



KEMENTERIAN PENDIDIKAN TINGGI  
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI

**POLITEKNIK**  
MALAYSIA  
KUCHING SARAWAK

# STUDENT HANDBOOK



**DEPARTMENT OF  
CIVIL  
ENGINEERING**

**DIPLOMA IN CIVIL ENGINEERING**

**Message from  
Head of Department**



First and foremost, I would like to congratulate all new students for being accepted to pursue their tertiary education in Politeknik Kuching Sarawak (PKS). I assure you that you are at the right place since PKS is one of the top polytechnic where great technical and commercial career begins.

The Students' Handbook is a guidance in giving you an overview of the options available and the resources that can be helpful whenever you encounter any uncertainties during your study in PKS.

This handbook contain the information about Programmed Overview, programmed structure, lecturer information, student facilities and other relevant information about the programme. Hopefully this handbook will help students to get better understanding on Diploma in Civil Engineering Programme.

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

**Madam Nurazura Binti Rali**  
Head of Civil Engineering Department  
Politeknik Kuching Sarawak

## **POLITEKNIK KUCHING SARAWAK**

### **VISION**

To be the Leading-Edge TVET Institution

### **MISSION**

To provide wider access to qualified and recognized TVET programmes in order to develop holistic, entrepreneurial, balanced graduates as well as to empower communities through lifelong learning by capitalism smart partnership with stakeholders

### **GOAL**

To Produce Marketable Graduates

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## **1.0 INTRODUCTION**

The Diploma in Civil Engineering (DKA) programme is one of offered course in Department of Civil Engineering, Polytechnic Kuching Sarawak. It has 30 lecturers who are professionals with recognized qualifications, well - trained and knowledgeable in their respective fields and are fully dedicated in producing high quality graduates to fulfill the local manpower demand. Besides lectures, hands-on trainings in the workshops or laboratories are also provided to enhance the students' understanding and help them to master the target skills. Additionally, the programme also provides courses on the latest development in technologies in the engineering field, including CIDB course for green card and school finishing programme. These graduates will co-operate with the Engineers/ Architects/ Surveyors and other professionals, in building infrastructure, buildings, building services, bridges, highways and sewage facilities while emphasizing on green and sustainable environment. In addition, they also have the opportunities to further their studies to other higher learning institutions locally and abroad.

### **1.1 BACKGROUND OF CIVIL ENGINEERING PROGRAMME**

Diploma in Civil Engineering provides knowledge, skills and attitude to adapt to new technology in civil engineering with the ability to demonstrate professionalism and work ethics in fulfilling responsibilities towards the creator, client and society.

This programme is specially designed with hands-on training in addition to the theoretical learning in civil engineering. They are required to complete the industrial training to prepare graduates for employment in different sectors of the industry because the skills and knowledge acquired are used throughout modern industry. They will be able to use appropriate communication and interpersonal skills to perform tasks in various situations. Graduate will demonstrate desired behavioral traits like integrity, team work, problem solving and passion in performing the tasks related to their area of specialization. They will possess entrepreneurial skills to contribute to the economic growth for the nations development in the construction industries. With this additional skills, they will be more competitive in the present job market.



## 2.0 STAF INFORMATION

### 2.1 ORGANISATION CHART OF DIPLOMA IN CIVIL ENGINEERING PROGRAMME



**KETUA JABATAN KEJURUTERAAN AWAM**  
NURAZURA BINTI RALI



## 2.2 STAFF QUALIFICATION

No.	Name	Qualification
1	Nurazura binti Rali	<ul style="list-style-type: none"> <li>• Bachelor of Science in Civil Engineering (UTM)</li> </ul>
2	Ledia Anak Angul	<ul style="list-style-type: none"> <li>• Master in Technical and Vocational Education (KUITTHO)</li> <li>• Bachelor of Science in Civil Engineering (Hons.) (KUITTHO)</li> </ul>
3	Tang Hing Kwong	<ul style="list-style-type: none"> <li>• Master in Civil Engineering (UTM)</li> <li>• Master in Technical and Vocational Education (UTHM)</li> <li>• Bachelor of Science in Civil Engineering (Hons.) (UTM)</li> </ul>
4	Abd. Ghani bin Hj.Rashed@Mohamed	<ul style="list-style-type: none"> <li>• Master of Engineering (Civil) (UTM)</li> <li>• Master in Technical and Vocational Education (KUITTHO)</li> <li>• Bachelor of Science in Civil Engineering (Hons.) (KUITTHO)</li> </ul>
5	Dr. Muhd Nazmi bin Ismail	<ul style="list-style-type: none"> <li>• Ph.D(Water and Wastewater Engineering)</li> <li>• Master in Technical and Vocational Education (KUITTHO)</li> <li>• Bachelor in Engineering(Civil Engineering) (Hons.) (USM)</li> </ul>
6	Rosilawati binti Mohd Rasol	<ul style="list-style-type: none"> <li>• Master in Engineering(Civil-Structure) (UTM)</li> <li>• Bachelor of Civil Engineering (UTM)</li> <li>• Diploma in Education(Agensi Sektor Awam Malaysia)</li> </ul>
7	Hamidah binti Mohamad Yunus	<ul style="list-style-type: none"> <li>• Master of Science (Learning Sciences), UNIMAS</li> <li>• Bachelor of Technology and Education(Civil Engineering) (UTM)</li> </ul>
8	Azman bin Abdullah	<ul style="list-style-type: none"> <li>• Bachelor of Civil Engineering (KUITTHO)</li> <li>• Master of Education in Technic and Vocational (KUITTHO)</li> </ul>
9	Azurahani binti Bahari	<ul style="list-style-type: none"> <li>• Bachelor of Civil Engineering (KUITTHO)</li> <li>• Master of Education in Technic and Vocational (KUITTHO)</li> </ul>
10	Nur Alwani binti Abdul Latif	<ul style="list-style-type: none"> <li>• Bachelor of Civil Engineering (UTHM)</li> <li>• Master of Education in Technic and Vocational (UTHM)</li> </ul>
11	Suriati binti Ibrahim	<ul style="list-style-type: none"> <li>• Bachelor of Civil Engineering (KUITTHO)</li> <li>• Master of Education in Technic and Vocational (UTHM)</li> </ul>
12	Azlan bin Mohd Ali	<ul style="list-style-type: none"> <li>• Master in Technical and Vocational Education (KUITTHO)</li> <li>• Bachelor of Science in Civil Engineering (Hons.) (KUITTHO)</li> </ul>
13	Mohd Hazry bin Ismail	<ul style="list-style-type: none"> <li>• Bachelor of Civil Engineering (UPM)</li> <li>• Diploma in Education(Kej Awam) (IPTKL)</li> </ul>
14	Munirah binti Dawi Saifuddin	<ul style="list-style-type: none"> <li>• Master in Civil Engineering (UTM)</li> <li>• Bachelor in Civil Engineering (UPM)</li> </ul>
15	Zainap binti Haji Lamat	<ul style="list-style-type: none"> <li>• Master in Engineering (Civil) (UNIMAS)</li> <li>• Bachelor in Civil Engineering (UITM)</li> <li>• Diploma in Civil Engineering (UITM)</li> </ul>
16	Syahira binti Mohd Zayadi	<ul style="list-style-type: none"> <li>• Bachelor of Construction Management (UiTM)</li> <li>• Master of Education in Technic and Vocational (KUITTHO)</li> </ul>
17	Norhafizah binti Manap	<ul style="list-style-type: none"> <li>• Master in Engineering(Civil – Highway and Transportation) (UTM)</li> <li>• Bachelor in Civil Engineering (UTM)</li> </ul>
18	Afham Zulhusmi bin Ahmad	<ul style="list-style-type: none"> <li>• Bachelor of Civil Engineering (Hons); (UTHM)</li> <li>• Master of Engineering (Civil); UTM</li> </ul>
19	Azrina binti Madihi	<ul style="list-style-type: none"> <li>• Bachelor of Engineering (Civil) (Hons) ( UNIMAS)</li> </ul>

