



INSTITUTE OF SCIENCE & MANAGEMENT

(DK219(S)) KP(JPS)5195/IPTS/1073/(8)



GCE ADVANCED LEVEL

UNIVERSITY OF CAMBRIDGE LOCAL EXAMINATION SYNDICATE

R3/010/3/0014 (Valid till 16 July 2027)

DURATION

1 ½ years

INTAKE

January & April



Agensi Kelayakan Malaysia
Malaysian Qualifications Agency

FULLY ACCREDITED

Why study

GCE A-Level at ISM?

- Excellent A Level results
- Excellent preparation for degree studies
- Small student-lecturer ratio
- Passport to world class universities
- Comprehensive support for learners and lecturers
- Internationally recognized qualifications

GET IN TOUCH

INSTITUTE OF SCIENCE & MANAGEMENT

TB 900, Mile 3, Jalan Chong Thien Yun, P.O.Box 60302, 91013 Tawau, Sabah, Malaysia.

☎ +6089-779623 ☎ +6010-9353002 ✉ enquiry@ism.edu.my

🌐 www.ism.edu.my 📘 www.facebook.com/ism.tawau 📷 ism_tawau

ENTRY REQUIREMENT

- ✓ Pass SPM/SPMV/O-Level with minimum 5 credits or equivalent qualifications
- ✓ For Science stream, a credit in Mathematics and one pure science subject is required.
- ✓ Additional criteria apply to specific degree courses after completing the A-Level programme.



ARTS STREAM

Accounting, Business, Economics, Mathematics



SCIENCE STREAM

Mathematics (Compulsory), Biology, Chemistry, Physics

EN

ENGLISH

In addition, English courses are provided to all students to enhance their English proficiency.

CHOICE OF SUBJECTS

Students are required to choose a minimum of three (3) or a maximum of four (4) A-Level subjects.

STUDENT'S ACHIEVEMENT



DR. LIANG JIN RUI AMOS

Now working at University of Dundee, Scotland. Opened an independent research laboratory within the MRC Protein Phosphorylation and Ubiquitylation Unit (MRC PPU) of the University of Dundee, Scotland in the summer of 2022. Awarded the highly sought after Career Development Fellowship from the Cancer Research UK to fund his research.

"Enrolling in ISM for the A-level program was definitely the right decision for me. The courses that are offered at ISM are internationally recognised and are very well-structured courses. Studying at ISM has definitely laid a strong foundation that prepared me for the challenges faced in my university studies. In addition, the lively and friendly community at ISM will forever be cherished!"

FUNG YING HUI

Now studying at University of Queensland, Australia. Awarded Excellence Scholarship for International Student to study Master of Pharmaceutical Industry Practice. She is also in the list of Dean's Commendation for Academic Excellence.

"Reminiscing the good old days at ISM, I had so much joy studying and involving in various events with my peers. Not only was the Cambridge 'A' Level education we received quality assured, but lecturers were also dedicated and approachable. It was even better with the small lecturer-student ratio that fostered a close relationship. Other than curriculum content, we also discussed about career pathways which laid a good foundation for me to undertake preparation for further education or career."



HIEW WEN TIAN

Now studying at Brickfields Asia College, Malaysia. Offered a full scholarship by Yayasan Tunku Abdul Rahman (YTAR).

"Who you are today does not necessarily define your future. The important thing is whether you are willing to take small but cumulative steps ahead regardless of the difficulties. I thank ISM for providing a platform for me to exercise my leadership skills."

LAU HUI GENG

Now studying at University of Nottingham Malaysia (UNM). Awarded a full scholarship by UNM and Yayasan Tunku Abdul Rahman (YTAR).

"The learning experience at ISM was pivotal to my academic pursuit. With a wobbly foundation when I first joined, thanks to the lecturers' patience and extensive experience, I was able to achieve results that secured me a scholarship."



YEE YUNG SHUEN BRANDON

Now studying at Asia Pacific University (APU), Malaysia. Awarded APU Merit Scholarship that covers 50% of tuition fee.

"ISM is definitely a great place for me to pursue higher education right after my secondary school in my hometown, Tawau."



