

■ ■ ■ Accuracy of the Academic Handbook

The information found in this Handbook is updated annually and is based on the 2017/2018 academic year. All policies and procedures are current as of March 2017. Revisions may occur throughout the 2017/2018 academic year. Spectrum Education Group reserves the right to change requirements, policies, rules and regulations in accordance with its established procedures. Changes and additions will be announced through the regular information distribution channels.

■ ■ ■ Non-discrimination Policy

Spectrum Education Group does not discriminate on the basis of including, but not limited to race, color, national and ethnic origin, religion, gender and sexual orientation in administering its educational policies, admissions policies, employment, scholarship and loan programmes, and athletic and other administered programmes.

■ ■ ■ Preface

This guide has been designed to provide an outline of the College's academic quality assurance procedures, to enable the reader to decide what procedure is appropriate for what purpose, and to guide the reader to the most appropriate source for further information. Staffs are also encouraged to consult, in the first instance, with their Faculty Quality Officer for advice and guidance.

The Academic Quality Handbook, alongside the Organizational Regulations and Academic Regulations, serves as a key constituent of the College's quality assurance framework, defining and providing detailed operational guidance on the College's quality assurance procedures.

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■ ■ ■ Vision of Spectrum Education Group

Spectrum International College of Technology aspires to be a leading Institution of higher education committed to providing total quality in teaching and learning within a caring environment.

■ ■ ■ Mission of Spectrum Education Group

Spectrum International College of Technology mission is to provide learning opportunities aimed at increasing the level of knowledge and to prepare students to meet lifelong intellectual and career challenges.

■ ■ ■ Our Values at Spectrum Education Group

Spectrum International College of Technology believes in:

- Providing equal rights, equal access and equal treatment
- Upholding high institutional standards
- Academic freedom & fairness
- Honesty and Integrity
- Recognizing the value and expertise of our employees.

■ ■ ■ Our Goals at Spectrum Education Group

Spectrum International College of Technology strategic goals are:

Goal 1 – Excellence Teaching & Learning : - Spectrum International College of Technology will promote and enhance excellence in teaching and learning.

Goal 2 – Caring Environment : - Spectrum International College of Technology will promote and enhance customer service oriented culture.

Goal 3 – College Infrastructure : - Spectrum International College of Technology will enhance physical, information, financial and human resources to fulfill its vision.

Goal 4 – Widening Participation : - Spectrum International College of Technology will work to accommodate students from educationally deprived backgrounds in meeting lifelong learning needs.

1.0. PRELIMINARY

1.1 Short titles, Application and Commencement Date

These rules may be cited as the Spectrum Education Group Rules 2011 (Academic) and shall come into force on the date determined by the Head of Academic Department via a gazette.

The rules shall be applicable to the courses of study that lead to the conferment of Diploma.

1.2 Interpretation

In these Rules, unless the context otherwise requires:-

“Examination Hall”	means a place or room or an area where an examination is conducted.
“One Credit Hour”	means one hour of lecture, or two or three hours of practical, or one and a half hours of tutorial in one week.
“Elective Subject”	means any subject that can be chosen by the students to supplement their programme of study or to fulfill their interests.
“Course Subject”	means the subject offered by the college for every programme of study or course.
“Equivalent Subject”	means any subject identified by the college as equivalent in status to another subject.
“Credit Transfer”	means the acceptance of a student’s academic record at another college or College, in whole or in part, as either identical to or the equivalent of a part of a Spectrum College subject, for which appropriate Credit Hours are granted by Spectrum College at its sole discretion; and “Transfer Credits” means credits earned by a student and accepted by Spectrum College.
“Exempt”	means a waiver granted by Spectrum College when a student is not required to undertake a unit or units of study or a part of a unit of study because of prior studies or work experience.
“College Subject”	means any subject that is prescribed as necessary by the Academic Board to ensure comprehensive or global education.
“Core Subject”	means a predetermined subject required for a programme of study to achieve adequate competence in the programme of study.
“Compulsory Subject”	means any subject classified as a Core subject and College subject.
“Spectrum College Invoice”	is SICT request for payment of tuition and other fees for a given semester.
“Orientation Week”	means an orientation week for new students specified by the College.
“Student”	means a student who is currently in a programme of study that leads to a conferment of a Diploma

“New Student”	means a student who has accepted the College’s offer and has registered for a subject of study for the first semester.
“Student Registration”	means registration made according to paragraph 3 of this Rule.
“Subject Registration”	means registration for every subject according to paragraph 5 of this Rule.
“Late Registration”	means a subject registered after the registration period according to paragraph 7 of these Rules.
“Academic Advisor”	means an appointed advisor according to paragraph 24 of this Rule.
“Academic Penalty”	means a penalty imposed directly on students as provided by this Rule and is not a disciplinary punishment.
“Examination”	means a continuous formal, supervised assessment used to measure students’ learning outcomes and shall include, but not limited to tests, assignments, quizzes, laboratory evaluation, and practicum, whichever is appropriate.
“Pre-requisite”	means conditions that must be fulfilled before taking a particular subject or course. It shall mean an entry requirement that must be met (usually completing a specified subject) before enrolment.
“Cumulative Average”	means total point value computed according to the formula stated in the Second Schedule of these Rules.
“Semester”	means a period of instruction which, in the case of a long semester shall refer to a system of study consisting of Fourteen (14) weeks of study and Two (2) weeks of examination and in the case of a short semester, Seven (7) weeks of study & one (1) week of examination.
“Next Semester”	means the semester consecutively following the semester a student is in.
“Registration Slip”	means a slip containing information of subjects that are successfully registered by students.
“Subject Registration Period”	means a period of time beginning from the first day of the tenth week in the semester and ending on the last day of the twelfth week in a long semester, and for a short semester, the time beginning from the first day of the fourth week and ending on the last day of the sixth week.
“Major”	means a series of subjects combined to meet Spectrum College requirements in an area of specialization that fulfills the required credit percentage or total credits in a programme of study, and there shall be more components that constitute the major than components that constitute any other single area.
Minor	means a second field of specialization in the programme of study offered.

“Specialization”	means specialization in the field of study in the main subjects offered.
“Password”	means a personal identification in the form of one or more alphabets or number or symbols given to students by the College.
“Transcript”	means an official record of academic work completed at Spectrum International College of Technology, including subjects taken, credit hours earned, and grades received.

2.0 COLLEGE

2.1 Vision of Spectrum Education Group

Spectrum International College of Technology aspires to be a leading Institution of higher education committed to providing total quality in teaching and learning within a caring environment.

