



**UNIVERSITY COLLEGE OF
AVIATION MALAYSIA (UniCAM)**
(Formerly known as Aviation Management College (AMC))

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UniCAM Elective Subject Selection (ESS) Policy

1. Introduction

This policy outlines the principles, criteria, and procedures governing the selection of elective subjects by students at University College of Aviation Malaysia (UniCAM). It aims to support academic flexibility and enhance student specialization based on interest or majoring.

2. Policy Statement

UniCAM encourages students to explore and engage in elective subjects aligned with their academic goals and interests. This policy ensures that students complete a minimum of four (4) elective subjects while maintaining academic structure and program integrity.

3. Definitions

- **Elective Subject:** A non-core subject that students can choose from a list offered by the university, depending on availability and program structure.
- **Majoring:** The primary area of specialization or study within a program.
- **ESS e-Form:** An online form for elective subject selection.

4. Scope of Policy

This policy applies to:

- All active students who are in their final year in UniCAM's Bachelor's Degree programs
- Elective subject offerings during the July semester only.

5. General Principles

- a) Students are required to select a maximum of four (4) elective subjects per program based on interest or majoring.
- b) If a student has already completed any elective subjects previously, they should select only the remaining number of subjects needed to fulfill the 4-subject requirement.
- c) As elective subjects are offered only during the July semester, students must plan their academic schedule to complete graduation on time.
- d) Students may take more than 4 elective subjects, provided there are no timetable clashes and they pay the additional fees based on credit hours.
- e) Students are allowed to choose electives outside of their majoring, as long as they complete at least four elective subjects in total.

- f) Each elective subject must have a minimum of five (5) students to be offered in the July semester. If not met, students must select another available subject. Students are encouraged to network and persuade peers to ensure their preferred subjects are offered.
- g) All elective selections must be submitted via the online e-form no later than Week 1 of the semester break prior to July. Students must stay updated with Centre of Academic (CoA) announcements via the official Telegram group.
- h) If a selected subject meets the minimum number of five students, it will be offered and registered in the student's portal.
- i) Students are strictly not allowed to change their selected elective subject once it is confirmed and offered.
- j) If a selected subject is not offered due to insufficient enrolment, students may change their selection once only, during Week 1 of the July semester, subject to timetable availability.

10. Policy Review

This policy is subject to review and amendment every three (3) years or as required by changes in academic structure or program requirements.

UniCAM Elective Subject Selection (ESS) Process Flow

Timeline	Action
Week 1 of semester break	Deadline to complete elective subject selection via online ESS e-Form
Week 2 of semester break	CoA finalizes elective subjects to be offered based on minimum 5-student rule
Week 3 of semester break	Subjects with at least 5 students confirmed and auto-registered in student portal
Week 1 of July semester	One-time elective change allowed only if previously selected subject is not offered
Week 2 of July semester onwards	No further changes allowed. Subject list is final and timetable is locked.