

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 and as well as teaching institution offering degree programmes from Bachelor to Doctorate in education. Our high quality and challenging programmes will not only keep pace with the 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 to 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 focus is to prepare professional teachers for the IB and International Schools in Malaysia and the Asia Pacific Region, it has a very niche sector of the education industry to serve. At the same time, the "hands-on" approach to training in its sister international schools network will provide practical teaching apprenticeship and is unique especially for 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 will create another success story in the field of education. In addition, this proposal is in support of the Educations NKEA in increasing capacity with world standard education yet being competitive EPP3, EPP4, EPP14 and Malaysian Education Blueprint 2015 2025.

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

STUDENT'S RESPONSIBILITY

Students of University College Fairview (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 regulations stipulated in the University Student Handbook.
2. Be responsible and proactive in obtaining guidance and advice from the lecturers, Co-coordinators, Programme Leaders and Administrative staff of University College Fairview 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) To fulfill all the academic requirements stipulated in the curriculum of the Academic Programme enrolled at UCF.
 - b) To attend lecturers/ practical training / industrial training / practicum / clinical training specified by the University.
 - c) To complete the registration exercises in the course enrolled within the specified time;
 - d) To pay the stipulated amount of the University's fees within the stipulated time.
4. Be responsible to fulfill all requirements of undergraduate/ postgraduate and doctorate programme and of his 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 or disclosing their 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 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, 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 appointed by the University as the head of 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 a teaching professional appointed by 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 encompassed 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 contributed 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, in some subjects, the assessment, 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 undergone programmes of study that enable 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 lecturers, assessments and similar 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 1: Academic Year*

Orientation/ Induction Week / Re-registration	1 Week
JANUARY SEMESTER	
Classes	14 weeks
University Holiday	5 weeks
Revision Week	1 week
Total Academic Weeks in the January semester	20 weeks
AUGUST SEMESTER	
Classes	14 weeks
University Holiday	5 weeks
Revision Week	1 week
Total Academic Weeks in the August semester	20 weeks
TOTAL	40 weeks

Important Note:

- Subject to amendment and applicable from academic year 2018 onwards
- 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 from 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 for 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 must be paid prior to registration. **Refer Appendix 1 (Course Enrolment Form -REG/012 /2017 /V1)**

3.2 Registration Period.

3.2.1 Registrations are opened until the Friday on 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 **7.0**.

4.0 COURSE REGISTRATION

4.1 All students must register for their course before the academic semester begins. Students will not be allowed to attempt examinations for unregistered course.

4.1.1 If 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 register the course within the specified period, unless he/she provides valid reasons acceptable by the Dean.

4.2 Verification of Registration

4.2.1 Students are responsible to verify the correctness of their registration records by week 2 and have a copy of their course registration.

4.2.2 After week 2, any correction of course registration record can only be done for:

- a) Course registered 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 enhanced 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 are 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 examples

- 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 at 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 Appendix 2 (Application for Deferment of Studies -REG/005 /2017 /V1)**

7.4 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 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 did not register their semester and/ or courses can be deferred 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 Appendix 3 (Application for Course Exemption -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 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 course including the University and Regulatory Compulsory Course, if the student had failed the previous programme.

(ii) to a student who has complete in a programme if he continues his study at 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 COURSE

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 have 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 apply to passed course which were taken at another programme of study but the credit value of course 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 course 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 9.2.2 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

GRADE	MARKS	GRADE POINT (GP)	STATUS
A	80-100	4.00	HIGHER DISTINCTION
A-	75-79	3.67	DISTINCTION
B+	70-74	3.33	CREDIT
B	65-69	3.00	PASS
B-	60-64	2.67	CONDITIONAL PASS
C+	55-59	2.33	FAIL
F	0-54	0.00	FAIL

11.4 Passing Grade

11.4.1 The general passing grade in all courses is B. 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 Grade B.

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 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 APPEAL

12.1 A student can appeal against the school's decision on debarring from sitting for the final examination and appeal must be submitted 1 week before the examination. He /She must fill up appeal form. **Refer Appendix 4 (General Appeal -REG/009 /2017 /V1)**

12.2 Assessment

The following guidelines concern various 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 respective lecturer and Dean of Faculty; an MOU must be in place if student is allowed to submit work on a later date.
- b. All assignments / projects must be delivered only to the lecturer concerned unless other arrangements have been made. No other lecturer will accept his / her work unless officially arranged for by the lecturer / Dean.

