that can meet or be tailored to the needs of individuals, containing both theoretical and practical subjects across a range of focussed areas of computing or information technology.
- b) Develop skills and knowledge acquired through previous study and experience to enhance students' transferable and professional skills and, thereby, their wider employment prospects.
- c) Enable students to enhance their analytical, critical communication and presentation skills in the context of their taught modules.
- d) Familiarise students with the central problems of research in applied and theoretical computing and to enable them to operate as effective independent researchers and/or consultants in their chosen specialised areas.
- e) Provide relevant and topical subject content for personal professional development that promotes good practice in the workplace, particularly relating to computer-based systems and operations.

## **1.6 Specific Educational Aims**

- On completion of MSc Management Information Systems programme, the student should be able to:
  - a) obtain skills that equip them to play a useful role in both the management and the development of business information systems.
  - b) Master the mandatory and core-options modules on this programme include business and computing subjects.
- On completion of MSc E-Commerce programme, the student should be able to:
  - a) Equip themselves with the state-of-the-art view of e-business and the wider implications of electronic trading.
  - b) Provide a range of essential web design and development skills.
  - c) Provide generic skills and an in-depth understanding of e-commerce issues that will allow graduates to develop and adapt.

## **3. THE CURRICULUM**

### **3.1 Overall Format and Structure**

- The Programme is modular, full time, and operates within three 14 weeks for January, May, and September session is designated for teaching, and the remaining week for examinations.
- A normal full time student workload is 5 single modules per semester and 15 credit hours for the first two semesters. Student will only enrol into project module in the final semester of study. Student is not expected to enrol into compulsory MPW subjects.
- For part time student, the study load is half of the full time student.

## 3.2 Academic Subjects: STUDY GUIDE

### 3.2.1 Major in MSc. Management Information Systems, Coventry University

Module Code	Module Title	Credit Hours
M04SOR	Research Methods	3
M40IS	IS/IT Change Management	6
M38IS	Database Systems & Administration	3
M84CBS	Strategic Management	3
M58BUS	Financial Statement Analysis	3
M95CS	Masters Project	6
<b>Elective (select any 4 single modules or equivalent)</b>		
M39IS#@	Systems Development & Procurement	6
M42IS#	Systems Lifecycle & Methods Overview	3
M53CS#	Programming Principles	3
M62BUS@	Human Resource Management	3
M08BS@	Marketing Management	3

# recommended elective for non-computing graduates

@ recommended for computing graduates

### 3.2.2 Major in MSc. E-Commerce, Coventry University

Module Code	Module Title	Credit Hours
M04SOR	Research Methods	3
M40IS	IS/IT Change Management	6
M81IS	E-Commerce Applications	6
M82CS	E-Commerce Technology	6
<b>Elective (select any 4 single modules or equivalent)</b>		
M37IS#	Usability	3
M38IS#	Database Systems & Administration	3
M53CS#	Programming Principles	3
M60CS@	Object-Oriented Programming	3
M84CS@	Internet & Information Security	6

# recommended elective for non-computing graduates

@ recommended for computing graduates

### 3.2.3 Course Descriptions

<b>M04SOR Research Methods</b>	
This module provides the background needed to undertake a high level piece of research. It includes the nature of a dissertation and a dissertation plan, designing a research investigation, literature reviews, data collection, and data analysis. Successful students should be able to undertake a dissertation with confidence.	
<b>Prerequisite</b>	None
<b>Assessment</b>	Coursework: 100%
<b>Basic Text</b>	Saunders, M., Lewis, P. and Thornhill, A. (2007) 'Research Methods for Business Students', 4th Edition, FT Prentice Hall: Harlow, ISBN 0-273-70148-7.

<b>M40IS IS/IT Change Management</b>	
This module considers how information technology and information systems enable organisations to evolve in order to maintain or advance their strategic objectives. The need for dynamic Information Systems to progress (for example) global business and to underpin frequent organisational restructuring is considered; as is the need for IS/IT practitioners to be proactive in the selection, promotion and implementation of solutions which enable the organisation to meet evolving customer quality demands. The alignment of business and IS/IT strategies is viewed as crucial to the success of both individual projects and to the organisation itself. The management, prioritisation and co-ordination of large-scale commercial IS and IT projects, and programmes of projects, are viewed against the background of current best practice and in the context of internal IS and IT strategies. The human aspects of change are examined: from stakeholders at one extreme, to the role and characteristics of the individual change agent at the other. The management and motivation of heterogeneous, often virtual, project teams are central to the module.	
<b>Prerequisite</b>	None
<b>Assessment</b>	Coursework: 100%
<b>Basic Text</b>	Mulins L (2004) Management and Organisational Behaviour (7th Edition), Pearson Education

<b>M38IS Database Systems &amp; Administration</b>	
The aim of the module is to provide a comprehensive introduction to the concepts and principles underpinning database technologies, and their application to real-world problems. Techniques for database design, implementation and administration are examined, and practical experience in building and implementing simple databases using SQL is provided in laboratory sessions. While the module concentrates on the relational model, newer technologies such as object-oriented and object-relational databases are explored and evaluated.	
<b>Prerequisite</b>	None
<b>Assessment</b>	Examination : 50%, Coursework : 50%
<b>Basic Text</b>	Avi Silberschatz, Henry F. Korth, S. Sudarshan (2005) 5th Edition, Database System Concepts, McGraw-Hill, ISBN 0-07-295886-3

<b>M84CBS Strategic Management</b>	
This core module will introduce students to strategic management. It seeks to widen the student's perspective and understanding of the theories and practice of management. As the world of business becomes increasingly interdependent, it is vital that students become aware of the nature and complexity of the business environment, how to analyse resources and strategic capability through internal and external audit. This will lead to how to evaluate and select strategic options in relation to an organisation's structure and strategy. Finally, the module provides an introduction to the problems inherent in strategy implementation and change management.	
<b>Prerequisite</b>	None
<b>Assessment</b>	Coursework: 100%
<b>Basic Text</b>	Johnson, G., Scholes, K., and Whittington R., (2005) Exploring Corporate Strategy, 7th Edition, Financial Times/Prentice Hall.

<b>M58BUS Financial Statement Analysis</b>	
The module is designed to develop the student's ability to use financial information within the strategic framework of a business. It will create an awareness of issues in financial reporting and corporate finance as well as providing a firm basis for further study in finance. The course aims to provide students with the skills and knowledge necessary to evaluate business situations from a financial viewpoint, and to enable students to take a full part in financial decision-making and control within an organisation.	
<b>Prerequisite</b>	None
<b>Assessment</b>	Coursework: 100%
<b>Basic Text</b>	Atrill, P. & McLaney, E. (2006) Accounting and Finance for Non Specialists, 5th edition. Pearson Education

<b>M95CS Masters Project</b>	
<p>The project is intended to provide the student with the opportunity to demonstrate his/her competence in applying the concepts and skills acquired during the taught part of the course. The project may be a solution to a practical problem or focus on a research topic. In either case the project must be relevant to the particular award the student will receive. A typical practical project would involve a significant real-life task within an external organisation. The organisation might be in manufacturing industry, commerce, education, healthcare, national or local government. A research project will normally be undertaken in conjunction with one of the research groups within the Faculty, but could also involve an external organisation. The project serves the dual purpose of providing a means of integrating previous learning and facilitating the acquisition of valuable professional experience.</p>	
<b>Prerequisite</b>	Completed at least 24 credit hours of taught subjects before the commencement of the project
<b>Assessment</b>	Project: 100%
<b>Basic Text</b>	None

