

STUDENT HANDBOOK



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Tafe College

Move Ahead with Tafe



As of October 2015, Tafe College has produced 40,000 quality graduants with skills in their respective domain and the excellent communication skills.

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Introduction

Welcome to TAFE College or welcome back if you are a continuing student! We hope that you enjoy your academic year. In addition to the social opportunities that come with studying at TAFE College, we hope that you will enjoy the challenges offered by your programme of study and that you will find the materials here helpful to you in planning and preparing for your studies. It is understood that you wish to enjoy your studies, that you wish to succeed and that you are concerned to ensure that you do things right.

It is important that you keep the Handbook safe as it represents important reference points which inform you of rules and regulations pertaining to the College.

In particular, you need to note the timescales which you must adhere to in line with the Academic Calendar if you are not to suffer penalties. For example, if you miss a submission deadline for a course work, your grade will be reduced (or cancelled). If you fail to submit an application for specific examination arrangements, you will have to sit for the examination under normal conditions.

This is drawn to your attention in such direct terms because it is important that in higher education, students are aware of their responsibilities and organize themselves accordingly.

This Handbook is intended to lend assistance to you in the organization of your studie





This Handbook is developed to assist you in forming reasonable expectations about your role in managing your studies, the rules that govern those studies and the support you can rely on from the College. The expectation in higher education is that students have appropriate organizational skills. In this introduction to regulations, we have emphasized issues which, from experience, students need to take particular note of.

Rules and regulations are needed to protect your interests as well as those of the College. We can all reasonably expect that you will receive good service from the College if we all adhere to the regulations and procedures. So, please make sure you know what is expected of you and keep to the regulations in the spirit in which they are written.

We believe it is our responsibility to contribute towards the nation building process, moving with the objectives of Vision 2020.

TAFE College is also the first technical college to be awarded the ISO 9001 Certification as early as 1997. Since then, TAFE College has been upgraded to the new standards of ISO 9001:2008 standards and is UKAS certified.

We are truly honoured to have been awarded the distinguished rating of ‘Tier 5: Excellent’, in the Malaysian Quality Evaluation System for Private Colleges MyQUEST in 2010/2011 and again in 2012/2013, by the Ministry of Higher Education (MOHE).

In the recent MyQUEST results for 2014/2015, TAFE achieved 5 Stars in International Student Services.

BACKGROUND

At the dawn of the new century, there have been a series of changes and challenges – political, economic and social.

To prepare our youths to face these challenges, the Malaysian Indian Congress (MIC) had set up TAFE College. TAFE has a full-fledged campus to equip our youths with the necessary skills to enter the workforce of the 21st century.

The College was registered in October 1972 in the YHB Building in Templer Road in Seremban in a humble but auspicious beginning. In January 1973, classes commenced with an enrolment of 42 students. The College was then known as Negeri Institute of Technology and eventually it came to be known as ITN (Institut Teknologi Negeri). Technical programmes such as Mechanical Engineering, Radio and TV Engineering, Electrical Wiring, Welding, Motor Mechanics and Architectural Draughtsmanship, were offered.

In 1978, the Malaysian Indian Congress (MIC) purchased the Institute and it moved on to occupy 17 shop lots in Bukit Chedang in Seremban. With

Dato’Seri Utama S Samy Vellu’s vision for the future of the Indian community, a spacious campus was identified and the foundation stone for TAFE College was laid in 1988 by the then Prime Minister Dato’ Seri Dr Mahathir Mohamad.

A hi-tech college built at RM30 million owned by MIED (Maju Institute of Educational Development), the education arm of MIC, the College has become a leading centre for excellence in technical education – the first technical college to have the ISO 9001 certification in 1997.

TAFE stands for Technical and Further Education. The College has a proud tradition of providing quality education.

All programmes have been designed to provide Malaysian industries with self-motivated individuals capable of applying knowledge and skills in a systematic and integrated manner.

At TAFE, students are trained to have the knowledge and skills to undertake complex duties requiring personal responsibility, authority, leadership and control in a managerial role.



The emphasis is on understanding the fundamentals of current technology and developing the ability to manage practical application within the business and professional environment.



VISION STATEMENT

To be a leader in technical education

MISSION STATEMENT

To extend knowledge,
stimulate learning and promote
understanding for the benefit of
the community.

OUR MOTTO

Excellence through Education





Tafe College

Move Ahead with Tafe

TAFE – Quality Learning Centre

At TAFE our philosophy is simple. We provide our students a conducive environment with dedicated, experienced lecturers and excellent learning facilities. We trust our experience, expertise and excellence to make our vision come true.

Programmes offered at TAFE College are:-

- ♦ **Diploma in Electro-Mechanical Engineering (A8716)**
- ♦ **Diploma in Aircraft Maintenance Technology (A8863)**
- ♦ **Diploma in Accountancy (A8978)**
- ♦ **Diploma in Management (A9471)**
- ♦ **Diploma in Automotive Engineering (A11552)**
- ♦ **Diploma in Information Technology (A11553)**
- ♦ **Diploma in Civil Engineering (MQA/FA1589)**
- ♦ **Certificate in Mechanical Engineering (A 10860)**
- ♦ **Certificate in Computing (A10861)**
- ♦ **Certificate in Business (A10862)**
- ♦ **English - Elementary Intermediate, Advanced**
- ♦ **Foundation in Science(MQA/PA8588)**
- ♦ **Foundation in Business (MQA/PA 8800)**
- ♦ **Bachelor of Science(Honours) Business and Marketing
in Collaboration with AIMST University (MQA/PA9166)**
- ♦ **Bachelor of Science(Honours)Finance & Management
In Collaboration with AIMST University (MQA/PA9167)**

Safety, Health And Environment

Occupational Safety and Health Policy

TAFE College is committed to meeting the provisions of Section 16, Occupational Safety and Health Act 1994 (Act 514):-

- Prepare, maintain and keep the working environment safe and clean, without any health risk to the citizens of TAFE College and other parties.
- Provide financial resources, information, training programmes and on-going safety and health, and ensure the adoption of a safe and healthy work culture through the practice of sharing the responsibility of all TAFE College citizens to meet legal requirements.
- Ensure that Occupational Health and Safety Systems are enforced at all times and continuous improvement is practiced in line with the mission and vision of the college.

This policy will be monitored and reviewed in line with legal and organizational requirements to be realized through the commitment of all parties.

This means that, in accordance with the College's Health and Safety Policy Statement, you have the duty to take reasonable care for the health and safety of yourself and the persons who may be affected by what you do or fail to do, and to work and co-operate with the College in fulfilling its statutory duties.

Safety and Health in Laboratories, Workshops & Other Work Areas.

The workshops and laboratories contain many potential safety hazards.

However, with proper control these hazards can be eliminated. Safety information and instructions are provided to eliminate, or reduce to an acceptable level, almost all of these dangers and hazards and are intended to provide a degree of safety for all members of the College.

It may not always seem obvious why a certain procedure is in place. However, as with all safety and health related information, instructions are based on either legal standards, to which we must all comply, or 'best practice', which is based on expert guidance or lessons learned from past accidents and incidents.

1. Students must read and comply with all safety, health and fire regulations, and co-operate with all activities in respect of such regulations.
2. TAFE College is a NON-SMOKING campus. Smoking is prohibited in any part of the College premises. Following are the fines if you are caught smoking:
 - **1st offence: RM50.00**
 - **2nd offence: RM100.00**
 - **3rd offence: Disciplinary action**
3. Accidents occurring whilst engaged in activities must be notified promptly to the Head of Department or the Student Services Department, who will ensure that necessary actions are taken and that proper documentation is completed.
4. A Group Accident Insurance Scheme has been arranged for all students. It is compulsory for all students.
5. Students' car parks are available close to the College premises. Students' vehicles and motorcycles must be parked ONLY in the designated areas.
6. TAFE College excludes all liabilities, which arise as a result of any loss/damage to any vehicles parked in the premises.

SAFETY & HEALTH IS OUR FIRST PRIORITY

ACADEMIC

Lectures and Tutorials

The Main-Lecture Theatre and classrooms facilitate the various needs of lectures and tutorials. Full-time qualified and experienced lecturers are available at all times during the day on campus for students' access.

Lesson Plan

Lecturers for individual courses would issue a copy of the lesson plan to the class. Students are required to maintain copies of lesson plans and notes received each semester.

Industrial Linkage

The Student Services Department provides professional job training services in reputable industries. The College has the capacity to extend assistance in Technical, Computer, Management and Languages courses.

Academic System

- Tri-semester System
- Academic Calendar
- Programme Requirements
- Attendance Requirements
- Assessments & Examinations
- Other Academic Requirements

Tri-semester System

- Academic Session
 - > 1 year, e.g. : 2014, 2015 etc
 - > 3 semesters in one academic session
- 3 Semesters
 - > 2 long semesters & 1 short semester (Long–Short–Long)
 - > Total of 35 study weeks

Long Semester

- Two (2) long semesters per year which consists of:
 - > 14 Study Weeks
 - > 1 Examination Week
 - > 1 Mid-semester Break
 - > 1 Revision Week
 - > Semester-end / Holiday Weeks

Short Semester

- One (1) short semester per year which consists of:
 - > 7 Study Weeks
 - > 1 Examination Week
 - > 1 Revision Week
 - > Semester-end / Holiday Weeks
- Academic Calendar
- Uploaded in College website and posted on all major notice boards (QA, library, lobby and academic departments)
- Indicates all important academic dates for the academic session
 - > Semester start and end dates
 - > Exam and Holiday dates
 - > Registration, result collection, other information related to due date

Programme Requirements

- Diploma Programmes
 - > An average of 30 – 42 courses
 - > An average of 90 – 102 credit hours
 - > Duration : 2 ½ - 3 years
 - > Approximately 5 long semesters + 2 short semesters + OJT as required
- Certificate Programmes
 - > An average of 16 – 17 courses
 - > 60 credit hours
 - > Duration: 1 year 4 months (CME 2 years)
 - > Approximately 2 long semesters + 2 short semesters
- No. of courses allowed to be enrolled
 - > Max of 6 courses or 18 credits in long semester
 - > Max of 3 courses or 9 credits in short semester
 - > Final Semester: Maximum of 3 courses allowed with additional examination fee.
- Pass Requirement
 - > 40% for all Diploma & Certificate courses
 - > 50% for all Mata Pelajaran Umum (MPU) courses
 - > 75% for all core Aircraft Maintenance courses
 - > Referral requirement

Re-sit for progressive and final examination
Refer Fee as required (as per fee structure)
- Attendance Requirement
 - > Average class attendance 18 – 24 hours per week
 - > Minimum attendance required 80%
 - > Less than 80% warning letter will be issued on a monthly basis
 - > Less than 80% will be barred from final examination
- Progressive Assessment
 - > 40% or 60% of final grading requirement
 - > Progressively done during the semester
 - > Minimum of three (3) assessments
 - > Must obtain minimum 40% ,50% or 75% pass requirement
 - > Students who do not meet the minimum requirement will be notified and barred from final examination.

