

October 2023 Intake

**INSURANCE  
INDUSTRY  
ACCELERATED  
PROFESSIONAL  
ENHANCEMENT  
PROGRAMME**

For AMII Level 1



## PROGRAMME OVERVIEW

The insurance industry in Malaysia currently requires a great number of experts for various sectors and types of insurance. The number of insurance professionals in the industry is low and an initiative is needed to increase the numbers quickly to meet industry needs.

The Accelerated Professional Enhancement Programme of The Malaysian Insurance Institute is an intensive study course designed to provide a fast track towards the completion of the Associateship of the Malaysian Insurance Institute AMII Level 1 within 1 year.

The programme is fully funded by Malaysian Insurance Institute (MII).

The programme requires the commitment of insurance companies and students. The Accelerated Professional Enhancement Programme class will commence in October 2023.

## CHOOSING THE SUBJECTS & SPECIALIZATION

All the subjects in the Accelerated Professional Enhancement Programme are compulsory as they provide essential foundation and specialised knowledge in areas of insurance.

## KEY FACTS AT A GLANCE

KEY FACTS	THE ACCELERATED PROFESSIONAL ENHANCEMENT PROGRAMME (AMII LEVEL 1)
<b>Duration</b>	<ul style="list-style-type: none"> <li>The intake for this programme will commence in October 2023 and the last class would be in June 2024.</li> <li>Each subject will consist of 42 lecture hours.</li> <li>This programme will allow a student to complete the programme in 1 (one) year.</li> </ul>
<b>Credits required to complete</b>	<ul style="list-style-type: none"> <li>To complete the Accelerated Professional Enhancement Programme students must accumulate 18 credits by passing all the 6 subjects listed.</li> </ul>
<b>Credits per subject</b>	<ul style="list-style-type: none"> <li>3 credits per subject under AMII Level (1)</li> <li>Credit points allocated to each subject will be based on those prescribed by MII.</li> </ul>
<b>Number of available subjects</b>	<ul style="list-style-type: none"> <li>6 subjects under AMII Level (1)</li> <li>3 compulsory and 3 elective subjects</li> <li>Each subject will consist of a minimum of 42 lecture hours and conducted on modular basis.</li> </ul>
<b>Subjects to be Taken</b>	<p><b>Compulsory subjects</b></p> <ul style="list-style-type: none"> <li>301 Insurance Principles and Market Practice</li> <li>302 Insurance Operations and Finance</li> <li>303 Legal Principles</li> </ul> <p><b>Elective subjects</b></p> <ul style="list-style-type: none"> <li>304 Insurance Claims</li> <li>305 Insurance Underwriting</li> <li>309 Commercial Property and Business Interruption</li> </ul>
<b>Medium of instruction</b>	<ul style="list-style-type: none"> <li>All lectures, assignments, tests and examinations for all subjects will be conducted in English.</li> <li>Classes will be conducted virtually</li> </ul>
<b>Lecture hours</b>	<ul style="list-style-type: none"> <li>42 hours for each subject per semester during weekdays.</li> <li>2 subjects per Intake will be taught.</li> <li>A class schedule will be provided at the beginning of each intake.</li> </ul>
<b>Examination duration and format</b>	<ul style="list-style-type: none"> <li>3 hours</li> <li>Write short answers and essay style questions.</li> </ul>
<b>Classes / Grouping</b>	<p>2 subjects will be offered per intake</p> <ul style="list-style-type: none"> <li>1<sup>st</sup> Subject – Saturday (from 9:00 am to 1:00 pm)</li> <li>2<sup>nd</sup> Subject – Monday &amp; Wednesday (from 6:00pm to 9:00pm)</li> </ul>
<b>Study material</b>	<ul style="list-style-type: none"> <li>Registered students will be given the MII text book upon registration of each subject</li> </ul>
<b>Lecturers</b>	<ul style="list-style-type: none"> <li>The Institute reserves the right to appoint and replace any lecturers assigned for this study programme.</li> </ul>