Note: 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.

- c. Fulfilling the assessment requirements of a course should take precedence over any outside commitments.

13.0 ACADEMIC STANDING

13.1 Students' academic performance and standing are evaluated using the Grade Point Average (GPA).

13.2 The term '**Good**' is given to students with CGPA >3.00.

13.3 '**Probation**' is for students with CGPA < 3.00

13.4 Students with PB status will be placed under Academic Probation Period in the following semester.

13.5 The Academic Probation Period will end when the student achieves CGPA > 3.00

13.6 During the Academic Probation Period, the student is not allowed to register more than 12 credits. However, the Dean will have the discretion in determining the number of subjects appropriate for the student to register.

13.7 Appeals for Remark of Assessment

Appeals for re-assessment of the final assessment marks can be made by filling the Appeal for Remark form. **Refer 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 GRADUATING

14.1 Graduation Requirements

14.1.1 Students are awarded the certificate when they fulfill the following criteria:

- (i) Passes all the required subjects and complete the minimum credit to graduate for the academic programme;
- (ii) Fulfills all other academic requirements to graduate

14.2 Verifying study completion status

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

15.0 RE-ADMISSION AFTER WITHDRAWAL OR TERMINATION OF STUDIES

15.1 ONLY ONE re-admission is allowed for students:

15.1.1 who withdrew from an academic programme; or

15.1.2 who have been terminated by the University on academic reasons

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

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

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

16.0 GENERAL ALLOCATIONS

16.1 Any mode and administrative procedure codes can be made to 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.

16.2 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 that the application of the terms amended from time to time, for acceptable reasons.

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

ACADEMIC OFFENCE

1.0 COMMISSION OF AN ACADEMIC OFFENCE

- 1.1 Academic offence is actions which would have the effect of unfairly promoting or enhancing one's academic standing within the entire community at University College Fairview (UCF)
- 1.2 There are two categories of academic offences.
 - 1.2.1 Academic Misconduct
 - 1.2.2 Examination Misconduct
- 1.3 The **Academic Misconducts** are as listed below, the list is however, not exhaustive.

1.3.1 Plagiarism

Plagiarism consists of, but is not limited to, copying portions of the writing of others with only minor changes in wording, with (a) inadequate footnotes, quotes, or other reference forms of citation or (b) only a list of references. Paraphrasing without appropriate citation is also plagiarism.

With group work, where individual members submit parts of the total assignment, each member of a group must take responsibility for checking the legitimacy of the work submitted in his / her name. If even one part of work contains plagiarized materials, penalties will normally be imposed on all group members, equally.

1.3.2 Collusion

Collusion is when a student or students collaborate with another student or 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.

1.3.3 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.

1.3.4 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.

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 a continuous effort to further develop individuals’ potentials in a general and integrated manner in order to create an intellectually, spiritually, physically and emotionally strong individual who believes in God and strictly adheres to her/his respective religious teachings. These efforts are meant to inculcate praiseworthy values such as being knowledgeable, skilled, morally strong and responsible. This will surely contribute to the well-being, racial harmony and prosperity of the country and nation.”

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 possesses 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 made by this Code is not meant as a substitution of the country's law but action can still be taken under the provisions of the Code.

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 Institusi 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 have the power to make the final decisions pertaining 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 is 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, disobey, defaulting or contravening the Code.

6.0 STUDENT 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 by UCF regulations.
- 6.2 The student shall uphold UCF 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 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 STUDENT

- 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 benefit 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 a 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 The Student is also prohibited from participating in any kind of activity that could affect or jeopardize his or her study.

8.1.2 Compliance with the Code

8.1.2.1 Student 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 Authorities 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 way 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 property of UCF that had been entrusted to Student 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 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) 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 taken not to institute formal disciplinary action against the student.

d) Procedure for dealing with complaints of Misconduct

9.4 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.

9.5 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.

