



KPJ HEALTHCARE
UNIVERSITY COLLEGE
(A Member of KPJ Healthcare Berhad Group)

STUDENT HANDBOOK

(Procedures and Guidelines
for Undergraduates Programmes)

KPJ HEALTHCARE UNIVERSITY COLLEGE
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FOREWORD FROM THE VICE CHANCELLOR

Welcome to KPJ Healthcare University College (KPJUC)! It is with great pride that we congratulate all new students who choose to pursue their studies at our University College.

KPJUC offers local and international students the opportunity to study in what we are best at, Medical and Healthcare Higher Education. To realise your academic excellence, we provide the best services and facilities relevant to the respective programs. We provide facilities for theory and practice, with clinical experience at our very own network of KPJ Healthcare Berhad Group of private hospitals nationwide.

We were the first private Nursing College to offer the Diploma in Nursing program recognized by the Minister of Health in Malaysia and have maintained our excellent track record with the Malaysian Nursing Board by ensuring all our students passed the Final Examination since the inception of the College way back in 1991.

After 31st years, we have become more committed to word maintaining our quality of graduates not only in nursing, but in other health sciences as well. Our latest venture included medical, as well as business management.

Being the premier healthcare private higher institution in Malaysia, KPJUC measures its success by the quality of its graduates, and by their ability to use their knowledge, skill and leadership qualities effectively and efficiently within the hospital setting as well as the community. Our graduates have demonstrated that the skills and qualifications they obtained throughout their learning process at KPJUC are of international standard as their are numbers working outside Malaysia, such as in Saudi Arabia, Australia and Singapore are growing.

It is our pledge to ensure that your time at University College.
Welcome on board!

EMERITUS PROF. DATO' DR. LOKMAN SAIM

INTRODUCTION TO KPJ HEALTHCARE UNIVERSITY COLLEGE

KPJ Healthcare University College (KPJUC) is a premier University College established in 1991 and has earned a reputation for excellence. It is ranked as an institution that delivers quality education that ensured full graduate employment success. This is further testified by KPJUC being the first University College to be awarded the ISO certification by Moody International UK placing the University College at the forefront of being a provider of high quality education.

The KPJUC has a well-defined national and international focus whilst in changing global environment, is committed to ensure that students are equipped with strong national and international perspectives which is relevant to the needs of the community and healthcare industry.

The University College is being enhanced with the state of the art facilities to ensure that the student learning environment is conducive and contemporary. This is further enhanced by the use of cutting edge technology, especially in the clinical disciplines at the chain of hospitals within the KPJ Healthcare Group to strengthen practical competency.

Another profound feature of the student learning facilities is the strong academic support provided by well qualified, highly competent and committed academic teams which lead students to greater heights in their learning.

KPJUC is a dynamic and an innovative education institution that is rapidly expanding and growing by increasing its repertoire of programs offered and the physical facilities to meet the challenges and demands of the medical and healthcare industry.

KPJUC, with its excellent track record and maturity, is well poised to become one of the leading, modern and progressive educational institutions region!

Philosophy

Towards a healthy and informed society through integration of health education, research and comprehensive healthcare services.

Vision

The preferred healthcare education provider of academic excellence.

Mission

Towards a healthy and informed society through integration of health education, research and comprehensive healthcare services and lifelong learning.

Educational Goals

- To provide sustainable education in health sciences which promote the advancement of knowledge, critical and innovative thinking.
- To produce competent, caring, eloquent and ethical healthcare professionals.
- To inculcate leadership quality and ability to work as team members
- To promote lifelong learning.

RESERVATION OF POWER

The KPJ Healthcare University College (KPJUC) Student Handbook is not intended to be a contract or part of a contractual agreement between KPJUC and the student. The KPJUC Student Handbook is available at Registrar Office and Student Affairs Department. Changes in the content of the student handbook may be made at anytime, by the university, division, or college administration. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Please become familiar with the policies and procedures listed within.

Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it. Students are expected to be familiar and comply with all the policies and procedures contained within the student handbook, including any revisions or modifications. KPJ Healthcare University College reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

SECTION 1
REGISTRATION & ENROLLMENT

1.1 GENERAL GUIDELINES ON RULES & REGULATIONS

This handbook is aimed at all new students who are starting at the KPJ Healthcare University College – undergraduates and postgraduates. The purpose of the University Student Handbook is to tell you about our commitment to you in providing an enabling learning environment, and our expectations of you, in return, as a member of the University community.

Along with the course information put together by your department, it provides you with the answers to many of the questions you might have about studying here. University procedures, regulations and services are mentioned in this handbook. For those of you living in halls of residence, you should also read the Hostel Handbook for rules and regulations specifically about your hall.

The University College is committed to a partnership with its students in which both sides acknowledge their responsibilities for achieving a fulfilling and successful academic experience.

1.2 ADMISSION AND REGISTRATION

Acceptances to KPJUC's Foundation, Certificate, Diploma, Undergraduate and Postgraduate programmes are based on academic qualifications as well as English language proficiency.

English is the medium of instruction at KPJUC. All lectures, laboratory sessions, and written and oral examinations are conducted in English. This also applies to project and thesis reports and viva. In view of this, all applicants must provide documentary evidence of proficiency in English.

The aim of the selection process is to recruit those applicants who will be able to benefit fully from the programme of study, by achieving its objectives and by attaining the standard required for the award.

All applicants are required to submit a duly completed copy of the Application form together with the relevant documents required. Only successful applications will be issued a letter of offer, which the applicant would need to endorse with his/her signature, together with the payment.

If deemed necessary, applicants may also be required to attend an interview and/or take an entrance test conducted by the University. Applicants should note that normally there are more applications than places available at the University. The fulfilment of the minimum entrance requirements alone does not guarantee admission into the University.

1.2.1 Equal Opportunities

KPJUC seeks to implement and sustain equality of opportunity throughout all aspects of its work and to ensure that no person suffers unfair treatment as a result of race, colour, ethnic or natural origin, nationality, religion or belief and gender.

1.2.2 Implementation

Responsibility for the implementation of the Admissions Policy lies with Board of Directors of the University College and acting in collaboration with the Senate Committee.

1.3 ENTRY REQUIREMENTS

The academic entry requirement of an academic programme is strictly governed by the Ministry of Higher Education (MOHE) and relevant Boards and authorities (e.g. Malaysian Medical Council, Nursing Board, Pharmacy Board, etc).

The entry requirements may differ from each program and applicants are advised to ensure they are qualified for the programme applied.

1.3.1 Letter of Offer

An Offer letter is issued to applicant who has successfully met ALL the qualifications set by the MOHE, University College and relevant boards or Authorities.

1.3.2 Conditional of Offer

The CONDITIONAL OFFER is based on;

1. Good health condition – no serious problems that can affect the studies
2. Non-handicapped and have an ideal body weight – acceptable body mass index (BMI)
3. No outstanding on previous PTPTN Loan (if any, please find other sources of finance.
Those who pursue study at higher level, e.g.: from Diploma to degree, are eligible to apply, even though they still have outstanding loan)
4. Meet the entry requirement set by the Ministry of Higher Education and the Senate of University College.

The Management of KPJ Healthcare University College reserves the right to withdraw/revoke the offer if students do not meet the above conditions or provide false information or /and upon being verified non medically fit.

Under certain circumstances, a student who is under the Academic Probation and has failed a subject or more in the first semester may be allowed to continue his / her studies with the written approval from the Dean of the Faculty. The Registrar Office will then determine if a further probationary period is necessary and if so, the length of time.

1.3.3 Defer of Intake

Applicant may request for deferment of intake due to reasons which may be approved by the Registrar Office. However, applicant must fulfilled the minimum requirements set by the University College i.e. make full payment of registration fee.

Student may appeal for defer of intake minimum ONE semester only. No further extension shall be given and applicant is required to apply fresh. In case of applicant failed to register in the following semester, the University College shall NOT reimburse the registration fee.

1.3.4 English Language Requirements

Applicant who undergoes academic program (i.e. collaboration with International partners) which needs to pass the International English Language Testing System (IELTS) or Testing of English as Foreign Language (TOEFL) or any other English tests are required to prove so during the application process.

1.4 INTERNATIONAL STUDENTS

An international student is defined as a student:

- Whose citizenship is NOT Malaysian;
- Who is NOT a permanent resident in Malaysia;
- Who enters KPJ Healthcare University College, Malaysia on a student visa permit solely and purely for the purpose of continuing his / her education.

1.4.1 Application and Inquiries

All international students are advised to submit their application at least 12 weeks (3 months) prior to the commencement date of the intake to avoid any unnecessary delay in the visa process and admission process.

Complete and send the following to the International Office (Admissions):

- A completed Application Form
 - A completed Hostel Accommodation Form
 - Photocopy of passport with recommended validity of at least 18 months (Two sets of clear copy of the whole passport including ALL the blank pages)
 - 4 (Four) passport-sized photographs with WHITE background (35 mm x 45 mm)
 - 2 (Two) Certified true copies of all academic qualifications (in Original & English Translation)
 - 2 (Two) Certified true copies of English Language Proficiency (if applicable)
 - English Language Requirement : IELTS/ TOEFL/
 - 1 (One) copy of International English Language Testing System (IELTS)
 - No Objection Certificate (NOC)(Only applicable to students from Sub-Sahara Africa)
 - Eligibility Letter (Only applicable to students from Nigeria)
 - 1 (One) copy of Health Declaration Form*.
- All should be completed in the English Language.

1.4.2 Registration and Admission

The registration procedure for international students to apply for programs offered by KPJ Healthcare University College may be summed up in the following two steps:

- i. Submission of the Application Form together with the Registration Fee and
- ii. International Student Services Fee (Visa Processing / Student Pass / Accommodation).

The submission must be accompanied with the relevant certified true copies of previous certificates and transcripts obtained and used for entry into KPJ Healthcare University College.

Remittance of the other fees and initial tuition fees in full as stipulated in the Letter of Acceptance. All International students (new intake) must pay for 1 year in advance for tuition fees. This condition is compulsory to all new intakes for international students.

The offer to international students is valid within 2 weeks from the date of the Letter of Acceptance. In the event that an international student is unable to accept after validity period, he / she will be required to re-apply via the procedures mentioned.

All academic and administrative rules and regulations stated in this handbook are applicable to international students.

1.4.3 Rules and Regulation

Immigration rules and regulation while studying in Malaysia. International students recommended to apply the Visa Approval Letters through International Student Office Unit (ISOU) ONLY.

Flow process of Visa Approval Letter:-

- a) ISOU will submit the student visa application (on behalf) to the Education Malaysia Global Services (EMGS) in Malaysia upon the issue of a Letter of Offer and acceptance, as well as payment as specified in the offer letter. This procedure will take 1–2 months prior to your registration date*.
- b) After receiving the Student Visa Approval Letter (eVAL) from the Immigration Office, student can collect to the nearest Malaysian Embassy/Consulate with passport, as student will need to get a single entrance permission before visiting Malaysia (if applicable).
- c) Student advisable not book the flight ticket to Malaysia yet VAL has been accepted, this is due to the duration of the application processing period.
- d) Student required to inform KPJUC of your arrival details at least 7 (seven) working days prior to your arrival in Malaysia.
- e) Student will picked up by KPJUC's representative at the airport / quarantine station in order to obtain clearance from the Immigration checkpoint / Ministry of Health (MOH) Checkpoint.
 - Present your eVAL/ SEV and original passport to the Immigration desk at the Kuala Lumpur International Airport (KLIA) to get your entry stamp.
 - It is very important for you to report to the International Office on-campus on the next working day after arrival.
- f) Student must satisfy the programme requirements by attending at least 80% of all your scheduled classes and achieve satisfactory academic results CGPA of at least 2.0 in order to renew your student pass. Failing to do so can result in your Student Pass being revoked.
- g) Attendance in class is COMPULSORY at all times unless you are able to provide a Medical Certificate (MC) from a certified doctor. Consistent failure to do so will result in your Student Pass being revoked.
- h) Student required to take responsibility of monitoring the EXPIRY DATES of your passport and Student Pass.
- i) Where an extension of the Pass is required, students must submit the passports to the ISOU at least 2 months before the expiry of the pass in order to facilitate the extension. Failing to do so would result in paying an extra RM100.00 to obtain a Special Pass.
- j) All penalties imposed by the Malaysian Immigration Department in the event of late extension or expiry of Student Pass are to be borne by the student.
- k) Before leaving for your home country or country of residence, student must notify the ISOU to cancel or shorten your Student Pass two weeks before finishing your studies or graduation.

