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**PROGRAMME HANDBOOK**

**Certificate in Engineering**

**(Civil, Architectural and Civil-Architectural)**

**Level 3**

**2021**

**Table of Contents**

 **Page**

1. Introduction 3
2. Welcome Messages from Board of Directors 3
3. Vision 5
4. Mission 6
5. Core Values 6
6. Academic Programs 7
7. Supervisory Committees 10
8. University Student Council 11
9. Student Personnel Services 11
10. Course Structure & Course Team 13
11. Exam and Grading System 14
12. Mitigating Circumstances 17
13. Transfer, Deferment of Course & Withdrawal 19
14. Health and Safety 19
15. Other Useful Information 19
16. Course Information Form (CIF) 24
17. Unit Information Form (UIF) Link 32
18. **Introduction**

At STI, we nurture the students to become all-round professionals. We focus on the outcomes of the students and our ultimate goal for our students is to be leaders and positive change makers in their respective communities where they can lead themselves and families, as well as the community as a whole. The faculty members are diverse with different cultural backgrounds and it gives our students the better appreciation of respecting each other.

There are four campuses and each of them is well equipped with state-of-the-art technology. Each campus has spacious classrooms with projectors, air conditioning, Wi-Fi access, library, cafeteria, assembly hall, recreational area and sports rooms. Students learn and interact in a modern, clean and comfortable environment where the culture is student-centered. Classroom delivery is in the interactive way to stimulate the learning of our students. Our students are part of our local community with the belief of giving back to the society and they are given the opportunities for the realization of their belief. After students of STI graduate on regional and international standards and contribute to the community, our economy grows and our country prospers.

1. **Welcome Messages from the Board of Directors (BODs)**

Dear Student,

Welcome and thank you for your interest in STI Myanmar University.

Since its founding in 2006, STI Myanmar University has grown to become Myanmar's flagship comprehensive private University, known for proven success of our graduates, excellence of its quality to the industry and community.

We have more than 2000 students across all disciplines and we are thriving to unleash the potentials of our students. We promote inclusiveness and our students are well equipped with lifelong skills and persistence to hard work. The career progression and job prospects of STIMU graduates are utmost important to us. Our graduates are highly sought after in the industry since the employers have witnessed the quality of our graduates and rely on us. I have a great pride and accomplishment of our graduates’ accolade. It's a solid proof of the continuous hard work across 14th year of STIMU's age and striving towards maintaining our core values.

Our core values originated mostly from our leadership journey and rigorous training at NTU, ranks 11th University globally and MIT, ranks 1st respectively. Indeed, I am very proud of our alumni and the students for their candid commitment and dedication. We believe we could look up to our students and graduates as positive change makers in our society.

**Ms. Khin Aye Win**

Managing Director

Dear Student,

Warmly welcome to STI Myanmar University!

I’m pleased to welcome you with new opportunities in STI MU with both career and personal development to become all round leaders throughout studying with us.

STI MU is providing high quality education with modern campus facilities along with most updated international curriculum and campus life activities. Our ultimate aim is to give valuable life skills through social, cultural and extra-curricular activities and ultimately to provide the best career opportunity after completion of your studies.

As STI MU students, you are encouraged to have classroom interactions with peer students and lecturers. In campus forums, seminars and lectures will be helping you to excel your learning experiences. Feel free to exchange ideas, knowledge, experiences, talents and learn from each other with due respect and supportive manners. We value your contribution in the student activities to develop your problem-solving skills, leadership, critical thinking and being a great team member. You will be able to take up unique opportunities to participate in campus life activities, industry visit, practical activities and job placement experiences. Rest assure that you are in right place for excellent education that will set you up well in managing changes adaptable abilities for your career success in life.

I’m delighted to have you with us and look forward to meeting with you during your studies.

Wish you success and all the best!

**Dr. Myo Myo Naing**

Executive Director

Dear Student,

I am delighted to welcome you to STI Myanmar University as you take the next step of your

educational career by stepping into this atmosphere enriched with academic excellence and professional responsibility.

As described in our mission statement, we are here to nurture our students to be the all-round leaders on regional and international standards and the positive change-makers in their communities.

You are part of a proud university family. You will be exposed to an academic environment that not only supports you excel in your studies but also renders the opportunities for professional and personal development by gaining valuable life skills through various social, cultural, and co-curricular activities.

I am confident that together we can create a better future for our community and our planet at the utmost.

I am looking forward to encourage you along this exciting journey of learning, discovery and advancement.

Wish you all the best of everything!

**Dr. Cho Mar Lwin**

Executive Director

1. **Vision**

STIMU is a local higher education institution mandated to provide higher education in Myanmar. Its governance as well as management, teaching arrangements and expertise is designed towards becoming a world-class organization and meeting the interests of the country's wider community through producing an excellent group of well-rounded young professionals and leaders. STIMU's vision is to create a learning and teaching environment enriched with diverse perspectives where a university can change its students' lives and society, and to advance an intellectual environment to provide a wide range of opportunities.