<b>M39IS Systems Development &amp; Procurement</b>	
<p>This module addresses the options available to commercial organisations in the delivery of IS and IT systems requirements and equips the student to select and justify the most appropriate systems solution for a given situation. The Feasibility Stage of commercial projects is reviewed in detail and the alternatives of external procurement and internal development are explored. The Procurement life-cycle is investigated and contrasted with Systems Development approaches. The roles of the client, sub-contractors and suppliers are viewed within the context of successful project proposals. Detailed systems scenarios are presented in order to demonstrate the selection of appropriate systems analysis and design techniques in modeling systems of varying complexity.</p>	
<b>Prerequisite</b>	M42IS Systems Lifecycle and Methods Overview or equivalent
<b>Assessment</b>	Examination : 50%, Coursework : 50%
<b>Basic Text</b>	<ol style="list-style-type: none"> <li>1. Bennett, McRobb, Farmer (2002) Object Orientated Systems Analysis and Design Using UML, 2nd Edition, McGraw Hill.</li> <li>2. Turban, McLean, Wetherbe (2002) Information Technology for Management: Transforming Business in the Digital Economy, 3rd Edition, Wiley Publications</li> </ol>

**M42IS Systems Lifecycle & Methods Overview**

The purpose of this module is to give the student an overview of systems development methodologies, introducing the tools and techniques used in information systems development. It will present the goals and wider context of systems development and the problems that can occur, drawing on students' domains of expertise where appropriate. In presenting object oriented and alternative, full or part process models, it will explore their nature, historical evolution, strengths and weaknesses. It will give students a measure of competence in using appropriate tools and techniques for each systems stage and develop initial skill in the use of one or more CASE tools.

**Prerequisite** None

**Assessment** Coursework: 100%

**Basic Text** Bennett McRobb & Farmer (2002) Object Oriented Systems Analysis and Design Using UML (2nd Edition), McGraw-Hill

**M53CS Programming Principles**

This module aims to introduce programming to students who have little or no previous experience in this area. It will provide a grounding in both procedural and object-oriented programming principles, using the Java language in a practical setting. Through the use of tools such as BlueJ and a range of worked examples and tutorial exercises, it will make the connection between analysis or design models and corresponding program structures. This module is specifically intended to support the ITM, Management Information Systems and E-Commerce MSc programmes, where a practical understanding of the principles, processes and technology of programming is required rather than extensive technical competence.

**Prerequisite** None

**Assessment** Coursework: 100%

**Basic Text** Charatan, Q. & Kans (2001) Java – the First Semester, McGraw Hill

**M62BUS Human Resource Management**

The purpose of this module is to develop a critical view of human resource management in the context of modern society and modern organisations. The module will review the changing nature of the employment relationship and critically evaluate the potential contribution of HRM to organisational effectiveness and efficiency.

**Prerequisite** None

**Assessment** Coursework : 100%

**Basic Text** Bratton, J. & Gold, J. (2007) Human Resource Management - Theory and Practice, 4th Edition, Palgrave Macmillan

<b>M08BS Marketing Management</b>	
This module is designed to develop the students understanding of marketing as a management process concerned with the profitable satisfaction of customers' requirements. It addresses issues related to the management of the marketing effort and the implementations of relationships driven and market led approaches.	
<b>Prerequisite</b>	None
<b>Assessment</b>	Examination : 60%, Coursework : 40%
<b>Basic Text</b>	Peter Doyle (2006), Marketing Management and Strategy, 4Rev Ed edition, FT Prentice Hall, ISBN: 0273693980

<b>M81IS E-Commerce Applications</b>	
This module seeks to provide the student with an appreciation of the nature and scope of electronic commerce applications. Electronic commerce terminology, technical issues and business models are introduced and explored. A number of business-to-business, business-to-consumer and business-to-employee electronic commerce models and example applications are considered. The critical success factors for electronic commerce initiatives are investigated. Internet marketing and promotion techniques are introduced. Data integration standards are examined. Strategies, characteristics and techniques for developing and deploying electronic commerce applications are explored.	
<b>Prerequisite</b>	None
<b>Assessment</b>	Coursework: 100%
<b>Basic Text</b>	<ol style="list-style-type: none"> <li>1. Turban, E., Lee, J., King, D. &amp; Chung, H. M. (2006) Electronic Commerce: A Managerial Perspective, 4<sup>th</sup> Edition, Prentice Hall.</li> <li>2. Huff, Sidney Laurence (2000), Cases in Electronic Commerce, McGraw-Hill ISBN 0-07-112352-0</li> </ol>

<b>M82CS E-Commerce Technology</b>	
The aim of this module is to provide students with an understanding and practical experience of a wide range of software technologies and architectures that are required to support electronic applications. The current and evolving technology components are examined in detail to provide a conceptual framework for developing enterprise level electronic commerce solutions. Working as part of a team, students gain first hand experience of how to design, develop and implement a prototype e-commerce application. Individually students are required to explore a specialist research topic relating to a technical aspect of e-commerce.	
<b>Prerequisite</b>	M38IS Database Systems and Administration and (M53CS Programming Principles or M60CS Object-oriented Programming) or equivalent
<b>Assessment</b>	Coursework: 100%
<b>Basic Text</b>	Orfali, R., Harkey, D., Edwards, J. (1999) Client/Server Survival Guide., Wiley

**M37IS Usability**

Usability is a sub-discipline of Human Computer Interaction studies. However, whereas the focus of HCI is theoretical and explanatory in nature, Usability is a pragmatic and action oriented approach to the resolution of interface design problems. The aim of this module is to expose students to appropriate methods of applied research and approaches to practical computer interface design. The module will stress the importance of the concepts of user involvement, iteration and research based design in contemporary, rapid, systems development, with a particular focus on e-commerce and internet systems. Students will be encouraged to consider context, culture and use of language as essential, and not peripheral, issues in the development of interfaces.

<b>Prerequisite</b>	None
<b>Assessment</b>	Coursework: 100%
<b>Basic Text</b>	None. A variety of current Journal papers and web resources will be made available at the start of the module.

**M60CS Object-Oriented Programming**

The aim of this module is to give students the knowledge and skills needed to create computer programs that are well designed, fully tested and properly documented. It will promote the use of object-oriented design and programming principles and a disciplined approach throughout the development process. This module complements the study of software engineering principles and architectural design, and supports several key modules where technical proficiency in programming is required.

<b>Prerequisite</b>	None
<b>Assessment</b>	Coursework: 100%
<b>Basic Text</b>	<ol style="list-style-type: none"><li>1. Barnes D &amp; Kolling M (2004), Objects First with Java: A Practical Introduction Using BlueJ, 2nd edition, Prentice Hall,</li><li>2. Horstman, Cay (2005), Big Java , 2nd edition, John Wiley &amp; Sons ISBN 0-471-69703-6</li></ol>

**M84CS Internet & Information Security**

This module seeks to provide students with an appreciation of information security concepts and an understanding of how they are applied using Internet technologies. The importance of a security policy is considered and client-side, data-transmission, server and operating system security vulnerabilities are examined in-depth.