1.5 Withdrawal

The treatment for student visas or student passes are appended below under different circumstances and international students are expected to be informed on the cancellation of visas/permit under following circumstances and conditions; –

1.5.1 Voluntary Withdrawal

The student is required to complete the withdrawal form with the clearance from all relevant departments and school. Photocopies of the departing visa and the air ticket bearing the departing date and flight have to be submitted to the International Office.

1.6 Termination of Studies

A student may be terminated from his / her studies at KPJ Healthcare University College on the grounds of poor performance and / or poor attendance or other reasons related to indiscipline or academic misconduct. The student's student visa will be cancelled and the student is expected to make immediate arrangements to return to his / her home country as soon as possible. Failure to do so may result in the student's status being regarded as illegal by the Immigration authorities.

1.7 Transfer of Institution

International students who wish to transfer to another institution will need to have their student visas cancelled as these visas were obtained through KPJ University College. The new institution is then expected to apply for the new visas on the students' behalf. The procedures and conditions of transferring to another institution are:-

1. approval from KPJ Healthcare University's College management
2. a copy of the original Letter of Offer from the other institution
3. submission of government approval letter (Ministry of Home Affairs)
4. a tenure of two semesters at KPJ Healthcare University College (minimum)
5. a fulfillment of 80% class attendance in general (where this is not met, the Release Letter will state the actual percentage)
6. settlement of outstanding fees
7. submission of application ONE MONTH before the expiry date of visa
8. submission of original passport and payment of RM100/- to Malaysian Immigration
9. Department (or whatever the current applicable rate is)

1.8 Completion of The Programme / Memo Check – Out

- i. The student is required to complete the Programme Completion Form with the clearance from all relevant departments and School / Faculty. Photocopies of the departing visa and the air ticket bearing the departing date and flight have to be submitted to the International Office.
- ii. The student is required to inform the International Office one (1) month before return to his/her country.
- iii. The student is required to submit one (1) copy of flight ticket to the International Office.
- iv. The International Office will apply memo check-out to the Immigration
- v. Upon the approval from the Immigration, the student can return to his/her country.

KPJ Healthcare University College reserves the right to issue the Letter of Release to students.

1.9 ORIENTATION WEEK

A student's journey begins with New Student Orientation. This interactive event is designed for students to learn how to navigate college life and succeed at KPJ Healthcare University College (KPJUC).

New Student Orientation provides an opportunity to discover valuable resources, and an academic overview, take a campus tour, enjoy outdoors activities with senior students, and register for classes. In addition, New Student Orientation sponsors events throughout the academic year to connect new students to the University and the campus community.

New students are required to attend the Orientation Week in order to familiarize with the University College environment, rules and regulations and other essential administrative procedures prior to the commencement of their academic classes. Usually, the Orientation Week shall be held maximum one week and minimum 1 day prior to the start of new semester. In general, students have found the Orientation Programme to be useful and beneficial. It is also an opportunity to exchange information and develop new friendships before the start of a hectic semester.

1.5 FINANCIAL AID

1.6.1 Financial Support

Without prejudice to the rights of the KPJ Healthcare University College, the University College reserves the right to make without notice amendments, changes, modifications or alterations in matters related to fees and shall bear no liability in respect of the said amendments, changes, modifications, or alterations.

KPJ University College will assists students (local) in obtaining financial aid through a number of agencies. Students may apply for sponsorship from hospitals under KPJ Healthcare Berhad (KPJ), the National Government of Higher Education Student Loan Scheme (PTPTN), MARA Education Loan Scheme, Kuok Foundation and others. Loans and or other financial assistance from agencies such as Banks / Financial Institutions, EPF, SOCSO, State Scholarships and Private Scholarships are also available.

SECTION 2

ACADEMIC

2.1 COMMENCEMENT OF CLASSES

Students (current and new) are required to attend the very first classes upon the opening of the new semester. This is to avoid missing important information that may affect their lessons for the whole semester.

2.1.1 Attendance of lecture

Every student must make himself or herself available throughout the working hours as specified by schools concerned. If the student fails to make himself or herself available he or she has to inform the coordinator of programs/lecturer in-charge accordingly. (Student in **Nursing programmes** need to achieve **85% attendance** of lecture hours as stated in “Standard Criteria for Approval/Accreditation of Nursing Programmes 2018” – Malaysia Nursing Board/Malaysian Midwives Board).

2.2 PROGRAMME STANDING

2.2.1 Deferment of Studies

2.2.1.1 Type of Deferment

Deferment of Studies may be defined as the approved period of non-study requested by a student. The reasons for this request must be valid and acceptable before approval can be given.

2.2.1.2 International students who are residing in Malaysia on student visas. The approved deferment must be accompanied by a show of purchasing an air ticket by the student to leave the country during the specific period of deferment. Students are strongly not encouraged to defer their studies on tolerable grounds as it will prolong their length of studies.

2.2.1.3 The deferment of studies may allow for the following cases:-

- i. Illness (students who are permitted to defer on medical grounds must produce medical evidence that they are fit to return to study before being permitted to register).
- ii. Financial
- iii. Family Matters
- iv. Academic Performance

Deferment is allowed for only one academic session. The offer shall lapse if the candidate still does not register in the ensuing semester or academic session concerned.

2.2.1.4 Procedure for Deferment

A request for deferment of study shall submit to Department of Admission to fill the form. Department of Admission will be presenting the requisition in Academic Management Meeting/University Management Meeting for the approval of the Academic Board/Management of University.

2.2.1.5 Fees in Deferment Cases

Approved deferment in the next semester would usually exempt the student from incurring tuition fees since there is no attendance of classes. However, where, and if the deferment is for an existing semester that the student is currently in and the application is done immediately, complications may arise in the computation of fees because the student may have attended some classes. The fees will be ascertained by the Finance Department and the rules as defined in the financial policy.

2.2.1.6 Should a student defer his/her studies after the fourth week of the semester, the tuition fee are not refunded and the full payment of the tuition fee will be imposed.

2.2.2 Change Of Programme Offers

Changed Programme offers may be made at the discretion of the Admissions Committee. Both parties must agree to the change. The applicant's own choice should always be the first consideration.

2.2.3 Transfer Of Programme

2.2.3.1 The University College may permit a student to transfer from one programme to another within the KPJ Healthcare University College; such permission will be given only on the recommendation of the respective Coordinator for the student's current Programme and for the programme into which he or she wishes to transfer.

2.2.3.2 To initiate a change of programme, the said student must possess the following :

- i. Application must be applied before the registration of courses in Academic Department;
- ii. A full acceptance into an existing programme;
- iii. Meeting of the entry requirement of the new programme;
- iv. Get approval from the Dean of the accepting School along with the supporting documents;

2.2.4 Credit Transfer

(Please refer Section Examination in Clause 3.7)

2.2.5 Discontinuance Of Programmes

The cessation or discontinuation of studies by an existing student may arise on two main grounds voluntary withdrawal or termination. Each reason resulting in the cessation of the programme is viewed and treated differently, as outlined below.

2.2.5.1 Withdrawal

1. Students who wish to withdraw from the college before completion of their study must complete the withdrawal form and submit it to the Department of Admission.

2. Tuition fee refunds are guided by the policies set by the Finance Department and students are advised to ascertain the procedure.
3. All debts and outstanding fees must be paid by student in order to get approval for his/her withdrawal.
4. International students who arrived in Malaysia for less than two semesters are not allowed to withdraw as tremendous effort had been exerted by the KPJ University College to complete the student visa application. Such withdrawals need the approval by the Vice Chancellor.

2.2.5.2 Termination of Studies

If students have been found guilty of various serious offences may affect the peace of the country or image of the KPJ University College, their studies will immediate effect. Where and when the causal factors for termination appear to be too severe (as deemed by the Management), the termination letter may be issued without notice of warning letters. Such incidents usually relate to offences of criminal in nature or placing the institution's name at risk. *(Please refer Section 7 for Code of Conduct)*

2.2.5.3 Discontinuance of Academic and Administrative Services

Upon termination of studies, all academic and administrative services extended to the student previously will be curtailed and ceased with immediate effect. Students whose studies have been terminated are required to comply with the exit procedures immediately and refrain from entering the institution and its premises thereafter.

2.2.5.4 Appeal Due To Termination

1. Any student who obtains a termination status may appeal to continue in the same programme, or apply for readmission to the same or another programme of study offered by the college subject to approval of the University Management Meeting.
2. An appeal that has been denied by University Management Meeting with hence with be accepted as final. However, an appeal classified as 'worthy of consideration may be subject to further review by the University Management Meeting based on its discretion. It is within the jurisdiction of the Academic Management Meeting to decide on the verdict of appeal cases including isolated ones.

2.3 ACADEMIC MISCONDUCT

- 2.3.1 Academic offences are acts which would have the effect of unfairly promoting or enhancing one's academic standing within the entire community of college. The following is a list of some, but not all, academic offences.
 - i. Plagiarism. This consists of, but is not limited to, copying portions of the writing of others with only minor changes in wording, with (a) inadequate footnotes, quotes, or other reference forms of citation or (b) only providing a list of references. Paraphrasing without appropriate citation is also plagiarism.
 - ii. Altering, changing or forging college academic records, including attendance records, regarding oneself or others. Entering the signature of any academic officer on any official

college form, or causing any false information to be presented at an academic proceeding or intentionally destroying evidence important to an academic proceeding.

- iii. Falsification of data collected in the conduct of research or the presentation of falsified data in papers, manuscript, book or other documents submitted for publication or for the degree requirements.
- iv. The above is not an exhaustive list and other instances of academic offence may occur. Their identification will require the prudent judgment of the Academic Management Meeting. The above definitions and examples apply to all KPJ Healthcare University College students regardless of the programmes in which they are enrolled.
- v. **Attendance / Absentism**
The following guidelines have been established to minimize absenteeism. The allows for documented absences due to:
 - i. Personal illness (evidence with Medical Certificate)
 - ii. Death or serious illness in the family (Certificate of death)
 - iii. Absences caused by order of government
 - iv. Inclement weather or dangerous conditions as determined by the authorities.

Students who are absent or tardy are required to provide a written note from the parent/legal guardian explaining the absence(s) and/or tardiness upon the student's return to university College. Failure to submit such notes after returning to University College will result in an unexcused absence being recorded and disciplinary action may be taken.

