



MAHSA
INTERNATIONAL COLLEGE
PENANG
(FORMERLY KNOWN AS PENANG INTERNATIONAL DENTAL COLLEGE)

STUDENT HANDBOOK



BACHELOR BUSINESS ADMINISTRATION



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WELCOME NOTE

On behalf of the management team and School, it is my pleasure to welcome all the students to the Mahsa International Dental College (MIC) (Formerly Known as Penang International Dental College)), Butterworth. Here, at MIC 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 MIC 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 MIC. 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 MIC and look forward to your successful journey here. Give your all!

MR. VIJAYENDIRAN SUBRAMANIAN
Chief Executive Officer
Mahsa International College



INTRODUCTION

1.0 INTRODUCTION

Mahsa International College (MIC) 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 MIC Campus, Butterworth, Penang. Now, MIC has established Centre for Pre University Studies to promote pre university studies. In 2023, MIC embarked on the introduction of a new program, Foundation in Science and 2 cohorts have completed studies.

MIC 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 become a centre of excellence in training globally competent oral health care professionals.

3.0 OUR MISSION

To produce oral health care professionals who emulate the highest standard of patient centered care and acquire advance knowledge and skills to meet the changing needs of the community.

4.0 COLLEGE LOGO



DK193(P)

MAHSA
INTERNATIONAL COLLEGE
PENANG

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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)	<ol style="list-style-type: none">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	7 weeks
Revision week	1 week
Examination	1 week

Semester 2

Lectures	14 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



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	60

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 60 credit values that consists of the following components: -

No.	Course Classification	Credit Value	Percentage (%)
1.	Compulsory courses/modules*	9	15.0%
2.	Core**/Major***/Specialisation:	51	85.0%
	<ul style="list-style-type: none"> • Courses • Projects/thesis/dissertation 		
3.	Optional courses****		
4.	Minor courses (if applicable)		
5.	Industrial training/Practicum		
6.	Others (specify)		
Total Credit Value		60	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	1.5 years	2 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 Academic Board

The Academic Board shall consist of;

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

3.2 Appointment of Internal Examiner

3.2.1 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.

3.2.2 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.

3.3 Appointment of External Examiners

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



3.4 Appointment of Examination Invigilators

Examination invigilators shall be appointed by Programme Director and shall be responsible to the Programme Director.

3.5 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.

3.6 Admission of Student as Examination Candidate

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

- a) The Programme Director/Coordinator of the programme has approved in writing that the student has attended courses satisfactorily to sit for the examination; and
- b) The Finance and Accounts Unit has approved in writing that the student has no outstanding fees (as defined in the offer letter of admission) due to the college or to any college hostel or that the student has been granted special dispensation by the Management with regard to his dues.

3.7 Handicapped Candidates

- 3.7.1 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 Faculty, give approval to substitute with another examination in any other form.
- 3.7.2 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.

3.8 Examination Results

- 3.8.1 The results of every final examination shall be presented and endorsed by Academic Board.
- 3.8.2 Examination in any subject shall include written examination, oral, and practical, etc. as may be approved by the School. Results of the continuous evaluation e.g. tests, mid-semester exams, semester exams. (need not be brought to the Academic Board for approval).
- 3.8.3 The Examinations Department shall compile the list of candidates who have passed a certain examination for announcement according to the instructions of the CEO.



- 3.8.4 The examination results shall not be announced to any student before official announcement by the College. CEO/PD shall approve the recommendation for scholarship, exhibition, prize, medal or other conferment.
- 3.8.5 Subject to this Regulation and to any other Regulations related to examinations, the Academic Board shall recommend to the School that any candidate who had failed the examination shall be allowed to re-sit for the examination or to repeat the course or part of the course in any subject or subjects for a period as the Academic Board feels suitable *or* shall not be permitted to re-sit for the examination. After receiving a recommendation, the School may decide;
- a) That a candidate shall re-sit for the examination after revising and fulfilling any course or part of the course by satisfying the School or
 - b) That a candidate may re-sit for the examination without attending any courses; or
 - c) That a candidate is not permitted to re-sit for the examination and is not accepted to be re-admitted to the course.