1. **Mission**

STIMU is committed to play a leading role in nurturing students to be the all-round leaders and professionals on regional and international standards and the positive change-makers in their communities where they can lead themselves and their families towards advancement in today's diverse, dynamic and global society. STIMU focuses on the outcomes of the students to be highly competent and competitive by providing programs and services that foster academic excellence, community spirit and shared inspirations.

1. **Core Values**

STIMU’s values are reflected in its approach to management, operations, academic missions and undertakings. These values guide the short-term and long-term goals of the university and serve as the underlying principles into which all the university’s efforts in daily operations and decision-making are conducted. It is also in these values that the university’s quality and standards are anchored. The following briefly explains the core values of STIMU:

**Student-Centered:** STIMU places the welfare and benefits of the students as the top priority of the school. It promotes and works for the success of the students both academically and in their civic engagements.

**Equal opportunity**: STIMU believes in equal opportunity for all, promotes social justice and a ‘level playing field’ for all university staff, students and partners. STIMU believes in a university community spirit that promotes inclusion, equity and fairness. Within the context of the diversity and richness of Myanmar’s cultural and political formations with its different ethnic groups, dialects, social customs and geographies, STIMU ensures academic policies that support and complement this diversity for the common good of the community and progressive future economic opportunities. Equitable access to all the resources and opportunities are extended to all students and staff. STIMU maintains an environment of fairness, respect, compassion, friendship and goodwill.

**Collaboration and Team Sprit:** This calls for a dynamic collaboration and engagement among all faculty, staff, students, parents, and alumni as well as collaboration with academic and non-academic partners in the area of knowledge, shared resources, infrastructure, opportunities, expertise and visions.

**Innovation:** STIMU places a high premium on innovation and thus is continually looking for ways to improve its programme offering that would lead to more positive and relevant contributions taking into account the current needs of students as well as the current national and global needs and trends. STIMU takes advantage of the many innovations within local and international markets for interns of academic and industry partnerships, new researches, and updated learning resources. STIMU continually studies and forecasts upcoming trends and events in order to effectively position itself for progress and innovation at all levels with its strong local and international network and partnerships.

**Accountability:** STIMU values integrity in all its dealings and is trustworthy stewards of all its university resources and related environmental resources. Its standards and quality assurance department ensures that accountability is ingrained in the university culture.

**Transparency:**  STIMU seeks an open and honest communications at all levels and at all times and ensures that all relevant and needed information are disseminated and received in a clear and open set-up.

**Excellence:** STIMU believes that only through excellence can it effectively carry out its mission and goals stated above.

1. **Academic Programs**
* **First Diploma (Level 2)**
* **Certificates (Level 3)**

• Certificate in Business Management

• Certificate in Financial Services

* Foundation Certificate in Engineering

• Certificate in Teaching English as Foreign Languages (TEFL)

• Certificate in Teaching English to Yong Learners and Teenagers (TEYLT)

* **Diplomas (Level 4)**

• Diploma in Business Management

• Diploma in Finance and Banking

* Diploma in Engineering (Civil)
* Diploma in Engineering (Architecture)
* Diploma in Engineering (Civil & Architecture)
* Diploma in Engineering (Electronics Systems)
* Diploma in Engineering (Telecommunication Systems)
* Diploma in Engineering (Computing)

• Diploma in TESOL

* **Advanced Diplomas (Level 5)**

• Advanced Diploma in Business Management

• Advanced Diploma in Finance & Banking

* Advanced Diploma in Engineering (Civil)
* Advanced Diploma in Engineering (Architectural)
* Advanced Diploma in Engineering (Civil & Architectural)
* Advanced Diploma in Engineering (Electronics Systems)
* Advanced Diploma in Engineering (Telecommunication Systems)
* Advanced Diploma in Engineering (Computing)
* **Bachelor Degree Programs (Level 6)**
	+ BA (Hons) Accounting and Finance– University of Bedfordshire (UK)
	+ BA (Hons) Accounting – University of Bedfordshire (UK)
	+ BA (Hons) Business Administration – University of Bedfordshire(UK)
	+ BBA in Management – The Open University of Hong Kong (OUHK)
	+ BEng (Hons) Civil Engineering – University of Bedfordshire (UK)
	+ BEng (Hons) Architectural Engineering – University of Bedfordshire (UK)
	+ BEng (Hons) Civil Architectural Engineering – University of Bedfordshire (UK)
* BSc (Hons) Construction Management – University of Bedfordshire (UK)
* BEng(Hons) Telecommunication Systems Engineering-University of Bedfordshire (UK)
* BEng (Hons) Electronic Systems Engineering – University of Bedfordshire (UK)
* BSc (Hons) Computing and Data Science – University of Bedfordshire (UK)
* BSc ( Public Health) – University of Bedfordshire (UK)
* BSc ( Biomedical Science) – University of Bedfordshire (UK)
* **Masters Programs (Level 7)**

• MBA (General) – University of Bedfordshire (UK)

• MBA (Marketing) – University of Bedfordshire (UK)

• MBA (Finance) – University of Bedfordshire (UK)

• MBA (Human Resources Management) – University of Bedfordshire (UK)

• MBA (Logistics & Supply Chain Management) – University of Bedfordshire (UK)

• MBA (Oil & Gas Management) – University of Bedfordshire (UK)