YIE SONG YING

Now studying at Universiti Tunku Abdul Rahman (UTAR), Malaysia. Awarded UTAR Education Foundation that covers 50% of tuition fee.

"ISM provides high quality education which helps me to learn effectively. The environment is nice, comfortable and conducive for learning. The lecturers are experienced and passionate about teaching."



CHAN JIN KAI

Now studying at University of Exeter, UK. Awarded Exeter Global Excellence Scholarship, a full scholarship from CIMB ASEAN Scholarship to study MEng in Renewable Energy Engineering. She is the winner of Exeter Renewable Energy Awards – Student Most Likely to Change the World.

"The small class size in ISM simply means – they know you, care about you, and help you to succeed."





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Website: www.ism.edu.my Facebook: www.facebook.com/ism.tawau

Diploma in **BUSINESS STUDIES**

(R/340/4/0190) (Valid till 9 June 2023)

Diploma in **ACCOUNTING**

(R/344/4/0420) (Valid till 5 Oct 2025)



WHY DIPLOMA?

- Shape individuals in requisite skills and knowledge
- Versatile future undertaking – pursue a degree or start a career
- Worldwide recognised academic qualifications
- Balanced assessment of coursework and examination
- Value-added 3-month internship

**Scholarship, Study Grant &
PTPTN Loan Available**

Intake : January, April & August
Duration : 2 Years



Diploma in Accounting
3 ACCA Papers Exempted

PROGRAMME DETAILS

- 2-year programme
- 4 long semesters & 2 short semesters
- 90 credit hours

ENTRY REQUIREMENTS

DIPLOMA IN BUSINESS STUDIES

- Pass SPM/SPMV/O-Level with at least 3 credits or equivalent qualification recognised by the government
- A pass in Bahasa Malaysia and History (for Malaysians only)

DIPLOMA IN ACCOUNTING

- Pass SPM/SPMV/O-Level with at least 3 credits (including Mathematics) or equivalent qualification recognised by the government
- A pass in English
- A pass in Bahasa Malaysia and History (for Malaysians only)

YEAR 1

DIPLOMA IN BUSINESS STUDIES / ACCOUNTING (39 Credit Hours)

Financial Accounting I
Financial Accounting II
Cost Accounting
Business Mathematics
Statistics
English I
English II
Computer Application
Microeconomics
Macroeconomics
Management
Principles of Marketing

YEAR 2

DIPLOMA IN BUSINESS STUDIES (40 Credit Hours)

Organisational Behaviour
Human Resource Management
Entrepreneurship
Operations Management
International Business
Business Ethics
Communication for Business
Introduction to Information Technology
E-Commerce
Business Law
Financial Management
English III
Industrial Attachment

DIPLOMA IN ACCOUNTING (40 Credit Hours)

Financial Accounting III
Financial Accounting IV
Management Accounting
Information for Control & Decision
Financial Management
Computerised Accounting Systems
Introduction to Auditing
Malaysian Taxation
Business Law
Company Law
Industrial Attachment

ADDITIONAL COMPULSORY COURSES (11 CREDIT HOURS)

MALAYSIAN STUDENTS

- Penghayat Etika
- Critical Thinking Skills/Bahasa Kebangsaan
- World Civilisation
- Co-curriculum

INTERNATIONAL STUDENTS

- Bahasa Melayu Komunikasi
- Critical Thinking Skills
- World Civilisation
- Co-curriculum



