



STUDENT HANDBOOK

DIPLOMA IN GEOMATIC



2022 EDITION

Message from

Head of Civil Engineering Department

First of all I would like to congratulate all students because you have selected to study at Politeknik Kuching Sarawak (PKS).

In the last 20 years, there are only five polytechnics offering Land Survey Programme. Politeknik Premier Ungku Omar (PUO), Politeknik Sultan Haji Ahmad Shah (POLISAS), Politeknik Kuching Sarawak (PKS), Politeknik Merlimau Melaka (PMM) and Politeknik Tuanku Sultanah Bahiyah (PTSB) are among the polytechnics in Malaysia that offer Geomatic Programme. Initially, only certificate level was offered but since July 2010, all five polytechnics offer diploma level programmes with a new curriculum.

This handbook contains the information regarding programme overview, programme structure, lecturer's details, student facilities and other relevant information about the programme. Hopefully this handbook will help students to clearly know more about the Diploma in Geomatic (DGU) at PKS.

Lastly, I would like to wish all of you success in your pursuit of knowledge at Politeknik Kuching Sarawak.

Nurazura Bt. Rali

Head of Civil Engineering Department
Polytechnic Kuching Sarawak

VISION

To be the Leading-Edge TVET Institution

MISSION

i. To provide wide access to quality and recognized TVET programmes.

ii. To capitalize on smart partnership with stakeholders.

iii. To develop holistic, entrepreneurial and balanced graduates.

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1.0 Introduction

1.1 Background

Geomatic has become one of the tremendous government tools and instrument in stimulating physical, economic and social development growth at the national and international level. The existing and current national development policies are important agendas in administration, management and implementation that need the qualified knowledge of land surveying. The qualified semi - professional land surveyor with added value knowledge is necessary to cater the current employment market demand. Geomatic is also an important catalyst in physical development, economic growth and improving standard of living.


The new state-of-the-art technology and up-to-date knowledge are competencies and skills needed for the semi-professional land surveyor to generate future development scenario in land development project, marine development, agro-technology, geospatial industry, geological and geophysical activities. The emphasis of Polytechnic Diploma programe through theoretically subjects and practical method such as lectures, tutorials, assignments, field works, laboratory works, survey camp and industrial training at land surveying firms, engineering consultant firms, local authorities and various government departments are provided to penetrate employment market with supporting skills such as technical skills and soft skills.

This will give the students some added value which are relevant to the requirement of Licensed Land Surveyors Board (LJT), Royal Institution of Surveyors Malaysia (RISM), Land Surveyors Board Sarawak (LSBS), Sabah Surveyors Board (SSB) and Department of Survey and Mapping, Malaysia (JUPEM). The accreditation from the Royal Institution of Surveyor Malaysia (RISM), Licensed Land Surveyors Board (LJT), Land Surveyors Board Sarawak (LSBS), Sabah Surveyors Board (SSB), related universities, government departments and Licensed Land Surveyors Consultant firm is the important requirement in order to complete the curriculum development process.

2.0 Staff Information

Photo	Staff Name	Qualification	Email Address
 Head of Department	Nurazura Binti Rali	Sijil Politeknik Kej. Awam(Pembinaan); PUO	agus@ poliku.edu.my
		Sarjana Muda Kej. Awam; UPM	
 Head Of Programme	Stuart Otto Anak Wilson Munan	Diploma Ukur Tanah; UTM	stuart.otto@ poliku.edu.my
		Sarjana Muda Kejuruteraan (Geomatik); UTM	
 Lecturer	Alvadjuri Bin Affandie	Sijil Perguruan Asas;(MPT)	alvadjuri@ poliku.edu.my
		Sarjana Muda Ukur (Tanah);(UTM)	
 Senior Lecturer	Gs Christopher Suresh Martin	Diploma Pendidikan Pengajian Kej. Elektrik; MPT KL	Christopher.sm @poliku.edu.my
		Sarjana Muda Sains (Remote Sensing); UTM	
		Sarjana Pentadbiran Perniagaan; UUM	
 Senior Lecturer	Sr Tiong Hua Sang	Diploma Ukur Tanah; POLISAS	hstiong@ poliku.edu.my
		Diploma Pendidikan Pengajian Kej. Awam	
		Sarjana Muda Sains (Pentadbiran & Pembangunan Tanah); UTM	
		Sarjana Sains (Pentadbiran & Pembangunan Tanah); UTM	
 Senior Lecturer	Mohd Nizar Bin Hashim	Diploma Ukur Tanah; POLISAS	m_nizar@poliku.edu.my
		Sarjana Muda Sains (Geoinformatik); UTM	

