

KIRKBY
INTERNATIONAL
COLLEGE
KNOWLEDGE · INTEGRITY · CONVIVIENCE

STUDENT HANDBOOK

2016-2017

NAME : _____
IC NUMBER : _____
MATRIX NO : _____
PROGRAM : _____
COHORT : _____
YEAR OF INTAKE : _____



STUDENT HANDBOOK (2016-2017)

This student handbook has been prepared to assist you in adjusting your life at Kirkby International College (KIC). Being a new student you may have concerns and many questions to ask.

This Student Handbook contains information which you will find useful. We suggest that you read this handbook carefully so that you familiarise yourself with the policies and guidelines of the programme you are enrolled. If there are concerns which are not dealt with in this handbook, do not hesitate to let any of the KIC staff know how we can be of assistance.

VISION

To be the best provider for advancement of learners.

MISSION

The mission of Kirkby International College is to provide a learning environment that fosters innovation and creativity, informed by best practice, supported by research, focusing on relevance to the 21st Century and beyond.

We strive to broaden the minds of our staff and students through the acquisition of knowledge. We are focused on enabling learners to make the most of their educational opportunities. We provide an environment that encourages learners to respect ideas and their free expression; to celebrate innovative, creative and critical thinking; to pursue excellence in a spirit of productive cooperation and communication; and to assume responsibility for the consequences of personal actions.

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

DISCLAIMER:

This publication contains information which is current as of 1 January 2016. Changes in circumstances after this date may impact upon the accuracy or currency of the information. The College takes all due care to ensure that the information contained here is accurate, but reserves the right to vary any information described in this publication without notice.

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1. GENERAL INFORMATION

College Profile

KIC is an institution committed to producing work-ready graduates. Every aspect of our curriculum is designed to meet employers' and industries' requirements. KIC gives you skills the industry wants from you. Skills you can use immediately, skills that meet a demand.

2. ACADEMIC INFORMATION

2.1 Programmes Offered.

No.	PROGRAMME	Duration/Award
1.	Diploma in Early Childhood Education (MQA/A9397)	2 ½ years / KIC
2.	Diploma in Animation (MQA/PA3417)	2 ½ years / KIC
3.	Diploma in English (MQA/FA0572)	2 ½ years / KIC
4.	Diploma in Music Education (MQA/PA5837)	2 ½ years / KIC
5.	Diploma in Business (MQA/PA5361)	2 ½ years / KIC
6.	Certificate in Business (MQA/PA5218)	1 ½ years / KIC
7.	Ijazah Sarjana Muda Pendidikan Dengan Kepujian (Sekolah Rendah) (MQA/PA0840)	4 years / Universiti Pendidikan Sultan Idris (UPSI)
8.	Short Course - Preparatory English (ESC 1)	3 months / KIC
9.	Short Course - Intermediate English (ESC 2)	3 months / KIC
10.	Short Course - Advanced English (ESC 3)	3 months / KIC

2.2 The College Library

- a) KIC has library facilities and it is normally open on College days. There is provision for a selection of E-library facilities.
- b) The library has its rules and procedures tailored to the needs of its users. Students are advised to refer to these for further information.

2.3 Computer Resources

- a) Computer resources are available for students and the courses conducted. The campus has an excellent wifi provision.
- b) The rules and procedures of the use of these resources are tailored to the needs of its users. Students are advised to refer to these accordingly.

2.4 Examinations

All examinations are conducted by the Examinations Division of the Registry of the College that ensures the internationally accepted standards in the conduct of all the examinations under its jurisdiction

2.5 Grade Point System

The academic performance of a student in a subject is reflected by the grade received. The status of the grade and point received is as shown in the table below:

Marks	Grade	Point Value	Status
80-100	A	4.00	Pass
75-79	A-	3.67	
70-74	B+	3.33	Pass
65-69	B	3.00	
60-64	B-	2.67	
55-59	C+	2.33	Pass
50-54	C	2.00	
45-49	C-	1.67	
40-44	D	1.00	
0-39	F	0.00	Fail

2.6 Passing Grade

The passing grade for all subjects is D.

2.7 Repeating Subjects

Students who fail a subject are required to repeat the failed subject during the course of their study. For the purpose of calculating the CGPA, the failed subject will be replaced with the latest grade received.

2.8 Student Attendance

- a) Students are required to attend all classes and other instructional activities conducted by Kirkby International College (KIC).
- b) Students who fail to attend 80% of classes without acceptable reasons shall be barred from attending further lectures and taking part in any form of assessment.
- c) If a student is absent from class for three (3) consecutive days, a warning letter will be issued to the student. For international students, if a student is still absent from class after three (3) such warnings, a police report will be made and the Immigration Department will be notified to cancel his/her student pass.

2.9 The Academic Calendar

Each School plans its academic calendar. The College may make some discretionary changes to suit the local environment. Students are advised to refer to the current academic calendar available from the Academic Faculty.

2.10 Payment of Fees

- a) All students are to settle their dues to the College within the first 5 days of the month or 5 days from the date the payment is due. A penalty may be charged for late payments.
- b) Students who default the payments may not be able to enjoy some of the privileges accorded to the students.

2.11 Refund Policy

Local Students

- a) Registration fees are not refundable.
- b) Tuition fees will be refunded if a student decides to withdraw within a week (7 days) after registration. All refund requests must be submitted in writing to the Registrar.
- c) Students who apply for College accommodation will be charged one month rental if they decide to withdraw within one month from the registration date.

