

**Open University Malaysia Post Graduate Diploma of Teaching  
Scholarship Regulations (2022 May Intake)**

1. Objective: Provide professional education training to teachers who do not familiar with Chinese languages and non-Chinese teachers in Chinese Independent Secondary School.
2. Description: In order to allow teachers who do not familiar with Chinese languages and non-Chinese teachers who serve in Chinese Independent Secondary School to receive the same educational courses, we have cooperated with OUM nowadays to provide educational courses with Bahasa Malaysia and English as the medium of instruction to improve the overall level of teachers in Chinese Independent Secondary School.
3. Course description: Postgraduate Diploma in Teaching (hereinafter referred to as PGDT) is a one-year teacher professional qualification course which offered by Open University Malaysia (OUM) and recognized by Malaysia Qualification Agency (MQA). This course is designed for educators whose teaching qualification have not been recognized by nation and wish to pursue higher professional teacher education and training.
4. Application conditions:
  - a. Priority admission for teachers who do not familiar with Chinese languages and non-Chinese teachers;
  - b. Have bachelor degree with MQA accreditation and CGPA of 2.5 or above;
  - c. If applicant's CGPA is less than 2.5, he/she must have at least 5 years of teaching-related experience (can be evidenced by the principal's recommendation letter, written in Bahasa Malaysia/English.)

## Attachment 2:

### 5. Course details:

- a. Next Intake: May, 2022
- b. Duration: 1 year
- c. Semester: 3 semesters, 17 weeks per semester, course will be starting on May, September and January (2022) respectively.
- d. Teaching method: Fully Online.
- e. For programme synopsis and courses details, please refer to Annex.3.
- f. To ensure applicants can complete the course promptly and smoothly, applicants are encouraged to take 3 subjects in every semester. If applicants wish to make any changes or adjustment, he/she would need to provide a solid and valid reason to Dong Zong and OUM for acknowledgement.

### 6. Fee structure and details:

- a. 1st semester: RM 5000;
- b. 2nd semester: RM 2120;
- c. 3rd Semester: RM 2120;
- d. Registration fee: RM50
- e. Re-sit examination fee: RM 200
- f. Retake subject fee: RM308/credit (Refer to Attachment 3)
- g. Convocation fee: RM300-400 ( as estimated)

Note: If students need to re-sit for examination or retake courses, payment should be borne by students cause it is not stated in agreement)

### 7. Scholarship:

- a. Yu Cai Foundation (YCF) provide scholarships which is RM5000 for each qualified teachers ;
- b. The selection, review and issuance of scholarship applications will be performed by the Yu Cai Foundation.

Attachment 2:

- c. Applicants of Yu Cai Scholarship should sign Scholarship Contract with YCF, to ensure applicants will complete the course within that duration.
- d. Application form of Yu Cai Scholarship will be prepared by YCF, applicants need to submit the following documents: Softcopy of Identity Card, Offer Letter of OUM (which will be received after enrollment), and Teachers' Agreement. Whereas the Agreement should present "Year limitation teachers should serve in school after complete the course".

8. The qualifications of Scholarship application:

- a. Malaysian citizen;
- b. Teachers who serve in Chinese Independent Secondary School and Kuantan Chong Hwa High School.
- c. Prior selection will be for non-Chinese teachers, native teachers or those who do not understand Chinese language who serve in MICSS in Malaysia.
- d. Prior selection also for Small-Scale MICSS which located in east and west Malaysia.
- e. Student teachers who apply scholarship must sign an in-service teaching agreement with current service schools;
- f. Only student teachers who have signed up through Dong Zong can apply for scholarships.

9. Dong Zong Education Training Fund

According to the "Methods for the Education Funding Program for Teachers of Chinese Independent High Schools Funded by Dong Zong", those who have applied for the PGDT through Dong Zong, and they have successfully completed the course, each of the successful candidates will receive a grant of RM1000 from this fund.

The main purpose of this funding is to reduce school's burden and encourage more teachers to improve their professionalism in their level of teaching and conducting.

10. Registration procedure:

## Registration Procedure of OUM PGDT

School submits registration form (google form) to recommend teachers who are qualified.

Document required to submit:

- 1.Copy of Identification card (Both side)
- 2.Photo (JPG file, photo must be clear, photo scanned from identification card is prohibited)
- 3.Bachelor Degree certificate
- 4.Complete transcript of Bachelor (Providing uncomplete transcript or certain semester' s transcript is prohibited. Transcript must show CGPA/PNGK clearly)

**Deadline for registration : 22 April 2022(Friday)**

OUM Admission  
Department verify  
application form

Resubmit

Ineligible

OUM send out offer letter

Dong Zong send out offer letter and invoice

Document required revert:

- 1.UKR-19 Form (Print, Sign, Scan and resvert)
- 2.Declaration Form (Print, Sign, Scan and resvert)

Apply for Yu Cai Scholarship by Dong Zong

**Estimated to be done by  
13 May 2022(Friday)**

# Application Procedure of Yu Cai Scholarship

Schools are responsible to submit application form while Dong Zong will help to apply Yu Cai Scholarship.