 Senior Lecturer	Sr Mohamed Yusup Bin Mohamad Yackub	Diploma Pendidikan; MPBP	myusup@poliku.edu.my
		Diploma Perancangan Bandar & Wilayah; UTM	
		Sarjana Muda Sains (Pentadbiran & Pembangunan Tanah); UTM	
 Senior Lecturer	Sr Che Zaidi B. Che Hassan	Diploma Ukur Tanah; UTM	che_zaidi@poliku.edu.my
		Sarjana Muda Kejuruteraan (Geomatik); UTM	
 Senior Lecturer	Sr Mohd Fadli Bin Che Adenan	Sijil Kej. Awam [Ukur Tanah], PKS	mohd_fadzli@poliku.edu.my
		Diploma Kej. Awam [Ukur Tanah], PUO	
		Sarjana Muda Kejuruteraan [Geomatik], UTM	
 Senior Lecturer	Sr Che Ku Ahmad Fuad Bin Che Ku Abdullah	Sarjana Muda Sains Ukur & Geomatik; UiTM	ahmad_fuad@poliku.edu.my
 Senior Lecturer	Nur Syamsinar Fadhilah Binti Mohamad Jaya	Sarjana Muda Sains (Geoinformatik) (KEP); UTM	syamsinar@poliku.edu.my
 Lecturer	Muhammad Firdaus B Aminuddin	Diploma Ukur Tanah; UTM	m.firdaus@poliku.edu.my
		Sarjana Muda Kejuruteraan (Geomatik), UTM	
 Senior Lecturer	Sr Mohd Zahirudin Bin Mohamed Na'aim	Sarjana Muda Kejuruteraan (Geomatik), UTM	mzahir@poliku.edu.my

 <p>Senior Lecturer</p>	<p>Sr Helmi Bin Abd Kadir</p>	<p>Sarjana Muda Sains Ukur & Geomatik; UiTM</p>	<p>helmi_kadir@poliku.edu.my</p>
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3.0 Programme Information

3.1 Programme Synopsis

This programme provides students with knowledge and generates skill in the field of land survey especially on measurement and positioning technique, geospatial data capture, data processing, data analysis and map presentation. Among the courses offered in this programme is Cadastral Surveying, Survey Computation, Engineering Surveying Hydrographic Surveying, Utility Mapping, Geodesy, Astronomy, Survey Adjustment, CADD, Geographical Information System (GIS), Photogrammetry, Remote Sensing, Cartography, Land Law & Regulations, Land Management and Development, Town and Regional Planning and Visual Basic Programming. In addition to the technical courses, students are also taught Communicative English, Engineering Mathematics, Engineering Science, Pengajian Malaysia, Sains Teknologi dan Kejuruteraan Islam, Nilai Masyarakat Malaysia, Komunikasi dan Penyiaran Islam, Co-Curriculum, Occupational Safety and Health and Entrepreneurship to enhance their competencies in soft skills. The graduates from this programme will have the potentials to work in both private and government sector locally and abroad. In addition, they also have the opportunities to further their studies in other higher learning institutions locally and abroad.

3.2 Programme Aims

The Diploma in Geomatic graduates in Polytechnics, Ministry of Education will have knowledge, technical skills and attitude to adapt themselves with new technological advancement and challenges in geomatic fields.

Programme Educational Objectives (PEO)

PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

Diploma in Geomatic programme should produce Geomatician that able to :

PEO1: adapt themselves with new technological advancement and challenges in the field of geomatics

PEO2: become a leader and work as a team

PEO3: promote good morality and behavior that will continuously enhance their knowledge and skills

PEO4: solve information managerial and field problems and possess entrepreneur skills to prepare themselves for future challenges as lifelong learning

3.3 Programme Learning Outcomes (PLO)

Upon completion of the programme, students should be able to:

- PLO1 Apply knowledge in geomatics discipline that fulfils standard terms requirement
- PLO2 Analyze field problems critically and creatively tools and techniques
- PLO3 Construct practical skills by using appropriate technic and surveying instrument in geomatics discipline
- PLO4 Integrate communication skills and collaborative skills in networking and culture issues
- PLO5 Organize information and pursue knowledge relating to digital and numerical skills

- PLO6 Organize leadership and responsibilities of team work in geomatics field
- PLO7 Organize personal skills and entrepreneurial mind set for career path development
- PLO8 Organize high ethical standards and professionalism pertaining to the surveying practices.

