MCTC

BTEC Level 5
Higher National Diploma in
Arts and Design(Digital Design)

Student Handbook

Contents

Executive Summary

In 2017, Myanmar Creative Technology College (MCTC) replaced The Mages Creative Technology Centre. MCTC provides a wide range of Creative Technology courses delivered by both expert local and foreign lecturers. It is currently situated at 39th Street but is due to move to a bigger campus to 42nd street in 2018 January. Growing from small beginnings in 2019 MCTC hopes to offer a Higher National Diploma programme that may subsequently lead to a Creative Technology degree pathway, the first diploma pathway in Myanmar.

MCTC, Myanmar Creative Technology College is directly managed by The Advanced Generation Co Ltd and based in Yangon, Myanmar.

MCTC is a partner of MAGES Institute of Excellence, the registered private institution that provides tertiary level coaching for creative technologies in Singapore.

MCTC have industrial connections with well-known organizations in the related industry who offer (the) real time projects and internship opportunities.

The college management welcome all students to MCTC and hope this Student Handbook gives a clear outline of the programme, what it entails and clear information on all the requirements of the students from the registration process to the completion and certification of the programme.

Mission, Vision and Core Value and Culture

Vision of Myanmar Creative Technology College

- To be a reliable college for individuals who are passionate about Technology and Creativity.

Mission of Myanmar Creative Technology College

- To motivate, inspire and nurture individuals.

- Teaching them to be creative with technology to achieve the highest possible individual results.

- To help individuals to be more innovative and creative.

Core Values

- MCTC values artistic skills and a creative approach to life.
- MCTC is trying to channel the desire and needs of youth developing their skill and knowledge to achieve their desired career in life.
- MCTC values 'Happy Learning' for the students, enabling them to do/learn what they love and are passionate about.

Culture

MCTC aims to inculcate its values by fostering a culture among its staff and students where:

- Every individual's creativity is recognized
- Each individual's inherent potential is allowed to develop.
- Each student is nurtured towards continuous excellence
- All individuals are treated as equal from supervisor to subordinates

Course specific information

Course Title- **BTEC Level 5 Higher National Diploma in Arts and Design(Digital Design)**

Pathway- **Digital Design**

Mode of study- **Assignment based, Project based**

Course dates- **Start from 3rd June 2019**

Units available-

Units for 1st Year

No.	Unit Code	Unit Name	Credit
1	L4-1DD1	**Professional Development**	15
2	L4-1DD2	**Contextual Studies**	15
3	L4-1DD3	**Individual Project**	15
4	L4-1DD4	**Techniques & Processes**	15
5	L4-2DD1	**Screen-based Practices**	15
6	L4-2DD2	**Digital Design Practices**	15
7	L4-3DD1	**Graphic Design Practices**	15
8	L4-3DD2	**Visual Narratives**	15
		Total:	120

Units for 2nd year,

No.	Unit Code	Unit Name	Credit
1	L5-1DD1	**Professional Practice**	15
2	L5-1DD2	**Applied Practice Collaborative Project**	30
3	L5-2DD1	**Advanced Digital Design Studies**	30
4	L5-3DD1	**Scriptwriting for Design**	15
5	L5-3DD2	**Conceptual Practice**	15
6	L5-3DD3	**Art Direction**	15
		Total:	120

Guide for Unit Code

- L4 means Level-4
- L5 means Level-5
- DD means Digital Arts and Design
- The front numbers represent the unit type as follows:
  1 for Core Unit, 2 for Specialist Unit, 3 for Optional unit
- The last numbers represent the subject code
  1 for subject 1,
  2 for subject 2, etc
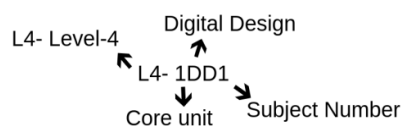
The above diagram briefly explains the unit code formed by MCTC.

