

MAHSA AVENUE INTERNATIONAL COLLEGE

(Formerly known as MAHSA Prima International College)

DK263(W)

STUDENT HANDBOOK 2022/2023





MESSAGE FROM CHIEF EXECUTIVE OFFICER **OUR VISION & MISSION** 4 **RESPONSIBILITIES OF STUDENTS** ADMISSION DEPARTMENT – REGISTRATION **PROCESS** FINANCIAL ASSISTANCE STUDENT FINANCIAL POLICY 13

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Welcome to MAHSA Avenue International College (MAIC). MAIC offers many industry-relevant programmes and majors in thriving fields that are crucial for the economy. For those who want to enhance their knowledge and skills and seek employment into lucrative industries, you have come to the right place.

Our programmes provide our students with advanced and comprehensive knowledge. This is to ensure that our students always stay on par with their peers and relevant to their industry. We teach, guide and nurture our students to have the ability to absorb, analyse, evaluate and apply various information to excel at work and to handle any situation that they will potentially face with adequate critical thinking skills.

They are also taught practical skills, digital and numeracy skills, interpersonal and communication skills, and leadership skills. All this encompass the holistic development of our graduates. We also believe that entrepreneurs can be made rather than born, and as such we ensure that all our students learn entrepreneurial skills through the curriculum and extra-curricular activities. In addition, we teach our students to make decisions ethically and to act professionally at all times.

Our college invests resources to continuously find new innovative pedagogical methods to ensure that students have the ability to learn effectively and to apply what they have learnt. Our academic team is topnotch, with industry experience. This gives them the ability to share their knowledge and latest trends of the industry, allowing our students to gather better insights into their major.

All assessments are real-life case studies requiring our students to apply what they have learnt to solve issues and problems and to create strategies so that these issues and problems are dealt with carefully.

Today many of our graduates are successful employees and leaders in many local and international companies. Call us today to find out how you can also be one of our many MAIC success stories.





VISION

 MAHSA Avenue International College vision is to provide a fully integrated educational establishment which prepares and assists potential graduates to be competitive in the job environment and to be an International Leader in providing Quality Education for all students.

OUR MISSION

- To serve and enrich the students and communities by providing opportunities for advancement through higher education, training, and research.
- To have graduates who are competent, creative, innovative and adaptive to changes.
- To help students apply real life situations in their learning to produce graduates who can adapt to working environment and lifelong learning.

RESPONSIBILITIES OF STUDENTS



BASIC DO'S

Comply with the academic conditions and criteria pursuant to the academic regulations of the college.

Comply with the registration process and due submission of all requested documents.

All college fees are paid in accordance to the agreed payment schedule and records as well as receipts of payments to be retained by the students for record purposes.

Attend lectures, actively participate in tutorials, lab sessions and industries placement as required by the MQA standard guidelines.

Be proactive in obtaining guidance and advice from lecturers, head of programmes, student counselors, administrative staff and management staff to solve any problems faced during the course of study.



Do not do anything that might bring disrepute or damage the good name of MAHSA Avenue International College, including but not limited to attire, comments made on social media or political or racial statement.



ADMISSION DEPARTMENT – REGISTRATION PROCESS

1. Apply

2. Meet requirement

3. Verification

4. Issuance of Letter of Offer

5. Returned of the Acceptance Letter

6. Registration

7. Issuance of Student ID

Prospective student to complete the Application Form and submit relevant documents on MAIC Registration Day and are advised to complete the Application Form in detail, ensure clarity of your name (as printed on the identity card or passport), correspondence address and

contact

number(s).

Student must meet the academic entry requirement and required to pass in both Bahasa Malaysia and Sejarah in SPM in order to be admitted into of the anv programmes offered by MAIC.

Verification of Documents:

- 1. A complete set of certified true copy of your previous academic achievement s, certificates and/or transcripts,
- 2. A certified copy of your Malaysian National Registration Identity Card (NRIC) and
- 3. Two (2 copies o your passportsized photograph (blue/white) background.

A Letter of Offer will only be issued with validity of one (1) month to a student upon meeting the entry requirement and verification of documents has been completed.

* The College has
the right to
withdraw the
Letter of Offer or
reject the Letter
of Acceptance
where it
transpires that the
student has given
false or
misleading
information.

