

# STUDENT HANDBOOK



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# **INTRODUCTION TO THE INSTITUTION AND PROGRAMMES**

## **Institution**

University College Fairview (UCF) was established 2006 to provide quality students from various walks of life, both local and international. University College Fairview (UCF) was established as a Centre of excellence and growth engine which undertakes education-related research and teacher training for international schools with special reference to IB and IB type programmes.

UCF is designed to be both a teaching as well as training institution offering degree programmes from Bachelor to Doctorate in education. Our high quality and challenging programmes do not only keep pace with the trends in global education but also equip the students with knowledge, skills and practical experiences to face the working world.

## **Vision**

To be a leader in international education and be recognized as a centre of excellence for education.

## **Mission**

- To conduct undergraduate, postgraduate and R & D programmes of the highest quality using international best practices.
- To promote the development of the highest quality human capital to support economic development.
- To provide a comprehensive teaching and learning experience environment for professional teacher's education & training.
- To become the university of choice in the Asia Pacific Region for professional teacher education.

## **Competitive Advantage**

Since UCF's focus is to prepare professional teachers for the IB and International Schools in Malaysia and the Asia Pacific Region, it is a niche sector of the education industry. At the same time, the 'hands-on' approach to training in its sister international schools network provides practical teaching apprenticeship and is unique especially in the training of teachers in private schools.

With more than 30 years of experience in running Fairview International Schools in Malaysia and being successful in collaborating with other institutions to produce its own teachers, UCF is confident that it creates another success story in the field of education. In addition, this proposal is in support of the Educations National Key Economic Area (NKEA) in increasing capacity with world standard education yet being competitive with scaling up international schools (EPP3), Expanding private teacher training (EPP4), a games development (EPP14) and Malaysian Education Blueprint 2015 2025.

Terms and conditions will apply. The College reserves the right to modify and / or change the terms and conditions contained in this booklet.

## **STUDENT'S RESPONSIBILITY**

Students of UCF are bound to abide by all sections of the University Student Handbook and to observe the procedures that govern their relations with the University.

Each student of UCF is required to:

1. Understand, appreciate and comply with all the regulations stipulated in the University Student Handbook.
2. Be responsible and proactive in obtaining guidance and advice from the lecturers, Coordinators, Programme Leaders and Administrative staff of UCF for any form of predicaments.
3. Take appropriate actions pertaining to the stipulated regulations stated in this University Student Handbook which are and not limited to :
  - a) Fulfill all the academic requirements stipulated in the curriculum of the Academic Programme enrolled at UCF.
  - b) Attend lecturers/ practical training / industrial training / practicum / clinical training specified by the University.
  - c) Complete the registration exercises in the course enrolled within the specified time and
  - d) Pay the stipulated amount of the University's fees within the stipulated time.
4. Be responsible to fulfill all the requirements of undergraduate / postgraduate and doctorate programme and of his / her own progress towards the completion of those *requirements*.
5. Avoid reproducing or imitating closely the work and / or opinion of others obtained through prints or electronic materials without acknowledging through proper referencing the source (s).

## GLOSSARY

The '**University College Fairview**' (**UCF**) was incorporated and established in 2006 as a private institution of higher learning under the Private Higher Education Act 1955 (Act 555).

The '**University**' is the University College Fairview International

The '**Constitution**' refers to the Constitution of the University

The '**Senate**' refers to the **Senate of University College Fairview** which is the highest authority on academic matters at the University constituted under Part IV, Authorities of the University and Section 17 of the UCF Constitution.

The '**President**' is the **Chief Executive Officer** or whom so ever who holds the office of the Chief Executive as provided under Part VI, Officers of the University, Section 29 of the UCF Constitution. He is the highest executive appointed by the Board of Directors of UCF to manage and administer the operations in UCF.

The '**Dean**' is the person appointed by the University as the head to ensure all the academic programmes of the University are delivered.

An '**Academic Programme**' is the programme of study specified by UCF for the conferment of a diploma, undergraduate, postgraduate or doctorate.

An '**Academic Staff**' is the teaching professional appointed by the University. These include professors, associate professors, senior lecturers, lecturers, specialist and any person who is hired to teach at the University.

'**Credit**' is the measure of students' academic load in order to attain a set of learning outcomes. An academic load is a quantitative measure of all students' learning time (SLT) which encompasses guided and independent learning activities. The 40 hours of notional learning time is valued as 1 (one) credit.

The '**University Management Committee**' is the committee constituted in accordance with Part IV, Authorities of the University and Section 18 of the UCF Constitution.

The '**University Examination Board**' is the committee elected by the University to approve results and grades of the University's assessments.

The '**Academic Board**' is the committee elected by the University responsible for matters affecting the teaching, learning and research functions of the University.

The '**Curriculum Development Committee**' is the committee constituted in accordance with Part IV, Authorities of the University and Section 19 of the UCF Constitution.

A '**Subject**' is a component of the programme structure which bears a unique code. A '**course**' also refers to a subject.

**'Coursework'** refers to assignments that are assessed and evaluated in which the results contribute to the final grade. A student's academic performance is evaluated in the form of coursework throughout a semester and a final examination at the end of the semester. However, for some subjects, the assessments are based only on coursework.

**'Examinations'** refer to any form of evaluation based on a list of questions administered to students for the purpose of assessing their academic achievement.

**'Students'** refer to those who have properly registered into the University's academic programmes and undergoing programmes of study that enables them to obtain their bachelor's degree, Master degree or Doctorate.

**'New students'** are students who are registered with the University for the first time in a particular programme.

**'Returning students'** are students who are allowed to proceed to the next semester of their studies.

#### **He/Him/His**

The usages of the terms apply to male and female students/staff.

A **'Semester'** is a study session allocated by the University's Senate for lectures, assessments and other instructional activities.

**'Semester Registration'** is the process to activate the academic status of the students.

**'GPA' (Grade Point Average)** is the average of grade points received in a particular semester.

**'CGPA' (Cumulative Grade Point Average)** is the accumulated average of grade points received in all semesters attended.

The **"Academic Management"** manages the academic administration of students' admissions, records and examinations.

# ACADEMIC RULES AND REGULATION

## 1.0 THE ACADEMIC YEAR

1.1 The University's Academic Year is divided into two long semesters that are the January and the August Semesters.

1.2 The academic year is divided as illustrated in Table 1 & Table 2

**Table 1: Academic Year (Postgraduate Programme)**

Orientation/ Induction Week / Re-registration	1 Week
JANUARY SEMESTER	
Classes	20 weeks
University Holiday	4 weeks
Total Academic Weeks in January semester	24 weeks
AUGUST SEMESTER	
Classes	20 weeks
University Holiday	4 weeks
Total Academic Weeks in the August semester	24 weeks
<b>TOTAL</b>	<b>48 weeks</b>

**Table 1: Academic Year (Undergraduate Programme)**

Orientation/ Induction Week / Re-registration	1 Week
FEBRUARY SEMESTER	
Classes	7 weeks
University Holiday	2 weeks
Total Academic Weeks in January semester	11 weeks
MAY SEMESTER	
Classes	14 weeks
University Holiday	2 weeks
Total Academic Weeks in May semester	16 weeks
SEPTEMBER SEMESTER	
Classes	14 weeks
University Holiday	2 weeks
Total Academic Weeks in August semester	16 weeks
<b>TOTAL</b>	<b>43 weeks</b>

*Important Note:*

- Subject to amendment and is applicable from current academic year.
- Some programmes conducted at UCF may follow different academic calendar (s).

1.3 Each school plans its academic calendar. The college may make some discretionary changes to suit the local environment. Students are advised to refer to the current academic calendar available at the UCF website.