20	Mohammad Pauzi bin Mokhtar	<ul style="list-style-type: none"> <li>• Bachelor of Civil Engineering (Construction) (KUiTTHO)</li> <li>• Master of Education in Technic and Vocational (UTHM)</li> </ul>
21	Flora ak Albert Daud	<ul style="list-style-type: none"> <li>• Master in Engineering (Civil) (UNIMAS)</li> <li>• Bachelor in Civil Engineering (UM)</li> </ul>
22	Normah binti Jainudin	<ul style="list-style-type: none"> <li>• Master in Engineering (Civil) (UNIMAS)</li> <li>• Bachelor in Civil Engineering (UiTM)</li> <li>• Diploma in Civil Engineering (UiTM)</li> </ul>
23	Reminjus Anak Anding	<ul style="list-style-type: none"> <li>• Bachelor of Engineering (Civil) (Hons.) (UMS)</li> <li>• Diploma in Civil Engineering (PKS)</li> <li>• Diploma in Education (Technical Engineering) (UMS)</li> <li>• Certificate in Civil Engineering (Construction) (PKS)</li> </ul>
24	Shahrulnizam bin Bahari	<ul style="list-style-type: none"> <li>• Bachelor of Civil Engineering (UTM)</li> </ul>
25	Nazmiah binti Nawi	<ul style="list-style-type: none"> <li>• Bachelor of Civil Engineering (USM)</li> <li>• Master of Education in Technic and Vocational (UTHM)</li> </ul>
26	Siti Zubaidah binti Janudin	<ul style="list-style-type: none"> <li>• Master of Science In Project Management, UM</li> <li>• Bachelor of Engineering (Civil) (Hons); UiTM</li> </ul>
27	Siti Farahiah binti Mohamed	<ul style="list-style-type: none"> <li>• Bachelor of Civil Engineering (USM)</li> <li>• Master of Education in Technic and Vocational (UTHM)</li> </ul>
28	Hisyarita binti Abdul Wahid	<ul style="list-style-type: none"> <li>• Bachelor of Civil Engineering (UTM)</li> <li>• Diploma in Civil Engineering with Education (KUITTHO)</li> </ul>
29	Che Ku Norhazlina binti Che Ku Maidin	<ul style="list-style-type: none"> <li>• Diploma of Engineering (Civil) (KUiTTHO)</li> <li>• Bachelor of Engineering (Civil); UTM</li> </ul>
30	Muhamad Waridi bin Hadzali	<ul style="list-style-type: none"> <li>• Bachelor of Engineering (Civil); UTM</li> </ul>
31	Mohd Zawawiv bin Aziz	<ul style="list-style-type: none"> <li>• Diploma of Engineering (Civil) (KUiTTHO)</li> <li>• Bachelor of Engineering (Civil) (UMP)</li> <li>• Master of Engineering (Civil) (UTM)</li> </ul>



## **3.0 PROGRAMME INFORMATION**

### **3.1 PROGRAMME SYNOPSIS**

This programme is designed to equip students with sound knowledge, skills, and attitude and understanding of the environment, construction industries, construction designs and infrastructural development of civil engineering. The knowledge and skills acquired will be useful for success in future or current employment.

### **3.2 JOB PROSPECT**

The knowledge and skills acquired by the students from the program will enable them to participate in the job market such as specified as:

1. Technical assistant
2. Site supervisor
3. Clerk of Work
4. Assistant Engineer
5. Contractor
6. Health and Safety Officer
7. Research Assistant
8. Quality Control Assistant engineer
9. Material Coordinator
10. Entrepreneur

### **3.3 PROGRAMME AIMS**

This programme believes that all individuals have potential to be proactive and responsible senior technicians to support national agenda in transforming construction industry to be highly productive, environmentally sustainable with globally competitive players while focused on safety and quality standards.

