

## ADDENDUM & ERRATA NOTICE

### Student Handbook 2008

#### Principal Activities – p. 18 [Addendum]

Undergraduate and Postgraduate programmes

Principal Activities	Week
<b>Supplementary Examinations</b> (for re-sit students only)	7 <sup>th</sup> week of the semester

#### Financial Assistance – p. 30 [Addendum]

- Study Loan from National Higher Education Fund [Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN)]

Students who have enrolled for the undergraduate programmes at Wawasan Open University are eligible to apply for loans from PTPTN. However, PTPTN does not offer loans for students pursuing the postgraduate programmes.

Please contact your Regional Office for assistance and advice.

#### Submission of Assignments – p. 38 & 39 – [Addendum]

##### 1. Postgraduate programmes - TMA Extension

For postgraduate programmes, there are only two TMAs in a semester. However, application for extension is only applicable to TMA 1 (and NOT TMA 2) as there is insufficient amount of time between feedback from tutors and commencement of examination period.

The approving authorities for assignment submission extension:

- (a) the tutor responsible for marking the assignment - if the assignment is to be submitted up to 7 days after the submission deadline for that assignment;
- (b) the Dean/Head of the academic unit offering the course - if the assignment is to be submitted later than 7 days but within 14 days after the submission deadline for that assignment.

Written application for extension of TMA 1 submission must be submitted to the Regional Office using the Application for TMA Submission – Extension Request form (T-EX).

## 2. Penalty for Late Submission of TMAs

As per our Rules and Regulations for Assessment and Examinations,

*'a student shall submit assignments for a course in accordance with the dates which the University will communicate to the student. If an assignment is submitted after the final submission date without prior permission, the Course Coordinator will have the right to reject the assignment in which case a zero score shall be given for that assignment. However, a TMA may (with the exception of the last TMA) be submitted after the final submission date for the assignment and be accepted for marking **if there are good reasons and provided that permission has been obtained in advance for the extension.**'*

Please take note that:

In all cases of late submission of TMAs without prior approvals, the student shall be imposed with a 30% penalty in the marks awarded for the said TMAs (new students are given a 1 semester grace period and shall be exempted from the 30% penalty ruling). However, the Course Coordinator will still have the right to reject the assignment in which case a zero score shall be given for that assignment.

Students are therefore reminded to seek prior approvals should you need to seek for extension of TMA submission dates.

Assignment delivery innovation - p. 39 [Addendum]

(Online TMA Submission via: <https://assignment.wou.edu.my>)

The online Assignment Submission System is now '**available for all courses offered in July 2008 semester**' and NOT just available for certain courses in the initial stage.

Appeal on Course Results – p. 43 [Errata]

Students lodging queries or appeals shall be required to pay RM50 per *cost*. The word, *cost* should read as '**course**'.

Grading System – P. 46 [Addendum]

For **postgraduate** programmes, the grading system is as follows:

Grade	Grade Point	Remarks	Status
A	4.00	Distinction	Pass
B	3.50	Excellent	
C	3.00	Good	
D	2.00	Poor	Fail
E	1.00	Very Poor	
F	0.00	Fail	

Operating Hours for Regional Offices – p. 89 [Addendum]

The revised operating hours for Johor Bahru Regional Office is now '**10a.m. to 7p.m.**' from Tuesday to Sunday instead of *8.30a.m. to 7p.m.*

Appendix II: The Academic and Administrative Staff – p. 92 to 94 [Addendum]

1. Staff who have recently joined WOU

**School of Foundation and Liberal Studies (SFLS)**

Dean

Dr Mogana Dhamotharan, *PhD (Glasgow), MEd (UM), MEd (Wales), BJ, BA (Hons) (Panjab)*

**School of Business and Administration (SBA)**

Dean

Dr Chee Kim Loy, *PhD, MA (Michigan), MSc (Statistics) (Iowa), BSc (Hons) (Maths) (UM)*

Professor

Prof Dhurendra Dutt Kaushik, *L.L. D, L.L. M, LL. B (Meerut)*

Lecturer

Mr Fakir Mohamed Omar Din, *MBA, BBA (Hons) (UKM), Teaching Cert*

### **School of Science and Technology (SST)**

Senior Lecturer

Dr Ghanshyam Kumar Singh, *PhD (Optoelectronics) (DU), MSc (Electronics), BSc (Phys) (VBU)*

Lecturers

Mr Rajasegeran Ramasamy, *MSc (Maths) (USM), BSc (Maths) (UKM), Teaching Cert*

Ms Chern Huey Rong, *MSc (CompSc) (USM), BEng (E&E) (Hons) (UM)*

### **Human Resources**

Director

Ms Shirley Khoo Suan Gaik, *BBBA (RMIT)*

#### 2. Staff who have been promoted

The Publishing Manager, Grace Lau Pee Hoay is now the **'Director of Publishing'**.

The Corporate Communication Manager, Ms Agnes Maritha James is now the **'Director of Corporate Communications'**