2.2 Mission of Spectrum Education Group

Spectrum International College of Technology mission is to provide learning opportunities aimed at increasing the level of knowledge and to prepare students to meet lifelong intellectual and career challenges.

2.3 Our Values and Goals at Spectrum Education Group

Spectrum International College of Technology believes in:

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- ▶ Upholding high institutional standards
- ▶ Academic freedom & fairness
- ▶ Honesty and integrity
- ▶ Recognizing the value and expertise of our employees.

Spectrum International College of Technology strategic goals are:

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Spectrum International College of Technology will enhance physical, information, financial and human resources to fulfill its vision.

Goal 4 Widening Participation :

Spectrum International College of Technology will work to accommodate students from educationally deprived backgrounds in meeting lifelong learning needs.

3.0 REGISTRATION

3.1 Registration Requirements

- a. Every individual who accepts the College offer to pursue the programme of study at the Certificate or Diploma shall register with Spectrum International College of Technology according to the procedures prescribed by the offer or the Academic Board. i.e. Payment at the Bursary & Finance Department and activating student status at the Registrar / Administration office.
- b. Any individual who is registered with the College according to the procedures stated in the above sub-paragraph (a) is known as a Spectrum International College of Technology student and his/her name shall be listed in the college database until he/she successfully completes the programme of study and until the Academic Board certifies that the student is eligible to graduate or until the student loses his/her status as a College student for whatever reasons, whichever is earlier.
- c. Irrespective of what is contained in sub-paragraph (b) and subject to Paragraph 4 below, the Academic Board may, at any time, terminate the registration of any student if the Academic Board views that the student is not capable of continuing his/her programme of study due to academic reasons, and his/her name will be automatically dropped from the student database and the student will cease to be a College student.
- d. The College shall provide, keep and periodically update the student database, and according to the provisions of these rules all Spectrum International College of Technology students shall be registered in the student database.
- e. Each student shall be given a password to enable him/her to access the Spectrum Online Portal for the purpose of subject registration.

3.2 Continuous Registration

- a. Every student who has registered for the programme of study offered shall maintain a continuous registration at the College.
- b. Any student who fails to maintain a continuous registration will cease to be a student and his/her name will be dropped from the student database.
- c. A student is deemed to be continuously registered when he/she registers according to the provisions prescribed in these Rules. (*i.e. Returning students must register and pay minimum RM500 fees within the first two weeks of the semester and pay full fees before subject registration is allowed. This applies to Malaysian and International Students only.)

3.3 Subject Registration

- a. Subject to any other provisions in these rules or any conditions determined by the College from time to time, every student shall register a subject for his/her programme of study according to the guidelines prescribed in the first schedule of these rules within the subject registration period (i.e. in week 10 to 12 of the present semester) for the purpose of continuing his/her studies and learning at the College in the next semester and maintaining continuous registration
- b. Every student who wishes to register a subject shall discuss with and obtain the consent of academic coordinator before registering any subject
- c. All students must register their subjects at the Academic Office by submitting the subject registration form. Any student who does not register, or fails to register, or through negligence fails to register a subject is deemed as not having registered a subject as required by these Rules.
- d. The Academic Board reserves the right to change or amend the first schedule.

3.4 Change of Subject Registration

Any student who needs to change a subject registration may apply for the changes in the first week of the following semester in accordance with the procedures prescribed by the following paragraphs:-

3.4.1 Adding Subject

Any student who wishes to add a subject shall abide by the provisions below:-

- i) subject to sub-paragraph (ii) below, any student who wishes to add a subject that has been registered within the subject registration period shall add the required subject within the first two weeks of the following semester be it for a long or short semester.
- ii) a student who wishes to add a subject shall obtain the consent of the Programme Coordinator and the approval of the Head of Academic Department before adding a subject.

3.4.2 Dropping Subject

Any student who wishes to drop a subject that has been successfully registered shall abide by the provisions below:-

- i) subject to sub-paragraph (ii) and (iii) below, any student who wishes to drop a subject that has been successfully registered shall do so within the first five weeks if it is a long semester. For a short semester, any student who wishes to drop a subject that has been successfully registered shall do so within the first three weeks of the semester.
- ii) any student who wishes to drop a subject shall obtain prior consent of the lecturer teaching the subject in that semester and the approval of the Head of Department.
- iii) any student who drops a subject in accordance with the provisions in this sub-paragraph, but does so in the sixth week to the seventh week of a long semester, and on the fourth week of a short semester is liable for a 50% payment of subject fee for every subject dropped payable to the College.
- iv) A student who drops a subject according to the provision in this sub-paragraph, but does so after the seventh week in a long semester, or after the fourth week in a short semester is liable for a 100% payment of subject fee for every subject dropped, payable to the College.
- v) Sub-paragraphs (iii) and (iv) shall be applicable to students who pay their fee by credit hours.
- vi) The above sub-paragraph (v) shall not be applicable to students taking Diploma programmes, who pay their fees by lump-sum per semester over seven semesters of the study duration as specified in the College payment schedules. Dropping a subject is subjected to sub-paragraph (vii) below.
- vii) Students stated in the sub-paragraph (vi) may drop a subject anytime during the seven semester study duration. However, they are reminded that, if their actions cause an extension of their studies to the eighth semester and beyond, the College will charge the subject registered for the extended semester by credit hour at the rate specified by the College.

3.5 Late Registration

- a. Subject to sub-paragraphs (b) and (c), any student who does not register a subject during the subject registration period may register, within the first two weeks of the commencement of the semester as a late registration.
Any student who wishes to register a subject as a late registration within the first week of the next semester shall obtain an approval from the Academic Department of the respective school.
- b. Subject to sub-paragraphs (b) and (c), any student who does not register a subject during the subject registration period may register, within the first two weeks of the commencement of the semester as a late registration.
Any student who wishes to register a subject as a late registration within the first week of the next semester shall obtain an approval from the Academic Department of the respective school.
- c. Any student who wishes to register a subject within the second week of the next semester shall obtain an approval from the Academic Department as well as pay RM50.00 penalty for every subject that is registered.

3.6 Consequence of Not Registering a Subject

Any student who does not register, or fails to register, or through negligence fails to register a subject during the subject registration period, or fails to register a subject under the late registration process within the period prescribed by these rules, or fails to make changes to any subject registration within the period and methods prescribed by these Rules shall be automatically prevented from registering or making any changes to the subject registration.

3.7 Consequences of Automatic Prevention from Registering a Subject

Any student who is automatically prevented from registering a subject is deemed as not continuously registered at the College and his/her status as a student shall be terminated and his/her name is dropped from the Student Database.