### **3.4 PROGRAMME EDUCATIONAL OBJECTIVES (PEO)**

The Diploma in Civil Engineering programme shall produce semi-professionals who are:

- PEO1 : working in the field of civil engineering
- PEO2 : lead or a team member to support their role in industries
- PEO3 : engaged in activities to enhance knowledge or starting/embark their own enterprise
- PEO4 : fulfill professional and communities responsibilities, conforming to ethical and environmental values

### 3.5 PROGRAMME LEARNING OUTCOMES (PLO)

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

- PLO1: apply knowledge of applied mathematics, applied science, engineering fundamentals and an engineering specialisation as specified in DK1 to DK4 respectively to wide practical procedures and practices
- PLO2: identify and analyse well-defined engineering problems reaching substantiated conclusions using codified methods of analysis specific to their field of activity (DK1 to DK4)
- PLO3: design solutions for well-defined technical problems and assist with the design of systems, components or processes to meet specified needs with appropriate consideration for public health and safety, cultural, societal, and environmental considerations (DK5)
- PLO4: conduct investigations of well-defined problems; locate and search relevant codes and catalogues, conduct standard tests and measurements
- PLO5: apply appropriate techniques, resources, and modern engineering and IT tools to well-defined engineering problems, with an awareness of the limitations (DK6)
- PLO6: demonstrate knowledge of the societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to engineering technician practice and solutions to well-defined engineering problems (DK7)
- PLO7: understand and evaluate the sustainability and impact of engineering technician work in the solution of well-defined engineering problems in societal and environmental contexts (DK7)
- PLO8: understand and commit to professional ethics and responsibilities and norms of technician practice
- PLO9: function effectively as an individual, and as a member in diverse technical teams
- PLO10: communicate effectively on well-defined engineering activities with the engineering community and with society at large, by being able to comprehend the work of others, document their own work, and give and receive clear instructions
- PLO11: demonstrate knowledge and understanding of engineering management principles and apply these to one's own work, as a member or leader in a technical team and to manage projects in multidisciplinary environments
- PLO12: recognise the need for, and have the ability to engage in independent updating in the context of specialised technical knowledge

**Notes:**

- DK 1 : A descriptive, formula-based understanding of the natural sciences applicable in a sub-discipline
- DK 2 : Procedural mathematics, numerical analysis, statistics applicable in a subdiscipline
- DK 3 : A coherent procedural formulation of engineering fundamentals required in an accepted sub-discipline
- DK 4 : Engineering specialist knowledge that provides the body of knowledge for an accepted sub-discipline
- DK 5 : Knowledge that supports engineering design based on the techniques and procedures of a practice area
- DK 6 : Codified practical engineering knowledge in recognised practice area
- DK 7 : Knowledge of issues and approaches in engineering technician practice: ethics, financial, cultural, environmental and sustainability impacts

### 3.6 PROGRAMME STRUCTURE

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PROGRAMME STRUCTURE

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)												PRE REQUISITE / CO-REQUISITE
			L	P	T	O		PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12	
								Knowledge	Problem analysis	Design/ development of solutions	Investigation	Modern Tool Usage	The Engineer and Society	Environment & Sustainability	Ethics	Individual and Team Work	Communications	Project Management and Finance	Life Long Learning	
CLS1	CLS2	CLS2	CLS3a	CLS3c	CLS3b	CLS5	CLS5	CLS3d	CLS3b	CLS4	CLS4									
SEMESTER 1																				
Compulsory	MPU21032	Penghayatan Etika dan Peradaban	1	0	2	0	2									✓		✓		
	DUE10012	Communicative English 1	1	0	2	0	2										✓	✓		
	MPU24XX1	Sukan ***		0	2	0	0	1										✓		
	MPU24XX1	Unit Beruniform 1 ***														✓				
Common Core	DUE10022	Occupational, Safety & Health for Engineering	2	0	0	0	2	✓							✓		✓			
	DBS10012	Engineering Science	2	1	0		2	✓			✓									
	DBM10013	Engineering Mathematics 1	2	0	2	0	3	✓			✓					✓				
Discipline Core	DCC10012	Engineering Drawing and Computer Aided Drafting (CAD)	0	4	0	0	2				✓						✓			
	DCC10022	Brickworks and Concrete Laboratory	0	3	0	0	2				✓					✓				
	DCC10032	Civil Engineering Materials	2	0	0	0	2	✓									✓	✓		
TOTAL			26				18													
SEMESTER 2																				
Compulsory	MPU23052	Sains, Teknologi dan Kejuruteraan Dalam Islam*	1	0	2	0	2									✓		✓		
	MPU23042	Nilai Masyarakat Malaysia**																		
	MPU24XX1	Kelab/Pertatuan ***	0	2	0	0	1									✓		MPU24XX1		
	MPU24XX1	Unit Beruniform 2																		
Common Core	DBM20023	Engineering Mathematics 2	2	0	2	0	3	✓				✓					✓	DBM10013		
Discipline Core	DCC20042	Plumbing and Carpentry Workshop	0	3	0	0	2					✓				✓				
	DCC20053	Mechanics of Civil Engineering Structure	3	0	1	0	3	✓	✓								✓			
	DCC20063	Engineering Survey	2	3	0	0	3	✓				✓				✓				
	DCC20073	Contract and Estimating	3	0	1	0	3	✓	✓							✓		✓		
TOTAL			25				17													
SEMESTER 3																				
Compulsory	DUE30022	Communicative English 2	1	0	2	0	2										✓	✓ DUE10012		
	MPU22012	Entrepreneurship	1	0	2	0	2										✓			
Discipline Core	DCC30082	Industrialised Building System (IBS) in Sustainable Construction	0	4	0	0	2				✓				✓			✓		
	DCC30093	Geotechnical Engineering	3	0	1	0	3	✓	✓		✓						✓			
	DCC30103	Highway and Traffic Engineering	3	0	1	0	3	✓		✓							✓			
	DCC30112	Geotechnical and Highway Engineering Laboratory	0	3	0	0	2				✓	✓	✓							
	DCC30122	Fluids Mechanics	2	0	1	0	2	✓	✓								✓			
TOTAL			24				16													