- 2.3.2 Students who violate any part of the Academic Rules and Regulations will be referred to the University College Disciplinary Hearing Committee. If found guilty, students may be subject to imposition of any one or a combination of two or more of the following penalties:
 - i. Warning
 - ii. Fine of not more than RM300;
 - iii. Given 'F' grade for that particular course;
 - iv. Immediate, temporary suspension for 2 weeks;
 - v. Suspension from the University College for one or more semester;
 - vi. Expulsion/Termination from the university College

2.4 CLINICAL PLACEMENT / ATTACHMENT (CP/A)

2.4.1 Reporting For Duty

- 1. On the agreed first day of placement with the host agency, the students will have to bring with them :
 - i. Student's ID Card
 - ii. Log book

2. The student should follow the process flow of clinical hospitals to check in hostel at the correct time and any requirements in terms of dress code. *(Please refer Student Clinical Handbook for details of process flow for Hospital attachment)*
3. In the event of the student is unable to report duty on their first day, he/she must notify both Nurse Instructors or preceptors immediately.

2.4.2 Change Of Placement

1. Students are **NOT ALLOWED** to change CP/A once confirmation has been made by the University College. To ensure any problems are solved swiftly and amiably, students should discuss any arising matters regarding their placement with Schools.
2. Any students found to have changed their CP/A without proper written authorization from the University College will be considered as disobeying the University College's regulations and may be barred from undergoing the training and the consequently be ordered to repeat the CP/A in the following semester. The college will only consider a change of the CP/A with the submission of a medical certificate for medical reasons.

2.4.3 Ethical Conduct During CP/A

2.4.3.1 Discipline and Regulations:

1. Students must adhere to the following rules during their CP/A :
 - i. It is the duty of the students to show constant high self discipline and conduct that truly represents the disposition of a student of KPJ Healthcare University College while undergoing training or when he/she is outside the training placement;
 - ii. Every student must obey and respect his/her training with full dedication and concentration;
 - iii. Every student must obey and respect hi/her Nurse Instructors/Preceptors throughout the training. He/she must abide by the rules and regulations set forth by the employer and the department to which he/she is assigned;
 - iv. Every student must avoid causing damage or misappropriate use of and property belonging to the placement company;
 - v. Every student must behave and wear proper attire during the CP/A period, in line with the requirement of the rules and regulations of the hospitals the students are attached to; *(Please refer Section 6 for Dress Code rules & policies)*
 - vi. The regulations of KPJ Healthcare University College remain in force upon students throughout the duration of the CP/A.;
 - vii. If the hospitals clinical terminates the students due to ;
 - a) students have been found guilty of various serious offences may affect the peace of the country or image of the KPJ University College, Hospitals,
 - b) absenteeism
 - c) failure to follow company safety,
 - d) security and other policies and procedures,

it will cause the students to be called for hearing. The Disciplinary Hearing Committee will decide on the verdict, if the termination.

2.4.3.2 Attendance / Absence

1. Every student must make himself or herself available throughout the working hours as specified by organization concerned. If the student fails to make himself or herself available he or she has to inform the Nurse Instructors/Preceptors accordingly. * (Student in **Nursing programmes** need to achieve **100% attendance** of clinical practice placement as stated in “Standard Criteria for Approval/Accreditation of Nursing Programmes 2018” – Malaysia Nursing Board/Malaysian Midwives Board).
2. Students **NOT ALLOWED** taking leaves except for emergency cases such as death in immediate family.
3. Student are strictly reminded **NOT TO TAKE** Medical leave (MC) except for genuine illness that classify them as unfit to work as per doctor recommendation.
4. If students fail to complete the duration of their CP/A within the stipulated schedule, they have an option either :
 - i. To extend their CP/A as per their missing weeks of service (with the approval of the University College)
 - ii. To repeat/redo CP/A in the following semester (students will be remarked as “Deferment” status).
5. Only MC from Government Clinics/Hospitals and KPJ Group Hospitals are acceptable. MC other private clinics/hospital need to get endorsement from KPJ Group Hospitals.

2.4.3.3 Log Book

1. Students have to fill in their logbook daily to prove their work/activities that have been completed for the day. Writing must be in English and neat and legible. Students **MUST** also bring along the logbook to training every day and obtain weekly nurse Instructors/preceptors of host company.

2.4.4 Accommodation during CP/A

1. KPJUC provide accommodation to all students enrolled in the clinical placement. (Students are required to live in accommodation provided by KPJUC).
2. This placement follows a number ratio Nurse Instructor / Preceptor for each hospital.
3. Students are required to follow any process flow set by each hospital during admission to accommodation in hostels hospital. (Information flow processes will be communicated to students during orientation week and will be regularly updated by each program coordinator and lecturer). *(Please refer Student Clinical Handbook for details of process flow for Hospital attachment)*
4. Students who applied were not staying at the hostel during the clinical placement, have to get permission from the coordinator of the program. (Decision and permission given according to case basis). A request for Leave of Hostel shall submit to Department of Student Affairs to fill the form. Department Student Affairs will be presenting the requisition to Registrar for approval.

5. The application must be made no later than three weeks before the start of clinical placements.

2.4.5 Confidentiality Of The Company's Information

1. Every student is prohibited from revealing any classified information pertaining to the organization that he/she is attached to. Students are also prohibited from copying, printing or taking pictures of any documents or equipment deemed secret or confidential by the organization.

SECTION 3 EXAMINATION

3.0 EXAMINATION RULES AND REGULATION

3.1 INTRODUCTION

All KPJUC students are required to sit for the examination as scheduled if the course is being undertaken requires this assessment.

The Final Assessment of each semester is conducted by the Examination Department under the care of the Registrar according to the Examination Timetable.

Every examination conducted at KPJUC the examination time varies, depending on the program and course.

3.1.1 Examination Timetable

The examination timetable will be displayed at the notice board of the Examination Department on a monthly basis. Students are responsible to check the date and time of the examination of current semester with the date and time of examination. If the students failed to attend the examination as scheduled, students will require taking the re-sit examination and will only be given supplementary pass marks.

3.1.2 Eligibility of the student to sit for examination

There are few criteria for the eligibility of the student to sit for the examination.

- a) Attendance must be achieved more than 80% of theory and practical block.
- b) Semester fees to be paid before commencing a new semester to the Account Department.

3.1.3 Barring Student from Examination

Students are encouraged to look into the bar list from the lecturers or the coordinators 2 weeks before the examination. Student attendance less than 80% to 60% of the theory or practical block will not be allowed to sit for the examination. Students need to appeal in writing to the dean of the faculty to allow them to take the Examination. Special tutorial will be scheduled for the student once approved by the Dean of the Faculty and students will get a supplementary pass only. Likewise, student attendance less than 60% of theory and practical block will be deferred one semester for re-registration with a new cohort. The student will need to redo all modules. The fees for re -registration will be borne by the student. If one or two module only involve with the attendance less than 60% then the module will be treated as carry module. Marks and grades will be given accordingly.

3.1.4 Overdue of Semester Payment

The Finance Department will issue a list of student names who have an outstanding payment to the Deans of the respective Schools and the Examination Department to bar the students to take the examination. Students who failed to pay up the semester fees will not be allowed to sit for the examination. Students with a valid ground will be given a grace period to pay the semester fee as stated by the Account Department before the 1st resit Examination. The marks and grades will be given accordingly.

3.1.5 Examination Regulation

All students undergoing the education program at University College must abide to the Examination Rules and Regulations.

3.1.6 Student ID Card

All students must bring along the student ID card for all examinations. A student without a matrix card will not be allowed to enter the examination hall. A student who lost the student ID card must report immediately to the Student Affairs Department to get relevant document before the card been replaced as a token to enter the examination hall.

3.1.7 Items Allowed Into The Examination Hall

Only items below allowed and need to be checked by the Chief Invigilator/invigilator are as listed below, others strictly prohibited:

- a) Matrix card
- b) Stationeries such as pencil, pen, eraser and ruler
- c) Commercial calculator unless justified for scientific calculator
- d) New packet of tissue (if required).

3.1.8 Cheating

Cheating can be classified as:

- a) caught having any kinds of notes during any examination.
- b) plagiarism in coursework, case study, assignment, port folio etc.
- c) forging of signature in cross book, proficiency book, medical certificate and etc.

If any students are caught with the above items in the examination hall or found cheating or copying, students will be allowed to continue to write the examination but the items used for copying will be removed from the students. An incident report will be written by the Invigilator and after the examination the answer sheet of the student and the evidence will be attached together with the incident report will be submitted to the Disciplinary Hearing Committee.

Every incident of cheating is recorded and documented by the Student Affairs Department. Student caught cheating will be referred Disciplinary Hearing Committee for interrogation before suspending the students for two weeks. Domestic Hearing will be arranged with the student in the presence of Registrar, Disciplinary Committee, Coordinator of Program, Invigilator with wittiness invigilator. Student not allowed to sit for other subject after incident. During the suspension period, student also not allowed to attend any kind of lecture, tutorial, sit for exam, stay at hostel and attend for clinical attachment.

3.1.9 Seating Arrangement

The examination hall will be prepared and arrange before the examination. Students matrix number will be placed on the table according to the matrix number sequences. Students are not allowed to change the seating arrangement without prior consent of the invigilators.

3.1.10 Attendance Time For Examination

Students are required to queue outside the examination hall 10 minutes before the examination scheduled time. Students attendance will be taken before entering the examination hall. Late comers will be allowed into the hall up to the first 30 minutes only and no extra time will be replaced. Those students who report after 30 minutes will not be entertained and will be reported to the Registrar/Vice Chancellor. Absentees will be taken note of.

3.1.11 Students Absent For Examination

Student who are absent for examination either medical or non medical reasons will be considered as failed the module unless justified with prove document student will be given a supplementary paper examination without fees and excepting as a first attempt within 10 working days as the student returns.

Students who are sick or admitted need to inform the Lecturer In charge at least 24 hours before examination. Examination will be conducted at the hospital with the permission from the doctor if their health permits. If the medical certificate is obtain from private clinics or dental certificate will not be excepted unless endorsed by KPJ hospital or government hospitals within 5 working days.

3.1.12 Misconduct During Examination

Once the students are in examination hall, the students have to abide with the rules and regulation of examination such as:

- i) Do not begin writing until instruction given by the invigilator.
- ii) Do not leave the examination hall within the first 30 minutes and 10 minutes before the examination ended.
- iii) Do not expose the answer sheet to other student.
- iv) No means of communication with other students.
- v) Do not change seating arrangement without prior consent from the invigilator.
- vi) Do not make noise or disturb other students when examination is in progress.

In breach of any of the rules mention above, the student will be referred to the Disciplinary committee.

3.2 GRADING SCHEME

The Student Performance Evaluation scheme will be based on marks obtained in the theory and practical assessment of every module. The marks will be in percentage, which will then be converted to grade and point hours according to the table below.

The grading scheme are as stated below:

Grading Scheme			
Marks (%)	Grade	Point Hours	Academic Performance
80 - 100	A	4.00	High Distinction
75 - 79	A-	3.70	Distinction
70 - 74	B+	3.40	Credit
65 - 69	B	3.00	
60 - 64	B-	2.70	
55 - 59	C+	2.40	Pass
50 - 54	C	2.00	
45 - 49	C-	1.70	Fail
40 - 44	D	1.40	
0 - 39	E	0	

Using the point hours obtained by the student and the credit hours of each module, the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each semester will be calculated.

The GPA of Semester 1 to final semester is then compared with academic performance rating, which is as stated above. Conditional Pass will be awarded to the candidates who has obtained GPA above 2.00 but failed one or more modules. Resit examination will be carried out for the failed module.

Example of GPA calculated for Semester 1 module:

Modules	Credit Hours (a)	Grade	Point Hours (b)	Grade Point = (a) x (b)
DN 2001	4	A	4.00	16.00
DN 2101	3	C+	2.40	7.20
DN 2102	4	B	3.00	12.00
DN 2501	4	B+	3.40	13.60
DN 2901	3	C	2.00	6.00
Total Hours Semester 1	18	Total Grade Points for Semester 1 (c)		54.80
GPA Semester 1 = (c) / (a)				3.04
Academic Performance				Credit

The Point Hours will be multiplied by the number of credits for each module to give the Grade Point. The Total Grade Point is obtained by adding all the Grade Points.

