



**STUDENT
HANDBOOK**

Diploma in Business Management

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1. 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-centred. 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.

2. Welcome Messages from 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 a 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

3. 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 attaining 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 wide range of opportunities.

4. 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, 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 programmes and services that foster academic excellence, community spirit and shared inspirations.

5. Core Values

STIMU's values are reflected in its approach to management, operations and 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-Centred: 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 that 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 and social customs and geographies, STIMU ensures academic policies that supports and complement this diversity for the common good of the community and progressive future economic opportunities. With this 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 engagements among all faculty, staff, students, parents, 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 thus continually looks for ways to improve its programme offering that would lead to a more positive and relevant contributions taking into

account the current needs of students as well as the current national and global needs and trends. It takes advantage of many innovations at the local and international markets both 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 the 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.

6. Academic Programs

- **First Diploma Level 2 Program**
- **Certificates**
 - 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**
 - 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**
 - Advanced Diploma in Business Management
 - Advanced Diploma in Finance & Banking
 - Advanced Diploma in Engineering (Civil)
 - Advanced Diploma in Engineering (Architecture)
 - Advanced Diploma in Engineering (Civil & Architecture)
 - Advanced Diploma in Engineering (Electronics Systems)
 - Advanced Diploma in Engineering (Telecommunication Systems)

- Advanced Diploma in Engineering (Computing)

- Bachelor Degree Programs

- 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)

Master Programs

- 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)

Requirement for screening process

Applicants who like to get direct entry to Final Year (Top Up) Degree programs with other qualifications will need to go through screening process to be assessed individually.

The screening process is as follows:

- Register with 30\$
- Please bring 3 passport size photographs
- Well written cover letter of why would you like to undertake this programme.
- All academic records with good recommendation letter (if possible)
- ID, national scrutiny card and census list (family or house hold members list)
- The proven certificate of IELTSs 6 and above or equivalent English proficiency scores
- Both hard and soft copies of all of the above documents.

7. Supervisory Committees

Quality assurance of the academic and non-academic affairs are thoroughly, thoughtfully supervised and scrutinized by the following 8 committees:

<u>Committee</u>	<u>Functions</u>
1. Trainers Evaluation	Academic evaluation /feedback of lecturer
2. Accreditation	Prepare and Assess the documents required for local/international accreditation, organize faculties to aware/take part in the process of accreditation.
3. Personal Academic Tutor	Assign outstanding fellow students to colleagues who request assistance for academic matter. Arrange and monitor the quality/progress of PAT classes
4. Industry(Site Visit, Internship/Oversea Trip)	Organize Industry Advisory Board, visit Industries and build relationship with Industries Advisory Board Members, arrange Industry Visits, Internship Program & Oversea Trips (workshop, summit in ASEAN countries)
5. Project	Monitoring the quality of projects, inviting project Juries, arrange Project Presentation, Project Competition and other related matters.
6. Exam	Matters related to exam
7. Curriculum	Review, re-assess and update curriculum
8. Activities	Functions of all activities and organize various clubs Book Club, Music Club, Reading Club, Thingyan Event etc., Sport Day, Football Match

These 8 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 in Mandalay: Mandalay campus. Board of Directors and committees members meet monthly to monitor, report, discuss and engage in remedial, follow up and enriching program for students and parents to meet their expectations and nurture, trust, respect and confidence in the University.

8. Student Council

STI MU has formed the STIMU Student Council that represent the student body to liaise between staff, management and students. Every academic year, the students at the STIMU in collaboration with faculty members elect President, Vice President, Secretaries and sub-committee such as Education, Information, Discipline, Finance and Social & Entertainment. 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 enrichment activities with responsible authority: during their term, they are involved in inter-private universities relationship and the image of the University is enhanced through participation in honourable civic, social works and in all events that are organised by the University.

Motto: Moving Forward in Unity & Excellence

9. Student Personnel Services

1. **Accounting 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 Accounting Office.
2. **Information Technology Department:** This Department develops, installs and maintains all academic and administrative computer-based information systems. 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.
3. **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.
4. **Operation 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 to be 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. Job Placement programs are also arranged in coordination with the Coordinators and the Industries. Internship programs are being implemented with business, and industrial organizations to help facilitate their future employment.
5. **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.
6. **Research Division:** The University is not only a disseminator but a producer of knowledge as well. This office promotes students and teachers develop their research capabilities and skills: eminent researchers (local, international) are invited to share/disseminate their experiences with faculties and students.
7. **Alumni and Scholarship Office**

The Scholarship office is in charge of disseminating information of 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 ASEAN University Network (AUN) and South East Asia Ministers of Education, Regional Institute for Higher Education Development.