Students will gain a thorough understanding of the threats posed to e-commerce due to security risks and an understanding of the legal, policy and technical approaches that are necessary to mitigate such risks. Detailed coverage of secure payment technologies and virtual private networks will enable students to comprehend and design secure architectures that are vital for safe electronic commerce.

<b>Prerequisite</b>	None
<b>Assessment</b>	Examination : 50%      Coursework: 100%
<b>Basic Text</b>	None

## 4. PROGRAMME ACADEMIC REGULATIONS

These regulations shall apply to the award of Master of Science degree by Coventry University. The Master of Science degree is awarded by Coventry University. There is no comparable award of INTI International University College.

### 4.1 Duration of registration

The maximum period of registration shall be **TWO** years for full time student and **FOUR** years for part time student.

### 4.2 Learning and Teaching

Modules are delivered by a mixture of formal lectures, tutorials, seminars, coursework, and laboratory sessions. Coursework can be both summative and formative. You will be set exercises that are as close to real world situations as possible. This will often include group work. In appropriate modules, you will be expected to prepare and give presentations to other students. Tutorial and other exercises will be set which enable you to practice the techniques you have been taught. Guided reading and other work will be set for you to do outside formal classes. Most module staff teaching on these programmes use Web based materials to support their module material and make use of INTIonline. The details of teaching and learning strategies appear in the module descriptors.

During the course you will be faced with a variety of learning situations. In all modules there will be an element of self-instruction or “student-centred learning”. You are expected to make extensive use of resources in the library throughout your study. Library Induction briefings are offered for all new starters.

As with your postgraduate studies, be prepared to make notes during lectures. Some lecturers may provide supporting material in the form of pre-printed notes, but these need to be supplemented with your own notes. Don't just copy down what is written on the overhead slides or white/black board. What is said can be just as important as what is written.

Practical work is of particular importance in many modules. Practical classes may be held in the specialist accommodation, such as computer laboratories, within the faculty managing the module. Practical work may also involve the use of specialist facilities in private study time.

Tutorial classes and seminars provide opportunities for you to interpret the substance of the lectures in a practical way by doing examples or considering case studies. The various types of classes are supported by the informal contact, which you will have with your fellow postgraduates and staff. To

ensure success you are expected to undertake independent study that extends and enhances what you have learnt in your lectures and tutorials.

To maximise on academic achievement and to allow development of knowledge and application of skills, it is important that students on the MSc programmes have completed their taught modules before undertaking their projects. For this reason students will not normally be permitted to begin their project or dissertation until they have passed modules worth at least 96 credits. However it is expected that you will undertake some planning and initial preparation for a project during the preceding study block.

**Commitment and effort:** All students will need to do a substantial amount of work outside class time. Total effort should be at least 40 hours per week for full-timers, and normally 20 hours for part-timers. In addition to attendance at scheduled lectures, tutorials and seminars, it is expected that you will need to come in to the university to undertake research and reading to supplement the lecture material provided. You may need access to the on-campus facilities to complete practical tutorial work and assignments. Part-time students in particular may need to adjust their social and domestic arrangements to make space for the work demands.

### 4.3 Assessment

Each module contains a range of assessments, and there is a mix of different assessment types across each programme. The combination of different assessments is deliberate. It is intended to reduce any systematic bias that may arise because a particular student may be less able in one particular form of assessment. The assessments are designed to ensure that each student has the opportunity to meet the overall learning outcomes of the programme.

You will undertake a variety of coursework assignments across modules. These will be a combination of individual assignments, and in some modules, small group assignments. Your progress will be monitored throughout your studies by a combination of formative and summative assessments. The relative importance of these two components will vary between modules, and this variation will relate to learning objectives and skills development. It will be made clear to you, by means of a published list, which assignments will contribute to the module coursework mark. In some modules in-class tests may be used rather than formal end of module exams to assess a stage of the learning process. The results for such assessment will normally be considered as a component of the coursework mark.

The modules that are included in your programme of study determine your schedule of assessment. The assessment structure for each module is designed in relation to the learning outcomes of the individual module. These will reflect:

- The subject matter of the module and whether the module aims to contribute either skills or knowledge or both;
- The level of the module, which reflects a number of broader academic objectives that must be adhered to by all University modules.

In order to ensure that a student is not overloaded at any particular time the teaching and assessment schedules for all modules are prepared before the start of each teaching block. The Director of Studies can then recommend load-balancing adjustments to members of the teaching team.

#### **4.3.1 Extenuating Circumstances, deferrals and coursework extensions**

There are strict regulations about what kind of circumstances and evidence would be considered valid reasons for deferring an assessment or extending a coursework deadline. If you have serious problems with your health or personal life that will cause, or have caused, you to miss an examination or require some coursework to be deadline to be extended (up to 3 weeks) or for the assessment to be deferred then you should contact your lecturer or Head Of Programme with suitable documentary evidence.

#### **4.3.2 Late Coursework**

It is essential that you hand in your coursework by the required deadlines in order to keep pace with the course and allow staff time for marking. There is a tightly enforced system of penalties for late coursework. You should be aware of what the procedures are and try to avoid losing marks in this way. You will not normally be granted extensions except for medical reasons, on compassionate grounds or in very exceptional circumstances.

Extensions of time to submit material for assessment can only be granted in exceptional circumstances. Written notice should be given at the beginning of lectures for each subject of the requirements for the subject and this information includes the dates for the submission of work for assessment.

"Pressure of work", either from employment or from other subjects, is not an acceptable reason for seeking an extension of time. All instances where illness will prevent you from meeting the due dates for assessment will need to be substantiated with a medical certificate from a doctor. Supporting evidence such as a medical certificate must be submitted to the Faculty.

If an extension is not granted then penalties apply to late submission of work, though each case is looked at individually. Late submission of coursework will carry a penalty as follows:

Late submission (for each piece of work):

1st day = minus 20%

2nd day = minus 50%

Later than that = 0 mark for coursework

### 4.3.3 In-class tests

Some modules have in-class tests that are administered and invigilated in the same way as examinations, although the mark will count towards your module coursework mark. These tests are normally scheduled in specific lecture time-slots, which are notified to students in the teaching schedule or module guide provided at the start of the module. If you miss an in-class test you will not normally be given another opportunity to take the test. However in most cases another assessment opportunity will be offered for students who submit evidence of legitimate extenuating circumstances. The delayed assessment could either be classified as a coursework extension or as a deferred assessment, depending on the timescale of the problem. Please ask SSO for advice.

### 4.3.4 Project Extensions

For requests for project extensions you are advised to follow the procedure for coursework extensions, but consult your project supervisor or the project coordinator for advice and support before submitting the form.

### 4.3.5 Schedule of Assessments and Reassessments

Reassessment (whether by resit or retake) of a module or component shall normally be restricted to a maximum of **one attempt**. These must normally be completed within the next semester following the original failure in that module.

The Examinations Board shall have the discretion to decide if a student is required to retake a module.

Any module(s) passed at a second or subsequent attempt (whether by resitting or by retaking the module) will carry the higher of 40% or the

original module mark(s) concerned, unless the Examinations Board had nullified the original attempt(s) (e.g. on medical grounds)

#### 4.3.6 Reassessments Procedures

Students are required to come to the Faculty and collect the assignment kit. All due dates specify in the kit must be strictly adhere to. Completed assignments are to be submitted back to the Faculty. Student must sign and write the date in a checklist when they collect and return the assignments to the respective programme officer.

