



**MAHSA**  
**COLLEGE**  
SABAH CAMPUS

# STUDENT HANDBOOK

TOWARDS EXCELLENCE IN EDUCATION



## MAHSA COLLEGE SABAH

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# *Message* from



**Chairman**

Congratulations to all new students who have been successful in gaining admission to MAHSA College.

Welcome to the MAHSA College Community

In a College, as in any other community, a balance has to be struck between the freedom of action of the individual and the good of the community as a whole. The function of this STUDENT HANDBOOK is to provide (along with the more general Rules and Regulations of the College) part of the formal framework needed to assure the position of the College in three main aspects:

- (a) its reputation as an institution for teaching.
- (b) its responsibility to ensure that the general body of its own members have satisfactory conditions in which to pursue the aims and objectives of the College; and
- (c) its accountability to the students in ensuring the highest standards of professional training.

The preservation of freedom of discussion must be a prime objective of any institution devoted to the advancement of knowledge and all members of the College have a duty to show respect and tolerance to the opinions of others irrespective of race, religion or colour. The right to freedom of expression, however, is not absolute, and it must not be exercised in ways which encroach upon the rights of the rest of the community.

You have chosen MAHSA College as the place to gain essential knowledge and skills in realizing your dreams to become highly competent healthcare professionals. I am positive you will achieve your goals. I wish you an enjoyable and productive term in MAHSA College.

**Prof. Datuk Dr. Hj. Mohamed Haniffa  
bin Hj. Abdullah**

Chairman

# *Message* from



**CEO/Principal**

Dear MAHSA College Sabah students,

It is my pleasure to send a warm welcome to you to MAHSA College Sabah. The beginning of a new academic year is an exciting time in higher education and this is a great time to welcome new endeavours.

Please take some time to review this Student Handbook which provides valuable information regarding your student life throughout the your study. The mission for Student Services is to provide diverse educational and social opportunities as well as guidance for students to learn and develop skills to be successful in a global society. We empower students by providing dynamic experiences that promote excellence and assist students in reaching their goals, while developing a sense of purpose, tradition and community at MCS.

We offer a multitude of academic opportunities for you, but also remain committed to giving each of you individualized attention. Our small class sizes and online education options provide tremendous access to our gifted faculty members, and I urge you to tap into the minds of these leaders in their fields.

For the complete college experience, I hope you will also explore our diverse programs, clubs, organizations, and internship opportunities available to complement your learning in the class. Please take advantage of these resources and opportunities. Your experience at MCS is what you make of it, and I am confident you will make it a good one.

I invite and encourage you to set high standards for yourself, make good choices and take time to reflect on your experiences. If you need assistance, ask for help; we are here to serve you. At MCS you will find a community that is student centered and focused on student success. As the Principal, I am here to promote an inclusive environment that is responsive to all students and be your advocate, so please do not hesitate to contact me at [infosabah@mahsa.edu.my](mailto:infosabah@mahsa.edu.my).

Best wishes for a great academic year.

**Mr Andy Augustine**  
Chief Executive/Principal

## Our *Vision*

To be the Centre of Excellence in Higher Education in the region.

## Our *Mission*

- To be committed to the delivery of education of the highest quality with emphasis on hands on training.
- To produce competent and highly skilled professionals through qualified, dedicated and experienced teachers.
- To provide state of the art facilities to ensure the desired standards in education.
- Facilitating and enhancing local and international networking for students and staff.
- To enhance and provide research and innovation opportunities at all levels.

# *Responsibilities of Students*

All students are expected to fulfill the following responsibilities to enable the College to provide effective and efficient service.

1. Understand, appreciate and follow all the rules, regulations and guidelines stated in this book.
2. Take the necessary and appropriate actions as stated in this book.
  - a. Fulfill all the academic conditions and criteria as stated on the academic regulations of the College.
  - b. Ensure that all the registration processes are completed as stipulated.
  - c. Pay all fees and ensure that records of fees paid be kept, to avoid any dispute.
  - d. Attend lectures, practical sessions, and attachments at clinics, industries and practical areas as required by the College.
3. Be proactive in obtaining guidance and advice from lecturers, Head of Programme, student counselors, administrative staff and management staff to solve any problems faced during the course of study.
4. Be fully accountable for any repercussion as a result of non-compliance to the rules, regulations and procedures as stipulated.

# *Academic Affairs*

## **FEES AND FINANCIAL SUPPORT**

College's fees shall be paid promptly and in accordance to the mode of payment as arranged and agreed by the management of MAHSA College. The student who fails to pay the College's fees in accordance to the agreed payment structure is in breach of the College's rules. The College has the right to issue a demand for payment and if the student fails, neglects and/or omits to pay the College Fees as demanded, the College may exercise its discretion to take all or any of the following action until the outstanding College Fees are paid in full or in accordance to the payment scheme as agreed:-

- a. prevent and/or bar the student from attending classes, lectures and tutorials;
- b. prevent and/or bar the student from using MAHSA College facilities and resources and subsequently sitting for examinations including de-activation of the Student ID Card; and
- c. terminate the student from the program.

The College reserves the right to seek legal recourse for unpaid College Fees and the student may be liable for all interest, damages, costs and expenses incurred.

The PTPTN loan facility provides students to fully or partially pay their fees and their subsistence for the duration of their study in the institutions of higher learning (IPT).

The actual sum provided under this scheme for each of the courses may vary from time to time. Students and parents are advised to check the sum provided under this scheme at the time of admission.

The College also assists students in obtaining loans from other sources.

MAHSA from time to time awards scholarship, for students pursuing the foundation other programmes.

## **FEES POLICY**

### **Registration and Tuition Fees**

Fees prescribed for every course of study is stipulated in the official Fee Schedule.

Fees paid are not refundable or transferable. The College has the right to change the fees without prior notice to students.

Students enrolling must check with the Admissions Unit for the latest fee rate.



### Examination Fees

Students are required to pay an annual examination fee as stipulated in the fee schedule.

A nominal fee will be charged to students when they are required to re-sit any subject that they have failed.

In the event a student has to repeat a full semester or full year, the student will be charged a full semester or full year fees.

No.	Type of Fees	Total (RM)
1.	Resit Fee (1st Attempt)	RM50.00
2.	Resit Fee (2nd Attempt)	RM100.00
3.	Resit Fee for FIS (1st Attempt)	RM1000.00
4.	Resit Fee for FIS (1st Attempt)	RM1500.00

### Medical Check-up Fees

Medical Check-up will be provided to all students.