INSTITUTIONS IN ARTICULATION AGREEMENT

No.	University	Degree Programme	Progression*
1.	 Anglia Ruskin University Anglia Ruskin University, United Kingdom	BSc (Hons) - Business Economics, Accounting & Finance, Business Management, International Management, Human Resource Management, Marketing, International Business Strategy	Year 2
		BSc (Hons) Tourism Management	Year 1
2.	 UCB University College Birmingham, UK	BA (Hons) - Business Enterprise, Marketing Management	Year 2
3.	 University of Cumbria University of Cumbria, United Kingdom	BA (Hons) - Business Management, Accounting & Finance, Business Management with Specialism (Marketing, Human Resources, Logistics & Supply Chains Management, IT, Entrepreneurship)	Year 2
		BA (Hons) Business Management (top-up)	Final Year
4.	 UNIVERSITY OF LINCOLN University of Lincoln, UK	BA (Hons) Business Studies	Year 2
5.	 Loughborough College Loughborough College, UK	BA (Hons) - Leadership & Management (top-up), Hospitality Management (top-up), Leisure Management (top-up), Tourism Management (top-up), Events Management (top-up)	Final Year
6.	 Middlesex University London Middlesex University, UK	BA (Hons) - Business Studies or other business-related degrees with relevant exemptions	Year 2 or 3
7.	 psb Academy PSB Academy, Singapore	BA (Hons) - Business & Marketing, Accounting & Finance, Coventry University, UK	Year 2
		BA (Hons) Hospitality & Tourism Management, Edinburgh Napier University, UK	
8.	 QUT Queensland University of Technology Queensland University of Technology, Brisbane, Australia	Bachelor of Business : Accounting, Accounting with Professional Recognition, Advertising, Economics, Finance, Human Resource Management, International Business, Management, Marketing, Public Relations	Year 2
9.	 studialis Studialis, France	BBA, Paris School of Business (PSB)	Final Year
10.	 Teesside University Teesside University, UK	BA (Hons) - Business Finance (top-up), Applied Accounting (top-up), Business Management (top-up), International Management (top-up), Marketing (top-up)	Final Year
11.	 University of the Highlands and Islands Oileigh na Gàidhealtachd ag an Ìleann University of the Highlands and Islands, UK	MoU signed	MoU signed
12.	 lyit Letterkenny Institute of Technology (LYIT), Ireland	MoU signed	MoU signed
13.	 University of South Australia Business School University of South Australia, Australia	Bachelor of Business – Economics, Finance & Trade, Finance, Human Resource Management, Logistics & Supply Chain Management, Management, Marketing, Property, Sport & Recreation Management, Tourism & Event Management	Maximum credit Up to 36 units
		Bachelor of Commerce - Accounting	
14.	 LEADING UNIVERSITY Leading University, Bangladesh	MoU signed	MoU signed
15.	 Southampton SOLENT University Southampton Solent University, UK	BSc (Hons) - International Management, Business Administration, Accountancy & Finance, Marketing	Level 6 Top-up
16.	 Manchester Metropolitan University Manchester Metropolitan University, UK	BA (Hons) - Business Management, Accounting & Finance, Banking & Finance	Level 5
17.	 GREAT BRITISH EDUCATION PLYMOUTH UNIVERSITY Plymouth University, UK	BA (Hons) - Business, Accounting & Finance, Economics, Business Economics, Financial Economics, International Business Economics	Stage of Entry: Stage 2 or 3

* Actual progression is granted on case-to-case basis and may vary from one individual to another.



FUN-FILLED MEANINGFUL COLLEGE LIFE

“
**WHAT GRADUATES
SAID ABOUT US**
”



**“ISM PROVIDES
A CONDUCTIVE
LEARNING
ENVIRONMENT AND
ADVANCED STANDING
OPPORTUNITIES INTO
DEGREE
PROGRAMMES.”**

NG CHERRY

Diploma in Accounting with Distinction 2017
Advanced Standing into Bachelor
Degree in Mass Communication, KDU
University College, Malaysia



**“I HAVE LEARNT
AND ENJOYED THE
CO-CURRICULAR
ACTIVITIES WITH
MY NEW FRIENDS.”**

CHIN MEI SHIN

Diploma in Accounting with Distinction 2017
ACCA, Sunway University, Malaysia.



**“I NEVER
IMAGINED THAT I
COULD PURSUE A
DEGREE PROGRAMME
ON ADVANCED
STANDING.”**

LAM PUI SHAN

Diploma in Business Studies with Merit in 2014
Graduated in 2017 as BA (Hons) Business
Administration, University of Hertfordshire,
UK.



**“I AM PROUD TO
SAY THAT THIS IS THE
BEST PROGRAMME
OFFERED IN MY
HOMETOWN.”**

SOON KING SOON

Diploma in Business Studies with
Distinction 2013 (Best Student Award)
Graduated in 2015 as BA (Hons) Marketing
Currently working as Relationship Manager,
Maybank.



