



KEMENTERIAN PENDIDIKAN TINGGI

**POLITEKNIK**  
MALAYSIA  
KUCHING SARAWAK

# STUDENT HANDBOOK

**DEPARTMENT OF  
ELECTRICAL  
ENGINEERING**

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**VISION, MISSION & EDUCATIONAL GOAL**  
**OF**  
**POLITEKNIK KUCHING SARAWAK**

**VISION**

To be the Leading-Edge TVET Institution

**MISSION**

To provide wide access to quality and recognized TVET programmes

To empower communities through lifelong learning

To develop holistic, entrepreneurial and balanced graduates

To capitalise on smart partnership with stakeholders

**EDUCATIONAL GOAL**

To produce holistic and competent TVET graduates capable of contributing to the national  
development

## **1.0 INTRODUCTION**

### **1.1 BACKGROUND**

Electrical engineering is the field of study which generally deals with the application of electrical and electronics towards designing, testing and development of circuitry and equipment for well-defined engineering activities. It requires the application of scientific and engineering knowledge and methods combined with practical skills in supporting well-defined engineering activities to prepare students for their future role in the industry.

The electrical engineering diploma graduates of the Polytechnic's Ministry of Education Malaysia are exposed to a comprehensive curriculum consisting of courses in personal development, mathematics, science, electrical disciplines and workplace competencies requirements. Graduates of the electrical engineering diploma programme will be equipped with specialized knowledge and skills which include power engineering, green technology, energy efficiency, computer technology, communication, medical electronics, optoelectronic and industrial automation.

### **1.2 PROGRAMS OFFERED**

- Diploma in Electronic Engineering (Communication), DEP
- Diploma in Electrical and Electronic Engineering, DEE

### **1.3 PROGRAMME AIM**

These programmes believes that all individuals have potential to be a resourceful and adaptable technician to support the nation aspiration in providing engineering talent.

### **1.4 FACILITIES**

- |  |                                    |
|--|------------------------------------|
| ▪ Makmal Prinsip Elektrik (EPE)              | ▪ Makmal Perkakasan Komputer (EPK) |
| ▪ Makmal Pengotomatan & Sistem Kawalan (EJK) | ▪ Makmal Pengukuran (EMU)          |
| ▪ Makmal Projek (EPJ)                        | ▪ Makmal Komputer 1 (MK1)          |
| ▪ Bengkel Mesin Elektrik (EME & EPP)         | ▪ Makmal Komputer 2 (MK2)          |
| ▪ Bengkel Pendawaian & Pemasangan (EPN)      | ▪ Bilik Kuliah 9 (BK9)             |
| ▪ Makmal Telekomunikasi (ETM)                | ▪ Bilik Kuliah 10 (BK10)           |
| ▪ Makmal Elektronik (EEL)                    | ▪ Bilik Kuliah 26 (BK26)           |
| ▪ Makmal Baikpulih (EBE)                     | ▪ Bilik Kuliah 27 (BK27)           |
| ▪ Makmal Teknologi Elektrik (ETE)            | ▪ Bilik Kuliah 28 (BK28)           |
|  | ▪ Dewan Kuliah 1 (DK1)             |



## 1.5 OUTCOME BASED EDUCATION (OBE)

Outcome-based education (OBE) is an educational model for students to demonstrate their knowledge and able to perform according to the required outcomes. It is a student-centered approach that focuses on students' learning. It starts with a clear picture of what students should know, what they should be able to do, and what desirable attitudes and values needed to organize the curriculum, instruction, and assessment to ensure an ultimate learning. Thus, OBE involves the restructuring of curriculum and assessment that reflects achievement of high learning order and mastery learning.

OBE helps students to be aware of what they should learn, aware of what they are learning and the control over their own learning. It leads to successful student learning and encourages lecturers to be well prepared. It also provides students with appropriate, purposeful learning experiences and opportunities for students to develop originality, self-motivation and independence while acquiring useful knowledge and skills. The OBE alignment can be referred from the figure below.