Progression opportunities

Students who have successfully completed the DDAD (HND) programmes will be eligible to apply for entry to the Honours Degree Programme at many UK based universities which accept CATS and Top-Up Entry. MCTC are also working to establish a Year 3 and Year 4 UK Degree progression pathway. The Level 5 BTEC Higher National Diploma allows students to specialize by committing to specific career paths and progression routes to degree-level study. In addition, the qualifications may provide links to industry-related and employer-supported apprenticeship schemes that can provide further opportunities for enhanced employment.

On successful completion of the Level 5 BTEC Higher National Diploma, students can develop their careers in the creative industries sector through:

● entering employment

● continuing existing employment

● linking with the appropriate vendor accredited certificates

● committing to Continuing Professional Development (CPD)

● progressing to university

The focus on specialist pathways, at Level 5, provides students with a clear set of skills and goals for further study or entering employment. Students who complete a BTEC Higher National in Digital Design may find work in a:

● Graphic design studio

● Print production

● Web design studio

● Photography studio

● Design agencies

● Advertising agencies

● Fashion design studio

● Branding agencies

● Retail merchandising

● Product design firm

● Interior design practice

● Architectural practice

● Artist studios

● publishing companies

Entry Requirements

Age Requirements

- Learner must be of 16 years or older to be eligible for Level 4 Certificate and Level 5 Diploma

Educational Qualification Requirements

- Learner must have GCE "A" Levels - at least two (2) Grade E or equivalent qualification required. (For the National Matriculation Exam, Check below)
- Other related Level 3 qualifications
- Related Working Experience
- A MCTC Foundation Course

Applicants with foreign qualifications equivalent to the above may be admitted provided they are proficient in the English Language, and possess

- IELTS 5.5; Reading and Writing must be at 5.5; or equivalent qualifications OR
- a Pass in MCTC Placement Test (For English Proficiency Assessment) determined by MCTC

* Those without IELTS 5.5 are required to attend an English Foundation Course at a fee.

* Those without any prior art-related skill are required to attend foundation course before entering the HND course

* Level 3 equivalent Foundation course which fulfils course requirement is available as follow:

MCTC Foundation Class

MCTC Foundation class is a pivotal qualification, which provides a transition from general education to specialist art and design education. The qualification has been designed to encourage exploration, experimentation which will extend the learners' critical independence and enable them to demonstrate a full understanding of the relevant standards required to achieve progression to higher education.

The foundation levels are classified according to Myanmar Matriculation Exam.

4 distinctions and above at Matriculation Exam		MCTC Foundation Level 3
3 distinctions and below at Matriculation Exam	Leads to	MCTC Foundation Level 2
Grade 10 in Matriculation Exam		MCTC Foundation Level 1

FOUNDATION Levels

Level	Subject	Duration
MCTC Foundation Level 1	• Professional Practice in Art & Design • Conceptual Art • Assignment Writing for Art Study • English Language Skill Course • Art Related Mathematics • Public Art • Assignment Practice • Project Practice	10 months Total 1200 hours
MCTC Foundation Level 2	• Professional Practice in Art & Design • Conceptual Art • Assignment Writing for Art Study • English Language Skill Course	3 months Total 200 hours
MCTC Foundation Level 3	• Professional Practice in Art & Design • Conceptual Art • Assignment Writing for Art Study • English Language Skill Course	2 months Total 120 hours

Admission Process

STEP:1 Consideration and Document Check	• All Entry Requirement Related Documents will be checked. And we will recommend which step you should be follow in order to attend the Program. • We will consider applicants who can show evidence of experiential learning that is equivalent to the required formal qualifications and applicants with qualifications equivalent to the ones stated above. • All students' equivalent skills will be assessed and their skills matched against the courses requirements. • You will need to have a practical aptitude as well as be able to work independently and be self-motivated. • We will also be assessing your wider abilities and looking for evidence that you are likely to succeed on this course. • Depend on your provided documents , you will be ask to go for next step which can be from following options **Option A - Interview** **Option B - Placement Test** **Option C - Foundation Course**

STEP: 2 Interview (OPTION A)	• You will be required to attend an interview and to present a portfolio of your own creative work that demonstrates engagement in general Art and Design or at least one of these specialisms: • Drawing and painting, illustration, 3D design and sculpture, graphic design, Concept Art Design or photography. • You will be able to explain the process of the picture you have shown and evidence of ownership.

