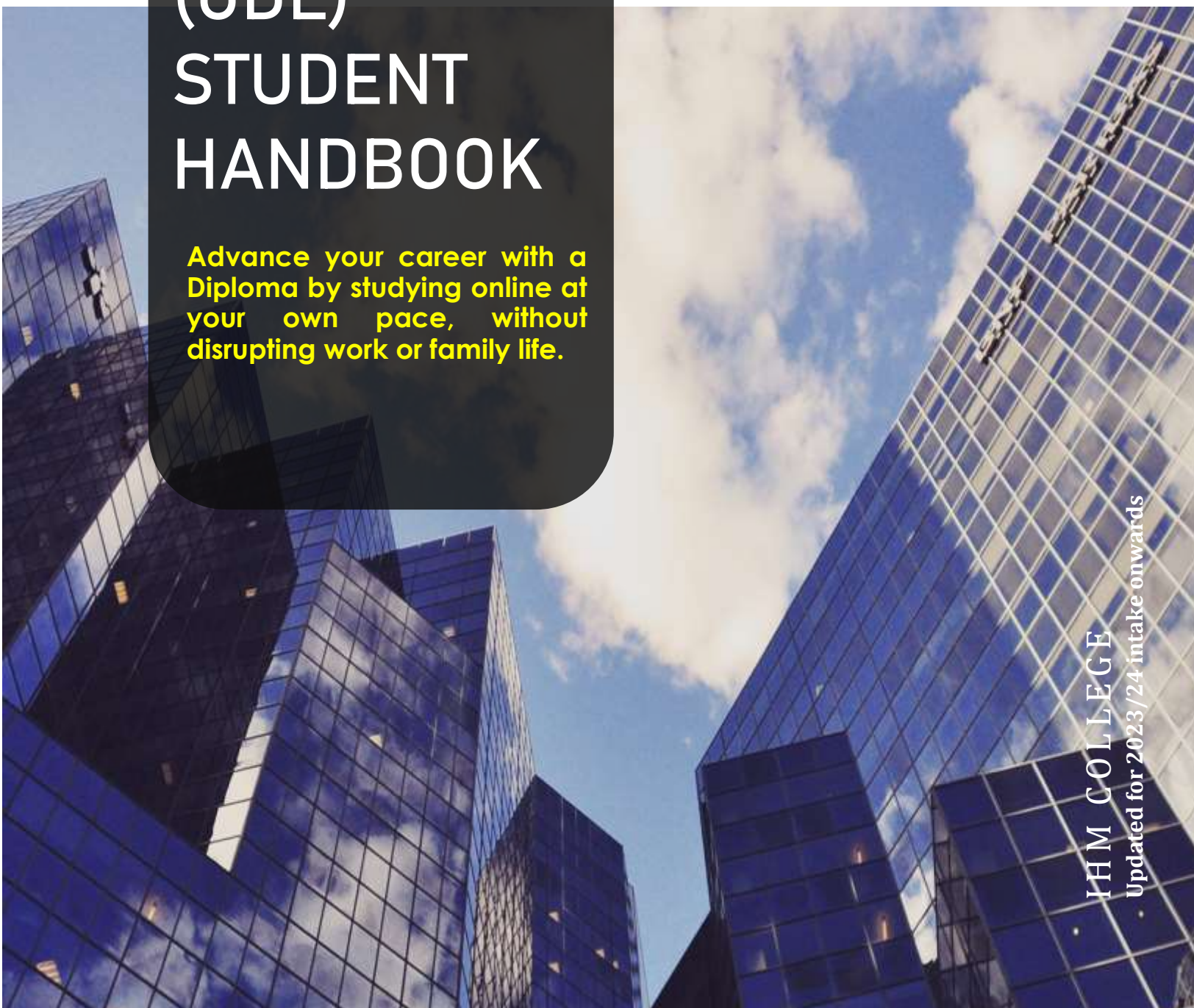
OPEN AND DISTANCE LEARNING (ODL) STUDENT HANDBOOK

IHM College

Formerly known as
In-House Multimedia College

Advance your career with a Diploma by studying online at your own pace, without disrupting work or family life.



IHM COLLEGE

Updated for 2023/24 intake onwards

WHAT IS ODL

Open and Distance Learning (ODL) is a way of learning remotely without being in regular face-to-face contact with instructor in the classroom.

Open and Distance Learning at IHM College offers a new way of combining innovative learning and teaching techniques with interaction with your lecturer and students from around the world.

Our program offers learning delivery completely online. Online courses offer students the flexibility of studying from anywhere and at any time over the Internet.