#### 4.4 Grading Scale

Grading Symbol	Distribution of Marks
A	70% - 100%
A-	67% - 69%
B+	63% - 66%
B	60% - 62%
B-	57% - 59%
C+	53% - 56%
C	50% - 52%
D+	43% - 46%
D	40% - 42%
F	0% - 39%

## 5. PROCEDURES & REGULATIONS FOR PROGRESSION AND AWARDS

This section summarises some of the important course specific issues that you should be aware of during your time at the University. Please note that the regulations applying to individual students depend on the start date for your current course.

### 5.1 Module pass requirements

**Assessment of Modules:** Modules will be assessed by a coursework and/or exam as described in the individual module descriptions. In order to be awarded a module pass, students must obtain a module mark of least 40%, and meet any other criteria set out in the module descriptions. [Where there are both coursework and examination elements in a module the minimum requirement for a pass in Computing M modules is normally 40% in each component, but there are some exceptions. The pass requirements for modules from other faculties may differ.]

**Re-Assessment of Taught Modules:** A student may be re-assessed once in any taught module in accordance with university regulations. The timing and mode of re-sits will be determined by the Examination Board. Schedule of assessments and reassessments will be posted. Examinations are held at the end of January, May and September session.

## 5.2 Referrals and Deferrals.

If you fail the first attempt at a module then you may have second attempt. This is known as a “**referral**” and might involve coursework and/or exam, depending on the module and your result. If you are unable to submit coursework by the due date or were absent from a coursework or examination assessment due to illness or serious personal problem, then, at the discretion of the Examination Board you may be awarded a further attempt in your coursework and/or examination. This is known as a “**deferral**”.

You must register for both referrals and deferrals via Faculty. There is fee of RM200 for a referral if there is no enrolment involved.

When you fill in a resit form you are registering for the ***first available*** re-sit opportunity. If you do not submit re-sit coursework, or are absent from the re-sit exam, then you will be deemed to have failed.

**Please note that referral and deferrals for specific modules may not be offered at every examination session**

## 5.3 Re-sitting at another time

You are not obliged to be reassessed in a module at the ***first opportunity***. You have pass the referral module during your registration time period as stipulated at section 4.1.

## 5.4 Retaking a module

Instead of ***re-sitting*** a module, you can ***retake*** a module (i.e. attend all the lectures and receive normal staff support). You must pay the full current module fee and you cannot carry forward any previous results for the module. It still counts as your second and final attempt.

## 5.5 Re-assessment of the Project or Dissertation

A student may only be re-assessed in their project or Dissertation module at the discretion of the Examination Board and in accordance with university regulation. This normally means that the failed mark must have been above 30%. The Examination Board will also require evidence that the student is

likely to successfully complete their project and also any remaining taught modules. Should you be granted a reassessment in your project you must contact your project supervisor or the Head of Programme at the earliest opportunity for advice on requirements and submission date.

## **6. EXIT AWARDS**

Students become eligible for interim awards as they progress through their programme, but these are only awarded when a student exits from the programme.

### **6.1 Award of Postgraduate Certificates**

These can be awarded to students who decide to leave the courses and have passed the 60 M-level credits (or equivalent to INTI-UC 15 credit hours) prescribed for their registered award title.

### **6.2 Award of Postgraduate Diplomas**

These can be awarded to students who exit from their courses and have passed the 120 M-level credits (or equivalent to INTI-UC 30 credit hours) prescribed for their registered title. "Fall-back" awards are available to students who fail to meet the requirements for their registered award.

### **6.3 Award of Master of Science**

These will be awarded to students who have passed the 180 M-level credits (or equivalent to INTI-UC 36 credit hours) as specified for their registered award title.

### **6.4 Classification of Exit Awards**

#### **6.4.1 MSc with Distinction**

A student who achieves at the first attempt an average of at least 70% in the 156 credits worth of level M modules (or equivalent to INTI-UC 33 credit hours) with the highest marks.

#### **6.4.2 MSc with Merit**

A student who achieves at the first attempt an average of at least 60% but less than 70% in the 156 credits worth of level M modules (or

equivalent to INTI-UC 33 credit hours) with the highest marks will be eligible for an award with Merit.

#### **6.4.3 PgD with Distinction**

On completion of ten single modules and if a student who achieves at least 70% in the 96 credits worth of M-level modules (or equivalent to INTI-UC 24 credit hours) with the highest marks will be eligible for a Postgraduate Diploma with Distinction.

#### **6.4.4 PgC with Distinction**

On completion of five single modules and if a student who achieves at the first attempt an average of at least 70% in the 48 credits worth of M-level modules (or equivalent to INTI-UC 12 credit hours) with the highest marks will be eligible for a Postgraduate Certificate with Distinction.

#### **6.4.5 PgC and PgD with Merit**

A student who achieves the first attempt an average of at least 60% but less than 70% under the above calculation will be eligible for an award with Merit.

## **7 Appeals Procedure**

The Academic Board has approved procedures for students to request a review of a Examinations Board's decision and to appeal against such a decision. After promulgation of examination results, a student who feels that there is due cause may initiate these procedures. A detailed copy of the procedures is available from the Examinations Centre.

### **7.1 Notification of withdrawal**

**If you decide you wish to withdraw either from a module or from the whole programme, it is most important that you notify us as soon as possible. Any delay could incur unnecessary costs and loss of marks. Please contact your Head of Programme to discuss any such considerations.**

### **7.1.1 Leaving the course**

Students may confirm they are leaving their course completely at any time during the year by completing a withdrawal form, available from Faculty. Results for any outstanding modules and eligibility for any exit award due will be considered at the next scheduled examination board.

### **7.1.2 Module Withdrawals**

Students may withdraw from an individual module, but stay on the course without penalty so long as this is done no later than half way through the module. The examination board will normally award zero marks to a student who is enrolled but not assessed in a module, or for which a late module withdrawal has been requested. Therefore if you intend to withdraw from a module you should seek advice at the first opportunity.

### **7.1.3 Dismissal from the Programme**

At the discretion of the Examination Board, students are normally advised to leave programme if the student has:

- failed in the 2<sup>rd</sup> attempt of a module

They are normally not allowed to enrol for the following semester. However, they may appeal to the Dean of the Faculty of Computing and IT for readmission consideration.

### **7.1.4 Suspension for one Semester of Studies**

This is one of the punishments imposed by the College Academic Disciplinary Committee to students caught cheating in examination or misbehaving in their classes or in the college grounds.

## **8 Guidelines For Student Avoidance Of Plagiarism**

### **8.1 What is Plagiarism?**

Plagiarism is the unacknowledged use of another person's ideas, words or work. The work submitted by a candidate, if not his or her own, must make clear acknowledgment of the work of others by means, for example, of bibliographic notes or the use of quotation marks with acknowledgment of the original author. Plagiarism may embrace more than a candidate copying the work of others and presenting it as his or her own in dissertation, projects, essays or other submitted work. It also includes reproducing an author's written material from memory in the examination room in verbatim or near form without acknowledgment. In short, students must not pass off the written works of others as their own either inside or outside the examination room.