STEP: 2B Placement Test
 	
(OPTION B)
	• You will be required to take placement test which lasts for two hour. The Questions will be centered around the art practice and creativity
	
	• In the Placement Test Answer , we will carefully check whether you are capable or not to pursue vocational education (I.e Academic Writing , Understanding of Questions etc).
	
	There are two type of Placement Test
	
	    A. Foundation Placement Test
	
	    B. English Placement Test

	• If you do not have all the required Documents or we are not satisfied with what you have provided , you will be asked to take our foundation course in order to join the HND Program. • For more information , Please check the Admission Map Below.

STEP: 2B Placement Test (OPTION C)	

Available Resources

Technical Specification

MCTC provide facility that will aid the learner throughout the learning process. However, Learners are urged to bring their own PC or Laptop at least with following specification

- Intel® Core 2 or AMD Athlon® 64 processor; 2 GHz or faster processor
- Microsoft Windows 7 with Service Pack 1, Windows 8.1, or Windows 10 (version 1607 or later)
    - The 19.0 and 19.0.1 releases of Photoshop CC support Windows 10 1511 and later versions, but not versions 1507 and earlier.
    - Photoshop CC release 19.1 (and later) supports Windows 10 1607 and later versions, but not versions 1511 or earlier.
- 2 GB or more of RAM (8 GB recommended)
- 2.6 GB or more of available hard-disk space for 32-bit installation; 3.1 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system)
- 1024 x 768 display (1280x800 recommended) with 16-bit color and 512 MB or more of dedicated VRAM; 2 GB is recommended*
- Drawing Tablet and Pen

MSI - Our Tech Partner MSI have Prestige Series Laptop (P-Series) for content creators. MSI have variety of discount option for MCTC students. Check out the laptop offer at https://www.msi.com/Laptop/P65-Creator-8RX.html

Library

Students are encouraged to utilize the library resources of our campus to do their research or project. The library is accessible for all students. The reference books are only meant for browsing in the library and students should not remove the books from the library without the authorization from the college.

Students, who want to borrow books from the library, can become library member at student service with their student ID. Only MCTC students are allowed this service. To ensure more students can make use of the reference books kept in the library, students are only allowed to borrow up to two books when required for Final Year project.

All students must observe and abide by the following rules and regulations of the library:

a) Other than the consumption of plain water, eating or drinking in the library is not allowed.

b) To prevent causing disturbance to other students, you are to maintain silence at all time while in the library. Mobile phone must be switched to silent mode.

c) Reference materials are only meant for in-house consultation. No materials from the Library may be removed without approval.

e) The library is a study area and students should not treat it as a resting/eating place.

f) It is an offence to write in, damage, lose or refuse to return library material. For any lost item, the borrower will be required to pay the replacement copy and related administrative fee.

Internet access

There will be Wifi available within the college area. The students can ask the librarian for the password to complete research and projects.

Medical Care & Injuries

In a medical emergency, MCTC may authorize a qualified medical examination or emergency treatment for the student, as may be necessary. The College will contact the student's parents or legal guardian to obtain further authorization when time and situation permits.

HN Global

Pearson BTEC Higher Nationals are supported by a specially designed range of digital resources, to ensure that students have the best possible experience during their course. These are available from the HN Global website

(http://www.highernationals.com).

Assessment

How is the course assessed?

- Assessment is through a series of assignments including research modules, hands-on practical exercises and group projects.
- Units are interlinked to replicate "real world" scenarios and offer the opportunity for students to build a range of skills to maximise employment opportunities.

The course is mainly conducted in the classroom via face-to-face learning which encourages student-teacher interaction. Students are encouraged to attend field trips and live projects organised by MCTC to encourage experiential learning.