For Matapelajaran Umum – 30% out of 60%
For Other Courses – 16% out of 40%
For all Aircraft core courses, the pass requirement is 75%.

- Final Examination
- 60% or 40% of final grading as per course requirement.
- Conducted during examination week
- 3 hours for all written papers
- 3 sections
 - > Section A – 20% (Multiple Choice Questions, True / False, Fill in the Blanks)
 - > Section B – 20% (Structured Questions)
 - > Section C – 60% (Essays)
 - > Practical Papers in Lab / Workshop
- Other Academic Requirements
 - > Course Enrolment Form (CEF) with Add / Delete Options.
 - > Application for Exemption Form.
 - > Application for Postponement or Application for Deferment Form.
 - > Application for Extending Programme Form.
 - > Partial Attendance Form.
 - > Change Programme Form.
 - > Application for Remark Form.
 - > Application for Award Form.
 - > Application for Leaving Form.

REGISTRY

Students are to refer to the College Academic Calendar for important deadlines and Notice Boards for current information regarding all Registry related matters. Delayed submissions WILL NOT BE ENTERTAINED. Students should have completed ALL related matters before due dates. Students must meet their respective Heads of Schools for assistance.

1. Students are required to enroll during the official registration periods, which are stipulated in the Academic Calendar.
2. Students will not be allowed to attend any classes or be allowed to be assessed in any of the assessment if they fail to enroll on time.
3. All students are to register for their courses within specified dates from the programme commencement date.
4. Students are to ensure that they fulfill the course pre-requisite(s). Students have to seek their respective Heads of School for approval of course enrolment.
5. TAFE College will not allow the students to register the courses if the:-
 - ◆ Pre-requisite courses are not fulfilled.
 - ◆ Student has reached the maximum number of courses for the semester.
 - ◆ Student has outstanding debt, which has yet to be settled at the point of course enrolment.
 - ◆ Student has exceeded five (5) years of tenure.
6. Please note that deadlines may differ from semester to semester. Students are advised to confirm the deadlines at the beginning of each semester with the Heads of Departments and the Academic Calendar.
7. An administrative charge of RM100.00 is imposed for Add/Drop of courses. Remember this exercise has to be completed within the stipulated time frame.
8. When circumstances are especially overwhelming and disrupting, a student may need to postpone his/her studies by filling up the Request for Postponement of Studies Form. He/ she should discuss any such prospect with the Head of School to determine how the case should be put for approval. Students are reminded to be aware of the maximum registration period within which he/she is required to complete his/her programme of study (5 years from start of programme)

EXEMPTION

(For All New Students)

1. Exemptions may be granted for previous course undertaken on a case by case basis on application.
2. Only courses from MQA (Bahasa Kebangsaan) accredited programme will be considered for exemptions.
 - 1 According to MQA regulation students with Bahasa Malaysia credit in SPM, will be granted exemption for the MPU (BK) course.
 - 1 Students need to attach the SPM result together with their registration Forms
 - 1 The Marketing Department will notify on the student's file that they are eligible for exemption.
 - 1 Registry will update in the system for the exemption for the eligible student.
 - 1 Student are required to take a MPU course in order to substitute the exempted credit.

CREDIT TRANSFER

Credit transfers of a maximum of 30 credits are allowed for the same level of classes of an accredited programme undertaken at another institution. The courses must be relevant to the programme

- ◆ At least 80% of the syllabus content
- ◆ Credit transfer should be requested at the point of admission with relevant documents.
- ◆ Full fee is payable for the program.
- ◆ Applications will be evaluated and the permanent record will be updated.
- ◆ Transfer grades will not be recorded in TAFE College GPA.
A fee of RM 50.00 is chargeable per course.
- ◆ Original transcripts must be attached together with photocopies and to be submitted to Registry with the applications.

APPEALS

1. Upon release of examination results, dissatisfied students have a maximum of five (5) working days to appeal for a re-mark.
2. The students shall obtain the re-mark form from the Registry to complete it and gain recommendation from the Head of School as per the requirements of the form.

3. The students should also obtain the endorsement from the Registry who shall verify and state the payment amount on the re-mark form.
4. Students shall pass the recommended and endorsed form to the Finance Department along with the payment due.
5. Students will be notified of the outcome by the Registry a week after the closing date.
6. There will be no refund of re-mark fees (RM100.00)

APPLICATION FOR LEAVING CERTIFICATE

1. All final semester students must apply for their leaving certificates. The application is available in Registry. Closing date is two (2) weeks before the start of final semester examinations. RM50.00 will be imposed after 2 weeks.
2. Students have to apply for Leaving Certificates personally and collect them personally. The application form will not be processed for students whose payments are not up to date.
3. Students are required to get clearance from all the relevant departments and completed forms must be submitted to the Finance Department with a copy of the student's NRIC / Passport and fee card.
4. Students who fail to produce their ID and Fees Cards will be required to pay RM50.00 for each of the missing cards.

APPLICATION FOR AWARD

1. All final semester students must apply for their award by completing the Application for Award Form. The form must be submitted to the Registry.
2. Students who are not eligible and have either core courses or electives pending will be forwarded with standard letters of ineligibility. All courses pending will be listed in the letter.
3. All eligible applications are forwarded with a standard letter stating their eligibility for the award.

4. Final semester students are reminded that all outstanding courses have to be completed within the stipulated period (within 5 years of first joining the programme).
5. The College reserves the right to withhold documents in cases of non-payment.

REFER/ EXTENDING STUDENTS

Students are reminded that progression in the academic programme is dependent upon completion of pre-requisites. First Year students advancing to Second Year should not have more than five (5) courses pending. Final Semester students with more than three (3) courses pending are required to extend programme and pay fees. In such cases, students are required to apply for extension using Application for Extending Programme Form, which is available at the Registry.

Special Refer Examination

- Special Refer Examination will be held within 2 weeks from the Results Release Day
 - Students are allowed to enroll for a maximum of 3 courses.
 - Courses awarded Fail Absent will not be allowed to be enrolled.
 - Special Refer examinations will also be awarded with a pass of 40 marks or 75marks only (40 marks for KTS, 50 marks for MPU and 75 marks for Aircraft .

Students who leave the College without completing their courses and returning for refer exams should submit their Course Enrolment Forms at least a month before exams. Examinations are conducted every semester and the students should get in touch with the Registry for details to check courses offered.

Students should complete all the required courses within five (5) years of first enrolment into the programme to be eligible for the respective awards. Failure to do so may result in students having to re-enroll into a new programme as new students requiring additional courses / payments or not being able to complete the programme.

Re-mark

Students are allowed to request for a re-mark with a fee of RM100.00.

Re-sit

- Re-sitting means re-taking an examination where you will not receive any further tuition for that course.
- Students are permitted a maximum of three (3) re-sits per course after the original examination.
- Re-sit fees are charged as follows:
 - i. First Attempt : RM100.00
 - ii. Second Attempt : RM200.00
 - iii. Third Attempt : RM300.00
- Students are allowed to enroll for a total of three (3) courses per examination session.
- The final course mark will be capped at the pass of 40% (Certificate/ Diploma Courses) 50% (MPU courses) and 75% (DAM courses)
- Students must re-sit the course within two semesters after the original examination; which comprises four examination sessions.
- Re-sit is allowed for the following conditions:

No	Status	Condition(s)
1	F	• Failed a course in final examination.
2	FA	• Failed Absent • Absence from a final examination.
3	FA	• Barred due to either SAR(attendance) or PAR(assessment)

Repeat

- Repeating means that you need to attend all lecturers and follow the full assessment requirements.
- You will also need to pay tuition fees. Tuition fee costs are calculated on the number of credits you repeat.
- Repeat students are permitted three (3) attempts to pass a course after the original examination; the first repeat attempt plus two (2) re-sit attempts.
- The students are charged based on programme fee for repeat attempt and re-sit fee for the re-sit attempt that follows.
- Enrollment for “Repeat” students will be as per course offering.
- Students must repeat the course(s) before the academic term finishes.
- Repeat is allowed for the following conditions:
- Re-sitting means re-taking an examination where you will not receive any further tuition for that course.
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- Repeat students are permitted three (3) attempts to pass a course after the original examination; the first repeat attempt plus two (2) re-sit attempts.
- The students are charged based on programme fee for repeat attempt and re-sit fee for the re-sit attempt that follows.
- Enrollment for “Repeat” students will be as per course offering.
- Students must repeat the course(s) before the academic term finishes.
- Repeat is allowed for the following conditions:

No	Status	Condition(s)
1	F	• Failed a course at final examination and the student wants to attend classes
2	FA	• Barred due to both SAR(attendance) and PAR(assessment)
3	FA	• Barred for cheating . (2017 intake onwards)

Students who do not achieve enough credits for either certificate or diploma programme will be allowed to re-sit and depending upon the results of the examination which are retaken, may be eligible for the award. Student who doesn't fulfill the credit requirements will be given only a certificate of completion.

CHANGE OF ADDRESS

1. Students must inform the Registry of any change of personal details such as home or correspondence addresses, telephone numbers or any other relevant information. A checklist is available during the results release to update particulars every semester.
2. All letters and other official documents will be sent to the last known / recorded addresses. TAFE College will not be responsible for information not received due to submission of incorrect data or on non-submission of changes to personal details.

CONVOCATION

The Convocation Ceremony is held once a year. Students must submit the Applications for Awards to be considered for the Awards. It is compulsory for all students to attend the ceremony. Details of the ceremony will be forwarded by post or via e-mail. Students are required to pay RM350.00 as convocation fee (non-refundable) at the time of registration.

FINAL EXAMINATIONS

The following rules and regulations apply for students during examinations.

1. As pre-booked holidays will not be accepted as valid reason for non-attendance at examinations, all students are advised not to book holidays during examination dates without checking the examination timetable.
2. Students writing examinations are responsible for arriving at the right time and place. Forgetfulness, lateness or arriving at the wrong place and the wrong time cannot be considered as acceptable excuses.
3. Students are required to be present at their respective centres twenty (20) minutes before the scheduled examination time.
4. Students attending examinations will have to observe the dress code and upkeep personal grooming standards.
5. Handphones and any form of communication devices are not allowed into the Examination Venues.