The GPA is obtained by dividing the Total Grade Points with the Total Credits for the Semester.

$$\text{GPA for Semester 1} = 54.80/18 = 3.04$$

For all the other semesters after Semester 1, the Cumulative Grade Point Average (CGPA) will be calculated.

Example of CGPA calculated for Semester 2:

Example of CGPA calculated for Semester 2:

Modules	Credit Hours (a)	Grade	Point Hours (b)	Grade Point = (a) x (b)
DN 2002	4	A	4.00	16.00
DN 2003	3	C+	2.40	7.20
DN 2902	2	B	3.00	6.00
Total Hours Semester 2	9	Total Grade Points for Semester 2 (c)		29.20
GPA Semester 2 = (c) / (a)				3.24
Total Hours Sem 1 - Sem 2 (d)	18 + 9 = 27	Total Grade Points for Sem 1 - Sem 2 (e)		54.80 + 29.20 =84.00
CGPA Semester 2 = (e) / (d)				3.11
Academic Performance				Credit

The GPA will be calculated for Semester 2 similar to Semester 1. The Total Grade Points of Semester 1 and Semester 2 will be divided by the Total Credit Hours for Semester 1 and Semester 2 to obtain the CGPA grades.

$$\text{CGPA} = 84.00/27 = 3.11$$

3.3 RELEASE OF RESULT / TRANSCRIPTS.

Successful candidates will proceed to the next semester and unsuccessful candidates will be allowed to take Resit examination.

All candidates may appeal for remarking within 7 working days from the date release of result. A fee of RM 50 is charged for each module remarking. Unsuccessful candidates will be given an opportunity to Resit the module within 10 working days after released of the result. A fee of RM 100 is charged for each Resit module. Payment should be forwarded to the Finance Department. The students are given 2 chances of Resit of the failed module after the 1st attempt of examination.

After the 2nd re-sit examination, there are three conditions of dismissal according to the GPA obtained;

- € above 2.00 and passed all modules, they may proceed to the next semester.
- € above 2.00 but still failed one or more module(s), they can proceed to the next semester and must sit for the carry module of the failed module in the next semester. The fees are to be borne by student.
- € below 2.00 the student will be terminated and they may appeal for re-enrolment.

3.4 RESIT EXAMINATION (SUPPLEMENTARY PASS)

Below are the general condition for students to Resit the examination:

- a) Failed the module
- b) Attendance less the 80%
- c) Absenteeism due to Medical or Non Medical Reason. Which is not approved by the School.

The Resit examination will be held within 10 working days after the release of results.

A new set of examination papers will be given to the students for the Resit examination. All Resit examination marks will be given supplementary pass only, such as if the student score more than 50% in any Resit modules, their marks will be brought down to the passing mark of 50%. Each student will be given 2 chances to Resit each module failed.

3.4.1 Repeat Paper

Students who failed the 2nd Resit examination with GPA above 2.00 are allowed to repeat papers.

The students will repeat the failed papers depend on the availability of the modules scheduled in the next semester. The fees for "repeat paper" is RM 350.00 per Credit . The fees will be borne by the students. Students need to sit for the theory examination and achieved 50% of the attendance. Students need to do all the assignments and examination as per required by the modules. Grading will be given according to the marks obtained. Students will be allowed to "Repeat Paper" according to the duration of the programme allowed.

3.5 MODULES WITHOUT FINAL EXAMINATION

Assessment of modules without final examination will be carried out according to the module Performa depending on the structure of the courses.

3.5.1 Student Failed

Students who failed will have to redo and resubmit within a reasonable length of time stated by the lecturers. A fee of RM200.00 to RM500.00 depends on the structure of the course and the weightage will be charged for resubmit.

3.5.2 Challenge/ Independence Examination

Criteria for students to sit Challenge/ Independence Examination:

- i) has acquired sufficient knowledge to pass the subject without attending classes.
- ii) has obtain approval from the Dean and send the application form to the register.

The fees charged will be RM 650.00 and the management have the right to vary the fees from time to time with immediate effect. A new set of moderated question paper will be prepared and the examination will be conducted as the final examination. If the student absent to sit for the Challenge/ Independence examination, the student is considered fail, and the fees is not refundable. Challenge/ Independence

Examination paper is entirely based on 100% marks and the marks will be release on the exact score obtained.

3.6 PLAGIARISM

Plagiarism is an academic work which has been reproduced by another student for the purpose of obtaining credit and fulfilling criteria without consent. If sufficient evidence of plagiarism is found on the students work the following procedure shall take place.

- i) to collect the evidence for documentation
- ii) to report in writing to the dean/ deputy dean
- iii) immediate committee to be addressed and resolve the matter
- iv) have a discussion which involves the committee members and the student within 3 working days.
- v) If student admit- to give a written warning and allow the student to redo the academic work within 7 working days. A fees will be charged according from RM 250.00 to RM 750.00. the student will be given a supplementary pass mark.

3.7 CREDIT TRANSFER

Students can request for a transfer of credit provided that the subject is taken in another institute approved by the university college. The requests of transfer credit need to be request during the first week of the semester. The limit of transfer of credit allowed from another institute is maximum of 30% from the total number of credits and not exceeding 16 credits.

3.8 EXEMPTION OF CREDIT

Students will be awarded exemption of credit if they have equivalent qualification as our University college certificate, diploma or degree or working experience that has been recognized by the senate of the University College.

Application for credit exemption should be done during the first week of their first semester or during the application of admission. The grade obtained will be calculated into the GPA and CGPA once approved by the faculty.

Students who request to change the program/course of study within the University of from any other institute can apply for exemption of credit. The subject that will be given credit exemption will be determine by the faculty. The maximum credit exemption allowed is 30% of the total credits.

[6th Senate Meeting 2016]

3.9 PROGRESSION AND AWARD

Awards for Convocation Ceremony

1. Dean List Awards: -----Awarded to graduate who achieved a CGPA of 3.70 and above in the final semester. Awarded to graduates in each program.

2. High Achiever Awards-----Awarded to the best TWO (2) graduates who :-
 - i. achieved a CGPA of 3.70 and above in the final semester
 - ii. display excellent personality and discipline
 - iii. display excellence in :
 - extra curricular activities/
 - leadership quality /
 - have contributed in elevating the name of the University.

3. Chancellor Award-----Awarded to the best ONE (1) graduate who:-
 - i. achieved a CGPA of 3.80 and above in the final semester
 - ii. display excellent personality and discipline
 - iii. display an outstanding achievements in academic, extra curricular activities and possesses good leadership quality.

4. Tun Dr.Siti Hasmah Award.-----Awarded to the best ONE (1) graduate who:-
 - i. achieved CGPA of 3.70 and above in the final semester
 - ii. display excellent personality and discipline
 - iii. display an outstanding achievement in elevating the name of the University internally or nationally.

5. Johor Corporation President & Chief Executive Award.----Awarded to the best ONE (1) graduate who:-
 - i. achieved CGPA of 3.70 and above in the final semester
 - ii. display excellent personality and discipline
 - iii. display an outstanding leadership quality.

3.10 OFFICIAL TRANSCRIPT/ CERTIFICATE/ VERIFICATION OF TRAINING

All Student of KPJIUC will be issued a semester transcript at the end of every semester, and at the end of the program student will receive official transcript and certificate. If the student need a copy of the above document there will a fee charge as stated below:

- a) Semester Transcript – RM 50.00 per copy
- b) Official transcript - RM 100.00 per copy
- c) Certificate - RM 100.00 per copy
(lost certificate should be attached with police report and letter from the hospital currently working)

For verification of training the student need to pay a fess of RM 100.00 per copy. All of the above document will be prepared within 14 working days. All payment need to be bank into the KPJUC account with **jom pay**:

Biller code : 60277

Ref 1 : Verification @official transcript

Ref 2: phone number of the student

Or with CDM Bank Islam

Step 1: select 'Yuran IPT'

Step 2: key in Your IC Number

Step 3: select 'Puteri Nursing '

Step 4 : deposit your notes

Step 5: Validate the amount
Step 6 : transaction done and print receipt

3.11. A NOTE ON PLAGIARISM

3.11.1 Information

Plagiarism is an act of breaching the scholarly honesty and at KPJ Healthcare University College; plagiarism is seen as a serious crime which may lead to formal or legal action against those involved.

The Senate of the KPJ Healthcare University College with the agreement of the Examination Unit and the School Academic Committee issues the following general guidelines about the plagiarism to make the students aware of all types of plagiarism. These guidelines will also be helpful to the Examiners and Supervisors to carefully monitor the students and prevent any such issues. However, these guidelines may be modified by course specific guidance from the faculties and supervisors of various departments according to the need of the departments.

3.11.2. Definition

Plagiarism can be simply defined as an intentional or unintentional act of copying ideas, methods, phrases, results or any intellectual stuff which belongs to other persons, companies, or agencies without proper acknowledgement or quoting appropriate references. It also refers to taking credit of someone else's work and claiming to be owned by the candidate.

3.11.3 Types Of Plagiarism

Copying from presentations or published work word-for-word, or copying of a significant portion of text straight from a single source, without any alteration.

1. Copying from several sources and arranging in a flow to appear as self generated data.
2. Copying from previous own work which is either submitted to universities/other academic institutions etc or published or communicated for publication.
3. Any incomplete or wrong citation whereby the candidate mentions an author's name for a source, but neglects to include specific information on the location of material referenced; ignoring quotation marks (inverted commas) for the text used or provide inaccurate information which cannot be found in any source of information.

The above definition of plagiarism is applicable to all types of resources of information including information obtained from print and electronic sources, data bases, libraries, and published and unpublished material including lecture handouts, assignments, thesis, project reports and other students' work.

There is always a need to refer previous works while carrying out any research assignment; however there should be acceptable means of acknowledging the resources used to generate the data.

The candidates are therefore instructed to include citations appropriately in their presentations/publications and should avoid reproducing the same phrases and copying results. The citations included should be complete and there should not include any wrong citations. The candidates are advised to consult their supervisors/HOD or any other senior faculty members for any clarifications

3.11.4 Penalties For Plagiarism And Fabricated/Fraudulent Coursework

The candidates who found guilty of plagiarism will be penalized in the following ways

3.11.4.1 The candidate will be instructed to modify the presentation by including appropriate citations, omitting the plagiarized text and resubmit the report within the same semester

Or

3.11.4.2. The candidate will be given a new title to complete, in this case the candidate will be punished with extension of duration of course of the study

Or

3.11.4.3 If there is a severe or repeated offence of plagiarism the candidate will be suspended or expelled from the University College. The action against the involved in plagiarism will be finalized by the Supervisor/VP/HOD/Dean of the school.

3.11.5 Candidate's Appeal Mechanism:

The candidates who are penalized for plagiarism will be given an opportunity to justify their case under following conditions:

3.11.5.1 If the plagiarism was unintentional and arise due to the need of the assignment

Or

3.11.5.2 The punishment awarded under the circumstances is too severe. Candidates can appeal to the Dean of the school or Vice President of the University as the case may be.

The VC/Dean will appoint a committee comprising of senior lecturers or Dean of other schools to investigate the matter and the final action will be taken based on the recommendations of this committee.