**“LECTURERS IN ISM
ARE VERY ATTENTIVE TO
EACH QUERY MADE BY
STUDENTS AND
THEY MAKE GREAT
EFFORTS TO ASSIST US.”**

RYAN LIM YI ZHE

Diploma in Business Studies with Pass 2016
Graduated in 2017 as BA (Hons) Marketing,
University of Chester, UK.



**“I LEARNED NOT
ONLY THEORETICAL
BUT ALSO
PRACTICAL AND
SOFT SKILLS.”**

NG YENG CHING

Diploma in Business Studies with Merit 2014
Graduated in 2017 as BA (Hons)
Business Administrative,
University of Hertfordshire, UK.



**“I SHARPENED VARIOUS
ESSENTIAL SKILLS
ESPECIALLY PROBLEM
SOLVING SKILLS DURING
MY INTERNSHIP PERIOD.”**

WONG JUN YUAN

Diploma in Accounting with Distinction 2017
Advanced Standing into Degree Programme
in Accounting and Finance, Inti College Sabah,
Malaysia.



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APPLICATION FORM (MALAYSIAN STUDENT)

INSTRUCTIONS

Please write in BLOCK LETTERS (in BLACK or BLUE ink only).

All sections must be completed.

- ① A non-refundable application fee of RM100 is payable for every application.
 - ② Attach four (2) passport-sized photographs with light blue background.
 - ③ Attach one (1) set of certified true copy of actual or forecast results/academic qualifications.
 - ④ Attach one (1) copy of IC.
 - ⑦ Other supporting documents for your application (optional).
 - ⑧ For outstation applicants, please bank-in or telegraphic transfer application fee to "INSTITUT SAINS DAN PENGURUSAN" (Public Bank Account No.: 3064605019), and attach the original bank-in slip as proof of payment with the application form.
 - ⑨ ISM reserves the right to accept or reject any application at its discretion.
- * Failure to comply with the above may result in a delay in processing the application.

Current Passport-sized Photograph

1. PROGRAMME APPLIED FOR

Centre for Foundation Studies

☐ GCE 'A' Level (Science) ☐ GCE 'A' Level (Arts)

Centre for Business Studies

☐ Diploma in Business Studies ☐ Diploma in Accounting

Intake: /

2. PERSONAL DETAILS

Full Name: (As in NRIC)	<input type="text"/>	Chinese Name: (If any)	<input type="text"/>
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married
Date of Birth:	<input type="text" value="D"/> <input type="text" value="D"/> / <input type="text" value="M"/> <input type="text" value="M"/> / <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Place of Birth:	<input type="text"/>
NRIC No.:	<input type="text"/>	Nationality:	<input type="text"/>
Race:	<input type="checkbox"/> Chinese <input type="checkbox"/> Malay <input type="checkbox"/> India <input type="checkbox"/> Others: _____ (Please Specify)		
Religion:	<input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Islam <input type="checkbox"/> Hinduism <input type="checkbox"/> Others: _____ (Please Specify)		
Mobile No.:	<input type="text"/>	House Tel No.:	<input type="text"/>
Email Address:	<input type="text"/>		

3. PERMANENT ADDRESS

Address:	<input type="text"/>		
City/Town:	<input type="text"/>	Postcode:	<input type="text"/>
State:	<input type="text"/>	Country:	<input type="text"/>

4. MAILING ADDRESS

☐ Please tick if mailing address is the same as your permanent address.

Complete the section below if your mailing address is different from your permanent address.

Address:

City/Town:

Postcode:

State:

Country:

5. DETAILS OF PARENTS

Name of Father:

Name of Mother:

NRIC/Passport No:

NRIC/Passport No:

Nationality:

Nationality:

Occupation:

Occupation:

Mobile No.:

Mobile No.:

Note: You will be included in ISM WhatsApp Group and will receive future information from ISM regarding events, invitation to graduation ceremony, programs update, marketing materials and etc. If you do not want to receive any information from ISM, please tick the 'opt out option'.