## **2.0 STUDENT STATUS**

2.1 Student status is based on the following conditions:

A student must have:

- 2.1.1 Registered as a student with the University for the Academic Programme on the stipulated registration duration;
- 2.1.2 Registered for subjects stipulated in the study plan for the said semester within the specified duration; and
- 2.1.3 Paid his or her tuition fees.

## **3.0 SEMESTER REGISTRATION**

3.1 All students must register their academic semester within the time indicated by the University with all related payments having been paid prior to registration. **Refer to Appendix 1 (Course Enrolment Form -REG/012 /2017 /V1)**

3.2 Registration Period.

- 3.2.1 Registrations are opened until Friday of the second week of the academic semester.

3.3 If a student fails to register his academic semester within the specified period without any valid reason given, his student status will be deferred or he will be dismissed from the University.

- 3.3.1 The deferred semester will be included in the duration of his study.

3.4 Deferment of study is provided for in **Section 7.0**.

## **4.0 COURSE ENROLMENT**

- 4.1 All students must enrol for their course before the academic semester begins. Students will not be allowed to attempt examinations for unregistered course.
  - 4.1.1 A student's semester registration for his /her semester will be revoked and his/her student's status will be deferred or terminated if he fails to enrol for the course within the specified period, unless he/she provides valid reasons acceptable by the Dean.
- 4.2 Verification of Enrolment
  - 4.2.1 Students are responsible to verify the correctness of their enrolment records by week 3.
  - 4.2.2 After week 3, any correction of course enrolment record can only be done for:
    - a) Course enrolment with the wrong course code. The correction must be supported by the Dean of Faculty.
    - b) Change of grouping. The correction must be supported by the lecturer.

## **5.0 TYPES OF COURSE**

- 5.1 University and Regulatory Compulsory Course
  - 5.1.1 These courses are deemed compulsory by the University or the Ministry of Higher Education or the Malaysia Qualification Agency. All students are required to pass these courses before they can be considered for graduation.
- 5.2 Core
  - 5.2.1 Major courses provide students with knowledge pertaining to their area of specialization. The knowledge will provided students with clearer understanding of their field of study.
- 5.3 Elective
  - 5.3.1 Elective course are related to the core courses. The elective courses enhance the students' understanding of their programme of study.

## **6.0 CREDIT EVALUATION SCHEME**

- 6.1 Credit
  - Each subject will carry a specific credit value
- 6.2 Credit Evaluation
  - One (1) credit is equivalent to 40 notional hours of student's learning time per course. Student learning time is calculated based on all learning activities, face to face and non-face to face/independent student learning time.
  - Examples of learning activities are as shown in the list below:

- i) Face to face interaction/ Guided Learning with lecturers/instructors for example:
  - Tests/quizzes
  - Examinations
  - Seminars / Invited Speakers
  - Tutorials
  - Laboratory Work
  - Field Work
  - Studio Work / Clinical Work
  - Project Presentation
- ii) Independent Student Learning Time for example:
  - Preparing for lessons/ tutorials/ practical/ presentation
  - Completing Assignments
  - Completing Project Work/ Final Year Project
  - Revising for Examination & Attempting Examinations

### 6.3 Programme Credit Requirements

6.3.1 The number of minimum credit needed to complete a postgraduate diploma, bachelor's degree and Master depends on the requirement of each programme.

### 6.4 The Maximum Period of Study

6.4.1 The maximum period of study for students including those who have obtained credit exemptions / credit replacement is five (5) years for all the programmes.

## 7.0 DEFERMENT OF STUDY

- 7.1 Students with illness certified by a medical officer and/or specialist can apply for study deferment. The deferment can only be for two semesters and will not be included into the number of semesters used for the study period.
- 7.2 Students who represent the University for an event at national or international level may defer their studies. The deferment can be for a maximum of two semesters and will not be included in the duration of their studies.
- 7.3 Application for deferment is allowed for reasons other than medical ground. The application can be made:
  - a) Before the beginning of the semester; or
  - b) Before week 4 of the semester

Students who deferred in (b) will have to pay their tuition fees accordingly and the record of their course registrations will be nullified. **Refer to Appendix 2 (Application for Deferment of Studies -REG/005 /2017 /V1)**

- 7.4 A first semester student who has successfully applied for deferment may follow the programme structure of the cohort which he joins.

- 7.5 The deferred semester will not be included in the duration of the student's study. The maximum duration allowed for each deferment is two consecutive semesters provided that the student can still complete the total period of study allowed (Refer to 6.4.1 for maximum period of study).
- 7.6 Students instructed to defer his studies or has been suspended due to disciplinary action will have the periods of deferment counted into the number of semesters within the period of study.
- 7.7 Deferment for unregistered students  
Students who have not registered for their semester and/ or courses can defer for a maximum of two consecutive semesters. If they still fail to register in the following semester, they will be dismissed from the University.

## 8.0 CREDIT TRANSFER

- 8.1 A student is allowed to transfer credits for course which he has already taken at another academic programme prior to his admission into the University. **Refer to Appendix 3 (Application for Credit Transfer-REG/011 /2017 /V1)**
- 8.1.1 Only the credit value of the course affected will be transferred.
- 8.2 Credit transfer can be divided in two categories.
- 8.2.1 **Vertical transfer** – transfer of credits from a completed lower level programme to his current programme of study which is of a higher level.
- 8.2.1.1 The maximum amount of credit that can be transferred is 30% of the total credit to graduate of the current programme.
- 8.2.1.2 The Vertical Credit Transfer is **NOT ALLOWED** for credits gained at certificate and foundation level when the student continues his study at diploma and bachelor's degree level,
- 8.2.1.3 However, Credit Transfer is allowed for credits gained at diploma level when the student continues his study at bachelor's degree level.
- 8.2.2 **Horizontal transfer** – credit transferred from subjects taken and passed in the situations below:
- (i) Course taken in the previous academic programme is of the same level at the same or different institution; or
- (ii) Result attained for a course taken at another institution while still studying at the University.
- 8.2.2.1 The horizontal credit transfer is NOT allowed
- (i) for all courses including the University and Regulatory Compulsory Course, if the student had failed the previous programme.
- (ii) for a student who has completed in a programme if he continues his study in another programme of the same level.
- 8.2.2.2 However credit transfer may be allowed for credits taken by a student who has stopped studying and later continues his studies at the same level.

8.3 All applications for Credit Transfers must fulfill the requirements in 9.0 below.

## **9.0 THE CONDITIONS FOR TRANSFERRING CREDITS AND EXEMPTION OF COURSES**

9.1 The credit of a course may be transferred or exempted if;

9.1.1 the course (s) are of the same credit value or equivalent or more, to the course(s) in the new programme;

9.1.2 the course must be equivalent/ similar to 80% in content based on subject to subject comparison;

9.1.3 the course has similar learning outcomes;

9.1.4 the course must be from an accredited programme; and

9.1.5 the student must have obtained at least a grade B or equivalent in the course

9.2 Course Exemptions

9.2.1 Course Exemption allows a student to be exempted from having to take a subject but he must replace the credit in order to fulfill the required total credit to graduate.

9.2.2 Course Exemption applies to pass courses which were taken in another programme of study but the credit value of courses under this category is NOT recognized as fulfilling the credit requirement to graduate in the current programme of study. Students need to register in other courses to fulfill the required credits to graduate. The value and grade of the replacement course will be calculated into the students' GPA and CGPA.

## **10.0 APPLICATION FOR CREDIT TRANSFER AND COURSE EXEMPTIONS**

10.1 All applications for credit transfer must be accompanied with:

- (i) The certified copies of the original transcript or examination results, and
- (ii) Syllabus or outline of the subjects from the relevant institutions.

10.2 Students wishing to undergo studies in a different institution recognized by the University must obtain a prior written approval from the respective Dean.

