



UniKL

Reward & Achievement System

G GRADUATE

H HIGH

O ORDER

C CRITICAL

S SKILLS



THE SECRET OF GETTING AHEAD IS GETTING STARTED.

Mark Twain



Graduate Higher Order Critical Skills (GHOCS) System

1 What is GHOCS?

Graduate - Higher Order Critical Skills (G-HOCS) is a system develop as a program **to produce certification system to recognise student's achievements and efforts.** It involves experiential learning in training and interaction sessions and activities in outside or inside the classroom.

2 Why GHOCS?

1. To encourage students to make continuous and hardworking efforts to pursue holistic independence to nurture self-discipline and integrity.
2. To record achievement, recognising and rewarding students. GHOCS enables students to develop their graduate skills and attribute within supportive, flexible through their experience within years in UniKL.
3. To generate High Order Critical Skills (HOCS) transcript as a reference for graduates' resume

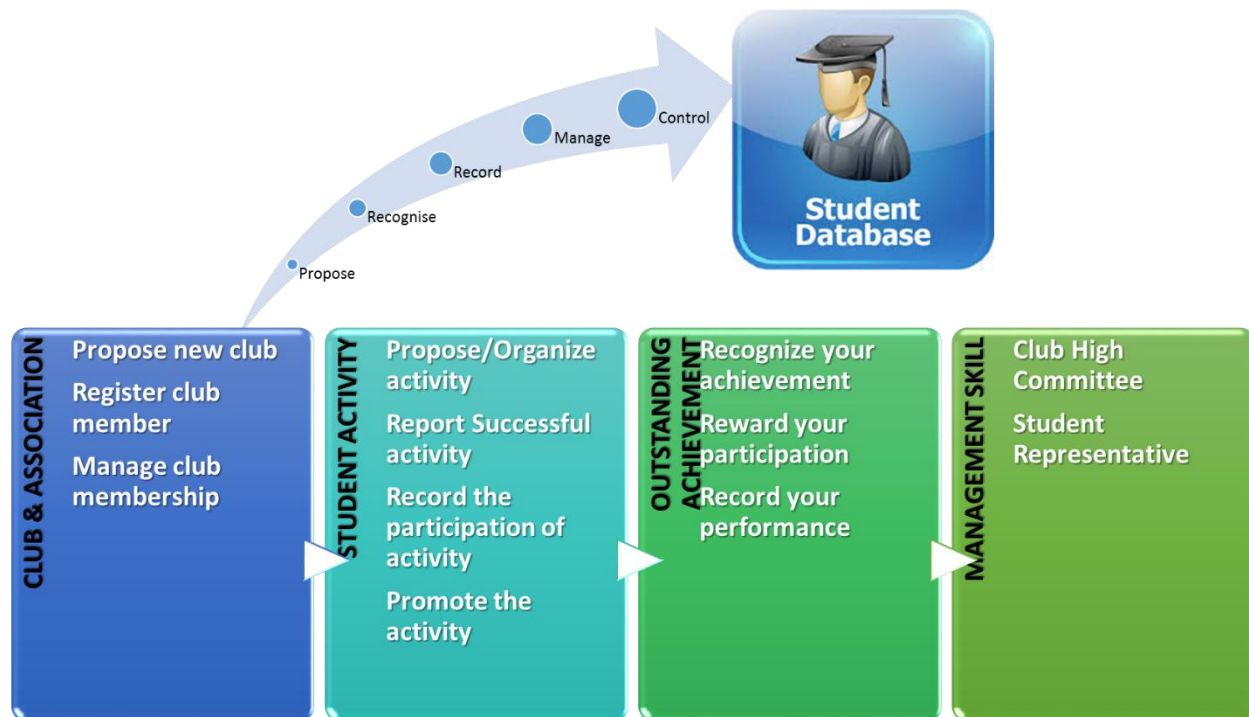
3 What is inside GHOCS?

