



THE MALAYSIAN INSURANCE INSTITUTE
VIRTUAL CLASS SCHEDULE

PROGRAMME : **AMII LEVEL 1**
GROUP : **PUBLIC/MNRB PROGRAMME - VIRTUAL CLASS**
INTAKE : **FEBRUARY 2023 / MAY 2023 EXAMINATION SESSION**
SUBJECT : **302 – INSURANCE OPERATIONS & FINANCE**
LECTURER : **TBA**

No	Day	Date	Time	Total Learning Hours	Remarks
1	Monday	27 February 2023	6pm – 9pm	3	
2	Wednesday	1 March 2023	6pm – 9pm	3	
3	Monday	6 March 2023	6pm – 9pm	3	
4	Wednesday	8 March 2023	6pm – 9pm	3	
5	Monday	13 March 2023	6pm – 9pm	3	
6	Wednesday	15 March 2023	6pm – 9pm	3	
7	Monday	27 March 2023	6pm – 9pm	3	
8	Wednesday	29 March 2023	6pm – 9pm	3	
9	Monday	3 April 2023	6pm – 9pm	3	
10	Wednesday	5 April 2023	6pm – 9pm	3	
11	Monday	10 April 2023	6pm – 9pm	3	
12	Wednesday	12 April 2023	6pm – 9pm	3	
13	Monday	17 April 2023	6pm – 9pm	3	
14	Wednesday	19 April 2023	6pm – 9pm	3	
TOTAL LEARNING HOURS (CLASS)				42	Lectures = 28 hours Revision = 14 hours
TEST 1 –25 March 2023 (DURATION – 1 HOUR)					
TEST 2 – 29 April 2023 (DURATION – 1 HOUR)					
FINAL ASSIGNMENT SUBMISSION DATE BY LECTURER TO EMU – 8 May 2023					
EXAM DATE: WEDNESDAY, 24 MAY 2023					
EXAM TIME: 9.00 AM – 12.00 PM					
ASSESSMENT STRUCTURE					
Assignment	:	20% (1 single assignment with 5 compulsory questions)			
Term Test	:	20% (Test 1 – 10% and Test 2 – 10%) / Test Duration – 1 hour			
Final Exam	:	60% (Part 1 - 8 short answer questions (Part 1 Total marks – 80 marks) & (Part 2 - 4 essay questions (choose 3) (Part 2 Total marks – 120 marks) Total marks = 200 marks Final Exam Duration – 3 hours			



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IMPORTANT NOTE :

1. Virtual class platform : ZOOM Meeting application
Please download ZOOM meeting application to your computer at zoom.com
2. Any request for postponement, cancellation or withdrawal from attending class must be in writing and subject to approval by the relevant authorities. Upon approval candidate is allowed a refund of 50% of the subject fee or as determined by Management.
3. Any request for postponement, cancellation or withdrawal of examination (before the examination closing date) must be in writing and subject to approval by the relevant authorities. Upon approval candidate is allowed a refund of 50% of the examination fee or as determined by Management.
4. No refund of examination fee will be entertained after the examination closing date.
5. For any request for change of examination date, time, venue and mode of examination after the examination closing date, 50% of the examination fee will be imposed.
6. Being absent for the examination due to the following reasons can be considered for a refund of a percentage of the examination fee will be subject to approval by the relevant authorities and provided the necessary supporting documents being submitted within 5 working days from the examination date by hand or email to coursemgt@mii.org.my.

Reason for absent:

- (a) Medical Condition (self) – to provide report from doctor to confirm on the criticality of being unfit to sit for the examination.
- (b) Bereavement of parent, parent-in-law, spouse or child.
- (c) Disabling traffic accident; or
- (d) Court appearance (self)

Absent due to attending any business appointment, training session, seminar, conference or on vacation will not be considered for being absent and refund of fee.

7. The replacement test only applicable for the candidate's who are absent from the Test 1 and or Test 2 subject to approval by the relevant authorities and provided the necessary supporting documents being submitted within 5 working days from the examination date by hand or email to coursemgt@mii.org.my. (otherwise no marks will be given). The replacement date will be :
 - (a) Replacement date for Test 1 will be on Test 2 date.
 - (b) Replacement date for test 2 will be on the subject final examination date.
8. MII will provide the subject focus area based on subject/chapter learning outcome in order to facilitate the student for their final exam preparation.
9. MII has the right to reschedule, postpone or cancel any class or examination due to unforeseen circumstances and MII is not liable for any direct or indirect expenses or damages that may be incurred.