## 11.0 GRADE SYSTEM

### 11.1 Grade and Point Values

11.2 A student's performance in a course is reflected by the grade received.

11.3 The relationship between the grade and the point value is as shown in Table 3.

Table 3: The Relationship between Grade and Point Value

#### *Grading System for Postgraduates programmes*

Grade	Marks	Grade Point	Description
A	80 - 100	4.00	High Distinction
A-	75 - 79	3.67	Distinction
B+	70 - 74	3.33	Merit
B	65 - 69	3.00	Merit
B-	60 - 64	2.67	Conditional Pass
C+	55 - 59	2.33	Fail
F	0-54	0.00	Fail

#### *Grading System for Undergraduates programmes*

Grade	Marks	Grade Point	Description
A	80 - 100	4.00	Distinction
A-	75 - 79	3.67	Distinction
B+	70 - 74	3.33	Merit
B	65 - 69	3.00	Merit
B-	60 - 64	2.67	Pass
C+	55 - 59	2.33	Pass
C	50 - 54	2.00	Pass
F	0-49	0.00	Fail

## 11.4 Minimum Academic Standard Policy

- 11.4.1 The general passing grade in all courses for postgraduate programme is B and passing grade in all courses for undergraduate programme is C. However, in some UCF programmes, the passing grade for each course may depend on the requirements of the institute which would have received endorsement from the Senate.
- 11.4.2 The passing grade for all Regulatory Compulsory course is also Grade B.
- 11.4.3 Students have to obtain a minimum CGPA of 3.00 for postgraduate programme and CGPA 2.00 for undergraduate programme to fulfill graduation requirements.
- 11.4.4 Students failing to meet this criterion may repeat the course or take selected exam papers for the purpose of upgrading their CGPA to graduate.

## 11.5 Grade Points

- 11.5.1 The points are counted by taking the total credit for a particular course and multiplying it with the point value of the grade received for a particular course. For example a student who receives an A in Calculus which carries 3 credits receives 12 grade points for the course (3 hours x 4.00 point value for an A).
- 11.5.2 The semester grade point is the total grade points from all courses taken in one semester.

## 11.6 Calculating the GPA and CGPA

- 11.6.1 The Grade Point Average (GPA) is defined as the total grade point received by a student in a semester divided by the number of credit calculated in that semester.

$$\frac{\text{Total Grade Point for one semester}}{\text{Total Credit Calculated for one semester}}$$

- 11.6.2 The Cumulative Grade Point Average (CGPA) is defined as the sum of all the semester grade points divided by the total credit hours counted for all semesters.

$$\frac{\text{Total Semester Grade Points for All Semesters}}{\text{Cumulative Credit Calculated for All Semesters}}$$

## 11.7 Repeating Subjects.

- 11.7.1 Students who have failed a subject are required to repeat the failed subject during their study. For the purpose of calculating the CGPA, the failed subject will be replaced with the best grade received.

## 12.0 ACADEMIC PROBATION

Students who fail to achieve a minimum CGPA of 3.0 for postgraduate and CGPA of 2.0 for undergraduate programme will be placed on academic probation for the following semester. Students can be considered for termination from the programme based on academic reasons if they are placed into academic probation for three (3) consecutive semesters. Students who are on academic probation will need to work closely with their mentors/tutors on the selection of courses.

## 13.0 APPEAL

Any student who has been dismissed from the university college due to poor academic performance may appeal before the deadline specified in the dismissal letter. All appeals must be in writing and addressed to the Registrar. The written appeal must include specific information regarding reasons for the student's poor academic performance and specific plans for overcoming the academic difficulty endorsed by the faculty. The Registrar will call for a Board of Appeals meeting where the student appeal will be finalised. The student will be notified in writing regarding the outcome of the appeal.

Students may apply in writing to the Dean to have their Assignment re-marked by a third tutor if they are unsatisfied with the initial grading. The third marker's decision is taken as final, subject to the approval of the Board of Examiners. He /She must fill up an **appeal form. Refer to Appendix 4 (General Appeal-REG/009 /2017 /V1)**

### 13.1 Assessment

The following guideline refers to all the assessments assigned to the students as part of their course.

The number of assignments/projects/tests varies from one course to another. Each assessment will be marked and added towards a final percentage grade for the semester.

- a. All assignments/projects must be completed and presented for marking by the deadline given. Marks will be deducted for late submission without valid written explanation. If a student knows that he/she is not going to meet a deadline, he /she must inform the lecturer in writing prior to the deadline. A counseling session will be held with the respective lecturer and Dean of Faculty; a MOU must be in place if student is allowed to submit work on a later date.

- b. Projects must be submitted only to the supervisor concerned unless other arrangements have been made.
- c. All assignments **MUST BE** submitted to the programme coordinator. Any work not handed to the programme coordinator directly and signed for is at the student's own risk. All students are strongly advised to keep a soft copy of all work handed in as back up.
- d. Fulfilling the assessment requirements of a course should take precedence over any outside commitments.
- e. Appeals for re-assessment of the final assessment marks can be made by filling the Appeal for Remark form. **Refer to Appendix 5 (Application for Remark-REG/012 /2017 /V1).** The student's answer scripts **WILL** be re-checked and calculation of marks will be carried out. A payment of RM50.0 per course is required and the payment is not refundable. Applications must be made to the respective Dean's office within 7 days of the announcement of the final semester results

## **14.0 ACADEMIC MISCONDUCT AND PLAGIARISM**

Academic misconduct occurs where a student gains or seeks to gain advantage in examinations or assessments contrary to the established conditions under which students' knowledge, abilities or skills are assessed for progression towards or the conferment of an award.

### **14.1 Plagiarism**

"Plagiarism is defined as the act of presenting the ideas or discoveries of another as one's own. To copy sentences, phrases or even striking expressions from any document (including web pages) without acknowledgement in a manner which may deceive the reader as to the source is plagiarism and to paraphrase in a manner which may deceive the reader is likewise plagiarism. Where such copying or close paraphrase has occurred, the mere mention of the source in a bibliography will not be deemed sufficient acknowledgement. In each instance, it must be referred specifically to its source. Verbatim quotations must be directly acknowledged, either in inverted commas or by indenting. Please bear in mind that using sections or parts of essays that you have already submitted as course work during your studies constitutes plagiarism too.

The Board of Examiners will have the right to fail part or all of the assessments of any student found guilty of cheating, plagiarism, collusion, falsifying data or impersonating another to gain unfair advantage.

All assignments are to be submitted with a plagiarism report for each course assignment. The tutors, either routinely or on a more random basis, may verify any plagiarism report submitted. Where plagiarism is thought to have occurred, the tutor who marks your work will refer the matter to the Chair of the Examination Board.

If you are unsure how to properly cite your work, please see your tutor or lecturer for assistance. Weak referencing can lead to a failed course at minimum and possible expulsion.

In a case of suspected plagiarism, it is the right and duty of the Examination Board of the University to:-

- (a) receive all information pertinent to the case in written form or verbal evidence including the submitted work itself;
- (b) seek further advice where appropriate;
- (c) confirm or reject the accusation of plagiarism;
- (d) determine its recommendation where it confirms the case according to the circumstances and severity of the case.

The Board may recommend that:-

- (a) the case constitutes plagiarism and that the student fails with or without the right of resubmission;
- (b) the submitted work fails. It will then be the responsibility of the Board of Examination to determine whether or not this failure in assessment can be compensated for in the light of the student's overall performance or whether or not the student will be required to retake part or all of the components for progression towards or the conferment of the award;
- (c) the student be penalized by a reduction in the mark for this assessment and/or classification of the award; or
- (d) the student be issued with a formal reprimand in writing and a copy of this to be lodged in the student's file.

## **14.2 Collusion**

Collusion is when a student / students collaborate with another student / students as an individual or group with the intention of cheating to gain a mark or grade to which they are not entitled. Students who allow another to copy their work are also committing collusion and both copier and the provider of the work are liable to be penalized.