Students are required to return the duly signed Letter of Acceptance the Admissions Department whereby the student deemed to have understood. acknowledge and agreed to the contents of Letter the offer.

To complete registration:

- 1. A complete set of certified true copy of your previous academic achievements, certificates and/or transcripts.
- 2. A certified copy of your Malaysian National Registration Identity Card (NRIC) and
- 3. Two (2) copies of your passport-sized photograph (blue/white) background.
- 4. Letter of Acceptance
- 5. Copy of Letter of Offer
- 6. Student Biodata Form
- 7. Student Data Protection Form

ID Cards will be ready for collection at the Registrar's Office15 working davs after the of Dav Reaistration provided the reaistration process is complete.

received due to submission of incorrect / incomplete data due to negligence / non-submission

The College shall not be

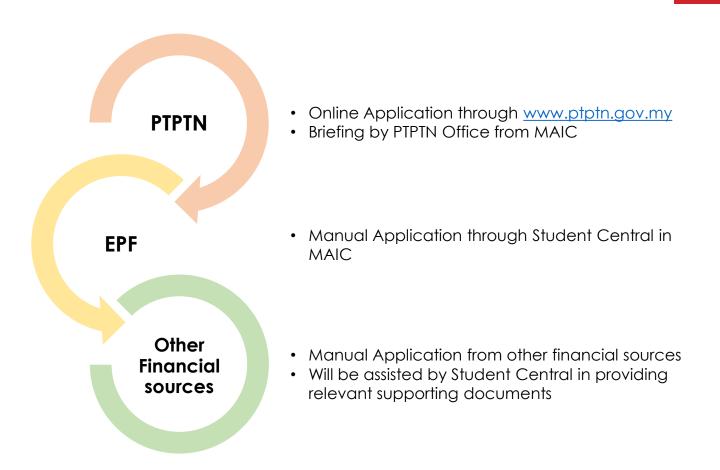
responsible for information not





Student may seek loan facilities such as Perbadanan Tabung Pendidikan Nasional (PTPTN), Employees Provident Fund (EPF) or any other financial sources to help pay the college fees.

PTPTN loan facility or other loan facilities will enable the student to either fully or partially pay their fees and subsistence for the duration of their study in the Ministry of Higher Education. The actual sum provided under this scheme for each of the courses may vary from time to time. Student and parent(s) are advised to check the sum provided under this scheme at the time of admission.



FINANCIAL ASSISTANCE – PERBADANAN TABUNG PENDIDIKAN TINGGI NASIONAL (PTPTN)



Application Process:

Student to open CIMB account & SSPN account (RM20) can be opened at any branch of Maybank or PTPTN counter



purchase a PTPTN pin (RM10) at any bank Simpanan Nasional (BSN) branches.



Student to apply through Online Application via www.ptptn.gov.my



Application process wil follow the date set by PTPTN for MAIC.



Student to complete the agreement and submit to MAIC for verification and submission to PTPTN



Student to print out the agreement after approval



PTPTN Processing and Approval

PTPTN Officer for MAIC: Mr. Mohd Zulkifly





PTPTN Application is divided into two (2) processes:

PTPTN Online Application	PTPTN Agreement Submission
The College will conduct an online application session for PTPTN applicants in the week of Orientation. Date and venue will be informed to the students on the registration day. All applicants are compulsory to attend the briefing.	The online application will be approved after 6 working days from the closing date of the online application. Once approved, an email with details of the date and venue of agreement submission will be sent to all applicants.
Documents needed: 1. PTPTN pin number 2. SSPN account 3. Photocopy of CIMB bank account details or bank statement 4. Photocopy of student's IC 5. Photocopy of parents/guardian/spouse IC 6. Photocopy of parents/guardian/spouse pay slip	 Documents required: Two (2) original printed sets of agreement (16 pages x 2 sets) One (1) set of 'Butiran Peribadi' (to be printed from the PTPTN website Two (2) Stem Hasil (RM10 x 2 pieces) Photocopy of MAIC Letter of Offer Note: Use black or blue ball pen only
DIDINI Online Application Deadline:	DTDTNI A graph and Submission Degalling.