G-HOCS is a point based program which made up from the following of student activities component:

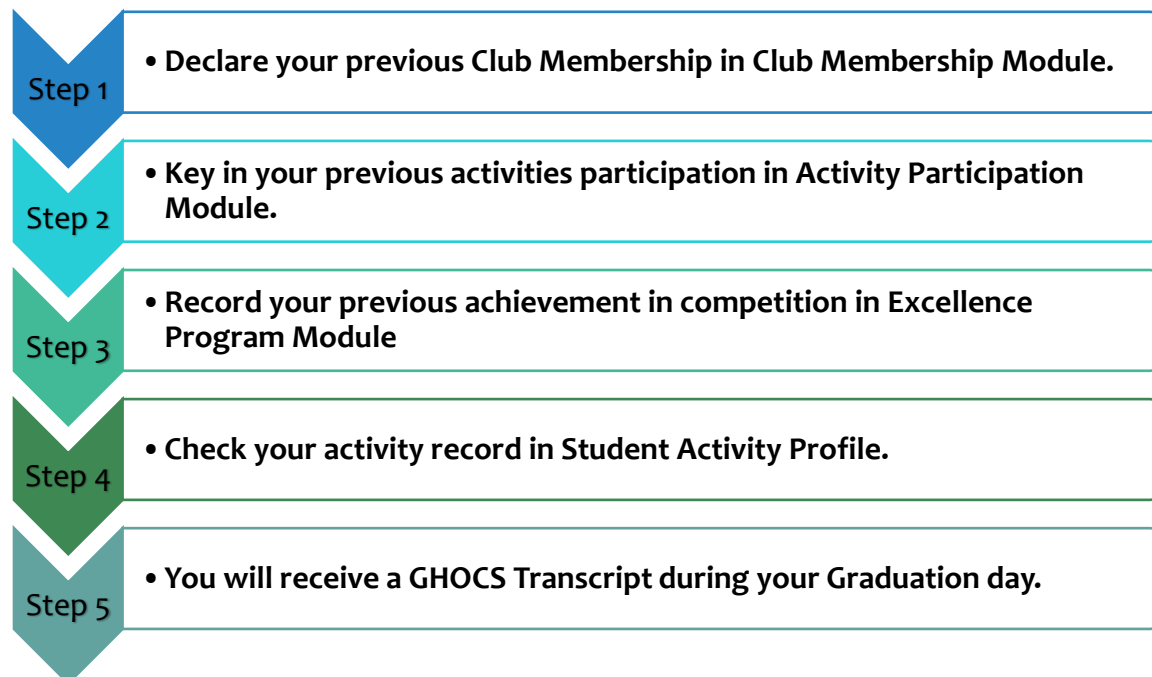
Skills Development	<ul style="list-style-type: none"> • Promotes continuous learning & reflection on skills development
UniKL DNA	<ul style="list-style-type: none"> • All Student's activities cover under S.P.I.C.E.S - Spiritual, Physical, Intellectual, Career, Emotional, Social
Excellence Program	<ul style="list-style-type: none"> • Outstanding achievement/ award receive • Recognition of participation in any competition
Club Management (Management Skills)	<ul style="list-style-type: none"> • Evaluation of Management skills – Club High Committee, SRC, USRC, RCC