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				PROGRAMME LEARNING OUTCOME (PLO)												PRE REQUISITE / CO-REQUISITE			
			L	P	T	O	CREDIT VALUES	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11		PLO12		
								Knowledge	Problem analysis	Design/ development of solutions	Investigation	Modern Tool Usage	The Engineer and Society	Environment & Sustainability	Ethics	Individual and Team Work	Communications	Project Management and Finance		Life Long Learning		
																					CLS1	CLS2
SEMESTER 4																						
Compulsory	DUE50032	Communicative English 3	1	0	2	0	2											√		√	DUE30022	
Discipline Core	DCC40132	Project Management and Practices	2	1	0	0	2	√				√							√			
	DCC40142	Steel Structure Design	2	1	0	0	2			√		√					√				DCC20053	
	DCC40152	Water Supply and Waste Water Engineering	2	0	1	0	2	√						√				√				
	DCC40163	Theory of Structures	3	0	1	0	3	√	√												DCC20053	
	DCC40172	Structure, Hydraulics and Water Quality Laboratory	0	3	0	0	2				√	√		√								
	DCC40181	Final Year Project 1	0	2	0	0	1				√								√	√	√	
Electives		Electives 1	0	4	0	0	2															
TOTAL			25				16															
SEMESTER 5																						
Discipline Core	DCC50194	Final Year Project 2	0	8	0	0	4				√	√						√			DCC40181	
	DCC50203	Reinforced Concrete Design	3	0	1	0	3			√		√					√					
	DCC50212	Hydrology	2	0	1	0	2	√	√						√							
	DCC50222	Hydraulics	2	0	1	0	2	√	√									√			DCC30122	
	DCC50232	Engineering in Society	2	0	0	0	2							√			√				√	
Electives		Electives 2	2	0	0	0	2															
TOTAL			22				15															
SEMESTER 6																						
Industrial Training	DUT600610	Industrial Training	0	0	0	0	10					√		√		√	√	√		√		
TOTAL			0				10															
TOTAL CREDIT VALUE								92														
ELECTIVES COURSES																						
1	DCC50242	Building Information Modeling (BIM)	0	4	0	0	2					√					√		√			
2	DCC50252	Building Services	2	0	0	0	2				√				√		√					
3	DCC50262	Environmental Pollution and Control	2	0	0	0	2				√				√		√					
FREE ELECTIVES*																						
1	DUD10012	Design Thinking	1	0	0	1	2	√														

	Total Credit	%
i. (a) Compulsory	14	15%
(b) Compulsory (Bahasa Kebangsaan A) <sup>b</sup>	2 <sup>b</sup>	0%
ii. Common Core	10	11%
iii. Discipline Core	54	59%
iv. Specialization	0	0%
<b>Total Credit</b>	<b>78</b>	<b>100%</b>
v. Elective	4	4%
(b) Free Electives <sup>a</sup>	2 <sup>a</sup>	0%
vi. Industrial Training	10	11%
<b>Grand Total Credit</b>	<b>92</b>	<b>100%</b>

Engineering & Engineering Technology Courses	Total Hours	%
i. Lecture	38	41%
ii. Practical	38	41%
iii. Tutorial	17	18%
<b>Total Contact Hours</b>	<b>93</b>	<b>100%</b>

#### Legend:

L : Lecture, P : Practical/ Lab, T : Tutorial, O : Others

(The numbers indicated under L, P, T & O represent the contact hours per week, to be used as a guide for time table preparation)

\*For Muslim Students

\*\*For Non Muslim Students

#### Notes:

- The minimum and maximum credit value of Electives must be referred to the programme standard or professional bodies.
- \*Free Electives are courses which are not included in any programme structure but if taken, will contribute towards students' CGPA, provided that institutions adhere to the Jabatan Pendidikan Politeknik & Kolej Komuniti Free Electives Guidelines.
- <sup>b</sup>MPU22042 Bahasa Kebangsaan A is **COMPULSORY** for students who did not attain credit in Bahasa Melayu at Sijil Pelajaran Malaysia (SPM) level and will contribute to students' CGPA.
- Co-curriculum pathways:
  - Path 1 : Sport and Club
  - Path 2 : Uniform Unit (Students are required to **PASS** Uniform Unit 1 as a prerequisite to Uniform Unit 2)
- Clusters:
  - CLS1 : Knowledge & Understanding
  - CLS2 : Cognitive Skills
  - CLS3a : Practical Skills
  - CLS3b : Interpersonal & Communication Skills
  - CLS3c : Digital & Numeracy Skills
  - CLS3d : Leadership, Autonomy & Responsibility
  - CLS4 : Personal & Entrepreneurial Skills
  - CLS5 : Ethics & Professionalism

## 4.0 NON ACADEMIC DEPARTMENTS AND UNITS IN POLITEKNIK 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 Politeknik Kuching Sarawak (PKS) in the processing of students' intakes as well as students' registrations, keeping and updating the students' 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 students' records whereas the Welfare & Discipline Unit (WDU) is mainly concerned with the welfare of the students such as assisting students' application for financial aids, monitoring their discipline and obtaining study permit for students from other states. The department is managed by the Head of the Student Affairs Department assisted by the Student Intake & Data Unit Head, and the Welfare & Discipline Unit Head. Apart from that, there are three other officers entrusted to three units namely the Students' Registration unit the Scholarship unit and the Disciplinary unit.