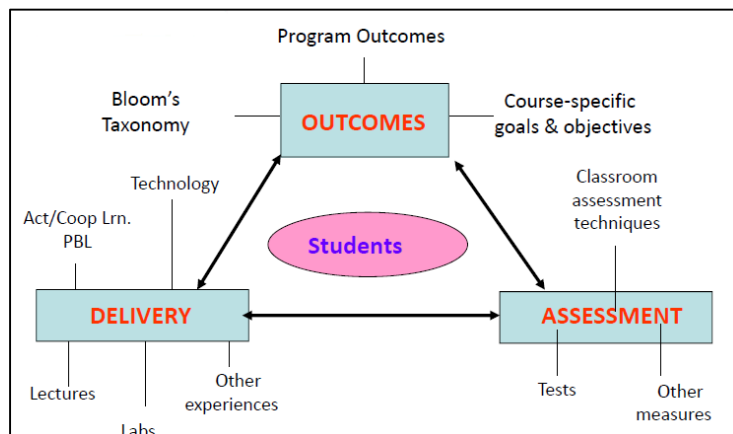
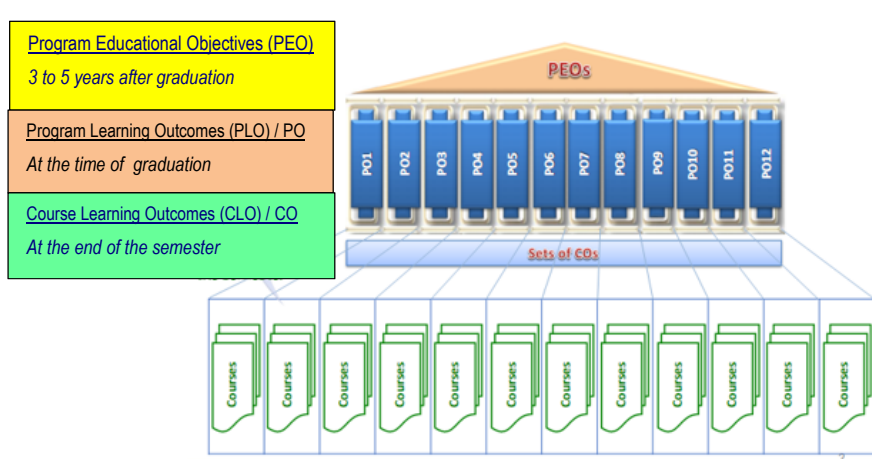
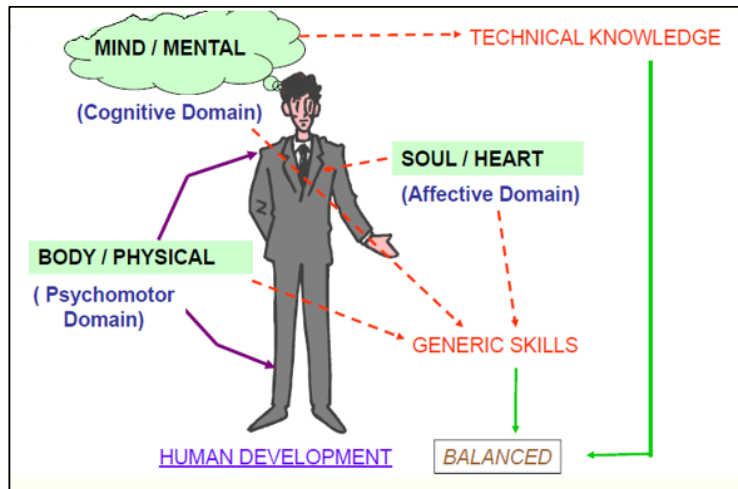


Figure: OBE Alignment

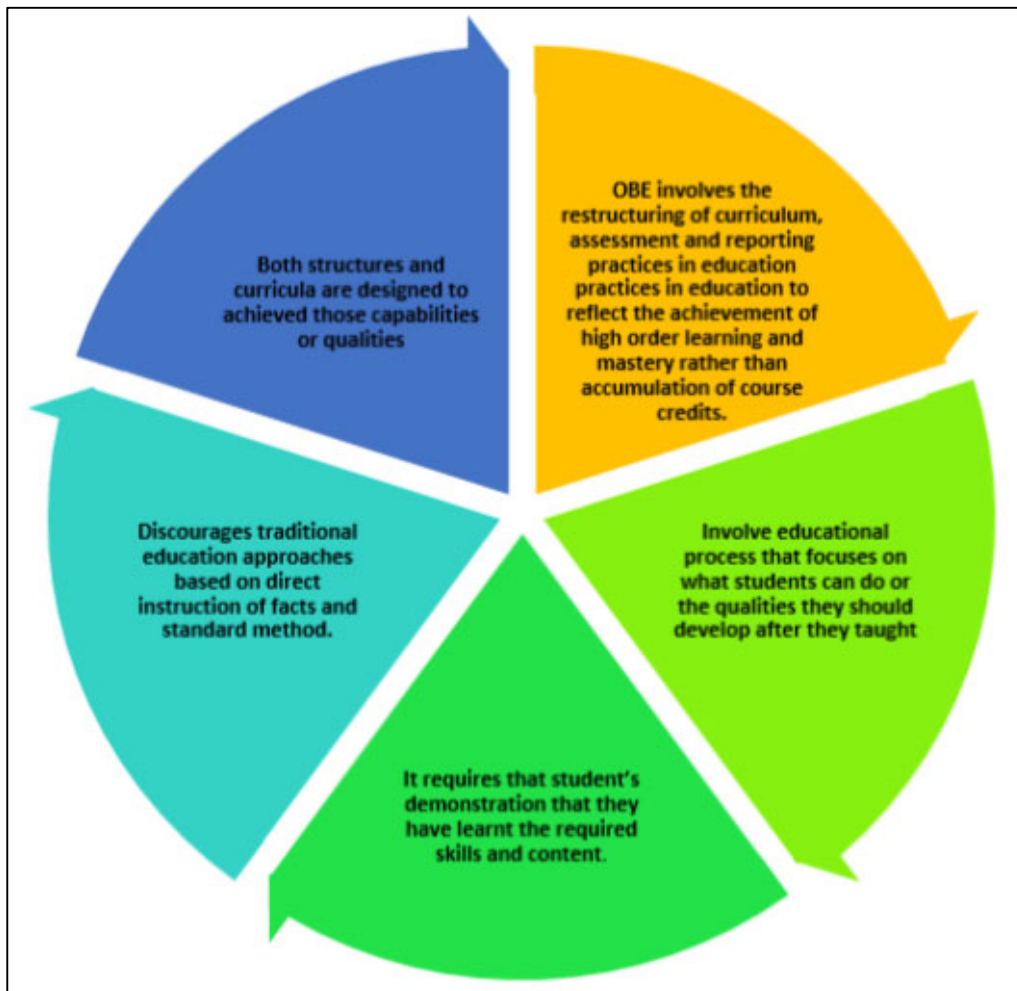
### 1.5.1 BUILDING BLOCK OF OBE CURICULA