9.6 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 in 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/013/2017/ V1

Month: Year: No of Semester:

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

CODE	SUBJECT	CREDIT	STATUS (New / Repeat)

Important note: Minimum -9 CR, Maximum 15 CR (long semester)

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

Appendix 2

FAIRVIEW UNIVERSITY COLLEGE		RG/005/2017/ V1	
Deferment Of Studies			
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	Year	Sem
Program		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			
_____ _____ _____ _____			
Name : _____ Signature : _____ Date : _____			

Application for Deferment of Studies 1

FAIRVIEW
UNIVERSITY COLLEGE

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.

Special Remarks _____ _____ _____ _____ _____	Student under loan/scholarship, please specify semester: _____ _____ _____ Name _____ _____ Signature _____
Tuition Fee _____ month/s RM _____	
Exam Fee _____ month/s RM _____	
Hostel Fee _____ month/s RM _____	

Notification Letter processed by Registry Dept

Remarks _____

Registrar _____ Signature _____ Date _____

Application for Deferment of Studies 2

Appendix 3

FAIRVIEW
UNIVERSITY COLLEGE

Application for Course Exemption REG/011/2017/ V1

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

Name _____	Stud ID _____
Faculty _____	
Programme _____	
Level (Year/Semester) _____	
Class _____	
Intake (month/year) _____	

Name of Course Applied _____ Course Code: _____

Description: (Note: All supporting documents must be attached) _____ Level: _____ Credits: _____

Justification:
 Prior Qualification
 Industry Experience
 Others

I hereby certify the information provided, pertinent to application is true and correct & I submit the necessary in support of my claim.

 Student Date


Section 2: Approval & Data Verification

<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT Approved	<input type="checkbox"/> Data Verified & Input to System <input type="checkbox"/> Print exemption & advanced of Grade
Dean of Faculty _____ Date _____	Registry _____ Date _____
Name: _____	Name: _____

Note :

- Each application must be accompanied by a copy of Exam Result and Transcript / Course Summary.
- Transcript / Course Summary must be recognized by MQA
- Incomplete form will not be processed.


Appendix 4



General Appeal		RG/009/2017/V1
Section 1: Student's Details		
Full Name		Nationality
Current & Correspondence Address		Home No
Passport No.		Mobile
Expiry Date	Student ID	
Date of Birth	Gender <input type="checkbox"/> M <input type="checkbox"/> F	Religion
Programme	Year /Semester	Class
Email Address		
Section 2: Reason for Appeal		
Please tick at the appropriate column.		
Termination <input type="checkbox"/>	Late Submission Of Work <input type="checkbox"/>	Absenteeism <input type="checkbox"/>
Did Not Attend <input type="checkbox"/>	Others <input type="checkbox"/>	
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
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> Data verified & update into System & Student's File
Name : _____		Name : _____
Signature : _____		Signature : _____
Date: _____		Date : _____
Registrar : _____		
Signature : _____		

General Appeal

Appendix 5



Application for Remark REG/012/2017/ V1

Please tick COURSE: UCF OTHERS. Specify _____

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

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

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

Lecturer In Charge	Date
--------------------	------

Section 3: Finance Department

Amount Received: _____ Receipt No : _____

Signature _____ Date _____

Section 4: Registry Department

Original Marker: _____ New Marker : _____

Original Marks : New Marks (After Remark) :

Comments : _____

Signature _____ Date _____


Marks Change Approved : _____ Dean of Faculty _____ Date _____

Marks Changed by : _____ Date : _____ Verified by: _____ Date: _____

Records Updated New Transcript Issued

Note: * Due date for submission of this form is 3 days from the date results are released.
* Remark fee is RM 50.00 per module.
* All fees paid are non refundable.

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 ____/____/____

Club/Society	Position Held	Advisor's Signature	From	To

Please attach photocopies of Certificates / Membership Card as proof

Academic

Attitude towards studies(tech)	Satisfactory	Good	Excellent
Remarks	Verified by Dean of Faculty: _____		
	Signature _____ Date _____		

Checklist for Student Leaving the College

Please obtain Clearance from the following Department:

1. Library	Name _____ Signature _____ Date _____	Stamp
2. Hostel	Name _____ Signature _____ Date _____	Stamp

Completion of Programme

Appendix 7

PRIVATE HIGHER EDUCATION INSTITUTIONS ACT 1996 (ACT 555)

PART VIII

DISCIPLINE AND CONDUCT OF STUDENTS

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 Register 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.