• MBA (Hospital and Health Services Management) – University of Bedfordshire (UK)

• MBA – The Open University of Hong Kong

* Master of Education - The Open University of Hong Kong

• MSc (Public Health) -University of Bedfordshire (UK)

• MSc (Nutrition and Dietetics) – University of Bedfordshire (UK)

• MA Applied Linguistics (TEFL) – University of Bedfordshire (UK)

1. **Supervisory Committees**

Quality assurance of the academic and non-academic affairs are thoroughly, thoughtfully supervised and scrutinized by the following eight committees:

|  |  |
| --- | --- |
| **Committee** | **Functions** |
| 1 | Trainers’ Evaluation | Academic evaluation /feedback of lecturers |
| 2 | Accreditation | Prepare and assess documents required for local/international accreditation, organize faculties to be aware/take part in the process of accreditation. |
| 3 | Personal Academic Tutor (PAT) | Assign fellow students who request assistance on academic matters to colleagues. Arrange and monitor the quality/progress of PAT sessions. |
| 4 | Industry(Site Visit, Internship/Oversea Trip)  | Organize the Industry Advisory Board; visit industries and build relationships with Industries Advisory Board Members, arrange industry visits, Internship Program & overseas trips (workshops, summits in ASEAN countries) |
| 5 | Project | Monitoring the quality of projects, inviting project juries, arrange project presentations, project competitions and other related matters |
| 6 | Exam | Matters related to examinations |
| 7 | Curriculum | Review, re-assess and update curriculum |
| 8 | Activities | Functions of all activities; organize various clubs e.g. Book Club, Music Club, Reading Club, Thingyan Event etc., Sports Day, Football Matches |
| 9 | Research and Development | Prepare effective academic system and knowledge based society |
| 10  | Marketing and Promotion  | Maintain the integrity of the brand when promoting the organization’s mission and causes |
| 11 | Teaching and Learning | Monitoring and advising on academic standards and quality  |
| 12 | Academic Counseling  | Evaluation of the academic performance of students |
| 13 | Industry consultation / Industry/ Collaboration | Works closely with industries as well as students to bring us the best industry collaborations possible. |
| 14 | Partnership Committee/ TNE | Works closely with local and international organizations encouraging young professionals to get involved and be active in our community. |

These committees are entrusted to monitor their respective operations for all campuses of STI Myanmar University in Yangon: MICT campus, SBT campus and STI Academy and at the Mandalay campus. The Board of Directors and committee members meet monthly to monitor, report, discuss and engage in remedial, follow up and enrichment program for students and parents to meet their expectations and nurture, trust, respect and have confidence in the University.

1. **University Student Council**

STIMU has formed the STIMU University Student Council (USC) that represents the student body to liaise between staff, management and students. Every academic year, students at the STIMU in collaboration with faculty members elect a President, Vice President, Secretaries and sub-committee such as Education, Information, Discipline, Finance and Social & Entertainment. The University Student Council is elected in such a way that it is representative of gender, subject disciplines and every ongoing class. The team represents the student body in discussing academic and enrichment activities with responsible authority: during their term, they are involved in inter-private universities relationships and the image of the University is enhanced through participation in honorable civic and social works and in all events that are organized by the University.

**Motto: Moving Forward in Unity & Excellence**

1. **Student Personnel Services**
2. **Finance Department**: This department handles the financial matters of the university. Transactions regarding assessments as well as payment of fees, tuition, miscellaneous, and others, may be done through the Finance Office.
3. **Information Technology Department**: This department develops, installs and maintains all academic and administrative computer-based information systems. It guides users in formulating requirements, advises on alternatives and on the implications of new or revised computer systems/applications technology. Oversees and coordinates such activities as programming, network administration, applications development, user development, user support, and computer operations.
4. **Admin & Student Affairs Department**: This department manages the use of the University’s classrooms, function rooms and audio-visual rooms as well as of the many audio-visual equipment needed for many classroom-instructional and student related activities. This department responds to the feedback systems to fulfil the needs and demands of the students in order to support the best academic achievement. The industry visits and trip arrangements are also arranged by this department in order to promote a more active and vibrant campus life.
5. **Operations Department**: This Department takes care of the archiving, maintenance and dispensing of academic records and documents of students and graduates like Transcript of Records, Diploma and pertinent certificates of students’ academic performances. The student support services such as resource allocation, ID cards, leave forms, etc. are provided by this department. This department, moreover, trains and develops student leaders who can positively contribute to the intellectual, civic, religious as well as political ferment in society. Work placement programs are also arranged with the coordinators and industries. Internship programs are implemented with business, and industrial organizations to help facilitate their future employment.
6. **Library and Electronic Resource Services**: Aside from the different book titles available, this department also possesses computers with internet capabilities in order to facilitate global learning, and electronic educational materials like videos and digital videos.
7. **Research Division**: The University is not only a disseminator but also a producer of knowledge. This office promotes students and teachers to develop their research capabilities and skills: Eminent researchers (local, international) are invited to share/disseminate their experiences with faculties and students.
8. **Alumni and Scholarship Office**

The Scholarship office is in charge of disseminating information about scholarship grants available, accepting applicants for scholarship, and monitoring the development of scholars. It is also the duty of the office to provide enhancing activities for the scholars’ welfare and improvement. This office is in touch with the ASEAN University Network (AUN) and South East Asia Ministers of Education, Regional Institute for Higher Education Development.