SECTION 4

FEES & FINANCIAL POLICY & SUPPORT

4.0 Student Finance Policy (Revision 1)

Introduction:

The regulations are in place to ensure student matters are being addressed in accordance to Student Finance Policy as well as to ensure fairness throughout the process for all parties involved.

The Finance Department has played an imperative, crucial and important role in achieving the KPJUC/KPJIC vision and mission.

The main functions of the Students' Finance Department are as follow:

1. Information regarding student loan, tuition fees and other related fees.
2. Application of study loans (PTPTN, MARA, JPA, PUSAT ZAKAT etc.)
3. Students' accounts statement (ledger)
4. Payment of tuition fees and other related fees.
5. Refunds.
6. Approval on financial matter regarding withdrawal from KPJUC/KPJIC, withdrawal of subject and study leave.

This financial policy is applicable to all existing and new students. Students may consult the Student Finance Department regarding the finance matter & who shall have the discretion to attend to and to decide on the student's problem or difficulty.

KPJUC/KPJIC reserves the right to add, waive or amend any terms and conditions stated in this financial policy without giving further notice to students.

Effective Date : 1st January 2019

PROGRAM REGISTRATION FEES

4.1.1 Program Registration Fees is one-time enrolment fee is payable when student register for admission with KPJUC/KPJIC. For students who graduate from Diploma course with KPJUC/KPJIC and continue studying at Degree level at KPJUC/KPJIC approved affiliate institution, there will be no charges for Program Registration Fees.

4.1.2 The program registration fees for local student is as below:

TABLE 1 - PROGRAM REGISTRATION FEE FOR LOCAL STUDENT

Registration for PHD/Master	RM2,000-00
Registration for Degree/Diploma/Foundation	RM500-00
Post Basic (only applicable to): i- Advance Diploma in Peri-Operative Nursing ii- Advance Diploma in Midwifery	RM2,000-00

- In the event of special promotion on the program registration fee, student must pay the balance before registering of the first semester.

4.1.3 The program registration fees & other related charges for international student (where applicable) is as below:

TABLE 2 - PROGRAM REGISTRATION FEE & OTHER RELATED CHARGES FOR INTERNATIONAL STUDENT

Registration for PHD/Master	RM2,000-00
Registration for Degree/Diploma/Foundation	
EMGS (Education Malaysia Global Services) –(Non refundable) : • IM14 • Stamping • Personal Bond	RM3,100-00 *
Administrative Fees	
Insurance (yearly)	530
Student pass (yearly)	60-100**
I-Card (yearly)	63
Renewal visa (yearly)	150
Multiple Entry Visa Fee (yearly)	20-100*
Health Screening	265

*Depend on country of origin. Please refer to Education Malaysia Global Services website (www.educationmalaysia.gov.my) on rate of Personal Bond by country.

4.1.4 Accommodation fee for international student (where applicable) is as below:

TABLE 3- ACCOMMODATION FEE FOR INTERNATIONAL STUDENT

ACCOMMODATION	PAYMENT	
	DEPOSIT (Refundable)	SEMESTER (6 Month)
On- Campus Room*	500.00	3000.00

**Upon requested by the Student*

4.2 TUITION FEES

- 4.2.1 Tuition fees are charged when students are eligible to progress in a semester through Term Activation and are charged in accordance to a specific academic calendar semester whichever is applicable to a particular programme. Please refer to the Student Finance Department on details of Tuition Fees & its structure.
- 4.2.2 All International students (new intake) must pay for 1 year semesters in advance for tuition fees. This condition is compulsory to all new intakes for international students.
- 4.2.3 Self- Sponsored student must settle the outstanding of tuition fees (if any) before commencing of the semester and current semester tuition fee after 1 month receive the invoice from Finance Department. Failing which, KPJUC/KPJIC has right to:
- a) Blocked the semester registration, or/and
 - b) Blocked the examination result for current semester, or/and
 - c) Blocked from taking final examination
- 4.2.5 Students who had obtained financing from PTPTN or MARA or any other governing bodies, and had loan disbursed less than the agreement amount due to whatever reasons must pay the outstanding balance before commencing of semester and the current month loan's shortfall 1 month after received the invoice from Finance Department. Failing which KPJUC/KPJIC has right to:
- a) Blocked the semester registration, or/and
 - b) Blocked the examination result for current semester, or/and
 - c) Blocked from taking final examination.
- 4.2.6 All KPJUC/KPJIC students who progress to Diploma/Degree/Master/PHD must ensure to settle the outstanding balance (if any) or the application for registration/credit transfer may be rejected.

4.2.7 Collection Fees Timeline

4.2.7.1 Collection from local Students with an active registration status

Action	Timeline	Method of Communication
Issuance of Invoice/statement of account to students upon student's registration in the beginning of semester.	1 months after registration of each semester Jan/June/Sep	Invoice/Statement of Account
First Reminder Letter to student who fail to make payment within stipulated timeline.	1 month after receiving the invoice/Statement of Account	Call/Letter/Email/Text message/Memo
Final Reminder Letter to student who fail to make payment after First Reminder were served.	1 month after First Reminder	Call/Letter/Email/Text message/Memo
Reminder of Examination Barring	2 – 4 weeks before the examination	Call/Letter/Email/Text message/Memo
Block Enrolment will imposed if students who are blocked from examination fail to clear the outstanding before commencement of the new semester	2 weeks after the end of examination period	Call/Letter/Email/Text message/Memo

4.2.7.2 Collection from Students with inactive registration status (Withdrawn/Deferment/Completed)

Action	Timeline	Method of Communication
Issuance of Invoice/statement of account to students upon exit procedure.	Upon receiving the withdrawal/Deferment form or list of student who completed study	Invoice/Statement of Account
First Reminder Letter to students if payment not received within the stipulated time.	1 month after receiving the invoice/Statement of Account	Call/Letter/Email/Text message/Memo
List of students who failed to make payment after one (1) months of the first reminder to be submitted to appointed legal firm for Issuance Letter of Demand (LOD)	1 month after First Reminder	LOD
List of students issued with LOD submitted to third party debt collections.	14 days after issuance of LOD	Email/Letter
Further legal proceeding to students (case to case basis) if the recovery failed after LOD and Debt Collection by third party. Judgment to obtain from Writ Seizure & Sale, Garnishee. Salary Deduction/Bankruptcy.	3 months after issuance of LOD and debt collection by third party	Summon/Court Order

4.3 WITHDRAWAL

If student withdraws during the semester, tuition fees will imposed based on the withdrawn date as per following:

Timeframe	Tuition Fee Charges
0 – 1 month	30%
Within 3 months	50%
After 3 months	100%

4.4 CREDIT TRANSFER

Credit Transfer fee are based on credit per hour subject on fee structure of the each programme. Total Credit transfer are subject to approval from Dean of each school.

4.5 REFUND

4.5.1 Entitlement for Refund:

The following categories of students may be entitled to a refund of fees:

- Full time/Part time students who paid tuition fees and are subsequently awarded with sponsorship/scholarship.
- Full time/Part time students who have paid fees in excess of the amount due as determined during fee assignment
- If students officially withdrawn from programme as per following refund policy on the withdrawal as follows:

No	Point of Withdrawal	Type of Fee and Percentage of Refundable Fee (%)		
		Registration Fee	Tuition Fee	Non Tuition Fee
1	Before Registration Date	100%	100%	100%
2	Within 1 month of commencement of Programme	Non Refundable	70%	Non Refundable
3	Within 3 months of commencement of programme	Non Refundable	50%	Non Refundable
4	After 3 months of commencement of programme	Non Refundable	Non Refundable	Non Refundable

4.5.2 Refund Application Process

Refund application will only be processed for student where their status is graduated, dropped or withdraw. No refund to be processed/made for active & deferred student.

Credit balances within a student's individual account will not be remitted automatically. A student seeking a refund of their credit must do so by lodging an "Application for refund of Fees" and supporting documentation at respective KPJUC Student Finance office.

International student who are not in Malaysia must apply for their refund in writing to the attention of Finance Controller or fill-up Form Refund Processing - International Student. The letter must set out the student's contact details and reasons for the refund request. A copy of passport must accompany the letter.

Credit in a student account will be used to offset any other debts will be applied to any other debts held by that student had before a refund is issued. This may result in no refund being available. Other debts may include hostel fee, library fee and student loan.

4.5.3 Payment of refund

Where a sponsoring body or scholarship agency pays the student's fees, the refund amount will be paid to that sponsoring body or scholarship agency.

Refund to student's personal bank account only when the student's is self-payer or the excess of student's payment were made via EPF withdrawal/Self.

4.5.4 Submission Date

Applications for the refund of tuition fees for local and international student must be submitted after convocation.

Upon omitted of the refund application form, the finance Department may processed the refund upon reviewing an excess in student's ledger and subject's to further approval from management.

4.5.5 Refund for International Student

International students are NOT entitled to get refund from the application fees & registration fees.

4.5.6 Refund for Potential Students (yet to be registered)

If student decided not to enroll with us, commission paid to recruiting agency will be deducted from their outstanding balance.

Refund of tuition fees for potential international student will only be made in accordance with the following policy:

Registration fees	:	Not refundable
Personal Bond (resources fees)	:	Refundable (If there is no claim by immigration)
Visa Processing Fee	:	Refundable (Amount subjected to EMGS)

Agency fees : Based on actual payment paid (if applicable)

4.5.7 Refund for Registered Students

If student withdraw before completion, commission paid to recruiting agency will be deducted from their outstanding balance. Refund of tuition fees for international student will only be made in accordance with the following policy:

Registration fees	:	Not refundable
Personal Bond (resources fees)	:	Refundable
Visa Processing Fee	:	Not refundable
Agency fees	:	Balance will not be paid.

For international students who wish to be re-admitted, withdraw from KPJUC or take a study leave shall obtain verification from International Students' Office, and approval from Finance Department before submitting the application form to Admission and Record Department.

Withdrawal from a program due to exceptional circumstances may be accepted as grounds for a full or partial refund of any pre-paid tuition fee, subject to the provision of acceptable documentary evidence, at the discretion of the Financial Controller upon management's approval.

No refunds will be granted if an international student is arrested and charged in court, or for a breach of visa conditions and has his/her visa cancelled.

However, full refund may be refunded under the following circumstances:

Malaysian Government has refused to grant initial visa for study in Malaysia prior to entry.

The offer of a place is withdrawn because of conditions within the offer letter have not been met by KPJUC. If the offer was made on the basis of incorrect or incomplete information being supplied by applicant or student, KPJUC reserves the reject the refund application.

All applications for refunds must be done on the "Application for Refund Form". Supporting documentation must be submitted in writing and forwarded to International Student Office by registered mail, courier or personal delivery.

The refund will be paid:

- In Malaysian Ringgit by cheque; and
- The cheque will be sent to the applicant's registered address or his representative in Malaysia.
- If the student wants the refund to be paid via Telegraphic Transfer, he need to provide banking details and the transaction charges will be borne by the international student

4.6 MODE OF PAYMENT

The University can receive payment by these modes of payment:

- a) JomPAY – student can pay fees conveniently and securely with current or savings account. It can be use from any banks in Malaysia.
- b) Bill presentment – payment through Bank Islam's ATM Machine/CDM Machine only.
- c) Debit Card/Credit Card facilities/Cash – Payment can be done through Finance Department counter.
- d) Ezypay (Maybank Credit Card only) – Maybank Credit Card offers 0% instalment for 6 until 36 months.

Students are not encouraged to make payment to any other methods as specified above and is advisable to present the receipt to finance department no later than seven (7) after the payment made.