Lecture - Full attendance and punctuality are a fundamental requirement. Study hours are made up from taught hours and independent study hours. This is a full time programme, usually timetabled so students attend classes for up to 20 hours per week. Learners are encouraged to access the Art and Design studios and library outside taught sessions to realise their projects fully.

Classes are usually between the hours of 9am- 4pm.

Practical(/Tutorial)/Field Trips – There are 60 hours of lectures, practical, field trip or visits. MCTC have industrial links in creative based companies where students will be required to go for work experience or visits. Tutorials are one to one recorded interview with the tutor to discuss the work in progress and to help the student progress with professional advice and additional research suggestions. The tutorial confirms students are applying the skills and knowledge they have learnt in practical sessions and lectures to the project in hand.

Presentation - Student are occasionally required to demonstrate what they have learnt by presenting their work, individually or in a group to a client or peer group.

Assignment –There will be assignment at the end of every unit in the programme.

Class Size

MCTC aim to restrict class sizes to 15 per group. This allows us to run practical workshops and give all our students on-going hands-on support throughout their learning.

Teaching Methodology

The Course Material for a creative technology subjects at MCTC are being crafted by subject matter specialists.

MCTC Academic Board uses original acronym "**PCIMSC**" for all subject materials and the course brochure.

Practical - Course brochure will emphasize practical experience.

Carefully - Course brochure will be carefully created without error and will be regularly updated.

Innovative - Course brochure will always emphasize use of innovative technology and fundamentals.

Matching - Course brochure will be appropriate and aligned with what Myanmar people need

Standard - Course brochure will be set with international Academic Standard and best available creative technology education standard in Myanmar.

Creative - Course brochure emphasize but not limited to individual creativities.

Whilst the traditional forms of lectures, seminars and workshops contribute to design awareness, particularly in practical project work, it is independent study by the student, with tutorial guidance and advice, that will enable the student to make progress.

The primary objective is for each student, through advice and negotiation, to discover and develop the motivational forces, the interests and the aptitudes that suit the individual for a professional role in what is a very broad professional arena. This, in turn, will countenance and utilize talent to become highly specialized, or very general.

The major methods utilized in this process are summarized below:

Practical Projects

Practical problem-solving projects constitute a large proportion of the time on the programme. Each project is designed with specific published learning objectives and assessment criteria, which determine the content of the project.

In the diploma programmes group projects are the common the project brief is devised by the staff and delivered, in a written form, to the students. These projects are formulated to encourage and an individual response. At diploma level, students are sometimes required to formulate briefs, through negotiation with lecturers. These are geared to the individual and designed to develop the personal abilities discovered at certificate level.

Seminars

These enable students to publicly air views and address issues embraced in the concomitant theoretical, practical, historical, societal and cultural aspects of design covered by the programme.

In less formal situations, outside of any specific project or other aspect of study, the student and staff member are able to discuss personal aspirations and aptitudes, thus directing the individual through the formal framework of the curriculum.

This close relationship enables staff to deal with student problems of a personal nature, with reference to a professional counsellor if necessary, and to develop the insight appropriate to career advice and professional contacts.

Lectures and Guest Lecturers

Administered by full and part-time staff, lectures are given to large groups of students. Whilst most lectures will relate to the formal programme curriculum, eminent visiting speakers will be used to deliver topics of general or specific areas of interest. To maintain a sense of industry relevance, practitioners from the various industries are invited to share their experiences with the students. As far as possible, site visits are encouraged because students will be able to conceptualise the processes and this would enhance their understanding in a real-world context.

Quality Assurance

MCTC will retain securely assessment and verification records for each learner for a minimum period of three years following certification.

The administration department will be assigned in place to ensure the ongoing tracking of learner progress, achievement, accumulation and transfer of credits and, where necessary, the recording of exemptions. This will take place systematically for each course and every batch storing both hardcopy and softcopy information.

In addition, the centre will securely hold and transmit details of assessment outcomes to Pearson in a proper way.

The aim of MCTC is to deliver the best quality product while making it financially feasible. The Quality Assurance for Service satisfaction must be observed and monitored on a regular basis. The quality assurance process is followed for the benefit of both the Centre and the student.