10.Course Structure & Course Team

The students enrolled for the Foundation Course are to study the following Core Modules:

Course Structure					
The Units which make up the course are:					
Unit Code	Level	Credits	Unit Name	Core or option	Unit Coordinator
BM 2101	4	15	Principles of Management	Core	Daw Khin Yi Yi San khinyysan@gmail.com
BM 2102	4	15	Business Economics	Core	Daw Htet Htet Win htethtetwin@stiedu.net
BM 2103	4	15	Business Information Technology	Core	Daw Thandar Tint thandar.tint@gmail.com
BM 2104	4	15	Human Resources Management	Core	Daw Lwin Lwin Aye lwinlwinaye@stiedu.net
BM 2105	4	15	Decision Making Techniques	Core	U Tun Tun Win tun.ttw@gmail.com tuntunwin@stiedu.net
BM 2106	4	15	Principles of Marketing	Core	Daw Su Latt Htike slhtike@stiedu.net sulathtike.ts@gmail.com
BM 2107	4	15	Organizational Behavior	Core	Daw Zin Mar Win zinmar@stiedu.net , dawzinmarwin7@gmail.com
BM 2108	4	15	Business Accounting	Core	Daw Su Latt Htike slhtike@stiedu.net sulathtike.ts@gmail.com

BM 210E	4	15	English	Elective	Daw Hay Mar No No haymarnono1986@gmail.com
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Class Co-ordinator: Daw Su Latt Htike

Contact: 09950871959

Email: sulathtike.ts@gmail.com, slhtike.stiedu.net

For specific questions relating to academic course content or assignment details, you should contact your respective unit coordinators. Your course coordinator is the point to contact for the course related questions and any other questions that cannot be resolved through the unit coordinator. For inquiries regarding student service matters, please contact the Administrator assigned to the Operation Department, Daw Sint Sint Tun at [sstun@stiedu.net](mailto:ssstun@stiedu.net).

11.Exams & Grading System

All Exam Information will be announced on 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 authorised person may not, except with the permission of a supervisor, enter or remain in an examination room during an examination.
- A candidate, on entering an 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 examination.** 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 authorised person will inspect any such materials to ensure that they comply with the approval and do not contain any unauthorised materials.
- Mobile telephones are not permitted in any examination room. Examination Supervisors will confiscate mobile telephone detected in an examination room.
- In case if a student is to Resit/Retake or Resit Retake exam the student will have to pay the applicable resit /retake fee announced by the accounts department.
- In case if a student is to Resit/Retake or Resit Retake exam the student will have to pay the applicable resit /retake fee announced by the accounts department.

Other payable fees of Re-examination

- If individual failed unit shown as resit on exam result, resit fee is payable and student requires to take re-exam on only failed units where date of resit will be informed in due to course.
- If your result shown as retake, retake fee is payable that requires student to re-study the whole term or academic year.

Result & Using Feedback

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

Mark Band%	Grade Descriptor	Classification
80-100	Outstanding	First class
75-79	Excellent	
70-74		
67-69	Commendable	Upper Second Class
64-66		
60-63		
57-59	Good	Lower Second Class
54-56		
50-53		
47-49	Satisfactory	Third Class
44-46		
40-43		
35-39	Marginal fail	
25-34	Fail	
1-24	Fail	
0	Non-submission	

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

12. 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.

13. Transfer, Deferment of course, Withdraw

Transfer: In case if the student intends to get a transfer to another City Campus or division campus the student will fill in the transfer form, and provide the essential documents required for transfer. The transfer is subject to the academic board approval; the student will be solely responsible for covering lecturers and making notes, where as if any assistance will be 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 catergorized as a ‘Deferment’. Student shall inform to Operation Department in writing and state the reason for deferment. The maximum deferment period for proprietary program is within one year from the date of approval. In case, 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 changing course or are considering leaving the University, then you should contact your course coordinator. All students who decide to change course or withdraw from their studies must submit the relevant form to Operation Department.

14. Health and Safety

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

15. Other Useful Information

1. School Booklets, course handbook and unit information:

- a. The University is responsible to issue reference books, booklets and unit information including guidelines for assignments
- b. Teaching materials are used for lecture purposes only.
- c. Lecturers may as prerogative may distribute the soft copy but not extended to the hard copy of the teaching materials.