3.4 Job prospect

This program provides the knowledge and skills in geomatics and geospatial industry. This programme can also be applied to a broad range of careers available. The knowledge and skills that the students acquire from the program will enable them to participate in the job market as:-

- a. Geomatician
- b. Assistant Surveyor
- c. Assistant Land Officer
- d. Land Survey Site Supervisor
- e. Land Survey Draughtsman
- f. Assistant Hydrographic Surveyor
- g. Assistant Information System Officer (GIS)
- h. Assistant Information System Officer (Remote Sensing)
- i. Entrepreneur

3.5 Programme structure

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)								PREREQUISITE / CO-REQUISITE	
			L	P	T	O		PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8		
								Knowledge & Understanding	Cognitive Skills	Practical Skills	Interpersonal & Communication skills	Digital & Numeracy Skills	Leadership, Autonomy & Responsibility	Personal & Entrepreneurial Skills	Ethics & Professionalism		
CLS1	CLS2	CLS3a	CLS3b	CLS3c	CLS3d	CLS4	CLS5										
SEMESTER 1																	
Compulsory	MPU21012	Pengajian Malaysia	1	0	2	0	2							√	√		
	DUE10012	Communicative English 1	1	0	2	0	2				√			√			
	MPU24XX1	Unit Beruniform 1	0	2	0	0	1						√	√			
	MPU24XX1	Sukan															
Common Core	DUW10012	Occupational, Safety and Health	2	0	0	0	2	√			√					√	
	DBS10012	Engineering Science	2	1	0	0	2	√		√							
	DBM10013	Engineering Mathematics 1	2	0	2	0	3	√			√	√					
Discipline Core	DCG10013	Basic Surveying	2	3	0	0	3	√		√				√			
	DCG10022	Surveying Computation	1	0	2	0	2	√	√				√				
TOTAL			25				17										
SEMESTER 2																	
Compulsory	MPU23052	Sains, Teknologi dan Kejuruteraan Dalam Isl	1	0	2	0	2								√	√	
	MPU23042	Nilai Masyarakat Malaysia															
	MPU243X1	Kelab/Persatuan	0	2	0	0	1							√	√		
	MPU247X1	Unit Beruniform 2															MPU24XX1
Common Core	DBM20023	Engineering Mathematics 2	2	0	2	0	3	√			√	√					DBM10013
Discipline Core	DCG20033	Cadastral Surveying 1	2	3	0	0	3	√		√	√						
	DCG20042	CADD For Surveyors	0	3	0	0	2		√			√				√	
	DCG20053	Engineering Surveying 1	2	3	0	0	3	√		√	√						
	DCG20063	Field Astronomy	2	2	0	0	3	√	√	√							
TOTAL			26				17										
SEMESTER 3																	
Compulsory	MPU22012	Entrepreneurship	1	0	2	0	2				√				√		
	DUE30022	Communicative English 2	1	0	2	0	2				√				√		DUE10012
Common Core	DYA30073	Green Technology Compliance	2	3	0	0	3	√	√		√						
Discipline Core	DCG30072	Cartography	1	2	0	0	2	√		√		√					
	DCG30083	Engineering Surveying 2	2	3	0	0	3		√	√				√			DCG20053
	DCG30092	Land Laws & Regulations	1	0	1	0	2	√						√			
	DCG30103	Photogrammetry	2	3	0	0	3	√		√			√				
TOTAL			26				17										
SEMESTER 4																	
Compulsory	DUE50032	Communicative English 3	1	0	2	0	2				√				√		DUE30022
Discipline Core	DCG40113	Cadastral Surveying 2	2	3	0	0	3		√	√					√		DCG20033
	DCG40123	Engineering Surveying 3	2	3	0	0	3		√	√				√			DCG30083
	DCG40132	Geodesy 1	2	0	0	0	2	√						√			
	DCG40143	Geographical Information System	1	3	0	0	3		√		√	√					
	DCG40152	Hydrographic Surveying	2	0	0	0	2	√						√			
	DCG40163	Remote Sensing	1	3	0	0	3		√	√				√			
TOTAL			25				18										

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)								PREREQUISITE / CO-REQUISITE
			L	P	T	O		PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	
								Knowledge & Understanding	Cognitive Skills	Practical Skills	Interpersonal & Communication skills	Digital & Numeracy Skills	Leadership, Autonomy & Responsibility	Personal & Entrepreneurial Skills	Ethics & Professionalism	
CLS1	CLS2	CLS3a	CLS3b	CLS3c	CLS3d	CLS4	CLS5									

SEMESTER 5

Discipline Core	DCG50232	Topical Studies	1	2	0	0	2					√		√			
	DCG50173	Geodesy 2	1	4	0	0	3		√	√			√			DCG40132	
	DCG50182	Land Management & Development	2	0	0	0	2	√						√			
	DCG50192	Survey Adjustment	1	0	1	0	2		√		√						
	DCG50201	Survey Camp	0	0	0	0	1			√			√			DCG40113 DCG40123 DCG40152	
	DCG50213	Utility Mapping	1	3	0	0	3		√	√					√		
Electives		Elective 1	1	2	0	0	2										
TOTAL			19				15										

SEMESTER 6

Industrial Training	DUT60019	Industrial Training	0	0	0	0	9			√	√	√	√	√	√	√	
TOTAL			0				9										
TOTAL CREDIT VALUE							93										