HOW WE ASSURE THE QUALITY OF THIS PROGRAMME

Before this programme started the following were checked:

- There would be enough qualified staff to teach the programme.
- Adequate resources would be in place.
- The overall aims and objectives were appropriate.
- The content of the programme met national benchmark requirements.
- The proposal met other internal quality criteria covering a range of issues such as admissions policy, teaching, learning and assessment strategy and student support mechanisms.

This is done through a process of course approval.

How we monitor the quality of this programme

The quality of this programme is monitored each year through evaluating:

- External examiner reports (considering quality and standards)
- Statistical information (considering issues such as retention and pass rate)
- Student voice

Drawing on this and other information, programme teams undertake the annual Course Review process which is coordinated across higher education and includes student participation.

Plagiarism, Cheating and Referencing

MCTC seeks to encourage the maintenance of the highest levels of academic integrity. Acts of cheating and plagiarism will be regarded as serious offences.

Plagiarism is the presentation of the thoughts or works of another as one's own. This may include:

- copying or paraphrasing material from any source without due acknowledgement;
- using another's ideas without due acknowledgement;
- work with other without permission and presenting the resulting work as though it was completed independently.

It is the responsibility of the student to ensure that coursework (assignment/project) submitted is his/her own work. Any student found submitting work done by other people or if a significant portion of his/her work contains unacknowledged content, he/she is deemed to have committed plagiarism and will be subjected to disciplinary action by the College.

The referencing style to be used is Harvard Referencing system referencing for literature subjects. All printed publications are protected by the Copyright Act. Where a literary, dramatic or musical work is not less than 10 pages, students may photocopy up to 10% of

the number of pages in a published edition of the work or if the work is divided into chapters, up to one chapter for referencing.

Attempting to cheat in an assessment or exam, even if the student did not succeed in using the material, is treated as cheating. Having the "banned" material with you in an assessment or exam is considered as cheating, even if they did not use it.

The Disciplinary Committee will investigate and evaluate the case and provide the student with an opportunity for hearing before the Committee. The Committee shall determine whether academic dishonesty occurred and set the appropriate action or penalty. The Chair of the Disciplinary Committee will make its recommendation directly to the General Manager, Academic Affairs & Operations. Any appeal should be directed to the General Manager, Academic Affairs & Operations.

The consequences for students caught cheating and plagiarism will be as follows:

a) Immediate failure of the module/unit, which have to be repeated; and fees will be charged for this re-sit

b) This incident will be entered into the student's record.

c) The findings of the inquiry will be forwarded to the student's parents / legal guardian.

d) Any further incidence of cheating or plagiarism will result in the student being expelled.

The Committee's recommendation / decision is final unless the Committee recommends that the student be either suspended or expelled, in which case the final sanction is decided by the General Manager, Academic Affairs & Operations.

Student Code of Conduct

We expect students to take good care of the School's property, facilities, equipment and resources. Any student caught vandalizing or cause damage/loss of these items will need to pay the cost for repairing or replacing the items to its original condition.

Eating/Drinking in Classrooms/Library/Computer Labs

Students are not allowed to eat or drink (except bottled plain water) in the classrooms/library/computer labs of Myanmar Creative Technology College.

Punctuality

Students are expected to observe punctuality for classes/lessons. Those who arrive more than 45 minutes late for class will be marked as absent for that class/lesson

Student's Belongings

Students are expected to take care of their personal belongings. Myanmar Creative Technology College will not be held liable for the loss of any personal belongings within the School's premises.

Smoking Prohibition

Students are not allowed to smoke in the classrooms, labs, library and within the building of the college.