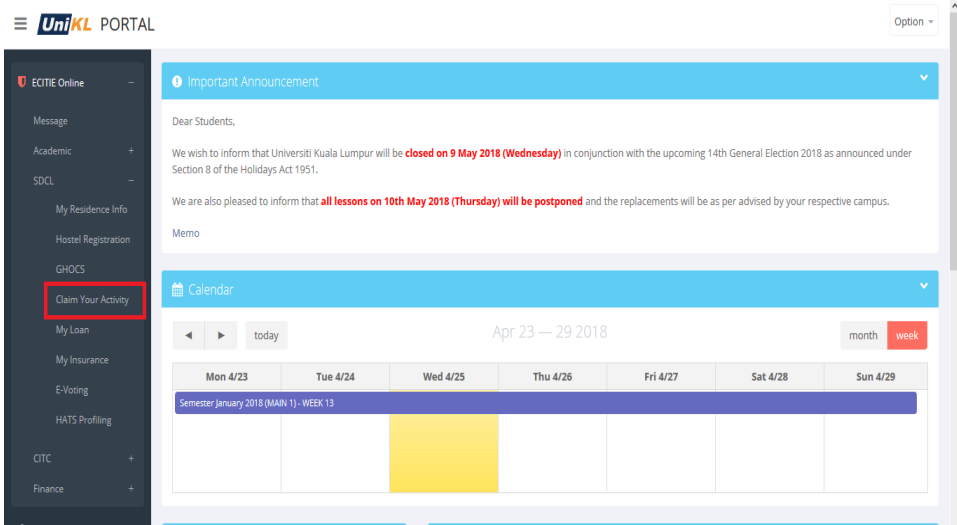
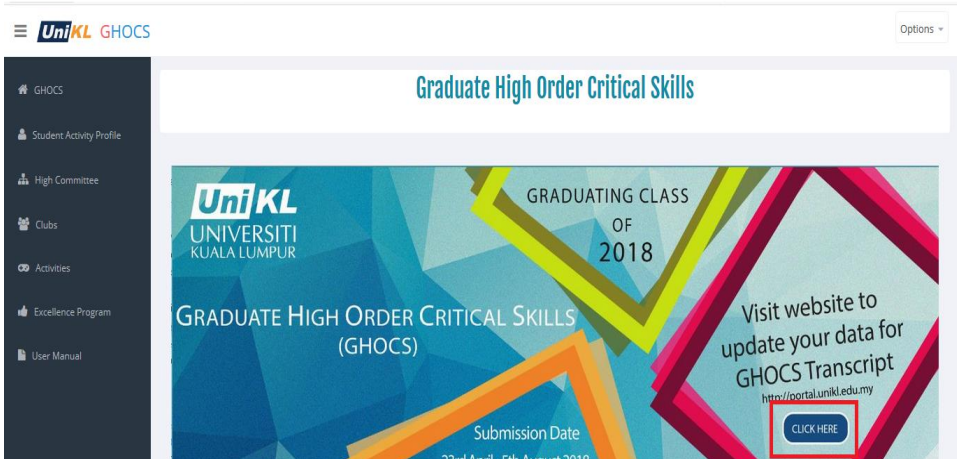
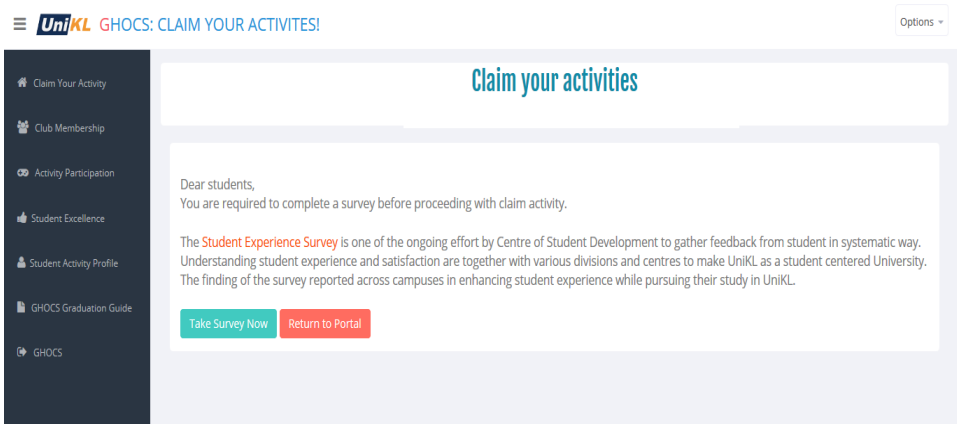
4 How GHOCS work?