2. ID Card (Identification Card)

- a. The ID shall be worn at all times while inside the campus.
- b. ID cards, are non-transferable, shall be issued by the University.
- c. The sanctions for non-wearing of ID inside the campus for students are as follows:

- 1st Offense – 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 Offense – Head concerned shall issue written reprimand to offender.
- 3rd Offense – Head recommends the student for approval shall be considered as officially absent.

d. In case of LOST: Guidelines for REPLACEMENT OF LOST ID Procedure -

1. Report the Loss to the Student Affairs Office
2. Pay the corresponding fees at the Operation Department for replacement.
3. Proceed to ID system and have your ID replaced.

3. School Insignia, Logo and Name Use Policy

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.

4. Use of 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:

- a. The posting of notices and posters of any kind on the bulletin board is subject to the approval of the Student Affairs Office.
- b. 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.
- c. 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.
- d. Advertisements will be posted on the bulletin board for the specific purpose.
- e. Posting of informational materials is for a minimum of one week to a maximum of one month, subject to the approval of the University.
- f. 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.
- g. Not leave personal belongings unattended or unsecured on the premises.
- h. Report suspicious or items to a member of staff or to security.

5. 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.

6. 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.

7. 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 centre.
- **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.

8. 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 Bonafide students of the University can borrow library materials upon presentation of VALIDATED SCHOOL ID.

9. 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.

10. 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.
- 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 accident.
- Contact your class coordinator for more information about the internship program.

11. 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.

12. 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

16. Course Information Form (CIF)



Course Information Form (CIF)

The CIF provides core information to students, staff teams and others on a particular course of study.

Section 1 - General Course Information				
Course Title	1 Diploma in Business Management (DBM)			
Qualification	Diploma			
Intermediate Qualification(s)	n/a			
Location of Delivery	STIMU			
Mode(s) of Study and Duration	Full Time over 1 year			
Core Teaching Pattern				
FHEQ Level	Level 4			
Section 2 - Published Information				
Material in this section will be used on the course web site to promote the course to potential students. The text should be written with this potential audience in mind.				
Course Structure				
The Units which make up the course are:				
Unit Code	Level	Credits	Unit Name	Core or option
BM 2101	4	15	Principles of Management	Core
BM 2102	4	15	Business Economics	Core
BM 2103	4	15	Business Information Technology	Core
BM 2104	4	15	Human Resources Management	Core

BM 2105	4	15	Decision Making Techniques	Core
BM 2106	4	15	Principles of Marketing	Core
BM2107	4	15	Organizational Behavior	Core
BM2108	4	15	Business Accounting	Core

Why study this course

The First year of Business Management degree program prepares the students with the required skills for managers with modern business administration skills, technology, strategy, marketing, quantitative methods for decision makings, operations and organizational behaviour with creative ideas. The business management helps students to become conceptual thinkers and will be well prepared to be qualified professionals to apply their administration and management skills in today global business environment. Students are also required to undertake a self-selected project. The students will have a Supervisor assigned to them post agreement of the topic.

Course Summary – Educational Aims

The composition of this course is based upon the attributes that an effective employee, or a graduate, should ideally have:

- Developed personal skills with both the confidence and ability to express their creativity both individually and as part of a team;
- Gained the ability to promote a responsible, professional attitude towards the selection and use of data and skills within team based contexts;
- Had an in-depth understanding of business knowledge and to develop their critical awareness of new emerging case studies in business environment;
- Developed a comprehensive awareness of the wider cultural, social, political, economic and ethical implications in the business firms;
- Applied comprehensively their knowledge and skills to a piece of work on business administration through the Honours Project to reflect the programme being studied.

In addition to the broad aims of the course, the specific qualities built into the curriculum ensure that students will gain a systemic understanding of new development and application, and the capacity to analyse, assess and recommend high level strategies. The specific objectives of this course, therefore, are to provide students with the skills and knowledge of key subject areas that relate to sustainability at operational, tactical and strategic levels for modern business environment.

The course’s objectives are to equip students with:

- the aptitude to solve problems within various settings;
- the competence to develop concepts and apply them in pragmatic ways;
- advanced analytical skills that can be used within organisations;
- a perceptive insight into management related issues;

- the ability to understand policies in local and global contexts and the capability to see legislation as emergent resultants;
- a good understanding of how the preliminary studies of business project can impact on the success of the implementation of that project;
- the aptitude to think and plan strategically in the design of business projects;
- a good understanding of the societal implications of emerging issues in business organizations;
- aptitude to analyse, synthesise, critique and evaluate various means of business administrations, deployment and leading-edge ideas.