Document required to submit

1. Online Application Form (prepared by YCF)

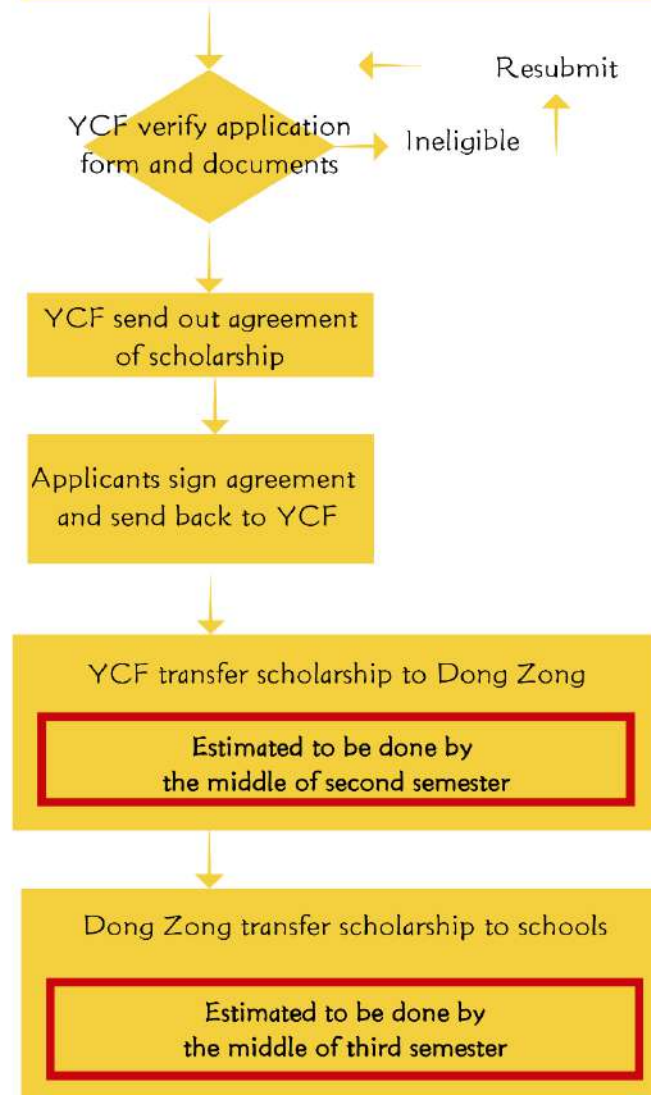
2. Offer Letter by OUM

3. Agreement paper which sign by teacher and school (written in English)

(An agreement paper must have letterhead, personal data, period of service, expense paid by school, signature and stamp by both unit)

4. Teachers' basic information. Dong Zong will intergrate all the data before send them to YCF. (Copy of Identification card, ID photo, academic certificate)

**Estimated to be done by 20 May 2022(Friday)**



# Application Procedure of Dong Zong Education Training Fund



Attachment 2:

11. Re-sit for examination and retake subjects

The minimum CGPA requirement to graduate is 3.00. OUM will notify students to re-sit for examination or retake subjects regarding to circumstances.