3.9 Conduct of Examination

Any organised activity or informal contact between students and staff before an examination which could be construed as giving any information- either explicit or implicit- regarding the contents of that examination is not permitted under any circumstances

- 3.9.1 Candidates shall be invigilated carefully for all the examinations.
- 3.9.2 Where the CEO shall have reason to believe that the confidentiality of the content of any examination question paper might have been compromised, then the CEO shall give orders to cancel the said examination and to prepare a new set of questions.
- 3.9.3 No candidates are allowed to attend an examination later than thirty minutes after the commencement of the examination. A candidate who is late for an examination but not later than the time limit as stated above, shall not be given any additional time for the examination but the, delay shall be recorded by the Chief Invigilator and reported to the Academic Board through the Examinations Department.
- 3.9.4 No candidate is permitted to leave the examination hall for the first thirty minutes after the commencement of the examination.



- 3.9.5 If a candidate is permitted to leave the examination hall for certain reasons and later to re-enter, precaution shall be taken by the invigilator to ensure that the candidate is under adequate supervision the entire time he/ she is away.
- 3.9.6 Candidates are not allowed to bring books, papers, written messages or any other materials except items that are allowed to be brought into the examination hall; candidates may not receive any books, papers, written messages, pictures or any other materials from any person when he/she is in the examination hall except that the candidate when in the examination hall, shall receive from the examination invigilator things like books, papers, written message, pictures or other materials as may be allowed by the CEO on the recommendation of the Examiner or the Academic Board. No communication shall take place between candidates by word of mouth or through other ways during the examination period. Candidates shall raise their hands if there is a need to call the examination invigilator.
- 3.9.7 No one is allowed to smoke in any examination hall during the examination period.
- 3.9.8 Candidates are not allowed to bring mobile phones, digital diaries and other electronic storage devices into the examination hall.
- 3.9.9 If any situation arises and in the opinion of the Chief Invigilator there is a need to call off the examination, the Chief Invigilator shall then discontinue the examination and, without any delay, shall collect the answer papers which had been written and may report the matter to the CEO through the Head of Examination Department.
- 3.9.10 If, in the opinion of the Chief Invigilator, an incident/ situation that is considered unfair to the candidate arises during the examination period, the Chief Invigilator shall report the matter to the CEO through the Head of Examination Department.
- 3.9.11 A candidate, teacher or officer may complain to the CEO through the Head of Examination Department that an examination was not administered in an appropriate manner.
- 3.9.12 Where a matter was reported to the CEO under Rule 3.9.13 or 3.9.14, the CEO may take an appropriate action, which includes directing the Examinations Office to have another examination, the examination shall be considered as the examination prescribed under any Act or Rules and Regulations that govern the course.
- 3.9.13 Any complaints by any lecturer of the College that an examination had been administrated inappropriately or the provision of any Acts and Rules related is not adhered to, then shall be conveyed to the CEO through the Head of Examination Department and the CEO shall investigate the complaint and



report the results of his investigation to the Academic Board. The Academic Board may take appropriate action.

3.9.14 Where a candidate has broken any rules under these Rules and Regulations, the CEO may take one or more of the following actions to be ratified by the Academic Board.

- a) To issue an order that the student has failed the examination for any subject or course or part of the subject or course or the entire examination;
- b) To drop the name of the candidate from any list of passed candidates;
- c) To suspend the candidate from any College examination for a period as decided by Academic Board;
- d) To issue an order that the candidate failed the entire examination and therefore the candidate is not accepted again in his programme of study; and
- e) The Head of Examination Department is empowered to give general notice stating that the candidate has broken the examination rules.

3.10 Admission for Examination

3.10.1 Subject to any Act or Rules and Regulations that govern the related courses, every student shall sit for the examination set for every academic semester/year of the course.

3.10.2 No student shall be admitted to a College examination except if he/she has an Examination Slip issued by the Examinations Department. All students must collect their Examination Slips from the Examinations Department on the date and time announced prior to the actual date of the examination.

3.10.3 A student who has not collected the Examination Slip for the College examination that involved him/her in any academic semester/year shall submit a written explanation to the Head of Examination by giving the reasons for his/her failure to collect the Examination Slip. The written explanation shall be submitted without any delay but not later than two days after the closing date for the collection of the Examination Slip.