4.6.1 Receiving Payment by Installment – General Scheme

- a) The facility to pay by instalment (excluding facilities fee, examination fees and fines) is available to all students as a general scheme in two installments.
- b) Request must be made by the student early and to be approved by the University Management Committee or Finance Manager upon verifying the information given by the student.
- c) Where a student opts to pay by instalment and if they miss their installment by the specified payment date services will be withdrawn until payment is received.

4.6.2 Payment by Instalment for Specific Programmes or Student Cohorts

- a) The University may also offer a facility to pay in instalments outside this general scheme where financial hardship may be demonstrated or for specific programmes or student cohorts.
- b) Determination of eligibility of students for payment by instalment resides with the University Management Committee (Ref: Section 9) for full-time students and the Post graduate/ part-time students in consultation with other University personnel as appropriate.
- c) Where a student has been deemed eligible to pay by instalment and if they miss their instalment payment date, services will be withdrawn.

4.7 COMPLETED/GRADUATED STUDENTS

Final billing is to be confirmed and verified once student's status changed to "COMPLETED".

All graduated students who still have outstanding amount are not allowed to attend convocation ceremony and not be issued with the PHD/Master/Degree/Diploma/Foundation's Certificate & transcript.

4.8 FINANCIAL AID

The main educational financial aid available is PTPTN / MARA which offer financial assistance to only local students in the form of loan schemes.

For details on Financial Aid, students are advised to see Financial Aid Unit.

Any amendment, alteration and the like of this Rule and Policy shall be made at the sole and absolute discretion of Student Finance Department and shall be

SECTION 5 SERVICES AND FACILITIES

5.1 RESOURCE CENTRE

The main objective of the Resource Centre (RC) is to meet the education and information needs of KPJUC faculties and students in order to support the process of teaching, learning and researching.

As the knowledge and information provided, the Resource Centre provides the following services;

- i. Borrowing and returning
- ii. Reference
- iii. Online databases
- iv. Wifi
- v. Photocopy service

5.1.1 Opening hours

Days	Time
Monday – Friday	8.30 a.m. – 5.30 pm
Saturday, Sunday & Public Holiday	CLOSED

5.1.2 General rules and regulations

1. Students are **not allowed** to enter the RC before and after the opening hours.
2. Students must wear **student ID card** and **face mask** upon entering the RC.
3. Students must scan QR code for attendance at the counter.
4. Physical distancing must be practicing at all times.
3. Food, drink, cases and folders are **not allowed** to be taken into the RC and should be left in the bag shelves near the entrance/exit. Students are advised to keep their valuable items with them at all times. The RC will not be responsible for the loss of any valuable items.
4. Students must show all books and other personal belongings to the staff at the entrance/exit whenever required for security check.
5. Eating, drinking, loitering, smoking, improper behavior and excessive noise are **strictly prohibited** in the RC. Every student has to follow the dress code of the college.
6. Silence must be observed at all times. Handphones should be put into vibration/silence mode while in the RC.
7. Students found vandalizing or stealing RC properties are subjected to disciplinary actions.

5.1.3 Services and Facilities

The Resource Centre provides the following facilities to users :-

- i. Reference
- ii. Loan/Renewal
- iii. Photocopy service
- iv. Online journals databases
- v. Wifi Discussion room

5.1.4 Collections

1. Print materials – books, journals, magazines, pamphlet and charts
2. Non print materials – vcd, cd rom, and cassettes

5.1.5 Borrowing Rules & Regulations

1. Membership

All registered students of the college will automatically become a member.

2. Borrowing rules

- All materials can be borrowed at the RC Counter.
- Students are not allowed to borrow on behalf of other students
- There are 2 types of books
 - i. Open Shelves – Each student is allowed to borrow a maximum of three (3) books at one time for 1 week. Renewable of the borrowed books is only once.
 - ii. Red spot
 - 1 book at 1 time
 - Internal use only
- All borrowed items must be handled with care. Report to the staff if there is any damage or missing pages.
- General reference (Dictionaries, encyclopedias, etc), magazines (bound or loose) and newspapers are to be referred to within the RC. Borrowing out only considered for some circumstances but prior approval from the Head of RC is required.

3. Returning Rules

The user must return the book at the circulation counter. All book(s) must be borrowed/returned during the opening hours. Otherwise it will be considered as overdue and fine will be imposed.

4. Fine/overdue

Book(s) returned after the due date is subject to overdue charges.

A daily fine of RM 0.50 will be imposed for any overdue books and other materials.

Student will NOT be allowed to borrow other books or any other materials until they have settled their fines.

5. Lost Books

Borrower must inform to staff immediately of any book/materials lost or damaged, as fine will be calculated until the staff is being informed.

Student will be charged a replacement cost if an item borrowed is lost or damaged.

The replacement cost is including of :-

- i. Book price
- ii. Outstanding fine (if any)

5.1.6 Online Databases

There are five (5) subscribe online databases available.

- i. CINAHL Plus with full text
 - E-journals database in nursing, physiotherapy & health information management
 - 700 titles of e-journals
 - Log on to <https://search.ebscohost.com>
 - For user id & password, kindly liaise with RC staff
- ii. MEDLINE Complete
 - E-journals database in medical, medical imaging, pharmacy, healthcare management, occupational therapy & psychology
 - 1800 titles of e-journal
 - Log on to <https://search.ebscohost.com>
 - For user id & password, kindly liaise with RC staff
- iii. Emerald Business, Management & Strategy
 - 56 titles of e-journals
 - Subject area : Business, Management & Leadership
 - Access in campus & off campus
 - For user id & password, kindly liaise with RC staff
- iv. Lippincott Williams & Wilkins Pharmacy e-books
 - 13 titles of pharmacy e-books,
 - Log on to <https://bookshelf.vitalsource.com>
 - For user id & password, kindly liaise with RC staff
- v. Clinicalkey Nursing e-books
 - 103 titles of nursing e-books
 - Log on to <https://www.clinicalkey.com/student/nursing/login>
 - For user id & password, kindly liaise with RC staff

5.2 IT FACILITIES

5.2.1 Laboratories

Students are accessible to the computer laboratories either through classes held or by personal use. The following are rules and regulations pertaining to the use of the computers in the laboratories and students are advised to adhere to them.

1. Students are allowed to use the computer laboratories during the operating hours only.
2. Students must bring along with their student identification name tags when using any of the computer laboratories.
3. Students are required to log off after using the computer to avoid unnecessary complications.
4. Students are required to bring their own papers for printing in the computer laboratory.
5. Students will be held responsible for damage (intentional or otherwise) inflicted upon any equipment in the laboratories.

5.2.2 Activities are not permissible:

1. Locking of workstations
2. Internet chats, web-phone, video streaming, etc.
3. Playing games
4. Using facilities to earn income in any form
5. Abuse of printing facilities (e.g. printing of whole document)
6. Hacking and contaminating the computers with a virus of any kind
7. Giving others authorised access or password
8. Swapping of keyboard or mouse or computer processing unit
9. Downloading and storing obscene materials
10. Sending messages, obscene, slanderous, threatening or annoying messages
11. Installation of unlicensed software or use of unauthorised copies of any software
12. Tampering with hardware and / or software configurations
13. Smoking

5.2.3 Wi-Fi

WiFi is available within reachable area in and around the University College premises and student residences.

5.3 AUDITORIUMS/HALLS/ROOMS

1. Auditoriums/Halls/Rooms are available for student daily and co-curricular activities. Availability can be checked and booking of the Auditorium, rooms and halls maybe done at Admin Department by memo to book the venue.
2. Memo must be submitted at least 2 weeks prior to the date of usage. Approval is subject to the purpose or usage of the rooms and halls.

5.4 NOTICE BOARDS

1. Various notice boards are available in the University College. All students are advised to frequently check these notice boards for various kinds of important information relevant to activities in the University College.
2. Students need to seek approval for all notices they want to put up at University College notice boards from Student Affairs Department.

5.5 COUNSELING SERVICES

1. Students also have access to non-academic counseling services provided by School of Behavioral Science & Humanities. Student who need spiritual, psychological & social support may seek assistance from Counseling Services with Registered Counselor.

5.6. STUDENT FEEDBACK SYSTEM

1. This system act as a mechanism available for students to voice written grievances or appeal on matters relating to the students support services provided. Complaints will be investigated and response shall be given to the student who filed the complaints. The student feedback form is available at the Public & Relation and Marketing Department. The issues will be delegated to the related department for the purpose of feedback.

5.7 STUDENT INSURANCE

5.7.1 Policy and coverage

- i. The policy for students is available under the Group of Hospitalization, Personal Accident & Term Life.
- ii. This scheme covers hospitalization and any kind of road accident at any time as long as the student is still registered with the College
- iii. Details of coverage per person are according to the followings :

No.	Types of medical conditions	Annual Premium Covered (RM)
1	Group Hospitalization & Surgery (Inpatient only)	5,000 only
2	Group Term Life (limit per student for Death & TPD)	10,000 only
3	Group Personal Accident (limit per student for Death & TPD)	10,000 only

- a) The medical annual premium is **RM5,000 PER YEAR ONLY** (All in – treatment, medicine, surgery).
- b) Students are advised to make sure all bills are not exceed from the coverage.
- c) Students are required to check with insurer or Department of Students Affairs before proceed for admission (**KPJUC/KPJIC WILL NOT COVER for any extra charges**).
- d) To avoid any inconvenience, student must comply with these procedures before use hospital & surgery benefit :-
 - i. Students / relatives need to inform KPJUC/KPJIC before admission

- ii. Students / relatives need to inform or update KPJUC/KPJIC if need for surgery procedures
- iii. Only emergency cases are covered by insurance e.g : High fever, diarrhoea & vomiting, dengue, influenza (other than these please check with insurer @ person incharge at KPJUC/KPJIC before proceed for admission)
- iv. Students are advised to get treatment at KPJ Group Hospitals & Government Hospitals only to avoid any Guarantee Letter issues.

5.7.2 Claim procedures

- i. To avoid any inconvenience, students must comply with these procedures when forwarding their claim:
 - a. Submission of medical report
 - b. In cases of road accidents, a police report must be presented (police report must be lodged within 24 hours after any accident).
 - c. Claim must be submitted within 30 days from the time of the accident or illness. Claims forwarded after the deadline shall not be entertained.

5.8 STUDENT ACTIVITIES

5.8.1 Student Representative Council (SRC)

- 1. SRC is a body elected by students through a voting system done on a yearly basis. The SRC is established to acknowledge the student rights, functions and obligations;
- 2. The student who are registered with the KPJUC and currently in his/her second (2) to (5) semesters of studies can be nominated as SRC candidates;
- 3. The SRC may also elect a supporting committee to assist them in their operations;
- 4. The term of appointment for the SRC members and their relevant committee is for one (1) year.
- 5. The academic achievement of all SRC members must be CGPA 2.70 and above in current semester;
- 6. Any SRC member who has faced Disciplinary Action from Disciplinary Hearing Committee will automatically lose his/her position or will be disqualified from any SRC election;
- 7. The general function of SRC is to act as representative of the University college students and relay all the students's needs, problems and request to the management of the University College.