6. Students are required to carry their “Hall Ticket and ID” and there should be no writing on the hall tickets.
7. Students are to wear their ID and place the Hall Ticket on the left hand corner of their table to be verified by the invigilator.
8. A reading time of ten (10) minutes will be allowed to all students before the exam starts.
9. Students will only START upon the instructions of the Chief Invigilator.
10. Exam locations / numbered seating are posted a half hour prior to the exam start time outside the respective venues.
11. Students will be permitted to enter the examination venue 15 minutes prior to the examination. No extra time is given to late comers.
12. Any material brought into the examination room may be subject to inspection.
13. Students must place bags / pouches, coats, cell phones, pagers, pencil cases, calculator covers and any other material not required for the exam to the sides of the examination room, away from the desks.
14. Students are not permitted to go to the toilet once exams have commenced and during the course of the examination without the approval of the chief invigilator.
15. Students are reminded to meet attendance, progressive assessment and payment requirements prior to the exams. Students with owing fee will be barred from examinations.
16. Talking or any other form of communication between students is forbidden during the examination period.
17. Any student found cheating or copying during the exam would be suspended immediately for the course and for the whole examinations. Invigilators’ guidelines apply. Students caught cheating will be barred for all courses enrolled for the current semester. Student is awarded Failed & Absent (FA) for all barred courses and this will be reflected in the transcript.

18. It is assumed that upon entering the exam room, it is the intent of the student to complete the examination. Students are warned that it is their personal responsibility to judge their own state of health before entering the exam room to assess whether they are able to undertake the examination.
19. Students are not permitted to access any books, notes or other material or devices containing information or capable of processing information pertaining to the examination unless the examiner has given instructions that such material or devices will be allowed. Students must not use or attempt to use any unauthorized source of information.
20. Unless specified otherwise by the course lecturer, students may only use Standard Calculators for examinations in which calculators are allowed. Under these circumstances, no other calculators will be permitted, regardless of their level of sophistication.
21. Translation dictionaries are not permitted unless required by the course lecturer.
22. No working or rough paper is allowed in the center. All workings are done on the answer booklet and crossed out if not to be marked. The back of the booklet can be used for this purpose. No borrowing of items is allowed.
23. Examination Question Papers will be placed faced down on desks. Students will not be permitted to turn over and begin the examination until the invigilator announces that they may do so.
24. Questions concerning possible errors, ambiguities or omissions in the examination paper should be directed to the invigilator, who will investigate them through the proper channels.
25. Students must remain seated until permission is given to move. If a student needs to speak to an invigilator (e.g., to ask for additional supplies or to request permission to leave the examination room for any reason), he / she should raise his / her hand to signal the invigilator.
26. The invigilator is not permitted to answer questions other than those concerning the administration of the final examination.

27. Students are not permitted to leave the examination room until one hour after the examination has begun, and under no circumstance before the attendance has been taken. Students may not leave the examination room during the last fifteen minutes of the exam. Students who leave the examination room without permission will not be allowed to re-enter the room to continue the examination.
28. Once the end of examination period has been declared by the invigilator, students must immediately stop working on the exam and cooperate with invigilator's instructions for exam submission or collection. All students must remain seated and silent until the invigilator has given them permission to do otherwise.
29. Students must hand in all completed and attempted work. Students must hand in the full exam question paper and / or supporting materials when this has been specified by the examiner / invigilator.
30. Where students feel that they are unable to write the exam due to extenuating circumstances, they must follow procedures for requesting for consideration of PEC (Personal Extenuating Circumstances) / a deferral. Deferrals will be granted only for compelling reasons. If a student has missed a final examination due to illness, family affliction or other personal reasons, a deferral request form / PEC and supporting documentation must be submitted to the Registry, within three (3) working days, but not later than one (1) week after the examination date / immediately following of delivery of course or final course work or where the circumstances relate to post-delivery assessment event.
31. The College will make every reasonable effort to provide an appropriate environment for examinations. This includes providing an adequate degree of seating space and writing surface and prevention of excessive disruption and environmental noise. If a student has concerns about the quality of the examination environment, these concerns should be expressed to the invigilator who is obliged to take note of them and take appropriate action, if possible. All such concerns should be formally reported through the Invigilator Report Form to the Registrar / Registry Staff for prompt action.



COLLEGE POLICY ON PLAGIARISM

Plagiarism is a form of academic misconduct that will be severely dealt with. While it is recognized that academic research requires referencing and usage of findings and ideas of researchers and scholars, students citing these works are to state the details explicitly whether it is whole or part of the work.

Students submitting assignments or projects using another student's work will be penalized.

GRADING SYSTEM

1. Understanding Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA)
 - One measure of student's achievement is reporting of student progress.
 - In education, a grade (or mark) is a teacher's standardized evaluation of a students' progress.
 - This evaluation can be expressed quantifiably and calculated into a numeric grade point average (GPA).

TERMINOLOGY

Credit Earned	Total Credit Hours earned for ALL registered courses in a semester. (Including EXEMPTIONS & excluding FAIL).
Cumulative Credit Earned	Cumulated Total Credit Hours earned for ALL registered courses in all semesters (Including EXEMPTIONS & excluding FAIL).
Credit Calculated	Total Credit Hours for ALL registered courses in a semester. (Excluding EXEMPTIONS & Including FAIL/FA).
Cumulative Credit Calculated	Cumulated Total Credit Hours for ALL registered courses in ALL semesters. (Excluding EXEMPTIONS & including FAIL/FA).

Grade Point Average

The GPA is calculated by dividing the total number of Grade points earned by the number of hours attempted, not the number of hours passed for which grades of A,B,C,D, or F were earned.

Calculating GPA & CGPA

GPA	Total Grade Points ÷ Credit Calculated Hours (ALL courses in a semester).
CGPA	Cumulative Grade Points ÷ Cumulative Credit Hours.

Sample of Calculating GPA & CGPA

Course	Grade	Grade Value (a)	Credit (b)	Cumulative Grade Point Average (a x b)
MKT 3003	C+	2.5	3	7.5
AGR 3101	B	3.0	3	9.0
KIM 2201	F	0	4	0
BIO 2003	C	2.0	3	6.0
SST 3005	B+	3.5	3	10.5
Total	-	-	16	33.0

Semester 1

GPA ÷ total credit hours = CGPA

$$32.0 \div 16 = 2.0$$

In the first semester the GPA will be the same as CGPA

Course	Grade	Grade Value (a)	Credit (b)	Cumulative Grade Point Average (a x b)
PLP 3101	B	3.0	2	6.0
EKO 3100	B+	3.5	2	7.0
PP 210	A	4.0	3	12.0
BKM 3009	C	2.0	3	6.0
BIO 2001	B	3.0	3	9.0
AGR 3605	B+	3.5	4	14.0
Total	--	-	17	54.0

Semester 2

GPA ÷ total credit hours = CGPA

54.0 ÷ 17 = 3.176

Cumulative Grade Points ÷ Credit Calculated Hours

All courses in a semester) Semester 1 & 2 = (33.0 +54.0) = 87.0

= 87 ÷ 33 = 2.636

CGPA & GPA Scale

< 2.00: Probationary

≥3.00: Good

≥ 3.67: Distinction/ Higher Distinction

TAFE COLLEGE GRADING SYSTEM

	TAFE COLLEGE		AIRCRAFT MAINTENANCE TECHNOLOGY		MPU MODULES		
Grade Points	Marks	Grade	Marks	Grade	Marks	Grade	Meaning
4.00	80-100	A	95-100	A	75-100	A	Higher Distinction
3.67	75-79	A-	91-94	A-			Distinction
3.33	70-74	B+	88-90	B+			Credit
3.00	65-69	B	85-87	B	65-74	B	Credit
2.67	60-64	B-	81-84	B-			Credit
2.33	55-59	C+	78-80	C+			Pass
2.00	50-54	C	75-77	C	50-64	C	Pass
	47-49	C-					Pass
1.33	44-46	D+					Pass
1.00	40-43	D					Pass
0.00	0-39	F	0-74	F	0-49	F	Fail

FINANCE DEPARTMENT

Financial Aid

Financial assistance is available from a wide range of organisations providing loans and scholarships such as PERKESO, KWSP, KKP, NLFCS and MIED. School leavers with full SPM certificates with relevant credits are eligible for loans from PTPTN* for MQA approved programmes. All Diploma programmes in TAFE College are approved by MQA (Malaysian Qualification Agency). MARA* loans are also available for eligible Bumiputra students. Terms and conditions apply for all loans and scholarships.

** PTPTN, MARA & MIED to be applied online only.*

Collection and Fee Refund Policy

1. All registration, facilities , other fees and first installment of tuition fees are payable in full upon enrolment. If fees are to be paid by a financial sponsor other than a parent / guardian, then students should produce documentary evidence of financial aid / sponsorship or study loans when enrolling. Students are to continue paying fees until loan is approved.
2. Tuition fees are normally charged on an annual basis and paid on a monthly basis. In the event of a student discontinuing the programme or in circumstance of suspension and / or expulsion, fees will still be charged in full up to and including the end of the semester / term in which the student withdraws. All tuition fees paid are non-refundable. In the case of students leaving before commencement of programme, 75% of refundable fee is given. If a student leaves within two weeks of programme commencement, 50% refund is given.
3. Students shall be advised that for tuition fee charged on an annual basis, students may opt for an installment fee payment scheme.
4. Students are required to make full payment of all required fees within the stipulated dates determined by TAFE College, failing which they may have their courses dropped / de-enrolled or may not be allowed to attend any classes or be allowed to be assessed in any of the assessment items.
5. Students who cause damage to or loss of property, assets or funds are required to pay for such damage or loss.

- 
6. Students should ensure that sufficient funds are available to honor any personal cheques presented as payment. No post-dated cheques will be accepted.
 7. By the beginning of the semester commencement of the intake, a name list of all students with outstanding fees will be displayed on noticeboards.
 8. The list will be put up at the Finance Office, Academic Department and/ or any other places necessary to inform the students of the outstanding fees.
 9. If the outstanding fee is not settled, the students' Course Enrolment for the period will be dropped automatically.
 10. TAFE will not reinstate the course enrolment even if the student decides to make payment after this date.
 11. Please note that deadlines may differ from semester to semester based on Academic Calendar.
 12. Any student who has outstanding fees will be excluded from any or all services (including accommodation, Learning Resource Centre, teaching and assessment) and may be refused permission to re-enroll with KTS until the debt is paid.
 13. Assessment results may be withheld and certificates will not be issued until the debt is paid. The college may take appropriate steps including legal proceedings to recover any outstanding debts to recover / replace any College property.
 14. The due date for tuition fee payment for each month falls on the 7th of each month, after which a penalty of RM10.00 would be imposed for each day.
 15. Students must always submit their fee card to the cashier while paying fees. The fee card should have the student's photograph.
 16. As for the loss of fee cards, students need to pay a penalty of RM 20.00 for processing a new one. Students who have lost their Student Identification Card (IDs) have to pay RM 50.00 fine at the fees counter and produce the receipt and photograph to the Registry department for a new one.