ELECTIVES

1	DCG50222	Cadastral Surveying in Sabah & Sarawak	1	2	0	0	2		√	√				√		
2	DCG50242	Town and Country Planning	2	0	0	0	2		√		√					
3	DCG50252	Visual Basic Programming	1	2	0	0	2	√		√						

FREE ELECTIVES*

1	DUD10012	Design Thinking	1	0	0	1	2		√		√					
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	Total Credit	%
i. (a) Compulsory	14	15%
(b) Compulsory (Bahasa Kebangsaan A) ^b	2 ^b	0%
ii. Common Core	13	14%
iii. Discipline Core	55	59%
iv. Specialization	0	0%
Total Credit	82	
v. (a) Electives	2	2%
(b) Free Electives ^a	2 ^c	0%
vi. Industrial Training	9	10%
Grand Total Credit	93	100%

	Total Hours	%
i. Lecture	31	41%
ii. Practical	41	54%
iii. Tutorial	4	5%

4.0 UNITS IN POLYTECHNIC KUCHING SARAWAK

4.1 STUDENT AFFAIRS DEPARTMENT (JHEPP)

The Student Affairs Department (JHEPP) comprises of two units namely the Student Intake & Data Unit (IDU) and the Welfare & Discipline Unit (WDU). This department assists Polytechnic Kuching Sarawak (PKS) in the processing of student intakes as well as registrations, keeping and updating student records and monitoring their welfare.

The Student Intake & Data Unit (IDU) helps and facilitates the management of all applications for admission, registration and updating of student records whereas the Welfare & Discipline Unit (WDU) is mainly concerned with the welfare of the students such as assisting student's application for financial aid, monitoring their discipline and obtaining study permit for students from other states.

The department is managed by the Head of Student Affairs Department and assisted by the Student Intake & Data Unit Head and the Welfare & Discipline Unit Head. Apart from that, there are three other officers entrusted to the following three divisions. There are the Students' Registration Division, the Scholarship division and the Disciplinary Division.

Aims

This department strives to optimize the intakes with high quality students and to implement a more systematic Student Management System.

Objectives / Roles

The objectives of the Student Affairs Department are to ensure that the students intake and registration process is smoothly implemented and at the same time this department will provide a more systematic management system in line with the aspiration of Polytechnic Kuching Sarawak by;

- a) Assisting the Polytechnic Management Sector (SP Poli) in handling the intake of new students (both SPM leavers and Polytechnic graduates) efficiently.
- b) Disseminating information regarding learning and educational opportunities at Polytechnics in the Ministry of Higher Education nationwide.
- c) Recording the statistics of student intake and development.
- d) Managing student's welfare pertaining to procuring of financial aid.
- e) Providing information pertaining to student's welfare and performance.

Officers in charge

Head of JHEPP (DH48)	-	Mahathir Bin Mohammad Kamin
Registry & Data (DH44)	-	Khairul Fahmi
Welfare and Discipline (DH44)	-	Jennieceia Irdrinnie
Discipline Officer (DH52)	-	Mohd Zahirudin Bin Mohammed

Activities of the Student Affairs Department

- a) **Students Intake**
 - Disseminating information pertaining to admission for the first and second intakes.
 - Receiving the BJT-BPP, the candidates acceptance forms and verifying the consistency of the information provided by the candidates.
 - Mailing the relevant forms to the candidates for registration purposes.
- b) **Registration**
 - Coordinating and managing the registration of new and senior students.
 - Managing the Orientation Week Programme for new students.
 - Managing matters pertaining to courses, referrals and inter polytechnic transfers.
- c) **Student's Records**
 - Recording and updating student's records
 - Updating the student's databases.
 - Preparing and producing student's statistics.
- d) **Study Permit**

- Assisting students from outside Sarawak to procure the documents.
 - Collaborating with the Immigration Department in matters pertaining to application, issuance and renewal of necessary travel documents.
- e) **Sponsorship, Scholarship and Study Loans**
- Collaborating with sponsors by providing relevant sponsorship information to students.
 - Handling the sale of forms on behalf of the sponsors.
 - Assisting students throughout the application processes.
 - Facilitating interview sessions conducted by the sponsors at PKS premise.
 - Facilitating the signing of the “Sponsorship Agreement”
 - Finding new potential sponsors.
- f) **Students Discipline & Conduct**
- Setting and implementing the rules and the code of conduct of PKS students.
 - Overseeing and implementing the Act 174.
 - Monitoring and enforcing discipline and the conduct of road users in PKS.
- g) **Students Welfare**
- Helping students in getting medical attention.
 - Helping students in attaining suitable accommodation either on or off campus.
 - Assisting in arranging for MAS flight concessions for students.
 - Assisting students who need assistance through PKS Trust funds.
- h) **Students Insurance**
- Helping students to acquire group insurance.
 - Helping students to file claim(s) when they meet with accidents.
- i) **Committee for Students Representatives**
- Monitoring the committee activities through the bureau advisors.
 - Coordinating the Orientation Week Programme for the new students.