5.8.2 Societies and Clubs

- 1. All College students are encouraged to join societies and clubs to organize and participate in activities to sharpen their generic skills.
- 2. Various associations created to enable students to develop their talents and create harmony among students. Here are the associations that have driven the students to be more active:

- i. Residential Representative Committee (RRC)

- ii. Pembimbing Rakan Siswa (PRS)
- iii. Sekretariat Rukun Negara (SRN)
- iv. Nursing Student Association (NUSA) – School of Nursing
- v. Pharmas – School of Pharmacy
- vi. Sophyst – School of Health Sciences (Physiotherapy Programme)
- vii. RADSA – School of Health Sciences (Medical Imaging Programme)
- viii. Challenger Club – School of Business & Management
- ix. KPJUC Silat Club
- x. KPJUC Taekwondo
- xi. KPJUC Hiking Club
- xii. KPJUC Chess Club
- xiii. Netball Club
- xiv. Futsal Club
- xv. Art & Culture Club

5.9. RESIDENTIAL FACILITIES

1. Hostel accommodation is allotted purely at the discretion of the Hostel Supervisor and on condition that the student agrees to abide by all the rules and regulations of the hostel. The Hostel Supervisor may refuse hostel facilities without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds. Students may be required on disciplinary grounds to vacate their rooms at short notice. Similarly students may be required to shift to alternate accommodation at short notice due to administrative reasons. The Hostel Management reserves the right to break open any room which is not vacated, pack up the contents and store it. No complaints of breakage or loss will be entertained.
2. All students undergoing any educational programs at KPJ Healthcare University College provided with accommodation for the first year of study only. The University College has all the rights to allot students to any room, block or hostel depending on the availability of space. Students staying in the hostels are strictly to observe the Rules and Regulations for as long as they are undergoing training. Students undergoing clinical practice will also be provided with hostel accommodation. It is compulsory for students to stay in throughout their clinical practice. They are to abide by the Rules and Regulations thereto.
3. KPJ Healthcare University College Residence, with a capacity of over 1500, is apartment style. Each unit have a bath/toilet area, kitchen and hall. Each unit is equipped with mounted fan, double decker bed and single bed, mattress, study table and chair, wardrobe and internet access. We emphasize on clean, healthy and safe living and as such all residents **MUST** provide their own pillows, bed-sheets, blankets, towels, padlocks for wardrobes and other personal effects.
4. General facilities provided within the residence include :
 - (a) study room
 - (b) launderette (service & coin operated)
 - (c) TV with astro facilities
 - (d) drink vending machines
 - (e) prayer room (for Muslims)
 - (f) 24 hours security

5. Students who stay in a hostel must abide the rules & regulations with refer to Hostel Handbook/Guideline.

SECTION 6 DRESS CODE

6.1 STUDENT DRESS CODE

1. A student's conduct is related to his/her clothing. Therefore, the University College is directly concerned with students' clothing. The appropriateness of a student's clothing for the University College environment should dictate the choice of some campuses have implemented a uniform requirement. Students should check with the campus to confirm whether uniforms are required.
2. All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Students who fail to comply with this dress code may be sent home and may be subject to disciplinary actions.
3. Any clothing, accessories, symbols, jewellery or other paraphernalia, which depicts or suggests association with a gang, secret society or fraternity, shall not be brought to campus or clinical placement, worn on campus or clinical placement or in any way be present at any campus or clinical placement -sponsored event.
4. Any other considerations will be determined by University College Management. The Management shall have the right to consider any current fashion to determine its acceptability for Campus wear. Clarification regarding apparel should be obtained prior to wearing it to Campus or during Clinical Placement ; Students in violation of this policy will be subject to disciplinary action as determined by the KPJUC Management.
5. KPJUC Management, are charged with the responsibility of enforcing student dress code in their classes as well as on Campus or during Clinical Placement. Deans, Lecturers, and Support Services share the same responsibility. Deans shall follow building procedure for discipline referral regarding dress code violations. No attempt will be made to dictate fashion styles as long as they are in keeping with KPJUC policies. It should be noted, however, that it is the responsibility of the student that the student adhere to the dress code.

6.2 STUDENT ID CARD

1. The Student ID Card is issued to all students by the Student Affairs Services. The Student ID Card is essential as it not only acts as your student I.D. but is also needed to access materials from the libraries, utilize the campus recreation facilities, admission to University College events, and much more.
2. Students are **COMPULSORY** required to present the KPJUC student identification card when to liaise or dealing with all departments/schools. Without to present the student ID card, student may not entertained.
3. The card must be carried at all times while on University College property. On weekends and holidays, when the University College is not open for official business, students must present their Student ID Card and sign the visitors' log to enter University College buildings.
4. All students are required to wear their name tag at all times when in Campus or Clinical Placement. This practice is to ensure the safety and security for all students within the campus or Clinical Placement. A lost Student ID Card should be reported to the Students Affairs Services. A replacement card can be issued for **RM50.00**.

6.3 DRESS CODE FOR MALE STUDENTS

Dress code for attending classes / lectures / assemblies / formal functions of the centre or university College/ in the library

- a) **HAIR** - Short, neat and tidy. Strictly no dyeing or colouring or unusual fashions.
NECK TIE - Any sober coloured neck tie.
- b) **SHIRT** - Plain shirt of any colour , long or short sleeves, with collar. Must be tucked in. T-shirt of any type is **NOT ALLOWED**.
- c) **STUDENT ID CARD** - To be displayed and attached to the upper part of shirt at all times except when attending sports activities.
- d) **TROUSERS** - Plain, black or dark coloured; should not be tight fitting or figure hugging.
Jeans / track bottoms are strictly **NOT ALLOWED**
- e) **SHOES** - Black or dark coloured worn with socks. Slippers/ sandals of any type are strictly **NOT ALLOWED**.
- f) **BELT** - Black or dark coloured with less than 4cm width. Any unusual symbol or designs are **NOT ALLOWED**.
- g) **NAILS** – Students should keep finger nails short and clean. Avoid using nail varnish.
- h) **JEWELLERY** – Are not allowed.

6.4 DRESS CODE FOR FEMALE STUDENTS

Dress code for attending classes / lectures / assemblies / formal functions of the centre or university / in the library

- a) **STUDENT ID CARD** – To be displayed and attached to the front part of the “*tudung*” at all times except when attending sports activities also to be displayed and attached to the upper part of shirt at all times except when attending sports activities
- b) **HEAD-COVER / TUDUNG** – Plain “*tudung*” of any colour, should properly cover the head and should not reveal the hair, neck, chest and shoulders. “*tudung*” with unusual designs are **NOT ALLOWED**.
- c) **BLOUSE** – Must be loose and long enough; should not be tight fitting, figure hugging or transparent and should not reveal the contours of the body.
- d) **SHOES** – Black or dark coloured worn with socks. Should cover the feet and the heels; should not be excessively high. Slippers / sandals of any types are **NOT ALLOWED**.
- e) **NAILS** – Students should keep finger nails short and clean. Avoid using nails varnish.
- f) **JEWELLERY** – Are not allowed.

6.5 ATTENDING SPORT & RECREATION ACTIVITIES

- a) ‘Tudung’ For Muslim Students
- b) T-Shirt - Long & Loose T-Shirt
- c) Track-Bottom
- d) Sports Shoes

Where a student fails to comply with or contravenes any legitimate instruction, direction or requirement given or made by any officer or employee of the University College, students shall be guilty of a disciplinary offence.

SECTION 7 CODE OF CONDUCT

7.1 CODE OF STUDENT CONDUCT

Students are required to be familiar with the rules, policies, and Code of Student Conduct and Academic Responsibility.

i. **Supplementary Standards**

Students are expected to comply with the legal and ethical standards of this University College and those of their chosen field of study, including the Code of Ethics. The University College and each School or program may prescribe additional standards for student conduct. Reasonable notice may be provided when additions or changes are made to the standards for student conduct.

ii. **Violations**

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans, associate deans, or lecturers may, in their discretion, immediately suspend students pending a hearing on charges of academic, conduct, or supplemental standards violations. Violations of academic, conduct, or supplemental standards are subject to disciplinary action, up to and including, expulsion from the university. Violations of academic standards will be handled through the student's academic college, school, or centre. Violations of conduct will be handled by the Office of Student Affairs Services or by the individual academic college, school, or centre as deemed appropriate.

iii. **Sanctions**

If the student is found in violation of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures, one or more of the following sanctions may be imposed. The following list is only illustrative. The university reserves the right to take additional disciplinary action as it deems appropriate.

a) Expulsion/Termination

Termination of student status at the University permanently or for an indefinite period of time. A student who has been terminated will be given notification of the time within which they are expected to leave the campus after his or her relationship to the University has been terminated.

b) Suspension

Mandatory separation from the university for a period of time specified in an order of suspension. An application for readmission will not be entertained until the period of separation indicated in the suspension order has elapsed. Readmission is subject to approval of the university. During the period of suspension, the student is barred from campus visiting privileges unless specific permission is granted by the President, or by the dean's program pursuant to its published policies and procedures.

c) Temporary Suspension

Action taken for two (2) weeks by the Disciplinary Hearing, which requires a not a student is in violation of the Code of Student Conduct and Academic Responsibility. During the period of suspension, the student is barred from campus visiting privileges, sit for examination, stay at hostel, attend for lectures or tutorial and clinical placement, unless specific permission is granted by the Registrar, or by the dean's program pursuant to its published policies and procedures.

d) Warning/Final Warning

A disciplinary sanction serving notice to a student that his / her behavior is in serious violation of University College standards. A time period is indicated during which another violation of the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation.

e) Verbal Warning

A verbal warning is a verbal admonition to the student by a university staff member that his / her behavior is inappropriate. A verbal warning will be noted in the student's file.

f) Fines

Penalty fees payable to the university college for violation of certain regulations with the Code of Student Conduct and Academic Responsibility.

g) Restitution

Payment made for damages or losses to the university, as directed by the Disciplinary Committee or Management of KPJUC.

h) Restriction or Revocation of Privileges

Restriction or revocation of privileges is the temporary or permanent loss of privileges, including, but not limited to, the use of a particular university facility, visitation privileges, Hostel privileges and parking privileges.

i) Termination or Change of Hostel Contract/Accommodation

Termination or change of Hostel Unit Contract/Accommodation is a disciplinary sanction that terminates or changes the Hostel Unit Contract/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the Registrar.

j) Counseling Intervention

When extreme behavior indicates that counselling may be beneficial, the student may be referred to counselling.

k) Other Appropriate Action

Disciplinary action not specifically outlined above, but approved through the University College Management.

l) Parent / Legal Guardian Notification

KPJUC personnel reserve the right to contact or notify a student's parent(s) or legal guardian(s) of student misconduct, in writing or by phone.

7.2 DISCIPLINARY HEARING COMMITTEE

1. Student suspected or found to have committed a serious offence, he/she shall be called by the Disciplinary Hearing Committee to attend the session.
2. Witness will be called, forward to assist in the investigation. Any material or document of proof to support the investigation will also be included in the hearing.
3. The student will be informed of the outcome of his/her hearing through a letter. A copy of the letter will also be given to relevant departments, parents, guardian and sponsor.

7.3 APPEAL PROCESS

When a student is dissatisfied with a decision of the Disciplinary Committee, she/he may give notice in writing of her/his intention to appeal against such decision by filing with the Registrar a notice of appeal in duplicate within 14 days of the date on which the decision was given.

- € The notice of appeal shall set out clearly the grounds of appeal.
- € The Disciplinary Authority upon receiving the notice of appeal, submit the same to the Registrar together with a copy of the notes of the disciplinary proceeding in respect of which the notice of appeal is given.
- € The Registrar may, on receiving the notice of appeal and the notes of the disciplinary proceeding, request for such for further information or particular in relation to the disciplinary proceeding as she/he may deem fit.
- € If the Registrar summarily rejects the appeal, the decision shall be conveyed to the student through the Disciplinary Authority.
- € Where the Registrar appoints a committee to consider the appeal. The Registrar's decision on the appeal made after receiving the recommendations of the committee shall be communicated to the student through the Disciplinary Authority.
- € An appeal by a student shall not operate as a stay of execution of the punishment imposed or as a stay of the payment of any penalty ordered to be paid, unless the Disciplinary Authority, the Registrar otherwise directs.