# KEY FACTS AT A GLANCE

KEY FACTS	THE ACCELERATED PROFESSIONAL ENHANCEMENT PROGRAMME (AMII LEVEL 1)				
<p><b>Eligibility Criteria</b></p>	<p><b>Minimum Entry Requirements</b></p> <ul style="list-style-type: none"> <li>A. Passed STPM / A-Level or higher qualification which is recognized by the Malaysian Government or recognized Professional Bodies; OR</li> <li>B. Passed Certificate of The Malaysian Insurance Institute (CMII) from the Malaysian Insurance Institute; OR</li> <li>C. Passed Certificate in Insurance from Chartered Insurance Institute (CII), United Kingdom</li> </ul> <p><b>Note :</b></p> <ul style="list-style-type: none"> <li>A. Enrolment into APEP is by nomination at the employer's discretion</li> <li>B. Students with a recognized qualification in the relevant field will be given credit exemptions based on past results and portfolio review (where applicable)</li> <li>C. Any other qualification will be considered on a case-to-case basis</li> </ul> <p><b>MII's Management reserves the right to accept or reject any application.</b></p>				
<p><b>Credits required to complete</b></p>	<p>This programme is <b>fully subsidize</b> by The Malaysian Insurance Institute (MII). The investment cost as presented in below table is for student information only.</p> <table border="1" data-bbox="624 1285 1489 1697"> <thead> <tr> <th data-bbox="624 1285 1058 1335">Subjects</th> <th data-bbox="1058 1285 1489 1335">Scholarships</th> </tr> </thead> <tbody> <tr> <td data-bbox="624 1335 1058 1697"> <ul style="list-style-type: none"> <li>• 301 Insurance Principles and Market Practice</li> <li>• 302 Insurance Operations and Finance</li> <li>• 303 Legal Principles</li> <li>• 304 Insurance Claims</li> <li>• 305 Insurance Underwriting</li> <li>• 309 Commercial Property and Business Interruption</li> </ul> </td> <td data-bbox="1058 1335 1489 1697"> <p><b>RM 10,335.00</b> (for 6 subjects) Including Student Registration fee plus 1 year membership Annual &amp; subscription fees.</p> <p>Total Fee <b>RM 10,535.00</b></p> </td> </tr> </tbody> </table> <p>The scholarship is inclusive of the following :</p> <ul style="list-style-type: none"> <li>• membership fee</li> <li>• registration fee</li> <li>• examination fee (1st sitting only)</li> <li>• Class/tuition</li> <li>• study texts</li> </ul> <p style="text-align: right;">} One off</p> <p><b>Note:</b> Other than fees incurred above, no other claims will be paid under this scholarship.</p>	Subjects	Scholarships	<ul style="list-style-type: none"> <li>• 301 Insurance Principles and Market Practice</li> <li>• 302 Insurance Operations and Finance</li> <li>• 303 Legal Principles</li> <li>• 304 Insurance Claims</li> <li>• 305 Insurance Underwriting</li> <li>• 309 Commercial Property and Business Interruption</li> </ul>	<p><b>RM 10,335.00</b> (for 6 subjects) Including Student Registration fee plus 1 year membership Annual &amp; subscription fees.</p> <p>Total Fee <b>RM 10,535.00</b></p>
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## KEY FACTS AT A GLANCE

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How to enrol?	<p>Enrolment into APEP is by nomination. Candidate or HR Representative must complete the registration that will enable you to attend lectures, receive tuition, sit examinations, register with the Library and other facilities, and be a member of the Institute. You or your HR Representative will need to complete registration at the start of each new programme and you can find details of how to register on the following page <a href="http://insurance.com.my">http://insurance.com.my</a>.</p> <p>Registration forms and exemption application forms are also available in the MII website.</p>
Record of Achievement issued for each exam pass?	<ul style="list-style-type: none"> <li>• Yes, student may download the result slip from MII ILMS system</li> <li>• A report with individual student result performance will be sent to the respective insurance companies 2 weeks from the official date the result is released</li> </ul>
Completion Certificate/ awarded?	<ul style="list-style-type: none"> <li>• Yes. The original certificate will be presented during the graduation ceremony.</li> </ul>

## HOW WILL YOU BE ASSESSED?

The programme is conducted on a continuous assessment basis, with a combination of assignments, tests and a final examination. For each subject, successful completion depends on fulfilment of the passing requirement for assignments, test papers and the final examination.

The assessment for the entire subject in the programme is presented as follows:

### A. Assessment Structure

The assessment structure will be based on 60:40 basis whereby 60% comprises the final examination and 40% comprises the attendance, assignments and test.

### B. Assessment Composition

AMII (Level 1)
<ul style="list-style-type: none"> <li>• One Single Assignment @ 20% Format – 10 compulsory questions</li> <li>• Two Tests @ 10% per test Format as follows :- &gt;&gt; Test 1 cover the 1st half of the syllabus &gt;&gt; Test 2 cover the 2nd half of the syllabus</li> </ul> <p>Duration of Test – One hour</p>

# GRADING STRUCTURE

To pass a subject, students must achieve a minimum of 55 marks out of a possible 100 marks.

Grade	Results (Marks)	Standing
D	80 - 100	Distinction
C	70 - 79	Credit
P	55 – 69	Pass
X	50 – 54	Failed by narrow margin, within 10% of the pass standard
Y	44 – 49	Failed by wider margin, within 11% and 20% below the pass standard
Z	0 - 43	Failed by considerable margin, more than 20% below the pass standard

Lecturers will provide students with detailed information on assignments, tests and the examination / assessment, marking scheme, attendance requirements, etc. at the beginning of each study programme.