## **14.3 Fraud and forgery**

The commission of fraud and forgery include but not limited to falsification of University academic records, including attendance records regarding one or others, forging the signature of academic officers on any official University forms, altering or changing an examination results or like document so as to mislead other or causing false information to be presented at an academic proceeding.

#### **14.4 Abuse of Resources**

Infringing upon the right of other students to fair and equal access to any University library materials and comparable or related academic resources. This may include, but not limited to theft, mutilation, unreasonably delayed responses when materials are requested by the University Library Management or not returning materials upon deadline.

Attempting deliberately to prevent other user's access to their work or to prevent other user's access to the University's computer system, depriving them of resources, and degrading the system's performance, or copying or destroying files or programmes without consent.

#### **15.0 EXTENSIONS TO ASSIGNMENTS AND PROJECT**

Assignments are submitted in order to receive formative and summative feedback. Extensions of up to 2 weeks can usually be granted for extenuation cases only. Extension requests with regard to these assignments are therefore not subject to the same conditions as research project submission extension requests. Requests for extensions to assignments should be made before the deadline to the course tutor outlining the reasons for the request. However, it is up to the discretion of the tutor to look into the reason for considering the request under extenuating case.

For research project submission extension requests, students should formally apply for an extension in advance of the project submission deadline using the Project Extension Form. The Course Tutor (or nominated representative) has responsibility for accepting or rejecting the application and the student will normally be informed of the outcome in writing within seven days of receiving the application. Only one extension is permitted. Although it is expected that students will operate to the deadlines of the course, it is recognised that situations can arise which may on occasion make this difficult. Projects submitted after the submission date without an approved extension date will not be marked and may be considered for resubmission which will allow the students to only get a maximum mark range of a B grade.

## **16.0 EXTERNAL EXAMINER**

The External Examiner will have responsibility to monitor standards across the course and to ensure that assessment systems are fair and equitable. This will involve inspection of a sample of participant assignments. The external examiner will be at the academic year meeting.

## **17.0 EVALUATION AND FEEDBACK**

Feedback is welcomed and students will also be provided with the opportunity to give feedback at the end of every Course and at various points throughout each course. Additionally, issues may be raised with the Tutor at any time. On an annual basis, the programme team undertakes a course review, considers external examiner and students views and formulates action plans for developing programmes. Students will be invited to forward comments for consideration at the meeting and an open invitation stands for any student to attend should he/she wish to. A similar open invitation will stand for all tutors outside the core team to attend.

## **18.0 ADDITIONAL SUPPORT**

Collaborative 'schools' Tutor: A member of the Fairview school Team will act as your personal tutor through the courses; details will be provided during the induction session. Any difficulties experienced with assignments, students should book an appointment with the collaborative school's tutor at the earliest opportunity before the submission deadline to discuss the issue. You may also submit your draft of assignments to your tutor for feedback before the final date of submission. Mark sheet / feedback will only be given at the end of the semester once the exam board has confirmed the marks or grades. However, tutors are encouraged to give feedback on your submission without the grades. Students can resubmit using feedback that was given after the due date.

## 19.0 GRADUATING

### 19.1 Graduation Requirements

- 19.1.1 Students are awarded the certificate when they fulfill the following criteria:
- (i) Passes all the required subjects and completes the minimum credit to graduate for the academic programme; and
  - (ii) Fulfills all other academic requirements to graduate.

### 19.2 Verifying study completion status

Students in their final semester are required to verify their study completion status for graduation purposes. **Refer to Appendix 6 (Completion of Programme-REG/004 /2017 /V1)**

## 20.0 RE-ADMISSION AFTER WITHDRAWAL OR TERMINATION OF STUDIES

### 20.1 ONLY ONE re-admission is allowed for students:

- 20.1.1 who withdrew from an academic programme; or
- 20.1.2 who has been terminated by the University on academic reasons

20.2 Students whose studies have been terminated based on academic reasons can appeal to the Dean of the respective programme within three weeks after the official announcement of the final results.

20.3 A further appeal to the Senate may be possible. The decision made by the Senate on appeals is final.

20.4 A student who has withdrawn or was terminated from an academic programme may apply for re-admission into an academic programme after a semester.

## 21.0 GENERAL ALLOCATIONS

21.1 Any mode and administrative procedural codes can be made in the University rules under this provision. Such modes and administrative procedures must be obeyed. However the Senate reserves the right to make amendment to them from time to time as deemed necessary.

21.2 Provision to this rule is applicable to students entering University College Fairview in the period this edition is enforced. However, the University reserves the right to require students obedience to the application of the terms amended from time to time, for acceptable reasons.

21.3 President / Chief Executive can consider appeals on any regulations provided for herein and on his / her discretion allow for exemptions where appropriate.

## **22.0 FINANCE**

### **22.1 Introduction**

The finance office is responsible for:

- a) The financial aspects of registration
- b) Invoicing students for their course fee
- c) Making arrangements with students for payment of their accounts
- d) Ensuring that students pay their accounts in a timely manner

### **22.2 Objective**

To ensure that financial arrangements are in place at the start of each academic session to enable students to concentrate on their academic studies and make the most of the period in the college.

### **22.3 General Policies**

This general policy is applicable to all students, including existing students.

- All students who apply for loan/scholarship are required to make full payment of semester fees within one month from the date of enrolment. The college will undertake to refund the amount paid when the fund is eventually received from respective sponsor. The college will offer assistance in loan application.
- All fees must be paid 2 weeks before commence date of each semester.
- International Students are required to pay tuition fees for the following semester when applying for extension of student visa.
- If the fees are not paid by the last day of the semester, the student will not be allowed to enroll in the subsequent semester.
- If a student is not registered, he/she is not allowed to proceed for any classes.

### **22.4 New Students**

- An offer letter with application and course fee will be send to successful applicants.
- Upon registration date, students are required to pay the course fee as stated in the offer letter; otherwise he/she is not allowed to enroll into the programme.
- Once the fees are paid, there will be no refund. However, in certain circumstances, the college will refund the fees, subjected to the college's refund policy.

## 22.5 Special circumstances

If a student is unable to pay his/her fees within the allocated time-frame, he/she must write an official letter to the head of the relevant faculty and forward a copy to the finance department.

**PLEASE NOTE: Reason given must be relevant & with proof as evidence.**

The Finance department will forward this matter to the Vice Chancellor, who will decide on the next course of action. The Finance will inform the students on the decision made.

## 22.6 Ancillary Fees

Description	Charges (RM)
Replacement of Student Identification Card	50.00
Purchase of Lanyard	5.00
Replacement of Hall Docket	5.00
Replacement of Certificate/ Award	150.00
Reprint of Transcript	10.00
Late Renewal of Student Pass	50.00 / Day
Remark paper	50.00 / Subject
Repeat course	RM 500 / per course
Extension of Semester	RM 500 / per course

## 22.7 Cheque Returned Penalty Charges

Students shall be charged a penalty fee of RM 50.00 for every cheque that is dishonored by the bank for whatsoever reason, regardless of the amount of the cheque.

## 22.8 Payment by Sponsor

- If a student has secured sponsorship for the whole or part of the fees, it is important that proof of sponsorship is forwarded to the finance department. If the proof is not provided, the student will be liable for the full fees and is subjected to the standard tuition fee option.
- In the event of a sponsor defaulting on payment, responsibility for payment of fee will return to the student.

## 22.9 Refund Policy

The policy is only applicable to all UCF students.

- Registration Fees are not refundable or transferable after registration and commencement of classes.
- Tuition fees can only be refund based on the certain rate as stated in Table 22.3
- Partial Fees may only be refunded to students under the following circumstances:

### 22.9.1 Notice of Withdrawal

Students must follow the procedure in filing up the withdrawal form & seeking approval from Dean and Registrar followed by verification from Library and Finance within 30 days from the commencement date in order to be eligible for any percentage of refund. Please note that outstanding fees prior to the application of withdrawal must be cleared in order to facilitate the withdrawal.