3.8 Appeal for Not Registering Continuously

Without prejudice to the preceding paragraph, any student who is terminated and dropped from the Student Database as a result of his/her failure to continuously register with the College, may appeal to be reinstated as a student and to continue his/her studies.

3.9 Penalty for Appeal

Every student who appeals to be reinstated as a College student shall pay a penalty in the sum of RM100.00 to the College.

3.10 Acceptance of Appeal for Continuation of Study

If the College accepts the student's appeal, the student whose appeal is accepted may continue his/her studies.

3.11 New Student Subject Registration

Without prejudice to the preceding paragraph, new students are permitted to register a subject starting from the first day of the orientation week until the last day of the second week of the semester without any incurred penalty.

3.12 Subject Registration Slip

- a. Subject to registration within the subject registration period prescribed by these rules, the college in which the student is registered shall return the subject registration slip to the student on the first day of the semester.
- b. The school shall return the registration slip to a student who registers late, or returns an updated registration slip to a student who changes his/her subject registration not later than three (3) working days after the respective registration is made.
- c. The subject registration slip must be presented during examination.

3.13 Requirements to Fulfill any Subject Pre-requisite before Registering

If and when there is any pre-requisite for a subject that will be registered by a student, the pre-requisite requirement is considered to have been fulfilled on the following conditions:-

- a. if the pre-requisite is in the form of a subject, the student provides evidence that he/she has obtained the grade point for the same or equivalent subject; or
- b. if the pre-requisite is in the form of consent from the lecturer, the consent would have been obtained provided that the lecturer has reasonably and appropriately considered all relevant facts before giving or withholding his/her consent.

3.14 Registration of Students with Debts

Students with debts or outstanding tuition fees in a semester shall be restricted from registering a subject for the next semester.

3.15 Students with Scholarship

- a. Any student who is awarded a scholarship or loan from any agency for the purpose of his/her studies at the College, and the scholarship or loan is paid by the agency via the Bursar Office, may register a subject although he/she is still in debt with the College, provided that the Bursar Office is permitted to directly deduct the study fee from the scholarship or loan.
- b. Students with scholarships granted by Spectrum International College of Technology pursuant to any agreement that Spectrum International College of Technology may have with their sponsors shall be governed by provisions in the said agreement relating to the grant of the scholarships.

4.0. ACADEMIC SYSTEM AND LECTURE

4.1 Academic System

- 4.1.1 The programme of study at the College shall be carried out according to the semester system.
 - a. The programme of study at the College shall be carried out according to the semester system.
 - b. The Academic Board shall determine the schedule of the annual academic calendar, and all students and lecturers shall be informed of the schedule.

4.1.2 Academic Activities Begin on the First Day of the Semester

Academic activities including lectures at the College shall commence on the first day of the semester.

4.1.3. Credit Requirements for Graduating

For the purpose of graduating, every programme of study at the Diploma level shall normally consist of a minimum of 90 credit hours or any total credit hours exceeding 90 hours as determined by the Academic Board for the particular programme of study, and every student shall fulfill the determined credit hour requirement before they are eligible to graduate.

4.1.4 Requirement to Fulfill the Total Credit Hours for Subject Registration

Every student shall, during his/her registration at the College, ensure that all subjects registered for the semester carry the total credit hours according to the credits specified in the Second Schedule.

4.1.5 The Academic Board Authority to Amend the Second Schedule

The Academic Board may amend the Second Schedule and the amendment shall be announced to all students.

4.2 Academy Advisory System

4.2.1 Establishing the Academic Advisory System

The College plans to establish an Academic Advisory System according to the provisions of this Rule.

4.2.2 Special Budget for Implementing the Academic Advisory Activities

The college management shall allocate a special budget to implement the Academic Advisory System and shall ensure that the activities are planned and implemented as scheduled.

4.2.3 Compulsory Scheduling of Activities

The college management shall prepare a schedule for the Academic Advisory System activities every semester and shall ensure that the schedule is submitted to the person responsible for academic matters.

4.2.4 Appointment of Academic Advisor

Every lecturer shall be appointed as an Academic Advisor to a group of students that will be determined by Academic Department.

4.2.5 Authority and Responsibilities of Academic Advisors

- a. Every Academic Advisor shall hold the responsibilities stated in the following paragraphs and shall have the authority to fulfill these responsibilities.
- b. Academic Advisors shall be concerned and fully conversant with the programmes curriculum and shall be responsible to carry out the following duties towards the students under his/her advisory:-
 - i) to monitor the students' performance and progress, and give appropriate advice to the students;

- ii) to advise the students on matters relating to subject registration and any other related matters, and where appropriate and relevant, indicate his/her consent for the registration before the students register a subject;
 - iii) to assist the students in understanding the curriculum, semester system, registration system, examination system, and subject exemption;
 - iv) to assist the students in understanding the curriculum, semester system, registration system, examination system, and subject exemption;
 - v) to assist the students in resolving non-academic problems, and if necessary, refer the matter to other relevant departments;
 - vi) to supervise the students' group projects (development and extension);
 - vii) to plan, implement, and monitor the students' academic activities;
 - viii) to advise the students to register a subject according to the curriculum of the programme of study pursued.
- c. Without prejudice to the responsibility and duty of an Academic Advisor, it is the responsibility of a student to register, add or drop a subject.

4.2.6 Head of Academic Advisors

The Head of Academic Advisors appointed shall be the Head of Academic Department.

4.2.7 Guidelines for Academic Advisors

- a. The College shall prepare a specific set of guidelines relating to the Academic Advisory System and shall distribute the guidelines to all Academic Advisors.
- b. The Academic Advisory System guidelines shall contain matters related to subject exemption, method of computing examination results, and other related matters.

4.2.8 Assigning Students to Academic Advisors

The college management shall assign a group of students from the same programme of study to an Academic Advisor.

4.2.9 Students' Responsibility to See their Academic Advisors

As determined by the college management, it is compulsory for every student to meet with his/her appointed Academic Advisor

4.3 Lecture Attendance

4.3.1 Attendance at Lectures, Tutorials, Laboratory Sessions and Workshops

Any student who has registered a subject and has obtained his/her registration slip shall attend the lectures, tutorials, laboratory sessions and workshops.

4.3.2 Prohibition from using Mobile/Laptop

Every student attending lectures, tutorials, laboratory sessions and workshops is prohibited from using a mobile/laptop or any other telecommunication equipment in the lecture hall.