WHY ODL

Our courses structured as online meetings virtually through our online learning management system. Class sizes are kept small (capped at 20 students) to maximize interaction between students and instructor.

An online Diploma's program may be exactly what you need to complete your diploma and improve your scope.

Our Diploma programs provide an opportunity for students to obtain a great deal of knowledge and more in-depth study in your chosen field.

In other cases, you can embrace a complimentary, but different course of study to gather a new prospective and potentially new work paths.

In all cases, obtaining an online Diploma is one of the best opportunities available to today's student.

ODL IMPORTANT DATE FOR NEW STUDENT REGISTRATION SEMESTER 2023/2024

DESCRIPTION	DURATION
Subject Registration (Existing Student)	7 Feb – 10 Feb 2023
New Intake – Feb Intake	13 Feb 2023
Semester I, 2023 session lectures begin	14 Feb – 26 May 2023
Term Break	01 Apr – 09 Apr 2023
Study/Revision Week	27 May – 4 June 2023
Exam Week	6 June – 16 June 2023
Semester Break	17 June – 2 Jul 2023
Subject Registration (Existing Student)	26 June – 2 Jul 2023
New Intake – July Intake	3 Jul 2023
Semester II, 2023 session lectures begin	4 Jul – 13 Oct 2023
Term Break	19 Aug – 27 Aug 2023
Study/Revision Week	14 Oct – 22 Oct 2023
Exam Week	23 Oct – 3 Nov 2023
Semester Break	4 Nov – 19 Nov 2023
Subject Registration (Existing Student)	14 Nov – 19 Nov 2023
New Intake – Nov Intake	20 Nov 2023
Semester III, 2023 session lectures begin	21 Nov– 5 Jan 2024
Study/Revision Week	6 Jan – 14 Jan 2024
Exam Week	15 Jan – 26 Jan 2024
Semester Break	27 Jan – 11 Feb 2024

IHM OPEN AND DISTANCE LEARNING GUINELINE

Our program offers the flexibility of studying from anywhere and at any time over the Internet.

EDUCATION THAT TRANSFORMS

IHM College is committed to provide the best academic and curriculum programmes to enhance lives and prepare students to meet challenges and embrace opportunities

STUDENT REGISTRATION PROCESS

1	**OFFER LETTER**	• Please ensure you received the student registration form and letter of undertaking together with the offer letter • If you need further assistance, kindly email to registrar@inhouse.du.my
2	**ONLINE PAYMENT**	• Pay your tuition fees thru RHB IHM College account number • Please email the receipt of payment to accounts@inhouse.edu.my
3	**UPLOAD DOCUMENT**	• Email the registration form, letter of undertaking and proof of tuition fees payment to registrar@inhouse.du.my. If you need further assistance, kindly email to registrar@inhouse.du.my
4	**STUDENT ID CARD**	• You will receive an e-Matric Card upon confirmation of e-registration completion from IHM College • If you need further assistance, kindly email to registrar@inhouse.du.my
5	**ORIENTATION**	• You will be notified of the date of orientation by email from registrar@inhouse.du.my
6	**COURSE REGISTRATION**	• You will receive IHM Smart Campus username/password to login into the system https://campussmart.ihmc.edu.my/signin/index • If you need further assistance, kindly email to exam@inhouse.du.my

7	**ONLINE LEARNING**	• Congratulation! You have completed the e-Registration process. • You may browse through the learning management system via https://ihmc.moodlecloud.com/login/index.php • If you need further assistance, kindly email to registrar@inhouse.du.my

DURATION OF STUDY

The normal duration of studies will differ with the level of programme as follows:

LEVEL OF PROGRAMME	DURATION
ODL Diploma in Business Management	2 years 8 mths
ODL Diploma in Law Enforcement	2 years 4 mths

ACADEMIC CALENDAR

Academic Calendar is a special calendar that is used to calculate and represent the academic event that is supposed to happen. It might be a bit different as compared to the normal calendar. Students are requested to view, check and be guided by the Academic Calendar that was being issued for the following calendar year.

There are 2½ semesters in a year. Students are required to understand that there are 2 long semesters and 1 short semester.

A long semester has 14 weeks of classes, 2 weeks of exams and 2 weeks of break (1 during semester and 1 after semester) and a short semester usually has 9 weeks of classes, 2 weeks of exam and 4 weeks of break after semester.

Therefore there are 2½ semesters every year and the Academic Calendar is prepared accordingly. Students must understand that the coding of the semesters would be Y1S1, which indicates Year 1 and Semester 1, the same applied to Y2S1, which syndicates Year 2 and Semester 1 and so forth.