### 22.9.2 Deferment

Refunds are only applicable if deferment is made during the grace period which ends on the 3<sup>rd</sup> week of the semester.

- Onetime payment during the 1<sup>st</sup> registration will be forfeited regardless of time frame.
- Any student who withdraws from the College with outstanding fees will be contacted by letter.
- Each student remains individually liable for all fees, debt and other charges payable the College on his/her behalf.

### 22.10 Rates of Refund for Tuition Fee

Withdrawal within day 1-15 after the official registration	30%
Withdrawal within day 16-30 after the official registration	10%
After 30 days of registration	No refund will be made
After commencement of classes	No refund or transfer

### 22.11 Approval of Refund

Approval of request for refund is subjected to discretion by the Vice Chancellor. Finance Department will only process the payment after obtaining approval.

### 22.12 Refund for Sponsored Student

- For sponsored students, if there is any excess payment in their account after receiving from sponsor, refund will be given to the students.
- Refund will be made within SIX (6) weeks after the college receives payment from the sponsor. The amount is refunded after deducting any outstanding fees or charges to the college.

### 22.13 Policies Relating to Unpaid Fee & Charges

Action will be taken against students who are unable to pay the fees within the required due date (60 days after the commencement of each semester). The action taken against is as below:

- On the 31<sup>st</sup> day after commencement of semester, first reminder letter and statement of account will be issued to student.

- On the 60<sup>th</sup> day after commencement of semester, second reminder letter and statement of account will be issued to student.
- Upon failure to settle the fee, students will be barred from all courses for final exam.
- Students will have to repeat all the courses.
- Student must pay fee for the courses they are repeating on top of the outstanding fees to which they are barred from.
- Students who have outstanding fees shall not be awarded a certificate and transcript from the college until the debt is cleared. Such students shall be prevented from registering for a new semester.

#### 22.14 Mode of Payment

Payments can be made by cheque, cash or online banking for all of the above fees to our account. The account details are as follows:-

Account holder	: Fairview International College Sdn Bhd
Bank Account number	: 8001584175
Name of bank	: CIMB Bank Berhad
Swift Code	: cibbmykl
Bank Branch	: Gleneagles Ampang
Bank Address	: Unit G-01, Ground Floor Medical Office Building Gleneagles Intan Medical Center 282, Jalan Ampang, 50450 Kuala Lumpur

Please include details of the payment and the student's details.

Failure to follow the above guidelines will make it impossible for the Finance Department to verify and update the payment status of the student. Therefore, the finance department will not be responsible for that and can take action against the student for non-payment of fees due to the above omission.

# STUDENT CODE OF CONDUCT

## 1.0 PRINCIPLES

1.1 The Student Code of Conduct was drawn based on

1.1.1 The laws of the country.

1.1.2 The official national philosophies, mainly;

1.1.2.1 The National Education Principles (Rukun Negara), that are:

- a. Belief in God
- b. Loyalty to King and Country
- c. The Supremacy of the Constitution
- d. The Rule of Law
- e. Courtesy and Morality

1.1.2.2 The National Education Philosophy,

Education in Malaysia is an on-going effort towards further developing the potential of individuals in a holistic and integrated manner, so as to produce individuals who are intellectually, spiritually, emotionally and physically balanced and harmonious, based on a firm belief in and devotion to God. Such an effort is designed to produce Malaysian citizens who are knowledgeable and competent, who possess high moral standards, and who are responsible and capable of achieving high level of personal well-being as well as being able to contribute to the harmony and betterment of the family, the society and the nation at large.

1.2 The universal norms of national culture.

1.3 The concept of emphasizing on the prevention of wrongdoing.

## 2.0 OBJECTIVES

2.1 The University College Fairview Students Code of Conduct (hereafter referred to as the Code) was formed with the following objectives:

- a. To provide a guideline to UCF students as to how they should behave and to explain the type of disciplinary action that would be taken if they break the provisions of the code.
- b. To develop a disciplined community of students with high moral consciousness that possess qualities like compassion, high aims, mutual respect and a love for the environment.
- c. To instill a sense of peace and harmony among all residents of UCF.

### 3.0 THE USE OF THE CODE (APPLICATION)

3.1 This code applies to students of UCF, especially within the UCF campus / institute. It is not meant to replace the provisions made by the laws of the country. Any action that is taken under the provisions of this Code is not meant as a substitution of the country's law.

### 4.0 DEFINITION OF TERMS

For the purpose of this Code of Conduct, the following terms shall have the meanings defined herein:-

- 4.1 **"Campus/ Institutes"** refers to any area, or areas, developed or otherwise where UCF operates, which includes buildings and properties.
- 4.2 **"Code"** refers to the UCF Student Code of Conduct, inclusive of rules and regulations pertaining or relating thereto whether currently in force or as may be amended and all present and future laws, rules and regulations implemented or to be implemented by UCF from time to time.
- 4.3 **He/Him/His**  
The usage of these terms applies to the male, female and neuter gender.
- 4.4 **"International Students"** refers to UCF students who are not Malaysian citizens.
- 4.5 **"Institute"** is the learning centre where the academic programs of the University are delivered.
- 4.6 **"IPTS"** means Institutasi Pengajian Tinggi Swasta or 'Private Institution of Higher Learning'.
- 4.7 **"Offensive items"** refers to letters, pictures, remarks, words, prints, publications, writing, comments, or any other things or items that may offend certain quarters of the public or any reasonable person.
- 4.8 **"President"** is the Chief Executive Officer or whomsoever who holds the office of the Chief Executive as per Section 29 of the UCF Constitution. He is the highest executive appointed by the Board of Directors of UCF to manage and administer the operations of UCF.
- 4.9 **"Student"** refers to the individuals who are registered with the University to study for any particular academic program.

## **5.0 AUTHORITY**

- 5.1. The President / CEO has the power to make the final decisions pertaining to student discipline and conduct, including the enforcement of the Code.
- 5.2 The Head of Campus is authorized to act on behalf of the President, empowered to make decisions pertaining to student discipline and conduct, including the enforcement of the Code and determining the punishment for breach of the Code as determined by the same except for the decision to dismiss a student and to decide on a student's appeal after dismissal.
- 5.3 Any UCF Authority authorized by the President to enforce the rules of this Code against any student who is caught or deemed or reported to breach or be in default or in violation of the Code or suspected of breaching, disobeying, defaulting or contravening provisions of the Code.

## **6.0 STUDENTS' RESPONSIBILITIES**

- 6.1 The student shall at all the time observe good behavior, concentrate fully on his program of study and attend all compulsory activities and abide to UCF regulations.
- 6.2 The student shall uphold UCF's good name, reputation and integrity at all times and shall be subject to all the rules, regulations, codes, requirements and by laws of UCF.
- 6.3 The student shall not act in any manner that is or appears to be contemptuous of UCF's authority or official body or an officer of UCF.
- 6.4 No student shall conduct himself, whether within or outside the UCF campus, in any manner that is detrimental or prejudicial to the interests, well-being or good name of any of the students, staff, officers or employees of UCF, or to public order, safety or security, or to morality, decency or discipline and which may tarnish the good name of UCF.

## **7.0 ATTITUDE DESIRED IN STUDENTS**

- 7.1 Strive to develop oneself – Students shall strive to develop and improve their positive talents or abilities and to attain leadership abilities.
- 7.2 Strive to become a balanced and harmonious individual – Students shall strive to become balanced and harmonious individuals in terms of intellect, spiritual aspects, physical ability, philosophy of life and good behavior.
- 7.3 Strive to develop one's intellectual capacity – Students shall strive to develop their intellectual capacity, especially in the following aspects:
  - i. Creative and innovative thinking
  - ii. Logical and analytical thinking
- 7.4 Strive to widen one's knowledge – Students shall strive to widen their knowledge to bring about truth and benefits to society.