Organization Chart of Student Affairs Department

#### 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 are smoothly implemented and at the same time this department will provide a more systematic management system in line with the aspiration of Politeknik Kuching Sarawak by;

- assisting the Polytechnic Management Sector (SP Poli) in handling the intake of new students.
- disseminating information regarding learning and educational opportunities at Polytechnics in the Ministry of Education nationwide.
- recording the statistics of students' intake and development.
- managing the students' welfare pertaining to procuring of sponsorship.
- providing information pertaining to students' welfare and performance.



## ***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 the new students.  
Managing matters pertaining to courses, referrals and inter polytechnic transfers.

### ***c. Students' Records***

Recording and updating students' records  
Updating the students' databases.  
Preparing and producing students' 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.  
Assisting students throughout the application processes.  
Facilitating the interview sessions conducted by the sponsors at PKS premise.  
Facilitating the signing of the "Sponsorship Agreement"

### ***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.  
Assisting students who need assistance.

### ***h. Students' Insurance***

Helping students to acquire group insurance.  
Helping students to file claim(s) in case of accidents.

### ***i. Committee for Students Representatives***

Monitoring the committee activities through the bureau advisors.  
Coordinating the Orientation Week programme for the new students.

*Note: For information pertaining to Officer-in-charge of the various activities stated above, kindly refer to the attached Organization Chart of Student Affairs Department.*

### ***Services Provided by the Student Affairs Department (JHEPP)***

The Student Affairs Department provides services to all students. 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 follows;

- |                               |                               |
|-------------------------------|-------------------------------|
| 1. Inter Polytechnic Transfer | 5. Student Card               |
| 2. Change of Programme        | 6. Student Personal file      |
| 3. Deferment of Study         | 7. Certification of Documents |
| 4. Discontinuation of Study   |                               |

### ***Application Procedures for the Services provided by JHEPP***

#### ***a. Inter Polytechnic Transfer***

Successful candidates 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:

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, Putrajaya.

For candidates who have reported to the Polytechnic. Applications for a transfer to another polytechnic 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 the polytechnic and the students' academic interests are to be taken into account. The result of the transfer will be made known by the eighteenth (18th) week of the academic session. For critical cases, applications must be sent immediately and directly to the Student Intake Division, Department of Polytechnic Education, Putrajaya.

Cancellation of application for the Inter Polytechnic Transfer Students must submit their application of cancellation of interpolytechnic transfer directly to the Student Intake Division, Department of Polytechnic Education. However, the approval of the cancellation of transfer is under the jurisdictions of the abovementioned 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 with police case must make sure that their transfer will not affect the police investigation.

#### ***b. Change of Programme***

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

i. For students who have not yet registered with the Polytechnic All appeals for change of courses programme should be directed to the Student Intake Division, Department of Polytechnic Education, Department of Polytechnic Education.

ii. For students who have registered with the polytechnic Application for change of programme can be submitted to the Director of the polytechnic within one (1) month from the date of the first registration. Applications can be submitted by students at any semester. Successful applicants will be placed in the first semester of the new programme

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

iii. Change of Programme mode. Only students who have enrolled for a full-time programme will be allowed to change their programme. They are only permitted to change to a part-time programme that is being offered in the same polytechnic. Application for change of programme 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 by the Director of Students In-take Division, Department of Polytechnic Education.*

#### *c. Deferment of Study*

- i. 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 readmission in the coming session / semester.
- ii. 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.*

#### *d. Discontinuation of study*

- i. Students who wish to quit from polytechnic are required to fill in the “Discontinuation 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.
- ii. An official letter for the result of the appeal will be sent to the applicant and copy to the following:
  - Head of Academic Department students
  - Examinations Officer
  - Librarian
  - Head of Industrial Training Department
  - Head of Co-curriculum Sports Department
  - Student Personal File

iii. The officer in-charge will have to update the student's data in the database and student's personal file.

#### *e. Student Card*

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

#### *f. Student Personal files*

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

i. 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 My Card
- A copy of the School Leaving Certificate
- Form BHEP1 to BHEP 6 completed and duly signed.

*Note: Copies of the above documents must be certified.*

i. Updating Student Personal File

ii. Students are required to replace any missing, incomplete or damaged documents.

iii. This file will be stamped with the words "for use in Polytechnic only" or used as "Crossed file".

#### *ii. 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).

#### **Office Opening Hours**

Monday to Thursday: 0800 - 1230 & 1400 - 1700

Friday: 0800 - 1130 & 1415 - 1700

Closed on Public holidays

## 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:**

Siti Rozana binti Romali	- Head of Examination Unit
Fatimah Binti Leman	- Assessment Management Examination Officer
Chen Hong Liung	- Record and Certification examination Officer
Edwin Joseph Toh	- Assistant Operation



**Organization Chart of Examination Unit**

### **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 twenty one (21) days. However, should the enquiries require further investigation such as involvement of other units or departments, then the handling process may exceed twenty one (21) days and students will be informed about it.

### **Operating Hours:**

Monday to Thursday : 8.30 am – 12.30 pm, 2.00 pm – 4.30 pm  
 Friday : 8.30 am – 11.30 am, 2.30 pm – 4.30 pm  
 Closed on Public Holidays

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

##### *Introduction*

The role of this department is to organize as well as to supervise all co-curricular and co-curriculum activities in Politeknik Kuching Sarawak (PKS). Its main objective is to enhance the soft skills of PKS students especially in areas of social interaction, leadership, discipline and levels of confidence.



**Organization Chart of Department Of Sports, Co-Curriculum & Culture (JSKK)**

The structure of JSKK, Politeknik Kuching Sarawak is as followed:

- Sports Unit
- Co-curriculum Unit
- Culture & Heritage Unit

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 provides quality and excellence services to all our customers.