### 1.5.2 OBE – HUMAN ASPECTS



### 1.5.3 LEARNING OUTCOME IN OBE



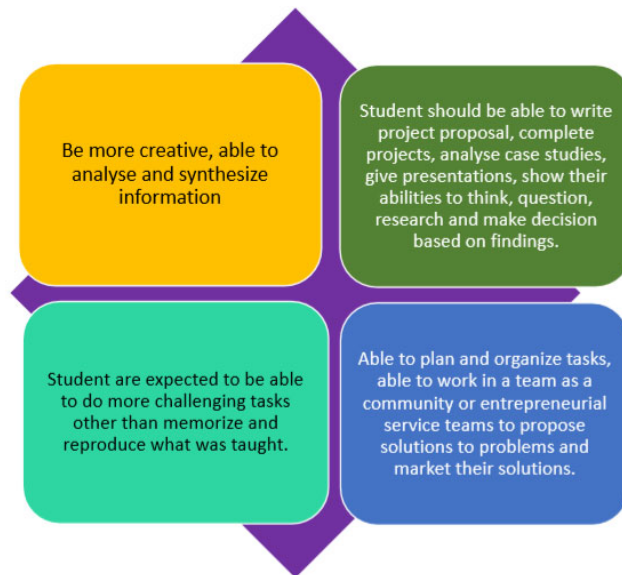
#### 1.5.4 HOW DOES OBE EFFECT TEACHING – LEARNING

ELEMENTS	TEACHER-CENTERED	STUDENT-CENTERED
KNOWLEDGE	Transmitted from Instruction	Constructed by Students
STUDENT PARTICIPATION	Passive	Active
ROLE OF LECTURER	Leader/Authority	Facilitator/Partner in Learning
ROLE OF ASSESSMENT	Few Tests, Mainly for Grading	Many Tests, for Ongoing Feedback
EMPHASIS	Learning Correct Answers	Developing Deeper Understanding
ASSESSMENT METHOD	One-Dimensional Testing	Multidimensional Testing
ACADEMIC CULTURE	Competitive, Individualistic	Collaborative, Supportive

STUDENT - CENTERED  
LEARNING



**OBE** OUTCOME-BASED  
EDUCATION



## 1.6 INTRODUCTION TO ENGINEERING TECHNOLOGY ACCREDITATION COUNCIL (ETAC)

The Engineering Technology Accreditation Council (ETAC) is a delegated body by the Board of Engineers Malaysia. ETAC started as a Protem Council in 2011 in order to provide a smooth transition in the accreditation of Engineering Technology and Engineering Technician education programmes. The Protem ETAC initially focused on the Sydney Accord based education programmes and obtained the approval of its inaugural Engineering Technology Accreditation Manual by the BEM in 2015.



With the 2015 amendment to the Registration of Engineers Act 1967, the BEM established a 21person ETAC, comprising the seven groupings (BEM, learned bodies, industry/employer, Public Services Department (PSD), Malaysian Qualification Agency (MQA), Ministry, and public representatives) in 2015 as the only recognized accrediting body for engineering technology bachelor's degree, engineering diploma and engineering technology diploma programmes offered in Malaysia.

The ETAC was instrumental in ensuring Malaysia's accredited engineering technology bachelors' degree, engineering diploma and engineering technology diploma programmes are substantially equivalent to the engineering degrees of the signatories of the Sydney Accord (SA) and Dublin Accord (DA). This will ensure that through its accreditation process, the qualities of graduates of accredited programmes meet global standards.

Accredited programmes are placed in the ETAC and MQA registers. BEM-ETAC is in the process of joining the Sydney and Dublin Accords. It is hoped that by July 2017 BEM-ETAC will be accepted as a Provisional Signatory for both Accords. In becoming signatory to these Accords BEM-ETAC will be able to ensure Malaysian engineering technology and technician graduates meet an international standard. It will accord for mutual recognition of engineering technology degrees and diplomas and their graduates across the member countries. The same education standards for engineering technology and technician for all member countries is maintained through the guidelines provided by the International Engineering Alliance (IEA – [www.ieagreements.org](http://www.ieagreements.org)) custodian of the SA and DA. ETAC is determined to uphold the high standard of accreditation process, on behalf of BEM, to become the main catalyst for change in Malaysia and the region.

### **1.6.1 ACCREDITATION OBJECTIVES**

The objectives of ETAC are to ensure:

1. The graduates of the accredited engineering programs meet the minimum academic and practical requirements to be registered as graduate engineer with BEM.
2. The Continual Quality Improvement (CQI) is being practiced by Institutions of Higher Learning (IHLs). Accreditation may also serves as a tool to benchmark engineering programs offered by IHLs in Malaysia.

### **1.6.2 ADVANTAGES FOR STUDENT AND ORGANIZATION**

1. Assurance that the diploma programs offered meet the high standards set by ETAC.
2. Enable students to further studies at local or overseas institutions.
3. Institution will be given opportunities to offer technology and TVET programs.
4. Graduates with diploma in engineering will be accepted to be Engineering Technician/ Inspector of Work (IOW) - registered with BEM.



## 2.0 DEPARTMENT ORGANIZATION CHART

Electrical Engineering Department is led by a Head of Department and supported by two Head of Programme and 40 academic staff knowledgeable lecturers with various background and professional expertise and competent.