4.3.3 Subject Attendance Requirement

- a. First warning letter will be issued for the students who is absences for 2 classes without any medical certificate or excused letter.
- b. If a student continues absence for 3 classes without any medical certificate or excused letter the second warning which is Final warning letter will be issued.
- c. Each student shall ensure that his/her attendance for the subject registered is not less than 70 percent of the total credit hours of the subject. Parents will be notified if a student is absent without cause for more 3 consecutive lectures, tutorials, laboratory sessions and workshops. The student will be barred from sitting final examination

4.4 Teaching and Learning

4.4.1 Time Table

- a. The college shall provide a subject study time table, taking into consideration the availability of lecture halls and laboratories at the college, and the Academic Department will coordinate the time table for lectures and practicum.
- b. For the purpose of preparing the subject time table, the college shall follow the study subject timetable prescribed in the Third Schedule of these rules.
- c. The Academic Board may, from time to time, amend the Third Schedule.

4.4.2 Number of Students per class

The college shall ensure that the number of students in each class is between 10 and 30.

4.4.3 Excess Number of Students

The college management may in special circumstances after taking into consideration the college interest of the students, allow the number of students for each subject to exceed or to be less than the total number specified 4.4.2.

4.4.4 Subject Plan, Test and Examination Date

Every lecturer or subject coordinator shall prepare and submit a subject outline together with the proposed subject work to his/her Head of Department at least one week before the beginning of a semester and to students, during the first lecture/tutorial/laboratory session/workshop of the semester.

4.4.5 Putting up Lecture Notes on the Website

Each lecturer shall put up his/her lecture notes on a website and the college shall provide the facilities and support staff to assist the lecturers in putting up the lecture notes on the Spectrum Online Campus.

4.4.6 Monitoring Lectures by Programme Coordinator

The Programme Coordinator will continuously monitor the lectures conducted by each lecturer and their suitability for the course curriculum.

4.4.7 Monitoring of Teaching Performance by Programme Coordinator

The programme coordinator must monitor the teaching performance of each lecturer for subjects under his/her department.

4.4.8 Improvement of a Lecturer's Teaching Performance

The College shall ensure that a lecturer's teaching performance is enhanced from time to time and for this purpose, the College may direct any lecturer to attend trainings relating to teaching techniques.

4.4.9 Teaching Evaluation

- a. Every subject lecturer shall be evaluated by the students registered for the subject and every evaluation by the student is confidential and can only be revealed to the relevant lecturer, the Head of Academic Department and the College management.
- b. Every lecturer shall also be evaluated by his/her colleagues, and the provisions in sub paragraph (a) shall apply with all due adjustments or modifications made for the rules mentioned before and after these rules.
- c. The evaluation made in accordance with this paragraph shall be carried out at the end of each semester or as directed by the Academic Board.

4.5. Examination

4.5.1 Requirement for Sitting for Examination

- a. Subject to any other provisions in these Rules, each student who has registered a subject for his/her studies shall be evaluated by the college through examinations for the registered subject on the date, time and place determined by the Academic Board, College management or Subject Lecturer, where applicable.
- b. Student is compulsory to sit the final examination although their carry mark is more than 40%.

4.5.2 No Marks Awarded to Students Failing to Sit for Examinations

Any student who fails to sit for an examination shall not be awarded any marks.

4.5.3 Re-sit Examination

- a. Any student with valid reasons may sit for a re-sit examination. The Academic Board of the college, after deliberation with the subject lecturer, should give his/her approval if the reason/s provided by the student is/are satisfactory and valid.
- b. Any replacement examination shall be conducted within two weeks after the last date of the last examination.

4.5.4 Zero Mark and Lost of Opportunity to Sit for an Examination

Any student, who subsequently fails to re-sit for an examination, although given the opportunity, shall not be awarded any marks and shall not be given any other opportunities to re-sit for the examination.

4.5.5 General Instruction for Examination

Every student sitting for an examination shall be bound by the following rules:-

- a. Students shall enter the examination hall when instructed by the Invigilator.
- b. Students are not permitted to enter or leave the examination hall 30 minutes after the examination begins.
- c. Students who have entered and remained in the examination hall for the duration of 30 minutes after the examination begins may leave the examination hall with permission of the invigilator.
- d. Students are not permitted to leave the examination hall within the last 15 minutes of the examination.
- e. Students must clearly write their enrollment numbers, Programme, and Semesters and Classifications in the spaces provided on the question paper/answer booklet of each examination. The College shall not be responsible for any error arising from the students' failure in abiding by this regulation.
- f. Students are prohibited from copying or cheating during the examination and are subject to the provisions in the paragraphs below:-
 - i) unless prior permission is given by the invigilator, students are prohibited from taking any lecture notes that are related or unrelated to the examination, or any calculator into the examination hall;
 - ii) any student who fails to, refuses to, ignores to or does not abide by the provisions in sub paragraph (i), and is found by the chief invigilator to be in possession of lecture notes or any other unauthorized items in the lecture hall, shall be considered as copying or cheating in the examination, and the student, at the discretion of the invigilator, shall not be permitted to continue the examination, and will be directed to leave the examination hall, and his/her lecture notes or calculator will be confiscated;
 - iii) any invigilator who uses his/her discretion as specified in sub-paragraph (ii) shall put in writing the reasons for the use of his/her discretion and shall, as soon as possible, file and submit his/her report together with the confiscated lecture notes or calculator to the Head of Exam Unit;
 - iv) students who have been directed to leave the examination hall according to sub-paragraph (ii) shall be imposed an academic penalty, that is no marks shall be awarded for the examination;
 - v) the academic penalty imposed on the student in accordance with paragraph (iv) does not prevent the College from taking any disciplinary action against the student for copying or cheating;
 - vi) in the event of any disciplinary action taken against the student, and regardless of any decision made by the Disciplinary Committee, the academic penalty provided by sub paragraph (iv) shall remain;

- vii) If the student is found innocent by the Disciplinary Committee, the student shall, as soon as possible, be given the opportunity to resit for the examination on a date, at a time and venue determined by the College.
- viii) Every student shall dress decently and act courteously in the examination hall. If any student fails to, refuses to, ignores to or does not abide by the dress code or does not act courteously, the invigilator has the right to prevent the student from entering or to order any student to leave the examination hall. The provision in sub-paragraph (f) relating to academic penalty, with appropriate amendments, shall apply with all due adjustments or modifications made for the rules mentioned before and after these rules.
- g. Students are prohibited from smoking in the examination hall.
- h. Students are prohibited from taking food into the examination hall.
- i. Students are prohibited from taking any communication equipment into the examination hall.
- j. Students shall not copy any academic work, use false information or fabricated statements, commit plagiarism, misuse any instrument or academic material, or commit any act that may be construed as not abiding by the student academic ethics. The provisions stated in sub-paragraph (f) relating to academic penalty, with appropriate amendments, shall apply with all due adjustments or modifications made for the rules mentioned before and after these rules.