JSKK also ensures that all sports activities, co-curriculum and culture are progressing according to schedule and complied with the Polytechnic Calendar. It is also actively involved with outside activities related to sports, culture and co-curriculum. Apart from that, JSKK always plans in advance to ensure that lecturers performing the following courses 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, co-curriculum and culture.



JSKK also manages the development and promotion of sports for students and staff. This department is also engaging experts from within and outside the Polytechnic in promoting sports training programs, co-curriculum and cultural activities.

#### **i. Sports Unit**

This unit is responsible for managing and coordinating all sports programs in polytechnics. Under this unit, there are several student sports clubs managed by lecturers who are very keen, committed and qualified as a coach in this field. Kejohanan Sukan Politeknik Kuching Sarawak or also known as KESUPKU is one of the internal activities which involved sports competition among the students between the academic departments. KESUPKU also gets the staff to get involved with the competition. The involvement and achievement in sports by Polytechnic Kuching Students is very encouraging.

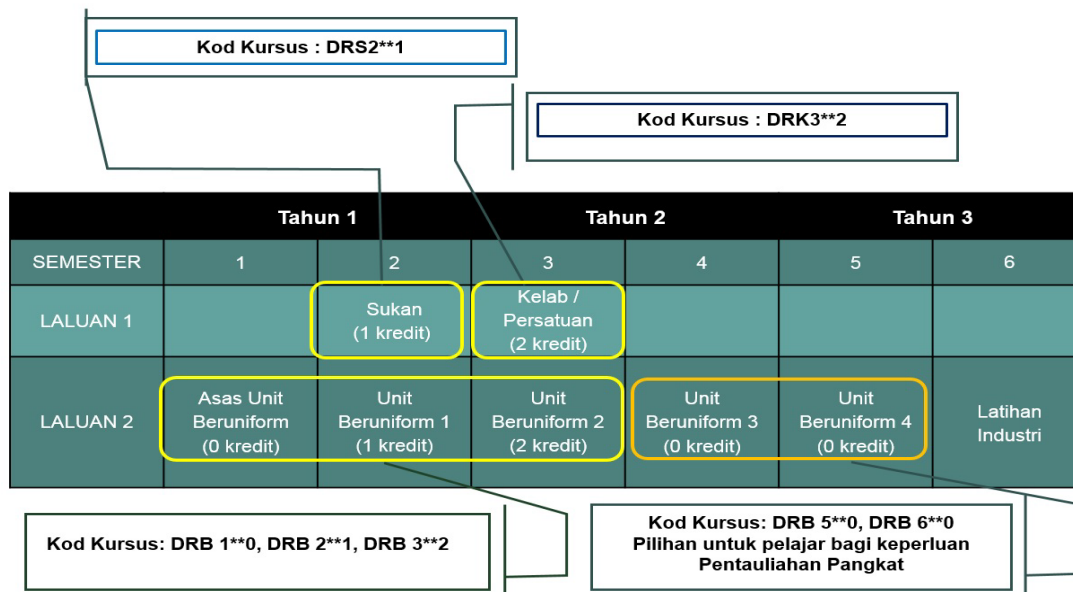
Students are provided with the chances to join tournaments such as Sports Carnival organized by Majlis Sukan Politeknik Malaysia (MSPM), Kejohanan Sukan Jemputan from IPTA and IPTS, Kejohanan Sukan Jemputan from Sports Association and Organization. Students also can join sports tournament on a higher level which is Sukan Institusi Pengajian Tinggi (SUKIPT). SUKIPT is actually organized by Sports Department of Ministry of Higher Education, held once in two years' time since it was introduced for the first time in 2012. The students who are excellent in sports might have the chances to represent Sarawak in Sukan Malaysia (SUKMA) in which the practices would be handled by Majlis Sukan Negeri Sarawak.

#### **ii. Co-curriculum Unit**

The Co-curriculum Unit is responsible for ensuring that all co-curricular programs can be implemented smoothly and effectively. All these modules will expose students to the various aspects of the basic skills of individuals as well as groups. Continuous assessment is made through the course in the form of student practical work and theory. Students would be given choices just like in Figure 5.3 for Co-curriculum Course. This course is actually compulsory for Semester 2 and Semester 3 students.

“Laluan 1” is a choice where it involves sports in semester 2 (1 credit) and club/society in semester 3 (2 credits). “Laluan 2” is a uniformed unit choice which starts in semester 1 (0 credit), semester 2 (1 credit), semester 3 (2 credits) and students can get a chance to get “pentauliahan Pangkat” in this uniformed unit when they managed to get through the courses in semester 4 (0 credit) and semester 5 (0 credit). There are 4 uniformed units offered which are:

- i. Askar Wataniah
- ii. PLAS Tldm
- iii. Pispas
- iv. Relasis



**Pilihan Kursus Co-Curriculum**

### iii. Culture & Heritage Unit

Under this unit, there are several activities planned to be implemented and a number of activities organized by JSKK and lead by Culture Officer with a group of students from Kebudayaan dan Warisan (KEWARIS). Among the activities involved KEWARIS are Majlis Konvokesyen Politeknik Kuching Sarawak, Sambutan Hari Perayaan, as well as performances inside and outside of Politeknik Kuching Sarawak.

At the level of Politeknik Malaysia, Seketeriat Kebudayaan Politeknik Malaysia or SEKEW was established in 2016. The main purpose of SEKEW is to plan, coordinate and organize cultural events for polytechnics. SEKEW is also responsible in planning festivals, seminars, explorations and various courses on cultures to help the polytechnic students and staff develop their skills, knowledge and expertise in various areas. The council also acts as a resource centre to assist the polytechnics in various matters pertaining cultures towards achieving excellence in cultures and heritage.

#### 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 20 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*” dated 12th February, 2009.