No.	Programme	Total (RM)
1.	Diploma in Business Administration	RM50.00
2.	Diploma in Accounting	RM50.00
3.	Diploma in TESL	RM50.00
4.	Certificate	RM50.00
5.	All Others Programme	RM100.00

### REFUND POLICY

No.	Type of Fees	Refund Policy
1.	Application, Registration & Miscellaneous	No Refund
2.	Course Deposit	Refund after completion of programme
3.	Course Fee	No refund
4.	Hostel Fees (Semester - Malaysian Student) (Yearly - International Student)	No refund if student has stayed in the Hostel

### FEES POLICY

#### International Student:

1. NO REFUND of application and processing fees under any circumstances.
2. If students withdraw the course within each academic year, students will still have to pay for the full year fees.
3. If the students failed to make full payment on the beginning of each academic year, MAHSA has the right to terminate their study and student visa will be cancelled immediately.
4. If students were to vacate the hostel within each academic year, students will still have to pay for the full year hostel fees.
5. Caution Deposit will be refunded 3 months after the convocation.
6. MAHSA will offset student excess amount with the outstanding fees that MAHSA deem fit.
7. Students are responsible and be requested to check the outstanding status frequently in cashier counter and make the payment accordingly.
8. Payment in Malaysia Ringgit only.

#### Deferment Fees

RM200 per semester will be charge to student who is request for differed. Fees need to paid before entering the new semester after deferment was completed.

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### Malaysian Student:

1. NO REFUND of registration, administration and processing fees under any circumstances.
2. If students withdraw the course within semester, students will still have to pay for the full semester fees.
3. If the students failed to make full payment on the beginning of each semester, MAHSA has the right to terminate their study.
4. If students were to vacate the hostel within each semester, students will still have to pay for the full semester hostel fees.
5. MAHSA will offset student excess amount with the outstanding fees that MAHSA deem fit.
6. Students are responsible and be requested to check the outstanding status frequently in cashier counter and make the payment accordingly.

### Allocation of Payments

Payments received by MAHSA are allocated in this **specific order**:

1. Regis., Application and Processing Fees
2. Tuition Fees
3. Penalty Charges
4. Hostel Fees
5. Yearly Fees
6. Exam Fees
7. PRIDE/Masterclass Fees
8. Deferment Fees
9. Medical Check-up Fees

# Course Regulation

## **ATTENDANCE**

The student must meet 80% attendance required for each course.

## **EVALUATION**

### **Examinations**

The examination scheme may vary from programs. For more details on examination scheme and assessment, please refer to the Student Handbook of the respective faculties and programs. Below is the general guideline for many of the programs.

### **Regulations**

The student must meet 80% attendance required for the examination.

### **Examination Attendance**

- i. Students must attend at least 80% of the lectures including core subjects to be eligible to sit the examination.
- ii. Failure to fulfill the requirements stipulated above without valid reasons (at the discretion of the College) will not be allowed to participate in lectures or attend examinations, thus, considered failure to complete the respective subject.

## **Examination Scheme**

- i. Every examination except the practical program will be held on periodic and interminables based on the weekly lectures per semester.
- ii. Practical examination complies with the standard stipulated by the departments at the discretion of Academic Board.
- iii. Examination based on 100% course work can be accepted only with the Academic Board's approval.

## **ASSESSMENT**

The assessment for each subject is based on the objective and course content. The percentage of marks given for each subject is based on:

Formative Assessment – An assessment that takes place during a course or program of study, refers to the process of periodically assessing students performance.

Summative Assessment – An assessment that is carried out at or towards the end of the semester / course.

Refer to Student Handbook of respective faculties for details.

**Pre-requisites for taking the examination:**

- i. The student must meet 80% attendance required for each course.
- ii. Student must pay fees which are due.

**APPEALS**

**Appeals to Review Examination Results**

Candidates may request for a review of the results of a current examination they have sat. Such a request must be submitted in writing within 2 weeks after the results have been announced. The letter of request for review should be sent to the Head of Programme, together with a fee of RM 200.00 per block/module which is not refundable. The Head of Programme shall appoint a review panel to study the request. The panel shall comprise at least 2 persons:-

- i Head of Programme (Chairman)
- ii Block or Module Coordinator
- iii Reviewer (s) of the papers being appealed
- iv Original Examiner (s) of the reviewed papers

The Block or Module Coordinator shall review the accuracy of entries and computations of all marks. The review panel shall make a decision on the basis of the findings of the review exercise. The decision must be endorsed at a meeting of the Academic Board. Such a decision shall be final and no further appeal shall be entertained.

**Appeal against Termination**

Candidates who have been terminated from the programs because they have exhausted all their options may appeal against the termination by writing to the Principal. Student Affairs will act as a liaison. On the recommendation of the College these candidates may be given another attempt to repeat the year or sit a Supplementary Examination.

# Code of Conduct

## STUDENT ETHICAL CODE

### Dress Requirements

Attire must be appropriate at campus, class room, laboratories, wards where teaching –learning activity takes place. Students must dress decently including wearing of shoes and hair appropriately groomed. The College has the right to demand the student to leave the class room or campus area if the student is found to be dress inappropriately.

Note that clinical placing takes place in the hospitals and in other institutions. Students are advised to strictly abide by the dress code requirements that are appropriate to the profession and instill public trust and confidence.

Every student is compulsory to wear their name tags whilst on campus.

### Dress Code:

#### Male

Shirt with long pant (no jeans) with shoes.

#### Female

Long sleeves/short sleeves top with long pant or long skirt (below knee) with sandal or shoes.

### Guidelines:

#### Male

- i. Sleeveless shirt not allowed.
- ii. Jeans, short pants, sweat pants & triple pants are not allowed.
- iii. Slippers/sandals are not allowed.
- iv. Earing is not allowed.
- v. Short hair above the neck.
- vi. Cap is not allowed.
- vii. Dark glasses in class are not allowed.
- viii. Piercing is not allowed.
- ix. Visible tattoos are not allowed.
- x. Only dark hair colour is allowed.
- xi. Compulsory to wear name tags.

## □ Female

- i. Sleeveless and/or tight tops are not allowed.
- ii. Jeans and short skirts are not allowed.
- iii. Slippers are not allowed.
- iv. Cap is not allowed.
- v. Dark glasses in class are not allowed.
- vi. Hanging earring is not allowed.
- vii. Piercing is not allowed.
- viii. Visible tattoos are not allowed.
- ix. Only dark hair colour is allowed.
- x. Compulsory to wear name tags.

Students who do not comply to the dress code above, will be compounded **RM5.00** for each violation.

## DISCIPLINE AND DISCIPLINARY PROCEDURES

### Prohibition

#### I. Prohibition on Using Lecture Materials

1. i) Students are not allowed the use lecture notes / texts of any lecture or teaching distributed to the students by the College other than the use for their studies; especially those which are copied in any form or any part of the materials for publication, distribution or circulation whether for a payment or no payment.
- ii) There is no restriction on the decision of the Principal to approve a student's association, body or group of students, to make copies of lecture or study materials, and while giving such approval the Principal may put any limitation or conditions which are thought to be relevant and appropriate.