Students must adhere to all deadlines for submission of assignments or projects. Failure to do so may result in deduction of marks or no marks awarded for the respective assignment or project.

## FINAL EXAMINATION

Upon completion of each study programme, students are required to sit for the final examination (3 hours). The examination date and venue will be determined by the Malaysian Insurance Institute. No request for change of examination date will be entertained once the schedule is finalised. The final result will be released 60 days after the final examination.

### A. Final Examination Format

The final examination format is highlighted in table below:

AMII (Level 1)
<b>Part (1)</b> 14 Short Questions (Total marks 140 – 10 marks per question)
<b>Part (2)</b> Answer 2 from 3 Essay Questions (Total marks 60 – 30 marks per question)
Total Marks = 200 marks Duration – 3 hours

# FINAL EXAMINATION

## B. Re-sitting of Examination

All preparatory class students are allowed to re-sit the final examination with a carry forward of their coursework marks. The style of a re-sit examination is normally identical to that of the original examination.

- The standard examination fee for :-  
AMII (Level 1) – RM 250.00
- The assessment structure for re-taking an examination is based on 60:40 ratio

Students may carry forward their coursework marks for two (2) consecutive examination sessions within 12 months. This option will cease after that period;

OR

Students may register as a new candidate for a particular examination, attend the lectures again, do the coursework and take the written examination. The normal tuition fee will be charged in this case;

OR

Students may register as a self-study candidate with one single assignment. This assignment carries 20% marks to be computed in the final examination assessment. Repeat / Re-sit application forms are available on the MII website and must be received by MII with the appropriate fees, before the closing date.

## WHAT IS EXPECTED OF THE EMPLOYER?

- √ To allow time off for the classes and study leave;
- √ Monitor the student's studies and examination progress;
- √ Counsel the student if he or she is facing problems combining work and studies;
- √ There should be a scholarship agreement between the student and employer;
- √ Inform MII if any assistance is needed.

## WHAT IS EXPECTED OF THE STUDENT

Studying for a qualification can sometimes seem quite daunting, especially if you've been out of formal education for a while. If you plan properly, and take advantage of all the support that MII has to offer, your journey should be a smooth one.

<b>Attitude</b>	We expect that you will conduct yourself in an appropriate, respectful and considerate way in all your contacts with your lecturers, fellow students and staff.
<b>Rules &amp; Regulations</b>	When you enter MII you agree to its rules and regulations. You should ensure that you are familiar with them.
<b>Attendance</b>	You are expected to be 'in attendance' at MII for the full duration of the published term dates for your course of study. That means you should be regularly attending lectures, seminars, etc. and committing your time to your studies to be in a position to comply with academic and administrative expectations.
<b>Study</b>	Your independent study time should be spent preparing for assessments and interactive classes. You will be expected to turn up for classes on time, having prepared appropriately. You should be able to contribute constructively to the session and be able to engage with any question raised or in any discussion.
<b>Assessment and Progress</b>	You are responsible for checking the deadline dates for the submission of work for course assessments and exams and to plan your work accordingly. You should take sensible precaution against accidents and last-minute disruption to your studies and not leaving things until too late.
<b>Academic misconduct</b>	MII expects you to develop and use good academic practice and takes cheating in assessment very seriously. You can find details on how MII identifies and deals with academic misconduct in the later portion of the handbook.
<b>How we communicate with you</b>	Official MII communications with you will often be sent via email rather than on paper. It is essential that you regularly monitor your email. It is essential that you keep us informed of your current 'home' addresses and provide a contact in an emergency. (See also the Data Protection section).



# GENERAL ADMINISTRATIVE POLICIES

## 1. Student responsibilities: All students must

- read the Handbook with any changes published in the change register;
- read official MII correspondence for advice on changes;
- not rely on information published elsewhere as it may not be accurate;
- check with Education Centre staff for advice when planning their enrolment;
- ensure that they enrol in subjects to meet the course requirements in order to complete the programme and graduate.

## 2. Personal Data Protection Act 2010

In regards to Personal Data Protection Act 2010 ("the Act"), please note that your personal data is used, stored, disclosed and processed by MII solely for the Purpose of administration of this programme and/or in connection to other MII products or services. Your personal information may also be disclosed or transferred to relevant third party i.e. to the industry related associations, industry related companies, government agencies and any of their respective agents. Any inquiries or complaints with respect to your personal information may also be channelled to MII by submitting such request to MII via post, email (customer@mii.org.my).

## 3. Liability of the Institute

If the Institute, for any reason outside its control should find it impossible to hold any of its scheduled classes / examinations, or if a student's completed examination answer sheet / answer script is lost or destroyed, the Institute's liability shall be limited to a complete refund of the fee paid.