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. **During their internship**, they will be guided by supervisors appointed by the organization. Students are constantly advised to maintain a high level of discipline. At the end of internship, students will be evaluated by organization supervisors based on their overall performance.

In Kuching Polytechnics, the Industrial Liaison & Training Unit (UPLI) is situated at 1<sup>st</sup> floor of the Cisec’s building that is next to the PKS library. This unit is headed by a unit head, two officers and an administration clerk that is responsible for managing students’ industrial training affairs. Apart from that, this unit is assisted by lecturers from other academic department who will be the training coordinators to the students.

For further information pertaining to industrial training, students are welcomed to seek advice and assistance from any staff of the Industrial Training Unit.



Organization Chart of Industrial Liaison & Training Unit (Upli)

#### 4.5 LIBRARY

##### i. **PKS Library Services:**

- a. Loan Services
- b. Web OPAC (Online Public Access Catalog) & *Facebook*
- c. References and Information Search Services
- d. Media Services
- e. Interlibrary Loan
- f. User Education Service
- g. Repository *Dspace@Politeknik Kuching Sarawak*
- h. What's App

##### ii. **Officer-in-charge:**

- For general customer services such as returning of loan, requesting for reference and retrieval of information, users can seek the assistance of the Library assistants.
- For Media services, users too can request assistance from the Library assistants.

##### iii. **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](http://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.
- d. Users can also make enquiries by using phone, email or letter through the internet. The Media Service is located at first floor of library PKS. 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.
- e. Interlibrary Loan is a service that applies resource-sharing concept with other libraries or resource centers. This service is the first point of call if the material needed is not available in PKS collection. It is a cooperative service among libraries in Malaysia. Interloan includes acquiring of journal articles and loaning of books, etc. The delivery of the materials requested depends on their availability.
- f. The library has been providing User Education Service for new intake students PKS. They will be able to know how to search and retrieve documents of their interest. through this service.
- g. Dspace @ Polytechnic Kuching is a digital repository system that collects, stores, preserves and disseminates materials owned by/related to Politeknik Kuching, Sarawak (PKS) in digital form. Users will be able to have a quick access to the information in the system. Stored materials include PKS's archive, examination papers, research papers, conference papers and staff's publications.

##### iv. **Operating Hours**

###### **Monday to Friday:**

During Semester	8.00 a.m-4.50 p.m
Inter Semester Break	8.00 a.m – 1.00 p.m 2.00 p.m – 4.00 p.m
Closed	Saturday, Sunday and Public Holidays



**Organization Chart of Library**

#### **4.6 PSYCHOLOGY UNIT (UP)**

##### **Services Offered**

##### **i. Counselling Session**

*For Individual or Group counselling pertaining to the following:*

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

##### **ii. Psychology Test**

*For staff and students:*

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

##### **iii. Career Guidance**

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

##### **iv. Academic Advisor Clinic**

Assisting students in academic matters.

##### **v. Motivation and Learning Clinic**

Providing motivation and counselling services to students who find difficulties in their studies.

##### **vi. Coordination of Pembimbing Rakan Siswa Politeknik Programmes**

## Procedures of UP

PKS students are welcome to seek services from any Psychology Officers during office hours by first making an appointment at the UPK office. Referral cases from the following parties will be given appointments too.

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

There are currently 3 Psychology Officers (Registered Counselor) attached to the unit.

## OPERATION HOURS

### Monday to Thursday:

8.00am to 1.00 pm

2.00pm to 5.00 pm

### Friday:

8.00am to 11.30am

2.30pm to 5.00pm

### Saturday:

*By appointment only*



Organization Chart of Psychology Unit



#### 4.7 HOSTEL (“KAMSIS DESA SERAPI”)



Politeknik Kuching Sarawak provides students' hostels which is known as “Kamsis Desa Serapi”. These hostels are situated beneath the beautiful mountain known as “Gunung Serapi”. These hostels - “Kamsis Desa Serapi” can accommodate about 2258 students. Out of this, 1200 places are allocated for girls and 1058 places are reserved for boys. Currently 6 blocks of the boys hostels are serviceable. Current capacity for the boys' hostels & the girls' hostels are shown in the table below.

The Boys' Hostels		The Girls' Hostels	
Block	Capacity	Block	Capacity
A	232	A	624
B	232	B	576
C	232		
D	190		
E	86		
F	86		
Total	1058	Total	1200

The student hostel's 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 Pelajar Kamsis (JPK)”

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, the polytechnic cooperative “Koperasi - PKS” also provides a cyber café, washing machines as well as smart machine.

Within 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

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



### Hostel Supervisor's Office Hours

Monday – Thursday: 8.00 am – 12.45 pm

Friday: 2.15 pm – 5.00 pm

*(Except weekend, public holiday and semester break)*

### Warden's Duties

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



Organization Chart of Kuching Polytechnic *Kamsis*

## 4.8 INFORMATION & COMMUNICATION TECHNOLOGY UNIT (UICT)

### PKS-WIFI

PKS provides free Wi-Fi services for students within the campus namely as **PKS-WIFI**. PKS-WIFI is an open WIFI and the student can access the wifi using the username & password which had been registered by the network team at UICT.

The wifi coverage are expected mostly at the lecture room area not including all the boy & girl hostels. But they can use Sunner wifi kiosks which is very cheap to subscribe to use per hour.

### Officer in Charge

If there be any problems accessing the PKS-WIFI service, student may contact the officer in charge at ICT Unit. We will provide reference services and solve your problem related to this matter.

	Name	Extension
1	Miss Gracie Soo	155
2	Mr Jamirin Asoi	310

## 5.0 CLINIC

PKS Clinic is under KAMSIS Unit and it is situated in the middle of the male hostel building. It has started to operate since 1<sup>st</sup> August 2013 and it gives the facilities of basic medical treatment for all of PKS members especially the students. It is managed by one Medical Assistant, helped by one pekerja sambilan harian (PSH). However, starting from April 2015, the position had been managed under JHEP. The existence of this clinic is a need since its distance from the other health care centres is quite far from one another.