- 7.5 Strive to develop spiritual capacities – Students shall strive to become dutiful individuals with a sense of responsibility towards religion, race and the country by observing the following:
- i. Faith in religion
  - ii. Integrity of the soul
- 7.6 Strive to portray good behavior / character – Students shall strive to portray the best possible behavior, which should display the following qualities:
- i. Observation of the norms and values of society
  - ii. Mutual respect
  - iii. Readiness to serve
  - iv. Good manners and discipline
- 7.7 Strive to improve physical well-being – Students shall strive to be physically fit and healthy to enable them to live independently in society.
- 7.8 Strive to practice a matured and harmonious philosophy of life – Students shall strive to practice a philosophy that is both matured and harmonious in nature. Students should always observe tolerance towards others and have mutual respect for one another in order to achieve integrity in a multi ethnic and multi religious community.
- 7.9 Wealth creation and entrepreneurship – Students shall implement a culture of entrepreneurship and shall endeavor to create wealth through entrepreneurship.

## **8.0 RULES**

### **8.1 GENERAL RULES**

#### **8.1.1 Obey the Laws of the Country**

8.1.1.1 Students are required to obey the laws of Malaysia at all times.

8.1.1.2 If a student is found guilty of a crime by any court of law in Malaysia or in any other country, regardless of the severity of the punishment imposed, the student shall be considered to have breached the Code and such breach shall be deemed a major offence.

8.1.1.3 Students also prohibited from participating in any kind of activity that could affect or jeopardize their study.

#### **8.1.2 Compliance with the Code**

8.1.2.1 Students must obey the Code currently in force and / or as amended and modified by UCF from time to time.

8.1.2.2 It is an offence for a student to breach any of the provisions of the Code or act in contravention of the Code. An offence is deemed 'major' or 'minor' depending on the seriousness of each offence.

### **8.1.3 Cooperation with the UCF Authority(s) when disciplinary action is taken**

8.1.3.1 It shall be compulsory for a student to;

- a. Cooperate with the UCF Authorities in all kinds of disciplinary action, whether on behalf of one's own self or others, including but not limited to appearing when summoned, providing clear and truthful answers when questioned, or when requested to provide evidence to the UCF Authorities.
- b. Obey the directives given by UCF lecturers, executives or staff that are authorized with any particular duty when discharging that duty.
- c. Not obstruct, detain, interfere or prevent in any way, or cause a delay, interrupt, or hinder any UCF Authority or UCF staff from carrying out their duties and responsibilities.
- d. Refrain (whether individually or in a group) from deliberately refusing to answer questions, or show a lack of cooperation in anyway whatsoever, when UCF Authorities carry out investigations or perform other duties related to student and offences.
- e. Communicate with UCF Authorities on matters pertaining to rules, guidelines or laws or anything of a similar nature that aims to protect and / or safeguard the interests, peace and discipline in UCF.
- f. To allow himself to be searched or questioned by the security unit or by other parties acting under the directive of UCF or any of UCF Authorities.
- g. Refrain from fabricating false evidence for any purpose. Fabricating false evidence shall include but shall not be limited to causing any circumstances to exist for the purpose of misleading any party or make any false entry in any book or record, or make any documents containing false statement for any reason whatsoever. Fabricating false evidence shall be deemed to be a contravention (violation) of this Code and shall be an offence under this Code.
- h. Refrain from causing any evidence to disappear or be destroyed or be faked with the intention of screening or protecting an offender from any punishment or with the intention of causing an innocent person to be punished.
- i. Comply with and not refuse or contravene (violate) any legitimate order, instruction, direction or requirement given or made by any officer or employee of UCF authorized to give or make the same.

### **8.1.4 Reasonable Care and Safety**

- 8.1.4.1 Students are responsible for their own safety in all aspects whether they are inside or outside campus/institute premises. Students shall exercise reasonable care at all times to ensure that personal items are not damaged, lost or stolen. UCF shall not be responsible for any incidents that occur or matters that arise out of, due to or caused by student's carelessness and/or negligence.
- 8.1.4.2 Students shall be responsible for the safety of all UCF properties when using the same and are prohibited from damaging any property belonging to UCF.
- 8.1.4.3 No students shall use any equipment, machinery and/or tool that could cause danger to persons or properties in the campus.
- 8.1.4.4 Negligence in handling machineries, toolbar, equipment, furniture or other properties of UCF that had been entrusted to students to the extent it results in a loss to UCF or injury to any person or damage to any property belonging to UCF or any other person shall be tantamount (equivalent) to **an offence** under this Code.
- 8.1.4.5 Failure to obey the safety rules or damaging safety equipment shall be tantamount (equivalent) to an offence under this Code.
- 8.1.4.6 Students shall not do anything within or outside the campus premises that could ruin or damage or destroy or negatively affect the interests, peace, safety or reputation of UCF.
- 8.1.4.7 Students with access to poisonous material or substances as prescribed by UCF for permitted uses, shall not act (whether knowingly or negligently) in any manner that may likely to cause hurt or injury to another person or damage to property or fail to handle the poisonous material or substance with reasonable care in accordance with the safety rules and procedures set in place by UCF. Failure to comply with the provision shall be an offence under this Code.

## **8.2 APPEARANCE**

### **8.2.1 Attire**

- 8.2.1.1 Students must be decently and appropriately dressed when in lecture halls, administration offices, labs, during practical trainings, library, religious places and any other place within UCF Campus at all times.
- 8.2.1.2 Students must be neatly attired and shall not wear indecent clothing including but not limited to attires that are flimsy, see-through, with slits, tight fitting or revealing.
- 8.2.1.3 Students must always dress in a proper manner. No worn-out jeans, miniskirts, shorts, slippers or display of offensive items are allowed. Only skirt of ankle length is allowed.

8.2.1.4 Female students must dress neatly and appropriately (e.g. wear long gowns, slacks with blouse) at all times on campus.

## **8.2.2 Personal Hygiene and Grooming**

8.2.2.1 Students must always maintain personal hygiene.

8.2.2.2 Students' hair must be neatly groomed at all times.

8.2.2.3 Male students should not keep long hair. As a guideline, the hair should not reach the collars. Female students with long hair shall ensure that it be kept neat and tidy at all times.

## **9.0 RULES, REGULATIONS & DISCIPLINARY PROCEDURES**

### **9.1 Introduction**

Certain regulatory procedures are necessary and have been in place at the College to ensure that the complex needs of the student body are addressed and met, with a balance to ensure that there is adherence and regulations of student discipline and personal conduct.

Some of these regulations are prescribed in the statutes that govern Institutions of Higher Learning (*Private Higher Education Institutions Act 1996 - please refer to Appendix 7*). Students are required to familiarise themselves with the following rules and regulations in order to circumvent difficulties that may arise in the course of their study at UCF.

#### *a) Policy governing Non – discrimination*

No person in the College shall be subject to discrimination on the basis of age, creed, colour, race, religion, sex, or marital status.

#### *b) Definition of “student” for the purpose of this document*

For the purposes of this document, a student is defined as a person, currently enrolled at UCF, pursuing a course of study, whether full – time or part – time.

## **9.2 Student Discipline – Rules and Procedures**

The College has the overall responsibility for the maintenance of student discipline, with the rules and procedures set out herein. Students enrolled in a course of study, whether full – time or part – time, are bound by the College’s rules procedures and regulations. The onus remains on the students to familiarise themselves with these.

Students are expected to conduct themselves in a responsible manner and to adhere to the rules and regulations of the College. Students are expected to conform to policies regulating their conduct generally or specifically in respect of particular activities.

