MAHSA INTERNATIONAL COLLEGE
PENANG

STUDENT HANDBOOK

BACHELOR BUSINESS ADMINISTRATION

MAHSA INTERNATIONAL COLLEGE PENANG

CONTENTS

		Page
WELCOME NOTE		5
INTRODUCTION		
1.0	Introduction	6
2.0	Our Vision	6
3.0	Our Mission	6
4.0	College Logo	6
5.0	Principle Officers	7
ACADEMIC		
1.0	ACADEMIC CALENDAR	8
1.1	Schedule for School in Business Programme	8
2.0	STRUCTURE OF PROGRAMME	10
2.1	Credit Value System	10
2.2	Course Offering and Completion	10
2.3	Language requirement	11
3.0	EXAMINATIONS	
3.1	Student Assessment	11
3.2	Type of Examination	11
3.3	Academic Board	12
3.4	Appointment of Internal Examiner	12
3.5	Appointment of External Examiner	12
3.6	Appointment of Examination Invigilators	13
3.7	Maintaining Secrecy of Examination Marks	13
3.8	Admission of Students as Examination Candidate	13
3.9	Examination Results	13
3.10	Conduct of Examination	14
3.11	Examination Attendance	15
3.12	Regulation for Sitting an Examination	16

3.13 Additional Examination 17
3.14 Written Appeal to Rechecking the Examination Result 18
3.15 Consent for Not Attending An Examination 18
4.0 ASSESSMENT
4.1 Examination schedule 19
4.2 Allocation of Marks for Course Works 19
4.3 Class Attendance 19
4.4 Official Grade 20
4.5 Passing Grade 22
4.6 Course Code 22
4.7 Credit Marks, Grade Point Average (GPA) and Cumulative Grade Point (CGPA) 24
4.8 Repeat of Course and Opportunity to Improve Grade 26
4.9 Academic Standing of a student 26
4.10 Unsatisfactory Academic Performance
4.10.1 Warning 27
4.10.2 Academic Observation Period 27
4.11 Termination of Candidate 27
5.0 CONFERMENT OF CERTIFICATE
5.1 Requirement for the Conferment of Foundation 28
5.1.1 General Requirement 28
5.1.2 Minimum CGPA 28
6.0 ACADEMIC ADVISORY SYSTEM (MENTOR-MENTEE) 28
7.0 COLLEGE ACADEMIC APPEALS COMMITTEE 28

ADMISSION

1.0 POLICY AND PROCEDURES

1.1 Admission of Regular students 30

1.2 Simultaneous Registration of Courses 30

2.0 POLICY AND PROCEDURES TO WITHDRAW 30

2.1 Withdrawal from Programme /Course 31

3.0 DEFERMENT OF STUDIES/LEAVE OF ABSENCE 32

4.0 PERMISSIONS FOR MISSING CLASSES 32

FINANCE

1.0 FEES POLICY 34

2.0 PAYMENT OF FEES 34

3.0 FEES REFUND POLICY 34

3.1 Withdrawal 35

3.2 Refund of Fees 35

3.3 Other Fees 37

LIBRARY

1.0 INTRODUCTION 38

STUDENT AND ACADEMIC AFFAIRS

1.0 FUNCTIONS 41

2.0 FINANCIAL AID 41

3.0 DISCIPLINE CONDUCT OF STUDENTS REGULATIONS AND PROCEDURES

3.1 General Discipline 42

SERVICES & FACILITIES

1.0	STUDENT ASSOCIATION	56
2.0	STUDENT HEALTH SERVICE SCHEME	58
3.0	SECURITY	
3.1	Objectives	59
3.2	Safety of Properties	59
3.3	Properties Taken Out from the Campus	59
3.4	Traffic Rules	60
3.5	Official I.D card of MICP	60
3.6	Locker Facility	60
4.0	COMPUTER LABS & E-LEARNING PORTAL	61
5.0	COUNSELLING AND ADVISORY SERVICES	
5.1	Objectives of the Unit	62
5.2	Types of Services	62
6.0	SPORTS AND RECREATIONAL ACTIVITIES	63
7.0	Cafeteria	63
8.0	MICP Virtual Circle	63
9.0	College/National/State Holidays	64

WELCOME NOTE

On behalf of the management team and School, it is my pleasure to welcome all the students to the Mahsa International College, Penang (MICP), Butterworth. Here, at MICP you will experience both exciting and challenging moments. You will further develop your academic, personal and social skills.

Your journey will not be easy but you will be guided. Take small but secure steps as you widen your horizon of learning from acquiring knowledge to applying them in your career. By committing yourself to the rigours of professional studying, you will encounter ups and downs, of the future.

In the next one year of the programme, you will be acquiring the knowledge and prepare yourself to pursue your undergraduate studies. Experienced School members will be there to mentor and encourage you. We hope you will be able to adapt with confidence and success in mind, as you walk along the corridors of MICP and enter the next phase of your studies.

The Student Handbook is designed to give an overview of the programme and assist you in getting oriented to MICP. It is not, however, intended to be the sole source. A more detailed information will be given by the respective departments regarding the specific resources and requirements and will be made accessible to you.

Again, we welcome you to MICP and look forward to your successful journey here. Give your all!

MR. VIJAYENDIRAN SUBRAMANIAN
Chief Executive Officer
MAHSA International College, Penang

INTRODUCTION

1.0 INTRODUCTION

MAHSA International College, Penang (MICP) was established in the year 2006 and has since, successfully trained more than 912 dental surgeons. We offer unique Doctor of Dental Surgery (DDS) programme wherein students pursue their first two years of clinical studies at Saujana Putra Campus, MAHSA University, and final three years of clinical training at MICP Campus, Butterworth, Penang. Now, MICP has established Centre for Pre University Studies to promote pre university studies. In 2023, MICP embarked on the introduction of a new program, Foundation in Science and 2 cohorts have completed studies.

MICP is a full-fledged dental college with a dental centre, which offers holistic dental care. The dental clinic which has been fully operational for the past seventeen (19) years, has played a major role in the development of oral health care, especially for patients who are from the lower income group, the physically and mentally challenged groups and senior citizens.

The institution works together with the Penang State government, NGOs and welfare organizations to create awareness and encourage people from the lower socio-economic groups to access affordable oral health care.

2.0 OUR VISION

To be a Centre of Excellence in Education, with a strong commitment to Research, Innovation, and Community Impact.

3.0 OUR MISSION

- To deliver high-quality, student-centred education that builds leadership, problem-solving, and communication skills.
- To foster a supportive academic environment that encourages research, innovation, and lifelong learning.
- To build and retain a committed, inspiring, and diverse faculty dedicated to mentorship, scholarship, and growth.
- To train competent and socially responsible students equipped to lead positive change in their communities and beyond.

4.0 COLLEGE LOGO

MAHSA INTERNATIONAL COLLEGE PENANG

DK193(P)

5.0 PRINCIPAL OFFICERS

Chief Executive Officer (CEO)	Mr. Vijayendiran S. Subramanian
Dean	Assoc. Prof. Dr Ajay Telang
Registrar	Mr. Gunalan Nachiappan
Deputy Dean / Programme Director (PD)	1) Assoc. Prof. Dr. Pishipati Vinayak Kalyan Chakravarthy (Clinical & Administration) 2) Dr. Fawaz Shamim Ahmad Siddiqui (Academic & Student Experience) 3) Mr. Chandra Kanthen A/L Jumbulingam (Centre for Pre University Studies) 4) Assoc. Prof. Rajeswari Sinnasamy (School of Nursing)
Head of Accounts Finance	Ms. Suba Paramasivam
Head of Examination	Mr. Gunalan Nachiappan
Librarian	Ms. Wan Noor Azlida Binti Wan Jamil

ACADEMIC

1.0 ACADEMIC CALENDAR

1.1 Schedule for School in Business programme

Year 1

Semester 1

Lectures	14 week
Revision week	1 week
Examination	1 week

Semester 2

Lectures	7 weeks
Revision week	1 week
Examination	1 week

Semester 3

Lectures	14 weeks
Revision week	1 week
Examination	1 week

Year 2

Semester 4

Lectures	14 weeks
Revision week	1 week
Examination	1 week

Semester 5

Lectures	7 weeks
Revision week	1 week
Examination	1 week

Semester 6

Lectures	14 weeks
Revision week	1 week
Examination	1 week

Year 3

Semester 7

Lectures	14 weeks
Revision week	1 week
Examination	1 week

Semester 8

Lectures	7 weeks
Revision week	1 week
Examination	1 week

Semester 9

Lectures	14 weeks
Revision week	1 week
Examination	1 week

2.0 STRUCTURE OF THE PROGRAMME

2.1 Credit Value System

2.1.1 School in Business programme need a minimum of the following credit value: -

No	Level	Minimum Credit Value
1	School	122

Total credit value varies according to the number of course registered.

2.1.2 The School in Business programme shall include:

a) A total of 121 credit values that consists of the following components: -

No.	Course Classification	Credit Value	Percentage (%)
1.	Compulsory courses/modules*	8	6.6%
2.	**Core**/Major***/Specialisation:** • **Courses** • **Projects/thesis/dissertation**	105	86.8%
3.	Optional courses****		
4.	Minor courses (if applicable)		
5.	Industrial training/Practicum	8	6.6%
6.	Others (specify)		
Total Credit Value		**121**	**100%**

2.2 Course Offering and Completion

2.2.1 Any new courses or programme of studies shall be offered on condition that prior approval of MOHE, MQA, the School and the Academic Board shall be obtained.

2.2.2 Every programme of studies shall include the framework or course outline and shall list all the lecturers who will be teaching the courses. Every course outline shall be updated from time to time and shall include the following information:

a) General Information about the course
b) Major and Minor Titles
c) Course Schedule
d) Programme Outcome and Course Outcome
d) Textbooks and References
e) Assessment and Grading Method

2.2.3 Minimum period to complete a programme shall be as follows:

LEVEL	MINIMUM	MAXIMUM
School	3 years	5 years

2.3 Language Requirement

2.3.1 English Language

All students of all degree programmes are required to meet the level of fluency in the English language. For this purpose, students are required to take English for Academic Purposes subject.

3.0 EXAMINATIONS

3.1 Students are assessed in the following manner:

a) ***Formative Assessments*** - Do Not Contribute to The Final Grade.
b) ***Summative Assessments*** - Continuous Assessments and Final Assessments That Contribute to the Final Grade.

3.2 Types of Examination

3.2.1 **Final**

A Final examination is an examination where a student has to sit at the end of their semester or academic year. A PASS or FAIL grade will be awarded based on the performance of the student.