Services Provided by the Student Affairs Department (JHEPP)

The Student Affairs Department provides services to all students especially those who need assistance. When seeking assistance at the service counter of Student Affairs Department, students are advised to comply with the dress code as prescribed in the polytechnic dress code rules and regulations. The Department uses student’s registration number or student’s matrix card number as a guide to track or extract student’s information when dealing with the following services. The services provided by the department are as follow;

1. Inter Polytechnic Transfer
2. Change of Courses
3. Change of Types of Courses
4. Deferment of Study
5. Discontinue Study
6. Student Card
7. Student Personal file
8. Certification of Documents

Application Procedures for the Services provided by JHEPP

1. Inter Polytechnic Transfer

Successful candidate will be offered a place in one of the polytechnics in Malaysia and the decision of placement to that particular polytechnic as stated in the offer letter is **FINAL**. However there is allowance for appeal and candidates should abide to the following procedures:

- a) For candidates who have not reported to the Polytechnic.
Candidates need to write an official letter of appeal for a transfer to another Polytechnic. The letter should be addressed to the Student Intake Division, Department of Polytechnic Education, Kuala Putrajaya.
- b) For candidates who have reported to the Polytechnic.
Applications for a transfer to other polytechnics can be made between the fourteenth (14th) week to the sixteenth (16th) week of the academic session. The application must be endorsed by the Director of polytechnic and the student’s academic interest is to be taken into account. The result of the transfer will be made known by the eighteenth (18th) week of academic session. For critical cases,

applications must be sent immediately and directly to the Student Intake Division, Department of Polytechnic Education, Putrajaya.

- c) **Cancellation of application for the Inter Polytechnic Transfer**
Students must submit their application of cancellation of inter-polytechnic transfer directly to the Student Intake Division, Department of Polytechnic Education, Putrajaya. However, the approval of the cancellation of transfer is under the jurisdictions of the above-mentioned department.

Students who are given a transfer to another polytechnic while undergoing their industrial training or during deferment of study can register with their new polytechnic during the coming semester. Students who are involved in a police case must make sure that their transfer will not affect the investigation by the police.

2. Change of Courses

The course offered to student as stated in the offer letter is **FINAL**. For students who wish to appeal for the change of course, the following steps should be taken.

- a) **For students who have not yet registered with the Polytechnic**
All appeals for change of courses should be directed to the Student Intake Division, Department of Polytechnic Education, Department of Polytechnic Education, Putrajaya.
- b) **For students who have registered with the polytechnic**
Application for change of courses can be submitted to the director of polytechnic within one (1) month from the date of the first registration. Application can be submitted by students at any semester. Successful applicants will be placed in the first semester of the new course.

Note: Upon approval, the student's matrix card for the previous course should be returned to the Student Affairs Department.

3. Change of Types of Courses

Only students who have enrolled with a full-time course will be allowed to change course. They are only permitted to change to a part-time course that is offered in the same polytechnic. Application for change of course should be addressed to the Director of Students In-take Division, Department of Polytechnic Education, through the Director of Polytechnic of the applicant.

Note: Students' Matrix Card should be returned to the Student Affairs Department upon the approval Director of Students In-take Division, Department of Polytechnic Education.

4. Deferment of Study

- a) **For applicants who have not registered with the polytechnic.**
Applicants who wish to apply for postponement of study should write a letter of appeal to the Director of Students In-take Division, Department of Polytechnic Education. They can apply for re-admission in the coming session / semester.
- b) **For applicants who have registered with the polytechnic and Senior Students**
Applicants who wish to apply for postponement of study should write to the Director of polytechnic for approval. However, application for deferment of study is only given to those who are on medical grounds. Upon approval, the current semester will not be taken into account or considered as waived.

Note: The period of postponement of study should not exceed 2 (two) semesters except on medical grounds.

5. Discontinue Study

- a) **Students who wish to quit from polytechnic are required to fill in the "Discontinue Study Form".**
The duly completed form must be commented by the Academic Advisor, the Public Relations

Officer, the Head of Industrial Training Unit and the Librarian before submitting to the JHEPP for verification. The Director of the polytechnic will make the final decision pertaining to the approval of the application.

- b) An official letter for the result of the appeal to quit study will be sent to the applicant and copy to the following.
- Head of Academic Department students
 - Examinations Office
 - Librarian
 - Head of Industrial Training Department
 - Head of Co-curriculum Sports Department
 - Student Personal File
- c) The officer in-charge will have to update the student data in the database and student's personal file.