## **9.3 Student Misconduct**

### *a) Definition*

Misconduct is defined and includes the following activities:

- i) Committing a criminal offence – (not restricted to the college premises)
- ii) Causing criminal damage, damage and defacement of property - (owned or in the charge of the college, belonging to students, visitors or guests of the college), including any wilful, reckless or negligent act or omission resulting in damage, loss or injury or threat thereof.
- iii) Assault
- iv) Sexual harassment, racial harassment or other conduct which causes fear and distress to others.
- v) Threatening, abusive, disorderly or unreasonable behaviour
- vi) Theft, misappropriation of college funds, falsification of records, documents, certificates or any other document belonging to or in the possession of the college.
- vii) Cheating in examinations
- vii) Plagiarism

As a general rule, the College reserves the right to take disciplinary action against a student in respect of any misconduct either within the college campuses or beyond the confines of the College. Disciplinary action can be instituted against any student based on a complaint received by the college that the student in question has committed misconduct.

*b) Misconduct amounting to a criminal offence*

Incidents involving students that amount to a criminal offence being committed, under the laws of Malaysia, will as a matter of course be reported to the police. The College reserves the right to institute disciplinary proceedings in respect of the same matter and may take the final decision of the Court into account when determining the penalty to be imposed on the student. The College further reserves the right to suspend or in serious matters expel the student pending the outcome of the case in the Courts.

*c) Discretion to dismiss a complaint*

Where a complaint of misconduct has been made, the Principal of the College may rule that the complaint should not be subject to a hearing on the matter under these rules and regulations and a decision can be taken not to institute formal disciplinary action against the student.

## **9.4 Procedure for dealing with complaints of Misconduct**

### *9.4.1 Informal Stage*

All staff, full time or part time are required to play an active role in maintaining student discipline. Students are free to approach any member of staff at the college and where complaints are of a minor nature, the matter may be dealt with informally by way of student counselling, advice or assistance rendered by staff in question. Staff may caution or warn students in cases of minor misconduct without such warning or caution being formally noted in the student records.

### *9.4.2 Formal Stage*

Serious misconduct that does not fall within the category described above in paragraph should be referred to the disciplinary officer for his or her further action.

#### ***Formal Stage Procedures***

Upon receipt of a complaint of a serious misconduct, the disciplinary officer is required to carry out a preliminary investigation of the matter and to prepare a report of his findings. Based on the outcome of his investigations, if the disciplinary officer is of the opinion that:

- (i) the matter is not of a serious nature or is no longer an issue and may be dealt with by a caution or warning, in the light of the circumstances surrounding the matter, he may decide that the matter does not warrant a formal hearing and may dispose of the matter by the

exercise of his discretion. The incident is to be noted in the student's file and may in some instances be formally noted in his or her academic records.

- (ii) the matter is serious enough to warrant suspension or expulsion, or the need to have the guardians or parents of the student called in, or that the matter is to be referred to the VC, the disciplinary officer will be required to carry out a formal hearing of the matter and to submit his findings to the Disciplinary Board.
- (iii) the nature of the offence is so grave or constitutes a breach of criminal law, a hearing shall be convened and the matter will once again be raised to the disciplinary board for a formal report to be lodged with the relevant authorities.

## Appendix 1



# COURSE ENROLMENT FORM

REG/012/2017/ V1

Month:

Year:

No of Semester:

<b>Name :</b>	<b>Id No :</b>
<b>Programme :</b>	<b>Passport / NRIC No :</b>
<b>Correspondence Address :</b> (Please update your address )	<b>Telephone No :</b>

CODE	COURSE	CREDIT	STATUS (New / Repeat)

Student Signature	Date :
Name / Signature of Head of Department / Dean of Faculty	Date :
Name / Signature of Registry Department	Date:

## Appendix 2



# Deferment Of Studies

RG/005/2017/ V1

### RULES AND REGULATIONS

1. Application must be made within the stipulated due date in the Academic Calendar.
2. Student is allowed to defer his / her studies for a maximum of **2** semesters for all Programs.
3. **DEFERMENT FORM MUST BE COMPLETED & SIGNED IN ALL SECTIONS – INCOMPLETE FORM OR LATE SUBMISSION IS NOT VALID**

### Section 1: Application Information (to be completed by student)

Name							
Student ID		Passport/ NRIC					
Program		Year		Sem		Hostel No	
Home Address							
House Telephone No				Mobile No			
Email Add							
Reason for Deferment				Supporting Documents			
				Letter from Parents			
				Others			

Student's Signature

Date

Time

### Section 2: Recommendation by Dean of Faculty

Application is	Recommended	Not Recommended	Date		Time	
Student needs to register again in Year _____ Semester _____ Intake(Month)_____						

**Justification by Dean of Faculty**

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Name : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**Section 3: Verification from Library**

Outstanding Book(s)		Library Fine RM _____
		Name: _____
		Signature: _____
		Date: _____

**Section 4: Verification By Bursary Department**

Outstanding Payment must be settled in order to qualify for deferment of semester.	Student under loan/scholarship, please specify
<b>Special Remarks</b> _____	_____
_____	_____
Tuition Fee _____ month/s RM _____	Name _____
Exam Fee _____ month/s RM _____	
Hostel Fee _____ month/s RM _____	Signature _____

**Notification Letter processed by Registry Dept****Remarks**

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Registrar \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 3



# Application Form for Credit Transfer

REG/011/2017/ V1

**INSTRUCTION:** PLEASE ENSURE ALL SECTIONS ARE COMPLETE BEFORE SUBMITTING TO ACADEMIC AFFAIRS DEPARTMENT

Note: [Students are not allowed to apply for credit transfer of study after 2 weeks of registration](#)

### A) STUDENT PERSONAL PARTICULARS:

Student Name	
IC Number/Passport	
Student ID Number	

Student's signature : \_\_\_\_\_ Date : \_\_\_\_\_

### B) PROGRAMME OF UCF REQUESTED FOR CREDIT TRANSFER:

Programme Applied for credit transfer								
Programme Intake (mm/yy)								
Semester of Entry (mm/yy)								
Level of Programme (please tick on the correct box)	Diploma		Undergraduate		Master		PhD	
Mode of study (please tick on the correct box)	Full time				Part time			
Has the Student enrolled programme (please tick on the correct box)	Yes				No			

### C) PRIOR PROGRAMME REQUESTED FOR CREDIT TRANSFER:

Title of Prior Programme								
Institution at which the Prior Programme Took Place								
Date of Graduation (dd/mm/yy)								
Level of Programme (please tick on the correct box)	Diploma		Undergraduate		Master		PhD	
Mode of study (please tick on the correct box)	Full time				Part time			
Was the Prior Programme Completed (please tick on the correct box)	Yes				No			

**D) COMPARISON OF SUBJECT/COURSE REQUESTED FOR CREDIT TRANSFER COMPARISON:**

Subject/Course Comparison						
Prior programme				University College Fairview (UCF) programme		
Subject/Course and Details of Subject Learning Outcomes	Year of Study	Result	Credit Hour	Subject/Course and Details of Subject Learning Outcomes	Year of Study	Credit Hour

**Note:** Please attach the relevant transcripts and the syllabus of subject/course to support your application (compulsory)

**E) TO BE COMPLETED BY DEAN/HOD:**

**Recommendation by Dean/HOD:**

☐

Recommended

☐

Not Recommended

Remark:

---

**Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**F) FOR REGISTRAR OFFICE:**

**Approval by Registrar**

☐

Approved

☐

Not Approved

Remarks:

---

**Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

## Appendix 4



# General Appeal

RG/008/2017/V1

## Section 1: Student's Details

Full Name					Nationality		
Current & Correspondence Address					Home No		
					Mobile		
Passport No.		Expiry Date			Student ID		
Date of Birth		• ender	M	F	Religion		• ace
Programme			• Year /Semester			Class	
Email Address							

## Section 2: Reason for Appeal

Please tick at the appropriate column.