Disciplinary Actions / Penalties

Any disciplinary record made is kept in the student's P-file. Any violation is referred to the Academic Director and the Student Disciplinary Committee of the Academic Board of Myanmar Creative Technology College

Disciplinary actions may be taken for the following (but not limited to) breaches of expected conduct:

a) Poor attendance & insufficient academic progress.

b) Cheating or attempted cheating during exams or other assessments.

c) Plagiarism.

d) Signing in or out for another student on an attendance sheet.

e) Forgery of a medical certificate and/or any other documents, including alteration of any documents.

f) Inappropriate attitude and behavior, such as being disrespectful and insubordination to staff member of Myanmar Creative Technology College; inappropriate or aggressive behavior to fellow students.

g) Inappropriate or revealing attire.

h) Sleeping, eating or drinking in class (with exception of bottled water), reading newspapers/magazines, and use of mobile phone, electronic audio/visual/gaming equipment, or any other willful misconduct in class.

i) Fighting or committing other mischievous act of disturbance, littering, smoking, gambling, extortion, use of vulgarities, consumption of alcohol/chewing gum, use/possession of drug, etc.

j) Theft, vandalism or damage of property of another student, a staff member, or of Myanmar Creative Technology College.

k) Absent from class without official leave.

Penalties include:
- Warning letters.
- Additional meetings with tutors.
- Bar from assessment.
- Signing a bond of good behavior witnessed by parents / legal guardian.
- Disqualification and removal from the programme/course.
- Expulsion (taken if there is serious breach of conduct or an accumulated record of misconduct even though no single incident is serious enough by itself to warrant

Expulsion). Expulsion implies termination from the programme/course and the termination of registration as a student with Myanmar Creative Technology College.

● Any offence committed under the Myanmar law will result in the perpetrator to be handed over to the police.

The following disciplinary actions will be taken for poor conduct (non-academic) and failing to comply with the rules & regulations of the School:

Action Taken	Cause
Reminder letter issued to student	1st offence
1st warning issued to student (Tutorial meeting with student)	2nd offence (accumulative from previous misconduct)
2nd warning letter issued to student	3rd offence (accumulative from previous misconducts)
3rd & final warning letter issued to student	4th offence (accumulative from previous misconducts) Expulsion letter issued to student
Expulsion Letter issued to students (Expelling student from school)	5th offence (accumulative from previous student from School.misconducts)

Note: Parents / Legal guardian will be informed in writing if the student is less than 18 years of age.

Academic Dishonesty

Academic dishonesty in the preparation or presentation of any assessable work is regarded as misconduct, and Myanmar Creative Technology College imposes serious measures on students who are found to have acted in this way.

The major categories of academic dishonesty are: - Academic fraud is making a false representation to gain an unjust advantage. This can include:

- making contact with another person, contrary to instructions, during a tutorial or other assessments.
- reusing one's own work that has been submitted previously and counted towards another course (without permission);
- bringing unauthorized material or devices into a tutorial other than those specified for that assessment;
- falsification of data;

General Policies

Equality Policy

1. Ethos

The College stands against all forms of discrimination on the grounds of gender, race, origin, religion, or disability.

2. Aims

- To promote justice, equality of opportunity and fair treatment for all and thereby allow all members of the College to achieve the level of success and self respect which they deserve.
- To establish an environment where school becomes effective in reducing prejudice and raising self-esteem.
- To provide a safe and welcoming place for all of its members without fear of discrimination based on gender, sexual orientation, disability or religion.
- To provide an environment where sexist or racist or other discriminatory assumptions, attitudes and behaviour are continually challenged.
- To provide a curriculum which gives children the confidence that discrimination can and must be eradicated.
- To contribute towards imparting a sense of citizenship in the pupils.
- To avoid reinforcing stereotypical views of society by careful use of language and choice of resources.

Confidentiality Policy

Myanmar Creative Technology College is committed to maintaining the confidentiality of our student's personal information and undertakes not to reveal such information to any unauthorized third party (except to government authorities) without the prior consent of the student.

Personal Data Policy

Myanmar Creative Technology College respects the privacy of individuals and recognizes the importance of the personal data you have entrusted us with and believes that it is our responsibility to properly manage, protect, process and disclose the personal data.

This policy is to ensure that individuals' personal data is safeguarded against misuse by regulating the processing and management of personal data and to assist you in understanding how we collect, use and/or disclose the personal data.