1. **Course Structure & Course Team**

The students enrolled for the course study the following Core Modules:

**Level 3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Unit Code** | **Level**  | **Credits** | **Unit Name** | **Core or option** | **Unit Coordinator**  |
| BE 1101 | 3 | 15 | Mathematics I  | Core  | U Ye Ko Ko Aungykkaung@stiedu.net |
| BE 1102 | 3 | 15 | Physics | Core | Daw Thandar Aungthandar@stiedu.net |
| BE 1103 | 3 | 15 | Chemistry | Core  | Daw Yin Mar Kyaw ymkyaw@stiedu.net  |
| CE 1105 | 3 | 7.5 | IT Fundamentals | Core  | Daw Khin Myat Thukmthu@stiedu.net |
| BE 1105 | 3 | 15 | AutoCAD Basics | Core | U Ye’ Ko Ko Aungykkaung@stiedu.net |
| BE 1108 | 3 | 15 | Practical Skills for Engineers | Core | Daw Khin Gant Gorkantkaw@stiedu.net |
| BE 1107 | 3 | 7.5 | Geology | Core | Daw Thet Eithetei@stiedu.net |
| BE 1104 | 3 | 7.5 | Fundamental of Drawing and Sketching | Core | Daw Nang Sein Myaingnsmyaing@stiedu.net |
| BE 1106 | 3 | 15 | English | Core | Daw Aye Thandar Ooayethandar@stiedu.net  |

***Class Coordinators:***

 ***Yangon:*** **U Ye Ko Ko Aung**

***Contact: 09-251031636***

 ***Email:*** ykkaung@stiedu.net

  ***Mandalay:***  **Daw Khin Gant Gor**

***Contact: 09-444024595***

 ***Email:*** kantkaw@stiedu.net

## Exam & Grading System

 All exam information will be announced on the Learning Management System (LMS) as well as on bulletin boards. Your class coordinators also have all this information. The University recognises that during your time at University you may experience serious and exceptional circumstances that are unavoidable and affect your ability to complete an assessment or sit an exam.

 Lecturers **cannot** grant you an extension on an assignment or a re-assessment opportunity for an exam. To request an extension or reassessment you must submit a completed Mitigating Circumstances Application Form and provide appropriate independent evidence.

 Mitigating Circumstances Application Forms accompanied by appropriate evidence must be submitted before or on the submission date for the assessment. If your application is not submitted on or before the assessment submission date, your application will normally be refused.

 **Examination Policy and Procedure – Students**

* + - * Students are required to be available to undertake examinations throughout the periods designated for central examinations as outlined in the academic calendar. Students are also required to be available at times specified in unit outlines for School-based examinations.
			* A person other than a supervisor or other authorized person may not, except with the permission of a supervisor, enter or remain in an examination room during an examination.
			* A candidate, on entering and examination room, must proceed without delay to the place to which the candidate is directed by a supervisor or by notice or other means and will not leave that place except with the permission or by the direction of supervisor.
			* ***Candidates are not permitted late entry for examinations.*** Candidates who arrive late should be asked to report to the Examinations Office.
			* Candidates are not permitted to leave before the first hour of an examination is completed as well as in the last 30 minutes of an examination.
			* Where specified books or other materials (restricted open book examinations) are permitted to be taken into an examination, such materials will be limited to those specifically nominated by the lecturer in charge and such materials will be listed on the examination paper cover sheet. The supervisor or other authorized person will inspect any such materials to ensure that they comply with the approval and do not contain any unauthorized materials.
			* Mobile telephones and smart devices are not permitted in any examination room. Examination Supervisors will confiscate all mobile telephones and smart devices detected in an examination room.
			* If a student is required to resit/retake an exam the student will have to pay the applicable resit /retake fee announced by the accounts department.
			* **Other payable fees of Re-examination**
			* If an individual failed a unit shown as a resit on an exam result, a resit fee is payable and a student is required to take a re-exam only on failed units where the date of the resit will be informed.
			* If your result is shown as a retake, a retake fee is payable and a student is required to re-study the whole term or academic year.

## Result & Using Feedback

The University uses a percentage marking system to grade your performance.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Mark Band%** | **Grade Point (GP)** | **Grade Descriptor** |
| A+ | 90-100 | 4.00 | Outstanding |
| A | 75-89 | 4.00 | Excellent |
| A- | 70-74 | 3.67 |
| B+ | 65-69 | 3.33 | Commendable |
| B | 56-64 | 3.00 |
| B- | 51-55 | 2.67 |
| C+ | 46-50 | 2.33 | Good |
| C | 40-45 | 2.00 |
| C- | 35-39 | 1.67 | Poor |
| D+ | 30-34 | 1.33 |
| D | 25-29 | 1.00 |  Very Poor |
| F | 0-24 | 0 | Fail/ Non Submission |

The weightings for each assignment will be given in the relevant assessment information.