PTPTN Online Application Deadline:

Intake	Date	
April	1 st March – 31 st March 1 st April – 30 th April	
July	1 st June – 30 th June 1 st July – 31 st July	
October	1st September – 30 September 1st October – 31 October	

PTPTN Agreement Submission Deadline:

Intake	Date
April	21 st April 21 st May
July	21st July 21st August
October	21st October 21st November

- 1. Witness signature of the recipient at page 7/14 has to be signed by a government officer (Grade 41 and above) or PTPTN officer from MAIC only. Do not certify all the supporting documents.
- 2. Each supporting document must be crossed for 'KEGUNAAN PTPTN SAHAJA'



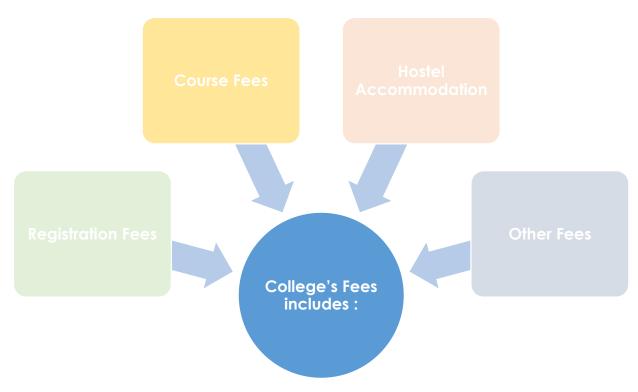


Courses Sponsored by PTPTN:

No	Course	Code	Duration	Maximum	75%	50%
1	Diploma in Business	A5458	2 Years 6 Months	RM18,000	RM13,600	RM9,000
2	Diploma in Accounting	MQA/FA 2310	2 Years 3 Months	RM13,600	RM10,200	RM6,800
3	Diploma in Human Resource Management	MQA/PA 12889	2 Years 6 Months	RM18,000	RM13,600	RM9,000
4	Diploma in Information Technology	A5677	2 Years 6 Months	RM18,000	RM13,600	RM9,000
5	Diploma in Graphic Design	A8157	2 Years 6 Months	RM18,000	RM13,600	RM9,000
6	Diploma in Mass Communication	MQA/FA 4723	2 Years	RM18,000	RM13,600	RM9,000







Shall be paid promptly and in accordance to the mode of payment as arranged and agreed by the management of MAIC.

Student who fails to pay the college's fee in accordance to the agreed payment structure is in breach of the college's rules. The college has the right to issue as demand for payment and if the student fails, neglect and/or omits to pay the college fees as demanded, 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:

Prevent and/or bar the student from attending classes, lectures and tutorials



Prevent and/or bar the student from using MAIC facilities and resources and subsequently sitting for examinations including de-activation of the student ID Card



Terminate the student from the program

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

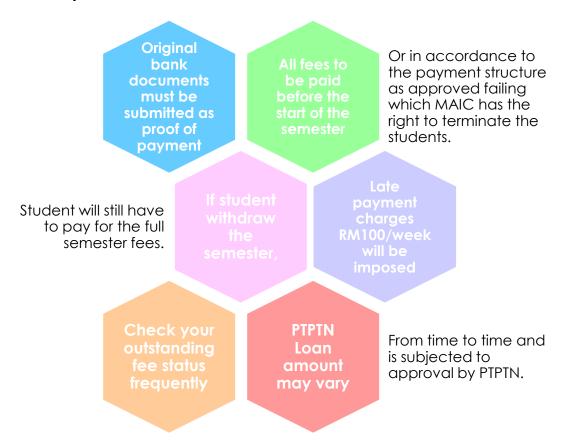


STUDENT FINANCIAL POLICY

Registration and Tuition Fees

- > Fees prescribed for every course of study are as 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 Department for the latest fee rate.

Fees Payment



Refund Policy

No	Type of Fees	Refund Policy	
1	Application, Registration & Amenities Fee	No Refund	
2	Hostel Registration Fee	No Refund	
3	Course Fee	No Refund / Extenuating Circumstances	
4	Hostel Fees * Semester – Malaysian Student	No Refund if student has stayed in the Hostel	

Any refunds due to the student will be used by the College to offset any outstanding monies due and owing by the student.