4.5.6 Students with Financial Due

Any student who owes the College, or has not paid his/her tuition fees for any semester, and fails to produce a letter of clearance of debt from the Bursary shall be prevented from sitting for the final examination of the particular semester.

4.5.7 Examination Rules and Regulations

Conduct During Examination

All students are required to adhere to the following instructions:

- a. Check the examination schedule and take note of your examination dates well in advance.
- b. Bring the Identity Card or passport and Student Card to the examination hall.
- c. Be present outside the Examination Hall at least fifteen (15) minutes prior to the commencement of the examination.
- d. Enter the examination hall, upon the announcement made by the Invigilator
- e. Fifteen (15) minutes prior to the commencement of the examination. Students are required to enter the hall using the assigned entrance/s.
- f. Students who arrive within the first thirty (30) minutes after the commencement of the examination will be allowed to take the examination. However, no additional time will be given to these students.
- g. Students who arrive more than thirty (30) minutes after the examination has commenced will not be allowed to take the examination.

- h. Students are strictly prohibited from bringing into the examination hall any of the following: books, papers, pictures, notes, 'programmable calculator', handbag, cell phone or any other device or equipment, unless allowed by the Chief Invigilator.
- i. Students are not allowed to bring food and drinks into the Examination Hall.
- j. Students are also not allowed to drink, eat or smoke while in the Examination Hall.
- k. Upon taking their seats in the examination hall, students are required to produce their Identity Card or passport and Student Card, and place them on the top right hand corner of the table throughout the duration of the examination for inspection by the invigilators.
- l. Students without a valid Identity Card or passport/Student Card will not be allowed to take the examination unless with the written approval from the Chief Invigilator.

Ten (10) minutes prior to the commencement of the examination, students are allowed to:

- a. Read and follow the instructions on the COVER PAGE OF THE ANSWER BOOKLET SHEET
- b. Write your name, identity card number / passport, subject code, name of programme
- c. and other pertinent information on the answer booklet, answer sheets and other attachments submitted as or part of the answer.
- d. Fill-in your particulars in the examination attendance slip and other information as
- e. required in the answer booklet cover sheet.
- f. Ensure that the correct question paper is supplied, with sufficient pages as stated before attempting to answer the questions.
- g. In the event that the student has been supplied with an incorrect examination paper, the invigilators present must be immediately informed.
- h. Students are strictly not allowed to either answer the questions before the announcement of the commencement of the examination nor to continue writing after the announcement made by the invigilators on the termination of the examination duration.
- i. Students are not permitted to leave the examination hall within first thirty (30) minutes after the commencement of the examination and fifteen (15) minutes before the completion of the examination.
- j. Students who wish to leave the examination hall for a short period during the examination must obtain the permission of the invigilators present.
- k. Students are not allowed to receive any books, papers, pictures, notes, 'programmable calculator' and other materials or devices through any person unless the invigilator authorizes them.
- l. Any form of communication among students as well as between students and other parties is strictly prohibited.
- m. Students are not permitted to render or receive any form of assistance on matters pertaining to the examination, when the examination is in progress.
- n. Students must adhere to the instructions of the invigilators.

- o. Students who fall ill or are not able to continue with the examination must report to the invigilator.
- p. At the end of the examination period, the answer booklet cover sheet and/ or the answer scripts must be arranged and tied as instructed.
- q. Blank, used and spoilt answer sheets and/ or answer booklet cover sheet are not allowed to be brought out of the examination hall.
- r. Items that are loaned to students by the College for purpose of use during the examination must be returned to the invigilators at the end of the examination.
- s. Students must remain seated in the examination hall until they are allowed by the invigilator to leave the hall.
- t. Students must leave the examination hall in an orderly manner.

4.5.8 Academic Offence

Academic offences are acts which would have the effect of unfairly promoting or enhancing one's academic standing within the entire community of College. The following is a list of some, but not all, academic offences.

- a. Plagiarism. This consists of, but is not limited to, copying portions of the writing of others with only minor changes in wording, with (a) inadequate footnotes, quotes, or other reference forms of citation or (b) only providing a list of references. Paraphrasing without appropriate citation is also plagiarism.
- b. Giving or receiving or possessing any information which is related to the examination questions during the conduct of examination.
- c. Referring and using any prohibited reference material in or outside the Examination Hall/Room for the purpose of cheating during the examination.
- d. Communicating to other students for the purpose of cheating during the examination. Soliciting, obtaining, possessing, or distributing to another person an examination document prior to or subsequent to the administration of the examination.
- e. Substituting for, arranging for substitution by another student, or representing oneself as another person during an examination session or comparable circumstance.
- f. Altering or changing an examination or comparable document so as to mislead others.
- g. Altering, changing, or forging College academic records, including attendance records, regarding oneself or others, entering the signature of any academic officer on any official College form, or causing any false information to be presented at an academic proceeding or intentionally destroying evidence important to an academic proceeding.
- h. Infringing upon the right of other students to fair and equal access to any College library resources and comparable or related academic resources. This may include, but not limited to, theft, mutilation, unreasonably delayed responses when materials are requested by the College Library Management or not returning materials upon deadline.
- i. Attempting deliberately to prevent other users access to the College computer system, deprive them of resources, and degrade system performance, or copying or destroying files or programmes without consent.

- j. Falsification of data collected in the conduct of research or the presentation of falsified data in papers, manuscripts, books or other documents submitted for publication or for the degree requirements.
- k. The above is not an exhaustive list and other instances of academic offence may occur. Their identification will require the prudent judgment of the College Academic Committee. The above definitions and examples apply to all College students regardless of the programmes in which they are enrolled.

4.5.9 Penalty

Students who violate any part of the Examination Rules and Regulations will be referred to the College Disciplinary Committee. If found guilty, students may be subject to the imposition of any one or a combination of two or more of the following penalties:

- a. Warning
- b. Fine of not more than RM 500.00 (USD 150)
- c. Given 'F' grade for that particular subject
- d. Nullification of the entire examination results for that semester
- e. Suspension from the College for a period of time
- f. Expulsion from the College

4.6 Evaluation, Marking and Grading

4.6.1 Evaluation, Marking and Grading

- a. Every student who has sat for an examination shall be evaluated, awarded with a mark and graded according to the guidelines prescribed in the Fourth Schedule of these Rules.
- b. The Academic Board may amend, from time to time, the Fourth Schedule.
- c. Except for the results of students with debts, the overall evaluation result of each subject shall be released by the Examination Department after approval from the Academic Board.
- d. The overall examination results for each student's programme of study shall be announced by the Exam Dept.
- e. The overall examination results of each student including those who fail and are terminated shall be submitted to the Academic Board for their information and verification, whichever is appropriate.
- f. The overall examination results of a student shall be forwarded by the College to the student's parents or guardian.