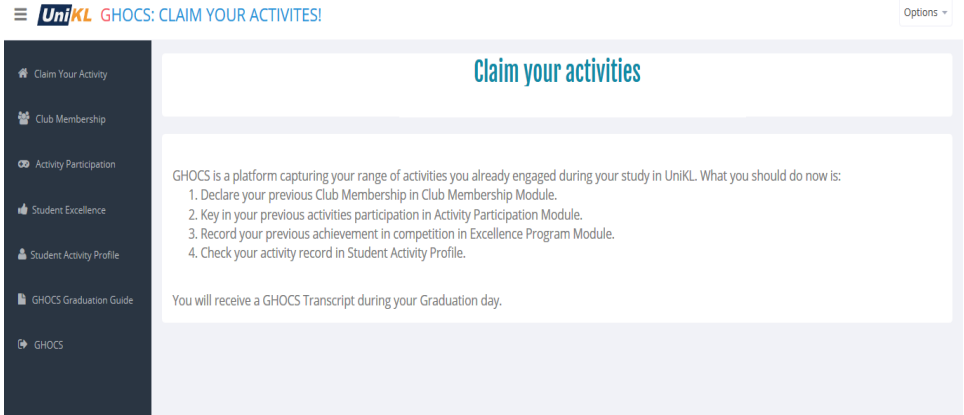
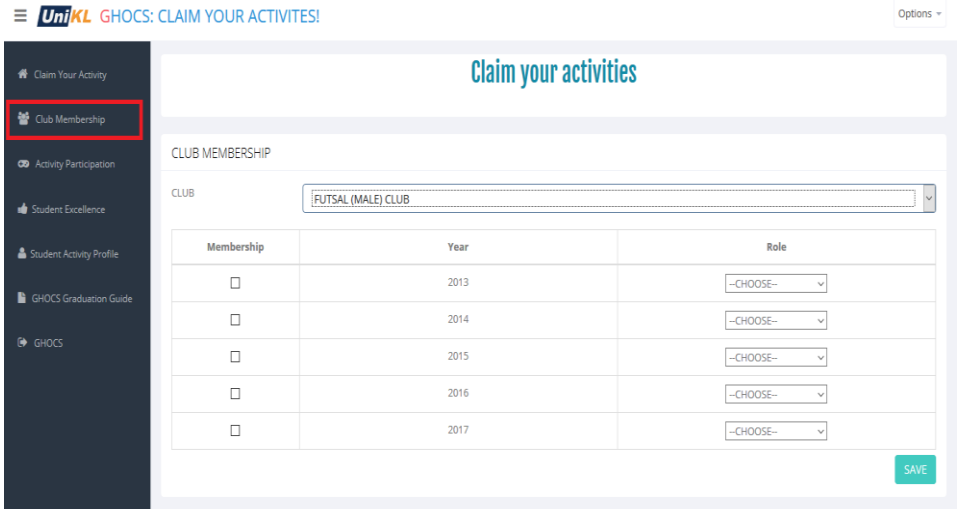

5 What you should do?



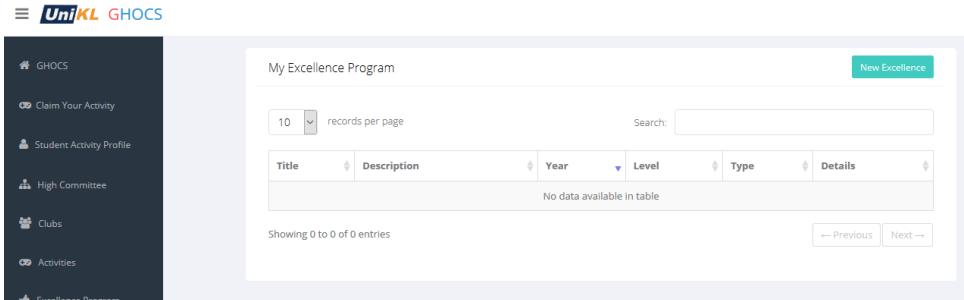