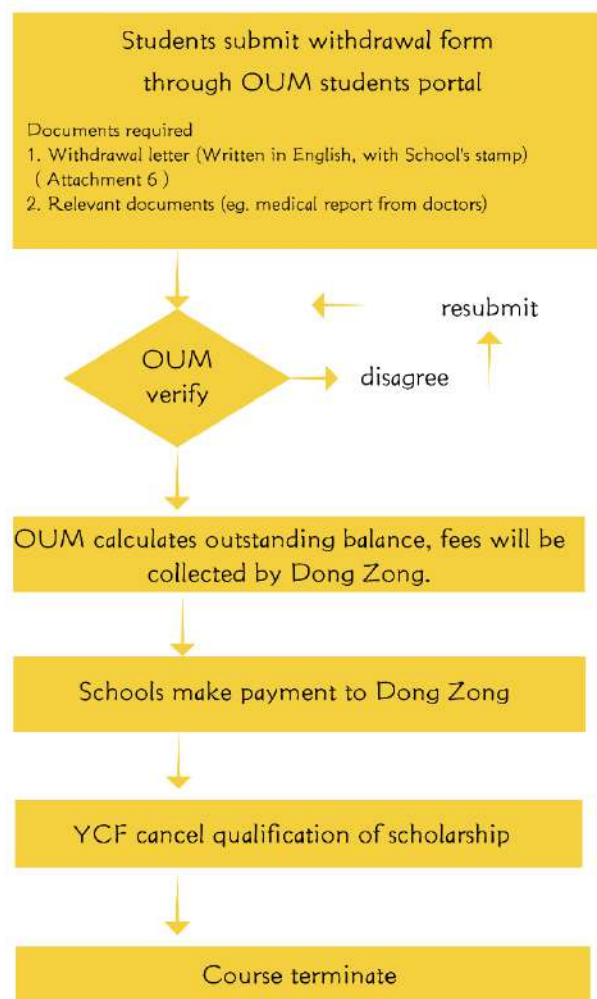
| <b>Grade</b> | <b>GPA</b> | <b>Rank</b>         | <b>Remark</b>   |
|--------------|------------|---------------------|---|
| A            | 4.00       | Distinction         |   |
| A-           | 3.67       | Good                |   |
| B+           | 3.33       | Pass                |   |
| B            | 3.00       |                     |   |
| B-           | 2.67       | Conditional<br>Pass | Re-sit for examination if assignments result fulfilled.<br>Retake subject if assignments result failed. |
| C+           | 2.33       |                     |   |
| C            | 2.00       |                     |   |
| C-           | 1.67       | Fail                | Retake subject.   |
| D            | 1.00       |                     |   |
| F            | 0.00       |                     |   |

Note:

- a. Re-sit examination fee: RM 200
- b. Retake subject fee: RM308/credit (Refer to Attachment 3)
- c. If student teachers need to re-sit for examination or retake courses, payments should be borne by student teachers.)

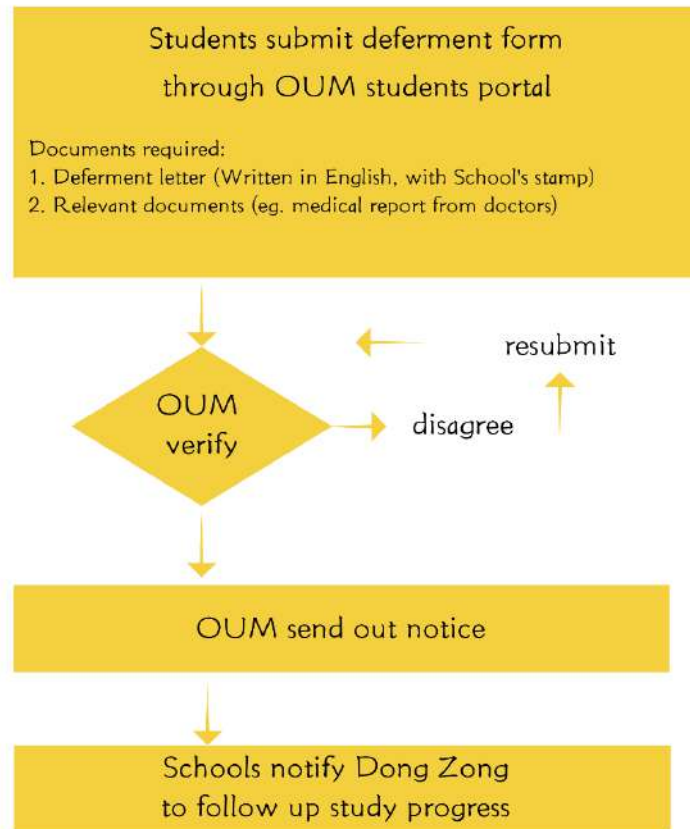
12. Withdrawal and Deferment

## Procedure of Withdrawal from OUM PGDT





# Procedure for Deferment



Attachment 2:

13. Any enquiries:

Please contact Mr. Tan Chun Liang, Dong Zong Teachers' Education Department:

[chunliang\\_tan@dongzong.my](mailto:chunliang_tan@dongzong.my).

OR Miss Wong Li Wen, Dong Zong Teachers' Education Department:

[liwen\\_wong@dongzong.my](mailto:liwen_wong@dongzong.my)

14. Dong Zong Teachers' Education Department has the right to add or delete the above mentioned matters based on the need and necessary.

Attachment 1: OUM PGDT Scholarship Regulations (2021) (Chinese version)

Attachment 2: OUM PGDT Scholarship Regulations (2021) (English version)

Attachment 3: Introduction of OUM PGDT Courses

Attachment 4: Application form of OUM PGDT (Google Form) (For preview purpose only)

Attachment 5: Recommendation Letter from Principal

Attachment 6: Withdrawal Letter

Attachment 7: Service Agreement between Schools and Teachers.