3.2.2 **Re-sit**

A resit examination is one where a student who has failed to achieve the passing mark for the course is allowed another attempt through either an examination or coursework. The new coursework marks and/or final examination shall be used to calculate the final score. The number of resit is limited to one (1) for all courses except for Foundation programmes. Foundation programmes' number of re-sit is limited to two (2). If the student still fails on the resit, he/she will be allowed to retake the course. The final grade for a resit is capped at the passing mark of a grade 'C'. with the grade point of 2.00 for Diploma and Undergraduate programmes and grade 'B'. with the grade point of 3.00 for Postgraduate programmes. No Capping for Foundation programmes.

3.2.3 **Retake**

A student may be allowed to retake an examination and redo the coursework to improve a grade which has been obtained provided the student is in good

standing (GPA & CGPA at 2.00 and above). If the retake result is lower than the previous one, the better grade will be retained and if the retake results are better than the previous grade, the new grade achieved will override the old grade. This applies to previous grades of fail or pass. The number of attempts is not capped. The old transcript will be void and a new transcript will be issued.

3.2.4 **Repeat**

A student who fails to achieve a GPA/CGPA of at least 2.00 (Foundation, Diploma and Undergraduate programmes) and 3.00 (Postgraduate programmes), after the re-sit examination may be allowed to repeat an examination. If the repeat result is lower than the previous one, the better grade will be retained and if the repeat result is better than the previous grade, the new grade achieved will override the old grade. The number of attempts is not capped. The old transcript/statement of results will be void and a new one will be issued.

3.3 Academic Board

The Academic Board shall consist of;

a) Chief Executive Officer
b) Dean/Programme Director
c) Registar/Head of Examination Department
d) Head of Finance
e) Appointed Academician

3.4 Appointment of Internal Examiner

3.4.1 The Programme Director shall appoint full-time lecturers or part-time College lecturers to be the Internal Examiner for any subject or examination or part of the subject/ examination.

3.4.2 Notwithstanding the provision of section 3.2.1 if there is no College lecturer who is eligible to be appointed by PD as the Internal Examiner, PD may appoint External Examiner.

3.5 Appointment of External Examiners

3.5.1 The External Examiners shall be appointed by the PD of School of Business.

3.6 Appointment of Examination Invigilators

Chief Invigilator and Invigilators are assigned by the respective Faculty by following the ratio guide of 1 invigilator: 25 students.

3.7 Maintaining Secrecy of Examination Marks

The marks given to a student and the conduct of meeting of any Academic Board the members shall be kept confidential and shall not be revealed to anyone who is not a member of the Academic Board.

3.8 Admission of Student as Examination Candidate

No student shall be admitted as a candidate for the College examination unless: -

a) Students must pay all fees due for the semester and any other outstanding fees, before being allowed to sit for the semester examination.
b) Students have to fulfil 80% of the attendance for each course in a semester, before being allowed to sit for the examination. An exception is given for students with a certified Medical Certificate and Medical Report.

3.8.2 Handicapped Candidates Notwithstanding the provision of any Act or Regulation that controls the examination for any degree or School or certificate of the College, where a candidate who is physically handicapped does not take up the examination specified, the CEO shall, based on the recommendation of the Faulty, give approval to substitute with another examination in any other form.

3.8.3 If an emergency occurs, the CEO, after considering the recommendations of the Programme Director or Coordinator, shall give approval to substitute an examination with another form for any handicapped candidate, provided that such replacement shall be reported to the Academic Board as soon as possible.

3.9 Examination Results

3.9.1 **Release of Results**
The results of an examination may be released to a student after it is presented and approved at the University Teaching, Learning and Evaluations Committee meeting.

3.9.2 **Statement of Results**
The Statement of Results is a statement that lists detailed information about the assessment results for the semester. The release of the Statement of Results is subject to clearance by the Finance Department. If the Statement of Results needs to be reprinted due to syntax error, students can request to the Examination Department.

3.9.3 **Academic Transcript**
3.9.3.1 The academic transcript is a record of the student's academic activities while enrolled at the University and is not subject to change except under

limited provisions. The academic transcript will include the following categories of information where applicable:

3.9.3.1.1 personal details including student number and full official name (note, date of birth is not included);

3.9.3.1.2 all effective enrolments, except for those courses where withdrawal without academic penalty has been approved;

3.9.3.1.3 for each course, details of the course code, course title, unit value and finalised grade;

3.9.3.1.4 for courses delivered under a special topic, the title of the special topic;

3.9.3.1.5 details of exemptions or credit transfers awarded for each course semester GPA;

3.9.3.1.6 degrees conferred and the date of conferral of the degree;

3.9.3.1.7 Class of Honours awarded and the weighted score used for calculation for the Class of Honours (applicable for programmes with classification);

3.9.3.1.8 disciplinary decisions resulting in expulsion by the Senate;

3.9.3.1.9 students who have completed all programme requirements prior to the next graduation period, a notation regarding the completion of the programme requirements.

3.9.3.1.10 grades obtained from other institutions will be neither displayed on the academic transcript nor included in the GPA calculations unless grade transfers have been granted by the University Senate.

3.10 Conduct of Examination

3.10.1 On entering the examination room, students are subject to the authority of the invigilators and must act according to their instructions. Once they are in the examination room, students must neither have in their possession nor make use of any book, manuscript, calculator, palm-top computer, mobile phone (or other communication devices) or any other aid which has not been approved prior to the start of the examination.

3.10.2 The approval to use calculators, specified reference books or other equipment for certain examinations is published by the relevant Faculties. The faculties define precisely the type of calculator, the title of book(s) and /or type of equipment permitted in each case. The use of electronic dictionaries or translators is not permitted.

3.10.3 Students who bring unauthorised items into the examination venue by mistake must inform an invigilator as soon as realising the presence of such items. Coats, briefcases, mobile telephones and other devices (which must be switched off) and similar items must be deposited in the examination room as directed by an invigilator. All such items are deposited at the sole risk of the student.

3.10.4 Students must use only the official examination stationery provided. Students are not permitted to remove any script, rough work, official stationery

(excluding the examination question paper) or equipment from the room. Smoking is not permitted in the examination room.

3.10.5 Unless otherwise authorised in the examination rubric, students must use only blue or black ink in completing the examination answer book(s). A pencil may be used only for the drawing of diagrams.

3.10.6 During the examination, students must not communicate in any way with any person other than an invigilator. A student is permitted to attract an invigilator's attention by raising his/ her hand, and must not leave his/her place without the prior permission of an invigilator.

3.10.7 A student who, in the opinion of the invigilators, causes any disturbance and continues to do so after a warning, is required to leave the examination room and cannot be re-admitted. Examples of a disturbance include disruption caused by a mobile telephone, shouting, talking, whispering, eating and /or drinking (this is not an exhaustive list)

3.10.8 Students are notified when 30 minutes and five minutes of the examination are still remaining. Students must not start writing, other than to complete the identification details on the answer book until given permission to do so by an invigilator. Students must stop writing as soon as they are instructed to do so at the end of the examination. An invigilator determines the end of the examination.

3.10.9 At the end of the examination, students must remain seated and silent until all scripts have been collected and only allowed to leave when the invigilator says so. Smoking is not permitted in the examination venue.

3.11 Examination Attendance

3.11.1 Students who do not appear for a paper without giving any reason shall be considered FAILED unless a valid reason is given such as medical reason (evidence of a medical certificate). Such students will be eligible for a deferred examination.

3.11.2 Students are responsible for presenting themselves at the examination hall in good time (10 minutes) before the examination begins. They can only enter the examination venue when instructed to do so by an invigilator. Students are permitted to enter the examination hall 30 minutes after the official start of the examination but not after that. If there are extenuation circumstances leading to the late arrival of a student, the invigilator has the discretion to admit the student, 30 minutes after the exam has started, provided no student has left the room.

3.11.3 Students must not leave their place without the prior permission of an invigilator. This will not be given in the first 30 minutes or the last 15 minutes of an examination, students will not be allowed to leave the room.

3.11.4 Students wishing to leave the examination hall temporarily must seek the

permission of an invigilator and must be accompanied throughout their absence by the invigilator or another person designated by the invigilator. Any student who leaves the examination room without the permission of an invigilator is deemed to have withdrawn from the examination and cannot be re-admitted.

3.11.5 Students wishing to leave the examination hall permanently before the examination has ended must first attract the attention of an invigilator to ensure the scripts are collected and secured by the invigilator. A student whose script has been collected and secured by an invigilator in this way cannot be re-admitted to the examination room.

3.12 Regulations for Sitting an Examination

3.12.1 On entering the examination room, students are subject to the authority of the invigilators and must act according to their instructions. Once they are in the examination room, students must neither have in their possession nor make use of any book, manuscript, calculator, palm-top computer, mobile phone (or other communication devices) or any other aid which has not been approved prior to the start of the examination.

3.12.2 The approval to use calculators, specified reference books or other equipment for certain examinations is published by the relevant academic department and mentioned in the rubric of the examination question paper. The academic department and examination rubric define precisely the type of calculator, the title of book(s) and /or type of equipment permitted in each case. The use of electronic dictionaries or translators is not permitted.

3.12.3 Students who bring unauthorised items into the examination venue by mistake must inform an invigilator as soon as realising the presence of such items. Coats, briefcases, mobile telephones and other devices (which must be switched off) and similar items must be deposited in the examination room as directed by an invigilator. All such items are deposited at the sole risk of the student.

3.12.4 Students must use only the official examination stationery provided. Students are not permitted to remove any script, rough work, official stationery (excluding the examination question paper) or equipment from the room. Smoking is not permitted in the examination room.

3.12.5 Unless otherwise authorised in the examination rubric, students must use only blue or black ink in completing the examination answer book (s). A pencil may be used only for the drawing of diagrams.

3.12.6 During the examination, students must not communicate in any way with any person other than an invigilator. A student is permitted to attract an invigilator's attention by raising his/ her hand, and must not leave his/her place without the prior permission of an invigilator.

3.12.7 A student who, in the opinion of the invigilators, causes any disturbance and continues to do so after a warning, is required to leave the examination room

and cannot be re-admitted. Examples of a disturbance include disruption caused by a mobile telephone, shouting, talking, whispering, eating and /or drinking (this is not an exhaustive list).

3.12.8 Students are notified when 30 minutes and five minutes of the examination are still remaining. Students must not start writing, other than to complete the identification details on the answer book until given permission to do so by an invigilator. Students must stop writing as soon as they are instructed to do so at the end of the examination. An invigilator determines the end of the examination.

3.12.9 At the end of the examination, students must remain seated and silent until all scripts have been collected and only allowed to leave when the invigilator says so. Smoking is not permitted in the examination venue.