Entry requirements

- Successful completion of Foundation Certificate in Business Management

Additional:

Applicants with other entry qualifications will be assessed individually by the Course co-ordinator for recognised prior learning (RPL). This might include applicants with complete or partially complete other professional qualifications.

Graduate Impact Statements

The course has been designed to develop graduates who are able to:

- demonstrate technical competence in the production of their reports;
- conduct research evaluation of relevant work in business administration;
- have made a significant contribution to quality report and recommendation production in their work;
- express and offer a reasoned defence of their own ideas both orally and in written modes of expression;
- contribute to team work at a number of levels, setting group aims, allocating roles and responsibilities, working to a common purpose, negotiating and effective problem solving;
- identify and use the most appropriate means of gathering information for their purposes;
- demonstrate how access to sufficient sources energy in its sense contributes to the cultural, social, political, economic and ethical aspects of society.

Learning and Teaching

The learning and teaching strategy is made up of the explanation of theoretical concepts accompanied by tutor supported discussion on case studies to reinforce understanding. This is accomplished by a combination of lectures, tutorials, moderated discussions/debates and peer group support, directed project and presentation activities with dedicated online technical support and reading materials. This shall often be in a combined lecture, discussion, industry visit and research in one session with academic and demonstrator support. Additionally, there is self-directed research and work based project activity which can be assisted by the use of teaching packs, online technical indexes, and

Internet and government publications. The particular form of support is module specific; however, all are characterised by tutor support and pragmatic approach to activity.

All the teaching sources are available in the VLE that includes references and links, general unit and course information, discussion groups, tests and assessments.

Students entering upon the course will already have some experience of using computers and their operation. Therefore the approach to teaching and learning begins with student centred methods and progresses towards independent learning. As the teaching is centred upon students, the department aims to build their confidence by providing timely and informative feedback under the guidance of their lecturer/tutor.

Project supervision involves regular tutorial contact between groups/individuals and their supervisor. The project is seen as a guarantee of the Honours nature of students and is seen, both within the University and outside as an indication of the overall abilities and performance of the student.

Developing your employability

This course is taught by experienced professionals with focus on pragmatism and the industry requirements. Guest lecturers are also invited to share their current experience with students. The course specifically encourages students to enrol as students with the professional institutions/bodies on commencement of the course and attend seminars organised by these bodies. By presenting your research and analysis you will also develop your presentation and communication skills, deemed to be essential by the industry.

Department (s)

Faculty of Business

Assessment

A range of assessment methods are used throughout the course. The types of assessment used range from project that assesses the practical application of knowledge and concepts gained in lectures and seminars and also from learning acquired during self-study to presentation and report-based assessments. Time controlled in-class test are also utilised to allow the students to experience and adjust to the industry requirements.

After Graduation

On successful completion, you may progress to the following courses:

In the past students have progressed to Project Management, Business Administration and other Post Graduate studies at other universities.

On completing this course students are likely to progress at second year (Level 5) Advanced Diploma or work as a;

- Assistant Admin Staff/Executives
- Business Supervisor
- Marketing Staff/ Executives

- Operations Staff/ Executives
- Administrative Staff/Executives

Student Support during the course

There is a dedicated students' support team. The team is here to help you settle in to University life and give advice on a range of issues such as: part-time work, placement, industry visits, places of worship and local places of interest. Before the start of the course, there is also a student induction programme designed to enrich your time of study at the University as well as help you settle in, adjust to your surroundings and get to know your way around.

There will be a wide variety of support throughout your studies. If you have questions or problems with academic matters, support is provided by the Course Coordinator. In the event of an illness during the course, or if you have significant personal or family problems, your Personal Academic Tutor will direct you to the Student Mitigation team who can offer you independent and confidential advice. The Mitigation Team are also the only people who can give you extensions to hand in dates for assignments, provided that you have a good reason. Further support is provided by the Student Services Department and by the student's union.

Students with disabilities

We aim to provide an inclusive teaching and learning environment which caters for all students, including students with:

- Hearing loss for hearing-impaired or profoundly deaf - Mobility difficulties - e.g., if you use a wheelchair
- Visual impairment for partially sighted or blind
- Other conditions that are not necessarily apparent

The STI premises are equipped with lifts and every area is wheel-chair accessible including classrooms, computer labs, library, student lounge, toilets, reception area, and corridor. The applications with the disabilities request are followed up by the support staff in due course in identifying the needs.