Note:

* 1. There is automatic re-sit as 2nd and above attempt examination for F category students. Re-sit as 1st attempt examinations are only allowed for extenuating circumstances and medical.
	2. Students must obtain a GP of 2 for core subjects or any subject that is a pre-requisite for another subject.
	3. Students who obtained a GP below 2 are required to retake the subject if the subject is a core subject or a pre-requisite for another subject or if the total credit points obtained is less than the required credit points for the award of a degree.
	4. Students who obtained a GP of 2 or above are not allowed to retake the subject.
	5. The retake of any subject is limited to a maximum of 3 attempts.
	6. Student can replace the non-core subjects after 3 failed attempts.

\*All above are subject to appeal and approval from the Dean’s Office

Status of Students

 Students must achieve a grade point average (GPA) of 2 or greater to be good standing status and progress to the next higher semester.

The status of students who achieved a GPA of less than 2 will be determined as follows:

|  |
| --- |
|  **1st semester** **2nd semester 3rd semester**  |
| GPA < 2.00GPA < 2.00 .2.00GPA < 2.00  **Warning**  **Probation Dismissal** |

A student who achieved a GPA of less than 2 at any one semester of study will be issued a letter of warning. If the GPA falls below 2 for the following semester the student will be placed on probation. The student will be dismissed if the GPA remains 2 for the third consecutive semester.

## Mitigating Circumstances

Coursework must be handed in by the date and time specified. This will be given to you in your unit handbooks, on the assessment brief and/or on LMS.

Late work without formal agreement is not accepted, and will be deemed a fail and marked at 0 (no work submitted). We are very firm about this because working to deadlines is an important life skill which we encourage you to develop during your studies.

Sometimes things outside your control can affect your ability meet a deadline. If you believe that you are likely to miss a deadline for a valid reason (see below for reasons considered valid under mitigating circumstances) then you should apply to the Student Engagement and Mitigation Team for an extension. Only they can make the decision. It is important to realise that your lecturers are not able to extend published deadlines.

**What are mitigating circumstances?**

Examples of circumstances that would justify special consideration include:

* Serious personal injury, broken limbs, or a medical condition requiring hospital attention or with an incapacitating effect.
* An acute illness that makes it impossible to complete the required task.
* Being a victim of a serious crime during the period immediately preceding assessment.
* The serious illness or death of a close relative: normally a partner, parent, child or sibling.
* Birth of a baby and/or unforeseen pregnancy complication.

*Normally not acceptable are:*

* The death or illness of a distant relative.
* Financial problems, including payment of fees to the University.
* Difficulties with housing.
* Difficulties with baby-sitters, child-minders.
* Transport difficulties such as public transport strikes, road works or private transport breakdowns.
* Confusion over time, date location of the examination, or assignment hand-in date on the part of the candidate when this has been clearly notified, and has not posed any problem to other students in the group.
* Work pressure if you are enrolled as a full-time student.
* Cases where medical certificates are retrospective, i.e. dated/issued after you have recovered from the illness claimed.
* Any claim not supported by independent and reliable evidence.
* Computer problems such as viruses, memory stick failure/loss, printer problems, network problems.
* Problems with receiving/submitting referral work and results.
* Problems handing in an assignment to the designated place by the deadline.
* Collecting data/more data for an assignment.

***Essential Advice:***

If you submit a claim for mitigating circumstances, do not assume it will be accepted. You need to do your best to get work prepared because it is your responsibility to complete your assignments/sit exams in order to progress on your course.

1. **Transfer, Deferment of Course & Withdrawal**

**Transfer:** If the student intends to get a transfer to another city campus or division campus the student will complete the transfer form, and provide the essential documents required for transfer. The transfer is subject to Academic Board approval. Students will be solely responsible for covering lecturers and making notes. If any assistance is requested in writing, it shall be assisted.

**Deferment:** When a student temporarily stops the course/study for a period of time and resumes thereafter in another intake but remains in the same course of study this is categorized as a ‘Deferment’. Student shall inform the Operation Department in writing and state the reason for deferment. The maximum deferment period for a proprietary program is one year from the date of approval. If there is any academic change of course syllabus, the deferred student will be bound to study the same stated course available.

**Changing Course or Withdrawal:** If you need to change a course or are considering leaving the University, then you should contact your course coordinator. All students who decide to change courses or withdraw from their studies must submit the relevant form to the Operation Department.

1. **Health and Safety**

We are committed to ensuring that STIMU is a healthy and safe place which respects the rights of each individual student to enjoy a positive and successful learning experience as well as a cooperative working environment for its members of staff. STIMU clinic is open at ground floor (MICT Campus). Contact your class coordinator if you are feeling sick (or) need help concerned with health and safety matters.