3.13 Additional Examination

3.13.1 A candidate, who is allowed to sit for one additional examination and for those who have not taken up part or the whole examination, may be allowed to take up one additional examination for the question paper/s which is not taken up by him/her in the examination due to reasons of illness or otherwise as indicated above. However, this shall only be allowed under the following conditions:

a) Sickness or on compassionate grounds is reported in writing to the Head of Examination Department not later than 48 hours after the final question paper had ended for the final examination;

b) The written report is enclosed with certificate/illness report or such report as required under Regulation 3.13

c) The CEO/PD is satisfied that the disease of the candidate or compassionate reasons is very important to ascertain that the candidate does not have to take up the final examination: and

d) Candidate shall be considered to have failed the additional examination if he does not take up the examination of any question paper that should be taken again.

3.13.2 The next additional examination shall be conducted as follows:

a) For credit-based courses, i) the returning students will take the additional examination as and when it is offered during the next semester, and ii) the students of the graduating semester will take the additional examination two weeks after the announcement of the results.

3.14 Written Appeal to Rechecking the Examination Result

3.14.1 A candidate shall submit a written appeal in order that his/ her examination result shall be rechecked if he or she has one or more of the following reasons: -

i) that the grade is incorrect because of an error in the calculation of results;
ii) that the examination paper specified to the student's course contained questions on subjects which are not part of the course prescribed for the examination;
iii) that bias was shown by an examiner in marking the script.

The written appeal shall be submitted to the Head of Examination Department not later than one week after the official announcement of the examination result.

3.14.2 A non-refundable fee of RM 200.00, as fixed by the College, shall be paid to re-examine each question paper and be attached with a written appeal by the candidate.

3.15 Consent for Not Attending an Examination

3.15.1 A written application for not sitting for a certain examination should be submitted to the Dean of the concerned faculty for consideration two (2) weeks before the date of the examination of the said course. The Dean may grant due consideration based on medical grounds or the demise of an immediate family member or any other reason deemed acceptable by the Dean.

3.15.2 In case of an emergency, a written application with evidence for not sitting for an examination which had been conducted for a certain course must be submitted to the Dean of the concerned faculty within three (3) working days after the scheduled examination.

3.15.3 A written application for not sitting for a final examination for a certain course should be submitted together with relevant original documents such as medical certificate and medical report, police report, death certificate or testimony issued by the University Health Clinics/government clinics/public health centre/hospital and the medical panel of the university.

3.15.4 If the application is approved, the student will be given a status of 'Absent with Reason' for the said course in which the on-going marks for the said course will be considered. In the case of a rejected application, the student will be given a status of 'Absent without Reason' in which the on-going marks for the said

course will not be considered and an 'F' (Fail) grade will be given.

3.15.5 Any student who does not attend an examination but has a valid reason accepted by the University may be granted a deferred exam

4.0 ASSESSMENT

4.1 Examination Schedule

4.1.1 Examinations of courses shall take place at the end of every semester except for courses that are approved by the Academic Board and are lectured over a period of four long semester and two short semesters. The course lecturer/s shall determine the method of examination.

4.1.2 All examination schedules for a course shall be prepared by the School through Head of Examination.

4.1.3 Changes to an examination schedule of a course shall only be done with the approval of the Programme Director and the Head of Examination Department.

4.1.4 Examination schedule shall ensure that a student does not have to take up more than two examinations in a day.

4.2 Allocation of Marks for Course Work

The continuous assessment or coursework in the College shall not exceed 60% of the total marks, and the examination at the end of the semester shall not be less than 40% of the total marks. Any differences must be approved by the School, Academic Board and the appropriate regulatory authority.

4.3 Class Attendance

4.3.1 Attendance of students for all classes is compulsory. All lecturers shall be responsible for informing students about the consequences of not attending classes. Students are responsible for ensuring that lecturers are informed of their absence from the class. Lecturers are required to keep attendance records and to report excessive absences to the Programme Director's Office.

4.3.2 Any student whose attendance is below 80% without acceptable reasons or without prior approval from the lecturer shall be disqualified from sitting for the final examination.

4.4 Official Grade

4.4.1.1 Official Grades for Bachelor in Business Administration programme together with the marks shall be as follows:

Marks	Grade	Grade Points	Status
90 - 100	A+	4.00	Distinction
80-89	A	4.00	
75 -79	A-	3.67	Credit
70 - 74	B+	3.33	
65 - 69	B	3.00	
60 -64	B-	2.67	
55 - 59	C+	2.33	Pass
50 - 54	C	2.00	
45 - 49	C-	1.67	Marginal Fail
40 - 44	D+	1.33	Fail
35-39	D	1.00	
30-34	E	0.67	
<30	F	0.00	

4.4.2 The following notations will be used in the transcript:

Notations	Descriptions	
I	Incomplete	Indicates that the student has completed a major part of his entire work in a satisfactory manner, but for reasons considered valid by the lecturer, part of the requirement of the course is still not completed. The student shall complete his work within the specified time in order for the instructor of the course to report the final grade of the student. As soon as the delayed work is completed, the lecturer or in his absence, the Head of the Department, shall present the actual marks and grade to the Examination Department. Credit for grade 'I' is considered based only on the hour value and is not taken into account in determining a student's GPA or CGPA, till the final grade is stated. A student who had obtained grade I shall not be allowed to repeat the course under whatever circumstances, except till Grade I is dropped.
P	Pass	Grade "P" means that student has satisfactorily fulfilled the course objectives that has been set.

F	Fail	This grade indicates that the student has failed the course
S	Satisfactory	Grade 'S' is used to state the satisfactory completion of work for courses as set by the Academic Committee. Credit for 'S' shall be considered based only on the credit value, and shall not be considered for determining student's GPA.
U	Unsatisfactory	Grade 'U' is used for work that is not satisfactory. Credit shall not be given to grade 'U'. This grade shall not be considered for determining student's GPA.
R	Registered For Audit	This grade indicates that the student has registered for course and has fulfilled the admission requirements for auditing that are fixed for such course. Credit value is not allocated for this grade.
W	Official Withdrawal	This grade is given to a student who withdraws from one or more courses or from the College. Grade 'W' is not used to determine student's GPA.
Y	Absentwith Reason	Student absent from examination with justification. E.g medical ground
Z	Absent without Reason	Student absent from examination without any justification.
EX	Exempted	Students are exempted from the particular subject/course.
R1, R2	Resit	Resit 1, Resit 2
UW	Unofficial Withdrawal	This grade is given to a student whose name is in the final grade report but there is no attendance record or other evidence regarding his involvement in the course. If the instructor did not state any grade for the student, the transcript will state "UW" in the student record. Grade 'UW' subsequently is accepted as 'F' in the calculation of GPA.
BR	Barred	This grade indicates that a student has been barred from examination due to disciplinary action, not fulfilling minimum requirement of the course, including attendance, etc.

4.5 Passing Grade

Grade "C" is the minimum passing grade for any course of School in Business.

4.6 Course Code

4.6.1 A course which is compulsory and must be passed in order to complete the requirements of the program. (Refer to Table 1)

Tahun	Semester	Nama Kursus	Kod	Klasifikasi	Kredit
1	1 (17 Minggu)	English for Academic Writing	ENG6143	Common Core	3
		Introduction to Business	BUS6113	Common Core	3
		Business Communication	BUS6123	Common Core	3
		Principles of Management	MGT6133	Common Core	3
		Mental Health	MHC6143	Common Core	3
		Integriti dan Anti-rasuah (Integrity and Anti-Corruption)	MPU3332	Compulsory (MPU)	2
				Jumlah Kredit	**17**
	2 (9 Minggu)	Principles of Marketing	MKT6113	Common Core	3
		Organisational Behaviour	MGT6183	Common Core	3
		Economic Principles and Issues	ECO6113	Common Core	3
				Jumlah Kredit	**9**
	3 (17 Minggu)	Digital Business	BUS6133	Discipline Core	3
		Business Analytics	MTS6113	Discipline Core	3
		Financial Accounting	ACC6123	Common Core	3
		Entrepreneurship	ENT6113	Common Core	3

Tahun	Semester	Nama Kursus	Kod	Klasifikasi	Kredit
		Digital Skill Proficiency	DAL6143	Common Core	3
		Human Values for Sustainability	MCV6143	Compulsory (MPU)	3
				Jumlah Kredit	**18**
2	4 (17 Minggu)	Principles of Finance	FIN6213	Common Core	3
		Human Resource Management	HRM6243	Discipline Core	3
		Knowledge Management	MGT6223	Common Core	3
		Consumer Behaviour	MKT6223	Discipline Core	3
		Business Intelligence and IT Security	CIT6223	Common Core	3
		Quality and Change Management	MGT6233	Elective	3
		Islamic Banking & Finance	ISF6213	Elective	
				Jumlah Kredit	**18**
	5 (9 Minggu)	Bahasa Melayu Komunikasi 2	MPU3143	Compulsory (MPU)	3
		Penghayatan Etika dan Peradaban	MPU3183	Compulsory (MPU)	
		E-Commerce	MKT6243	Discipline Core	3
				Jumlah Kredit	**6**
	6 (17 Minggu)	Ethics, Governance & Accountability	LPG6223	Common Core	3
		Business Law	LPG6233	Common Core	3
		Principles of Risk Management	MGT6243	Common Core	3
		Financial Management	FIN6223	Dscipline Core	3
		Business Research Methods	RSC6333	Discipline Core	3

Tahun	Semester	Nama Kursus	Kod	Klasifikasi	Kredit
		Logistics and Supply Chain Management	MGT6253	Discipline Core	3
				Jumlah Kredit	**18**
3	7 (17 Minggu)	Marketing Management	MKT6353	Discipline Core	3
		International Business	BUS6343	Dicipline Core	3
		Financial Technology	FIN6344	Common Core	4
		Technology Management	CIT6333	Discipline Core	3
		Training and Development	HRM6223	Common Core	3
		Final Year Project	BBA3114	Common Core	4
				Jumlah Kredit	**20**
	8 (9 Minggu)	Strategic Management	MGT6363	Discipline Core	3
		Personal Financial Planning	FIN6353	Elective	3
		Project Management	MGT6373	Elective	
				Jumlah Kredit	**6**
	9 (16 Minggu)	Industrial Training	INT6328	Discipline Core	8
				Jumlah Kredit	**8**
				Jumlah Kredit Bergraduat	**120**

Table 1

462 Description of Course Code

First four alphabets	BUS/MGT/MKT/MTS/ENT – School in Business, MPU – Mata Pelajaran Umum ENG- English
First digit	Year of Study
Second digit	Semester of Study
Third digit	Subject Sequence
Fourth digit	Credit Hours

4.7 Calculation of Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

4.7.1 Grade point Average (GPA)

The formula used to calculate the Grade Point Average (GPA) is as follows:

GPA = The total credit values obtained in one semester Total credit unit in the same semester

Only grade values in the form of a letter of the alphabets such as A, B, C, D and E containing numerical values will be considered in the calculation of GPA.