3.10.4 A student who fails to sit for the College examination that involve him/her in any semester shall not be allowed to continue the course except if permitted by the Academic Board. In this case, Academic Board, after considering the recommendations of the School, shall decide whether to terminate the student's candidature, reject his/ her entry to the course, or allow him/ her to repeat the course in the following semester.



3.10.5 Where a student is allowed to repeat the course under Rule 3.10.4 as mentioned above, the academic year that he/she has failed to sit for the examination is normally counted as part of the maximum period fixed for the course.

3.11 Withdrawal from Examination

3.11.1 A candidate who wishes to withdraw from any College examination for a certain reason shall submit a written notice to the Head of Examination Department before the commencement of the examination, by stating the reason for withdrawal. No student may be allowed to withdraw from any College examination after the commencement of the examination.

3.11.2 Where a candidate has withdrawn from the College examination, Academic Board, after considering recommendations from School, shall decide whether to terminate the student's candidature or to reject his re-admission or to allow him/her to repeat his/her course, and the academic year of withdrawal shall normally be counted as part of the maximum period fixed for the course.

3.12 Absent for Examination

3.12.1 Subject to the provisions indicated below, any candidate who is absent for any examination or the entire examination shall be considered to have failed the examination paper or the entire examination.

3.13 Absent for Examination for Medical or Other Reasons

3.13.1 Where a candidate who has not sat for part or the entire College examination because of sickness or for other reasons such as death of parents, guardian, children or husband/ wife and has submitted his/her written application to the Head of Examination Department for his/ her case to be considered, especially by the Academic Board, his/her case shall be dealt with under the provisions of Rule 3.11. If there is no written requisition received, his/ her case shall be dealt under Rule 3.12.

3.13.2 A written requisition as in Rule 3.11 shall be submitted to the CEO/PD not later than 48 hours after the last paper of the examination. The written application shall be enclosed with:

Medical certificate/report given by the panel Doctor of the College or by the Government Hospital, if the candidate has not sat for part or the entire examination because of sickness;

3.13.3 After receiving a written requisition as prescribed in Rules 3.11 and 3.12, the Head of Examination Department shall report the matter to the CEO after ascertaining the details. The CEO, after considering the positive and the negative aspects of the case, shall give a ruling to be ratified by the Academic Board.



- a) A candidate is considered to have failed part or the entire examination that he/she did not enter. In such a case, the CEO shall inform the School that the candidature of the student has been terminated, and he/she shall not be readmitted or shall repeat the course in the following semester. Where a student is allowed to repeat the course, the CEO shall make a decision whether or not, the academic year that the candidate did not sit for the examination should be considered as part of the maximum period fixed for his/ her course; or
- b) A candidate is considered to have withdrawn from the entire examination and shall be allowed to repeat the course in the following academic year. In such case, the CEO shall also make a decision whether or not, the academic year that the candidate did not sit for the examination should be considered as part of the maximum period fixed for his/her course; or

3.13.4 Notwithstanding the provisions of the above regulations, where a candidate was absent for part or the whole examination for a reason other than illness as stated above and wishes the CEO to consider the cause/s for his/her absence, it shall be the responsibility of the candidate to submit the case in writing to the Head of Examination Department not later than one week after the final examination. However, such case shall not be governed under the provisions of Regulation 3.11 to 3.13 and the cause/s submitted by the candidate shall only be considered by the Academic Board on a case-by-case basis.

3.14 Additional Examination

3.14.1 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.



3.14.2 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.

3.15 Written Appeal to Rechecking the Examination Result

3.15.1 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.

3.15.2 A non-refundable fee of RM 100.00, as fixed by the College, shall be paid to re-examine each question paper and be attached with a written appeal by the candidate.

3.16 Illness during Examination

3.16.1 A candidate who falls sick during the examination period shall be reported to the Chief Invigilator of the examination or any invigilator who shall arrange to check up the candidate immediately by the Panel Doctor of College. A report shall be submitted by the Chief Invigilator as soon as possible to the Head of Examination Department, through the examination division on the same day and not later than the next working day.