Termination ☐ Late Submission Of Work ☐ Absenteeism ☐ Did Not Attend ☐ Others ☐

### Reason for Appeal

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby declare that the above information Stated by me is true and correct.

Name : \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 3: Recommended by Dean of Faculty

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Section 4: Approval				Section 5: Registry	
	<b>APPROVED</b>		<b>NOT APPROVED</b>		Data verified & update into System & Student's File
<div></div> <div></div> <div></div> <div></div> <div></div>				Name : _____	
				Signature : _____	
				Date : _____	
				Registrar : _____ Date: _____	
				Signature : _____	

## Appendix 5



### Application for Re-Mark

REG/010/2017/ V1

Please tick ☒ PROG: ☐ UCF ☐ OTHERS.  
Specify \_\_\_\_\_

#### Section 1: Application Information (to be completed by Student)

Name of Applicant		Stud ID	
NRIC / Passport No			
Programme		Semester	
Year			
Course Name & Code			
Signature		Date	

#### Section 2: Recommendation (to be completed by Lecturer In Charge of the Course)

Lecturer In Charge		Date	
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#### Section 3: Finance Department

Amount Received: _____	Receipt No : _____
_____ Signature	_____ Date

#### Section 4: Registry Department

Original Marker: _____	New Marker : _____
Original Marks : <input type="checkbox"/>	New Marks (After Remark) : <input type="checkbox"/>
Comments : _____	
_____ Signature	
_____ Date	

Marks Change Approved : \_\_\_\_\_  
Dean of Faculty \_\_\_\_\_ Date \_\_\_\_\_

Marks Changed by : \_\_\_\_\_ Date : \_\_\_\_\_ Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

☐

Records Updated

☐

New Transcript Issued

## Appendix 6



### Completion of Programme

RG/004/2017/ V1

APPLICATION INFORMATION (TO BE COMPLETED BY STUDENT)							
Name					Student ID		
Registration No		Program		Sex	Female	Male	
NRIC/Passport No			Country			Religion	
House Address					Email Address		
Post Code		House Tel No			Mobile No		
DURATION: _____ Years / Month _____ FROM _____ / _____ / _____ TO _____ / _____							

Academic			
Attitude towards studies(tick)	Satisfactory	Good	Excellent
Remarks _____ _____ _____ _____		Verified by Dean of Faculty: _____ _____ Signature _____ Date _____	
Clearance from Departments			
Please obtain clearance from the following Department 1. Library _____ Name _____ Signature _____ Date _____			Stamp _____

Finance Department				
Clearance Remarks				Stamp
<hr/>				
<hr/>				
Name		Signature		Date
Registry Department				
Approved		Not Approved		Stamp
Remarks				
<hr/>				
<hr/>				
Name		Signature		Date
International Student Office Department (International student only)				
Remarks				
<hr/>				
<hr/>				
Name		Signature		Date

Please attach: 1. Photocopy of IC (Old/New) or Passport

### PRIVATE HIGHER EDUCATION INSTITUTIONS ACT 1996 (ACT 555)

#### PART VIII

#### DISCIPLINE AND CONDUCT OF STUDENTS

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##### **S46 Disciplinary authority in respect of students**

- (1) The Chief Executive shall be responsible for the discipline and conduct of students in the private higher educational institute.
- (2) In the discharge of his duties under subsection (1), the Chief Executive shall comply with and give effect to directions issued by the Registrar General from time to time in respect of the discipline and conduct of the students of the private higher educational institution.

##### **S47 Prohibition on students associating with political party, unlawful society, etc.**

- (1) The constitution of a private higher educational institution shall contain prohibitions
  - (i) On a person, while he is a student of private higher educational institution, becoming a member of, or in any manner associating with any political party, trade union, society, association, organisation, body or group, unless allowed by Registrar General –
    - (a) whether or not it is established under any law; and
    - (b) whether it is within or outside Malaysia;
  - (ii) On any society, association, organisation, body or group of students of a private higher educational institution, having any association or other dealing whatsoever with any political party, trade union, society, association, organisation, body or group, unless allowed by the Registrar General –
    - a) whether or not it is established under any law; and
    - b) whether it is within or outside Malaysia;
  - (iii) On a person, while he is a student of a private higher educational institution, and any society, association, organisation, body or group of students or a private higher educational institution expressing or doing anything which may be construed as –
    - (a) expressing support or sympathy with or opposition to any political party or trade union; or
    - (b) expressing support or sympathy with any unlawful society, association, organisation, body or group.
- (2) Where at any time, the constitution does not contain the provisions under subsection (1), the Registrar General may order the private higher educational institution to include such provision in the constitution.

Where the private higher educational institution fails to comply with the order issued by the Registrar General under subsection (2), the Registrar General may cancel its registration.

- (3) A student who contravenes or fails to comply with the provisions of the constitution required to be provided for in the constitution under subsection (1), shall be guilty of an offence and shall, on conviction, be liable to a fine not exceeding one thousand Ringgit.
- (4) A private higher educational institution shall also be liable for an offence under subsection (4) –
  - i) for not observing its constitution; and
  - ii) shall on conviction be liable to a fine not exceeding ten thousand Ringgit Malaysia, unless the private higher educational institution satisfies the court –
    - a) that the offence was committed without its knowledge or connivance; and
    - b) that it had exercised all due diligence to prevent the commission of the offence.
- (5) The conviction of a private higher educational institution under subsection (5) may be a ground for revoking the approval for its establishment.
- (6) For the avoidance of doubt, the society, association, organisation, body and group mentioned in paragraph (1) (a) shall not include any students society, association, organisation, body and group established under the provision of the constitution of the private higher educational institution of the constitution of the private higher educational institution regulating such establishment.

#### **S48 Criminal liability of office bearers, etc, of students' association, etc**

- (1) Subsection (2) shall apply where an offence has been committed under any written law
  - a) whether or not any person has been convicted in respect thereof; of
  - b) including where such offence has been committed or purports to have been committed in the name or on behalf of, any society, association, organisation, body or group of students of a private higher educational institution.
- (2) Every office – bearer of such society, association, organisation, body or group and every person managing or assisting in the management of such society, association, organisation, body or group at the time of the commission of such offence.
  - (a) shall be deemed to be guilty of such offence;
  - (b) shall be liable to the punishment prescribed by law, unless he satisfies the court that the offence was committed with his knowledge and that he had exercised all due diligence to prevent the commission of offence.
- (3) As office – bearer of, or a person managing or assisting in the management of any society, association, organisation, body or group referred to in subsection (2) shall be liable to be prosecuted under this section, notwithstanding that he may not have taken part in the commission of the offence.
- (4) In any prosecution under this section, a document found in the possession of
  - (a) an office – bearer
  - (b) a person managing or assisting in the management; or
  - (c) a member,

of such society, association, organisation body or group shall be prima facie evidence of the contents thereof for the purpose of proving that anything has been done or purports to have been done by or on behalf of such society, association, organisation, body or group.

#### **S49 Power of Registrar General to issue directions to suspend or dissolve a students' association, etc.**

- (1) The Registrar General may direct the Chief Executive to suspend or dissolve any students', society, association, organisation, body or group –
  - (a) If such society, association, organisation, body or group violates any provision of any written law.
  - (b) If such society, association, organisation, body or group violates provision of any written law.
- (2) The Registrar General may not give a direction under subsection (1) until he has considered representations made by the society, association, organisation, body or group.
- (3) The Chief Executive shall take immediate action to give effect to the directions of the Registrar General under subsection (1), and shall within twenty – one days inform the Registrar General of any such action so taken by him.

Where discretion of the Registrar General under this section is not complied with, the Registrar General may cancel the registration of the chief executive.

#### **S50 Regulations on expulsion of students**

The Registrar General may prescribe, after consultation with the Minister, regulations for the expulsion of students in certain cases.