## Control over Assembly

2. i) No students shall hold, organize, call to assemble or call or cause to be held, an assembly of more than four persons anywhere in the College without any approval of the Principal.
- ii) In giving the approval (i) above the Principal shall give the approval with limitations or conditions deemed to be essential or appropriate for the assembly.
- iii) No students shall knowingly attend or participate in an assembly which is in contrary to item (i) or (ii) above.

## Publishing Prohibited Documents

3. i) No student or student association, body or group of students shall publish, distribute, share any document in or outside the College unless with the written approval of the Principal with whatever restrictions and conditions that are deemed relevant and appropriate.
- ii) Approval by the Principal is in addition to any license, permit or other approvals which may be required under the law.

### **Prohibition on Activities Outside the Campus**

4. No student or students association, body or group of students shall organize, carry out or participate in any activity outside the College unless with the written approval of the Principal with whatever restrictions and conditions that are deemed relevant and appropriate. With the condition that nothing under this provision can be taken as restricting a students from an activity which is personal.

### **Prohibition on Students Involved In Working**

5. No students or students association, body or group of students shall participate in any work, study, business, commerce or other activities which is profit motivated, either full-time or part-time, except with the written permission of the Principal and abiding to any restrictions or conditions deemed relevant by the Principal.

### **Prohibition on Appeals Pertaining to College**

6. No students or students association, body or group of students shall carry out any appeal or any other communication, oral or written or in any other manner, to a public officer or press to the public during any talk, speech or public statement or do any broadcast through voice or picture pertaining to any matter related to the College or staff or students on their character, or regarding the individual, students or as a student of the College.

### **Prohibition on Gambling in the College**

7. No student association, body or group of students shall organize, manage, run or assist in organizing, managing or running or participating in any gambling, betting or lottery in the College.

### **Prohibition on Consuming or Possessing Liquor, Indecorous Behavior**

8.
  - i) No student shall consume or possess or have under control or care liquor in the College.
  - ii) Any students who behave in an indecorous manner under the influence of liquor in the College is guilty of a disciplinary offence.

### **Prohibition Pertaining Obscene Materials**

9.
  - i) No student shall possess or have under control or care of any obscene material in the College.
  - ii) No student or students' association, body or group of students shall share, distribute or exhibit or caused to be shared, distributed or exhibited or in any manner get involved in sharing, distributing, or exhibiting any obscene material in the College; a student is defined to be sharing, distributing, or exhibiting any obscene material, regardless sharing, distributing, or exhibiting to one person only or more than one person and regardless whether the sharing, distributing, or exhibiting is for getting a payment or any other return.
  - iii) No student shall purposely see or hear any obscene material in the College.

### **Prohibition on Dangerous Drugs and Poison**

10. i) No student shall have in possession or control or care any drug or poison.
- ii) No student shall provide, supply, have or offer or suggest to provide, supply, have or offer any drug or poison to anyone.
- iii) No student shall consume or smoke or inhale, or intravenously or in any other manner enter into the body any drug and poison.
- iv) Nothing under the provision of these procedures can be considered prohibiting a student from undergoing any treatment by or under medication of a medical practitioner registered under the Medical Act 1971.
- v) Any student who is found to be under the influence of any drug or poison is guilty of disciplinary offence

### **Cleanliness in the College**

11. A student shall not do anything which will affect the cleanliness of the living premises of any student in the College or cleanliness and neatness of any hostel, lecture hall, road or cleanliness and neatness of any building or other construction in the College.

### **Prohibition on Being or Creating Noise and Causing Nuisance or Disturbance**

12. Students shall not create any sound, or noise or cause sound or noise to be created in any manner or method, if the sound or noise results or may result in nuisance or disturbance to anyone in College.

### **Prohibition on Living or Sleeping In the College**

13. No students shall use or cause to be used any premise in the College or any space in any building in the College as a living space or sleeping space, other than the premises provided for living in the hostel by the College.

### **Prohibition on Entering Restricted Areas or Buildings in the College**

14. No student shall enter any area in the College or any area in any building in the College if all students or students or a group of students are prohibited from entering.

## **II. Other Prohibition**

1. Students are prohibited from:-
  - i) Acting within or outside the campus in a manner which could tarnish or destroy the interest, harmony or good image of the College or interest, harmony or good image of College students and staff or peace and security or morality, decorum and discipline.
  - ii) Breaching any written laws within or outside the College.
  - iii) Interrupting or in any way disrupting, or causing interruption or in any way disrupting any teaching, study, research, administrative work or any other activity carried out under the direction and approval of the College, or carry out an action which could result in interruption or disturbance.



- iv) Obstructing or hindering or disrupting or causing obstruction, hindrance or disruption to any staff of the College or any person from carrying out his/her work, responsibility or duty or act in such a manner to cause obstruction, hindrance or disruption.
- v) Obstructing or hindering or disrupting or causing obstruction, hindrance or disruption to any student from attending any lecture, tutorial or class or participate in an approved activity, or carry out an action, which can cause obstruction or hindrance.
- vi) Organizing or being involved to activate or participate in any boycott action from examination, lecture, tutorial, class or any other approved activity organized by or under the direction and approval of the College.
- vii) Damage in any manner or cause damage in any manner, to any property of the College or carry out an action which will cause such damage.
- viii) Disturbing, disrupting, displacing or in any manner doing something on material, object, or property, or knowingly do something or cause something to be done in the College with the intention to cause or which may result in obstruction, defacement to property, or difficulty, anger, loss or damage to an individual.
- ix) Contravening or not conforming to any instructions or requirements of the College Librarian, library staff or any other staff of the Library regarding usage of the library, the books and other facilities in the library.
- x) To bring any book, paper, document or picture, except with prior approval obtained from the examiner, bring into or take out of any examination room, or receive any book, paper, document or picture from anybody while in the examination room, except that a student may, while in the examination room, receive from the examination supervisor any book, paper, document picture or any other material approved by the Principal on the recommendation of the examiner of Examination Board.
- xi) Any student during an examination in any manner copying or attempting to copy or acting in such a manner which can be defined as copying or attempting to copy during an examination.

### **III. Mandatory**

#### **Attendance of Lectures**

1. Students must attend all lectures, tutorials, classes or other study requirements related to the course, except with prior approval from the Head of Programme, according to circumstances, except where the circumstances does not enable the student to get prior approval, with valid reasons or justifications for not attending, and in such circumstances the students must, immediately, thereafter inform the Head of Programme satisfying him with the valid reason for not attending, and must get the Head of Programme's approval.

### **Sitting For Examinations**

2. Students whose Programme requires him/her to sit for an examination, must sit for the examination except obtaining prior approval from the Head of Programme and unless the circumstances do not enable the student to get prior approval and has valid reason or justifications for not sitting for the examination, and in such a circumstance the student must, immediately, thereafter inform the Head of Programme satisfying him with the valid reason for not sitting the examination, and must get the Head of Programme's approval.