3.16.2 Notwithstanding the provision of the above regulation and regulation that controls any examination, where a candidate who has failed the whole examination and not readmitted to his/ her course of study, appeals to permit him/ her to continue his/ her studies, the CEO shall, as a special case, after investigating the reasons, decide that the candidate be readmitted to the course. This shall be ratified by the Academic Board.



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 Certificate in Business Studies programme together with the marks shall be as follows:

Marks	Grade	Grade Points
80 - 100	A	4.00
75 -79	A-	3.75
70 - 74	B+	3.50
65 - 69	B	3.00
60 -64	B-	2.75
55 - 59	C+	2.50
50 - 54	C	2.00
45 - 49	C-	1.75
40 - 44	D	1.00
0 -39	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	Absent with 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

461 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)	Bahasa Melayu Komunikasi 1	MPU1133U1	Compulsory (MPU)	3	
		Malaysian Studies 1	MPU1153U1	Compulsory (MPU)		
		Fundamentals of Management	CFM1113	Common Core	3	
		English for Academic Purposes	EAW11112	Common Core	2	
		Principles of Marketing	CPM1153	Common Core	3	
		Information Technology for Business Operations	CIT1153	Common Core	3	
	Jumlah Kredit					14
	2 (17 Minggu)	Thinking Skills	MPU1223U2	Compulsory (MPU)	3	
		Organisational Behaviour	COB1243	Common Core	3	
		Introduction to Operation Management	COM1264	Common Core	4	
		Fundamentals of Economic	CEC1223	Common Core	3	
		Introduction to Accounting	CAC1253	Common Core	3	
		Fundamentals of Entrepreneurship	CPE1213	Common Core	3	
	Jumlah Kredit					19
	3 (9 Minggu)	Basic Digital Business	CDB1343	Common Core	3	
		Principles of Societal Living	MPU1333U3	Compulsory (MPU)	3	
		Business Communication	CBC1323	Common Core	3	
	Jumlah Kredit					9
	4 (17 Minggu)	Introduction to Business Analytics	CBA2124	Common Core	4	
		Business Statistics	CBS2113	Common Core	3	
Introduction to Brand Management		CBM2114	Common Core	4		
Introduction to Advertising		CAD2124	Common Core	4		
Introduction to Finance		CFN2153	Dicipline Core	3		
Jumlah Kredit					18	
Jumlah Kredit Bergraduat					60	

Table 1



462 Description of Course Code

First four alphabets	CIB – School in Business, MPU – Mata Pelajaran Umum ENG- English, DGD/DCC – Elective Subject(s)
First digit	Year of Study
Second digit	Semester of Study
Third digit	Subject Sequence
Fourth digit	Credit Hours



4.7 Credit Marks, Grade Points Average (GPA) and Cumulative Grade Points Average (CGPA)

47.1 Student academic performance for a semester is indicated by the GPA that is provided by dividing the total credit points obtained with total credit value acquired in the semester. Courses that are given grades I, S, U, R, or W are not counted in determining GPA.

A grade point average obtained by a student at the end of a semester is calculated as follows:

$$\text{GPA} = \frac{\text{The total credit point of a particular semester}}{\text{The total credit values acquired in the semester}}$$

$$\text{CGPA} = \frac{\text{The total credit point in the assessment of all semester}}{\text{The total credit values accumulated over all semester}}$$

EXAMPLE FOR CERTIFICATE PROGRAMME:

SEMESTER 1

COURSE CODE	MARKS	GRADE	GRADE POINT	CREDIT	CREDIT POINT
MPU1153	71	B+	3.50	3	10.50
CFM1113	60	B-	2.75	3	8.250
CEA1123	78	A-	3.75	3	11.25
TOTAL				9	30.00

$$\begin{aligned} \text{GPA} &= 30.00/9 \\ &= 3.33 \text{ (For semester one)} \end{aligned}$$



SEMESTER 2

COURSE CODE	MARKS	GRADE	GRADE POINT	CREDIT	CREDIT POINT
COB1213	60	B-	2.75	3	8.250
CBS1223	78	A-	3.75	3	11.25
CEC1233	80	A	4.00	3	12.00
CHR1243	80	A	4.00	3	12.00
CPM1253	80	A	4.00	3	12.00
MPU1223	81	A	4.00	3	12.00
TOTAL				18	67.50

$$\begin{aligned} \text{GPA} &= 67.50/18 \\ &= 3.75 \quad (\text{For semester two}) \end{aligned}$$

$$\begin{aligned} \text{CGPA} &= (30.00+67.50) / (9+18) \\ &= 97.50/27 \\ &= 3.61 \quad (\text{For semester two}) \end{aligned}$$