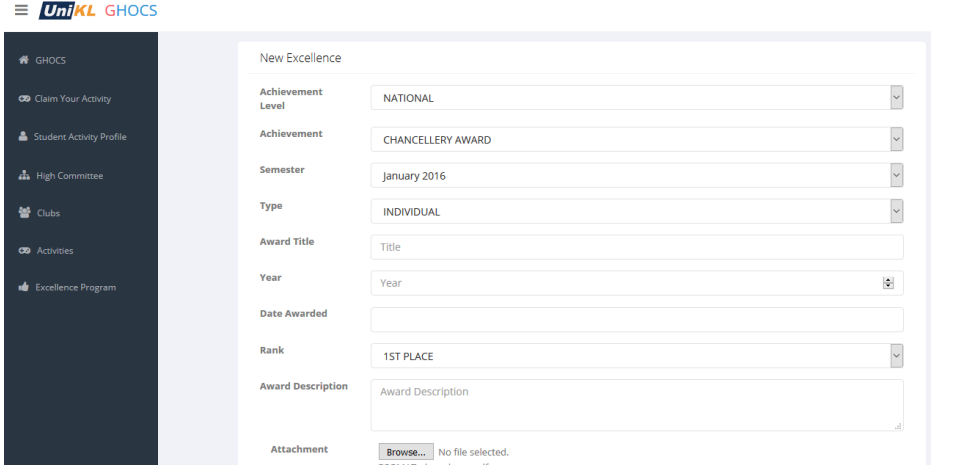
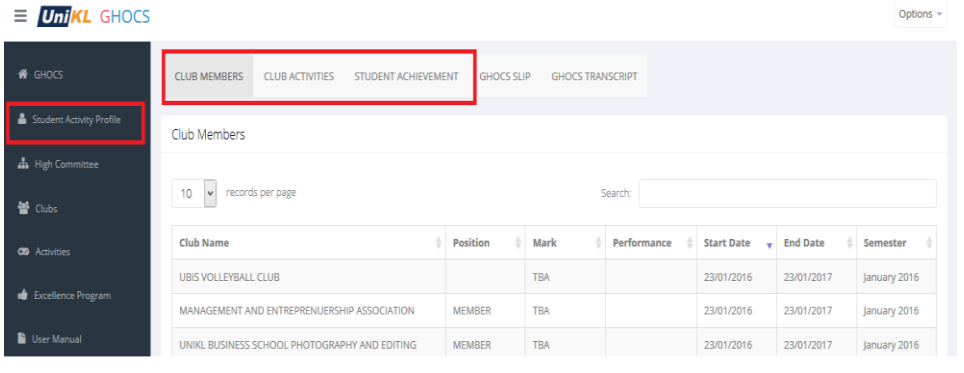
6 Step by step accessing GHOCS