### **8.2 Methods To Avoid Plagiarism by Students**

- Students should be informed of the consequences of plagiarisms especially in term papers, group projects, report etc.
- They should be shown the methods in the acknowledgment of another person's work or idea, e.g. the work to be within quotation marks followed by in brackets, the author's name and year of publication. The source is then cited in the bibliography section.
- They should be shown the methods of expressing ideas in their own words and not to copy word for word from a text.
- In a group project, students should write down the names of the members of the groups to indicate a common source of the data. However, the use and interpretation of the data must be in each student's own words. He or she must do the write-up individually without reference to others in the group except where due acknowledgement is made.
- To discourage plagiarism, the title page of all assignments presented for assessment must include the following statement and be signed by the student :

### **8.3 Procedures for handling Plagiarism**

- The lecturer/tutor refers the piece of work to Head of the Department / Dean of Faculty;
- If the student is guilty of plagiarism then a grade of zero will be given for that piece of work;
- The student will be informed in writing of this decision;
- The student has the right to appeal through proper consultation with HOP/AHOP/PO.

## 9. ACADEMIC DISHONESTY

Procedures on the handling of academic Dishonesty committed by a student

1. A suspected Academic Dishonesty (AD) act is one by a student or candidate who in doing so is suspected of cheating in a test, a project, an assignment, a final examination or a component of an assessment that contributes marks to a course evaluation.
2. The evidence of the AD act is then sent to the Examinations Centre/Unit together with a report by the lecturer/officer. The collated report by the Exams Centre is then sent to the relevant Faculty according to the subject involved. (with a copy of the notice sent to the V.P. Academic Affairs and the Dean of the Faculty in which the student is enrolled.
3. The details of the report are as given in the Academic Dishonesty Form issued by the Examinations Centre.
4. The evidence of the AD can be one or more of the following:
  - a) unauthorised material brought into the examinations venue by (or found on) the student;
  - b) data written on parts of the body such as the palm of the hand, etc. This should be photostated; if possible. If not, the evidence should be described and verified by another lecturer/officer;
  - c) communicated with an unauthorised person; or
  - d) participated in an act that in the opinion of the officer-in-charge/supervisor/invigilator constitutes an act of AD
5. After the evidence had been obtained, the student under suspicion of AD, should be allowed to complete the test or examination. However, no extra time is given to the student concerned.
6. The student suspected of AD is instructed to contact the officer-in-charge of AD, in the particular Faculty (as per the examinations paper) after the particular examinations paper at the latest or by the next working day.
7. The officer-in-charge of AD will then interview the student for his/her explanation on the AD. The date and time of the AD hearing is then set. (The date of the AD hearing is normally set as soon as possible or in the first week of the new semester if the AD was committed during the final semester examinations.)
8. The following documents are prepared by the officer in-charge for the Faculty Academic Dishonesty Committee's (S.A.D.C) hearing:
  - a) a report by the invigilator/officer containing the evidence;
  - b) materials such as question paper, colour of answer booklet and loose paper on that examination day;

- c) a report, a summary of the interview, a sample of the student's handwriting if relevant, whether the materials confiscated are relevant for the examinations etc. by the officer in-charge of AD;
- d) written statement by the student (including a plan of his/her sitting position in the examination venue);
- e) the student's file;
- f) any other matters that may help the Faculty Academic Dishonesty Committee (S.A.D.C.) in its deliberation.

9. The composition of the S.A.D.C is as follows:

Chairman : Dean of the Faculty or Person Appointed by the Dean  
 Members (at least 2): Head or Asst. Head of Programme or Lecturers

10. The Officer-in-charge of AD (secretary) convenes a meeting of the S.A.D.C and attends the meeting, if necessary.

11. A hearing is done for each case.

12. Towards the end of the hearing, the student is informed that, on the basis of the evidence presented, the Committee will make one of the following possible decisions:

- a) there is no case against the student and no further action is taken or;**
- b) there is circumstantial but not concrete evidence against the student, as such:-**
  - I. the student is given a warning letter;
  - II. the student is sent for counseling by IECC and/or the Programme Coordinator, **or**;
- c) there is a case against the student who is given the following sentences:-**
  - I. the examination paper or in the case of coursework the particular component of the evaluation is given a zero mark;
  - II. the examination paper is given a failed grade
  - III. the student is suspended for one semester OR asked to withdraw from the College;
  - IV. the student is not allowed to resit the paper
  - V. the student's I.C. number (without name) is displayed at appropriate places in the campus plus his or her offences and punishment;
  - VI. a letter containing the decisions of the S.A.D.C. together with a warning is sent to the student with a copy to the parents/guardians.
  - VII. the student is sent for counseling by IECC and/or the Programme Coordinator.

13. Before the student leaves the room, he or she is told to contact the Secretary of the S.A.D.C the next working day to find out the results of the hearing.

14. The decisions of the hearing are recorded in the student's file and signed by members of the S. A.D.C.

15. The Secretary of the S.A.D.C will then carry out the following:-

- a) the form containing the decisions of the Committee is sent to the VP(Academic Affairs) for approval.
- b) \* inform the student of the results of the hearing;
- c) \* put up notices with assistance of Student Affairs Dept. (six copies), the actions taken according to the decisions of the S.A.D.C. or the Appeal Committee.
- d) \* inform the lecturer concerned, the Director of the Examinations Centre and the Head of the particular programme, if the weightage of a particular component of the course evaluation is given a zero mark; Finance dept. should be informed, if the student is given a one semester suspension.
- e) \* return the student's file to the Office of Admission & Records.
- f) \* send a standard letter of thanks to the lecturer who reported the case(s) of Academic Dishonesty.

\* The above procedures are only carried out after the student has acknowledged and accepted the decision of S.A.D.C. or in the case of Appeal, it is after the decision of the Appeal Committee.

16. In the event that the student does not accept the decision of the S.A.D.C., he or she may appeal to the Appeal Committee with written fresh evidence/reasons. The Appeal Committee is convened by the respective Head of Programme with the student present.

17. The decision of the Appeal Committee is final. This decision is forwarded to the Faculty concerned by the HOP.

## 10. ADMISSION REQUIREMENTS

Application is expected to possess at least one of the following:

1. A minimum of a **second class honours** degree in any discipline;
2. A relevant professional qualification of an equivalent level;
3. A lower qualification plus appropriate and relevant experience at a professional level;
4. Satisfactory independent evidence of working for several years in a position that would normally be occupied by an honours graduate, in a relevant area, which would lead to gaining benefit from the course.
5. **For Coventry University 3+0 graduates, third class honours is accepted;**
6. **A Pass/General degree with 3 years working experience in a graduate position can be accepted.**
7. **For countries which do not practice honours degree (e.g. China), a**

- Chinese degree with average mark of 65% or above is accepted.**
8. **Diploma holders from China can be accepted with at least 3 years working experience**
  9. **Approval by Coventry University:**
    - **Honours degree is required for students with degree from most Commonwealth countries, e.g. Australia, India, certain African contingent**
    - **Application from these countries: Vietnam, Indonesia, Korea, Philippines – required approval from Coventry U**

***Point (2), (3) & (4) – the application requires approval by Coventry U***

### **10.1 Documents/Particulars Required for Application**

- a) Completed application form (obtainable from INTI International University College),
- b) Certified true copies of all academic qualifications,
- c) 3 passport-size photographs (with name, IC number and programme applied in, written clearly on the reverse side); and
- d) Application fee
- e) Photocopy of I.C.