### **IV. Breach of Discipline**

#### **Breach of discipline and Penalties**

1. Any student found to have committed a disciplinary offence shall be imposed any one or any two or more penalties as appropriate combined together from the following penalties:
  - i) Warning;
  - ii) Fine
  - iii) Suspended from any or all facilities of the College for a specified period of time.
  - iv) Excluded from any area of the College for a specified period of time.
  - v) Expelled from the College.

### **V. Penalties and Imposition of fines**

Offences and breach of discipline are categorized as minor, gross and criminal offence. A Student who contravenes or fails to comply with the above provisions shall be guilty of an offence and shall on conviction be liable to a fine of RM1.00 per offences, suspension or dismissal depending on the severity of the crime.

### **VI. Disciplinary Procedure**

#### **Breach of discipline and Penalties**

1. Any student found to have committed a disciplinary offence shall be imposed any one or any two or more penalties as appropriate combined together from the following penalties:
  - i) Warning;
  - ii) Suspended from any or all facilities of the College for a specified period of time.
  - iii) Excluded from any area of the College for a specified period of time.
  - iv) Expelled from the College.

#### **To attend the Disciplinary Board**

2. If in the opinion of the Disciplinary Board, a student has committed a disciplinary offence, the Disciplinary Board is required, orally or by writing, require the student to attend to face the Disciplinary Board in specified discipline room, at a date and time as decided by the Disciplinary Board.

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**Consequence of not attending the Disciplinary Board**

3. If a student fails to attend and appear in front of the Disciplinary Board, he/she shall be immediately suspended from being a student of the College after which the student cannot be in the College or enter the College; the suspension shall continue until the student comes forward to attend and face the Disciplinary Board on a date and time fixed by the Disciplinary Board after the student has come forward to attend and face the Disciplinary Board.

**Facts of the Disciplinary Offence shall be clear and Admission will have to be taken.**

4. In the disciplinary Hearing in the Discipline Hearing room, the Disciplinary Board shall explain to the student the facts regarding the disciplinary offence.

**Admitting Guilty of an Offence and Related Procedures**

5. If a student admits guilty of committing an offence, the Disciplinary Board shall explain to the student facts of the case; if he admits to the facts, the Disciplinary Board shall inform that he/she is guilty of a disciplinary offence and he/she may appeal for a lighter penalty.

**Disciplinary Procedure for Hearing if Student does not admit guilty**

6. If a student does not admit guilty of committing an offence or not or refuses to make an admission or does not agree to the facts of the case, the Disciplinary Board shall examine any witness or any documents or any other objects which is supportive to the case against the student; the student shall be allowed to question

the witnesses and examine the documents or objects and the Disciplinary Board shall re-examine the witnesses.

**Student's Statements**

7. After receiving statements according to Article 6 above, he/she shall be asked to give his/her statements call any other witnesses or submit any other documents or objects for his/her defense; the Disciplinary Board shall examine the student or any of his/her witnesses and examine any of the documents or objects and the student may re-examine any of his/her witness.

**Power of the Disciplinary Board to Examine or Recall Witnesses**

8. The Disciplinary Board may examine or recall any of the witnesses at any time before announcing the decision

**Informing the Decision**

9. After listening to the witnesses and examining the documents or other objects submitted, the Disciplinary Board shall announce the decision of the case, and if it is decided that the student is guilty of committing a disciplinary offence it has to inform the student to appeal for a lighter penalty.

**Imposing the Penalty**

10. After the student has submitted an appeal for a lighter penalty; if there is any, under article 5 or 9, whichever is applicable, the Disciplinary Board shall impose on the student any one of the penalties stated in article 1, or any two or more penalties together.

### **Care and Destructions of Exhibits**

11. i) The Disciplinary Board shall direct that all documents or other objects submitted during the Disciplinary Hearing be kept under its care or under the care of person as decided by the Disciplinary Board while waiting for the completion of the Disciplinary Hearing.
- ii) The Disciplinary Board shall, at the end of the hearing, give any duration deemed to be appropriate to destroy any document or any other object submitted during the Disciplinary hearing, and may direct it to be effective immediately or at a time decided by the committee.
- iii) Powers of the Disciplinary Board under (2) above includes the power to direct that any document or object be destroyed or surrendered to the College.

### **Written Notes on The Hearing**

12. The Disciplinary Board taking disciplinary action on a student under article 2-11 shall direct to be prepared written notes of the hearing, but the notes need not be verbatim notes.

### **Notes**

13. Notes mentioned in article 12 shall be kept by the Principal.

### **Register of Disciplinary Hearings**

14. The Principal is required to maintain a register of all disciplinary hearings carried out under these Regulations.

# *Accommodation Rules & Regulations*

## **Freshmen**

Freshmen is compulsory to stay in hostel.

## **TABLE OF CONTENTS**

### **Preliminary**

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## PRELIMINARY

- i) We envisage a hostel where students and other residents can live in peace and harmony, secure in the knowledge that they are in safe hands and where their welfare is the priority.

The Rules may be cited as the Hostel Rules, April 2011

- ii) In these Rules, the masculine includes the feminine and vice versa; the singular includes the plural and vice versa.

- iii) In these Rules, unless the context otherwise requires:-

“Authorized person” means any person duly authorized by the College to act on behalf of the College;

“Hostel” means any accommodation, by whatever name called, provided by the College for the accommodation of students;

“Offence” means a disciplinary offence under the Rules;

“Drug” means any drug or substance which is comprised in the First Schedule to the Dangerous Drugs Ordinance, 1972;

“Poison” has the same meaning as set out in the Poison Act, 1952;

“Hostelrite” refers to all residents staying in any accommodation, by whatever name called, provided by the College for the accommodation of students.

## 1.0 Behaviour and Discipline

- 1.1 Hostelites are expected to display behaviour, becoming of young men and young women that is acceptable and conforms to the Malaysian custom anywhere within the hostel complex.

- 1.2 Fighting or any kind of physical violence is not allowed within the hostel complex. The Hostel Management shall terminate the Hostelite's tenancy immediately and the Hostelite shall vacate the hostel with twenty four (24) hours.

- 1.3 Possession and/or consumption of any prohibited drugs in the hostel complex or campus area is not allowed. The Hostel Management shall terminate the Hostelite's tenancy immediately and the Hostelite shall vacate the hostel with twenty four (24) hours.

- 1.4 Vandalism is a very serious offence. Hostelites found guilty of committing such an offence can or will be evicted from the hostel or barred from continuing his/her studies in the institution. The cost of making good any item vandalized will be charged accordingly to the hostelite.

- 1.5 Viewing, possession and/or dissemination of pornographic materials (hard or soft copies) in the hostel are strictly prohibited. The Hostel Management shall terminate the Hostelite's tenancy immediately and the Hostelite shall vacate the hostel with twenty four (24) hours.