Section 3 - Academic Information

Course Learning Outcomes

Upon successful completion of the course, you should be able to: -

LO1: demonstrate a systematic understanding of key aspects of business management, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline

LO2: demonstrate an ability to deploy accurately established techniques of analysis and enquiry within business industry

LO3: conceptualise understanding that enables the student to engage with current business and management practice based on contemporary research, and use it to engage in solutions for contemporary problems in the area.

LO4: demonstrate an appreciation of the uncertainty, ambiguity and limits of knowledge

LO5: demonstrate the ability to manage and communicate their own learning, through the use of developmental portfolios, which are underpinned by engagement with contemporary research in the discipline of business management.

LO6: apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out individual business projects.

LO7: critically evaluate arguments, assumptions, abstract concepts and data applicable to business projects, to make judgements, to achieve a range of solutions, and demonstrate the ability to choose the most economic solution.

Teaching, Learning and Assessment

The teaching team offers an up-to-date and engaging curriculum that incorporates their own experience and expertise in relation to business administration and supports the development of industry experiences. In the taught part of the course, there will be a mixture of theory and discussion on practices, particularly where student's developmental portfolios are focused on. Students will have relation to a range of business organizations to support their work.

A Virtual Learning Environment will support delivery of all modules and include materials that supplement the work done in class.

Skills development.

Communication

You will be encouraged to discuss and explore key ideas from lectures and readings, including case studies, and discuss these regularly in the class as you build up materials for your developmental portfolio with good English.

Information Literacy

You will be able to develop your use of information drawn from a range of source materials in books and journals and the various search technologies that provide access to information. These include academic sources from libraries and other sources in the public domain such as the internet.

Research and Evaluation

You will be set learning and assignment tasks that will require you to further develop your ability and skill in searching for, identifying and evaluating relevant material especially in self-development business project unit.

Creativity and Critical Thinking

The course will include set readings, learning tasks and assignments. It will seek to provide a supportive learning context in which you will practice and develop your ability to critically examine, assess, compare and contrast a range of debates and perspectives allied to business advice, in the context of the real world evidence.

Generic and Enabling Skills

In order to develop as a nutrition professional you will be encouraged to develop the following skills through many of the applied modules:

- Reflection on the learning process, in order to identify personal and professional goals for continuing professional development and lifelong learning.
- Communication skills sufficient to communicate safely and effectively as a professional with other relevant business management colleagues.

Assessment

Assessment forms an integral part of the learning process. The assessment aims to enhance the learning experience rather than simply provide academic benchmarks. It allows your progress to be monitored during the course and to be enhanced by feedback from tutors, and also provides an opportunity for you to integrate your prior learning when undertaking a more focused assignment or presentation task. The assessments will be carried out using several methods with exams and in particular developmental portfolios playing a key role.

The assessment methods used relate closely to the learning outcomes of the course and individual unit, while allowing you scope for creativity in fulfilling them e.g. by self-selection of case study examples to present within a written report within a particular business context. Assessments will in many cases be vocationally 'sensitive' and be designed to promote awareness of contextual policies and to promote engagement with real-life local, large and small-scale business projects.

Additional Academic Information

Peer-assisted learning (PAL)

Peer assisted learning is used in group activities and discussions.

Initial Assessment

The individual business project module consists of initial assessment on title of the project after six weeks of course commencement.

Improving students' learning

Students are expected to participate in active discussions and engage in debate, examine information, analyse, discuss and arrive at recommendations based on justification.

Academic Integrity

The issue of academic integrity is critical for students in HE level. This course pays close attention to the issue of plagiarism across all units involving assessment tasks for which students prepare and write outside of class time and hand in electronically.

HEAR implementation

Students are encouraged to attend outside events listed in their organiser to enrich their experience and disseminate information obtained with those that were not able to attend the special events. Full time students may be given opportunity to visit the sites that part-time students are involved with and this needs to be embraced by full time students as a valuable experience to see things from the perspective of the people involved in the industry.

Section 4 - Administrative Information

This section will be used as part of the approval and review process and peer academics are the target audience.

Faculty	Business
Course Coordinator	Daw Sandar Oo

17. Unit Information Form (UIF) Link

Visit to following link for Unit Information Form (UIF)

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