4.7.2 Cumulative Grade Point Average (CGPA)

The formula used to calculate the Cumulative Grade Point Average (CGPA) is as follows:

CGPA = The total credit values achieved for all semesters The total credit units for all semesters

EXAMPLE FOR BACHELOR PROGRAMME: SEMESTER 1

COURSE CODE	MARKS	GRADE	GRADE POINT	CREDIT	CREDIT POINT
ENG6143	60	B-	2.75	3	8.250
BUS6113	78	A-	3.67	3	11.01
BUS6123	80	A	4.00	3	12.00
MGT6133	80	A	4.00	3	12.00
MHC6143	80	A	4.00	3	12.00
MPU3332	81	A	4.00	3	12.00
TOTAL				**18**	**67.26**

GPA 67.26/18
= 3.73 (For semester two)

CGPA = (29.01+67.26) / (9+18)
= 96.27/27
= 3.56 (For semester two)

SEMESTER 2

COURSE CODE	MARKS	GRADE	GRADE POINT	CREDIT	CREDIT POINT
MKT6113	71	B+	3.33	3	9.990
MGT6183	60	B-	2.67	3	8.010
ECO6113	78	A-	3.67	3	11.01
TOTAL				**9**	**29.01**

GPA = 29.01/9
= 3.22 (For semester one)

473 Grade F shall not be given any points, although the total credit values involved are included in the calculation.

474 Grade and credit values obtained in any semester shall be included in the calculation of GPA and CGPA of the semester.

475 When a student has completed two or three semesters, the Cumulative Grade Points Average (CGPA) is determined by dividing the total credit points achieved by total credit values accumulated.

476 When a student repeats a course, the better grade is included in the calculation of the CGPA.

4.8 Repeat of Course and Opportunity to Improve Grade

4.8.1 A student who wants to repeat or improve the grade is given two attempts to pass the course.

4.8.2 Grade and credit values that are obtained from any semester must be included in the calculation of GPA and CGPA of the semester. When a student repeats a course, the grade and credit values are included to calculate the CGPA will be the highest grade that is achieved.

4.9 Academic Standing of a Student

A student's academic standing in a particular semester is determined by the CGPA that is obtained in the semester and can be classified as follows:

Status of Student	CGPA	Remarks
Pass	2.00 – 4.00	○ Can continue studies
Conditional Pass	1.50 – 1.99	○ Can continue studies into next semester on condition that CGPA improves to a minimum of 2.0 to obtain the status of "Pass"; or ○ Will be granted the status of "Under Observation" if CGPA is between 1.50 – 1.99 in the following semester
Under Observation	1.00 – 1.49	○ Student is placed under observation and allowed to progress into the following semester with the condition that he/she can take not more than 12 credits; and improve the CGPA to a minimum of 2.0 to obtain the status of "Pass" or ○ Improve the CGPA to between 1.50-1.99 in the following semester to obtain the status of "Conditional Pass'
Terminationof Candidature *	Less than 1.00 Less than 1.50	○ Disallowed to continue the studies if CGPA is less than 1.0 for two consecutive normal semesters ○ Disallowed to continue studies if CGPA is between 1.0 and 1.49 for three consecutive normal semesters.

* Student is allowed to appeal to the CEO through School to continue studies and any decision of the Academic Board is final.

4.10 Unsatisfactory Academic Performance

4.10.1 Warning

To be in good academic standing in the College, a foundation programme student is required to maintain a CGPA of at least 2.0. If at the end of any semester, a student obtained a CGPA of below 2.0, a warning will be given by the Programme Director.

4.10.2 Academic Observation Period

a) Any student who had obtained a CGPA of below 1.50 shall be placed under a period of observation. This period shall continue to be effective until the Centre considers the student's performance as satisfactory and shall be discontinued when the CGPA of the student attained the required grade. The Programme Director shall inform the student of his status when the student registers for the following semester. The declaration shall contain a clear statement of what is considered as satisfactory improvement and what should the student do to achieve it.

b) If at any time, the preparation, progress or accomplishment of a student for any academic programme is found to be unsatisfactory by the Centre, the Programme Director shall have the powers to place the student under observation.

c) In the academic semester where a student is under observation, the student shall not be allowed to take up more than 12 credit values.

4.11 Termination of Candidature

4.11.1 If the Centre, in its evaluation, considers a student's progress is unsatisfactory in fulfilling the prescribed conditions of the observation period, the Centre is empowered to terminate the student's candidature from programme. The CEO shall send a termination notice to the student. Termination from programme shall only be enforced upon students under academic observation. Besides the above reason, a student shall be terminated from the programme for disciplinary reasons.

4.11.2 A student who had obtained CGPA < 1.0 for two consecutive normal semesters and a student who continues to be under academic observation status i.e. CGPA < 1.5 for three consecutive semesters shall be terminated from programme.

5.0 CONFERMENT OF SCHOOL

5.1 Requirement for the Conferment of School

5.1.1 General Requirement

Every student is required to fulfil the following requirements for the purpose of conferment of the foundation certificate:

a) Requirements of School
b) Requirements of College Courses
c) Requirements of MQA (MPU) Courses

5.1.2 Minimum CGPA

A candidate is required to achieve a CGPA of not less than 2.0 in every graded course. Transfer of credits received shall not be considered in determining the CGPA.

6.0 ACADEMIC ADVISORY SYSTEM (MENTOR - MENTEE)

6.1 Every student shall be assigned a Mentor who is a full-time academic staff

6.2 The Mentor shall be, as far as possible, appointed from among the lecturers in the field of studies of the students. Students are responsible for understanding and fulfilling the requirements of the course curriculum and must try to obtain appropriate advice. A student and the Mentor shall meet at least twice in a semester or when the need arises to discuss the student's programme of study and other related and relevant academic matters.

7.0 COLLEGE ACADEMIC APPEALS COMMITTEE

7.1 This Committee, set-up by the CEO, represents a final court of appeal for a student who has a grievance strictly bearing on:

i) Grievance on non-adherence to examination procedures.
ii) Complaints of discrimination on his/her appeal to the Centre on the matter of his/her academic standing.

The student must have exhausted all available avenues within the Centre before submitting a written appeal to the Committee through the CEO not later than ten (10) days after receiving the unfavourable decision from the Centre.

The Committee shall NOT deal with matters relating to:

- Assessment grades and / or marks awarded to the student
- Registration / re-registration
- Disciplinary action taken against the student(s) by the Disciplinary Committees of the College

7.2 The following information shall be provided in the appeal letter:

- Personal particulars
- Decision of School
- His/Her grievances
- Ground(s) for appeal

7.3 A second appeal on the same subject / issue will not be entertained by the Committee.

ADMISSIONS

1.0 POLICY AND PROCEDURES

1.1 Admission of Regular Students

1.1.1 Admission to any College programme shall be according to the College resolution and shall be subject to the following:

(a) Payment of specified fees;

(b) Registration as a student for a programme by signing the Students' Register during admission to the College; and

(c) Registration at the beginning of every academic year for the full duration of the course.

1.1.2 Notwithstanding paragraph (b) of the above sub-section, an applicant who is offered as a candidate for a foundation shall be permitted for limited registration as a College student subject to the following conditions: -

(a) CEO is satisfied that the candidate is hindered by unexpected circumstances from reporting himself/herself at the College to sign the Students' Register as a foundation candidate;

(b) The candidate shall report himself/herself at the College to sign the Students' Register on the date determined by the CEO. If this is not done, then his/her registration as a student shall be considered as invalid.

1.2 Simultaneous Registration of Courses

1.2.1 A student who is registered for a course that leads to the conferment of a certificate shall not be allowed to register simultaneously for another course that leads to a degree, School or certificate of this College or other university.

2.0 POLICY AND PROCEDURES TO WITHDRAW

a) All students are required to register for the courses taken in each semester and obtain signatures from the Centre before submission to the Programme Director's Office. The period of registration is normally one week from the date of registration.

b) Changes to the Registration Form either in the form of withdrawal from courses or adding of courses must be done not later than 12.00 noon of the second Friday of a normal semester or 12.00 noon of the first Friday of a special semester. No record of this change will be entered into the student's permanent record.

c) Withdrawal from any or all the courses that have already commenced in the semester is done after 12.00 noon of the second Friday until 12.00 noon of the Friday of the seventh Friday of the normal semester and until 12.00 noon of the third Friday of a special semester. This withdrawal will be recorded with a "W" in the student's transcript.

d) A student who wishes to withdraw from any or all the courses after the period statedin subsection (2) above must appeal to the Programme Director whose prior approval must be sought. Appeals based on the following reasons will not be accepted:

- Student's performance for the course is unsatisfactory
- Lack of preparedness for the course; or
- Not satisfied with the course/s

e) If approval is not granted, the student is required to continue his/ her studies in the course.

2.1 **Withdrawal from Programme/ Course**

2.1.1) Withdrawal from foundation studies is interpreted as the student not continuing his/her studies in the programme.

2.1.2) Withdrawal from the College for a semester is interpreted as withdrawal from all registered courses for that semester. Normally, a student is allowed to withdraw from a semester after he/ she has completed at least one semester of studies previously.

2.1.3) Withdrawal from any or all courses in the period between the last day of scheduled classes and sitting for the final examination of the course is not permitted unless the student is confronted by a genuine emergency.

2.1.4) A student must write to Programme Director and obtain prior approval from the Programme Director before leaving his/ her studies in the concerned semester. The Withdrawal Form is available at the Centre.

2.1.5) A student who without formal approval does not attend classes for a course will be given grade 'F' for the course.

3.0 DEFERMENT OF STUDIES / LEAVE OF ABSENCE

3.1 CEO, on the recommendation of a Centre, may grant leave of absence or deferment of studies to students based on the following conditions:

a) For medical reasons, including maternity leave

b) For other reasons, if in the opinion of the CEO, that deserves special consideration.

c) Such leave period as given shall not exceed one year at a particular period.

d) The total period given shall not exceed two years.

e) Notwithstanding the provisions in the Act that governs the candidate's basic degree programme about the maximum period to complete his study programme, one year's leave that is given shall not be considered as part of the maximum period but any such leave period shall normally be counted if it exceeds one year. Exceptional circumstances may allow this period to be extended by CEO

f) Where such leave is given for medical reason, the candidate must be confirmed as healthy before being permitted to continue his/ her studies.

3.2 Upon withdrawal from a course, tuition fees will be charged as follows: -

i) For an application that is made before the commencement of a semester, fees will not be charged.
ii) For applications made after the commencement of a semester, full tuition fees are payable for the whole semester.