Reasonable adjustments:

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation. It is made to an assessment for a qualification to enable a disadvantaged learner to demonstrate his or her knowledge, skills and understanding of the levels of attainment required by the specification for that qualification.

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- Changing usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity

- Adapting assessment materials, such as providing materials in Braille

- Providing assistance during assessment, such as a sign language interpreter or a reader

- Re-organising the assessment room, such as removing visual stimuli for an autistic learner

- Changing the assessment method, for example from a written assessment to a spoken assessment

- Using assistive technology, such as screen reading or voice activated software

- Providing the mechanism to have different colour backgrounds to screens for onscreen assessments or asking for permission for copying to different coloured paper for paper-based assessments

- Providing and allowing different coloured transparencies with which to view assessment papers

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the learner access to the programme. The use of a reasonable adjustment will not be taken into consideration during the assessment of a learner's work.

MCTC only required by law to do what is 'reasonable' in terms of giving access. What is reasonable will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, will also be taken into consideration.

A reasonable adjustment must never -
- Affect the validity or reliability of assessment
- Influence the outcome of assessment
- Give the learner in question an unfair assessment advantage

Special considerations:

Special consideration can be applied after an assessment if there was a reason the learner may have been disadvantaged during the assessment.
For example, special consideration could apply to a learner who has temporarily experienced:
- an illness or injury
- some other event outside of their control

And which has had, or is likely to have had, a material effect on that learner's ability to take an assessment or demonstrate his or her level of attainment in an assessment.
Special consideration should not give the learner an unfair advantage, nor should its use cause the user of the certificate to be misled regarding a learner's achievements. The learner's result must reflect his / her achievement in the assessment and not necessarily his / her potential ability.
Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the learner. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner.

And which has had, or is likely to have had, a material effect on that learner's ability to take an assessment or demonstrate his or her level of attainment in an assessment.

Special consideration should not give the learner an unfair advantage, nor should its use cause the user of the certificate to be misled regarding a learner's achievements. The learner's result must reflect his / her achievement in the assessment and not necessarily his / her potential ability.

Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the learner. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner.

Refund Policy

MCTC shall ensure a fair and reasonable refund policy is detailed for any payments made. Processing time for all refund requests will be within 7 working days.

Refund Policy Table:

% of [the amount of the fees paid under student contract]	If Student's written notice of withdrawal is received
[100]	("Maximum Refund") More than **[14]** days before the Course Commencement Date
[50]	Before, but not more than **[14]** days before the Course Commencement Date
[50]	After, but not more than **[7]** days after the Course Commencement Date
[10]	More than **[7]** days after the Course Commencement Date, but not more than **[14]** days after the Course Commencement Date
[0]	More than **[14]** days after the Course Commencement Date

Application Fee is non-refundable.

MCTC shall communicate the Refund Policy and Procedures to all students and prospective students by effective means of communication. MCTC will communicate the computation of refund amount on occurrence of refund need.

Refund Procedure

- Student has to fill up the Refund Form and submit to MCTC

- MCTC will work out the refund amount if eligible.

- Any refund amounts will be subjected to the MCTC Management approval.

- MCTC will inform the student the outcome of the refund request in writing.

- Should the student be eligible for refund, the school will inform the student when to collect the refund.

- The whole refund process will not take more than 7 working days from date of application.

Students Participation and Feedback

The following methods for gaining student feedback are used on this programme:

- Unit evaluations
- Student representation on programme committees
- Student representation on MCTC Website, Social Media and Forum
- Project critiques and tutorials
- Online student surveys (Google Form)
-

Students are notified of the action taken through:

- Posting information regularly on the college's forum and LMS and Google Classroom.
- Circulating the minutes of the programme committee
- Dissemination at group tutorials

Appendix

MCTC website: www.mctc-edu.com

Official Facebook Page : @MCTC.mm

Hotline : +959969959992, +959969959993, +9595037826

Address: No.125, Ground floor, 42nd street, Between Maharbandula Road & Merchant Road, Botahtaung Township, Yangon, Myanmar.