4.6.2 Examination Grade Review

Students who have been evaluated, awarded with marks and graded, and given the fail and terminated status, but are not satisfied with the evaluation may request from the Academic Board Review Committee for a grade review in accordance with the Fifth Schedule of these Rules.

4.6.3 General Orders Relating to Evaluation

Every evaluation made by the College shall adhere to the provisions prescribed in the following paragraphs:-

- a. Every lecturer who teaches a subject is qualified and thus is appointed as the examiner for the subject except when disqualified, with reasons determined by the Academic Board or any other College Authority;
- b. Every lecturer who evaluates a student shall announce his/her result of the evaluation, tests, or any other evaluation, whichever is appropriate, to the students within two weeks after the evaluation period;
- c. The Academic Board shall call a Committee to Review Examination Questions and Answer Schemes;
- d. Each lecturer shall announce the date of each evaluation and assessment in the subject outline of the subject study;
- e. The first evaluation shall be carried out in the first week and its results shall be announced within 2 weeks after the evaluation. ;
- f. The final evaluation before the final examination shall be carried out in the twelfth week and the results shall be announced within two weeks of the evaluation;
- g. The students who are in the final and penultimate semesters who fail a subject may be given the opportunity to resit for the final examination for the subject;
- h. A grade F (fail) obtained in any subject is not included in the computation of Grade point Average when a student passes the repeated subject. A grade F (fail) will only be included in the computation of the Grade Point Average when the student fails the repeated subject;
- i. Students are allowed to repeat a subject to improve his/her grade only once; the grade obtained for the repeated subject will be considered as the final grade;
- j. The Head of Academic Department chairs the college Examination Committee before submitting the results to The College Board of Examination.
- k. Students who are not satisfied with the examination results announced by the Programme Coordinator after the Academic Board's endorsement are allowed to request for grade review and a RM50.00 fee will be charged for every examination result reviewed. Applications shall be submitted within five working days after the results.

4.6.4 Student Status

A student's status for each semester shall be determined by the following criteria:

- a. The student's Cumulative Grade Point Average (CGPA) at the end of the previous semester; and
- b. The student's status in the previous semester.

4.6.5 Cumulative Average and Determination of Status

- a. Any student who obtains a minimum of 2.00 Cumulative Grade Point Average (CGPA) will be given a 'good' academic status. The 'good' status as prescribed in this paragraph is meant only to enable the student to continue his/her studies in the next semester and only reflects the academic status of the student and is not related to or may be considered in other non-academic matters.
- b. Any student who obtains Cumulative Grade Points Average (CGPA) less than 2.00 for the first time will be given a "Probation 1" academic status. "Probation 2" academic status will be given to the student if he/she obtains less than 2.00 Grade Point Average (GPA) for the second time.
- c. A student with "Probation 2" academic status who fails to achieve a 2.00 Cumulative Grade Point Average (CGPA) will be dismissed.

4.6.6 The High Achievement List

- a. A full time student who registers at least 12 credit hours in a semester and obtains 3.75 Grade Point Average (GPA) or above, shall receive a High Achievement Award and shall be included in the Dean's List.
- b. The High Achievement Award will be given every semester and is open to all programmes of study.
- c. The names of students who receive this award will be displayed on the College notice board and the students' notable achievement will be indicated in their transcripts.
- d. A student who registers less than 12 credit hours is not eligible for the award.

4.6.7 Eligibility for Graduating

Every student who is registered for a programme of study and has passed all compulsory subjects of the programme or equivalent replacement subjects, and has fulfilled all other conditions of the programme and has obtained a minimum 2.00 Cumulative Grade Point Average is eligible to graduate.

4.6.8 List of Graduating Students

The Academic Department will prepare a name list of students who are eligible to graduate to be endorsed by the Academic Board and Exam Department within the determined period of time.

4.6.9 The Rights of Academic Board to Confer a Diploma

- a. Upon receiving the name list of students who are eligible to graduate, the Academic Board may confirm that the students are graduating and confer the appropriate diploma to them or may confirm that they are not graduating according to the class of diploma prescribed in the Sixth Schedule.
- b. If the Academic Board confirms that a student is not graduating, the Academic Board shall record its justifications for its decision, and the Academic Division shall inform the student about the reasons in writing.
- c. The Academic Board may, from time to time, amend the Sixth Schedule

4.7 Course of Study

4.7.1 Changing a Programme of Study

Every request for changing a programme of study shall be made using specific forms issued by the Academic Department and shall be submitted within two weeks after the announcement of the examination results. The final decision to approve or to reject the request for change is at the discretion of the Academic Department. The Academic Department shall announce the result of the application during the first week of the next semester.

4.7.2 Conditions for Changing a Programme of Study

Only students who have completed at least one semester of studies are allowed to request for a change of programme of study subject to the following conditions:-

- a. A student who is pursuing his/her studies shall at least obtain a 'Good' status and a 2.000 Cumulative Grade Point Average.
- b. A student with a 'Probation' status is permitted to apply for a change of his/her programme of study without any subject exemption and shall be considered as a new student.

4.7.3 Postponement of Study

- a. Students who have valid reasons are permitted to postpone their studies for a particular semester.
- b. A request for postponement of study shall be submitted to the Academic Department for the approval of the Programme Coordinator of the programme.
- c. Should a student postpone his/her studies after the fourth week of the semester, the tuition fee is not refunded.
- d. After the fourth week of the semester, any request for postponement of a study shall only be permitted on medical grounds verified by medical officers from Government or Private Hospitals, or with the approval of the Academic Department.
- e. A student is not allowed to postpone his/her studies during or after the final examination of the semester.
- f. The maximum duration of postponement allowed for the whole programme of study is four Semesters.

4.7.4 Additional Study Duration

A final semester student who obtains a dismissal status may apply to repeat any subject that he/she fails or may take a number of subjects with a minimum of 12 credit hours for the purpose of upgrading his/her status to be eligible for graduation.