### 2.1 ELECTRICAL ENGINEERING DEPARTMENT ORGANIZATION CHART



Figure 2.1 Organization Chart of JKE Department



**2.2 DIPLOMA OF ELECTRONIC ENGINEERING (COMMUNICATION) PROGRAMME  
ORGANIZATION CHART**



**Figure 2.2 Organization Chart of Diploma of Electronic Engineering (Communication) Programme**



**2.3 DIPLOMA OF ELECTRICAL AND ELECTRONIC ENGINEERING PROGRAMME  
ORGANIZATION CHART**



**Figure 2.3 Organization Chart of Diploma of Electrical and Electronic Engineering Programme**

### 3.0 PROGRAMME INFORMATION: DIPLOMA IN ELECTRONIC ENGINEERING (COMMUNICATION) - DEP

#### 3.1 PROGRAMME SYNOPSIS

Diploma in Electronic Engineering (Communication) is a three-year full-time programme comprising of five semesters coursework with one full semester of industrial training. This programme is designed to cover broad discipline of electronics engineering, with specialization in communication technology which includes, electrical and electronic fundamentals, computer fundamentals and programming, communication system fundamentals, semiconductor devices, and computer aided design, while emphasizing the area of specialization. The specialization courses include telecommunication network, fibre optic communication system, data communication and networking, wireless communication, and microwave devices.



Apart from the technical knowledge and skills, the programme also emphasizes on the development of the individual potential of students in an integrated and holistic manner through courses such as Islamic studies, moral studies, co-curriculum, soft skills and entrepreneurship.

#### 3.2 JOB PROSPECT

This programme provides the knowledge and skills in communication engineering that can be applied to a broad range of careers in most electronic communication field. The knowledge and skills that the students acquire from the programme will enable them to participate in the job market as:

- |                                       |   |
|---------------------------------------|---|
| a. Assistant Engineer                 | g. Assistant Network Engineer             |
| b. Assistant Radio Frequency Engineer | h. Assistant Network Administrator        |
| c. Technical Executive                | i. Assistant Drive Test Engineer          |
| d. Marketing Executive                | j. Assistant Drive Test Analyser Engineer |
| e. Technical Supervisor               | k. Network planner                        |
| f. Assistant Technical Designer       | l. Electrical/Electronic Technician       |

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

The engineering programme should produce balanced TVET graduates who are:

PEO1: practicing technician in electrical engineering related field

PEO2: contributing to society with professional ethic and responsibilities

PEO3: engaging in enterprising activities that apply engineering knowledge and technical skills

PEO4: engaging in activities to enhance knowledge for successful career advancement

### **3.4 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

### 3.5 PROGRAMME STRUCTURE DEP

SEMESTER 1									
NO	CODE	COURSE	PREREQUISITE	CODE	HOUR				RE
					L	P	T	CREDIT	
1	DUE10012	COMMUNICATIVE ENGLISH 1		COMPULSORY	1	0	2	2	
2	MPU24XX1	SUKAN			0	2	0	1	
	MPU24XX1	UNIT BERUNIFORM 1							
4	DUW10022	OCCUPATIONAL, SAFETY AND HEALTH FOR ENGINEERING		COMMON CORE	2	0	0	2	
5	DBM10013	ENGINEERING MATHEMATICS 1			2	0	2	3	#
6	DBS10012	ENGINEERING SCIENCE			2	1	0	2	#
7	DET10013	ELECTRICAL TECHNOLOGY		DISCIPLIN CORE	2	2	0	3	#
8	DET10022	ELECTRICAL WIRING			1	3	0	2	
9	DEE10013	MEASUREMENT			2	2	0	3	#
CONTACT HOUR					12	10	4		
TOTAL OF CONTACT HOUR/CREDIT/CUMULATIVE					26			18	18

SEMESTER 2									
NO	CODE	COURSE	PREREQUISITE	CODE	HOUR				RE
					L	P	T	CREDIT	
1	MPU21032	PENGHAYATAN ETIKA DAN PERADABAN		COMPULSORY	1	0	2	2	
2	MPU24XX1	KELAB/PERSATUAN	MPU24XX1		0	2	0	1	
	MPU24XX1	UNIT BERUNIFORM 2							
3	DBM20023	ENGINEERING MATHEMATICS 2	DBM10013	COMMON CORE	2	0	2	3	#
4	DET20033	ELECTRICAL CIRCUITS	DET10013	DISCIPLIN CORE	2	2	0	3	#
5	DEE20023	SEMICONDUCTOR DEVICES			2	2	0	3	#
6	DEE20033	DIGITAL ELECTRONICS			2	2	0	3	#
7	DEC20012	PROGRAMMING FUNDAMENTAL			1	2	0	2	
CONTACT HOUR					10	10	4		
TOTAL OF CONTACT HOUR/CREDIT/CUMULATIVE					24			17	35

SEMESTER 3									
NO	CODE	COURSE	PREREQUISITE	CODE	HOUR				RE
					L	P	T	CREDIT	
1	DUE30022	COMMUNICATIVE ENGLISH 2	DUE10012	COMPULSORY	1	0	2	2	
2	DBM30043	ELECTRICAL ENGINEERING MATHEMATICS	DBM20023	COMMON CORE	2	0	2	3	#
3	DEP30013	COMMUNICATION SYSTEM FUNDAMENTALS		DISCIPLINE CORE	2	2	0	3	#
4	DEE30043	ELECTRONIC CIRCUIT			2	2	0	3	#
5	DEE30052	ELECTRONIC EQUIPMENT REPAIR	DEE20023		1	3	0	2	
6	DEE30071	ELECTRONIC COMPUTER AIDED DESIGN			0	2	0	1	
7	DEP30083	TELECOMMUNICATION NETWORK		SPECIALISATION	2	2	0	3	#
CONTACT HOUR					10	11	4		
TOTAL OF CONTACT HOUR/CREDIT/CUMULATIVE					25			17	52