- 1.6 Possession of weapons or any items considered dangerous which can be used to cause injuries or bodily harm is not allowed in the hostel grounds. *Hostelites who wish to keep any ceremonial items that are deemed dangerous by the Hostel Management should get approval from the Management. Failure in doing so will lead to eviction.*

- 1.7 Hostelites found causing embarrassment; unsolicited compliment regarding a person's figure, dressing, make-up; send sexually tainted jokes, rumours and comments; verbal advances and suggestion of a lewd and sexual nature; sending, posting love letters and notes; spreading false rumours with a view to tarnishing other's reputation will be evicted from the hostel.
- 1.8 Smoking is not allowed in the hostel complex or campus area at anytime. Hostelites caught smoking will be imposed a minimum fine of RM 200.00 and a maximum fee of RM 1000 for outsiders.
- 1.9 Possession and/or consumption of alcoholic beverages is expressly prohibited and if a Hostelite is found to be in possession and/or have consumed such alcoholic beverages, the Hostel Management has the right to terminate the Hostelite's tenancy immediately and the Hostelite shall vacate the hostel within twenty four (24) hours.
- Symptoms of intoxication include slurred speech, impaired motor coordination and balance, loss of good judgment, or nausea. Severe intoxication may involve the inability to walk or stand, loss of consciousness, or vomiting.
- 1.10 Parties or other social gatherings in the hostel complex and campus are not permitted without the prior consent of the Management.
- 1.11 It is the responsibility of the hostelites to keep the Management informed, if they intend to stay away from the hostel, even if it is just for One (1) night. However, they must inform their parents/guardians of their whereabouts.
- 1.12 Hostelites must use the authorized entrances and exits.
- 1.13 Hostelites using the swimming pool and other facilities must abide strictly to all the rules governing the use of such facilities.
- 1.14 A hostel campus should be a place where people can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other hostelites at all times. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Televisions, radios, PC speakers sets must be switched off or volume toned down after 10.00 p.m. These rules are intended to ensure a conducive environment for all hostelites. Students breaking the above mentioned rule will be reprimanded by the Management.
- 1.15 Ball games, roller blade/skate and other gym equipments that deemed infeasible by the Hostel Management are banned inside the hostel complex. Any banned equipment found in the hostel complex will be confiscated.
- 1.16 Hostelites must throw their rubbish at the designated rubbish area which has been allocated. Hostelites caught littering outside than the allocated area will be fined RM 100.00.

## **2.0 Rental**

- 2.1 Rental fee is collected on a semester basis (i.e. for 6 months) for local students and on a yearly basis for international students.
- 2.2 The rental is not inclusive of water and electricity.
- 2.3 The Hostel Management reserves the right to revise the current rates from time to time by giving One (1) month's notice.
- 3.5 Hostelites who chooses to check out of the Hostel shall give One (1) months notice in writing to the Hostel Management, failing which, the Hostel Management shall charge the Hostelites one semester rental fee (for local students) and one year rental fee (for international student).
- 3.6 Residents must return the room keys to the Warden upon termination of their tenancy. Upon vacating the rooms, residents must ensure that everything is clean and in order.

## **3.0 Termination of Tenancy**

- 3.1 Students are requested to re-register for hostel at least Two (2) months before the end of their hostel contract, failing which the tenancy will be terminated.
- 3.2 Tenancy at the hostel will be terminated automatically after:
  - If the hostelite is no longer a bona-fide full time student of MAHSA College.
- 3.3 Priority will be given to new full-time international/ out-station students.
- 3.4 The Hostel Management can terminate this Tenancy at any time if:
  - The Hostelite fails to pay the rental in accordance to clause 2.2 above;
  - The hostelite fails to comply with the Hostel Rules & Regulation and/or any other term(s) of this Tenancy.
  - There are renovations or upgrades of the hostel complex that need to be carried out as and when required by the Management.



#### **4.0 Check-in**

- 4.1 Check in Schedule:
- Monday to Friday  
9.00am to 5.00pm
  - Saturday  
9.00am to 2.00pm
  - Sunday and Public Holidays Office is closed
- 4.2 If resident check-in on 26th of the month, the student will be charged for the next month hostel fees payment.
- 4.3 If under any circumstance students were to check-in before or after the working hours, a 2 DAYS written notice should be sent to the Management prior to the arrival for necessary arrangement. Students who arrive before or after the working hours without prior consent of Management will not be attended.
- 4.4 Students are strongly encouraged not to check-in BEFORE the specified check-in date. The Hostel Management do not guarantee the availability of accommodations should students come in before the specified check-in date.
- 4.5 Assignment of Rooms is at the discretion of the Hostel Management. Requests for rooms or a particular type of roommate by students will not be entertained.

#### **5.0 Check Out**

- 5.1 If resident check out on 8th of the month, student will be charged full payment for hostel fees.

- 5.2 Hostelites are to check out all their personal belongings and vacate the room by specified check out date. Hostel Management reserves the right to vacate the room without prior consent of hostelites by transferring all the personal belongings of hostelites to the store room. The Hostel Management is not liable for any damages and lost items during the transfer process.
- 5.3 If temporary storage is required, hostelites must pack their belongings in boxes, label them with name and ID No. and be solely responsible for transferring the belongings to the storage venue. The Hostel Management is not liable for any damages and lost of items stored in the said venue.
- 5.4 Hostelites are not permitted to leave their belongings in their room or their friend's room after checking-out. The Management will not be held responsible for any losses.

#### **6.0 Hostel Keys**

- 6.1 Student will be given one hostel master key to duplicate.
- 6.2 Hostelites are expected to be solely responsible for the keys and are not allowed to lend the keys to anybody under any circumstances. The misuse of hostel keys will lead to eviction from the hostel.
- 6.3 Should there be any damage/loss of keys, hostelites should immediately report this to the Hostel Management. Failure to do so may lead to disciplinary action being taken or a fine.

6.4 The borrowed key must be returned to the Hostel Management Office within 15 minutes whereby failure to do so will lead to a penalty of RM20.00 to be imposed.

### **7.0 Resident Cards**

- 7.1 Hostelites will also be issued a Resident Card.
- 7.2 Resident Card is non-transferable and is to be carried at all times by the hostelite. Hostel card must be presented to the Management, Warden or any security personnel upon request.
- 7.3 Hostel card is valid only for the duration of stay at the hostel and must be surrendered to the Hostel Management Office before the hostelite leaves the hostel upon terminating his/her tenancy.
- 7.4 Hostel card is the sole responsibility of the hostelite and any loss or damage must be reported to the Hostel Management Office immediately. RM 5.00 will be charged for the processing of a new card.
- 7.5 Hostelite is prohibited to lend the hostel card to anyone under any circumstances. Any misuse of the Hostel card will lead to eviction from the hostel.