4.7.5 Withdrawing from a Programme of Study

- a. A student is allowed to withdraw from his/her programme of study, and should a student withdraw from his/her programme of study, he/she ceases to be a College Student and his/her name will be dropped from the Student List.

- b. A student who withdraws from his/her programme of study must settle all the outstanding payment to the Bursary.

4.7.6 Application to Re-register as College Students

Any student who obtains a dismissal status may appeal to continue in the same programme or apply for another programme of study offered by the College subject to conditions imposed by the College.

4.8 General

4.8.1 The Academic Department Authority to Allow Registration or to Sit for the Final Examination

Regardless of anything herein contained in section 3.14 and Section 4.5.6 of these Rules, the Academic Department, if in its opinion, considers that the approval is necessary and should be granted, may allow any student to register a subject or sit for the final examination.

4.8.2 Information Updating

Every student shall be responsible for updating his/her personal information from time to time and inform the College of the updated information.

4.8.3 Proper Attire

At the College and while attending lectures, all students shall dress according to the dress code.

4.8.4 Additional Duplicates

Any student who wishes to obtain additional duplicates of documents related to him/her produced by the College can obtain them from the College at RM10.00 per copy.

4.8.5 Prohibition against Plagiarism

A Student shall not commit plagiarism. He/She shall not appropriate and pass the idea or words at another as his/her own, or prevent as new and original idea or product derived from an existing source. Specifically, a student shall not incorporate the ideas, words or sentences or paragraphs of others without acknowledgement as his/her own work. Besides, he/she shall not represent another's intellectual work such as computer programme or research or the like as his/her own.

4.8.6 Academic Collaboration

Collaborative arrangements are generally agreed on the basis of individual courses, programmes or short courses and the Academic Department of the College has responsibility for approving all forms of academic collaboration.

Types of Academic Collaboration

The College recognizes the following forms of academic collaboration:

- a. Franchised Course
A whole course/programme, or part of a course/programme, designed by the staff of the College, but delivered and assessed in the partner institution or organization.
- b. Validated Course
A whole course/programme, or part of a course/programme, designed, delivered and assessed by the staff of the partner institution or organization.
- c. Module/Short Course
A credit-rated non-award-bearing course designed and delivered by the staff of the partner institution or organization (in this case usually an employer, a professional body or a non-degree awarding college). Normally, assessment is undertaken by the College.
- d. Other forms of Academic Collaboration
On occasion, the College may seek to enter into an agreement to design, and/or deliver and/or assess a course/programme in conjunction with one or more partner institutions or organizations with awarding powers. Such joint arrangements would be subject to mutually agreed and clearly defined quality assurance processes based on those of the College and the partner institution or organization. In such arrangements, the award(s) would be jointly conferred by the College and the partner institution or organization.
- e. In addition, the College participates in the following:
 - i) Student Exchange
 - ii) 2+2 Articulation Agreements
 - iii) Research Collaborations

5.0 FIRST SCHEDULE

5.1 Subject Registration Guidelines

5.1.1 Subject Components

The College Curriculum comprises of two subject components namely the College/electives and Core Subjects as stated in the following table:

No	Components	Percentage (%)
1	Core Subjects	
2	Elective Subjects	
3	Compulsory Subjects	

5.1.2 Requirement to Register a Subject

Students are required to take and pass all subjects from all the three components. Students who fail any subject from the three components are required to repeat and pass the subjects.

5.1.3 Elective Subjects

Students are free to choose any elective subject according to their interest, and should they fail the elective subject, they may repeat or take another elective subject.

5.1.4 Language Proficiency Subjects

- a. Students are required to register for Language Proficiency Subjects as prescribed by the Academic Department during their study at the College.
- b. Students without any of the following English qualifications shall register for a Foundation English Proficiency subject and pass it.

The criteria for exemption for English Subjects for Diploma programmes are as follows:

- a. Grade B and above for Level 3 (Intensive English Programme)
- b. Grade B and above for UEC English
- c. MUET Band 5 and above
- d. IELTS Band 5 and above
- e. TOEFL score of 520

5.1.5. Programme Registration Code

Students shall register for subjects prescribed in the subject group. Subjects that are not in the subject group will not be accepted and shall not be given any grade.

5.1.6 Subject Exemption

- a. Applications for subject exemption shall be submitted to the Academic Board at the beginning of the first semester using forms provided by the College. Exemption is only considered for similar or equivalent subjects with a minimum C+ grade. The maximum allowable exemption must not be more than 45 credits of the total credits of a pursued course.
- b. All applications for exemption must be done within the first semester of study.
- c. Subject exemption is done on a subject by subject basis and not on the overall course. A subject exemption is given only once throughout the student's programme of study.
- d. A subject which has been exempted cannot be re-registered to improve a student's Cumulative Grade Point Average.

6.0 SECOND SCHEDULE

6.1 Credit Hours

6.1.1 Credit Hours for Full Time Status Long Semester

- a. Each student is required to register a minimum of 12 credit hours and a maximum of 18 credit hours per semester.
- b. Any student who wishes to register more than 18 credit hours must obtain approval from the Head of the Academic Department.
- c. Any student who registers his/her credit hours in accordance with this paragraph is considered a full time student.

6.1.2 Credit Hours for Part Time Status

Regardless of anything contained in paragraphs 6.1.1 (a) and 6.1.1 (b) of these Rules, students may register less than 12 credit hours and such students have a status of part time students.

6.1.3 Credit Transfer and Subject Exemption

A student from this College or from other Public or Private Institutions of Higher Learning who changes his/her programme of study may be considered for credit transfer by obtaining a subject exemption. The Programme Coordinator who accepts the student will determine the total credits that can be exempted.

7.0 THIRD SCHEDULE

7.1 Time Schedule

7.1.1 Lecture Hours

- a. In general, 90 minutes are allocated per lecture.
- b. Lectures shall begin at the prescribed time and end 10 minutes earlier than the next scheduled time.

7.1.2 Examination Time

Assessments or tests shall be conducted during lecture hours and final examinations shall be conducted according to the prescribed schedule and are generally limited to two hours.

7.1.3 Examination Venue

Lecture halls for respective subjects may be scheduled as venues for examinations. Under certain circumstances, examination venues shall be arranged at other places.