☐ (Father) Opt out of future information from ISM

☐ (Mother) Opt out of future information from ISM

6. DETAILS OF GUARDIAN (OPTIONAL)

Full Name:

Address:

Mobile No.:

Passport/NRIC No:

Relationship:

Note: You will be included in ISM WhatsApp Group and will receive future information from ISM regarding events, invitation to graduation ceremony, programs update, marketing materials and etc. If you do not want to receive any information from ISM, please tick the 'opt out option'.

☐ Opt out of future information from ISM

7. LAST ACADEMIC RECORD

School/College/

University Name:

Address:

Name of Highest

☐

Degree

☐

A-Level

☐

UEC

☐

STPM

☐

Pre-U/Cert

Qualification:

☐

Diploma

☐

O-Level

☐

SPM

☐

Others:

(Please Specify)

Result:

☐

Actual

☐

Forecast

Year Completed:

8. EXTRA-CURRICULAR ACTIVITIES

Societies	Position Held	Level (School, State, National, International)	Year

9. ACCOMMODATION (APPLICABLE TO OUTSTATION STUDENTS ONLY)

☐ Required * ☐ Not Required

* If required, please complete the Accommodation Application Form and attach it with this application form.

10. DECLARATION

- ① I undertake that I will comply with all policies, rules and regulations of Institute of Science and Management.
- ② I declare that the information given on this form is true and correct. I acknowledge that the provision of incorrect information or false documentary evidence may result in my removal from the course.
- ③ I understand that I am liable for payment of all fees and that failure to pay any outstanding fees by the due date may lead to cancellation of my enrolment.
- ④ I hereby permit Institute of Science and Management to release details of my attendance report, examination results and progress at ISM to my parent(s), guardian and/or sponsor.
- ⑤ I hereby permit Institute of Science and Management to release my personal details retained by ISM to government, and bodies, whether in Malaysia or in my country of origin / nationality, as a result of a legal requirement stipulated under any written law currently in force in Malaysia or in my country of origin / nationality, or pursuant to any legal investigation in Malaysia or in my country of origin / nationality.

Name of Applicant: _____

Signature of

Date:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Applicant:

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Name of Parent/Guardian: _____

Signature of

Date:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Parent/Guardian:

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11. GENERAL INFORMATION

How did you know about Institute of Science and Management (ISM)?

Please tick and name the source of publicity. You may tick more than one.

☐ Newspapers: _____

☐ Magazines: _____

☐ School Talk: _____

☐ School Fair: _____

☐ Online Source: _____

☐ Brochures/Leaflet: _____

☐ ISM Alumni: _____

☐ Banners: _____

☐ Billboard: _____

☐ Counselors: _____

☐ Agent: _____

☐ Friends: _____

☐ Family Members: _____

☐ Others: _____

FOR AGENT OR COUNSELOR USE ONLY

Name of Agent/Counselor: _____

Email: _____

Address: _____

Contact No.: _____

Signature: _____

Date:

D	D	/	M	M	/	Y	Y
---	---	---	---	---	---	---	---

FOR OFFICE USE ONLY

Information and Student Services Centre:

Application checked by: _____

Designation: _____

Remarks: _____

Signature: _____

Date:

D	D	/	M	M	/	Y	Y
---	---	---	---	---	---	---	---

Student-Introduce-Student: ☐ Yes ☐ No

Name of Student: _____

Contact No.: _____

Programme: _____

Intake/Year: _____

Signature of Student: _____

Date:

D	D	/	M	M	/	Y	Y
---	---	---	---	---	---	---	---

Registry:

Application received by:

Name: _____

Date Received: _____

Application approved by:

Name: _____

Designation: _____

Type of Offer: ☐ Unconditional Offer ☐ Conditional Offer ☐ Reject (see comment)

English Requirement: ☐ Yes ☐ No

Offer Letter No.: _____

Comments: _____

Signature: _____

Date:

D	D	/	M	M	/	Y	Y
---	---	---	---	---	---	---	---

Reminder: You are allowed to use electronic signature in our application form and complete every section in the note listed then sent to enquiry@ism.edu.my.