### **8.0 Upkeep of The Hostel**

8.1 Hostelites are responsible for keeping their rooms' clean and tidy at all times. A penalty will be imposed for excessively dirty and unhygienic rooms.

8.2 Single / Double decker beds with mattresses are provided in all bedrooms and hostelites are to bring their own pillows, bed sheets, blankets, towels, study lights etc. A study table with chair and wardrobe / cupboard are also provided. A penalty will be imposed if a hostelite has disassembled his or her furniture.

- 9.3 All air-conditioners, fans, lights and electrical appliances must be switched off when hostelite is not in the room/respective area. A penalty will be imposed for failure to comply.
- 9.4 Cooking is not allowed. However hostelites may use their own electric kettle to boil water. A penalty will be imposed on Hostelites found cooking in the room.
- 9.5 Common hostel furniture must not be moved into other rooms or from one hostel room to another without the consent of the Warden. A penalty will be imposed for failure to comply.
- 9.6 Hostelites must cover their bed with their own bed-sheets at all times. A penalty will be imposed for failure to comply.
- 9.7 Any damage / loss of hostel property must be reported immediately to the Warden. Hostelites will be charged for any missing / damage properties except damages incurred by normal wear and tear. (*see attached for the charges*).
- 9.8 The Hostel Management reserves the right to make spot checks on the hostel units and the bedrooms without having to give prior notice to the students. Hostelites whose standard of housekeeping is not acceptable will be asked to rectify the situation. Should there be no improvement, the bedroom or unit concerned will be cleaned by the cleaning staff and the charges incurred will be billed to the hostelites. Housekeeping standard is in view of the Management whose decision will be final and not subjected to debate.
- 9.9 Handy men and contractors may enter rooms as and when necessary in the course of their duty under the directive of the Warden. However every effort will be made to respect the privacy and dignity of the hostelites.
- 9.10 The Hostel Management reserves the right to move hostelites within a hostel or to other hostel blocks without any notice.
- 9.11 Hostelites are expected to pay for the costs involved in cleaning; repairing or re-painting of their room if they are not maintained in the conditions they were in at the beginning of the check in except for normal wear and tear.
- 9.12 Posters, Notes or Pictures must be placed on the walls using blue-tac only. Cellophane tape or glue will damage the walls resulting in penalties. No nails, pins or screws may be knocked into the walls or doors of the rooms.
- 9.13 Hostelites are not allowed to hang their clothes on the banisters outside the rooms or on the window railings inside the room. Clothes found hanging in these places will be confiscated and disposed accordingly.
- 9.14 For safety reasons, residents are not allowed to use candles and other flammable materials in the rooms. Burning of joss sticks / incense on religious grounds is not allowed inside the rooms. A penalty will be imposed in such an event.
- 9.15 Female residents must dispose of their sanitary pads into the sanitary bins provided. Hostelite caught throwing sanitary pads into toilet bowls will pay for the cost of repairs.
- 9.16 Hostelites are not allowed to occupy any vacant beds in the room. The bed must be clear from of any belongings at all times. The Management has the right to slot in any student without giving any prior notice. Hostelites not abiding by these rules will be fine at RM100.00

## **10.0 Electrical Appliances / Items**

10.1 Items of domestic electrical equipment may be brought into and used within the hostel complex with the proviso that strict adherence is given to the following:

- A. Equipment and connecting leads must be serviceable and in a safe condition.
- B. Strictly no cable running on the floor and from room to room.
- C. Plugs must be wired in the correct manner and incorporate fuses of the correct rating.
- D. A plug must supply only one piece of equipment.
- E. A total load on a wall socket must not exceed 13 Amps.

10.2 Restriction to the use of electrical appliance:

- A. Approved items for all hostelite
  - Iron
  - Hair Dryer
  - Toaster
  - Personal Computer/ Laptop
  - Alarm Clock
  - Study Lamp Table
  - Batteries Charger
  - Kettle
  - Rice Cooker
  - Hot Plate
  - Washing Machine
- B. Prohibited items for all hostelites
  - Microwave
  - Home Theatre System
  - Exercise Machine
  - Music Instrument – Piano /Organ

10.3 The Hostel Management reserves the right to take necessary action it deems fit in the event that items found does not conform to safety standards. This may include confiscation of unauthorized items.

## **11. Visitors / Guests**

11.1 Visitors / Guests are allowed to visit the hostelites during visiting hours as follows:

- Weekdays  
8.00 am to 9.00 pm
- Weekends and Public holidays  
12 noon to 9.00 pm

11.2 All visitors must register at the Guard House and inform the warden before entering the Residence and must leave the hostel complex by 9.00pm.

11.3 It is the duty of the hostelite to inform his/her visitor(s) of the visiting hours and to advise him/her/them to leave no later than 9.00pm. Hostelites found in the company of their visitor/s, including family members, relatives, friends and/or any non-resident in the respective hostel outside the visiting hours in any part of the residents area without the prior consent of the Management will be evicted.

- 11.4 Visitors of the OPPOSITE SEX, including parents, family members, relatives, friends and/or anyone staying inside or outside the hostel are STRICTLY NOT ALLOWED to enter the hostelites' room(s) AT ANY TIME, inside or outside the visiting hours, without prior consent of the Management. Hostelites found with a member of the opposite sex inside the room at anytime for whatever reason will be evicted.
- 11.5 Visitors including parents are not allowed to stay overnight in the hostel rooms without the prior consent of the Management. Failure to comply will be compound and possibly eviction from the hostel.

### **12.0 Security and Safety**

- 12.1 Hostelites are required to carry their Resident Cards at all times in the compound of the hostel complex and when visiting other hostelites in their hostel units. They must produce the Resident Card when requested by Security or Hostel Management personnel.
- 12.2 Opening and Closing Hours set of the Residence are:
- Mondays to Fridays  
7.00 am to 10.00 pm
  - Saturday  
8.00 am to 10.00 pm
- 12.3 It shall be the responsibility of the hostelites to lock all doors at all times for the protection of their property and that of their roommates and for security reasons. Entrance door and room door must always be closed and locked after entering or leaving the room.

- 12.4 Hostelites are solely responsible for the safety of their own valuables. All bedroom door, wardrobe and drawers of study table must be padlocked when the hostelites are not inside the room.
- 12.5 The Hostel Management shall not under any circumstances be responsible for any damage, loss or theft of any property, money and other items belonging to the hostelites and/or their visitors and any personal injuries suffered by the hostelites or their visitors /guests howsoever caused.
- 12.6 Hostelites are discouraged from having valuable items or large amounts of cash when leaving campus premises.
- 12.7 Hostelites are not permitted to change rooms or sleep anywhere other than in their own room without the consent of the Management. Hostelite found violating the rule will be evicted.
- 12.8 Any hostelite who finds his/her roommate(s) missing for more than 48 hours, must report to the Warden immediately. This is to enable the Hostel Management Office to take immediate action if any untoward incident had taken place. Your co-operation is very much appreciated.