1. **Other Useful Information**
2. **School Booklets, course handbook and unit information:**
3. The University is responsible for issuing reference books, booklets and unit information including guidelines for assignments
4. Teaching materials are used for lecture purposes only.
5. Lecturers may distribute soft copies but not hard copies of teaching materials.
6. **ID Card (Identification Card)**
7. The ID card shall be worn at all times while inside the campus.
8. ID cards are non-transferable and shall be issued by the University.
9. The sanctions for non-wearing of ID inside the campus for students are as follows:
* 1st Offence – Verbal warning by any authorized school official. The latter shall advise the particular Head concerned verbally or in writing about the violation, who shall, in turn, properly note or log such infraction.
* 2nd Offence – Head concerned shall issue written reprimand to offender.
* 3rd Offence – Head recommends the student for approval shall be considered as officially absent.
1. In case of LOSS: Guidelines for REPLACEMENT OF LOST ID cards Procedure -
2. Report the loss to the Student Affairs Office
3. Pay the corresponding fees at the Operation Department for replacement.
4. Proceed to ID system and have your ID replaced.
5. **School Insignia, Logo and Name Use Policy**

The University asserts ownership over its name, symbols and marks, which are all intended to present a positive image of the school. The purpose of the policy is to provide information and guidelines to the use of the name, symbols and marks of the University. The use of the school insignia, logo and name requires approval from the Managing Director as recommended by the Office of Legal Affairs.

1. **Use of the Bulletin Board**

To ensure proper handling and action of all information materials for posting on bulletin boards on campus, the following rules are to be observed:

1. The posting of notices and posters of any kind on the bulletin board is subject to the approval of the Student Affairs Office.
2. The University reserves the right to remove any poster, notice or streamer, even if it bears the SAO’s stamp of approval, if the same is placed on walls, doors, columns, or any other places which prohibits posting or showing of materials.
3. Any University official or STI personnel is hereby authorized to remove such materials if an information material with educational value or message is given priority for posting or distribution.
4. Advertisements will be posted on the bulletin board for the specific purpose.
5. Posting of informational materials is for a minimum of one week to a maximum of one month, subject to the approval of the University.
6. The concerned organizations are responsible in removing their own notices, posters and streamers. If these are not removed after due date, the same shall be removed by the Student Service Personnel and other school representatives.
7. Not leave personal belongings unattended or unsecured on the premises.
8. Report suspicious or items to a member of staff or to security.
9. **Consultation Hour**

The University believes that academic counselling is an indispensable part of the teaching process. An Education is incomplete if it is limited merely to the classroom. As such, tutors/academic head are expected to provide students with extensive opportunities to consult and, where possible, to schedule office hours for informal discussions. A minimum of one hour per week is tasked to each teacher. Students are highly encouraged to make use of the consultation hour.

1. **Inter-personal Relationships**

The development of personality can be best achieved through interaction with people. Genuine friendship is encouraged among students, faculty, school officials and employees.

1. **Guidance and Counselling Services**
* **Orientation Service:** It will be provided on the induction day which is designed to help students become acquainted with the different guidance personnel and be able to familiarize themselves with the different services offered by the center.
* **Counselling:** Students in need can approach STIMU’s respective class coordinator for initial discussions. If a professional counselling service is deemed necessary, they will introduce the student in need to external professional counsellors for further diagnosis and treatments.
* **Peer Facilitating Program:** To train students who willingly volunteer their services and act as junior counsellors who are always ready to lend a helping hand to their fellow students.
1. **Library and Electronic Resource Services**

***Library Hours***

Monday to Friday : 9:30 AM – 5:00 PM

Saturday & Sunday: 9:30 AM – 4:30 PM

***General Rules***

In order to perform its functions to the satisfaction of all students the library have set these following rules:

SILENCE and proper decorum must be observed at all times in the library. CELLULAR PHONES must be switched off while in the library. SMOKING, EATING, SLEEPING OR DOING INDUSTRIAL WORKS are not allowed.

Chairs must be pushed back against the table after using and must not be transferred from one place to another.

The library should be kept clean and orderly.

Books in the reading areas should not be returned to the shelves but be left on the table or on the small shelves to avoid their being misplaced.

ONLY Bona fide students of the University can borrow library materials upon presentation of VALIDATED SCHOOL ID.

1. **Students Participation in School Functions and Activities**
* All students are encouraged to actively participate in all school functions and activities seminars, workshops, athletic activities, social and environmental events and the like that are either sponsored by the school or other organizations to broaden their knowledge and outlook.
* A student enrolled in STI University is enjoined to participate professional and educational development organized by the school.
1. **Internship Program**
	* + - It is arranged for the 2nd Year Students during the break before (or) after the 2nd semester.
			- Students who have not done their respective internship are not to be permitted to attend final year but due to pandemic, some students have to go final year before their internships have done.
			- Students are to obey the rules and regulations of Internship Program otherwise they will be terminated of continuing their internship program.
			- Students are not to be taken into account without insurance for any accidence.
			- Contact your class coordinator for more information about the internship program.
2. **Alumni Relations**

Networking is a huge part of personal and career development. We always emphasize on networking and learning through others as a method to success with different gatherings and networking functions that help students and alumni to connect and branch out in the world.

1. **Miscellaneous Provisions**

All existing Rules and Regulations adopted and presently implemented by the School, shall continue to be in full force and effect, unless they are in conflict with, or inconsistent to, the provisions of this General provisions of the University Manual.