EXEMPTION AND CREDIT TRANSFERS

COURSE EXEMPTION

Any student, who has received any course exemption, will be required to replace the credit(s) exempted. Students given exemption must replace the credit by taking other courses to make up credit hours to graduate.

CRITERIA FOR CREDIT TRANSFER

This criteria is for registered students, local and international, seeking to transfer credits from within IHM College or from another accredited institution of higher learning. It includes horizontal and vertical transfers, provided these credits are earned through formal learning and not through informal or non-formal learning.

HORIZONTAL TRANSFER

Credit transfers and grade transfers are permitted for programmes between the same MQF level (horizontal transfer) and if both programmes are from IHM College. The conditions for approval are:

- 80% or more similarity in course curricula
- Courses must have the same credit-hour load
- The Student must obtain a minimum pass (2.0 grade point) in the course(s)
- The Student status must be present or active
- The original programme must have provisional accreditation or full accreditation
- Transfers under horizontal transfers are not subject to any maximum limit of credit

transfers allowed. A grade transfers maybe given for horizontal transfers.

- The programme curriculum mapping must be done by the Faculty and approved by the Principal
- Any credit transfer given is only for the specific course and does not include all pre-requisites for that course.

VERTICAL TRANSFER

Credit transfers are permitted for programmes between different MQF levels (vertical transfer). The conditions for approval are:

- 80% or more similarity in course curricula
- Courses must have the same credit-hour load
- The Student must obtain a minimum pass (2.0 grade point) in the course(s)
- The original programme must have provisional accreditation or full accreditation.
- Vertical transfers are subject to a maximum limit of 50% in credit transfers (e.g. if the total credit hours for the new programme is 90 credits, the maximum credits allowed is 30 credits
- The programme curriculum mapping must be done by the Faculty and approved by the Principal.
- Any credit transfer given is only for the specific course and does not include all pre-requisites for that course.

COMPULSORY COURSES

Mata Pelajaran Umum (MPU) credit transfer/grade transfer is only permissible within the same MQF level (horizontal transfer).

SELECTION OF COURSE

MINIMUM CREDIT HOURS

In a normal semester that is from Feb – June and Jul – Nov of each year, a full time

student is required to undertake four to five subjects or approximately 15 credit hours, whichever is higher. In the short semester (Nov – Jan of each year), students are expected to undertake approximately 9 credit hours or two subjects, whichever is higher. The number of subjects would depend on the credits assigned to the subject. This regulation applies to all programmes.

ATTENDANCE LISTING

Once the course selection has been approved, the student's name will appear in the attendance list in the following semester. This list will facilitate the lecturer in taking attendance and for ensuring the eligibility of the student. If the student's name is not listed, then he/she is requiredto report to the Registrar Office immediately.

WITHDRAWAL OF COURSES

A student who wishes to withdraw from a course is not encouraged but is permissible to a certain extent of time in each semester. A student may have had attended many weeks of lessons, but decided to stop undertaking the subject for various reasons and in this circumstance, the student may withdraw from the course, if the withdrawal is within the due date given, i.e. before the deadline for course withdrawal (usually by end of week 3 in a semester), only semester 1 fee is payable and the college will take the initiative to waive subsequent semester fee.

Student should know that when one decides to return, the fees paid are non-transferable again. The withdrawal will need the approval of the Principal together with a remittance a processing fee. The tuition fee paid for the course is not refundable.

COURSE COMPONENTS

NATURE AND STRUCTURE OF COURSES

A course may have several components in which students are required to undertake and completein order to accumulate marks to form a total mark towards the end of the semester.

Course components are spread over the entire semester to assess and evaluate the student's learning outcome at each and different point of time. The system is also aimed at enabling the student to gather marks throughout the semester instead of being evaluated on a concentrated 100% final examination.

The common course components are as follows, although not all components will be applicableto all subjects:

- Assignments
- Tests
- Quizzes
- Projects
- Laboratory work
- Presentations
- Final examination

Although the above components appear in most of the courses, there may be exceptions in certain programmes and faculties. The composite components is determined by various factors such as appropriateness of component assessment, relevance of component evaluation, adherence to approval given by Malaysian Qualification Agency (MQA), and / or synchronization with the common academic practice worldwide.

CUMULATIVE MARKS

Marks will be awarded to all components assessed throughout the semester. Students are required to attempt all components in any particular subject. These marks are cumulative and will be added to the mark obtained in the final examination to provide an overall result. Students are also encouraged to keep records of their own marks for each component in order to have an overall assessment of their personal academic performance before the final examination.