- 17 Exam fees need to be paid by the stipulated time frame, after which a fine of RM 10.00 would be levied for each extra day. Non-payment would disqualify students from examination and no results would be released.
17. For new hostel residents, (new students) it is compulsory to complete their six months period. Paid fees would not be refunded.
18. Hostel fee payment must be paid by the 7th of each month, after which a penalty of RM 100.00 will be imposed per month.
19. The Initial Course / Examination Enrolment (4 ply) Form would be given free. For the loss of this form, students need to pay a penalty of RM 20.00 for a new one
- 19 There shall be no waiver on any fines.
- 20 Late submission of Course Enrolment Forms beyond the dates mentioned in the academic calendar will entail a daily fine of RM10.00 to a maximum of RM100.00 (10 working days).
- 21 All students must enroll for their courses as per the calendar dates. An administrative charge of RM100.00 is imposed for Add / Drop of courses.
- 22 Foreign students must pay fees as per admission confirmation letter.
- 23 New students will obtain new fee cards during orientation.

All payment is to be made at the cashier's counter as per operating hours.

Days	Office Hours
Monday- Friday	8.15am – 4.30pm
Lunch	12.30pm 1.30pm

27. The re-mark fee for examination is fixed at RM100.00 irrespective of departments.

28. There is a fine imposed on late collection of examination hall ticket of RM 20.00 per day.
29. There is a fine imposed on late collection of examination results of RM 20.00 per day.
30. For loss of documents or search of documents related to student records such as Diploma, transcripts or letters, please refer to Registry's administration charges.
31. Students who extend programme must pay the tuition fee for the number of semesters extended.

For any problems or queries please do not hesitate to contact any Finance Department Staff.

LIBRARY

The library has an extensive and constantly updated collection of resource materials. A team of dedicated staff is always available for assistance and guidance. Opening hours are from 8.30 a.m to 5.00 p.m. Monday to Friday. The upgrading of library resources for current books, journals and periodicals is a continuous process.

Rules and Regulations

To maintain the discipline in the library, the following rules are to be adhered to strictly by those using the library facility:-

1. All students must display their identification card when entering and while in the library.
2. No food and drinks are allowed in the library.
3. Students must be neatly dressed. Students are also not allowed to wear slippers and sandals in the library.
4. Talking in the library is strictly prohibited. Any discussions or explanations of academic nature should be carried out in low and tolerable whisper so as not to disturb the peace and quietness of the library.

5. Hand-phones should be in 'silent' mode.
6. Other noises caused deliberately are not allowed such as pushing furniture and walking with heavy footsteps.
7. Arguing and fighting is strictly not allowed in the library.
8. Challenging the authority of the library staff, and being impolite or rude in the library is strictly not allowed.
9. Removing books from the library without permission is strictly not allowed. Books can be taken or loaned from the library only with the permission from the librarian.
10. There should be no removal of any material like tearing pages from books, periodicals and other printed materials. Disciplinary actions will be taken on students who violate these rules.
11. There should be no damage to library books / materials while on loan.
12. All borrowed items should be returned in good order and on time. Any extension of the loan period should be obtained from the librarian. A fine of RM 1.00 per day will be imposed on late return of books on loan.
13. The person who loans any books or items from the library will be responsible for any loss or damage of those books and items and shall report to the librarian of any loss / damage immediately. Students will be charged for losses.
14. All bags and satchels are to be left on the shelves at the entrance of the library. Students are advised not to keep valuables or wallets in the bags. The College is not liable for any such losses.
15. Talking loudly at the entrance of the library is strictly not allowed.
16. Sleeping in the library premises is not allowed.

- 17 Students need to log in and log out whenever using the library computers. Do not install or change any of the settings in the system.
- 18 Leaving students are required to do clearance in the library using the student ID.

Loans Rules

- 1 Only registered members can borrow library materials.
- 1 No books or library materials may be brought out of the library until the loan has been recorded. Unauthorized removal of library materials is regarded as a very serious offence.
- 1 Borrowed Library materials must be returned on or before the due date.
- 1 Registered borrowers may borrow two (2) books at any one time. The normal loan period for books is two (2) weeks. The library, however, may fix varying loan periods for different types of materials.
- 1 All borrowers must settle any overdue loan before they are permitted to borrow again.
- 1 Books should be borrowed only by members and ID card should be produced at the counter to borrow books.
- 1 Books borrowed from the library should be renewed only once if the said book is not reserved by another member.
- 1 Books borrowed from library should be not lent to anyone as it is against the rules at the library. Actions will be taken on those who violate the rules.
- 1 Books from Red Spot (marked with a red-dot) and reference (marked with REF) sections are not to be taken out of the library.
- 1 Students are allowed to borrow only one (1) Red Spot book at a time for two (2) days.
- 1 Renewal of a Red Spot book is allowed only if there is no reservation by another student.
- 1 All borrowed items should be returned in good condition and on time. Any extension of the loan period should be obtained from the librarian. A fine of RM 1.00 per day will be imposed on late return of books on loans.
- 1 The person who loans any books or items from the library will be responsible for any loss of or damage to those books and items and shall report to the librarian of any loss/damage immediately. Students will be charged for losses / damages.

- 1 There should be no damage to library books/materials while on loan.
- 1 Borrowers will be held responsible for materials out on loan. If the materials are lost, an immediate report should be made to the librarian to enable appropriate action to be taken. A borrower is allowed to either replace the book lost or damaged by purchasing it himself or requesting the library to replace it. All books replaced must be the latest edition. Semester results of the student will be withheld till the book is returned/ replaced.
- 1 All library users must abide by the rules and regulations of the Library . The librarian is empowered to withhold library privileges from users who do not comply with any of the following rules and regulations.

Knowledge Is Power

COLLEGE SERVICES DEPARTMENT

Student Sick Bay

A sick bay to meet emergency needs of sick students/ staff is available in the campus.

Auditorium

A state-of-the-art auditorium to accommodate 1000 people is available for multi-purpose needs, e.g. convocations, seminars, state and interstate-level meetings, extra- curricular and social activities.

Canteen

Students are to observe the general College rules while in the canteen. Seating arrangements designated for STAFF ONLY are not to be used by students. Noise and vandalism are not allowed. Students can be asked to leave by Security Staff if found to be violating the rules.

HOSTEL

Hostel Accommodation

In-campus accommodation is available for male and female students within walking distance to classrooms and the canteen.

The rental fee for per four-sharing room is RM 150.00 and RM 200.00 for per two-sharing room.

Hostel Deposit

Six months deposit is required upon registration.

To refund the hostel deposit , a one(1) month notice is needed .

Refund will be made 30days after the one (1) month notice.

RM100.00 will be deducted from the deposit for damages of hostel.

The deduction is for the damages incurred in the rooms, bathrooms and corridors.

Sick students will be immediately sent to clinics or the general hospital by the college car or van.

There is also apartment accommodation available within walking distance from the College.

The apartments are fully furnished and rooms may be occupied either on a single or on a twin sharing basis.

STUDENT SERVICES DEPARTMENT

The Student Services Department provides “an entry to exit” services to students. Students should take note of the following services extended to them so that they can avail them at the time of need.

1. Counseling

A separate counseling department with trained, experienced and skilled counselors to mentor students for a smooth transition of their student-life is made available on a full time basis. All TAFE College academic and administrative staff complement this service by extending their counseling service too. “A home-away-from-home” culture is nurtured. The students are well-guided with the matters below:

- ☐ Academic
- ☐ Personal
- ☐ Welfare
- ☐ Enquiries
- ☐ Others

Students who have personal problems which interfere with their studies could avail themselves of the counseling services provided by Student Services Department and International Students’ Office.

2. Student's Personal Development

Students are constantly assisted and inspired in personal development and counseling through many activities. For example:

- Orientation
- Study Skill Workshop
- Self-Development Programme & Youth Programme
- Preparation of CV – career fair, interview

After discussing with lecturers and HODs, students can approach Student Services department for industrial visits or industrial training

Students are encouraged to participate in forums and talks organised by the Student Services Department which will enhance their personal development.

3. Job Placement Services

It offers and assists students with career-planning and path to success through many activities. For example:

- Career Fairs
- Exclusive Interviews Notice
- Networking

Final semester students and graduating students should look at the Student Services department notice boards for information on career fairs and job interviews and seize the opportunity to secure a job before leaving the College.

4. Student Welfare

Offers helpful information and advice about all aspects of:

- 1 Loans & Scholarships
- 1 Insurance

5. Industrial Visits and Industrial Training

- 1 Coordination with industries
- 1 Coordination with students
- 1 Coordination with various departments

6. Extra-Curricular Activities

Students can join any of the following clubs and societies as part of their Co-curricular activities.

- ☐ Aeronautical Club
- ☐ Automotive Club
- ☐ Badminton Club
- ☐ Basketball
- ☐ Business Club
- ☐ Carom/Chess Club
- ☐ IT Club
- ☐ Football Club
- ☐ Mechanical / Civil Club
- ☐ Volley Ball
- ☐ Kolej Tafe Alpha Toastmasters Club

Presidents of clubs and societies should adhere to the standardization stated below. Also keep the Student Services department informed of your respective activities in or outside college.

- 1 Common Registration Form
- 1 Common Rules and Regulations
- 1 Reports (Every 6 months)
- 1 Common Certificate and Testimonials

7. International Students

Assistances are provided to international students by the Student Services Department.

8. Support For Students With Disabilities

The College is committed to providing facilities for students with disabilities to enable them to participate in all aspects of life. The College is committed to equal educational opportunity for all students and the elimination of any discrimination. We guarantee that applicants will be assessed on the same academic grounds as all other applicants so that students can fully participate in all aspects of student life. We expect the

College to be informed of any specific needs so that every effort can be made to accommodate them. Should a student disclose information about his / her disability, then the member of staff with the information will treat it with complete confidence and not impart it to anyone else. Students are advised to discuss their needs with academic staff as well as Student Services Department.

9. Liability of Loss/ Damage

TAFE is not liable for loss or damage to personal property. Any lost or found items should be reported to the Student Services Department.

10 TAFE Alumni Association

The TAFE Alumni Association is open to all former students of the College, including students at collaborative partner institutions who have completed KTS schemes of study. The Alumni Office co-ordinates the College's links with former students and offers channels through which students can keep in touch with one another. It holds reunions and social events on campus, and helps in activities organized by the office bearers

GRIEVANCES

Students with grievances may approach the College counselor / Quality Assurance (QA) Department for documenting them officially on the specified feedback form available at the counseling office / QA Department. Feedback forms are available at the Registry, Library, Hostels, QA and Lobby.

Student complaints may first be resolved by approaching those responsible for providing support. If you consider that the complaint has not been addressed adequately, you may submit a formal complaint to the Principal. The complaints procedure applies to all KTS students. When a formal complaint is submitted in the first instance, an indication will need to be given of the initial action taken.