SEMESTER 4									
NO	CODE	COURSE	PREREQUISITE	CODE	HOUR				RE
					L	P	T	CREDIT	
1	DUE50032	COMMUNICATIVE ENGLISH 3	DUE30022	COMPULSORY	1	0	2	2	
2	MPU22012	ENTREPRENEURSHIP		COMMON CORE	1	2	0	2	
3	DEC40053	EMBEDDED SYSTEM APPLICATION	DEC20012	DISCIPLINE CORE	2	2	0	3	#
4	DEP40053	FIBER OPTIC COMMUNICATION SYSTEM		SPECIALISATION	2	2	0	3	#
5	DEE40113	SIGNAL AND SYSTEM	DBM30043		2	2	0	3	#
6	DEE40082	PROJECT 1			1	2	0	2	
7	-	ELECTIVE 1		ELECTIVE	2	0	0	2	#
CONTACT HOUR					11	10	2		
TOTAL OF CONTACT HOUR/CREDIT/CUMULATIVE					23			17	69

SEMESTER 5									
NO	CODE	COURSE	PREREQUISITE	CODE	HOUR				RE
					L	P	T	CREDIT	
1	MPU23052	SAINS TEKNOLOGI & KEJURUTERAAN ISLAM*		COMPULSORY	1	0	2	2	
2	MPU23042	NILAI MASYARAKAT MALAYSIA**							
3	DEE30061	COMPUTER AIDED ELECTRICAL DRAWING		DISCIPLINE CORE	0	2	0	1	
4	DEP50033	DATA COMMUNICATION AND NETWORKING	DEP30013	SPECIALISATION	2	2	0	3	#
5	DEP50043	MICROWAVE DEVICE			2	2	0	3	#
6	DEP50063	WIRELESS COMMUNICATION			2	2	0	3	#
7	DEE50102	PROJECT 2	DEE40082		0	3	0	2	
8	-	ELECTIVE 2		ELECTIVE	2	2	0	2	#
CONTACT HOUR					9	13	2		
TOTAL OF CONTACT HOUR/CREDIT/CUMULATIVE					24			16	85

SEMESTER 6									
NO	CODE	COURSE	PREREQUISITE	CODE	HOUR				RE
					L	P	T	CREDIT	
1	DUT600610	ENGINEERING INDUSTRIAL TRAINING						10	
CONTACT HOUR					0	0	0		
TOTAL OF CONTACT HOUR/CREDIT/CUMULATIVE					0			10	95

NOTES:

RE : Remark  
 # : Final examination/Final assessment is carried out at the end of the semester.  
 \* : For Muslim Students  
 \*\* : For Non-Muslim Students

L : Lecture  
 P : Practical  
 T : Tutorial  
 C : Credit

No	Course Classification	Credit Hours	Percentage, %
1.	Compulsory	14	15
2.	Common Core	13	14
	Discipline Core	32	34
3.	Specialisation	22	23
4.	Elective	4	4
5.	Industrial Training	10	11
	<b>TOTAL</b>	<b>95</b>	<b>100</b>

**Notes:**

1. The minimum and maximum credit value of Electives must be referred to the programme standard or professional bodies.
2. **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.
3. **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.
4. Co-curriculum pathways:
  - a. Path 1: Sport and Club
  - b. Path 2: Uniform Unit (Students are required to **PASS** Uniform Unit 1 as a prerequisite to Uniform Unit 2)

### 3.6 TOTAL CREDIT HOURS

95 credit hours

Note:

Students can refer to their Course Outline for more information about all courses undertaken each semester.

### 3.7 ELECTIVE COURSES

Students are required to take a minimum of four credits of elective courses.

## **4.0 PROGRAMME INFORMATION: DIPLOMA IN ELECTRICAL AND ELECTRONIC ENGINEERING - DEE**

### **4.1 PROGRAMME SYNOPSIS**

Diploma in Electrical and Electronic Engineering is a three-year full-time programme comprising of five semesters coursework with one full semester of industrial training. This programme is designed to cover the broad discipline of electrical and electronic engineering which includes electrical and electronic principles, computer fundamental and programming, computer aided design, semiconductor devices, communication systems, wiring installation, power system, electrical machine, and programmable logic controller. The green technology elements are also incorporate in the curriculum to provide awareness towards the importance of the sustainable energy.

Apart from the technical knowledge and skills, the programme also emphasizes on the development of the individual potential of students in an integrated and holistic manner through courses such as Islamic studies, moral studies, co-curriculum, soft skills and entrepreneurship.

### **4.2 JOB PROSPECT**

This programme provides the knowledge and skills in electrical engineering that can be applied to a broad range of careers in most power generation provider and manufacturing industries. The knowledge and skills that the students acquire from the programme will enable them to participate in the job market as: -

- Electrical/Electronic Technician
- Electrical Engineering Service Advisor
- Technical Assistant
- Electrical/Electronic Engineering Supervisor
- Assistant Engineer

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

The engineering programme should produce balanced TVET graduates who are:

PEO1: practicing technician in electrical engineering related field

PEO2: contributing to society with professional ethic and responsibilities

PEO3: engaging in enterprising activities that apply engineering knowledge and technical skills

PEO4: engaging in activities to enhance knowledge for successful career advancement



#### **4.4 PROGRAMME LEARNING OUTCOMES (PLO)**

Upon completion of the programme, graduates 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

