School of Business (SOB)

Academic Regulations – 2025
Diploma in Business Studies (DBS)

Penang International Dental College (PIDC), Malaysia

1. Introduction

These academic regulations govern Diploma in Business Studies programme under the School of Business (SOB) at PIDC. All enrolled students must comply with these regulations, established in accordance with the Malaysian Qualifications Agency (MQA) and the Ministry of Higher Education (MOHE) standards.

2. Governance and Oversight

The programmes are overseen by the Academic Board of PIDC, ensuring adherence to national higher education standards. Any amendments to the curriculum, regulations, or policies require the approval of the Academic Board.

3. Programme Structure and Duration

- Generally, there are three (3) major intakes in a year which are in January, May and August.
- January is a short semester whilst May and August sessions are full semesters.
- The program duration is 2.5 years and it consists of 5 long semesters and 2 short semesters.
- Each semester includes the lectures, study week, mid semester exam as well as final examination or final project.
- Maximum period to complete: 4 years (including deferments or repeats).

4. Admission Requirements

Diploma in Business Studies (DBS):

- Possesses SPM with at least credit in THREE subjects; OR
- Possesses SKM Level 3 in the related field, OR
- A Certificate (Level 3, MQF) in the related field with at least CGPA of 2.0.
- A Pass in Sijil Tinggi Pelajaran Malaysia (STPM) with at least Grade C (GP 2.0) in any subjects; OR
- A pass in Sijil Tinggi Agama Malaysia (STAM) with at least Grade Maqbul; OR
- Other equivalent qualifications recognised by the Malaysian Government.
- International students are required to achieve a minimum Band 3 in MUET OR equivalent to CEFR (HIGH B1).

5. Academic Progression and Attendance

5.1 Minimum Attendance Requirement

Students are required to attend classes and/or tutorials and complete all assignments stipulated in the subject regulations in order to qualify for formal assessments and to remain enrolled in their programme of study. A student may be prohibited from sitting for the examination and assigned an F grade if their attendance does not meet the minimum requirement of 85%.

5.2 Course Completion Requirement

Students must pass all prescribed courses in the academic year to progress to the next semester or academic level. The minimum passing grade for each course is C (2.00 GPA).

5.3 Failure in a Course

A student who fails a course may be subjected to one of the following actions depending on the circumstances and academic committee decision:

- Re-sit the examination (Additional examination)
- Repeat the course in the following semester
- Placed under Academic Observation if CGPA is below 2.00
- Terminated from programme if CGPA is below 1.00 for 2 consecutive semesters.

5.4 Duration of Study

- The minimum duration to complete Diploma in Business Studies is 2.5 years, while the maximum is 4 years.
- Students who do not complete the program within the stipulated time may be terminated, unless an extension is granted under special circumstances.

6. Assessment and Grading

6.1 Assessment consists of Continuous Assessment (60%) and Final Exam / Final Project (40%). Methods include assignments, presentations, projects and exams.

6.2 Students must pass both continuous assessment and final assessment of each course.

6.3 Failure in continuous assessment may require remedial work and viva-voce before final examination.

6.4 Students who cannot sit for the final examination due to valid medical reasons or other approved extenuating circumstances may request to take a Special Examination.

6.5 For examination-related matters, a medical report, medical certificate, or any relevant supporting document must be submitted to the Registrar's Office within forty-eight (48) hours of the missed examination. Failure to provide the required documentation within this timeframe will result in the student being considered absent without a valid reason and receiving an F grade for the affected course.

6.6 The Special Examination must be registered by the student in the following semester to ensure that the GPA and CGPA calculations are not affected.

6.7 Cheating or misconduct in exams leads to disciplinary action, including possible dismissal.

7. Professionalism & Conduct

7.1 Students must follow the PIDC Student Code of Conduct and act with integrity and respect.

7.2 Misconduct such as cheating, harassment, or academic dishonesty will be investigated by the Disciplinary Committee.

7.3 Penalties include warning, suspension, or termination.

8. Leave of Absence & Withdrawal

8.1 Leave for valid medical or personal reasons must be approved by the Programme Director and supported with a formal written letter from the parent or guardian.

8.2 A deferment may be approved for a maximum of **one (1) semester** at a time. Students are not permitted to defer their studies for more than **two (2) consecutive semesters**. Failure to comply will result in automatic withdrawal from the programme. In such cases, any student wishing to return must reapply for admission as a new applicant.

8.3 Students may choose to withdraw their studies at any time before completing the programme. All withdrawals must be in writing and require official approval.

9.Completion & Conferment of Diploma Certificate

9.1 Students are required to meet the following criteria before being awarded a Diploma in their programme of study:

- Fulfil the credit requirement.
- Achieve minimum CGPA of 2.00.
- Pass in all courses.
- Fulfil all requirements of Academic Regulations.

9.2 Students must settle all fees, return college property and complete the exit survey process.

9.3 The certificate award is subject to endorsement by the Academic Committee.

10. Appeals & Grievances

10.1 Students may appeal assessment or disciplinary decisions.

10.2 All appeals must be submitted in writing within 7 working days and subject to approval by the Appeals Committee.

11. Amendments & Interpretation

11.1 Regulations may be revised by the PIDC Academic Committee as needed.

11.2 Final interpretation rests with the Academic Committee.