You can expect to:

- 1 have complaints acknowledged;
- 1 be kept informed of the progress of your complaint;

You are expected to:

- 1 Follow the College's procedures when presenting complaints.
- 1 Refrain from frivolous or malevolent complaints.

The procedure has been designed to enable students to register formal complaints where they feel that the College is not delivering its services to an acceptable standard, or where they feel they have suffered unreasonable behavior from staff or students.

It will not apply to examinations and assessment matters ('appeal') which are dealt with under separate regulations.

INTERNATIONAL STUDENTS

1.0 General

An international student is defined as a student:

- a) Whose citizenship is NOT Malaysian;
- b) Who is NOT a permanent resident in Malaysia;
- c) Who enters Kolej TAFE Seremban, Malaysia on a student visa permit solely and purely for the purpose of pursuing his/her education.

International students may consider the same variety of options as Malaysian students but caution must be made in your subsequent admission to and recognition by professional governing bodies in Malaysia as well as in your home country.

Kolej TAFE Seremban's efforts may be restricted in the admission of international students to such Boards as they may be governed by certain authorities, ministries, statutes and/or professions example Board of Engineer. International students are urged to seek advice and guidance from the respective departments for the most current and updated rules.

2 General Requirements

International students studying at Kolej Tafe Seremban are required to adhere to and comply with the following:

- a) Possess sufficient funds to cover the tuition fees and expenses for at least one (1) year.
- b) Be admitted into a full-time programme (as opposed to part-time courses).
- c) one year of compulsory campus accommodation.
- d) Prohibited from being gainfully employed beyond the stipulated hours allowed by the Malaysian Immigration.
- e) Fulfill minimum 80% of attendance requirements.
- f) Maintain a CGPA required by the programme.

Apart from the above, all academic and administrative rules and regulations stated in Handbook are applicable to you.

3.0 Withdrawal and Student Visa

The handling of student visas or student passes is appended below:

3.1 Cancellation

A student's visa will be cancelled under the following circumstances and conditions:-

3.1.1 Withdrawal

- a. You are required to complete the "Leaving Certificate Form" and obtain clearance from all the relevant departments.
- b. To submit to the International Office, a copy of your passport and booking air ticket bearing your departing date and flight.
- c. Once you withdraw from the college, the college will no longer be rendering any form of service to you and the withdrawal will be reported accordingly to the relevant authorities.

3.1.2 Completion of the programme

- a. You are required to complete the "upper case " and obtain the clearance from all the relevant departments.
- b. To submit to the International Office, a copy of your passport and booking air ticket bearing your departing date and flight.

3.2 Transfer of Institution

- a) International students who wish to transfer to another institution will need to have your student visa for studies with TAFE cancelled.
- b) The new institution will then be expected to apply for the new visa on your behalf.
- c) The procedures and conditions of transferring to another institution are:-
 - i) Approval from the College/ University.
 - ii) A copy of the Letter of Offer / registration evidence from the receiving college/ university.
 - iii) Settlement of outstanding fees.
 - iv) The college reserves the right to issue the Letter of Release to students.

3.3 Renewal

- 3.3.1 Your Student Visa will be renewed or extended when and if you have not completed the programme yet on the date of visa expiration.
- 3.3.2 The extension or renewal may be granted for the period of time you require to fulfil any uncompleted graduation requirements.
- 3.3.3 The renewal will not be approved if you have any of the following:
 - a) Outstanding fees; or
 - b) Poor class attendance (less than 80%); or
 - c) Academic result below CGPA 2.0

4.0 Termination of Studies

- 4.1 You may be terminated from your study at the college on the grounds of poor academic performance and/or attendance record or other reasons related to indiscipline or academic misconduct
- 4.2 When and if you are found guilty of any serious disciplinary offences and your prolonged stay in the country (international students) affects the peace of the country or tarnishes the image of the college, your studies will be terminated immediately.
- 4.3 Apart from the above, reasons for termination of studies may include any one or a combination of the following:
 - a) Poor academic performance for two (2) or more consecutive semesters.
 - b) High absenteeism in classes (i.e., less than 80% attendance).
 - c) Unacceptable reasons in reply to warning letters.
 - d) Submitting forged/ tampered documents.
 - e) Rejection of student visa renewal by the Malaysian Immigration Department. (InternationalStudents)
 - f) Exceeding maximum duration allowed to complete a programme
 - g) Disciplinary issues.

- 44. For poor academic and attendance performances, a warning letter will be issued to your parents / guardian and may be referred to the Student Services Department for the necessary support and guidance.
- 4.5 If the poor performance continues, a second warning letter will be issued.
- 4.6 A termination letter will follow if the poor performance persists.
- 4.7 A recommendation for termination of studies is initiated by the academic department or Student Services Department on disciplinary issues .This recommendation is supported by the lecturer, HOD, Student Services Department , Finance Department and finally approved by the Principal .
- 4.8 For termination involving international students, you will be requested to surrender your passport to the International Office for cancellation of your student visa.
- 4.9 Where and when the causal factors for termination appear to be too severe (as deemed by the college), a termination letter may be issued without notice or warning letters.
Such incidents usually relate to offences that are criminal in nature or that places the college's name at stake.
- 4.10 It is imperative that all rules and regulations are strictly adhered to, including settling the outstanding tuition fee (if any), failing which, the Refundable Deposits will be forfeited.

5.0 Appeal Process

- 5.1 The appeal board is set up for purpose of having a final avenue for students to appeal to.
- 5.2 The process of appeal will be discussed and decided by an appeal board for the termination.
- 5.3 The CEO/ Principal has the right to overrule / override the decision of the appeal board.

6.0 Cessation of Academic and Administrative Services

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

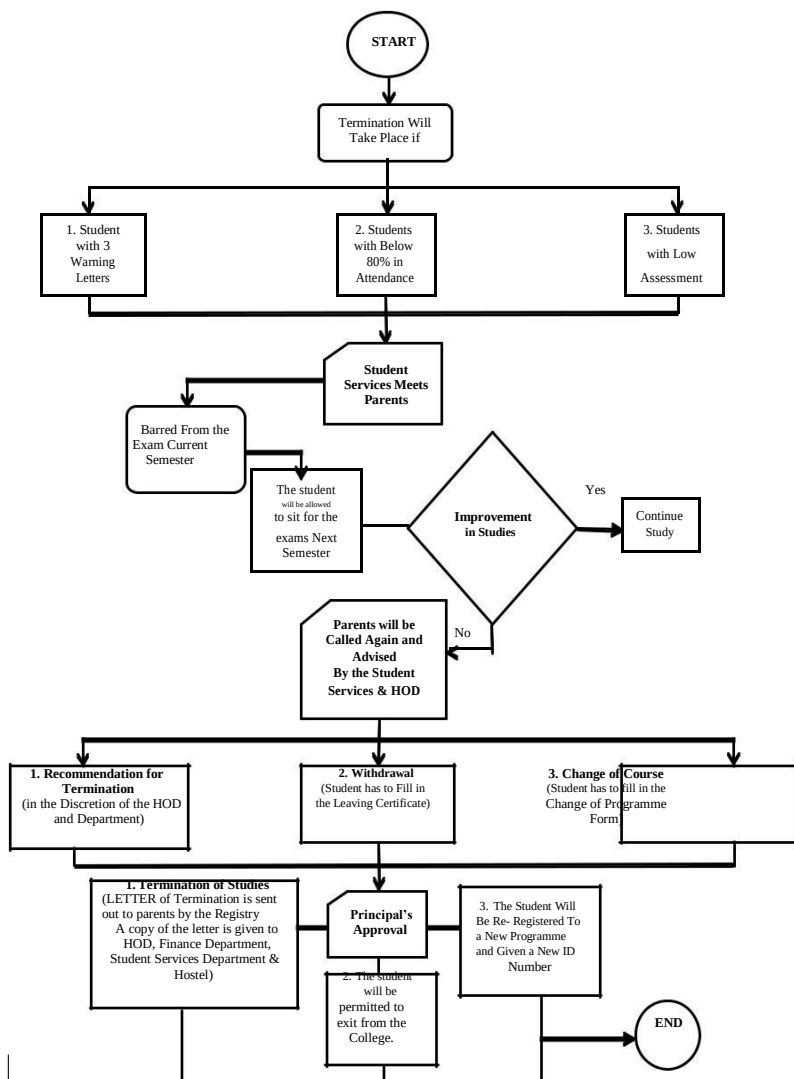
7.0 Deportation

- 7.1 Your student visa will be cancelled and you are expected to make immediate arrangements to return to your home country as soon as possible.
- 7.2 Where resistance is encountered, deportation may be exercised whereby you will be escorted to the airport to board the next flight home (international students).
- 7.3 Failure to do so may result in your status being regarded as illegal by the Immigration authorities.
- 7.4 Refundable deposits and surplus tuition fees may be utilized to bear the costs of your deportation.

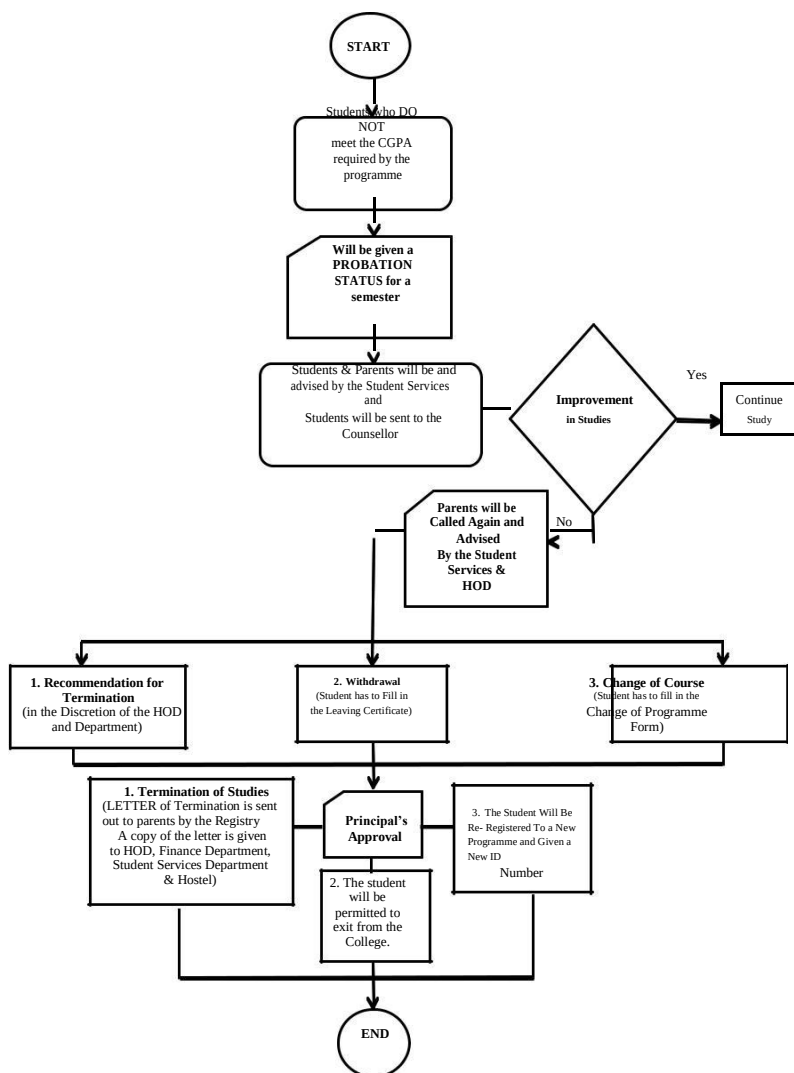
8.0 Medical and Health Insurance

- 8.1 It is mandatory by the Ministry of Education (MOE) that all international students have a medical and health insurance while studying in any of the listed Private Higher Educational Institutions (IPTS) in Malaysia.
- 8.2 The medical and health insurance guideline covers Personal Accident & Death, In-patient Services, Repatriation and Outpatient Services.
- 8.3 All new students who have entered Malaysia with a valid Visa Approval Letter will have Medical coverage upon entry under the EMGS systems.