STEP	VIEW
<p>Log into UniKL Student Portal. On the sidebar, click on SDCL, and then Claim Your Activity (For Graduating 2018).</p>	
<p>Click on button CLICK HERE on the banner.</p>	
<p>You will redirect to Claim Your Activities Module for Graduating Class of 2018 activities records submission. Before you start, you are require to complete a Student Experience Survey.</p>	



STEP	VIEW																		
<p>Once finish the survey, you may record your previous activity in the Claim Activities Module. This module will activate from 23rd April – 5th August 2018. You may claim your activities at any time within the period.</p>	 <p>The screenshot shows the 'Claim your activities' page with a sidebar menu containing: Claim Your Activity, Club Membership, Activity Participation, Student Excellence, Student Activity Profile, GHOCS Graduation Guide, and GHOCS. The main content area includes the title 'Claim your activities', a brief description of GHOCS, a list of four steps to follow, and a note that a transcript will be received during graduation.</p>																		
<p>Declare your previous Club Membership in Club Membership Module : Select your Club, Year & Role in Club.</p>	 <p>The screenshot shows the 'Club Membership' form. The sidebar menu has 'Club Membership' highlighted. The main content area shows a dropdown for 'CLUB' set to 'FUTSAL (MALE) CLUB' and a table for recording membership from 2013 to 2017. Each row has a checkbox, a year, and a role dropdown menu. A 'SAVE' button is at the bottom right.</p> <table border="1" data-bbox="690 951 1453 1171"> <thead> <tr> <th>Membership</th> <th>Year</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2013</td> <td>--CHOOSE--</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2014</td> <td>--CHOOSE--</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2015</td> <td>--CHOOSE--</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2016</td> <td>--CHOOSE--</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2017</td> <td>--CHOOSE--</td> </tr> </tbody> </table>	Membership	Year	Role	<input type="checkbox"/>	2013	--CHOOSE--	<input type="checkbox"/>	2014	--CHOOSE--	<input type="checkbox"/>	2015	--CHOOSE--	<input type="checkbox"/>	2016	--CHOOSE--	<input type="checkbox"/>	2017	--CHOOSE--
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<p>Key in your previous activities participation in Activity Participation Module: Select your Club or Non Club (if the activity is not from Club Activity), Click Participate to the activity in the list. Select your Role of Participation & Level.</p>	 <p>The screenshot shows the 'Activity Participation' form. The sidebar menu has 'Activity Participation' highlighted. The main content area shows a dropdown for 'CLUB' set to 'FUTSAL (MALE) CLUB' and a dropdown for 'YEAR' set to '2016'. Below is a table of activities for the selected club and year. A 'SAVE' button is at the bottom right.</p> <table border="1" data-bbox="690 1556 1469 1654"> <thead> <tr> <th>Activity</th> <th>Location</th> <th>Participate</th> <th>Position</th> </tr> </thead> <tbody> <tr> <td>KARNIVAL SUKAN MIIT (PIALA DEKAN) - FUTSAL LELAKI</td> <td>Kompleks Sukan MSN Jalan Raja Muda Abdul Aziz Kampung Baru</td> <td><input type="checkbox"/></td> <td>--CHOOSE--</td> </tr> </tbody> </table>	Activity	Location	Participate	Position	KARNIVAL SUKAN MIIT (PIALA DEKAN) - FUTSAL LELAKI	Kompleks Sukan MSN Jalan Raja Muda Abdul Aziz Kampung Baru	<input type="checkbox"/>	--CHOOSE--										
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STEP	VIEW																												
<p>Record your previous achievement in competition in Excellence Program Module (in GHOCS home page).</p>	 <p>The screenshot shows the 'My Excellence Program' page. On the left is a navigation menu with 'Excellence Program' selected. The main content area has a 'New Excellence' button, a search bar, and a table with columns: Title, Description, Year, Level, Type, Details. The table is empty with the message 'No data available in table' and 'Showing 0 to 0 of 0 entries'.</p>																												
<p>Click New Excellence and provide all the details required. Please attached related document (e.g Certificate/ registration form / picture etc.) as a supporting document.</p>	 <p>The screenshot shows the 'New Excellence' form. Fields include: Achievement Level (NATIONAL), Achievement (CHANCELLERY AWARD), Semester (January 2016), Type (INDIVIDUAL), Award Title (Title), Year (Year), Date Awarded, Rank (1ST PLACE), and Award Description (Award Description). There is an 'Attachment' field with a 'Browse...' button and the text 'No file selected'.</p>																												
<p>All the records can be view in Student Activity Profile.</p>	 <p>The screenshot shows the 'Student Activity Profile' page. The 'STUDENT ACHIEVEMENT' tab is highlighted in red. Below it is the 'Club Members' section with a search bar and a table. The table has columns: Club Name, Position, Mark, Performance, Start Date, End Date, Semester.</p> <table border="1" data-bbox="690 1325 1463 1451"> <thead> <tr> <th>Club Name</th> <th>Position</th> <th>Mark</th> <th>Performance</th> <th>Start Date</th> <th>End Date</th> <th>Semester</th> </tr> </thead> <tbody> <tr> <td>UBIS VOLLEYBALL CLUB</td> <td></td> <td>TBA</td> <td></td> <td>23/01/2016</td> <td>23/01/2017</td> <td>January 2016</td> </tr> <tr> <td>MANAGEMENT AND ENTREPRENUERSHIP ASSOCIATION</td> <td>MEMBER</td> <td>TBA</td> <td></td> <td>23/01/2016</td> <td>23/01/2017</td> <td>January 2016</td> </tr> <tr> <td>UNIKL BUSINESS SCHOOL PHOTOGRAPHY AND EDITING</td> <td>MEMBER</td> <td>TBA</td> <td></td> <td>23/01/2016</td> <td>23/01/2017</td> <td>January 2016</td> </tr> </tbody> </table>	Club Name	Position	Mark	Performance	Start Date	End Date	Semester	UBIS VOLLEYBALL CLUB		TBA		23/01/2016	23/01/2017	January 2016	MANAGEMENT AND ENTREPRENUERSHIP ASSOCIATION	MEMBER	TBA		23/01/2016	23/01/2017	January 2016	UNIKL BUSINESS SCHOOL PHOTOGRAPHY AND EDITING	MEMBER	TBA		23/01/2016	23/01/2017	January 2016
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7 Support & Assistance



Hunting Line: [03-21754488](tel:03-21754488) (ITD) & [03-21754389](tel:03-21754389) (CSD)



ITD Chancellery Helpdesk: helpdesk@unikl.edu.my &



Centre for Student Development (CSD): sdcl.csd@unikl.edu.my