## 4.5 PROGRAMME STRUCTURE DEE

SEMESTER 1									
NO	CODE	COURSE	PREREQUISITE	CODE	HOUR				RE
					L	P	T	CREDIT	
1	DUE10012	COMMUNICATIVE ENGLISH 1		COMPULSORY	1	0	2	2	
2	MPU24XX1	SUKAN			0	2	0	1	
	MPU24XX1	UNIT BERUNIFORM 1							
4	DUW10022	OCCUPATIONAL, SAFETY AND HEALTH FOR ENGINEERING		COMMON CORE	2	0	0	2	
5	DBM10013	ENGINEERING MATHEMATICS 1			2	0	2	3	#
6	DBS10012	ENGINEERING SCIENCE			2	1	0	2	#
7	DET10013	ELECTRICAL TECHNOLOGY		DISCIPLIN CORE	2	2	0	3	#
8	DET10022	ELECTRICAL WIRING			1	3	0	2	
9	DEE10013	MEASUREMENT			2	2	0	3	#
CONTACT HOUR					12	10	4		
TOTAL OF CONTACT HOUR/CREDIT/CUMULATIVE					26			18	18

SEMESTER 2									
NO	CODE	COURSE	PREREQUISITE	CODE	HOUR				RE
					L	P	T	CREDIT	
1	MPU21032	PENGHAYATAN ETIKA DAN PERADABAN		COMPULSORY	1	0	2	2	
2	MPU24XX1	KELAB/PERSATUAN	MPU24XX1		0	2	0	1	
	MPU24XX1	UNIT BERUNIFORM 2							
3	DBM20023	ENGINEERING MATHEMATICS 2	DBM10013	COMMON CORE	2	0	2	3	#
4	DET20033	ELECTRICAL CIRCUITS	DET10013	DISCIPLIN CORE	2	2	0	3	#
5	DEE20023	SEMICONDUCTOR DEVICES			2	2	0	3	#
6	DEE20033	DIGITAL ELECTRONICS			2	2	0	3	#
7	DEC20012	PROGRAMMING FUNDAMENTAL			1	2	0	2	
CONTACT HOUR					10	10	4		
TOTAL OF CONTACT HOUR/CREDIT/CUMULATIVE					24			17	35

SEMESTER 3									
NO	CODE	COURSE	PREREQUISITE	CODE	HOUR				RE
					L	P	T	CREDIT	
1	DUE30022	COMMUNICATIVE ENGLISH 2	DUE10012	COMPULSORY	1	0	2	2	
2	DBM30043	ELECTRICAL ENGINEERING MATHEMATICS	DBM20023	COMMON CORE	2	0	2	3	#
3	DEP30013	COMMUNICATION SYSTEM FUNDAMENTAL		DISCIPLINE CORE	2	2	0	3	#
4	DEE30043	ELECTRONIC CIRCUITS			2	2	0	3	#
5	DEE30052	ELECTRONIC EQUIPMENT REPAIR	DEE20023		1	3	0	2	
6	DEE30071	ELECTRONIC COMPUTER AIDED DESIGN			0	2	0	1	
7	DEE30061	COMPUTER AIDED ELECTRICAL DRAWING			0	2	0	1	
8	DET30053	POWER SYSTEM	DET20033		2	2	0	3	#
CONTACT HOUR					10	11	4	18	53
TOTAL OF CONTACT HOUR/CREDIT/CUMULATIVE					25				

SEMESTER 4									
NO	CODE	COURSE	PREREQUISITE	CODE	HOUR				RE
					L	P	T	CREDIT	
1	DUE50032	COMMUNICATIVE ENGLISH 3	DUE30022	COMPULSORY	1	0	2	2	
2	MPU22012	ENTREPRENEURSHIP		COMMON CORE	1	2	0	2	
3	DEC40053	EMBEDDED SYSTEM APPLICATION	DEC20012	DISCIPLINE CORE	2	2	0	3	#
4	DEC30023	COMPUTER NETWORKING FUNDAMENTALS			2	2	0	3	#
5	DEJ40033	PROGRAMMABLE LOGIC CONTROLLER (PLC) AND AUTOMATION			2	2	0	3	#
6	DEE40082	PROJECT 1			1	2	0	2	
7	-	ELECTIVE 1		ELECTIVE	2	0	0	2	#
CONTACT HOUR					11	10	2	17	70
TOTAL OF CONTACT HOUR/CREDIT/CUMULATIVE					23				

SEMESTER 5									
NO	CODE	COURSE	PREREQUISITE	CODE	HOUR				RE
					L	P	T	CREDIT	
1	MPU23052	SAINS TEKNOLOGI & KEJURUTERAAN ISLAM*		COMPULSORY	1	0	2	2	
2	MPU23042	NILAI MASYARAKAT MALAYSIA**							
3	DET30043	ELECTRICAL MACHINE		DISCIPLINE CORE	2	2	0	3	#
4	DET40073	POWER ELECTRONICS			2	2	0	3	#
5	DEG30013	FUNDAMENTAL OF RENEWABLE ENERGY			2	2	0	3	#
6	DEE50102	PROJECT 2	DEE40082		0	3	0	2	
7	-	ELECTIVE 2		ELECTIVE	2	2	0	2	#
CONTACT HOUR					9	13	2		
TOTAL OF CONTACT HOUR/CREDIT/CUMULATIVE					24			15	85

SEMESTER 6									
NO	CODE	COURSE	PREREQUISITE	CODE	HOUR				RE
					L	P	T	CREDIT	
1	DUT600610	ENGINEERING INDUSTRIAL TRAINING			0	0	0	10	
CONTACT HOUR					0	0	0	10	95
TOTAL OF CONTACT HOUR/CREDIT/CUMULATIVE					0				