7.4 TYPES OF MISCONDUCT

7.4.1 Major misconduct

1. Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of any employee of the University College / hospital.
2. Theft, fraud or dishonesty, including attempt theft, attempt dishonesty in connection with the University College's business or property.
3. Willful damage to or loss of University College/hostel/hospital's goods or property.
4. Taking or giving bribes or any illegal gratification.
5. Gambling or card playing, whether for money or not.
6. Riotous or disorderly behaviour or fighting in the University College/ hostel/ hospital premise.
7. Violence, abuse, assault or threaten to assault or to do any injury to other students or employee of the University College/ hospital.
8. Habitual absence without leave, absence without leave for more than two (2) days from University College/hostel/ hospital placement.
9. Leaving the workplace earlier than the normal working hours without prior permission of the Lecturer or Clinical Instructor or satisfying sanctioned leave without sufficient grounds or proper or satisfying explanation or without informing or attempting to inform her/his Lecturer or Clinical Instructor of the excuse for such absence.
10. Habitual late attendance.
11. Striking at University College/ hostel/ hospital or inciting others to strike at University College/hostel/ hospital in contravention of the provisions of any law or rule having the force of law.
12. Habitual or substantial negligence of her/his duties.
13. Wilful slowing down of work or inciting others to do so.
14. Smoking in prohibited areas/ places or within University College/ hostel/ hospital premises.
15. Sleeping while on duty.
16. Conviction and imprisonment for any criminal offence.
17. Failure to obey University College/ hostel/ hospital's safety rules or tampering with guards or handrails or other safety devices.
18. Any material false statement made on the "Application of Enrolment" form.
19. Habitual breach of any University College/ hostel/ hospital's orders or any law applicable to the establishment or rules made there under.
20. Participating in unauthorized financial transactions within the University College/ hostel/ hospital premises.
21. Unauthorized use of the cards.
22. Bringing alcoholic liquor, illegal drugs or narcotics within the University College/ hospital/ Hospital premise without prior permission.
23. Stealing the property of other students/ employees/ patients within the University College/ hostel/ hospital premises.
24. Committing immoral act within the University College/ hostel/ hospital premises.
25. Found drunk or under the influence of liquor while on duty or at any time during the training.
26. Obtaining or attempting to obtain leave of absence by false pretence.
27. Commission of any act subversive to the discipline of the University College or general behaviour.
28. Display of unruly behaviour towards staff or students, verbally or in written mode.
29. Conduct himself, whether within or outside the University College, in any manner which is detrimental or prejudicial to the interest, Well-being or good name of the University College, any

- of the students, staff of the University, or to public order, safety or security, or to morality, decency or discipline.
30. Conduct within the University College/ hostel/ hospital which is likely to endanger the life or safety of any employee/ students/ visitors.
 31. Refusal to accept any communication served either in accordance with the code of conduct or in the interest of discipline.
 32. Interfering with the record of attendance or recording attendance of any other student or falsification, defacement or destruction of any official record of the University College/ Hospital.
 33. Possession of any lethal weapon on the University College/ hostel/hospital premise.
 34. Trespassing or forcible occupation of the University College/ hostel/ hospital's property or premises.
 35. Taking part in anti-government activities or activities against the University College/ hospital.
 36. Deliberate damage and interference with or contamination of University College/hostel/ hospital processes, material or equipment.
 37. Forging or defacing medical certificates or other official documents to defraud the University College/ hospital.
 38. Forging, Fabricating or Tampering of Results/ slips.
 39. Holding meetings inside the premises of the establishment without the prior permission of the Management except in accordance with the provision of any law for the time being in force.
 40. The student shall not become pregnant during the Course Duration.
 41. That the Student shall remain single and maintain this status for the Course Duration unless otherwise consented to and signified in writing by both the student and the University College / School.
 42. Sexual Harassment.
 43. No person not being a mahram shall, within or outside the University College, engage in any kind of sexual conduct with any member of the University or visitor to the University which may also include other serious or persistent unwanted sexual contact or conduct, such as harassment, threats, intimidation or unwanted touching or fondling.
 44. Plagiarism in assessed coursework.
 45. Immoral interaction between individual.
 46. Students found doing any of following acts such as :
 - i. Caressing any part of the partner body;
 - ii. Smooching;
 - iii. Hugging;
 - iv. Kissing;
 - v. Holding hands
 - vi. Sitting in close proximity to each other in isolation from other people in situation or position that could raise suspicion as to the real motive of the act;
 47. Students charged with criminal offence under civil or Syariah law Where a student of College is charged with a criminal offence in the civil or Syariah law, she shall be immediately thereupon be suspended from being a student of the College and shall not during the tendency of the criminal proceedings , remain in or enter the College / hostel / clinical area.
 48. Drugs and poisons
It is considered a serious offence if a student:
 - i. Is found to be in possession of any kind of drugs or poisons. The term 'drug' is as defined in the Dangerous Drug Act 1952;
 - ii. is found to provide, to supply, to distribute, to offer or to prepare any of the above drugs or poisons to other parties;
 - iii. is involved in drug abuse of any kind

7.4.2 Minor Misconduct

1. Absent without permission and without valid cause.
2. Coming late to class/ hospital placement.
3. Any action contrary to University College/ hostel/ hospital procedures.
4. Ceasing work before the proper finishing time without permission.
5. Leaving the working placement, section or department without permission.
6. Spitting within the University College/ hostel/ hospital premises.
7. Using drinking fountain for purposes other than drinking.
8. Urinating anywhere in the University College/ hostel/ hospital premises other than inventories provided.
9. Committing a nuisance on the University College/ hostel/ hospital premises.
10. Entering another Department or Unit in the University College/ hospital otherwise than in the course of duty.
11. Not taking proper care of tools, etc. entrusted to her/his.
12. Posting, altering or removing any matter on bulletin boards or University College/hospital properly without the permission from the Management.
13. Failure to observe health rules/ safety rules and regulations.
14. Bringing friends without permission to tour the University College/hostel/ hospital.
15. Negligence in utilizing University College/ hospital/ hospital facilities/ utilities.
16. Not putting tools, etc. back in their original place at the end of the day.
17. Not wearing uniform and name tag provided by the University College/hospital while in class or at work place.
18. Student who fails or refuses to produce his/her matriculation card upon demand by any Executive Personnel or his / her officer, shall be guilty of a disciplinary offence.
19. Linger in the University College/ hospital at night (after working hours) without plausible cause.
20. Improper use of the toilet or canteen facilities without prior permission.
21. Loitering and malingering within or adjacent to University College/hospital premises.
22. Unauthorized use of University College/ hospital vehicles, equipment or fire appliances.
23. Challenging staff/students on appropriate progression paths.
24. Use or utilise any information, communication, telecommunication and multimedia devices at any area prohibited by the University College.
25. Contravene or fail to comply with any instruction or requirement made by the university College staff.
26. Violate any provision of any written law, rules, regulation orders and procedures, whether within or outside the University College.
27. Prevent, obstruct, or interfere with, or causes to be prevented, obstructed or interfered with, any officer or employee of the University College or any person acting under the direction or permission of such officer or employee, from carrying out his/her work, duty or function, or do any act which may causes such prevention, obstruction or interference.

7.5 ROAD TRAFFIC DISCIPLINE

7.5.1 Have In Possession Or Owning Any Motor Vehicle In University College.

Students are not allowed to have in their possession or own motor vehicles to be used within the premises. A student intending to keep, have in her/his possession or own any motor vehicle in KPJ Healthcare University College, shall in the first instance, apply for and obtain from the Hostel Management a written authorization. Application for such permission shall be accompanied by the current third party risks insurance policy in respect of the motor vehicle and valid driving license in the respect of the applicant.

The written authorization of the Hostel Management shall be given in such form as she/he may direct and shall at all times be displayed on the motor vehicle. Such written authorization shall be renewed annually.

The Hostel Management may refuse to grant further renewal or revoke any authorization granted if she/he is satisfied that it would not be in the interest of the University College for the student to hold such authorization.

7.52 Register of Student Motor Vehicles

Students are required to register his/her vehicle with Hostel Management to allow the vehicle enter in campus & hostel premises. RM5 to be charged for sticker vehicle. Only vehicle with sticker are allowed to be parked at hostel & campus premises.

7.5.3 Speed Limit

No student shall drive a motor vehicle within the University College premises at a speed in excess of that indicated by a traffic sign.

7.5.4 Obstructive Parking

No student shall park any motor vehicle at any place or in any manner; so as to cause danger, obstruction or inconvenience to any other person. All motor vehicle shall be parked at the allocated parking lots.

7.5.5 Driving Vehicles On Corridors, Etc

No student shall drive or ride any vehicle on any corridor, veranda, five-foot way, courtyard or in any part of any building.

7.5.6 Use Of Allotted Parking Bays

Where a parking bay is allotted for a particular motor vehicle, no student shall park a different motor vehicle at such parking bay.

7.5.7 Pillion Riding

A student driving a two-wheeled motorcycle shall not carry more than one (1) person on such motorcycle.

No student shall carry a person on a two-wheeled motorcycle unless such person is sitting astride the motorcycle behind the driver on a properly designed seat securely fixed to the motorcycle.

7.5.8 Traffic Directions And Signs To Complied With

A student shall comply with all traffic directions and with traffic signs.

7.5.9 Production Of Driving License And Matric Card

Any student who is driving shall carry with her/him a valid driving license issued to her/him under the Road Transport Act 1987 (Act 333) and her/him Student ID card and shall produce same for inspection by an authorized person whenever required to do so.

7.5.10 Obstruction To Traffic Flow

A student shall not conduct their self in any manner, or do any act, which obstructs or interferes with the smooth and orderly movement of traffic within the University College.

7.5.11 Application Of Road And Transport Act 1987 Within The University College.

The provisions of the Road and Transport Act, 1987 and all subsidiary legislation made hereunder shall apply to students irrespective of whether the roads within the University College of any student or other person for any offence under the Road Transport Act, 1987 or any subsidiary legislation made hereunder.

7.6 SEXUAL HARASSMENT

1. The University College considers all allegations of sexual harassment to be extremely serious matters and shall not be tolerated under any circumstance. Every complaint of sexual harassment submitted will be reviewed and investigated. Engaging in sexual harassment will lead to disciplinary actions, up to and including dismissal from the University College.
2. On the other hand, the submission of false or frivolous claims, however, will result in the immediate consideration of disciplinary action, up to and including suspension or expulsion. Sexual harassment is defined by KPJUC as any visual, verbal, psychological or physical unwelcome conduct of a sexual nature against an individual which affect his/her dignity. Where in doubt and locked in conflict, the view adopted by the KPJUC Management shall be conclusive.
3. Examples of Sexual Harassment
The following illustrates the examples of conduct that would be considered as sexual harassment:
 - i. unsolicited, unwelcome flirtations, advances, and/or propositions of a sexual nature;

- ii. insults, jokes, or anecdotes that belittle or demean an individual or a group's sexuality or gender;
- iii. unwelcome sexually-oriented gestures, verbal expressions, or comments of a sexual nature about an individual's body, clothing, or sexual experience;
- iv. inappropriate displays of sexually suggestive objects or pictures;
- v. unnecessary and inappropriate touching, such as patting, pinching, hugging, or brushing against an individual's body;
- vi. suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's work assignments, academic standing, grades, receipt of financial aid, or letters of recommendation, etc.

We (KPJ Healthcare University College) have checked the information in this handbook and believe that it is accurate at the time of going to press. However, some information may change and we reserve the right to make changes to procedures, regulations and other processes subject to maintaining equivalent standards.

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