Once the final examination is conducted, the total marks compiled by lecturers and Faculties will undergo a stringent evaluation by the School Examination Board before another round of endorsement by the Examination Board. The results are usually released on the first week of the following semester.

Should the overall result of the student fall between the marginal pass/fail category (in which he/she will sit for a supplementary examination), his/her existing marks from all course components will be maintained and re-used in the computation of the new total mark, together with the new mark obtained in the supplementary paper. This applies to students enrolled in the Certificate and undergraduate programmes only. However, students should take special attention that the college may anytime request for the student to re-fulfill the component again when there are changes in the assessment structure, assessment requirements and any other changes to academic standards and requirements. Therefore, it is advised for all students to re-attempt their failed modules without delay.

SUBMISSION OF COURSEWORK

Whether assignments or projects, students undertaking courses are academically bound by the compulsory submission of coursework required in those courses. Students are also advised to be aware of the respective due dates and deadlines for submission, as well as the penalties for late submission. Students are also advised to adhere to the stringent format required each course / lecturer in order to avoid marks deducted for non-compliance.

ATTENDANCE AND ABSENTEEISM

IHM College regards class attendance highly and policies developed are repeatedly emphasizing the importance of achieving **80% attendance** of the overall attendance for each subject undertaken.

Students who are unable to meet the **80% attendance** will be issued a warning letter and will be subsequently barred from sitting the final examination by College Examination Board.

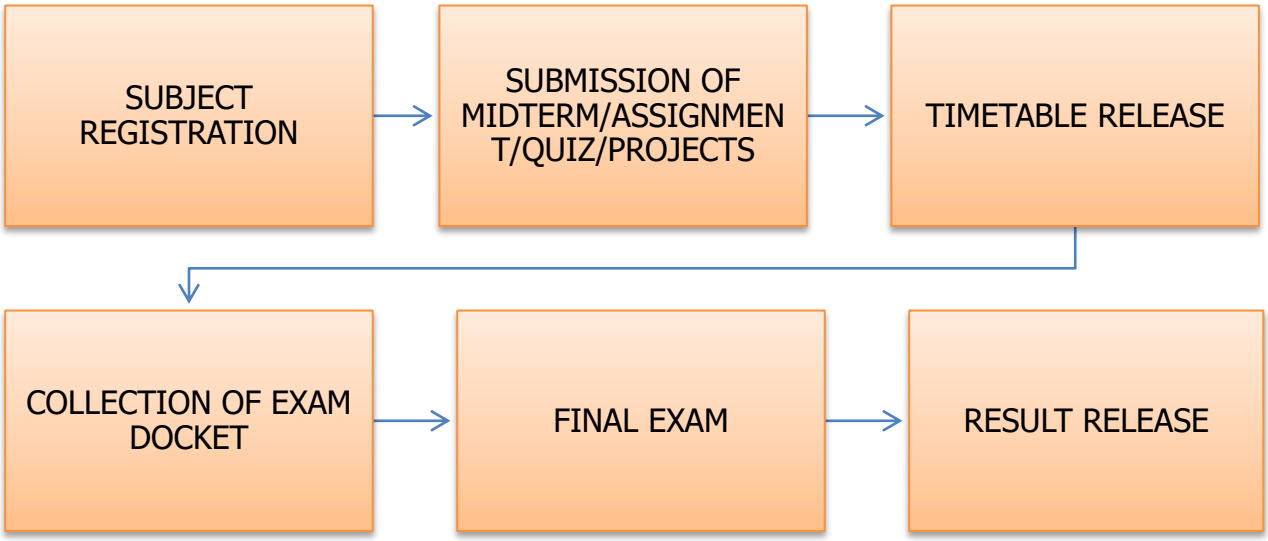
If a student is found to be missing from classes & lectures for three (3) consecutive days, without a valid reason and the lecturer is unable to contact the student, a letter from the Faculty Coordinator will be sent to the student and to the parent or guardian. Repeated non-attendance will result in a warning letter and the student may be terminated from the programme.

In the case of international students, a police report on the missing student is mandated, under current laws.

The student is given one (1) week to respond to the email or letter, after which a withdrawal or deferment from the programme is initiated by the faculty. Students must attend all lectures, tutorials, internship or other study requirements related to the programme.

Any student who is unable to attend the above must seek prior approval from the Principal according to the circumstances. Where the circumstances do not enable the student to get prior approval, the student must with a valid reason or justifications, inform the Principal within 72 hours, and the student must get a written approval from the Principal.