3.3 Applications should be made at least one month before the actual deferment of studies. Applications should be made using the official form that can be obtained from the Centre's office. The form that has been filled should be submitted to the Programme Director who will then forward it to CEO.

4.0 PERMISSION FOR MISSING CLASSES

Permission for not attending a class (lecture, tutorial, practical or seminar) shall be given to students who apply at short notice for the following reasons: -

- to visit family members who are sick
- to attend family member's funeral

- to attend hearing in a court
- to participate in practice sessions for sports or cultural events
- other acceptable reasons

Written application should be submitted to the Programme Director of the Centre who may consider granting leave based on his/her sole discretion.

Maternity leave for a student is considered as Special Leave unless the Programme Director feels that the period of maternity will disrupt the studies of that student.

Permission for not attending classes is subject to missed classes not exceeding 20% of the total number of lecture/tutorial/practical hours in a single semester.

FINANCE

1.0 FEES POLICY

1.1 MICP shall charge fees or payment as approved by the MICP Management Board from time to time, including fees for the following purposes:

1) Tuition
2) Laboratories
3) Examination
4) Student Welfare
5) Insurance
6) Food and Accommodation
7) Transport

2.0 PAYMENT OF FEES

The MICP Management Board shall reserve the right to change the structure and the rate of study fees and other payments at any time. Fees for any level of programmes of study shall be paid according to a semester/ term or a session subject to the regulations governing payment determined for the programmes of study. All the fees shall be paid in the first week at the beginning of a semester, unless otherwise allowed by the Finance Manager.

All students who have not settled the fees within the specified period shall be charged late payment fee of RM 50.00 per week. If the fees are not settled within one week after the announcement from the Finance Office that the student has arrears in fees payment, the student will not be allowed to attend classes and the candidature suspended, unless there is a valid reason acceptable by the College. The student shall not be accepted into the College till all the study fees and other payments charged including total arrears is settled.

3.0 FEES REFUND POLICY

There is a Fees Refund Policy which applies to students who withdraw from the programme of study at MICP. However, such refund is not automatic upon withdrawal from the College but subject to procedures and conditions. Every student is required to sign a statement acknowledging awareness of the terms and conditions of the policy. The following conditions govern the policy on fees refund:

3.1 Withdrawal

Students who have enrolled at MICP and subsequently decide to withdraw from the College must adhere to the following procedures: -

Step 1. Submit a letter stating the reasons for withdrawal to Programme Director.

Step 2. A copy of the letter should be forwarded to the Admissions & Records Office.

Step 3. Complete the Withdrawal Form which will be issued by the Admissions & Records Office.

Step 4. A student should receive clearance signatures from the following departments: -

- Programme Director
- Student Affairs
- Library
- Finance & Accounts
- Admissions & Records
- Information Technology

Failure to follow the above withdrawal procedures can result in either a delay in refund or forfeiture of fees and deposits.

3.2 Refund of Fees

Students who wish to withdraw from the College, the following refund policy applies;

REFUND POLICY

1) Application, Administration and Registration fees	Not refundable under any circumstances
2) Tuition/Academic fees	For all the semesters, the fees are payable in advance and must be fully settled before or end of the first week of the date of commencement. No tuition fee is refundable. An administration charge of RM50 will be imposed from the third week of the semester if the payment is not fully received by the due date, for each week or part thereof delayed MICP has all the rights to take necessary action as deemed fit if the payment is not received fully by the end of the second week of the semester MICP has all the rights barring the student from classes and facilities, suspension or termination of the student. MICP further reserves the right and shall be entitled to withhold all examination results, certificates and records of the student

3) Other fees (Library fees, computer fees, science lab fees, co-curriculum fees, examination fees, and caution fees, etcs.), if any.	The said fees are to be paid in advance and must be fully settled before or end of first week of date of commencement For withdrawal cases are as follows: a. If a student withdraws from the programme during the first two weeks from the commencement date of the semester, MICP has all the rights to refund an amount not exceeding 50% of the said fees in Clause (3), provided all the fees due have been paid in full. Tuition fees are not refundable. b. If the student withdraws from the programme after the second week from the commencement date of the semester, MICP has all the rights not to refund all the fees paid in Clause (3) provided all the fees due have been paid in full. Tuition fees are not refundable. c. MICP also has all the rights to demand all the unsettled fees. d. If the student required to leave the programme due to call for National Service and provided that the student's request for National Service deferment is denied, the student is eligible for a full fees refund of the following fees -library fees, computer lab fees, science lab fees, co curriculum fees and examination fees, provided all the fees have been paid in full and the withdrawal is done within the first five weeks from the commencement date of the semester. Tuition fees are not refundable. e. If the student were suspended or expelled or discontinues the programme due to misconduct or any disciplinary issue or non-attainment of academic requirement, there shall be no refund of all the fees paid. f. Caution fee is non-refundable.

Note :

- The amount of refund will be subject to clearance from the relevant Programme Director (as in Step 1).
- Students are advised to settle all outstanding fees and return all items including library books, keys, hostel items, Student ID and others which belong to MICP before clearance is approved.
- Any student who fails to do so will incur deduction from the refund.

3.3 Other Fees

The following fees will be charged for students:

1) Re-sit Examination only	RM300 for every course repeated
2) Re-check exam paper	RM 200 for each paper re-checked

LIBRARY

1.0 Introduction

The purpose of this policy is to provide the principles guiding the content of the collection, patron access to materials, and use of the library facility, the librarian has the final authority to choose or reject individual materials, schedule programs, and enforce rules, fees, fines and due dates. MICP Library facilities and resources are provided to support the educational, research and administrative activities of the college. MICP Library aims to provide resources, services and study spaces that are conducive to learning and research. These conditions of use are intended to ensure equitable access for all library clients.

The conditions of use and breach of MICP Library Policy are stated below:

LIBRARY RULES AND REGULATION

- The Library is open for reading and reference for the MICP's students and School only.
- Silence must be observed in and around the library at all times.
- The use of mobile phone is strictly prohibited.
- No textbooks, lab coats, bags, umbrella are allowed in the reading area.
- No food is permitted in the Library.
- Smoking is not permitted in the Library or any MICP premises.
- Library users are asked to treat other users with consideration.
- Library furniture, fittings or equipment must not be misused or their arrangement altered.
- Any damage or defacement of Library materials is strictly prohibited and users found damaging material will be face disciplinary action. Library users are responsible to report any instances of such defacement to Library staff.
- The librarian has the right to request user to leave the library if he/she found to be violating any of the library rules.
- All readers must enter and leave the library through the main door only.

LOAN / CIRCULATION RULES

- Books marked "Blue" spot and Journals cannot be loaned out to student/ School.
- For student:-Only two (2) books can be borrowed at one time and books can be borrowed for a maximum of 1 week. Loans can be renewed if the book is not required by the Library for another user.
- For staff: - Only two (2) books can be borrowed at one time and books can be borrowed for a maximum of 2 weeks and followed reissue for 2 weeks (maximum 1 month).
- A valid student ID/ Library card is required whenever borrowing items.
- Library materials on loan to one person may not be transferred to another. The person in whose name the loan is made is solely responsible for the safekeeping and due return of items loaned.
- All Library materials borrowed must be renewed or returned within the stipulated loan period.
- In case when an item is lost or stolen, returned damaged, or not returned after a

reasonable period of time, the borrower will be charged for the item at replacement cost.

- For overdue books - a fine of RM5 will be charged per day.
- For missing books - a penalty will be the cost of book and a minimum fine of RM 300.
- For damaged book- a penalty will be charged at least RM15 and above depending on cost of repairing the books.
- The librarian reserves the right to suspend and recommend to the Management of MICP - withdrawal of all Library privileges from students who contravene the rules. Defaulters may also be referred to the College's Disciplinary Committee.
- No book or other Library property may be taken from the building at any time without permission.

COPYRIGHT

- The Library photocopying service is offered in accordance with the provision of the Malaysia Copyright Act 1987 (Act 332)
- The library user to abide the following:
  - The Malaysia Copyright Act 1987 (Act 332) abides the right to confers on the copyright owner the exclusive right to control the copying of his/ her whole work or substantial part of it.
  - Use of photocopying machines for making copies from a copyright work may amount to an infringing act under the Malaysian Copyright Act 1987 which may subject the user to legal liability.
  - In accordance with the Act, all parties are forbidden to make copies of the whole or substantial part of books from the library / books being brought in from anywhere else. Thus, the library only allows photocopying around 10% of total pages.

OFFENCE AND PENALTIES FOR BREACH OF LIBRARY RULES

- Charges will be made for overdue, damaged or lost books at rates to be determined from time to time.
- Theft of library material is a serious offence liable to rustication/ dismissal from the college.
- Users, who lose, underline, mutilate, damage, mark or deface library books, in any other way, will be required to pay for the replacement of books based on current publisher's cost and additional sum as administrative charges.
- Any reader who deliberately insults any library staff while performing his/her lawful duty shall be reported to the Management of MICP for disciplinary action.
- Any student who refuses to pay library fines and return books issued will not be given clearance certificate by the library and library privileges will be cancelled.

READING ROOM RULES AND REGULATIONS

- The Reading Room is open for reading and reference for the MICP's students and School only.
- No pre-clinical exercises like Orthodontic wire bending or Prosthodontic teeth arrangements are permitted in the reading room.
- Silence must be observed in and around the reading room at all times.
- The use of mobile phone is strictly prohibited.
- No bags, umbrella are allowed in the reading room.
- No food is permitted in the reading room.
- Smoking is not permitted.
- All users are asked to treat other users with consideration.
- Reading Room furniture, fittings or equipment must not be misused or their arrangement altered.
- No bags are allowed into the reading room.
- Any damage or defacement of reading room. materials are strictly prohibited and users found damaging material will be face disciplinary action. Reading room users are responsible to report any instances of such defacement to Library staff.
- The librarian has the right to request user to leave the reading room, if he/she found to be violating any of the reading room rules.
- All readers must enter and leave the reading room through the main door only.

COMPUTER LAB RULES AND REGULATIONS

- Students must have the college identification card with them whenever they enter the Computer Lab.
- Software, printing, internet and lab hardware usage are to be used for educational purposes only.
- Students should maintain a quiet environment in the Computer Lab.
- Eating and drinking in Computer Lab is not allowed.
- Cell phones must be turned off or switched to vibration mode.
- Students are not permitted to install programs or software's in the computer without IT Officer's approval.
- Playing games on the computer is strictly prohibited.
- Students should exit from all programs, push in their chair, and discard scrap paper or printouts in the proper recycling or trash bin before they leave the Computer Lab.