### **10.2 Payment of Fees**

(The fees are given in a separate pamphlet)

INTI International University College requires all students to make payments by **CROSSED CHEQUES, POSTAL ORDERS or BANK DRAFTS** in favour of INTI International University College. No refund of fees is allowed once classes for the semester have commenced.

### **10.3 English Requirements**

- Students whose first language is not English must demonstrate proficiency in the language equivalent to IELTS 6.5.
- Coventry U has approved INTI's "Advanced Professional English" as a substitute for IELTS.
  - This is a 8-week intensive English class (20 hours lectures + 10 hours tutorials per week)
  - Depth of curriculum and assessment would be equivalent to IELTS 6.5 level. Minimum entry requirement is IELTS 4.5
  - Students must pass the subject before joining the MSc programme.

- Graduates from the following qualifications are deemed to have met the English language requirement:
  - Coventry University 3+0 programmes
  - 3+0 programmes (with British or Australian Universities) from other institutions in Malaysia
  - Degree obtained from universities in which the teaching and assessment are in English (i.e. students physically attended the courses in these universities/countries)

## **11. PROGRAMME MANAGEMENT**

The Programme is administrated by Faculty of Computing and Information Technology, in liaison with the Office of Admission and Record (OAR) and teaching staff delivering the modules. The Dean of faculty of Computing and Information Technology will designate a Head of Programme or Assistant Head of Programme to be responsible for the overall day-to-day management of the course and oversees all aspects of the courses within the remit of the Dean's Committee.

### **11.1 University Administration**

There are four main bodies at INTI International University College which are responsible for educational programme management and assessment. These are:

#### **11.1.1 The Academic Board**

The Academic Committee is now called the Academic Board. The change is to reflect the greater importance placed on the function of the Board.

Members of the Board are:

- i. President - Chairperson
- ii. Vice Presidents
- iii. Associate Vice Presidents
- iv. Deans of Facultys / Directors of Academic Centres
- v. A maximum of three appointed members, to be appointed by the President

The Board will carry out the following functions:

- i. prescribe the requirements of the College for registration of students and determine the conditions under which persons may be admitted to the College;

- ii. regulate and superintend the education of the registered students of the College;
- iii. to receive recommendations by the Facultys/Centres;
- iv. appoint internal and external examiners / moderators;
- v. determine the equivalency of external qualifications;
- vi. institute new Diplomas or Certificates and make or amend regulations for schemes leading to such qualifications;
- vii. award Diplomas, Certificates and other distinctions upon person worthy of such awards;
- viii. revoke awards made and withdraw all privileges connected to the awards;

At least half of the total membership of the Academic Board shall form a quorum.

### **11.1.2 The Examinations Board**

Members of the Board are:

- i. Vice President for Academic Affairs - Chairperson
- ii. Vice Presidents
- iii. Associate Vice Presidents
- iv. Deans of Facultys / Directors of Academic Centres
- v. External Examiner(s) recommended by INTI International University College and appointed by Coventry University (required to be present when awards are made)
- vi. Representative(s) of Coventry University Faculty of MIS
- vii. Director of the Examinations Centre
- viii. Director of Admissions and Records

The Terms of Reference of the Board are:

- i. to determine the examination results for all candidates on the Programme, subject to the provisions of the validated course scheme, the examination regulations and any other relevant policy decisions;
- ii. to determine the academic status of every student and the discontinuance of students not fulfilling the academic requirements of the College;
- iii. to resolve abnormal examinations cases;
- iv. to make recommendations to the Academic Board for the formulation of policies pertaining to the examinations of the College

The Board of Examiners should only modify the conditions for progress or for an award in the light of relevant evidence submitted to it, and to ensure comparable standards from year

to year. All discussions at meeting of the Board of Examiners are confidential.

### **11.1.3 The Academic Development Committee**

The Academic Development Committee is an advisory committee to the Vice President for Academic Affairs. It is a committee coordinating academic matters across all Faculty's.

Members of the Committee are:

- i. Vice President (Academic Affairs) - Chairperson
- ii. Associate Vice President (Academic Affairs)
- iii. Relevant Deans of Faculty's / Director of Academic Centres

### **11.1.4 The Dean's Committee**

Members of the committee are:

- i. Dean/Assistant Dean of Faculty - Chairperson
- ii. Head/Assistant Head of Programme's, Certificate in Computing and IT
- iii. Head/Assistant of Programme's, 3 + 0 Programmes in Computer Science and Business Information Technology
- iv. Laboratory Coordinator

The Dean's Committee is responsible for the following:

- i. overall operation of all courses and programme's offered by the Faculty,
- ii. effective delivery of courses, evaluation and revision of courses and programme of studies in accordance to the rules and guidelines written on this document,
- iii. to develop new syllabus and other academic programmes,
- iv. to safeguard and implement quality issues in all academic matters,
- v. to draw plans for successful marketing of all its programmes,
- vi. to make recommendations in updating academic facilities and teaching resources,
- vii. to recommend internal and external examiners/moderators to the Academic Board,
- viii. to appoint module leader for every course,
- ix. to make recommendations to the Academic Board, and
- x. to create additional committee's as need arises

The Dean's Committee will make sure that as course develops, the staffing, physical and academic resources will be maintained at an appropriate level.

## **11.2 Faculty Management**

All the courses within the remit of the Faculty of Computing and Information Technology will be managed as a single scheme.

### **11.2.1 Head of Programme**

The Head of Programme (HOP) and Assistant Head of Programme (AHOP) oversee all aspects of the courses within the remit of the Dean's Committee. The Head of Programme reports to the Dean of the Faculty of Computing and IT. The Head of Programme will be assisted by Programme Officer (PO).

### **11.2.2 Module Leaders**

A Module Leader will manage the operation and development of each module (or group of modules) and liaise with Head of Programme responsible for the courses which use those modules.

### **11.2.3 Mentor**

Several members of teaching staff who teach on the course(s) will act as academic counsellor or mentor for a small group of students as described in section 7.2.1. They will be responsible for student support and advice on module choice in each part of the course:

- Helping students adjust to new methods of academic work and ensuring as far as possible that each develops effective study methods.
- Ensuring that students are aware of the regulations and their operation.
- Acting as a sounding board to students approaching the end of their course in respect of employment and courses of further study.

### **11.2.4 Programme Consultative Committee**

Programme Consultative Committee, formerly known as Class Representative Meeting, consists of staff and students and is chaired by the Head of Programme or Assistant Head of Programme. Students are appointed or elected as Class Representative from the

Programme. This Committee will provide an effective mechanism whereby students can interchange views and discuss problems that may be referred to the Head of Programme or Dean's Committee as appropriate. The committee will normally meet once per semester or as necessary to deal with problems of a more urgent nature.

#### **11.2.5 Entry Qualification Accreditation Committee**

The Entry Qualification Accreditation Committee consists of the Dean/Assistant Dean (chairperson), Head/Head of Programmes and Associate Vice President for Academic Affairs as the committee's adviser. This Committee will review and set standards and guidelines on the entry qualifications and course accreditation. The Committee submits recommendations to the Academic Board for approval.