No.	Health Care Centre	Distance	Operation Hour
1.	Hospital Umum Sarawak (A&E)	23 KM	24 hours
2.	Klinik Kesihatan Telaga Air	10 KM	8 am – 5 pm
3.	Poliklinik Jalan Masjid	23 KM	8 am – 5 pm
4.	Klinik Kesihatan Petrajaya	20 KM	8 am – 5 pm

The total number of students who are staying at the hostel every semester is more than 2000 and this Polytechnic needs to have a certified officer to handle all the medical issues and treatments. Apart from that, the existence of this clinic can actually lessen the work done in hospitals and other health care centres since it helps with all the mild cases. It also can decide whether those cases are in need of reference to the next level or not.

### Objective

- To help by giving basic medical treatment to all the community members so that they can do their daily works productively.
- It can be achieved by preparing services that will accommodate the steps to avoid, treat as well as basic recovery.

**Vision**

Quality health generates quality education

**Mission**

To provide medical services with quality, care and concerned.

**Services**

To give early medical treatment in emergency cases and non-emergency cases.

**Operation Hour:**

Day	Operation Hour	
Monday-Thursday	8.00 a.m.– 1.00 p.m.	2.00 p.m. – 5.00 p.m.
Friday	8.00 a.m.– 11.45 a.m.	2.15 p.m. – 5.00 p.m.
Saturday, Sunday & Public Holidays	Close	

Emergency Cases – 24 hours (on-call)

PKS Clinic provides outside-patient-treatment to the students, staffs, and the family members who are entitled to get the treatment. For the part-timed workers, the treatment is for themselves only.

**Medical Services**

- Outside-patient-treatment to adults only.
- Early medical treatment to emergency cases and accidents.
- Reference cases to medical clinics and Sarawak General Hospital (if necessary)
- Observation Room
- Medical treatment fee is free for students and staffs of Politeknik Kuching Sarawak only.

**General Medical Services**

- One-to-one counselling service while treatment is given.
- Displaying related posters at the Health Corner near to the clinic.
- Health talk (the speakers would be invited)

### **Urgent Treatment**

- Injuries from accidents
- Breathing problem like asthma/panic attack etc.
- Intolerable pain such as stomach ache
- Unconsciousness like fainted for more than 10-15 minutes.
- Epilepsy
- Massive bleeding due to any reasons.

### **Examples of Non-Emergency Case**

- Cough and fever
- Skin problems – scabies, lice infection
- Non-serious ache on the body.
- Sprained ankles
- Sore throat
- Headache
- Small wound or bruise
- Daily dressing
- Non-serious insects bites
- Contagious diseases
- Bleeding faeces
- Tolerable pain when urinate
- Ulcer
- No appetite

### **Out-of-control Cases (emergency)**

Early treatment would be given by me and if in need of reference, it would be:

- Office hour : Clinic/ hostel warden
- After office hour : Warden on duty
- Usually, these cases would be sent to Klinik Kesihatan Telaga Air, Klinik Kesihatan Batu Kawa, Klinik Kesihatan Petrajaya, Klinik Kesihatan Jalan Masjid or Sarawak General Hospital.

### **Getting Treatment Ethics**

- i. Students have to bring their matrix card or identity card (I.C.) to get the confirmation whether they are PKS students or not.
- ii. For non-emergency cases, please get the treatment during office hour only.
- iii. For emergency cases (after office hour), please do contact the warden on duty first before heading to the PKS Clinic.
- iv. Please follow the attire acknowledged by Politeknik.
- v. Female students who are in need of treatment need to be accompanied by at least another one female student and a female warden (in case of after office hour).
- vi. Only Medical Assistant can prescribe medicines to the patients.
- vii. "Surat Pengecualian Kuliah" would only be given after the check-ups are done by the Medical Assistant and any request for the letter is not allowed. Only those who are in need of it, will get it.

### **Exception Letter:**

- i. Exception letter would only be given after it is confirmed that the patients are not fit to go to class.
- ii. Any request for the letter is not allowed.
- iii. The letter would only be issued at the time when the patients come to get the treatment.
- iv. The letter is not going to be issued after the working hours (office hour) which is (Monday-Friday) after 5 p.m., Saturday, Sunday and Public Holidays.
- v. This letter needs to be approved by the lecturers, Academic Advisors or the Head of Departments.
- vi. This letter can only be given to the same student 3 times and it must not exceed 15 days in total or both of them in one semester.

**Advisor**

Nurazura Binti Rali

**Editor**

Ledia Anak Angul

Suriati binti Ibrahim

**Members**

Tang Hing Kwong

Abd. Ghani bin Hj.Rashed@Mohamed

Dr. Muhd Nazmi bin Ismail

Rosilawati binti Mohd Rasol

Hamidah binti Mohamad Yunus

Azman bin Abdullah

Azurahani binti Bahari

Nur Alwani binti Abdul Latif

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Norhafizah binti Manap

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Azrina binti Madihi

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Reminjus Anak Anding

Shahrulnizam bin Bahari

Nazmiah binti Nawi

Siti Zubaidah binti Janudin

Siti Farahiah binti Mohamed

Hisyarita binti Abdul Wahid

Che Ku Norhazlina binti Che Ku Maidin

Muhamad Waridi bin Hadzali

Mohd Zawawiv bin Aziz

Thanks to all Department & Unit, Polytechnic Kuching Sarawak



Beg Berkunci 3094  
KM22, Jalan Matang  
93050 Kuching, Sarawak  
[www.poliku.edu.my](http://www.poliku.edu.my)

Tel: 082-845596

Fax: 082-845023

[www.poliku.edu.my](http://www.poliku.edu.my)

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