GIFT OF BOOKS AND LIBRARY MATERIALS

- Donations to the library in forms of books, reading material and study materials are welcomed.
- All donations will receive careful consideration by the librarian and if found suitable will be accepted.
- Donation which does not support research, teaching and services at MICP will be declined.
- All accepted gift becomes the property of MICP and MICP reserves the right to determine retention, disposition, location, treatment of these gifted materials.
- A letter of acknowledgement of gifted material may be issued on request by the donor.

STUDENT AND ACADEMIC AFFAIRS

1.0 FUNCTIONS

The Department of Student and Academic Affairs is one of the central departments in the administration of the College, which deals with all matters concerning students. The Department of Students and Academic Affairs is responsible to cater to the needs of the students' welfare and all aspects concerning student development and academic matters. Students' welfare is related to matters such as accommodation, personal and financial problems, food and security whereas student development includes the activities of societies, clubs and sports besides cultural, debating, motivation and similar activities. In addition to the above functions, the Department will also ensure the following aspects: -

- the physical developments related to accommodation, sports, cultural activities and also administration services to the students e.g. accommodating students in the hostels, arranging transportation and organizing the student centre where students may carry out societal and other related activities.

- to enforce student discipline and ensure the behaviour of students complies with the rules and regulations approved by the university authorities.

- to improve continuously the quality of student services provided.

- to manage academic matters

2.0 FINANCIAL AID

The College assists students in obtaining financial aid for their courses through a number of agencies. Students may apply for Affin, Maybank, MBSB loans or others scholarships.

MICP have special arrangement with Affin Bank, Maybank and MBSB Bank. The amount available, interest rates, and terms and conditions may vary. Students should check with banks concerned.

Students may also apply for financial assistance from the following agencies such as Majlis Amanah Rakyat (MARA), Maju Institute for Educational Development (MIED), National Finance Cooperative Society (NLFCS), Employee Provident Fund (EPF or KWSP) Social Security Organisation (SOCSO or PERKESO), Educational, Welfare & Research Foundation (EWRF), Malaysian Community Education Foundation (MCEF) and others. They are also encouraged to consider various private and state loan/ scholarship bodies.

3.0 DISCIPLINE CONDUCT OF STUDENTS REGULATIONS AND PROCEDURES

3.1 GENERAL DISCIPLINE

Prohibition on students, students' association, etc. associating with unlawful society, etc.

1. a) Students of the college are prohibited from becoming members or associating in any manner with any trade union, society, association, organization, body or group unless with the approval of the CEO:-

   i) Whether or not it is established under any law; and

   ii) Whether it is within or outside Malaysia

   b) On a person, while he is a student of the College and any society, association, organization, body or group of students of the College expressing or doing anything which may be construed as:-

   i) Expressing support or sympathy with or opposition to any trade union; or

   ii) Expressing support or sympathy with any unlawful society, association, organization, body or group.

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 not exceeding two thousand Ringgit (RM 2000/-).

General Prohibitions

1. Students are prohibited from:-

   i) Acting within or outside the campus in a manner which could tarnish or destroy he interest, harmony or good image of the college or interest, harmony or good image of college students and staff or peace and security or morality, decorum and discipline.

   i) Breaching any written laws within or outside the college.

   i) Interrupting or in any way disrupting or causing interruption or in any way disrupting any teaching, study, research, administrative work or any other activity carried out under the direction and approval of the college, or carry out an action which could result in interruption or disturbance.

iv) Obstructing or hindering or disrupting or causing obstruction, hindrance or disruption to any staff of the college or any person from carrying out his/her work, responsibility or duty or act in such a manner to cause obstruction, hindrance or disruption.

v) Obstructing or hindering or causing obstruction or hindrance, to any student from attending any lecture, tutorial or class or participate in an approved activity, or carry out an action, which can cause obstruction or hindrance.

vi) Organizing or being involved to activate or participate in any boycott action from examination, lecture, tutorial, class or any other approved activity organized by or under the direction and approval of the college.

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.

vi) Disturbing, disrupting, displacing or in any manner doing something on material, object or property, or knowingly do something or cause something to be done in the college with the intention to cause or which may result in obstruction, defacement to property, or difficulty, anger, loss or damage to an individual.

ix) Contravening or not conforming to any instructions or requirement of the college Librarian, library staff or any other staff of the Library regarding usage of the library, the books and other facilities in the Library.

x) To bring in 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 CEO on the recommendation of the Academic Commitee.

xi) Any student during an examination in any manner copying or attempting to copy or acting in such a manner which can be defined as copying or attempting to copy during an examination.

xi) Students are prohibited from using the handphone during lectures or lab practicals.

Attendance of Lectures

2. Students must attend all lectures, tutorials, classes or other study requirements related to the course, except with prior approval from the Programme Director/Coordinator, according to circumstance, except where the circumstance does not enable the student to get prior approval, with valid reasons or justifications for not attending, and in such circumstance the student must, immediately, thereafter inform the Programme Director /Coordinator satisfying him with the valid reasons for not attending.

Sitting For Examinations

3. Students whose course requires him/her to sit for an examination and not barred from sitting for the examination, must sit for the examination except obtaining prior approval from the CEO, and unless the circumstance do not enable the student to get prior approval and has valid reasons or justifications for not sitting for the examination, and in such a circumstance the student must, immediately, thereafter inform the CEO satisfying him with valid reasons for not sitting for the examination and must get the CEO's approval.

Conduct during examinations

No student shall:-

(i) Take any book, paper, document, picture or other things except those authorised by the examiner, in or out of an examination room, or receive any book, paper, document, picture or other things from any other person while he/she is in the examination room. A student may while he/she is in the examination room, receive from the invigilator such books, papers, documents, pictures or other things which have been recommended by the examiner and authorised by the CEO.

(i) Write or have it written by another person, any information or diagram which may be relevant to the examination he is sitting for, on his hand or any other part of his/her anatomy, apparel or clothing.

(i) Communicate with any other student during an examination by whatever means; or

(iv) Cheat or attempt to cheat or conduct himself in a manner which can be construed as cheating or attempting to cheat in an examination while the is being conducted.

4. Prohibition against plagiarism

(i) A student shall not plagiarize any idea, writing, data or invention belonging to another person.

(ii) For the purpose of this rule, plagiarism includes: -

(a) The act of taking an idea, writing, data or invention of another person and claiming that the idea, writing, data or invention is the result one's own finding or creation: or

(b) An attempt to make out or the act of making out, in such way that one is the original source or the creator of an idea, writing, data or invention which has actually been taken from some other source.

(iii) Without prejudice to the generality of sub rule (ii) a student plagiarizes when he:

(a) Publishes, with himself as the author, an abstract, article, scientific or academic paper, or book which is wholly or partly written by some other person:

(b) Incorporates himself or allows to be incorporated as a co-author of an abstract, article, scientific or academic paper, or book when he/she has not at all made any written contribution to the abstract, article, scientific or academic paper or book.

(c) Forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any contribution which may qualify him as a co-researcher or co-author:

(d) Extracts academic data which are the results of research undertaken by some other person, such as laboratory findings or field work findings of data obtained through library research, whether published or unpublished and incorporate those data as part of his academic research without giving due acknowledgement to the actual source.

(e) Uses research data obtained through collaborative work with scene other person, whether or not that other person is a staff member or a student of the college, as part of another distinct personal academic research of his/her or for a publication in his own name as sole author without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;

(f) Transcribes the idea or creations of others kept in whatever form, whether written, printed or available in electronic form or in slide form, or in whatever form of teaching or research apparatus, or in any other form, and claims whether directly or indirectly that he is the creator of that idea or creation.

(g) Extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearranges them in such a way that it appears as if he is the creator of those ideas.

Organising Assemblies

5. i. No student shall hold, organize, call to assemble or call or cause to be held, organized, called to assemble or called or in any way involved to hold, organize, call to assemble or call or acting to hold, organize, call to assemble or call an assemble of more than four persons anywhere in the college or which is used for college purpose, without approval of the CEO.

ii. In giving the approval (i) above the CEO shall give the approval with limitations or conditions deemed to be essential or appropriate for the assembly.

iii. No student shall knowingly attend or participate in an assembly which is in contrary to item (i) or (ii) above.

5 (a) ***Banners***

No student, organization, body or group of students, shall:-

(i) Fly, exhibit, display or in any manner make use of, or cause to be flown, exhibited, displayed or in any manner made use of;

(ii) Own or have in his/her or it's possession, custody or control, any flag, banner, placard, poster, emblem or device which is conductive to the promotion of indiscipline, disorder, disobedience or contravention of these Rules.

Publishing Prohibited Documents

6. 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 CEO with whatever restrictions and conditions that are deemed relevant and appropriate.

ii. Approval by the CEO is in addition to any license, permit or other approvals which may be required under the law.

Student's Activities Outside Campus

7 (i) No student, organization, body or group of students, shall organise, carry out or participate in any activity outside the Campus which has a direct adverse effect on theCollege or which is prejudicial to the interests of the college.

(ii) The CEO may issue guidelines in respect of activities which are prejudicial to the interest of the college.

Prohibition On Students Involving In Working

8. No student 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 CEO and abiding to any restrictions or conditions deemed relevant by the CEO.

Prohibition On Representation Pertaining To College

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

Prohibition On Gambling In The College

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

Prohibition On Consuming Or Possessing Liquor, Indecorous Behaviour

11. i) No student shall consume or possess or have under control or care liquor in the college.

i) Any student who believes in an indecorous manner under the influence of liquor in the college is guilty of disciplinary offence.

Prohibition Pertaining Obscene Materials

12. i) No student shall possess or have under control or care 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 obscene material, regardless sharing distributing or exhibiting to one person only or more than one person and regardless whether the sharing, distributing and exhibiting is for getting a payment or any other return.

iii) No student shall purposely see or hear any obscene material in the college.

Prohibition On Dangerous Drugs and Poison

13. i) No student shall have in possession or control or care any drug or poison.

ii) No student shall provide, supply, have or offer or suggest providing, supplying, having or offering any drug or poison to anyone.

iii) No student shall consume smoke or inhale, or intravenously or in any other manner enter into the body any drug or poison.

iv) Nothing under the provision of these procedures can be considered prohibiting a student from undergoing any treatment by or under medication of a medical practitioner registered under the Medical Act 1971.

v) Any student who is found to be under the influence of any drug or poison is guilty of disciplinary offence.

Cleanliness In The College

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

Prohibition On Being Or Creating Noise And Causing Nuisance Or Disturbance

15. 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 the college.

15**(a)** **Loudspeakers**

(i) No student, organisation, body or group of students shall own or use or have in his/her possession, custody or control, for public address purposes, any loudspeaker, loudhailer, amplifier or other similar appliance without the prior approval of the CEO.

(ii) In granting the approval in sub rule (i), the CEO may impose such restrictions, terms or conditions as he may deem necessary or expedient.