#### **11.2.6 Programme Curriculum Review Committee**

This Committee consists of Module Leaders, Head/Head of Programme and Dean/Assistant Dean (adviser). This Committee is chaired by rotation by the Head/Head of Programme. The committee will meet as required to monitor the development and changes of the programmes' individual course structure or syllabus. The committee is responsible for organising and developing the course structure of academic subjects. They will submit recommendations to the Academic Board.

#### **11.2.7 Pre-Exam Board Committee**

The Pre-Exam Board Committee is an advisory committee to the Examinations Board. It is a working committee that reviews the results of the final examinations and coursework. The committee submits recommendations to the Exam Board.

Members of the Committee are:

- i. Dean/Assistant Dean - Chairperson
- ii. Head/Head of Programme
- iii. Relevant Module Leaders and Lecturers (by invitation)

### 11.3 Examination Process

The process is summarised in the following steps:

- i. INTI International University College Lecturer sets question papers and marking guides for final and resit papers.
- ii. INTI International University College Exam Centre compiles the papers and send them to the Chief Paper Examiner/Collator (Lecturer). Chief Paper Examiner/Collator sets the final/resit papers and model solutions and passes them to the Exam Centre.
- iii. Exam Centre types the papers and sends them for local moderation.
- iv. Local moderators send report of changes and comments to Exam Centre.
- v. Exam Centre gives a copy of Local Moderators report to Chief Paper Examiner/Collator for action or revision.
- vi. Exam Centre sends papers to subject moderators at Coventry MIS and to INTI International University College External Examiner(s) for this Programme for external moderation.
- vii. Coventry MIS moderators and External Examiner(s) send report of changes and comments to Exam Centre.
- viii. Exam Centre gives a copy of moderators and External Examiner(s) reports to Head of Programme for action and revision.
- ix. Exam Centre to print the papers.
- x. Candidates sit for final exam.
- xi. Papers first marked by INTI International University College Lecturer and submit grades to Exam Centre.
- xii. Coventry MIS moderator(s) and External Examiners scrutinise scripts and assignments.
- xiii. Pre-Exam Board Committee Meeting.
- xiv. The College Examination Board meets with Coventry MIS moderator(s) and External Examiner(s) present to finalise student results.

The examination paper and other assessments will be determined ("set") by the module lecturer possibly in association with other colleagues. All lecturers are given briefings on how to set examination papers, mark scripts, set the marking scheme and model solutions. The Faculty encourages all those who set examinations or other assessments to consider what answers they are expecting from candidates and to set this out as a "marking guide".

The assessments and marking guide will then normally discussed by all staff associated with the Programme. Good practice would have all the assessments across all subjects being considered at the same time to identify overlaps, gaps in coverage etc and to promote diversity of assessment techniques to allow all students to demonstrate their strengths. When the internal team has agreed the assessments, the examination papers and marking guides are sent to the Exam Centre for local and external moderation. Local Examiners are appointed by INTI International University College and External Examiners and MIS subject moderators are appointed by Coventry University.

The Faculty Pre-Exam Board Committee meets after the examination scripts have been marked. The Committee will look at the marks across the board, by student and by subject; that is the overall performance of a student should be considered as well as the performance of students as a group on a particular module.

## **12. FACULTY ENTERPRISE CODE OF PRACTICE**

### **12.1 Introduction**

Computing and IT courses have always contained a significant element of "enterprise" throughout each level/year. The profession has long since recognized the need for personal, transferable and team-working skills to be part of and developed within courses. The practices that relate to the Faculty Enterprise Code of Practice are herewith summarized together with the strategy for their implementation:

#### **12.1.1 Personal Capabilities**

Students should accept responsibility for their learning and understand the importance of continuing development towards a professional career.

- i.) They should appreciate the requirements necessary in planning tasks and working effectively to meet deadlines including review of own work.
- ii.) They should be able to use to their advantage available information sources.
- iii.) They should be able identify areas of professional responsibility for ethical and legal issues affecting computing, information technology and related practice.
- iv.) They should be able to prepare an effective Curriculum Vitae and be able to present themselves positively at an interview.

#### **12.1.2 Interpersonal Capabilities - Communication Skills**

Students should appreciate the importance of sharing information to the effective operation of a working group.

- i.) They should be able to listen attentively and take notes to advantage.
- ii.) They should understand and be able to apply principles of effective presentation in a range of forms.

- iii.) They should be able to demonstrate a high level of skill in both oral and written communication.
- iv.) They should be able to analyse and critically evaluate information.

### **12.1.3 Interpersonal Capabilities - Working with Others**

Students should understand and accept the value of differing points of view.

- i.) They should understand the principles of group dynamics in order to enable them to be an effective team member.
- ii.) They should be able to undertake, as part of a team, a significant project in their specialist area.

### **12.1.4 Vocational Capabilities**

Students should understand the nature of the objectives of a business organisation and how each of the main managerial functions contributes to the total operation.

- i.) They should be able to develop the knowledge, general awareness of organisational behaviour and their personal skills necessary to the pursuit of a successful career in the field of computing and IT.
- ii.) They should understand general system concepts and be able to use them in classifying systems.
- iii.) They should appreciate the importance of information to the operational and management functions of organisations.
- iv.) They should understand likely effects of technological change on organisations and people.
- v.) They should be able to identify the range and nature of jobs in relevant organisations for which they might be qualified.

### **12.1.5 Numerical Capabilities**

Students should be able to apply methods of data collection, organisation and analysis to provide information.

They should understand and be able to apply appropriate quantitative techniques to support mandatory and core option modules.

### **12.1.6 Information Technology Capabilities**

Students should be aware of current developments of IT in business and industry.

- i.) They should be competent in the use of a range of selected applications packages.
- ii.) They should be able to use IT effectively in the dissemination and presentation of information.
- iii.) They should appreciate the issues relating to software security and protection.
- iv.) They should understand the nature and/or operation of computer systems.

### **12.1.7 Innovative and Problem Solving Capabilities**

Students should be able to present clear project aims and objectives and produce a plan in order to meet them.

- i.) They should be able to identify an appropriate strategy to adapt to find a solution to a problem.
- ii.) They should show diligence and initiative in problem-solving.
- iii.) They should be able to identify capabilities and limitations and make recommendations in respect of solutions arrived at.

The Programme Orientation week will be used to describe to students the Enterprise Code of Practice and the ways in which it will be implemented within a particular course.

## **12.2 Students Personal Development**

All students will be advised to attend seminars, workshops and conferences related to the profession. All students will be advised as well to prepare an effective CV and to prepare for and present themselves well for an interview for a training placement or for employment on graduation.

## **12.3 Staff Training and Development**

The Faculty of Computing and IT is actively involved in all the training activities sponsored by the College In-house Staff Development Exchange Programme (ISDEP). All staff required to earned and complete at least 24 credit hours training from all types of academic training sponsored by ISDEP per year. The most popular type of training is the Staff-Exchange programme in partner Universities in overseas.

## **13. PHYSICAL RESOURCES**

INTI International University College is committed in providing adequate staffing, physical and academic resources to its students as the course develops, sufficient fund will be allocated in the requisition of additional facilities like computing lab, languages lab and books, magazines and journal for libraries. These resources will be maintained at an appropriate level in accordance and comparable to University standard facilities.

### **13.1 COMPUTER LABORATORY FACILITIES**

The Faculty of Computing and Information Technology has set up “state of the art” computer laboratories to support the high standard of academic excellence and in support of meeting its philosophy and mission to provide quality education and services among students. The Faculty is in full support of the government plan of developing the Multimedia Super Corridor, and is committed to educate the public, its students and staff by organizing seminars, workshops and training related to IT and Multimedia.