STUDENT FINANCIAL POLICY

CHARGES FOR OTHER FEES

No	Type of Fees	Amount	
1	Credit transfer	RM50 (per subject)	
2	Repeat Subject	RM150 per subject	
3	Supplementary Exam, Special Exam and Appeal Against a Grade	RM200 per subject	



ACADEMIC CALENDAR 2022/2023

	January 2022 Short semester		April 2022 (Long Semester)	August 2022 (Long Semester)	
Activity/semester	Returning Students	New Intake	New Intake & Returning Students	New Intake & Returning Students	
Intake Period	N/A	1 Dec 2021 - 21 Jan 2022	21 Feb 2022 - 8 Apr 2022	11 Jun 2022 - 26 Aug 2022	
Registration Day (New Intake only)	N/A	10-Jan-22	21 Mar 2022	8-Aug-22	
Semester Commencement - Reenrolment	3 Jan 2022	10-Jan-22	28 Mar 2022	15-Aug-22	
Orientation (New Students Only)	- N/A		22 Mar - 24 Mar 2022	9 Aug 2022 - 11 Aug 2022	
Lectures	3 Jan 2022 - 19 Feb 2022 14 Jan 2022 - 25 Feb 2022		28 Mar 2022 - 8 Jul 2022	15 Aug 2022 - 25 Nov 2022	
Mid semester break	emester break 21 Feb 2022 - 27 Feb 2022 N/A		16 May 2022 - 22 May 2022	3 Oct 2022 - 9 Oct 2022	
Examinations	28 Feb 2022 - 6 Mar 2022		18 Jul 2022 - 24 Jul 2022	5 Dec 2022 - 9 Dec 2022	
Semester Holiday	7 Mar 2022 - 27 Mar 2022		25 Jul 2022 - 14 Aug 2022	12 Dec 2022 - 1 Jan 2023	





REGISTRATION AND ORIENTATION

- Registration of a student is deemed completed once the student have submitted the pertinent documents and payments.
- Student who has registered with MAIC will be required to attend the orientation week/day which is mandatory.

SEMESTER ENROLMENT

 All active students are required to enroll for courses for the semester. For on-going active students, this exercise is done from Week 14 of the current semester until Week 3 of the following semester.

NON ENROLMENT

- Any student who does not perform the enrolment or re-enrolment exercise is considered as 'inactive' and will be denied to have access to the facilities of the college and to attempt any assessment for the course(s).
- Any student who fails to enroll for two (2) consecutive semesters will be deemed as having withdrawn from the programme and the college.

CLASS ATTENDANCE AND ABSENTEEISM

- •Students are required to ensure that they attend classes, lectures, and tutorial in accordance to the time table. A student who fails to meet the 80% per subject per semester requirement will be barred from sitting for the examinations.
- •If a student is found missing from classes and lectures for more than three (3) times without reasons, the College will issue warning letters to students and copies of the letter will be sent to the parent or guardian of the student.





CESSATION OF PROGRAMME

STUDENT WITHDRAWAL

Fill up the Student Withdrawal Form, may be obtained from the Student Central Department Complete the form and obtain the requisite approval before the student is allowed to withdraw from the program and to received refund (if any).

All college fees up to the date of last day of attending class must be paid in full failing which, the student will not be given the approval for withdrawal

- 1. The student will only be given the college transcripts (if any is available) upon completion of the due process of the student withdrawal.
- 2. The College reserves the right to seek for legal action against the student for the non-payment together with interest, cost and expenses.

ACADEMIC MATTERS





- College has decided to terminate the student based on disciplinary ground and the student has exhausted all ground of appeal.
- All outstanding fees must be paid.
- Student must vacate the college's premises within forty eight (48) hours.

TERMINATION

The college has the discretion to terminate a student based on the following grounds:

Termination as a Result of Non-Payment of College Fees Where a student has failed to pay the college fees within the time frame provided, the college has the right to terminate the student from the programme and deduct any outstanding fees from refunds (if any) or alternatively institute legal action against the student for all cost and expenses.

Termination as
a Result of
Failure to meet
the Academic
Standard

- Student may be terminated from the programme by the School if the student fails to meet the minimum academic requirement.
- The official letter of termination will come from the Registrar's Office and the student has the right to appeal against the termination, subject to the terms and conditions.
- The decision of termination will be endorsed by the Academic Department of the college and the decision of the Academic Department is final.