EXAMINATION



EXAM REGISTRATION

- Students are required to register for each term examination.
- The registration for exam usually opens at the beginning of a semester and ends on week two (2) of the semester.
- Exam Department will email students the Subject Registration Form.
- Students are required to fill the Subject Registration Form and obtain the approval from the course coordinator.
- The course coordinator will help you to double check to ensure you have filled in the form correctly and select the right course.
- Please note that it is the student's sole responsibility to ensure all information in the exam registration form is up-to-date and correct.
- Once the form is signed by lecturers respectively, students are to send the form back to Exam Department.

SUBJECT REGISTRATION FORM

COURSE	:	**STUDENT NAME**	:
SEMESTER	:	**STUDENT ID NO.**	:
TEL. NO	:	**NRIC / PASSPORT NO.**	:
EMAIL	:		

No.	Subject Code	Subject Details	Credit Hour	Remarks (e.g: First Time/ Retake/Retest & etc)
1				
2				
3				
4				
5				
6				
7				

Student Signature: Date:

.....

For Office Use:

Verified by,	**Verified by,**	**Approved by,**	**Received by,**
HOD/Coordinator	Finance Department	Principal	Exam Department
.....	.....	.....	.....
( )	( )	( )	( )
Date:	**Date:**	**Date:**	**Date:**

Acknowledge Copy: *(student copy)*

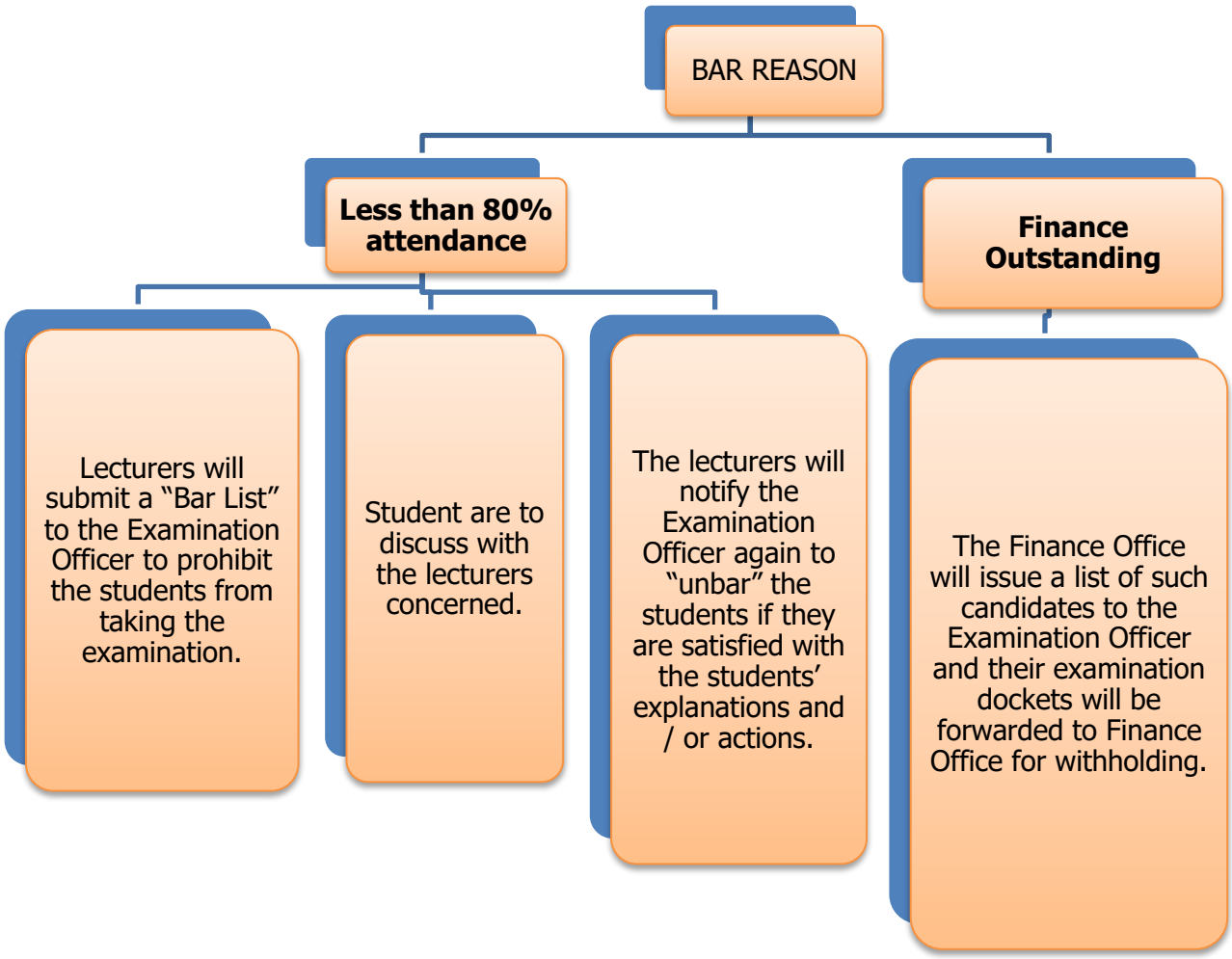
This slip is to verify that student (Name)..... (Student ID).....has registered for the above subjects for (Semester).....