6. Student Card

JHEPP is responsible for preparing the Polytechnic student card. Students who have received their cards must acknowledge receipt.

7. Student Personal files

The officer-in-charge of Student Personal file is PHEP (PD) and is responsible for the following;

- a) Prepare and open new Student Personal File for every new student. Each file should include the following: -
- Reply for the Letter of Acceptance (BJT-BAP)
 - A copy of SPM slip or Certificate / Result Slip of Overseas Academic and Letter of Declaration of National Accreditation Board (LAN) / Semester 4 Result Slip / Certificate or Results Slip for Skills Certificate / Result Slip or Certificate of Community Colleges.
 - Copies of Certificate of Co-curriculum
 - A copy of identity card or MyCard
 - A copy of the School Leaving Certificate
 - Form BHEP1 to BHEP 5 completed and duly signed.

Note: Copies of the above documents must be certified.

- b) Updating Student Personal File
- c) Students are required to replace any missing, incomplete or damaged documents.
- d) Keep a copy of student's matrix card in the Students Personal File (FRP). This file will be stamped with the words "for use in Polytechnic only" or used as "Crossed file".

8. Certification of Documents

Officers who are eligible to certify the certificates and documents are as follows:

- Government Officer Management and Professional / Group A
- Judicial and Legal Officer, Chief Judge, Lawyer, Magistrate / Justice
- Peace and All Doctors Working in Central Government Health only.
- Principal / Headmaster
- Police Officer of the rank of ASP and above
- Staff of the Army rank of Captain and above
- Superintendent of Prisons, Fire Authority, the Superintendent of Customs
- MP / Senator
- Felda Manager or Felcra Manager
- Headman / Warden / Pemanca / Community Leaders (Sabah and Sarawak).

4.2 EXAMINATION UNIT

Roles and Duties of Examination Unit

- a) Preparing Final Examination Timetable
- b) Distributing latest examination related information by means of notice boards and PKS website
- c) Handling Final Examination at the end of each semester
- d) Preparing the Invigilation Timetable for lecturers
- e) Managing the process of receiving and delivering examination papers
- f) Receiving the answer scripts and preparing them for moderation by appointed moderators or answer script markers
- g) Preparing examination results master sheets for endorsement purposes during the PKS Examination Committee Meeting.
- h) To be the Secretarial for the PKS Examination Committee Meeting
- i) To keep record of student examination marks
- j) To prepare certificates and awards for qualified students
- k) To prepare supporting documents pertaining to student's appealing letters to be used during the PKS Examination Appeal Meeting
- l) To play the role as Secretarial for the PKS Examination Appeal Meeting
- m) To act as the Certification Committee during PKS Convocation

Services for students:

- a) To provide the latest information regarding Final Examinations
- b) To receive and handle feedback from students/clients and respond within 14 days
- c) To reproduce lost or damaged certificates upon request
- d) To manage students Final Examination's appeal letters
- e) To dispatch student's certificates, exam related documents as well as gifts for those who are not able to attend the convocation
- f) To safe keep student's certificates which are either not received or cannot be contacted
- g) To prepare Letter of Confirmation for student who has just successfully completed their study
- h) To verify and endorsed Final Exam Result Slip for the purpose of application for Study Loan, Scholarship or admission to Polytechnic Hostel (KAMSIS)
- i) To prepare alternative Final Exam timetable for student in case of clashes in the original timetable
- j) To assist the Academic Departments in making a join decision should there be exam related cases

Officers in charge

Head of Examination Unit (DH44)	-	Siti Rozana Binti Romali
Assessment Management Officer (DH41)	-	Fatimah Binti Leman
Record and Certification Officer (DH41)	-	Chen Hong Liung
Assistant Administrative Officer (N17)	-	Zuraida Binti Mohamad
General Office Assistant (N4)	-	Edwin Joseph Toh

Workflow

Student who has any enquiries pertaining to examination unit, or anything related with examination should first approach our Assistant Administrative Officer at the Examination Unit Counter which is located to the left of the main entrance of Examination Unit. Enquiries that need further action or clarification will be forwarded to the appropriate officer(s).

According to our policy, any enquiries received must be responded and action taken within fourteen (14) days. However, should the enquiries require further investigation such as involvement of other units or departments, then the handling process may exceed fourteen (14) days and students will be informed about it.

4.3 DEPARTMENT OF SPORTS, CO-CURRICULUM & CULTURE (JSKK)

Under the Department of Sports, Co-curricular and Culture (JSKK), there are 3 main units namely the Sports Unit, the Co-curriculum Unit and the Unit for Culture and Heritage. JSKK is responsible for all matters related to sports, co-curriculum and culture in the polytechnic. This includes planning, organizing, implementing, coordinating, supervising and monitoring the overall activities of sports, cultural as well as managing the equipment. This department also ensures that all facilities are in tip-top conditions and at the same time provide quality and excellence services to all our customers.