INTERNATIONAL STUDENT



VAL

All international must apply for Visa Approval Letter (VAL) from the Immigration Department Malaysia before your arrival to Malaysia. Student who enter Malaysia without the VAL, your entrance may be rejected and you will asked to leave the country.

STUDENT VISA You will receive your student visa with validity of one (1) year once you have passed the medical screening and complete the admission and registration process at MAIC. You are responsible to submit your request to renew your student visa three (3) months before the expiry date through Student Central Department. Failure to do so, you may be charge under the Overstay Offense from the Immigration Department.

CLASS ATTENDANCE All international student must meet the minimum requirement of 80% of class attendance for each subject every semester. Failure to meet this requirement, you may be barred from the examination and your visa may be revoked.

ACADEMIC PERFORMANCE

All international student must meet at least CGPA of 2.00 every semester. Should the student does not perform with the minimum CGPA, your visa renewal may be rejected and your visa may be revoked.

IMMIGRATION REGULATION

- i. For any late submission of the student visa renewal, a charge of RM150 is applicable
- ii. For any Overstay offense, charges are as below:

1st Offense (from RM1000 – RM4000)

2nd Offence (RM4000 and will be deported back to your country)

All cost of any offense, will be borne by the student

STUDENT ETHICAL CODE



- >> Attire must be appropriate at campus, class room, computer labs, where teaching-learning activity takes place. Students are advised to dress appropriately and decently including wearing of shoes and hair appropriately groomed. The College has the right to demand the student to leave the class room, computer labs and campus area if the student is found to be dress inappropriately.
- >> Students are required to wear their student ID whilst on campus.
- >> Students are required to carry themselves in a manner that is befitting a student of the college.

- >> The College takes a serious view of students who misuse the social media such as Facebook, Instagram, Whatsapp, WeChat, Snap Chat, Linked In, Sahara, Twitter and etc. to post comments and captions on MAHSA Avenue International College that are frivolous, unsubstantiated, abusive, vulgar, or obscene. Students who are caught will be subjected to severe disciplinary action includina:
 - a. Suspension from attending classes between two (2) weeks to two (2) months.
 - b. Expelled from the college for severe offences.
 - c. Legal action for defamation.

- >> Students are encourage to give their feedback or lodge complaints if they have any grievances when dealing with any of the departments / School.
- >> Students are requested to fill up the Student Grievance Form. available at the Student Central Department. Students must ensure that the form is completely filed and the details provided are accurate. Students are required to state their contact number, to enable the Student Central Department representatives to contact the student.
- >> If the matter raised by the student is confidential, the student must put the form in an envelope and mark it 'Private& Confidential' and attention it to either the Head of Academic (Head of School or Principal) or the Disciplinary Committee.



Prohibition

1. Prohibition on Using Lecture Materials

- i. Students are not allowed to use the 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 Head of School 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 Head of School may put any limitation or conditions which are thought to be relevant and appropriate.

2. Control over Assembly

- i. No students shall hold, organize, and call to assemble or call or cause to be held, an assembly of more than four persons anywhere in the college without the approval of the Head of School.
- ii. In giving the approval (i) above the Head of School shall give the approval limitations or conditions deemed to 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.

3. Publishing Prohibited Documents

- 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 Head of School with whatever restrictions and conditions that are deemed relevant and appropriate.
- ii. Approval by the Head of School is in addition to any license, permit or other approvals which may be required under the law.

4. Prohibition on Activities Outside the Campus

i. 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 Head of School subject to restrictions and conditions that may be imposed which is deemed relevant and appropriate. However, nothing under this provision can be taken as restricting a student from an activity which is deemed personal.

5. Prohibition on Students Involved In Working

i. 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 Head of School and subject to any restrictions or conditions that may be imposed which is deemed relevant by the Head of School.



6. Prohibition on Matters Pertaining to College

i. 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 members of the media or to the public during any talk, speech or public statement or to 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.

7. Prohibition on Gambling in the College

i. 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.

8. Prohibition on Consuming or Possessing Liquor, Indecorous Behavior and Smoking

- i. No student shall consume or possess or have under control or carry liquor in the college.
- ii. Any students who behave in an indecorous manner under the influence of liquor in the college are guilty of a disciplinary offence.
- iii. Students may not smoke on college grounds. Smoking shall be construed as an act of inhaling and exhaling or emitting smoke from any tobacco products such as cigarettes, pipes, shisha, cigars, and tobacco leaf cigarettes, electronic cigarettes of any kind or any other smoking paraphilia.