Prohibition On Living Or Sleeping In The College

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

Prohibition On Entering Restricted Areas Or Buildings In The College

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

(a) Examination of student suspected to have mental disorder.

(i) The CEO may require a student suspected to have a mental disorder to submit him/herself for medical examination by a qualified medical officer.

Disobedience

18. If a student fails to abide by or breaches official instruction or request, which is given or directed by any staff of the college given the power to give or direct instructions in the college, the student has committed disciplinary offence.

Student Attire

(i) The CEO shall by writing, issue any orders which he deems relevant regarding students' dress code in the college.

(ii) Students shall be properly attired and have a presentable appearance at all time according to the dress code determined by the CEO. No slippers, jeans or collarless T-Shirts shall be worn during lectures, classes, seminars and activities of the college wherever they shall be held.

(iii) Students are not allowed to wear any attire or accessories that symbolize any particular external organization or group except on certain occasions and with the permission from the relevant officer of the college.

(iv) Students' attire must not display any provocative or undesirable designs, pictures, words or phrases.

(v) Students should wear proper and neat attire during the skills lab.

19. Visit By Parents / Guardians

(i) Only parents and guardians are allowed to visit students.

20. Parents and guardians will have to show their ID card to the Security Officer and to fill in their details in the Register Book at the Security Room.

21. Parents / Guardians will have to meet the student concerned only in the Waiting Area on Level 17 of MICP.

(iv) Students will be held responsible for any misconduct of their visitors.

DISCIPLINARY PROCEDURE

Breach of discipline and Penalties

1. Any student found to have committed a disciplinary offence shall be imposed any one of any two or more penalties as appropriate combined together from the following penalties :

   a. Warning
   b. Fine of not more than Five Hundred Ringgit (RM500/-).
   c. Suspended from any or all usage of facilities of the college for a specified period of time.
   d. Suspension from being a student of the College for a specified period of time.
   e. Expelled from the College.

Attendance Before The Disciplinary Board

2. The Disciplinary Committee is comprised of 5 members namely Deputy CEO, Dean or his/her representatives, Programme Director, one lecturer and Head of Student & Academic Affairs or his/her representatives. If in the opinion of the Disciplinary Committee, a student has committed a disciplinary offence the Disciplinary Committee is required, whether orally or by writing, to inform the student of the alleged disciplinary offence and thereafter to require the student to attend before it in a specified discipline room, at a date and time as decided by the Disciplinary Committee.

Consequence Of Not Attending Before The Disciplinary Board

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

Explanation Of Facts And Taking The Plea

4. At the Disciplinary Hearing in the Discipline Hearing Room, the Disciplinary Board shall explain to the student the facts regarding the disciplinary offence alleged to have been committed by the student and call upon him/her to plead thereto.

Admitting guilty of an offence and related procedures

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

Disciplinary Procedure for hearing if student does not admit guilty

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

Students' Evidence

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

Power of the Disciplinary Board to examine or recall witnesses

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

Informing the decision

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

Imposing the penalty

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

Care and destruction of exhibits

11. (1) The Disciplinary Board shall direct that all documents or other objects submitted during the Disciplinary Hearing be kept under its care or under the care or person as decided by the Disciplinary Board while waiting for the completion of the Disciplinary Hearing.

(2) The Disciplinary Board shall, at the end of the hearing, give any duration deemed to be appropriate to destroy any document or any other object submitted during the Disciplinary Hearing, and may direct it to be effective immediately or at a time decided by the committee.

(3) Powers of the Disciplinary Board under (2) above includes the power to direct that any document or object be destroyed or surrendered to the College.

Written Notes On The Hearing

12. The Disciplinary Board taking disciplinary action on a student under article 2 shall direct to be prepared written notes of the hearing, but the notes need be verbatim notes.

Notes

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

Register of Disciplinary Hearings

14. The CEO is required to maintain a register of all disciplinary hearing carried out under these Regulations; the CEO shall record the students name, details on the breach of discipline, progress of the hearing, decision of the hearing and other information and details as directed by the CEO.

Report to Parents, Guardians or Sponsors

15. (1) If a student is found guilty of committing disciplinary offence, the CEO shall send a written report on the disciplinary hearing to the students' parents of guardian and to the sponsor for scholarship holders or the funding authority.

(2) Parents or guardians shall be entitled to receive a certified copy of the notes of the hearing after paying a fee decided by the CEO and the fees shall not be more than one hundred and fifty Ringgit (RM 150/-).

Payment of Fine

16. When imposing a fine on a student, the Disciplinary Board shall state the date within which the fine is to be paid and the student shall pay the fine to the College within the stated date.

Action on failure to pay fine

17. If the student fails to pay the fine within the date mentioned in article 16, the student shall be immediately suspended from being a student of the College and he/she should not be in the College or enter the premises and the suspension shall continue until the fine is paid.

Order to pay Compensation

18. (i) If a penalty is imposed on a student under article 10, the Disciplinary Board, besides the fine, may direct the student to pay compensation as determined by the Disciplinary Board for any damages on any properties or any other losses or relief given to any student, arising there from, by the Disciplinary Board while conducting the disciplinary hearing, a student shall be directed to pay compensation under this article whether the property belongs to the College or others.

(ii) The amount of compensation determined by the Disciplinary Board in Article 18(1) shall be a fair and reasonable amount and attention shall be given to all facts relating to the case and the persons involved in the case.

(iii) Compensation determined in Para (1) shall be paid by the student to the College within the stated date by the Disciplinary Board.

(iv) Provisions under Article 17 will be used "mutatis mutandis" if the student fails to pay the compensation determined according to Para (1) within the date as decided in Para (3). (NB.Mutatis mutandis means with the necessary changes).

(v) The College shall pay the compensation paid by the student under para (3) to the person determined by the Disciplinary Board as fit to receive the compensation.

(vi) Any compensation payable or paid under these Rules shall be without prejudice to the right of any person to institute civil proceedings in a court of law for damages or compensation in respect of the damage, loss or injury referred to in sub rule (i), or the right of any person to receive any payment or compensation under any other written law in respect of such damage, loss or injury.

Persons who can attend a Disciplinary Hearing

19. No other person shall attend a disciplinary hearing other than: -

(a) The Disciplinary Board and its staff
(b) Student on whom disciplinary action is taken
(c) Witness when giving evidence or wherever required by the Disciplinary Board
(d) Any person who is allowed to attend by the Disciplinary Board on special reasons.

APPEALS

Notice of Appeal

20 (i). If a student is not satisfied with the decision of the Disciplinary Board, he/she shall give a written notice proposing to appeal to the Chairman Board of Governors on the decision by filing a notice of appeal in two copies to the CEO within five days from the date decision is given.

(ii). The notice of appeal should state clearly the reasons for appeal.

Appeal will not suspend the penalty imposed

21. Any appeal made by a student will not operate to suspend the penalty imposed according to Article 10 unless the CEO otherwise directs.

22. If a breach of discipline has taken place under these Regulations, whether a student is found guilty or indiscipline or not, and whether the disciplinary offence has been committed or not and the disciplinary offence was committed or seems to have been committed in the name or on behalf of any association, body or group of students of the College officially formed, or under the name or on behalf of other organization, body or group of College students, whereby every office bearer in the organization, body or the group and every student managing and assisting in managing the organization, body or the group at the time of the disciplinary offence is committed willbe considered as guilty of the disciplinary offence and can be imposed penalty, unless it can be proven to the satisfaction of the Disciplinary Board that the disciplinary offence was committed unknowingly and reasonable efforts have been taken to avoid the occurrence of the disciplinary offence.

23. Action can be taken under these Regulations on any offence bearers, or a student managing or assisting in managing any organization, body or group mentioned in Regulation 22, even though he/she could not have participated in committing the disciplinary offence.

24. In any disciplinary hearing under these regulations on any office bearers, or a student managing or assisting in managing any organization, body or group mentioned in Regulation 22, any document found in the possession of any office bearers, or student managing or assisting in managing any organization, body or the group, or in the possession of any member of the organization, body or the

group is prima facie evidence on the contents of the document for the purpose of proving that something has been committed or appears to have been committed by or on behalf of the organization, body or the group.

Presumption

25. In any hearing against any student:

a) It need not be proven that an organization, body or groups of students have any name or it has been formed or it is normally known with a particular name.

b) If any book of account, writing, membership list, seal, flag or insignia for or pertaining to, or appears to be pertaining to, any organization, body or group of persons found to be in possession or under the control or care of any student, it shall be presumed until proven otherwise, that the student is a member of the organization, body or group at the time the book of account, writing, membership list, seal, flag or insignia was found.

c) If any book account, writing, membership list, seal, flag or insignia for, or pertaining to, any organization, body or group of persons found to be in possession of, in control or care of any student, shall be assumed, until proven otherwise that the student has assisted in managing the organization, body or the group.

Disciplinary Offences

26. Any student committing a breach of discipline or fails to follow, or contravenes, any of these Regulations or any prohibitions, conditions or limitations imposed under these Regulations or under any order or directive given under these Regulations is guilty of disciplinary offence.

Regulations do not derogate from criminal liability

Nothing in these Regulations shall derogate from the liability of any student or other person for any offence under any written law.

SERVICES & FACILITIES

1.0 STUDENT ASSOCIATION

1.1 The student council of MAHSA International College, Penang (SCOP) was founded by in 2008. The council members are elected by the students.

1.2 The associations shall elect Executive Committees in the following manner: -

The registered students as a whole shall elect by secret ballot conducted by officers appointed by the CEO for the purpose, such number of registered students, as maybe determined by the CEO, to be the representatives in the Association.

1.3 The Association shall elect among its members office bearers comprising of a President, a Vice-President, a Secretary, and a Treasurer, who shall be its principal office-bearers and five Committee Members, unless otherwise authorized in writing by the CEO. The office-bearers so authorized by the CEO shall be elected by the registered members from the members of the Association.

1.4 The members of the Association and its office bearers shall be elected for one year.

1.5 The Association's decisions shall be taken by a majority vote with not less than two-thirds of the members being present and voting.

1.6 The Associations may from time to time, with the prior approval in writing to the CEO, appoint *ad-hoc* committees from among its members for specific purposes or objectives.

1.7 No student against whom disciplinary proceedings are pending, or who has been found guilty of disciplinary offence, shall be elected or remain a member of the Association or an office-bearer of any student body or committee, unless authorized in writing by the CEO.

1.8 Nothing in this section shall preclude any graduate, who is registered as a student for a higher degree or a post-graduate School, from becoming an associate member of the Association.