### NOTES:

RE : Remark  
 # : Final examination/Final assessment is carried out at the end of the semester.  
 \* : For Muslim Students  
 \*\* : For Non-Muslim Students

L : Lecture  
 P : Practical  
 T : Tutorial  
 C : Credit

No	Course Classification	Credit Hours	Percentage, %
1.	Compulsory	14	15%
2.	Common Core	13	14%
	Dicipline core	32	33%
3.	Elective	5	5%
4.	Industrial Training	10	10%
5.	Practicum	-	-
6.	Others	-	-
	<b>TOTAL</b>	<b>96</b>	<b>100</b>

**Notes:**

1. The minimum and maximum credit value of Electives must be referred to the programme standard or professional bodies.
2. **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.
3. **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.
4. Co-curriculum pathways:
  - a. Path 1: Sport and Club
  - b. Path 2: Uniform Unit (Students are required to **PASS** Uniform Unit 1 as a prerequisite to Uniform Unit 2)

#### 4.6 TOTAL CREDIT HOURS

95 credit hours

**Note:**

Students can refer to their Course Outline for more information about all courses undertaken each semester.

#### 4.7 ELECTIVE COURSES

Students are required to take a minimum of four credits of elective courses.

## 5.0 NONACADEMIC DEPARTMENTS AND UNITS IN POLITEKNIK KUCHING SARAWAK

### 5.1 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.



Figure 5.1 Organization Chart of Student Affairs Department

### **5.1.1 Aims**

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

### **5.1.2 Objectives / Roles**

The objectives of the Student Affair 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;

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

### **5.1.3 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.*

#### **5.1.4 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   |                               |

### 5.1.6 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:

- i. 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.
- ii. 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.
- iii. 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.

- 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.
- 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.*

**c. 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.*

**d. Deferment of Study**

- 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.
- 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
- 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;

- 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.*

- Updating Student Personal File
- Students are required to replace any missing, incomplete or damaged documents.
- This file will be stamped with the words "for use in Polytechnic only" or used as "Crossed file".

**g. 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).

**JHEPP Office Opening Hours**

Monday to Thursday: 0800 - 1230 & 1400 - 1700

Friday: 0800 - 1130 & 1415 - 1700

Closed on Public holidays

## **5.2 EXAMINATION UNIT**

### **5.2.1 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

### **5.2.2 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



**Figure 5.2 Organization Chart of Examination Unit**

**5.2.3 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.

**Examination Unit 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

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

### 5.3.1 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.



Figure 5.3 Department Of Sports, Co-Curriculum & Culture (JSKK)

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

- i. Sports Unit
- ii. Co-curriculum Unit
- iii. 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.

### **5.3.2 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.

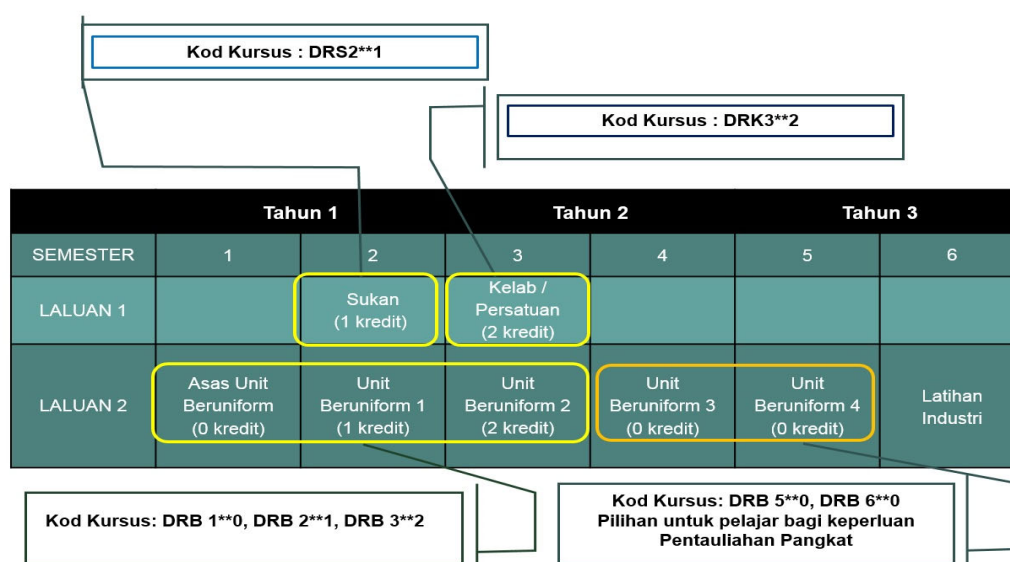
### **5.3.3 Co-curriculum Unit**

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 “pentauliahkan 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



**Figure 5.3 Pilihan Kursus Co-Curriculum**

### 5.3.4 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.

#### 5.4 INDUSTRIAL LIAISON & TRAINING UNIT (UPLI)



Figure 5.4 Organization Chart of Industrial Liaison & Training Unit

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 Cisek'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.

## 5.5 LIBRARY



Figure 5.5 Organization Chart of Library Unit

### 5.5.1 PKS Library Services:

- Loan Services
- Web OPAC (Online Public Access Catalog)&Facebook
- References and Information Search Services
- Media Services
- Interlibrary Loan
- User Education Service
- Repository *Dspace@Politeknik Kuching Sarawak*
- What's App

### 5.5.2 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.

### 5.5.3 Library service procedure:

- 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.
- 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.