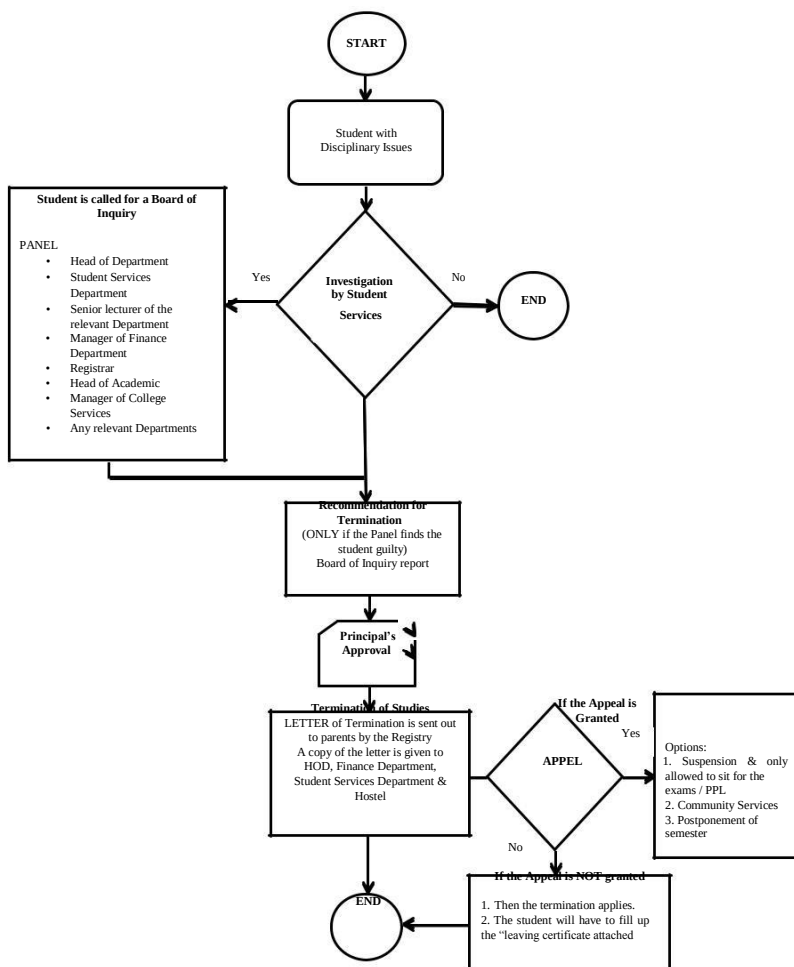
TERMINATION UPON ATTENDANCE / ASSESEMENT



TERMINATION UPON LOW CGPA



TERMINATION UPON DISCIPLINARY ISSUES



COMPUTER LABORATORY

The following rules apply for those using the computer labs:-

1. Dress Code/Personal Grooming

- a. All students must display their student ID Card while using the computer labs.
- b. Students must be neatly dressed. No slippers and sandals are permitted in the computer labs.

2. Computer Labs – Rules And Regulations

- 1 Food and Drinks are not allowed in the computer labs
- 1 Usage of handphones are strictly prohibited
- 1 Students are not allowed to bring in laptops into the labs

Students are required to observe the following while using the computer labs:-

a. Before Utilizing the Computers:-

Ensure the lecturer / lab assistant has allocated a terminal or personal computer to the user.

- ii. Once allocated with a terminal, students are required to log in / out on the terminal and not any other terminal.
- iii. Students must check their terminal and its attachments before use. In case of any loss or damage students must immediately report to the lecturer/lab assistant. If they fail to report to the lecturer/ lab assistant then the responsibility for any loss / damage would be borne by that student.
- iv. Students must not move around unnecessarily and disturb the class. They should keep appropriate notebooks and ensure minimal movement during the lectures/tutorials.

b. Utilizing the Terminal

- ii. Users should not remove parts of the equipment or from its original position. This includes the removal of ribbons, covers and other items from the PC/terminal.
- iii. Only computer printer paper is allowed to be used unless permission is obtained from the lecturer to use any other paper.
- iv. Computer terminals are used strictly for computer subjects / lessons are per syllabus, and not for other assignments, unless permission is obtained to do other personal or club / society work.
- v. Any misuse of the terminals such as games and tampering with the system like reformatting the hard disk, deleting or modifying systems and software programs are strictly prohibited.

- vi. Any users' programs, files or data must be stored in the respective storage and not in the hard disk of the PC to prevent memory congestion and deletion of programs.
 - vii. Copying files and / or software programs from computer labs or installing files, software programs and data from outside the College is strictly prohibited.
 - viii. Save all your work to removable media or your pen drive. Do NOT save work to the local (C:) hard drive.
- c. After Utilizing the Terminal:-**
- i. After using the system / terminal / PC and printer, they must be switched off.
 - ii. All unwanted papers and rubbish must be removed and thrown into the wastepaper baskets provided in the computer labs.
 - iii. Fill in the log out time and sign the attendance book before leaving the computer labs.
 - iv. If you leave the lab , do not leave your belonging when you leave the lab.

*Students not adhering to the above will be barred / suspended from usage of labs.
Breach of the rules would also result in disciplinary action.*

GENERAL DISCIPLINE OF STUDENTS

TAFE COLLEGE (DISCIPLINE OF STUDENTS)

ARRANGEMENT OF REGULATIONS:

LAWS OF MALAYSIA ACT 175, EDUCATIONAL INSTITUTIONS (DISCIPLINE)

ACT 1976 - Incorporating all amendments up to 1 October 2006

**LAWS OF MALAYSIA ACT 555, PRIVATE HIGHER
EDUCATIONAL INSTITUTIONS ACT 1996**

PART I: GENERAL DISCIPLINE

1. Prevention And Disruption
2. Restrictions on use of text of lecturer, etc.
3. Student's activities outside the College
4. Making, using, displaying, owning, etc. of banners, placards, etc.
5. Student engaging in occupation, etc.
6. Gaming
7. Alcoholic beverages
8. Intoxication
9. Immoral behavior
10. Forms of sexual misconduct
11. Different genders living in the same residence
12. Drug and poison
13. Obscene articles
14. Cleanliness within the College
15. Causing of annoying or disturbing noise
16. Living or sleeping in the College
17. Entry into prohibited parts of the college
18. Compliance with instructions, etc
19. Student identification card
20. Dress code, ID and general appearance
21. Political Activities
22. Tobacco Product

PART II: HOSTEL DISCIPLINE

23. Entering or remaining in a resident student's room
Obstruction, etc. to entry and carrying out of functions by officers, etc.
Remaining outside hostel at night
Remaining within hostel premises after midnight
24. Use of hostel premises
Student not to change rooms without prior permission

25. Resident student to vacate or transfer residence as required by the College
26. Principal's power to give orders, instructions or directions as regards to good order and discipline
27. Procedures on Free Days & public holidays
28. Roll call
29. Exit pass
30. Valuable things
31. Procedures to leave hostel
32. Refusal of Admission
33. Fine for Lost Keys

PART III: DISCIPLINARY PROCEDURE

34. Attendance before Student Disciplinary Committee
35. Consequence of failure to attend before Student Disciplinary Committee
36. Facts of offense to be explained and plea taken
37. Plea of guilty and consequential procedure
38. Procedure for hearing where the student pleads not guilty
39. Evidence brought by the student
40. Power of Student Disciplinary Committee to question or recall witness
41. Pronouncement of decision
42. Submission of Leniency
43. Imposition of punishment
44. Written notes of disciplinary proceeding
45. Custody of notes
46. Notification of disciplinary proceedings to relevant parties
47. Fine payment
48. Consequence of failure to pay fine
49. Compensation
50. Persons who may be present at a disciplinary proceeding
51. Strict Liability Offence (Procedure)
52. Members of Student Disciplinary Committee

PART IV: SENTENCING

53. Disciplinary punishment

PART V: APPEALS

54. Notice of appeal
55. Legality of Sentences
56. Transmission of appeal to Principal

PART VI: COURT / POLICE

57. Disciplinary authority to take action, even though a court decision has not been made
58. Disciplinary offences
59. Non-derogation of liability

PART I - GENERAL DISCIPLINE

1. A student shall not:
 - a) conduct himself, whether within or outside of the college in any manner which is detrimental or prejudicial to the interest, well-being or good name of the college, or to the interest, well-being or good name of any of the student, staff or officer of the college, or to public order, safety or security, or to morality, decency or discipline;
 - b) violate any provision of any written law, whether within or outside the college;
 - c) disrupt or in any manner interfere with, or cause to be disrupted, or in any manner interfered with any teaching, study, research, administrative work or any activity carried out by or under the direction of, or with the permission of the college, or commit any act which may cause such disruption or interference;
 - d) prevent, obstruct, or interfere with, or cause to be prevented, obstructed or interfered with, any officer or staff of the college, or any person acting under the direction or permission of such officer or staff from carrying out his work, duty or function, or do any act which may cause such prevention or obstruction;
 - e) prevent or obstruct, or cause to be prevented or obstructed, any student from attending any lecture, tutorial or class, or from engaging in any legitimate activity, or do any act which may cause such prevention or obstruction;
 - f) organize, incite or participate in the boycott of any examination, lecture, tutorial, class, or other legitimate activity carried out by or under the direction or with the permission of the college;
 - g) damage in any manner, or cause to be damaged in any manner, any property, or do any act which may cause such damage;
 - h) tamper or interfere with, move, or in any manner deal with any substance, object, article or property, or knowingly do any act or cause any act to be done in the college, so as to cause or be likely to cause any obstruction, inconvenience, annoyance, loss or damage to any person or property;
 - i) contravene or fail to comply with any rules and regulations as per Appendix ;