- 472 Grade F shall not be given any points, although the total credit values involved are included in the calculation.
- 473 Grade and credit values obtained in any semester shall be included in the calculation of GPA and CGPA of the semester.
- 474 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.
- 475 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

- 481 A student who wants to repeat or improve the grade is given two attempts to pass the course.
- 482 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	<ul style="list-style-type: none">○ Can continue studies
Conditional Pass	1.50 – 1.99	<ul style="list-style-type: none">○ 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	<ul style="list-style-type: none">○ 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”
Termination of Candidature *	Less than 1.00 Less than 1.50	<ul style="list-style-type: none">○ 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

4101 *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.

4102 *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

4111 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.

4112 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 stated in 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

- 21.1) Withdrawal from foundation studies is interpreted as the student not continuing his/her studies in the programme.
- 21.2) 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.
- 21.3) 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.
- 21.4) 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.
- 21.5) 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 MIC shall charge fees or payment as approved by the MIC 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 MIC 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 MIC. 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 MIC 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 MIC 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 MIC has all the rights barring the student from classes and facilities, suspension or termination of the student. MIC 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, etc.), 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, MIC 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, MIC 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. MIC 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 fully 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 MIC 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 100 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. MIC Library facilities and resources are provided to support the educational, research and administrative activities of the college. MIC 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 MIC Library Policy are stated below:

LIBRARY RULES AND REGULATION

- The Library is open for reading and reference for the MIC'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 MIC 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 MIC - 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 MIC 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 MIC'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 MIC will be declined.
- All accepted gift becomes the property of MIC and MIC 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.

MIC 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 (EWRP), 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 the interest, harmony or good image of the college or interest, harmony or good image of college students and staff or peace and security or morality, decorum and discipline.
 - ii) Breaching any written laws within or outside the college.
 - iii) Interrupting or in any way disrupting or causing interruption or in any way disrupting any teaching, study, research, administrative work or any other activity carried out under the direction and approval of the college, or carry out an action which could result in interruption or disturbance.



- iv) Obstructing or hindering or disrupting or causing obstruction, hindrance or disruption to any staff of the college or any person from carrying out his/her work, responsibility or duty or act in such a manner to cause obstruction, hindrance or disruption.
- v) Obstructing or hindering or 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 Committee.
- 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 conducive 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 the College 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.
- (ii) 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.
- (iii) Parents / Guardians will have to meet the student concerned only in the Waiting Area on Level 17 of MIC.
- (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 shall be immediately suspended from being a student of the college after which the student cannot be in the college or enter the college; the suspension shall continue until the 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 indisciplined 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 will be 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 Penang International Dental College (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 (1.0.13) 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 MIC 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 MIC

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.

1.6 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	<i>Monday-Friday:</i> 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 MIC e-learning 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 MIC e-learning 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 MIC e-learning portal will be created during the orientation week with the help of the IT department staff. It is one of the strengths of MIC 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 MIC 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 MIC. 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 MIC VIRTUAL CIRCLE

MIC Virtual Circle (PVC) 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 PVC 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 PVC 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. PVC provides online infrastructure and resources for its members to learn and showcase their digital literacy. As a member of PVC, 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 PVC Instagram account to promote oral and general healthcare in the community, through self-designed infographics, posters, pictures, canvassing their ideas using video clips and narrations. PVC strengthens students' bonding by capturing and sharing student moments in MIC. PVC collaborates with the Student Council of MIC and MIC Alumni Association. Some of the regular events of PVC are “Meet our Expert”, “Expert Opinion”, “Alumni Rendezvous” and scientific webinars with experts in dentistry and medicine. Watch PVC on <https://www.pidc.edu.my/webinar-series/>

Follow PVC on Instagram @pidcvirtualclub



9.0 College / National / State Holidays

MIC observes all Public Holidays gazette by the Federal Government and State Government of Penang. MIC 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