### **13.0 Late Night Transgressions**

- 13.1 Hostelites must adhere to the Opening and Closing hours of the hostel.

- 13.2 Hostelites who return after the stipulated time for whatever reasons will have their Resident Cards taken away for record purposes and may be returned to them later. However, please note that they will first be summoned by the Hostel Management and the following actions may be taken:

**First Offence**

The hostelite concerned will be told that his/her parents/guardians will be informed of his/her late return to the Hostel Complex. First warning letter will be issued to the hostelite.

**Second Offence**

The hostelite's parents and Student Affairs Executive will be informed of the hostelite's habit of returning later than the stipulated time. The hostelite will be told that he/she would be evicted from the hostel if it happens the third time. Second warning letter will be issued to the hostelite.

**Third Offence**

This results in eviction from the Hostel followed by letters to the parents and Principal's Office informing them of the eviction.

**14.0 Pets**

- 14.1 Pets are not allowed in the hostel complex and if found will be confiscated. A penalty of RM50.00 will be charged.

**15.0 Parking**

- 15.1 Parking facilities are available for a limited number of motorcycles.
- 15.2 Hostelites who park their motorcycles in the residence will do so at their own risk. The Management will not be held responsible for any lost/damages incurred by the Hostelite.

**16.0 Maintenance and Repairs**

- 16.1 Hostelites are requested to fill up the Maintenance Form (Student) in the Residence Office in case repair works are needed.
- 16.2 If a Maintenance staff has found that a hostelites has deliberately damaged an item or fixture within the room then he or she will be charged accordingly.

**17.0 Transport**

- 17.1 Transport to and return from College is service provided free for all hostelites only. Students must carry their resident cards at all times. STUDENTS WITHOUT RESIDENT CARDS WILL NOT BE ABLE TO ENTER THE BUSES.
- 17.2 The timings for the buses is posted at the lift lobbies of all the hostels.
- 17.3 Any bus complaints can be brought to the attention of the hostel management and student Affairs Executive.

## **18.0 Emergency**

18.1 In case of emergency outside office hours, please contact (i) the Management on duty at the Warden's hostel unit. The phone numbers of the Wardens will be provided to the students.

## **19.0 Revision of Rules and Regulations**

19.1 The Hostel Management reserves the right to revise the Rules and Regulations from time to time and will keep the hostelites informed of any changes in the form of memorandum and notices on the Notice Boards.

19.2 A hostelite residing at any of the hostel under the purview of this institution is governed by the rules and regulations herein mentioned.

19.3 Hostelites found breaking any hostel rules at any of the hostel (s) under the purview of this institution are liable to be evicted from the hostel and can also be expelled from the institution within 24 hours.

## 20. Fine Rates

### A. Fine Rates for residents who breach hostel rules

No	Offense / Description / Particular	Fine (RM)
1	Offending directions are located outside the hostel after 10 pm	50
2	Violating the prescribed rules of dual affiliation between men and women or in the event of suspicious or inappropriate behaviour around the hostel's residential area.	50
3	Allowing unregistered residents to stay in the residents hostel	150
4	Allowing registered residents enter other hostel	100
5	Allowing opposite gender or friends of opposite gender to enter residents hostel	100
6	Improperly attired around the hostel and common areas	50
7	Making noise until disturbing others resident	50
8	Changing room without permission	150
9	Removing furniture in the room	50
10	Leaving lights or fans on when residents are not in the room	50
11	Using bed without bed sheets	50
12	Dirtying room, verandah and hostel	50
13	Cooking in the room	50
14	Bring non-halal food or material to the hostel	50
15	Keeping animals and pets in the hostel	50
16	Keeping shoes or slippers outside room door	50
17	Have cigarettes or tobacco products and similar or electronic cigarettes (vape)	100
18	Have or keep cigarette butts	50
19	Bring or own or keep alcohol drink in the hostel	100
20	Drinking alcohol and drunk in the hostel	100
21	Take or possess or offer any kind of drugs or poison to any individual	100
22	Own / have any obscene (pornography) materials	50
23	Possessing dangerous weapon	50
24	Fighting and gambling in the hostel	50
25	Using kitchen oil / Gas cooker	100
26	Using electrical devices without permission	50
27	Nailing / sticking poster or pictures on the walls	150
28	Misuse of fire extinguisher	150
29	Hanging clothes at the window	50
30	Hanging rubbish or plastic bag on the door knob	50
31	Leaving keys on the door	50
32	Loss of key and borrowing original key from warden and not return it	100
33	Damage set of keys or door knob	100
34	Throwing left food to sink and make blockage	50
35	All forms of vandalism e.g dirtying and damaging hostel property	150
36	Displays or exhibits in any manner any use of any religious material or thing or symbol that may cause discomfort to another resident	50
37	Any other offence at the discretion of the warden	50



B. List of items in room and residents will be liable if these equipment are damaged or lost

<b>NO.</b>	<b>ITEM</b>	<b>FINE (RM)</b>
1	Windows Curtains	100.00
2	Plastic Chairs	50.00
3	Banquet Tables	150.00
4	Beds (Double Decker)	300.00
5	Wardrobe	300.00
6	Shower Rose <b>(if any)</b>	150.00
7	Heater <b>(if any)</b>	350.00
8	Lights / Socket <b>(if broken)</b>	30.00
9	Mattress	150.00
10	Windows / Sliding Windows	200.00
11	Wall Fan	150.00
12	Ceiling Fan	150.00
13	Stand Fan	180.00
14	Door Lock / Knob	30.00
15	Fire Extinguisher	100.00

**Emergency**

<b>Services</b>	<b>Contact Number</b>
<b>Emergency Numbers</b>	
Police	999
Ambulance	999
Fire Brigade	994
Accidents/Natural Disasters	991
Police Station (Alamesra)	088 488 222
Klinik Kesihatan 1 Malaysia	088 473 129
1 Borneo Management	088 447 744

# *Student Affairs*

## **STUDENT WELFARE**

The Student Welfare Office caters for the needs and welfare of the student and to help students to adjust to campus life with least discomfort. It oversees all aspects related to student development and oversees the management and engagement of student activities.

## **HOSTEL AND ACCOMMODATION**

The best way to experience college life and the college community is if you choose college accommodation. MAHSA provides accommodation for both Malaysian and International students.

## **FOOD & BEVERAGES**

Several food outlets are located in 1Borneo which provides a wide variety of food which includes Malaysian, Asian and western cuisine.

Open: 9 am to 9 pm including weekends

## **HEALTH & EMERGENCY**

### **Health Insurance**

Malaysian students have insurance coverage for hospitalization only. International students have insurance coverage for outpatient treatment & hospitalization.