9. Prohibition Pertaining Obscene Materials

- 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 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 view or listen to materials considered to be obscene in the college grounds.

10. Prohibition on Dangerous Drugs and Poison

- i. No student shall have in his/her possession or control or care any drug or poison as defined by the Dangerous Drugs Act 1952 and the Poisons Act 1952 as well as the respective government regulations.
- ii. No student shall provide, supply, have or offer or suggest providing, supplying, having or offering 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 provisions of the above procedures can be considered prohibiting a student from undergoing or seeking any treatment by a medical practitioner registered under the Medical Act 1971 provided the student informs the Head of School of the medical condition.
- v. Any student who is found to be under the influence of any drug or poison is guilty of disciplinary offence.



11. Prohibition on Plagiarism

11.1 Plagiarism

- i. As a student, you cannot take, use, and pass off as your own (in whatever form) the ideas and words of another, without proper reference. Simply stated, plagiarism is copying someone else"s words, information or even ideas with- out acknowledging the source (the person and the work).
- ii. There are many ways in which students plagiarize. Below are some instances in which you could be found guilty of plagiarism:
 - a. Copying any portion from books, journals and electronic sources without acknowledgement;
 - b. Copying other student"s work (sentences or paragraphs), without acknowledgement;
 - c. Using any part of a previously marked work in a new assignment for the same / another tutor /lecturer.

11.2 Penalties for Plagiarism

- i. Plagiarism is a very serious academic offence, and can amount to a misconduct and you may be penalise as follows:
 - a. A "Fail" grade for your work (assignments, projects and course).
 - b. Suspension of one semester or one academic session.
 - c. Expulsion from the college.
 - d. Withdrawal of your course.

12. Cleanliness in the College

i. 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 building or other construction in the college.

13. Prohibition on Being or Creating Noise and Causing Nuisance or Disturbance

i. 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.

14. Prohibition on Living or Sleeping In the College

i. 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.

15. Prohibition on Entering Restricted Areas or Buildings in the College

i. No student shall enter any area in the college or any area in any building in the college that is prohibited by the college unless the student has obtained prior written approval from the Academic Department.



16. Other Prohibition

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, etiquette 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. 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.
- vi. 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.
- vii. 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.
- viii. 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.
- ix. 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 Head of School on the recommendation of the examiner of Examination Board.
- x. 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.

17. Mandatory Attendance of Lectures

Students must attend all lectures, tutorials, classes or other study requirements related to the course, except with prior approval from the Head of School, 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 School satisfying him with the valid reason for not attending, and must get the Head of School's approval.



ii. Sitting For Examinations

Students whose course requires him/her to sit for an examination, must sit for the examination except obtaining prior approval from the Head of School, 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 School satisfying him with the valid reason for not sitting the examination, and must get the Head of School"s approval.

18. Breach of Discipline

Breach of discipline and Penalties

- i. Any student found to have committed a disciplinary offence or a misconduct shall be imposed any one or any two or more penalties as appropriate combined together from the following penalties:
 - a. Warning;
 - b. Fine:
 - c. Any other penalties that are deemed to be fix as decided by the Disciplinary Board.
 - d. Suspended from any or all facilities of the college for a specified period of time.
 - e. Excluded from any area of the College for a specified period of time.
 - f. Expelled from the college.

19. Penalties and Imposition of Fines

i. 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, suspension or dismissal depending on the severity of the crime.

20. Disciplinary Procedures

20.1 Process

i. Students will receive a letter from the Academic Department informing the Student of the Misconduct and/or Offence committed and the date of hearing before the Disciplinary Board. Students are required to attend the hearing and may be accompanied by a family member or a fellow student. The Disciplinary Board will inform the Student of the decision.



20.2 Consequences of not Attending the Disciplinary Board

i. If a student fails to attend and appear before the Disciplinary Board, the student shall be immediately suspended and the suspension shall continue until the student appears before the Disciplinary Board at the next hearing date Students are advised to check with the Academic Department for the dates and decision.