Authorized By

.....

(EXAM DEPARTMENT)

ELIGIBILITY, BARRING AND UN-BARRING



EXAMINATION DOCKET

It is the responsibility of every student to obtain an examination docket approximately one week before the final examination from the Examination Officer. The examination docket will outline all the subjects that the student is undertaking for that particular semester.

Where the student has been barred from a final examination, a line will be drawn across the subject and the student is urged to act swiftly to unbar him or herself by checking with the Examination Officer.

IHM College

EXAMINATION DOCKET

Name	:	HEMA MALINI A/P LECHUMARAN
Nationality	:	MALAYSIAN
NRIC / Passport No	:	010705-14-1188
Course	:	DIPLOMA IN BUSINESS MANAGEMENT
Student ID	:	DBM/05/19/001

Date	Day	Time	Subject Code	Subject	Exam Key
15-Sep-21	WEDNESDAY	10.00AM - 12.30PM	DBM 3234	PRINCIPLES OF OPERATION MANAGEMENT	ReGIAB
17-Sep-21	FRIDAY	10.00AM - 12.30PM	DBM 3133	FINANCIAL ACCOUNTING 2	GjBuu
21-Sep-21	TUESDAY	10.00AM - 12.30PM	DBM 2243	MANAGEMENT ACCOUNTING	AqBiEy
22-Sep-21	WEDNESDAY	10.00AM - 12.30PM	DBM 3223	FINANCIAL MANAGEMENT	boGYT5

INSTRUCTION TO CANDIDATES

1. *Candidates are not allowed to use his or her textbook, course notes, or receive help from a proctor or any other outside source.*
2. *On the day of the exam, please key in your exam key to start the exam.*
3. *Candidates are NOT allowed to enter the online portal 30 Minutes after the start of the Examination.*
4. *Exam access will be closed within 30 Minutes after exam start.*
5. *Candidates must not stop the session and then return to it.*
6. *If you are locked out during your exam please provide your explanation/ reason you being locked up and request unlock./ i.e. internet connection problem or accidently leave the exam.)*
7. *No additional time will be given unless it is deemed necessary by invigilator.*
9. *Please inform invigilator immediately in the event if your exam key couldn't be used or if any other issues occur during the exam.*

10. FOR STUDENTS WITH OUTSTANDING FEES, YOUR RESULT AND REGISTRATION FOR NEXT SEMESTER WILL BE ON HOLD. KINDLY MAKE PAYMENT BEFORE THE RELEASE OF EXAM RESULT.

Signature of Student: _____

Date: _____

ONLINE EXAMINATION STEPS

The student must follow the instructions as stated in the Exam Steps to access the online examination portal via www.exam.net

GRADING STRUCTURE

For every module the following Cumulative Grade Point Average (CGPA) will be followed forall IHM College internal programmes:

MARKS (%)	GRADE	CGPA	STATUS
90 - 100	A+	4.00	High Distinction
80 - 89	A	4.00	Distinction
75 - 79	A-	3.67	Excellent
70 - 74	B+	3.33	Very Good
65 - 69	B	3.00	Good
60 - 64	B-	2.67	Fair
55 - 59	C+	2.33	Satisfactory
50 - 54	C	2.00	Pass
40 - 49	D	1.00	Fail (Re-test)
0 - 39	F	0.00	Fail (Re-take)

CALCULATION OF GPA AND CGPA

$$\text{GPA} = \frac{\text{Sum (Grade) x (Grade Point)}}{\text{Sum (Credits of a Semester)}}$$

$$\text{CGPA} = \frac{\text{Sum (GPA) x (Credits in a Semester)}}{\text{Sum (Credits of a Semester)}}$$

TRANSCRIPTS AND EXAMINATION RESULTS

The semester's examination results will be email to each student respectively. A transcript is a document that indicates the cumulative academic performance of the student during his / her tenure at IHM College in which ever programme he / she enrolled in. The transcript is usually requested by students at the end of the programme (i.e. students have already completed the programme), by the banks, sponsored bodies or government for various reasons. Every student will be issued a first free-of-charge transcript. Transcripts requested thereafter will be charged at a nominal fee. To request for transcripts, students are required to approach the Examination Officer to complete a form, **three working days** before the desired receipt of the transcripts.