#### **5.5.4 Operating Hours**

##### **Library Opening Hours (Monday to Friday)**

During Semester: 0800 - 1650

Inter Semester Break: 0800 - 1300 & 1400 - 1600

Closed on Saturday, Sunday and Public Holidays



## 5.6 PSYCHOLOGY AND CAREER UNIT (UPK)



Figure 5.6 Organization Chart of Psychology and Career Unit

### 5.6.1 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.

- Coordination of *Pembimbing Rakan Siswa Politeknik* Programmes

**5.6.2 Procedures of UPK**

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*

## 5.7 HOSTEL (“KAMSIS DESA SERAPI”)

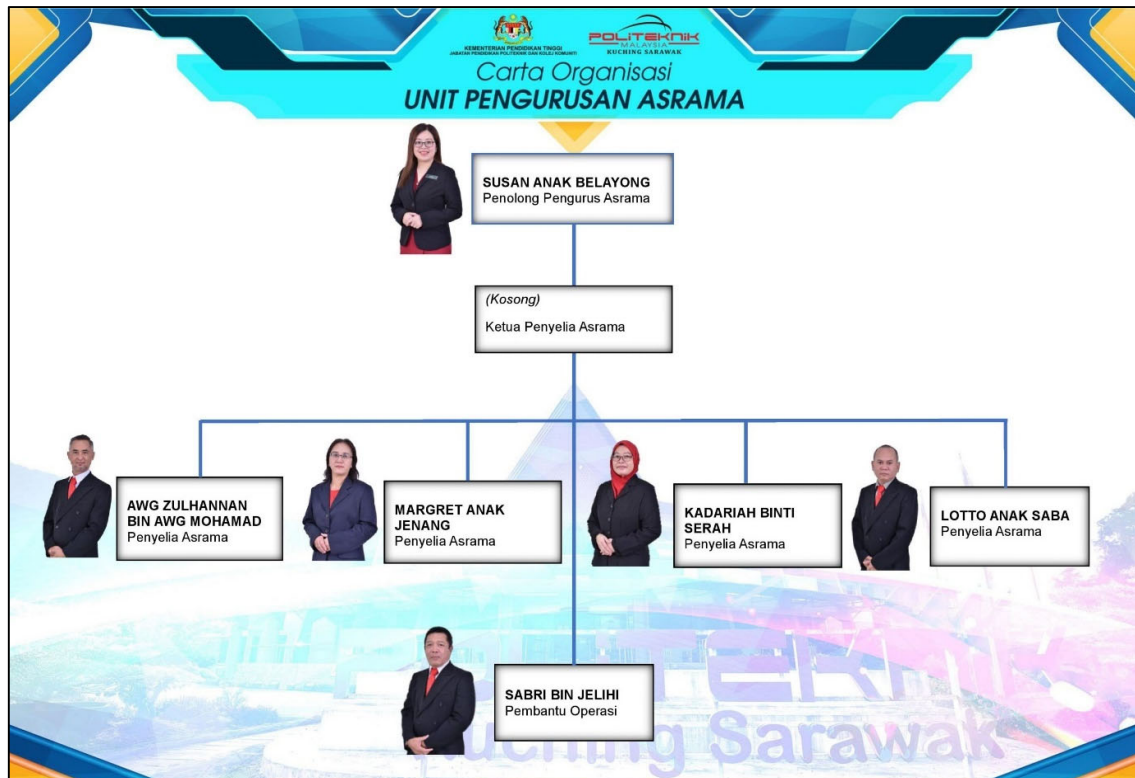


Figure 5.7 Organization Chart of Kuching Polytechnic Kamsis

### 5.7.1 Introduction



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.

### 5.7.2 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)*

### **5.7.3 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.

## 5.8 INFORMATION & COMMUNICATION TECHNOLOGY UNIT (UICT)



Figure 5.8 Organization Chart of Information & Communication Technology Unit

### 5.8.1 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 and 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 used Sunner wifi kiosks which is very cheap to subscribe to use per hour.

### 5.8.2 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 this matter.

	Name	Extension
1	Mr Tan Hang Kern	155
2	Mr Jamirin Asoi	310

## 5.9 CLINIC

### 5.9.1 Introduction

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 an Assistant Medical Officer, 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.	Klinik 1 Malaysia Taman Malihah	15 KM	9 am – 9 pm
4.	Poliklinik Jalan Masjid	23 KM	8 am – 5 pm
5.	Klinik 1 Malaysia Matang	16 KM	9 am – 9 pm
6.	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.

### 5.9.2 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.

#### **5.9.3 Services**

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

#### **Operation Hour:**

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

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.

#### **5.9.4 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.

#### **5.9.5 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)

#### **5.9.6 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.

#### **5.9.7 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

#### **5.9.8 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.

### 5.9.9 Getting Treatment Ethics

1. Students have to bring their matrix card or identity card (I.C.) to get the confirmation whether they are PKS students or not.
2. For non-emergency cases, please get the treatment during office hour only.
3. For emergency cases (after office hour), please do contact the warden on duty first before heading to the PKS Clinic.
4. Please follow the attire acknowledged by Politeknik.
5. 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).
6. Only Medical Assistant can prescribe medicines to the patients.
7. "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.

### 5.9.10 Exception Letter:

1. Exception letter would only be given after it is confirmed that the patients are not fit to go to class.
2. Any request for the letter is not allowed.
3. The letter would only be issued at the time when the patients come to get the treatment.
4. 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.
5. This letter needs to be approved by the lecturers, Academic Advisors or the Head of Departments.
6. 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.

Edited by:  
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