JSKK also ensures that all sport activities, co-curriculum and culture are progressing according to schedule and complied with the Polytechnic Calendar. JSKK is also actively involved with outside activities related to sports, culture and co-curriculum. JSKK always plans in advance to ensure that lecturers performing the following courses (Asas Unit Beruniform, Unit Beruniform 1, Unit Beruniform 2, Sukan & Kelab/Persatuan) are given opportunity to equip themselves with the required knowledge and ample training to enable them to be qualified trainers in the areas of sports, culture and co-curriculum.

Apart from that, JSKK oversees the Students' Clubs and the Committee for Sports, and Culture Co-curricular. It also manages the development and promotion of sports for students and staff. The department is also engaging experts from within and outside the Polytechnic in promoting sports training programs, co-curriculum and cultural activities.

Officers in charge

Head of Department (DH48)	- Mohd Hazry Bin Ismail
Head of Co-curriculum 1 (DH44)	- Sujanuriah Binti Sahidi
Head of Co-curriculum 2 (DH44)	- Adzrul Izwan Bin Abdullah
Sport Officer (S41)	- Hafizah Binti Dahlan

4.4 INDUSTRIAL LIAISON & TRAINING UNIT (UPLI)

The industrial training has played an important role in providing polytechnic students with opportunities for hands-on experience and exposes students to related workplace competencies demanded by the industries. This training provides exposure to students in term of technology literacy, effective communication, practice social skills and teamwork, policies, procedures and regulations, professional ethics and reporting. It also equips students with the real work experience, thus helping students to perform as novice workers.

The duration of each training session is one semester, that is, approximately 22 weeks. Students are required to undergo industrial training in their field of studies with participating organisations. Before the students are eligible for training, they have to fulfill all the following requirements as stated in part 5 of the "*Arahan-arahan Peperiksaan dan Kaedah Penilaian*" and "*Garis Panduan Latihan Industri Politeknik*".

The placement of training venue will be made known to the students before the commencement of training. Students will be attached to an organisation based on their respective fields of study. They will be guided by supervisors appointed by the organization. Students are constantly advised to maintain a high level of discipline. Apart from that, this unit is assisted by lecturers from other academic department who will be the training coordinators to the students.

Officers in charge

Head of Unit (DH44)	-	Hasri Bin Hamdan
Industrial Liaison Officer (DH41)	-	Ahmad Zambree Bin Abdul Ghani
Industrial Training Officer (DH42)	-	Mohd Faizul Bin Abu Bakar

4.5 LIBRARY

PKS Library Services:

- a) Loan
- b) Online Public Access Catalog (OPAC)
- c) References and Information Search Services
- d) Media Services

Library service procedure:

- a) Loan services is provided to all registered users and they are eligible to borrow library materials. All loan items are computerised. Borrowers are responsible for returning books on or before the due date. Fine will be imposed for items that are overdue.
- b) Web OPAC is accessible to all users via internet. Users can visit the library website at www.library.poliku.edu.my to check on any titles or materials that are available.
- c) The Reference and Information Search Service is available at the reference / loan counter. This service helps users to solve problems pertaining to library usage. It also provides guidance and information through the OPAC service. Users can also make enquiries by using phone, email or letter through the internet.
- d) The Media Service is located at ground floor behind the service counter. This service provides the usage of materials such as audio and video cassettes, compact discs, DVDs, multimedia CD-ROMS, slides, and diskette and internet service. Users should fill in the form first before using the media service. Internet usage is limited to 30 minutes per session.

Operating Hours:

Monday to Friday: 0815 to 1645 hour

Closed on Saturday, Sunday, Public Holidays and Semester Break

4.6 PSYCHOLOGY AND CAREER UNIT (UPK)

Services Offered

1. Counselling Session

For Individual or Group pertaining to the following:

- Career
- Communication
- Academic
- Relationship
- Emotion etc.

2. Psychology Test

For staff and students:

- Personality
- Interest and Career
- Attitude (anger management, time management, financial management)

3. Career Talk

Handling job advertisements and preparing for job interview from government agencies or private sector.

4. Academic Advisor Clinic

5. Motivation and Learning Clinic

Career Consultation Clinic which includes career path, resume writing, interview techniques and job

- Brochure / Career pamphlet
- Program Coordination of *Pembimbing Rakan Siswa Polytechnic*

Procedures of UPK

PKS students are welcomed to seek for services from any Psychology Officers during office hours. They are required to make an appointment with the Psychology Officers at the UPK office. Referral cases from the following parties will be given appointments too.