## 4. Sponsorship Terms and Conditions

### (a) Termination Due To Continuous Failure

MI, in consultation with the student's Employer, reserves the right to terminate a student from pursuing the subsidized programme if the Recipient (student) is found to have failed in at least 4 subjects or has regularly missed the lecture classes.

### (b) Termination Due To Incapacitation

MI, in consultation with the student's Employer, reserves the right to terminate a student from pursuing the subsidized programme if the Recipient (student) is found to be incapacitated, that is, prolong illness, etc.

### (c) Resignation from the Current Employment

Students are allowed to continue pursuing the subsidized programme if they resign from their current employment, provided that they obtain their new employer's written consent and support in pursuing the study until completion. The student is required to inform MI in writing on the new employment information for updating our records.

### (d) Withdrawal from Study

If a student withdraws from the programme mid-way, the student and employer need to provide a written reason for the decision. MI however hopes that all students will continue with the programme until completion.

### (e) This is not a HRD Claimable programme

# EXAMINATION POLICIES AND PROCEDURES

## 1. Examination registration policies

Applications to attend any Professional and Certification programmes or take the examinations can be made at any time during the year. However, they must be made before the course / examination closing date.

Students MUST complete the application form, attach certified true copies of all academic qualifications and transcripts, and submit the application and relevant documents to any of our Customer Service staff. Successful students will receive a Letter of Offer for programme enrolment within 5 working days provided all the required supporting documents are submitted. The Letter of Offer states the:

- course(s) offered
- duration of the course(s)
- commencement of course(s)
- tuition fee(s)
- condition(s) of the offer.

Students must be reminded to familiarize themselves with the latest MII Rules and Regulations and ensure that they keep themselves up-to-date with the latest developments.

## 2. Examination entry permit

The e-Permit will be made available 10 days before the examination date. Please check whether any changes have been made to the dates of the registered subject(s), and that the subjects shown on the e-permit are those that the students have registered.

## 3. Deferral of examination

No deferral is allowed. Please contact us for more information.

## 4. Withdrawal from Examination

Students will not be allowed to withdraw from taking an examination after the examination entry closing date. No refund of fees will be made. NO substitution or replacement of student is allowed.

## 5. Non-attendance at an Examination

**Students may be excused from appearing in a scheduled examination for any emergency as stated below:**

- Medical condition (self)
- Death of parent, parent-in-law, spouse or child;
- Disabling traffic accident;
- Court appearance (self).

In the above scenario, Students are allowed to re-sit the examination within the immediate 2 sessions. No penalty charges will be imposed.

Students must submit all official documents, medical certificates and other supporting documentary proof to the Professional Standards (Services) by email [education@mii.org.my](mailto:education@mii.org.my) within 5 working days from the date of examination. Students failing to submit the required official supporting documents are considered as 'Absent'



# EXAMINATION POLICIES AND PROCEDURES

## 6. Remarking (applicable for written examinations only)

After the release of examinations results, Students may request the Assessment Unit for a re-marking of their answer scripts. Students who receive a fail grade have the option of applying for a re-marking of their answer scripts for a fee of RM100 per subject. This fee is non-refundable. Note that a re-marking of the answer script does NOT guarantee any change in the result.

Appeals for re-marking must be made within 10 working days from the announcement of the examination result. Any decision made after the re-marking is final. No further appeal will be entertained by the Assessment Unit.

## 7. Examination Rules and Regulations

Students must comply with all MII Examination rules and regulations.

## 8. Breach of Examination Regulations

- MII reserves the right to withdraw, withhold or invalidate results or certificates at any time pertaining to any alleged breach of examination regulations and procedures.
- The MII Academic Council and/or its empowered authority will take disciplinary action in relation to any student found guilty of any dishonourable or unprofessional conduct or committing any breach of rules and regulations or procedures.
- The decision of the MII Academic Council and/or its empowered authority shall be final and binding.

## 9. Power of the Institute

Under the Memorandum and Articles of Association of the Institute, the MII Board may make, alter, or revoke from time to time rules providing for all matters relating to the conduct of this programme.

The MII reserves the right to withdraw, withhold or invalidate results or certificates at any time pertaining to any alleged breach of examination regulations and procedures.

### Staff Contacts

For further information, please contact the following staff from the Professional Standards (Services) at [education@mii.org.my](mailto:education@mii.org.my)

### Business Address

#### MII Head Office

Level 6, Bangunan AICB,  
No. 10 Jalan Dato' Onn,  
50480 Kuala Lumpur.

General Line : +603-2712 8882

Email : [customercare@mii.org.my](mailto:customercare@mii.org.my)



Contact us  
[sales@mii.org.my](mailto:sales@mii.org.my)  
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