The first transcript issued by the College is free-of-charge but the subsequent transcripts will be charged a nominal fee.

All transcripts will be reflected using the grade point average format with a total bottom line overall result represented by the cumulative grade point average (CGPA). Students must maintain a minimum of **CGPA 2.00** and above for every semester and this will entitle them to pursue their study.

EXAM RE-TAKE

A student who fails one module will normally be referred in that module and be required to re- take that module. A student must pass the module and a minimum of Grade F must be obtained for each module.

If the student does not achieve a minimum pass mark of **39% (Grade F) for the second re-take**, **he or she will be required to withdraw from the program**. Only in exceptional circumstances will the Board of Examiners permit a student to re-take a particular module after having failed two re-take of the said module. For this purpose, the student concerned must appeal in writing for the decision to be considered by the Examination Board. Students who have failed in any THREE modules will be required to complete the failed modules before progressing to new modules.

EXAM RE-TEST

Students who have failed one module in which minimum of Grade D (40 - 49%) will normally be refer in that module and required to re-test that module. In this regards, students are not required to attend classes again whereby they only need to register that failed module to re-test the examination.

For each module a maximum of **two (2)** re-test are allowed. A student failing one module will be referred in that module and required to resubmit either one or both components of the failed module.

Students are required to attend classes again when they have fail more than 2 times by paying individual subject fee because this is the final chance for the student to pass the subject and earlier attempts proven the student's difficulties in passing the said exam paper.

APPEAL FOR INTERNAL MODERATION

Student may appeal against any decision of the Board of Examiners by production of any evidence or other submission for the consideration of the Board of Examiners within **two (2) weeks** from the date of release of examination results.

Student must fill-up the Appeal Moderation form which can be obtained from the Examination Department and pay a processing fee of **RM50.00** per subject with the Finance Department. Upon completion, the original form must be submitted to the Examination Officer for processing.

Appeals shall be considered initially by the Principal, and the Examination Department shall be reconvened where there is a substantial reason to allow a reconsideration of its decision.

Students are to note that the marks by independent marker for the appeal moderation are finaland may result to be even lower than before.

A student has a right to appeal against the recommendation of the Examination Department where:-

- There has been a mistake or irregularity in the conduct of examinations or assessmentswhich may affect the recommendation.
- His or her stage of achievement was adversely affected by illness or other factors which he or she was unable to or for valid reasons unwilling to divulge before the Examination Department made its recommendations;
- There has been a material administrative error, or where the examination or assessment was not conducted in accordance with the current regulations of the course governing student assessment, or where some other material irregularity has occurred;
- It has been recommended that he or she be penalized for cheating or plagiarism. Here the student may appeal against the Examination Department conclusion

that cheating or plagiarism has occurred and against the penalty recommended.

Note: The result of the internal moderation is deemed final and the Examination Departmentwill not entertain any further appeal whatsoever.

DESCRIPTIONS		REMARKS	AMOUNT
If You Scored	Absent From Exam / Assessment	You Need To Retake The Subject	Rm250/Per Credit Unit (Subject To How Many Credit Unit For That Particular Subject)
	Attendance Less Than 80% Per Subject		
	0% - 39%		
	40% - 46%	RETEST	RM100/Per Credit Unit (Subject To How Many Credit Unit For That Particular Subject)
	47% - 49%	APPEAL	RM50/Per Subject
Extra Subject	Recommended By Head Of Department		Rm250/Per Subject

AWARDS FOR BEST STUDENT

This Award is given to the best student in both the fields of academic and extra-curricular activities. Only one Award is given at each convocation.

ACADEMIC CRITERIA

- Graduation during current academic year
- The student must have achieved CGPA of 3.50 and above at the end of the programme of study
- Possess excellent academic records

EXTRA-CURRICULAR ACTIVITIES:

- International participation/Club participation/other related activities (level of participation will be considered) and evidence of active participation in extracurricular activities
- Other College/University activities; Represented the College as State/National/International level

OTHERS

- All fees due to the College have been settled in full
- Student has never-been subjected to disciplinary actions
- Excelled in the interview

DEAN'S LIST

This is the recognition given to students who have achieved a GPA of 3.75 on the 4.00 scale with a workload of at least 12 credit hours in a semester.

Their names will be recognized and listed in the convocation programme book and they will receive a "Certificate of Achievement'.