- Referrals from Academic Advisor
- Referrals from the coordinator of Consultation and Counselling
- Referrals from PKS *Pembimbing Rakan Siswa*

Officers in charge

Head of Unit (S41)	-	Cr. Mohamad Husahari bin Haji Jamel K.B., P.A.
Counselor Officer (S41)	-	Cr. Send Anak Takuk K.B., P.A.
Career Officer (S41)	-	Cr. Hishammudin Bin Haji Hajmi K.B., P.A.

4.7 HOSTEL (“KOLEJ KEDIAMAN DESA SERAPI”)

Polytechnic Kuching Sarawak provides student hostels which is known as “Kolej Kediaman Desa Serapi”. These hostels are situated beneath the beautiful mountain known as “Gunung Serapi”. These hostels - “Kolej Kediaman Desa Serapi” can accommodate about 2258 students.

The student’s hostel room is based on twin-sharing basis. Each room is equipped with the following facilities such as two single beds, two study tables, two student cabinets, two mattresses, two chairs and two shelved cabinets. The hostels are equipped with the following amenities. There is a television room, a study room, a recreation room, a pray room, few water dispensers and pantries. There is also a multi-purpose common room for students and a meeting room for the student’s bodies known as “Jawatankuasa Perwakilan Pelajar (JPP)” and “Jawatankuasa Pengurusan Block Kolej Kediaman (JKPBKK)”

Apart from that, the polytechnic information technology centre provides free Wi-Fi services for all students in the hostels. These services will be updated to meet the capacity of the students from time to time. Besides polytechnic cooperative “Koperasi - PKS”, polytechnic also provides a cyber café, washing machines as well as smart machine.

Within the hostel campus, there is a cafeteria operating from 6.30 am to 11.00 pm daily. There is a canteen which provides services from 7.00 am to 5.00 pm (weekdays only) and a “G-Mart” providing basic necessities for the students.

Hostel Supervisor’s Duties

- a) To assist students who require medical attention and treatment to a clinic or hospital.
- b) To manage the student’s application for hostel accommodation.
- c) To manage the student’s check in and checkout process.
- d) To provide approval for student’s application for the required hostel facilities.

Warden’s Duties

- a) To assist students who require medical attention and treatment to a clinic or hospital.
- b) To oversee student’s discipline, safety and health.
- c) To provide emergency treatment where able necessary.

Services Offered

- a) Hostel application
 - Notice for hostel application will be announced.
 - Application form can be downloaded from polytechnic website.
 - Application form should be submitted before the closing date. Application form received after the due date will not be processed.
 - Application form should be accompanied with all the required documents.
 - Incomplete application form will not be entertained.
- b) Grievances or request for repair

For any faulty or damage found in the hostel, students are required to fill in grievance/compliant form available at the Hostel Supervisor’s Office or Warden’s Office.
- c) Medical treatments
 - For medical treatment, students can approach any Hostel Supervisor or Warden. For emergency cases, kindly contact the Duty Officer.
 - The schedule of Warden-on-duty is displayed at the notice board.
- d) Facilities
 - Students can apply facilities required from the duty officer.

e) **Kuching Polytechnic hostel accommodation**

The Kuching Polytechnic management has the absolute right to offer or not to offer hostel accommodation to the student. All hostel application forms will be processed and the applicants are arranged according to the accumulated marks (merits). Student who had committed serious offenses will be blacklisted and will not be offered a place at the hostel.

As the capacity of the hostel accommodation is limited thus we cannot offer hostel to every student. Students who are not accepted to polytechnic's hostel will have to rent a place outside the campus.

4.8 INFORMATION & COMMUNICATION TECHNOLOGY UNIT (UICIT)

Services provided

a) **Registration of Username & Password To Access To Wi-Fi-PKS**

PKS provides free Wi-Fi services for students within the campus. Newly enrolled students who wish to enjoy these facilities (using "POLIKU" official Portal) will have to apply to ICT Unit. Upon approval, students will then be provided with a "username" & a "password" to access to the Free Wi-Fi. Students who are interested to use the free Wi-Fi facilities should register at the Networking section of the ICT Unit.

b) **Registration Procedures**

All new students who are interested with this service will have to access to the Polytechnic Kuching Sarawak Official Portal (www.poliku.edu.my) to apply for your new username & password. While in the PKS official portal, you have to enter the Student Wi-Fi PKS Registration System - "*Sistem Pendaftaran Wi-Fi PKS Pelajar*". Your application and request will be validated by the Students Affair Department (JHEPP). Once the information given is validated by JHEPP and approved by ICT Unit, the applicants' "username" & "password" will be sent to the users' registered email address.

Advisor

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Stuart Otto Anak Wilson Munan

Editors

Alvadjuri Bin Affandie

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Mohamed Yusup Bin Mohamad Yackub

Muhammad Firdaus Bin Aminuddin

And thanks to all Departments & Units at Politeknik Kuching Sarawak.