## **COUNSELLING AND MENTORING**

Counselling service is provided to students to guide and help them to overcome challenges in campus. It is free and discussions held between students and counselor are kept private and confidential. A mentoring system is in place in all the programmes

## **CAREER DEVELOPMENT**

The College organizes Career Fair / Exhibition by inviting reputable employers from various health sectors in providing job opportunities to students who are about to complete the studies.

# *Student Bodies*

## **STUDENT REPRESENTATIVE COUNCIL (SRC)**

The Student Representative Council is a student based democratic organization that serves to enhance the quality of campus life through activities, address student problems, maintain communication between students and college staff and provides an opportunity for leadership roles.

The SRC is made up of nine members:-

- a. President
- b. Vice – President
- c. Secretary
- d. Treasurer
- e. Welfare Bureau
- f. Sports and Recreational Bureau
- g. Cultural and Social Bureau
- h. Academic Bureau
- i. International Student Bureau

## **ASSOCIATION OF INTERNATIONAL STUDENTS (AIS)**

The Association of International Students was formed to bring the diverse international community in MAHSA College to share their rich and diverse culture in academia and social levels with students of the college community while providing a supportive environment for international students.

## **STUDENT ACTIVITIES**

We engage students in a number of activities in creating a balanced educational and social campus culture by involvement in social, spiritual, cultural, intellectual, athletic, recreational, artistic, and community oriented pursuits.

## **ALUMNI**

Joining the MAHSA College Alumni Association (MCCA) which is an association of former students is a lifelong relationship with your former higher institution of learning. The alumni often organise social events, publish newsletters or magazines, and raise funds for the organisation. MAHSA College provides benefits and services that help alumni maintain connections to their educational institution and fellow graduates.

## **PARTICIPATION IN ACADEMIC AFFAIRS**

Students are allowed to participate in curriculum development and in matters affecting them.

## **RECREATION**

Both organized and informal sports and special main activities are encouraged to develop healthy lifestyles and for relaxation. Students are able to use the facilities in the nearby institutions. Several clubs / associations / societies regularly organize their own activities under the Student Representative Council (SRC).

Through the planning and organisation of sports competitions students also acquire leadership skills.

## **COMMUNITY INVOLVEMENT**

To broaden the overall educational experience of students, MAHSA College encourages student's involvement and their commitment to the community through community service. It provides an opportunity for learning, understanding community needs, fostering civic responsibility and caring attitude, and giving back to the community.

## **INTERNATIONAL STUDENTS**

International student affairs provide services to international students. Our goal is to enable international students to have successful academic, cultural and personal experiences and an opportunity for international to share their diverse cultures to the students and community. We aim in helping international students to make the transition to a new country and its culture as comfortable as possible. The International Office provides the following assistance:-

*Permits and Visa processing*

*Provides administrative assistance for approval from relevant authorities*

*Contact with their respective embassies*

*Contact with Association of International Students (AIS)*

*Housing and Accommodation*

*Counseling*

*Career advice*

*Financial help*

# *Convocation and Convocation Rules*

Convocations are held once

- Diploma are conferred only to graduates who attend the Convocation.
- The College however may allow the Diploma in absentia in exceptional cases.
- A Convocation briefing and rehearsal are held at the venue.
- Graduates are required to attend the session to familiarize with the event.
- Graduates must wear appropriate attire and shoes for the Convocation event.
- Graduates are required to follow all the instructions from the Secretariat.
- Graduates are strictly not allowed to leave the hall until the ceremony is over.
- Conferral Arrangement – The designation of rows and arrangement for the graduates seating will be arranged by the Secretariat.

## **AWARDS AND PRIZES**

Diploma

## **CONVOCATION AWARDS OF MAHSA College**

Name : Principal's Award

AWARD : Plaque & Certificate of Excellence

CRITERIA : **Academic**

- a) Graduation during current academic year
- b) Student must have achieved C.G.P.A of 3.75 and above AT THE END OF (for) his/her programme of study.
- c) Possess excellent academic records.

**Extra Curricular and Leadership**

- a) Actively participated in SRC (Student Representative Council).
- b) Club participation / other related activities (level of participation will be considered) and evidence of active participation in extracurricular activities.
- c) Other College activities; Represented the College as State / National / International level.
- d) Shown exemplary conduct befitting the profession they are trained for.

**Others**

- a) All fees due to the College must be settled in full.
- b) Student (s) never subjected to disciplinary actions.

Name : DEAN'S LIST

AWARD : a) Students shall receive a "Certificate of Achievement" (only).

CRITERIA : **Academic**  
Students MUST have achieved C.G.P.A (G.P.A) of 3.75 AND ABOVE AT THE END OF (in) any semester IN HIS / HER PROGRAMME OF STUDY. (of their course programme)

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Name : Programme Excellence Award

AWARD : Plaque & Certificate of Excellence

CRITERIA : **Academic**

Students MUST (who) have achieved (a final) C.G.P.A of 3.75 AND ABOVE AT THE END OF HIS / HER PROGRAMME OF STUDY (for the entire duration of their respective course programme)

**Others**

All fees due to the College must be settled in full.

# Plan / Location / Address

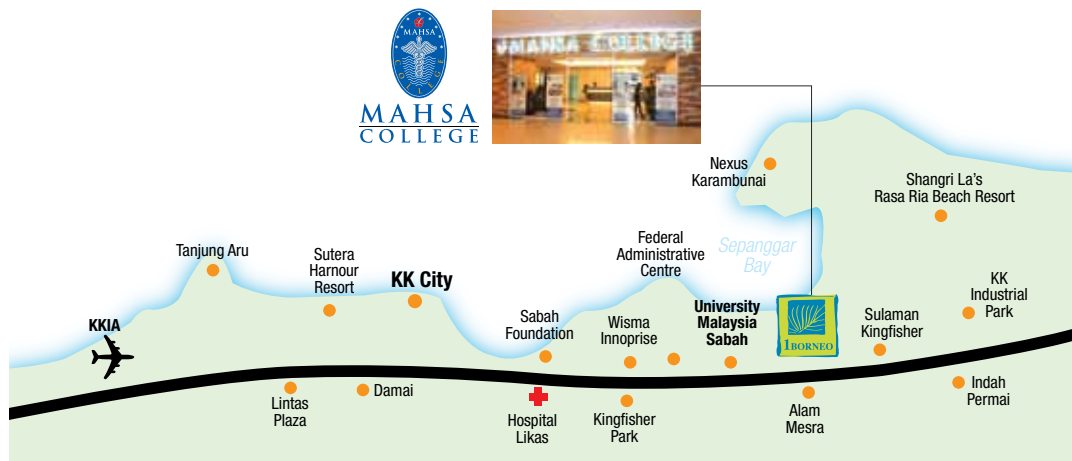
## Mahsa College Sabah Campus,

Lot No. C-100B, Concourse Floor

1 Borneo Hypermall

88400 Kota Kinabalu, Sabah

## PLAN/ LOCATION



MAHSA College Sabah Campus