DEFERMENT OF SEMESTER

DEFERMENT OF STUDIES

Deferment of studies may be defined as the approved period of non-study requested by a student. The reasons for this request must be valid and acceptable before approval can be given. This is especially applicable to foreign students who are residing in Malaysia on student visas.

Request for deferment of semester is unlikely granted approval but may be considered on a case- by-case basis and depending on the circumstances. Absence of **one semester or 3 months** (whichever is longer) without notification **will result in automatic termination of studies**. Candidates in such situations may need to re-apply as a new student.

For foreign students, the approved deferment must be accompanied by a show of purchased air ticket by the student to leave the country during the specific period of deferment. Students are strongly not encouraged to defer their studies on tolerable grounds as it will prolong their length of studies. The usual deferment allowed at any one time of request is **one semester**.

Student is allowed to defer a maximum of **2 semesters** throughout the entire programme. Further deferment will result students not able to complete within the stipulated time frame, hence student will be required to re-enrol into the programme as a new student. This may become a problem to international student because this requires further explanation to the Immigration Department and might result in summon and delays in visa renewal.

DEFERMENT OF COURSEWORK OR EXAMINATION SUBJECT

Students who wish to defer the completion of either the coursework or an examination after the commencement of the module should gain permission in writing from the Course Coordinator. Deferments to take a recommended module may result in the course being extended for up to 8 months until the deferred module is offered once again on the timetable. Deferment for examinations is permitted for a maximum of three subjects in the course. The applicable reasonsfor a deferment are:-

- Absence due to sickness (to provide original medical leave from a clinic or hospital)
- Absence due to bereavement (to provide a copy of the death certificate)
- Absence due to work commitment (original employer letter to be provided)
- Absence due to being overseas (a copy of air-ticket to be provided).

In the event that a deferment form and accompanying documents are not provided, the grade for the subject will be recorded as **ZERO** which will result a „**FAIL'**, and will require student to resit as a referral candidate. When deferments are not formally notified, the Board of Examiners will record the absence of a mark as **FAIL** in that component and no appeal will be entertained by the Board.

DEFERMENT PROCEDURE

The request for deferment must be accompanied by a duly completed Deferment Form. The Form must be circulated to the relevant Department / School / Faculty for authorized signatures prior to submitting to the Principal. All deferment forms must be accompanied with supporting evidence and parents" approval.

WITHDRAWAL FROM STUDIES

Any student intending to withdraw from the respective programme must complete and submit the Student Withdrawal Form, which obtained from the Head of Faculty.

WITHDRAWAL PROCESS

The student has to complete the form and obtain the requisite approval before the student is allowed to withdraw from the programme. The student will only be given the College transcripts (if any is available) upon completion of the due process of the student withdrawal.

A student who wishes to withdraw from the College must follow the process below:

- Complete and submit a Withdrawal Application Form to the Head of Faculty
- Meet the Principal for Counselling
- International students must proceed to the International Students Department for cancellation of visa, fill in the relevant particulars and submit necessary documents.
- All College fees up to the date of the current semester must be paid in full. The College reserves the right to seek legal action against any student for the non-payment of fees including of fees with interest, cost and expenses.

TRANSFER OF PROGRAMME

GENERAL

A transfer of programme is defined as a switch from an existing programme of study to a new programme; a transfer effect on the following semester.

ELIGIBILITY AND PROCEDURE

To initiate a transfer of programme, the said student must possess the following:

- a full acceptance into an existing programme
- meeting of the entry requirement of the new programme
- approval from the Principal of the accepting Faculty
- Payment of the programme transfer fee.
- Confirmation by the cashier that existing programme fees are up to date

The Programme Transfer Form needs to be filled and submitted after approving signatures are obtained by the student from the respective Principal, releasing Head of Faculty and receiving new programme Head of Faculty. In any case, the transfer cannot take effect immediately unless the transfer was promptly completed at the end of the semester, after the final examination

SUBJECTS COMPLETED PREVIOUSLY

The student is required to acknowledge that some of the subjects successfully completed in the existing old programme may not be transferable or may not be accepted into the new programme. Hence, the undertaking of such subjects may at times be considered "wasted" by some transferring students, although the knowledge gained would be invaluable. Where relevant, subjects completed may be accepted by the new School / Faculty and exemptions be given accordingly.

LIBRARY

The ODL students can access the library via https://campussmart.ihmc.edu.my/signin/index

STUDENT ID CARD

Student will receive a student ID card form upon confirmation of e-registration completion from IHM College. Completed forms should be email to registrar@inhouse.du.my