- j) conduct himself, whether within or outside the college in any manner which is regarded as an act of intimidating behavior towards the staff and/ or student;
 - k) falsify and / or alter any documents pertaining to the student's course of study.
2. A student shall not use the text of any lecture or instruction imparted to him in the college, except for the purpose of pursuing his course of study. In particular, he shall not reproduce in any manner, the whole or any part of such text, for the purpose of publication, distribution or circulation, whether for payment or otherwise.
3. No student, body or group of students, shall without the prior permission of the Principal, or of a person authorized in writing by the Principal to grant such permission, hold, organize, convene or call, or cause to be held, organized, convened or called, or be in any manner involved in holding, organizing, convening or calling, any assembly of more than five persons in any part of the College, or on any land, or in any building belonging to, or under the possession or control of the college or used for the purpose for assembly.
- a) In granting the permission the Principal or the person authorized by him to grant such permission, may impose such restrictions, terms or conditions in relation to the proposed assembly as he may deem necessary or expedient.
 - b) No student shall knowingly attend or participate in an assembly held in contravention of law.
- 4 No student, body or group of students, shall:
- a) make or cause to be made, or do any act towards making or causing to be made; or
 - b) fly, exhibit, display or in any manner make use of, or cause to be flown, exhibited, displayed or in any manner made use of; or
 - c) own or have in his or its possession, custody or control, any flag, banner, placard, poster, emblem or other device;

Which may abet to the promotion of indiscipline, disorder, disobedience or in contravention of any constitution.

5. No student shall, within or outside the college, engage in any occupation, employment, business, trade or other activity, whether full time or part-time, which, may be detrimental or prejudicial to the interest, well-being or good name of the college.

6. No student, body or group of students, will organize, manage, run, or assist in organizing, managing, running, or participate in any gaming within the college.
7. No student and / or his visitor shall bring into and / or consume any alcoholic beverages in the college. Alcoholic beverages include any substance which can cause, or has the potential to cause intoxication to the person consuming it.
8. Any student who is found in a state of intoxication caused by consuming any alcoholic beverages within the college shall be guilty of a disciplinary offence.
9. Any act or behavior which may raise suspicion as to the real motive of the act and / or all kind of immoral behavior(s) within the college is not allowed. “Immoral activities” includes, but not limited to, sexual activities and/ or close proximity with or without the consent of the involved parties.
10. No student shall engage in any kind of sexual misconduct with any person with or without the person’s consent, whether within or outside the college, including, but not limited to rape or other forms of sexual assault, misconduct and/or harassment as provided under the written law.
11. No student or group of students of the opposite gender shall reside in the same residence or accommodation, be it an on campus or off campus residence or accommodation facilitated by the College.
12. No student shall have in his possession, under his custody or control any dangerous drug or poison.
 - a) No student shall give, supply, provide or offer, or propose to give, supply, provide or offer any dangerous drug or poison to any person.
 - b) No student shall consume orally, or smoke, or inhale, or introduce into his body by injection or in any other manner whatsoever, any dangerous drug or poison. Nothing in this section shall be deemed to prevent a student from undergoing any treatment by or under the prescription and supervision of a medical practitioner registered under the Medical Act 1971.
 - c) Any student who is found under the influence of any dangerous drug or intoxicating substance shall be guilty of a disciplinary offense.

13. No student shall have in his possession or under his custody or control any obscene articles in the college.
 - a) No student, body or group of student, shall distribute, circulate or exhibit, or cause to be distributed, circulated or exhibited, or be in any manner concerned with the distribution, circulation or exhibition of any obscene article to one or more than one person, for payment or for any other consideration or without consideration.
 - b) No student shall voluntarily view or listen to any obscene article in the college.
14. No student shall do anything which may affect the cleanliness and neatness of any building or structure within the college.
15. No student shall make any sound or noise, or cause any sound or noise to be produced in any manner, where such a noise or sound causes or is likely to cause annoyance or disturbance to any person within the college.
16. No student shall use or cause to be used any part of the college as a living or sleeping accommodation, except for the hostel provided to him by the college.
17. No student shall enter any part of the college which is prohibited to student.
18. A student shall comply with any legitimate instruction, direction, or requirement given or made by an authorized person, officer or staff of the college in accordance to college rules, regulations, processes and procedures.
19. Students entering the College will display their STUDENT IDENTIFICATION CARD prominently at all times displayed at all times. Damaged and lost ID's are to be replaced by paying a fine of RM 50.00. Loss of ID is to be reported to security. ID's are also to be produced whenever required by staff. Students without ID's may be denied entry.
20. All students shall observe the dress code guidelines issued by the College from time to time during official interactions and activities within the college premises. Any student who fails to comply with the dress code guidelines shall be forbidden from entering the college premises. The dress code guidelines include but not limited to:

- a) No student shall wear blouses, t-shirts, singlet, tank tops or any clothing which bares the shoulders and armpits and / or belly, within the college.
 - b) No student shall wear shorts or hot pants or Bermuda shorts within the college.
 - c) No student shall wear any revealing or transparent clothing within the college.
 - d) No student shall wear slippers or flip-flops in all academic and administration buildings at all times.
 - e) No student shall wear skirts that reveal the knees within the college.
21. No student shall be involved in any political activities, or participate in the activities of any political parties, or participate in any activities that are political in nature unless exempted by the Principal / CEO.
22. No student shall possess, consume (smoke or chew) or distribute any form of tobacco products.

PART II – HOSTEL DISCIPLINE

23. No person shall enter or remain in a room occupied by a resident student, except the resident student himself.

This shall not prohibit the student from entering the room of a resident student of the same gender for social interaction.

- a) It shall be the duty and responsibility of a resident student to ensure that the restriction is strictly observed in respect of the room occupied by him.
 - b) No resident student shall obstruct, impede or prevent an authorized person, officer or staff of the college from entering the resident student's room and carrying out his functions, duties or responsibilities therein.
 - c) No resident student shall, after midnight remains outside the hostel premises except with permission given by or on behalf of the Principal.
 - d) Non-resident student shall not remain within the hostel premises except with permission given by or on behalf of the Principal.
- 24 A student shall use the hostel premises and facilities with proper care and shall not do anything which disfigures, defaces or causes damage to any part of the grounds or building or to any articles or fixtures therein.

- a) A student shall, in using the hostel premises and the facilities therein, take all care to ensure that he does not cause any inconvenience, annoyance, obstruction or nuisance to any other resident student.
 - b) No resident student shall change his residence to any other room without the prior written permission by the college.
25. The college has the absolute discretion to require a resident student to vacate his residence, or to transfer his residence to a different room or hostel provided by the college at any time without assigning any reason whatsoever.
- a) Where a resident student is required to vacate or transfer his residence, he shall do so within the time given by the college, and shall within that time remove all his belongings from the residence which he is to vacate, or transfer.
26. A resident student shall comply with any legitimate instruction, direction, or requirement given or made by the Principal or any other person authorized by him.
27. On “Free Days” that is Fridays, Saturdays, Sundays and eve of public holidays, students can leave the campus and be back by 11.00 p.m. provided they have obtained an “exit pass” from the hostel manager/ wardens. Student must come in by 11.00 p.m. for roll call by wardens. On other days, students have to be in by 1045. p.m..
28. All hostel residents must attend a roll-call at 1045. p.m. except those who are on leave from the hostel.
29. Students intending to leave the hostel anytime must apply for “exit pass” from the wardens/hostel manager one (1) day in advance. The “exit pass” must be shown to the security on return. In addition to this, a resident leaving the hostel should fill the Leave Register at the security post.
30. Hostel residents are advised not to bring valuables to their rooms and if they do so it would be entirely at their own risk, as the College will not bear responsibility for any loss. All personal items (like toiletries) should be kept under lock and key. Students are not to keep large amounts of cash. An ATM service is available at the entrance to the College.
31. Hostel residents intending to leave the hostel are required to notify the warden in writing, at least one (1) month in advance. Those who leave without giving the required one month notice will forfeit their deposit and shall be liable to pay for any damages or loss of items issued to them.

32. The management reserves the right to refuse admission, suspend or expel any resident on the event of any breach of the College rules and regulations.
33. A fine of RM20.00 will be levied on lost keys.

PART III – DISCIPLINARY

34. Where it appears to the Student Disciplinary Committee that a student has committed a disciplinary offence, the Student Disciplinary Committee shall either orally or in writing, require the student to attend before it at such disciplinary room, on such date, and at such time as it may specify.
35. Where a student fails to attend before the Student Disciplinary Committee in accordance with a requirement of the college, he shall immediately thereupon be suspended from being a student of the college, and shall not thereafter remain in, or enter the college; such suspension shall continue until the second hearing is fixed by the Student Disciplinary Committee and if the student fails to attend the second hearing without any reasonable cause or excuse, the Student Disciplinary Committee has the power to take appropriate action including to terminate the student from the college.
36. During the disciplinary proceeding, the Student Disciplinary Committee shall explain to the student the facts of the offence alleged to have been committed by the student, and call upon him to plead thereto.
37. If the student pleads guilty, the Student Disciplinary Committee shall explain to him the facts of the case; if he admits the facts, the Student Disciplinary Committee shall pronounce him guilty of the disciplinary offence, and invite him to make any plea he may wish to make for a lenient punishment.
38. If the student pleads that he is not guilty of the disciplinary offence or refuses to plead, or does not admit the facts of the case, the Student Disciplinary Committee shall examine any witness or any document or any other article whatsoever in support of the case against the student; the student shall be invited to question such witness and inspect such document or article, and the Student Disciplinary Committee may re-examine such witness.
39. After the evidence referred has been received, the student shall be invited to give his evidence, call any witness, or produce any document or other article whatsoever in his defense; the Student Disciplinary Committee may question the student or any of his witness, and inspect any such document or article, and the student may re-examine any of his witness.