### **13.2 Computer Laboratory**

- 2 laboratories rooms for general computing purpose (for SOCIT student only) – 2 labs each has 39 units of computers connected to the network.
- 1 laboratory room for graphic processing – the lab has 39 units of computers connected to the network.
- 3 laboratories room for application development and programming – the lab has 114 units of computers connected to the network.
- 1 laboratory room known as Media Lab- the lab has 18 units of computers connected to the network and most of the special hardware equipment listed at the back of this page.
- 1 laboratory room for SPSS (accounting / mathematical software) – the lab has 30 units of computers.
- 2 laboratories rooms for general computing purpose (accessible by all INTI students) – one of the labs has 50 units of computers and the other one has 38 units of computers connected to the network.
- 1 laboratory room for multimedia development (Level 1) – the lab has 55 units of computers connected to the network.
- 1 laboratory room for multiplatform environment (Level 1) – the lab has 57 units of computers connected to the network.
- 1 laboratory room for Research & Development (Level 1) – the lab has 30 units of computers and 10 units of iMac connected to network.
- 1 laboratory room known as H/W Interfacing Lab (Level 1) for hardware interfacing and installation – the lab has most of the PC electronic equipment and it can accommodate up to 60 students

- 1 laboratory room known as Networking Lab (Level 1) for data communications training and installation – the lab have raised floor, computers, network equipment and tools. This room can accommodate up to 40 students.
- 1 laboratory room known as Plug In Lab is temporary closed down for other usage.

The Faculty has 16 computer labs with 613 units of computers and, all workstations are connected to Internet via 2.0 Mbps digital leased line.

### **13.3 Special Hardware Equipment:-**

- Webcam
- Digital video cameras
- Digital cameras
- Colour printers (HP and Epson colour printers)
- LaserJet printers (LaserJet 8100N printers)
- Roland Electronic MIDI keyboard
- Sound Blaster & Altec Lansing speakers
- Digital video capturing and editing facilities
- CD labeling printer
- CD writers
- Color scanners
- Television
- Karaoke VCR
- Computer electronic components
- Computer electronic components testing tools
- Soldering equipment
- ZIP drives
- LCD projector

### **13.4 Computer Software :-**

#### **Operating Systems**

- Microsoft Windows 98/NT4/2000
- SUN Solaris
- Novell Intranetware
- LINUX

#### **General productivity software**

- Microsoft Office 2000 Professional

#### **Programming languages**

- Qbasic
- Borland Turbo Assembler
- Turbo Pascal

- d) Visual Basic
- e) Fortran
- f) Delphi
- g) Visual C++
- h) Visual J++
- i) Sun Java SDK

#### **Desktop Publishing/Graphic Processing software**

- a) Adobe PageMaker
- b) Adobe PhotoShop
- c) Adobe Paint Shop Pro
- d) Corel Draw
- e) Adobe Illustrator

#### **Accounting software**

- a) SPSS
- b) Value Plus 2000

#### **System development tools**

- a) System Architect CASE tools
- b) Visio Professional

#### **Database/Fourth Generation Language (4GL)**

- a) Oracle
- b) FoxPro

#### **Project Management**

- a) Ms Project

#### **Artificial Intelligence**

- a) Visual Prolog
- b) Visual Eiffel
- c) Exsys Pro –AI shell

#### **Anti virus protection**

- a) Norton Antivirus

#### **Multimedia tools**

- a) Adobe Premier (Video Editing)
- b) SCALA
- c) 3D Studio Max
- d) Sound Forge (Sound Editing)
- e) Macromedia Package
  - ◆ Macromedia Director
  - ◆ Macromedia Dreamweaver
  - ◆ Macromedia Flash
  - ◆ Macromedia Fireworks
  - ◆ Macromedia Extreme 3D

- ◆ Macromedia xRes
- ◆ Macromedia Authowav
- ◆ Macromedia FreeHand
- ◆ Macromedia Fontographer

### 13.5 RULES & REGULATIONS

1. Students without ID Cards or not properly attired are not allowed into the computer lab.
2. Students must show their ID card to the lab staff and must login and logout in the logbook provided in the laboratories.
3. Drinking, eating, smoking, hair combing, Walkman and handphone usage are prohibited inside the laboratories. Students who wish to use their Laptops and CD-ROM/CD-RW in the lab would need to seek prior written approval from their lecturer and lab supervisor.
4. No one is allowed to open the CPU case, to move or swap any computer peripheral devices. Occurrence of any hardware problems must be reported to the laboratory staff.
5. Laboratory schedules must be strictly observed. Students must vacate their place upon request by laboratory staff.
6. Bags are not permitted inside the laboratory. They should be placed in designated area given by the staff. Only materials like data diskettes and books are allowed inside the lab.
7. Students must at all times, keep the computer laboratory clean and tidy.
8. Copying of any software is strictly prohibited, neither the installation of licensed nor the shareware / freeware (software) are allowed. You are not allowed to take any of INTI's diskettes / manuals out of the laboratory. Such actions will be viewed as theft.
9. Any materials / items left behind and found in the laboratory must be promptly handed to the laboratory staff.
10. If students are caught pilfering peripherals from the lab / browsing obscene materials / jeopardising the files from the computers, they will be sent to the Academic Disciplinary Committee for disciplinary action and their E-mail account will also be terminated.
11. Computer laboratory attendance cards will be given to all students in the 1<sup>st</sup> week of the semester by laboratory staff. Students must bring their attendance card for every lab session, as well as for free lab sessions.
12. Non-CSC students who want to use the labs for the use of applications must buy the Laboratory Usage Card from the INTI Finance Office at RM3.50 per hour duration.
13. Unauthorised students using the labs will be fined RM 50.
14. A Lab representative and an Assistant Lab representative will be elected at the end of the 2<sup>nd</sup> week. All lab representatives will join class representatives for the meeting in the middle of the semester to evaluate the lab facilities.

15. All CSC students are encouraged to register for an user account on the server which can allow them to logon to any computers in lab and also usage of prepaid central printing service provided by the Faculty.
16. Students are required to make minimum payment of RM7.00 at Finance Office for the usage of prepaid central printing service.
17. All Laboratories will close from 4.00 p.m. to 6.00 p.m. on every Wednesdays.
18. Lab classes will end on the 13<sup>th</sup> week.
19. For Update information on Labs, Servers, E-mail, Web etc, please look at UPDATES NOTICE on SOCIT website: <http://socitweb.intimal.edu.my>
20. The Faculty may amend these rules and regulations as and when necessary.

### **13.6 Lab Opening Hours**

Monday - Friday : 8.00 am - 6.00 pm  
 2nd week onwards : 8.00 am - 9.00 pm (Only apply to certain lab)  
 The Lab is closed on Saturdays, Sundays and public holiday.

## **14. FACULTY OF COMPUTING AND IT FACULTY LIST**

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8. GLORY LIU SZE HUI, MSc in Information Technology, University Putra Malaysia, BSc (Hons) in Biomedical Science, University Putra Malaysia
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The University reserves the right to alter without prior notice any of the contents published herein. Information given on this handbook is intended as a guide and in no way constitutes a contract between INTI International University College and a student or any third party.

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