***Please Note this CHECKLIST:***

***Contact Operations Department (stimuoperations@gmail.com), Room 102 (Phone: 09426990717/ 09693843114) for:***

* + - * Submitting Photographs
			* Submitting Student Educational Documents
			* Student ID card
			* Leave Forms
			* Out Pass Forms
			* Student Complaints
			* First Aid
			* Recommendation letter
			* Transcript
			* Certificate

***Contact Admin Department (admn.stimu@gmail.com), Room 109 for:***

* + - 1. Lost and found (Please note that Students affairs, Admin and Operations staff can only support a student to find his/her lost items. There is no liability on any of the STI’s department/ staff for the lost items. The students are self-responsible for their items such as Hand phones, Ear Phones, Pencil box cases, Lunch Boxes, USB/ Memory Sticks, Laptops, Mouse, Tablets, Books, Wallets/ Purses, Watch, Shoes, Mobile Chargers & Calculators.
			2. Study Room Allocation
			3. Classroom Management (White Board Markers, Dusters)
			4. Projector and Laptops
			5. Text Books Collection
			6. Photo copying / Printing/ Scanning Documents
1. **Course Information Forms (CIFs)**



**Course Information Form (CIF)**

**Certificate in Engineering (Civil, Architectural and Civil-Architectural) (Level 3)**

This specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided.

1. **General Information**

|  |  |
| --- | --- |
| **Course Title** |  **Certificate in Engineering (Civil, Architectural and Civil-Architectural)** |
| **Qualification**  | Certificate |
| **FHEQ Level** | Level 3 |
| **Intermediate Qualification(s)** | N/A |
| **Awarding Institution**  | STI Myanmar University  |
| **Location of Delivery** | STI Myanmar University (Yangon and Mandalay) |
| **Mode(s) of Study and Duration**  | Full Time over 1 year  |
| **Professional, Statutory or Regulatory Body (PSRB) accreditation or endorsement** | N/A |
| **Benchmarking**  | * QAA Subject Benchmark Statement Engineering (October 2019)
* Architecture (September 2010)
* Land, Construction, Real Estate and Surveying (October 2019)
* QAA FHEQ Level Descriptors
 |
| **Other External Reference Points**  | * ISCED Qualifications Framework (2011)
* Myanmar Engineering Council Guideline for Graduate Attributes and Professional Competencies, (2018)
* Myanmar Engineering Council Guideline for International Engineering Alliance: Educational Accords (2018)
* Frameworks for Higher Education Qualifications (FHEQ) (2014)
* Accreditation of Higher Education Programmes: UK Standard for Professional Engineering Competence. Third edition. (2014)
* Joint Board of Moderators Guidelines for Developing Degree Programmes (Version 2 Revision 1 - March 2020)
* SEEC Level Descriptors (2016)
 |
| **Entry Month(s)**  | February, June and October  |

1. **Course descriptor**

Engineering is a key area to support national development generally. The foundation certificate in Engineering program prepares the students with the fundamentals engineering science subjects such as mathematics, physics, chemistry, geology, practical skills for engineers, fundamentals of drawing and sketching, information technology fundamentals, Introduction to Electronics, English, Introduction to Programming, fundamental of computer studies for the matriculated students who want to pursue their studies on Electronics and IT Engineering.

The Foundation Certificate year (Level 3) introduces students to the essential skills, knowledge and attributes required for engineers. The course helps students develop competence in the study of mathematics, mechanics, materials, construction processes, conceptual and drawing design. A professional approach to engineering is encouraged from the outset, including building relationships as an individual and as a member of a team, such as in undertaking a supervised group project on a negotiated topic. The four core threads of design, sustainability, health and safety risk management and professionalism and ethics are embedded within the course.

The STI MU Foundation Certificate in Engineering (Level 3) consists of 15 credit units and 7.5 credit units making a total of 120 academic credits for the course. The Foundation provides the three years of full-time study which culminates in the degree of BEng (Hons) Civil/Architectural and Electronic / Computing Database Engineering (Top-up) at Level 6, awarded by the University of Bedfordshire, UK.

1. **Educational Aims of the Course**

This course aims to achieve the following for its students:

* To lay the foundations for becoming an engineer who is practical, articulate, numerate, literate, creative and flexible
* To Introduce the concepts and principles of engineering, and to help students understand how to evaluate and interpret these creatively
* To enable students to present, evaluate and interpret statistical data in order to understand the performance of systems and components
* To introduce the wider professional responsibilities of engineers, including code/s of conduct, working within an ethical framework, health and safety, risk management, environmental, sustainability and societal issues
* To provide an educational foundation for a range of studies directly relevant to architectural engineering, including commerce, enterprise, marketing, innovation and creativity
* To acquire technical proficiency in design skills, allowing students to look for safe, economic and creative solutions to practical problems
* To develop a range of transferable skills, techniques and personal attributes essential for successful performance in the professional workplace, and which require the exercise of some personal responsibility

**4. Course Learning Outcomes**

By the end of the course, students should be able to:

LO1: Identify the basic scientific principles that underpin relevant engineering technologies and systems

LO2: Understand the use of different materials, processes and techniques that apply to architectural design and building construction

LO3: Select and apply mathematical and statistical methods which support the modelling and analysis of architectural and engineering problems