40. The Student Disciplinary Committee may question or recall any witness at any time before it pronounces its decision/ judgment.
41. After hearing the witness and examining the documents or other article produced before it, the Student Disciplinary Committee shall pronounce its decision/ judgment in the case, and if it finds that the student is guilty of the disciplinary offense, it shall invite the student to make a submission for lenient punishment.
42. Upon receiving the submission for leniency by the student, as the case may be, the Student Disciplinary Committee shall impose on the student any of the punishments specified in Part VI of Sentencing, or any appropriate combination of such punishments.
43. The Student Disciplinary Committee shall prescribe at the end of the hearing the appropriate punishments of the student found guilty of the charge. The Student Disciplinary Committee shall, in imposing punishments have due regard to like offences and the punishments levied on previous cases unless it can be proved that the offence being tried is of a different nature so as to create a new case which may warrant a different form of punishments. Such punishment shall be recorded and issued to the student in the form of a judgment letter.
44. The Student Disciplinary Committee may order any document or other article produced before it in the course of any disciplinary proceedings, to be kept in its custody or in the custody of such person, as it may specify, pending the conclusion of the disciplinary proceeding.
 - a) The Student Disciplinary Committee shall, upon the conclusion of the disciplinary proceeding before it, make such order as it deems fit for the disposal of any document, or other article whatsoever produced before it in the course of the disciplinary proceeding, and may direct that such order shall take effect either immediately, or at such time as it may specify.
 - b) The power of the Student Disciplinary Committee shall include the power to order the destruction of any such document or article, or the forfeiture thereof to the College.
45. The Student Disciplinary Committee which takes disciplinary action against a student shall make or cause to be made, written notes of the proceeding and such notes shall be verified by the chairperson of the Student Disciplinary Committee.

46. Where a student has been found guilty of a disciplinary offense, the Principal, or any such person authorized in writing by the Principal, may send a report of the disciplinary proceeding to the student's parent or guardian, to the Minister of Higher Education, or in the case of a scholarship recipient, to the scholarship body.
47. Where the Student Disciplinary Committee has imposed a punishment of fine upon the student, it shall specify the period within which the fine shall be paid, and the student shall pay the fine within the said period to the Finance Department.
48. If the student fails to pay the fine within the period specified by the Disciplinary Committee he shall immediately thereupon be suspended from being a student of the college, and shall not thereafter remain in, or enter the college until he have paid the fine.
49. Where any punishment is imposed upon a student and the Student Disciplinary Committee may, in addition, order the student to pay compensation as it may fix, in respect of any damage to any property, or any loss or injury to any person for which the Student Disciplinary Committee may find the student, in the course of the disciplinary proceeding, to be responsible; a student may be ordered to pay compensation under this section, regardless whether or not the property which is damaged belongs to the college, or to any other person.
- a) The amount of compensation fixed by the Student Disciplinary Committee shall be a just and reasonable amount, having regard to all the circumstances of the case, and of the person(s) involved therein.
 - b) The Finance Department shall pay out the compensation paid by the student to such person as the Student Disciplinary Committee may certify as being entitled to receive payment thereof.
50. No person shall be present at a disciplinary proceeding except:
- a. the Student Disciplinary Committee and its Secretariat;
 - b. the student against whom the disciplinary proceeding is taken;
 - c. The parent(s) or guardian(s) of such student;
 - d. a witness while he is giving evidence, or when required by the Student Disciplinary Committee so to do;
 - e. such other person authorized by the Student Disciplinary Committee to be present.

51. Where the alleged act is stated as a strict liability offence, it need not be proved that the student has the intention (*mens rea*) to commit the offence. It is sufficient for the Student Disciplinary Committee to adduce that the offences had occurred at the material time.
52. The Student Disciplinary Committee will consist of :
 1. The Student Services Department
 2. Head of Department
 3. Senior lecturer of the relevant Department
 4. Manager of Finance Department
 5. Registrar
 6. Manager of College Services
 7. Any relevant department(s)

PART IV: SENTENCING

53. A student who is found guilty of a disciplinary offence shall be liable to any one or any appropriate combination of the following punishments;
 - a) expulsion from the College;
 - b) suspension from any part of the academic year;
 - c) exclusion from any part of the College premises for a specific period;
 - d) suspension from using any or all College facilities for a specific period;
 - e) an automatic failure in the subject(s) taken in the examination concerned, if it involves cheating in the examination;
 - f) a written warning; and/or
 - g) any type of punishment which is deemed appropriate.

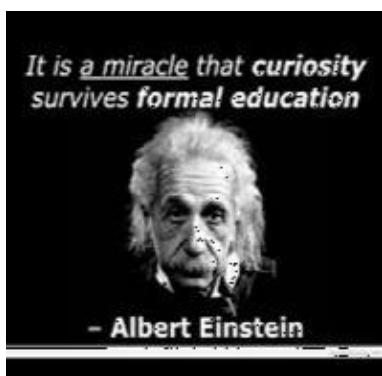
PART V – APPEALS

54. Where a student is dissatisfied with the decision of the Student Disciplinary Committee, he may appeal against such decision by filing a written notice of appeal to the Principal, within five working days from the date of the judgment letter. Such date may be extended by the Student Disciplinary Committee.
55. When a student has pleaded guilty and been convicted by a Student Disciplinary Committee on such plea, there shall be no appeal except as to the extent or legality of the sentence.
56. The Principal shall, upon receiving the notice of appeal and the notes of the disciplinary proceedings in respect of which the notice of appeal is given consider the merits of the appeal.

PART VI – COURT / POLICE

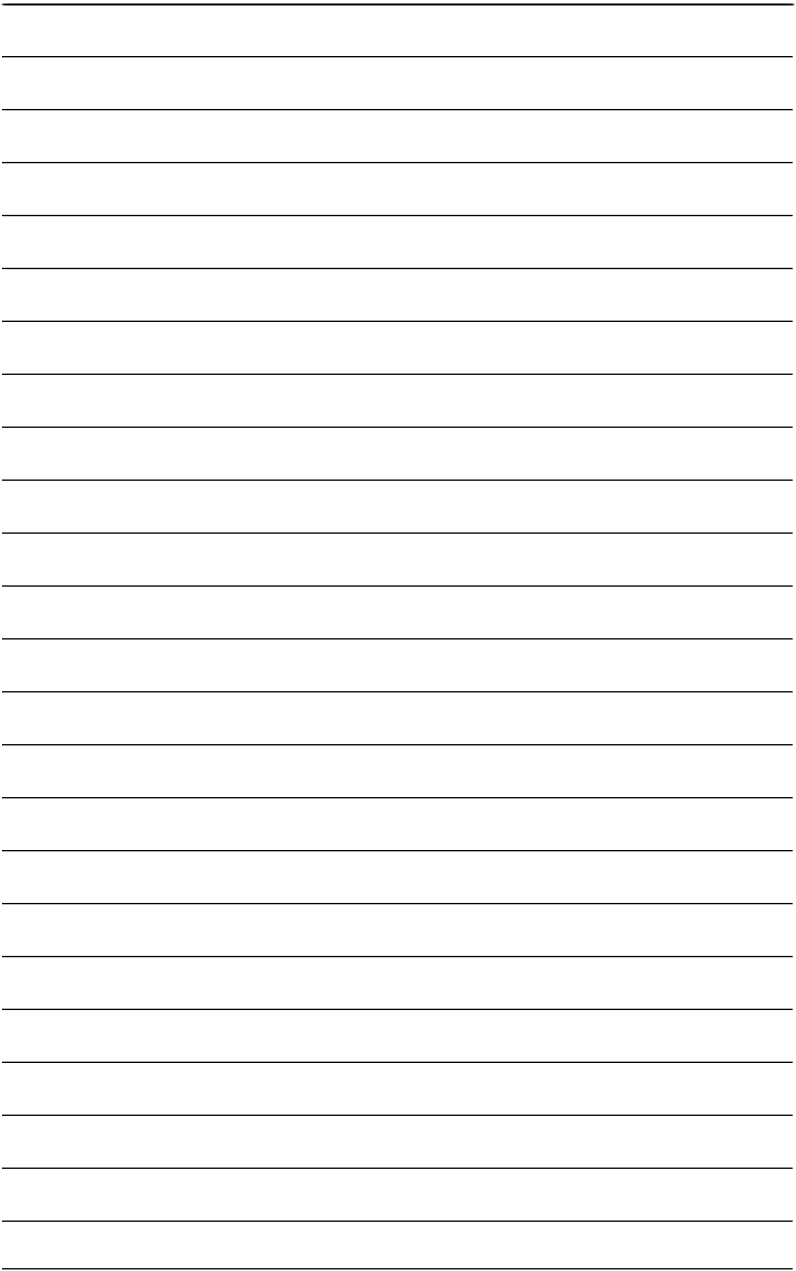
57. When a student is accused in court of any offence or arrested by the Police Force, whether the incident occurred within or outside the College, the Student Disciplinary Committee has the right to suspend / terminate the student; even though no court proceeding against the student has been called.
- a) Any procedures and decisions made by the Student Disciplinary Committee are independent of any court decision made against the tried student.
58. Any student who breaches, fails to comply with, or contravenes any of this Regulation or any restriction; condition or term imposed under this Regulation or any order, instruction or direction given under this Regulation shall be guilty of a disciplinary offence.
59. Nothing in this Regulation shall derogate from the liability of any student for any offence committed under any written law.

The revision of rule has been approved by **TAFE COLLEGE** and is enforced with effect from 1st January 2018



**EDUCATION
IS THE MOST LETHAL
WEAPON,
BECAUSE WITH IT
YOU CAN CHANGE
THE WORLD
ENJOY YOUR
COLLEGE LIFE!**

Notes



ACKNOWLEDGEMENT - RULES AND REGULATIONS

I _____ NRIC Number _____
College Registration Number _____ acknowledge
that I have received a copy of the rules and regulations of the college. I
promise that I will obey and comply in full with the rules and regulations set
in the copy given to me. Hostel facilities will be provided for the 1st year
student only. In addition to the above, I will comply in full with the rules and
regulations of the college hostel.

I understand that I can be asked to vacate the hostel and be subjected to
disciplinary procedures if I should breach any of the college and hostel rules and
regulations. I can also be held collectively responsible for any vandalism in the
college or hostel and be asked to pay for the damages and repairs incurred. I,
understand that I may be asked to forego Hostel deposits if there are sufficient
grounds for this action.

Furthermore, I promise to do my utmost to uphold the reputation of the
college to the best of my ability and shall do all in my power to protect the
dignity.

of the college. I hereby also agree to submit myself willingly for any
medical examination and treatment that the college authorities deem fit
and necessary.

Student's Signature :

Date :

AUTHORISATION BY PARENT/GUARDIAN

I understand the terms and conditions set in the college rules and regulations and hereby authorize the college and hostel authorities to take disciplinary action that is deemed necessary against my child to protect the dignity and reputation of the college.

I , also understand that my child can be asked to vacate the hostel if they are found to have violated any of the rules and regulations of the college hostel in addition to being asked to pay for any vandalism attributed to them either singly or collectively.

I also agree that when I am notified that my child has to vacate the hostel, I agree to seek alternative arrangements for his/ her accommodation. In addition to the above, I hereby authorize the college authorities to submit my child for any medical examination and treatment that the college authorities deem fit and necessary.

Signature of Parent/ Guardian :

Date