1.9 The objectives and functions of the Association shall be –

a) to foster a spirit of cooperation among the students of the College;

b) to make representations to the CEO on all matters relating to, or connected with, the living and other conditions of the students of the College;

c) to undertake student welfare activities in the College;

d) to assist the College Authorities to maintain the discipline of students;

e) to represent the student who is charged with disciplinary proceedings; and

f) to undertake such other activities as may be determined by the Board from time to time.

1.10 Constitution of the Association and any other amendments or revocation shall be approved by the College and shall not be implemented till approved to be effective.

1.11 Student Association may organize Association Funds that shall include payment of fees by the Association members, as prescribed in the Constitution and donation received from individuals and associations allowed by the CEO.

1.12 The Association's Fund shall be spent according to subsection (1.0.13) and the provision of the Association's Constitution and the payment from such fund shall not be authorized unless where written claims supported by receipts and vouchers are submitted.

1.13 The Association's Fund shall be used to pay for the administration cost of the Association, including auditing cost, and to pay any cost related to or arising from any activity carried out by the Association to achieve the purpose and functions as stated in subsection (1.0.9).

1.14 Nothing in these subsections (1.0.11), (1.0.12) and (1.013) gives rights to the Association or any members or office bearers to use the Association's Fund, whether directly or indirectly, to advance the objectives of a political party or union body or association that it is not affiliated with.

1.15 The Treasurer shall keep proper accounts of revenue and expenditure of the Association and not later than three months after the end of every financial year being a financial year as prescribed in the Constitution of the Association, a copy of the said accounts which shall be audited by a person appointed by the CEO and fees paid by the Association shall be submitted by Student Association to the PMB for approval.

1.16 The Association shall hold meetings from time to time, as it may deem necessary and it shall be the duty of the Secretary to keep minutes of every meeting of the Association and such minutes shall be confirmed at a subsequent meeting.

1.17 For the purpose of this section, "registered students" means a student who is following a course of study in the College for a degree, a School or certificate.

1.18 A student shall cease to be a registered student within the meaning of this subsection: -

a) upon the announcement of the results of the final examination for such course of study, if he fails such examination; or

b) upon the announcement of the results of any examination for such course of study, if he fails such examination, until he is, thereafter, registered again for that or another course of study applicable to a registered student under this subsection.

1.19 It shall be lawful for not less than thirty students of the College with the prior approval of the College and subject to such terms and conditions as the CEO may specify, to establish a student body consisting of students of the College for the promotion of a specific object or interest within the College.

1.20 A copy of the draft constitution and application form to form an association are available at the office of the Department of Student and Academic Affairs.

2.0 STUDENT HEALTH SERVICE SCHEME

2.1 All MICP students are covered by hospitalization insurance (AIA insurance) during their studies.

2.2 Every student shall pay the fee at the commencement of each academic year

2.3 In the event of illness or accident the student can avail insurance cover after admission to a private hospital. Students will be issued a medical card for the purpose of admission to a hospital.

2.4 All new students need to submit a copy of their My Kad (front and back on one page) on 1st day of orientation week for insurance purpose.

2.5 For further information, students can contact the Students Affairs Executive.

3.0 SECURITY

The General Maintenance & Security Department functions to create an ideal campus environment, ensuring safety and protection to all the students and staff.

3.1 Objectives

- To protect and to monitor the safety of the buildings and properties within the campus.
- To monitor the serenity and the peacefulness of the community within the college.
- To carry out the implementation of regulations according to the college's requirement.
- To contribute and to support the college to achieve their mission and goal.

Safety within the campus is the responsibility of the community of the College, which includes both the staff and the students. Security staff will not be able to function effectively in maintaining the tranquility and calmness within the campus without support from all the staff and students.

3.2 Safety of Properties

Safety of personal properties should be given strict attention to avoid stealing which may be caused by carelessness. The advice from the Maintenance & Security Department include:

- Do not leave any valuable things on the table close to a window especially those who are occupying space in the ground floor of a hostel or any building.
- Do not keep any additional cash in your hostel.
- Please carry along your purse and handphone (mobile) wherever you go.
- Report to the Maintenance and Security Department if you suspect any suspicious person or any stranger inside the College premises.
- Do not leave your helmet without locking it to your motorbike.
- Report immediately to the Security and Property Department if things are found missing.

3.3 Properties Taken Out From The Campus

All the properties of the College, staff and students such as radio, camera, furniture, machines and other equipment should be attached with an approval letter when taking it away from the campus.

3.4 Traffic Rules

Traffic rules within the campus are precisely like the traffic rules outside the campus which means Road Traffic Rules 1985 and Road Traffic Rules 1959 will also be imposed besides provisions in the College Act.

3.5 Official I.D Card of MICP

All students should carry College Identity Card at all times for identification. A student who has lost the official I.D. card should report this matter to the Department of Students & Academic Affairs and will be charged RM20 for the replacement.

3.6 Locker facility

You will be provided with lockers to keep your belonging. All lockers are located on level 19 and 20. Locker keys may be obtained from the Property Management Office. In case of lost key, the Property Management Staff will be able to duplicate the key and a fee of RM 5.00 will be charged. If the lock is found damaged and needs to be replaced, a fee of RM 15.00 will be charged.

4.0 COMPUTER LABS & E-LEARNING PORTAL

Computer Facilities

Computers are available for student use at different locations on the campus, as outlined in the following table.

Building	Type/No.of Computers	Operating Hours	Users
Level 17 – IT Lab 1 and 2	14 units of computers	*Monday-Friday*: 0830 hrs - 1730 hrs	All students

Microsoft Forefront Antivirus Solutions is used to block virus, worm, spyware, adware and spam email. Firewall is implemented to prevent attack and hacking.

All the staff and students have free WIFI service available in the whole college.

Problems regarding computers or peripherals can be reported to the IT Helpdesk.

E-learning Portal

The MICP KOLEKTIF portal is a one- stop online learning resource for students. It is an active forum which allows students to view guidebooks, teaching schedules, examination schedules, examination marks, lecture notes, circulars and other notices, PBL, educational videos and images, informative articles, record books, and other learning resources.

Students can engage in active discussions through their learning groups with peers and staff alike. Information about SCOP activities, team building events and other fun activities can also be found on the e-portal.

The MICP KOLEKTIF portal has been highly appreciated and successfully operational since 9 years. It enables the teaching learning process to take place even during non-college hours. This ensures that the students have access to lecture notes and any other curricular and co-curricular information at all times.

The student's account in the MICP KOLEKTIF portal will be created during the orientation week with the help of the IT department staff. It is one of the strengths of MICP and all students are encouraged to log in regularly as well as participate and contribute to it.

5.0 COUNSELLING AND ADVISORY SERVICES

Counseling service in MICP aims to contribute to the welfare and the well-being of the student population.

5.1 Objectives of the Unit

To carry out counselling service through three approaches i.e. enrichment, prevention and rehabilitation individually or in a group to allow the students: -

a) to understand themselves
b) to be more confident in aspects of thinking and action
c) to have the ability to make wise decisions
d) to have an inquisitive mind and to be able to upgrade themselves
e) to become an individual who could confront and succeed in the face of any challenges in life

5.2 Types of Services

Types of services offered at the counselling unit include: -

- Counselling service (individual or group)

  To offer services which assist students to understand and to overcome personal, financial, and academic problems.

- Service for self-development

  This service is to ensure the students' needs within the college are attended to so that they are equipped with knowledge, skills and experience besides acquiring well-mannered characteristics.

- Career Service

  Counselling unit will also arrange for career advancement services in cooperation with other faculties or schools as and when necessary.

6.0 SPORTS AND RECREATIONAL ACTIVITIES

All the students are encouraged to get involved in sports as one of the extracurricular activities. Sport activities are held weekly and are sponsored by MICP. All sport activities are open to all students for participation. Kindly refer to the SCOP notice board on level 20 near Prostho- lab for weekly updates. The following is the tentative schedule of sport activities:

- Futsal: Every Monday & Thursday 6.30-8.30pm at BOLA-BOLA Futsal centre.
- Badminton: Every Thursday 6-8pm at PIBA Badminton Centre, Butterworth.
- Frisbee: Every Tuesday and Thursday 5.30 – 7.30pm at Padang Badawi.
- Volleyball: Every Wednesday 5.30-7.30pm at Master Club, Sony complex.
- Basketball: Every Wednesday & Sunday 5.30 – 8.00pm at Bagan Basketball court
  For further info, visit: SCOP tab on E-portal.

7.0 CAFETERIA

College cafeteria caters for staff and students providing a wide variety of food at affordable prices. Operating from 8.00 am to 5.00 pm every Monday to Friday. We also have vending machine for hot and cold drinks for the convenient of students.

8.0 MICP VIRTUAL CIRCLE

MICP Virtual Circle (MICPVC) was established amid the COVID-19 pandemic in 2020, as a student group-led initiative. The club took its roots from the concept of IR 4.0 and works to connect ideas and people through virtual closeness. The vision of MICPVC is to be the leading virtual student association that provides the students a platform to experiment, test, and build on their creativity, skills, and leadership traits. The mission of MICPVC is to encourage students to initiate and organize virtual events as a channel for their self- growth and development; learn collaborative teamwork; develop critical thinking and problem- solving skills. MICPVC provides online infrastructure and resources for its members to learn and showcase their digital literacy. As a member of MICPVC, the students get first-hand experience in showcasing their talent by organizing and conducting various virtual activities such as live webinars, talk shows, talent shows, interviews. The members also manage an active MICPVC Instagram account to promote oral and general healthcare in the community, through self-designed infographics, posters, pictures, canvasing their ideas using video clips and narrations. MICPVC strengthens students' bonding by capturing and sharing student moments in MICP. PVC collaborates with the Student Council of MICP and MICP Alumni Association. Some of the regular events of MICPVC are "Meet our Expert", "Expert Opinion", "Alumni Rendezvous" and scientific webinars with experts in dentistry and medicine. Watch MICPVC on https://www.micp.edu.my/webinar-series/

Follow MICPVC on Instagram @micpvirtualclub

9.0 College / National / State Holidays

MICP observes all Public Holidays gazette by the Federal Government and State Government of Penang. MICP shall observe the following gazette public holidays (19) days in addition to college declared holidays:

a)	New Year's Day	1 day
b)	Chinese New Year	2 days
c)	Thaipusam	1 day
d)	Birthday of the Governor	1 day
e)	Hari Raya Puasa	2 days
f)	Labour Day	1 day
g)	Wesak Day	1 day
h)	Birthday of the Yang Di-Pertuan Agong	1 day
i)	Hari Raya Haji	1 day
j)	Awal Muharram	1 day
k)	National Day	1 day
l)	Malaysia Day	1 day
l)	Birthday of Prophet Muhammad	1 day
m)	Nuzul Quran	1 day
n)	Deepavali	1 day
o)	Christmas	1 day
p)	Georgetown World Heritage City Day	1 day