LO4: Be aware of architectural culture, theory and design and how these affect architectural judgements

LO5: Apply engineering analysis to solve practical architectural and engineering problems, and recommend solutions

LO6: Be aware of constraints including environmental and sustainability limitations; legal, ethical, health, safety, hazard and risk issues; intellectual property; codes of practice, protocols and standards

LO7: Generate design proposals applying design techniques, and show creativity and originality in work produced

LO8: Communicate design proposals effectively using different methods and media, including orally, verbally and visually

LO9: Understand the role of the architectural engineer in the construction industry

LO10: Work effectively as a member of a multi-disciplinary team, recognizing factors that affect individual and team performance

1. **Teaching and Learning Methods**

Acquisition of core knowledge is through a mixture of lectures, presentations, demonstrations, group work and self-directed study

Analytical thinking skills are developed through discussion, quizzes and test questions.

Practical skills are developed through the use of case studies, the use of simulation software and fieldwork experience

Transferable skills are developed through assignments and presentations, particularly in the group activities.

 **6. Assessment Methods**

Assessment activities provide major opportunities for learning. Assessment criteria, expressed as Threshold expectations, are linked to unit learning outcomes and AHEP3 IEng Learning Outcomes, and stated for students in unit information forms (UIFs).

Assessment methods vary for different units, but the course will include:

* Unseen mathematical tests
* Case studies or relevant workplace scenarios
* Practical assessments
* Assignment reports
* Laboratory reports
* Oral presentations
* Group project work
* Closed book invigilated examinations
* In-class assessments

Each unit will include a variety of methods from the list above. The number of assessments varies from unit to unit.

1. **Course Structure**

|  |
| --- |
| The Units which make up the Course are: |
| **Unit Code** | **Level**  | **Credits** | **Unit Name** | **Core or option** |
| BE 1101 | 3 | 15 | Mathematics I  | Core |
| BE 1102 | 3 | 15 | Physics | Core |
| BE 1103 | 3 | 15 | Chemistry | Core |
| CE 1105 | 3 | 7.5 | Information Technology Fundamentals | Core |
| BE 1105 | 3 | 15 | AutoCAD Basics | Core |
| BE 1108 | 3 | 15 | Practical Skills for Engineers | Core |
| BE 1107 | 3 | 7.5 | Geology | Core |
| BE 1104 | 3 | 7.5 | Fundamental of Drawing and Sketching | Core |
| BE 1106 | 3 | 15 | English | Core |

**8. Support for Students and their Learning**

Student progression on the course is supported both by teaching faculty, support services and learning resources at STI MU and includes:

* Induction sessions introducing students to the subject, higher level skills, learning resources
* Course and unit handbooks available in print and electronic format
* Google Classroom and Learning Management System portal (LMS) for online learning and support
* Mandatory weekly English language study program (zero credit rated)
* Mathematics: additional support provided throughout year
* Personal Academic Tutor (PAT) scheme
* Field trips, site visits, STI visiting speaker program, visits to Myanmar Engineering Society events, employer links
* Study visit abroad programme annually
* Written/verbal assessment feedback
* Access to support services including help for dyslexia, mobility, counselling
* Library and librarian support
* Opportunities for taking part in University Student Council, Staff-Student Liaison Committee, club activities and volunteer works at the school events
* Semester-wise Parent Conference to report and give feedback on the progress of student performance

* Supplementary sessions for critical thinking, presentations, academic writing, referencing and plagiarism

 **9. Programme Resources**

* IT resources including Rhino, V-Ray
* Design Studio including AutoCAD, SketchUp
* Materials, Hydraulics, Soil and Light Structures Laboratories
* Employer links providing specialist lectures, site visits and internships
* Workshops
* Google Classroom and Learning Management System (LMS)
* Subscription to Emerald Journals
* International links for study visits

**10. Criteria for Admission to Level 3**

* Successful completion of High School Matriculation (or) GCE ‘O’ Level
* Certificate holders from other relevant disciplines will be considered for entry to Level 3 based on individual qualifications.
* Applicants with relevant work experience may be considered on a case-by-case basis for Recognition of Prior Learning (RPL). This might include applicants with complete or partially complete other professional qualifications.
* IELTS (4.5 overall, 4 individual) or equivalent qualifications

**11. Completion of the Award**

All units studied must be completed with a minimum grade of a Pass (40%) in order to complete the Diploma award.

**12. Progression to Levels 4, 5 and 6**

Progression onto the Diploma in Engineering (Level 4) normally requires the completion and passing of all Foundation (Level 3) units.

Progression onto the BEng (Hons) Civil/Architectural and Electronic / Computing Database Engineering (Top-up – Level 6), awarded by the University of Bedfordshire, will also normally include the completion and passing of all Foundation units at Level 3.

**13. Administrative Information**

|  |  |
| --- | --- |
| **Faculty**  | Engineering |
| **Course Coordinator:** **Name** |  |
| **Course Coordinator: Signature**  |  |
| **Date**  | 03 May 2021 |

**17. Unit Information Form (UIF) Link**

Visit the following link for all the Unit Information Forms (UIF)**:**

**UIF Link:** <https://khitpyinnyar.com/stimu>