20.3 Procedure

- i. At the Discipline Hearing the Disciplinary Board shall explain to the student the facts regarding the disciplinary offence or misconduct which the student is alleged to have committed.
- ii. If the student admits to the offence or misconduct, the Disciplinary Board will take consideration the admission and proceed to deliberate and deliver a decision. If the student does not admit to the offence or misconduct, the student will be given an opportunity to state the student's case and to call any witnesses be it fellow students or staff. The student is allowed to request for time to prepare the student's case.
- iii. The Disciplinary Board shall have the right to call any witness to provide evidence of the student's offence or misconduct.
- iv. The Disciplinary Committee after hearing the student's case will proceed to deliberate and deliver the decision of the Board. The student will be informed of the decision by the Academic Department within two (2) weeks from the date of the Disciplinary Hearing. If a student is not happy with the decision of the Disciplinary Board, the student may appeal against the decision within two (2) days from the date of decision, by writing formally to the Head of School stating the reasons for the appeal. The Head of School will call for a Disciplinary Board meeting to deliberate and deliver the decision of the Disciplinary Board. The student may be called to appear before the Disciplinary Board. The decision of the Disciplinary Board is final.
- v. The Disciplinary Board may examine or recall any of the witnesses at any time before announcing the decision

20.4 Care and Destructions of Exhibits

- i. The Disciplinary Committee or Disciplinary Board shall direct that all documents or other objects submitted during the Disciplinary Hearing be kept under the care of the Head of School.
- ii. And 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. Notes of the proceeding and decision of the Disciplinary Committee or Disciplinary Board will be kept by the Head of School.
- iv. The Head of School will maintain a register of all disciplinary hearings carried out under these Regulations.

STUDENT CENTRAL DEPARTMENT



Student Central Department offers services that covers the whole process of a student's life cycle during their study duration and after graduation. The department oversees all aspects of student development including the management and engagement of student activities. The department also assists the students in resolving any grievances that the student may have.

ADMISSION

• Provides details about the admission process, tuition fees, and keeper of the student's records.

STUDENT REPRESENTATIVE COUNCIL (SRC)

* The SRC is a student based demographic organization that serves to enhance the quality of campus life through activities, address student problems, maintain communication between students and college staff(s) and provide an opportunity for leadership roles.

INTERNATIONAL STUDENT SERVICES

• International students will be assisted by the dedicated officer to ensure all process related to their student visa application and student visa renewal is in order. The student will also be assisted should they need any advice on regulatory and Immigration matters.

FINANCIAL ASSISTANCE

- Provide advice on application for financial loan/scholarship/staggered payment of fees
- PTPTN Application, EPF Withdrawal, independent financial support etc

HOSTEL AND ACCOMMODATION

- The best way to experience college life and the college community.
- Provides range of student accommodation for both local and international students that suit your budget.

STUDENT CENTRAL DEPARTMENT



Student Central Department offers services that covers the whole process of a student's life cycle during their study duration and after graduation. The department oversees all aspects of student development including the management and engagement of student activities. The department also assists the students in resolving any grievances that the student may have.

STUDENT ACTIVITY

• 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.

COUNSELLING SUPPORT

* Free confidential service which offers short term individual counselling for students with most personal and relationship problems. If you're experiencing any difficulties which are stopping you from making the most of your time at College then make a positive choice and come along and talk with a professionally trained counsellor.

GRADUATION

• Provide yearly graduation ceremony as a celebration for all students who have successfully completed their programme.

TALENT AND ENGAGEMENT UNIT

• Provide opportunity to gain skills and network to launch a successful career.

ALUMNI

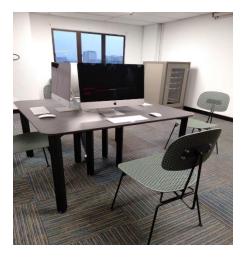
• Alumni Unit is the point of contact for graduates upon graduation and we offer you a range of special alumni events and services to help you stay connected to the College and benefit from networking with one another.

FACILITIES AND AMENITIES





LIBRARY LEVEL 3, BLOCK



COMPUTER LAB, LEVEL 4, BLOCK A



STUDENT AREA, LEVEL 4, BLOCK A



HOSTEL, BLOCK D



CAFETERIA, GROUND FLOOR, BLOCK D



ATM MACHINES AT BLOCK A & D



SELF-SERVICE LAUNDRY, BLOCK D



MINI MARKET, BLOCK A

THE END

THANK YOU