8.0 FOURTH SCHEDULE

8.1 Cumulative Grade Point Average CGPA

8.1.1 Computation of Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) shall be computed as follows:

$$\text{Cumulative Grade Point Average} = \frac{\text{Total of grade points of all semester}}{\text{Total Credit hours of all semesters}}$$

Marking scheme, alphabetical grades and grade points must be in accordance with the list below:

Grade Point Marks	Alphabetical grade	Grade Point
80-100	A	4.000
75-79	A-	3.750
70-74	B+	3.500
65-69	B	3.000
60-64	B-	2.750
55-59	C+	2.500
50-54	C	2.000
45-49	C-	1.750
40-44	D	1.000
39 or below	F	0

- ▶ Alphabetical grade determination shall be based on the marks obtained in each subject.
- ▶ Grade point computation shall be based on alphabetical grades obtained and the total credit hours of the relevant subject.
- ▶ Each alphabet indicated on the transcript used to determine a student grade and to show achievement in a subject shall apply the following symbols:

MARKS	GRADE	GRADE POINT	ACHIEVEMENT
80-100	A	4.000	HIGH DISTICTION
75-79	A-	3.67	DISTICTION
70-74	B+	3.33	MERIT
65-69	B	3.00	MERIT
60-64	B-	2.67	MERIT
55-59	C+	2.33	MERIT
50-54	C	2.00	MERIT
46-49	C-	1.67	PASS
43-45	D+	1.33	PASS
40 - 42	D	1.0	PASS
0 - 39	F	0.00	FAIL

9.0. FIFTH SCHEDULE

9.1 Academic Board Review Committee

- a. The Academic Board Review Committee shall be formed and represented by the Academic Head, Programme Coordinator and Exam Unit.
- b. The Committee shall have the following authority:
 - i) To accept or refuse any request for grade review.
 - ii) To make a final decision on all accepted requests for grade review.
 - iii) To report to the Academic Board any decision made on all accepted requests for grade review for endorsement.
 - iv) To direct any academic officer to be present to assist the Committee in making its decision.

- c. A student who receives a dismissal status due to his/her failure in fulfilling the conditions for continuing his/her studies may submit a request for grade review according to the following procedures:
- i) Every request for a grade review shall be submitted to the Academic Department within 5 working days after the announcement of the examination results by the Examination Department.
 - ii) Every request for a grade review shall include RM50.00 payment (Ringgit: Fifty only), refundable if the appeal is successful.
 - iii) Every request for a grade review received by the Academic Department shall be promptly forwarded to the Academic Board Review Committee for consideration.
- d. The Academic Board Review Committee shall, upon receiving the request for grade review, convene and make its decision.

10.0 SIXTH SCHEDULE

10.1 Diploma Classification

A Diploma conferred by the College is given the following classification:

Cumulative Grade Point Average	Classification CGPA
$CGPA \geq 3.750$	First Class
$3.0 \leq CGPA < 3.75$	Second Class Upper
$2.5 \leq CGPA < 3.0$	Second Class Lower
$2.0 \leq CGPA < 2.5$	Third Class

11.0 SEVENTH SCHEDULE

11.1 Fee's and Refund Policy

Students are required to make their tuition fee payment promptly. Students that fail to pay their tuition fee can be block from sitting the final examination and a penalty fee of RM10 per day for late will be charged.

Other miscellaneous Fees	
Change of programme Fee	RM200
Graduation Fee	RM100
Return Cheque Fee	RM50
Late payment Fee	RM10 per day
Additional transcript Fee	RM25
Additional Certificate Fee	RM100
Repeat Fee	RM400 per course
Resit Fee	RM50 per course

TRANSFER POLICY

Student wishing to transfer from one programme to another **MUST** make a request in writing to the Admission Department immediately, failing which the student will be charged the full fees for the new programme that he / she is enrolling. The fees that the student had paid earlier will be forfeited. A course transfer forms, obtainable from the Admission Department, must be completed and forwarded to the Academic Department to be processed.

Student who transfers from one programme to another before the course commences and within 2 weeks of the commencement or date of enrolment will be allowed to transfer the course, registration and resource fees to the new programme. If the amount of fees for the new programme is higher than the former programme, the student will be required to pay the additional amount.

Student who transfers from one programme to another 2 weeks after the commencement date of the programme will have to pay a pro-rated course fee for the original programme and full course fee for the new programme. All other enrolment fees are transferable.

REFUND POLICY

Any student who wishes to discontinue/drop/defer the subject enrollment from the programme should immediately submit the Withdrawal form. The Withdrawal form, available at the Admission Department, must be completed and submitted to the Academic Department to be approved and forwarded to the Admission Department to be processed officially.

Any subject that is dropped from the programme before or within two (2) weeks of the commencement date will be given a refund of all course fees paid.

50% of term/semester course fees paid will be refunded to a student who officially drops from the programme between second (2) and fourth (4) week of the commencement or date of enrollment.

Any subject(s) dropped from the programme after the 4th week of the commencement or date of enrolment will **NOT** be given any refund of all course fees paid.

Submission of withdrawal form to the Admission Department is not considered an approval of refund unless it is endorsed by the Admission Department or designate.

All money due will be refunded to the Financial Sponsor upon request made provided there are no other outstanding fees. Requisition letter for refunds must be submitted to the Admission Department to be processed officially. The Financial Sponsor can expect the refunds to be available for collection two (2) weeks from the date of the submission of the letter (provided all documentation is in order).

WITHDRAWAL POLICY

Students are required to write in officially to the Admission Department for any request to withdraw from an enrolled subject. All request for subject withdrawals are subject to approval of the management or the respective Partner University. NO refund will be given for withdrawal of subject (s).

Withdrawal from the college:

A student shall be deemed to be no longer enrolled in a course at the College if:

- ▶ The student has completed the requirements for that course;
- ▶ Registration in the course has been terminated; or
- ▶ The student has been excluded on academic or disciplinary grounds.

Any student who wishes to discontinue / withdraw from the College should inform the College immediately in writing. A withdrawal form, available at the Admission Department, must be completed and submitted to the Academic Department to be processed.

- ▶ Any student who withdraws from a course before the commencement date will be refunded only their course fee and security deposit.
- ▶ 50% of the term / semester fees and the full security deposit and resource fee paid will be refunded to a student who withdraws from a course within 2 weeks of commencement or date of enrolment.
- ▶ A student who withdraws from a course 2 weeks after the commencement or date of enrolment will NOT be given any refund of all fees paid except the Security Deposit which will be refunded in full provided there are no other outstanding fees.
- ▶ A student who has registered and does not attend class for one month from the date of commencement or enrolment will be classified as having withdrawn unofficially and all fees and the security deposit will be forfeited.
- ▶ If a student withdraws before completion of a course/programme at the College, but later wishes to re-apply for a new course/programme at the College, he/she will be considered a new applicant. Therefore he/she will be required to complete a new application form and submit all relevant documents and pay the full administrative fee.