International Students

- a) Registration fees are not refundable.
- b) All enrolment fees (EMGS processing fee, stamp duty and admission fee) are not refundable.
- d) For the students who have been rejected due to submission of false documents, there will be no refund.

3 STUDENT AFFAIRS

3.1 Records and Information

- a) *Registration Procedure*
 - i) Potential students are to seek academic counselling from the College's personnel before making a decision to enrol in a particular course. The lecturers will be able to assist the student to understand the general rules, conditions and the fees payable for the course.
 - ii) The student must have the minimum entry requirements to enrol in the course, and the College has the complete discretion to deny entry if the minimum requirements are not met by the applicant.
 - iii) The student must fill all the relevant particulars in the application form available at the Reception Counter, with attachments of copies of the relevant documents such as I/C / passport, academic certificates, school leaving certificate, testimonials etc. These items will automatically be filed into the student's personal file.
 - iv) Upon the acceptance of the student by the College the student is to remit the stipulated fees to the cashier's office. Only upon the payment of the fees will the student be eligible for his ID and the library membership.
 - v) New students are to attend the Orientation session and so as to understand the general guidelines and the personnel involved. The timetable for classes and other activities will be given during the session.
- b) *Behaviour Code for Students*
All Students of the College are expected to endeavour to abide by the Behaviour Code for students as found in Chapter 5 of this Handbook.
- c) *Rules, Regulations & Disciplinary Procedure*
The College has Rules, Regulations and the Disciplinary procedure as in Chapter 6 of this Handbook and these will be applicable to all the registered students of the College.
- d) *Student Orientation*
Attendance of the Orientation session is compulsory for the new students as it gives an overview of the College and its expectations of and services to the students.

3.2 Counselling Services

- a) *Course Counselling*
Students will be able to seek counsel on a host of academic matters from the lecturers.
- b) *Academic / Career Counselling*
Lecturers will give helpful advice on academic matters and career choice to students who seek assistance.
- c) *Personal Counselling*
Students who face personal / emotional problems are given support by our counsellors, and if necessary, students are referred for professional help.
- d) *Health Services / Insurance*
Information on the various health services for students will be available periodically. All registered students will be covered by a group insurance policy.
- e) *Personal Development Skills*
Talks, seminars, demonstrations, practice sessions, visits etc are organised periodically for the personal development such as deportment and learning skills for the students.

3.3 Student Services

- a) *Scholarships / Loans / Financial Aid*
Information on all the available scholarships, loans and other financial aid is given to all students. The College will assist students in their application and helps to liaise with the relevant bodies. The Student Services Department strives to add to the number of such awarding / assisting bodies for the benefit of the students.
- b) *Student Employment / Internship*
The College will attempt to place students for internship in relevant industries. Student employment is also facilitated where possible to help the students who are in need.
- c) *Accommodation*
The College offer assistance to students who require accommodation within close proximity of the college. Students are advised to consult us about the availability of the rooms.
- d) *Convenience Services*
Food out-lets are within easy reach of students. Transport facilities and other convenience services are close to the College.

3.4 Student Activities

- a) *Student Council*
The students will elect their representatives into this Council. The elected office – bearers meet as often as necessary to help the College in the organisation of the student activities and services at the College.
- b) *Student Lounge / Recreational Activities*
The College makes available a student lounge for the students to rest and plan some recreational activities for themselves.

- c) *Tours & Visits*
The College organises tours and visits from time to time, for vacation and educational purposes.
- d) *Sports Clubs*
These clubs are formed according to the interest of the students. Sports Clubs will have on-going activities throughout the year. The students may form new clubs, if they can muster sufficient support. Club must be registered with the registry. A constitution must be provided.
- e) *Ad-hoc Committees*
Ad-hoc committees may be formed with the approval of the College to organise particular activities. The organising committee ceases to function after the activity is completed.
- f) *Competitions / Carnivals*
The Student Council under the College's supervision organises competitions – sports, cultural, literary – for the benefit of students within the College
- g) *Leadership Training*
The College organises leadership training sessions for the members of the Student Council and other student leaders from time to time.

4. INTERNATIONAL STUDENTS

- a) *Pre-Arrival Information:*

The Malaysian Government is committed to making the country a world-class education hub and welcomes foreign students who want to pursue courses of study here. Effective 1^o February 2013 foreign students who wish to apply to a private institution of higher education must apply to study in Malaysia through Education Malaysia Global Services (EMGS). This One Stop Application process allows the student to search and apply for multiple programmes at multiple institutions all at the same time, foreign students must only study in programmes and institutions that are accredited and licenced.

- b) *Application Procedures*

All international students should read the requirements for enrolment carefully and ensure all information is completed before submission. E-mail or fax your academic credentials before submitting an application. Fill out and submit the international Student Application Form. To avoid delays, please ensure that all information are completed, with the following documents attached:

- Eight (8) recent passport type photos (4 x 5.5 cm), either blue or white background.
- Passport validity should be more than 1 year,
- Two (2) sets photocopy of your passport — include ail pages, including blank pages. (Please note that passport should be valid for at least one (4) year from the intake date).
- Certified true copies of all relevant academic transcripts and examination results,

- For African and Sub-Saharan countries, Non Objection Certificate (NOC)/eligibility letter from relevant embassy,
- If financed by scholarship/study loan, documented evidence must be attached.
- English translations of all documents submitted, if necessary.
- Application fees for admission and visa RM11,470.00 and Personal Bond fee of RM2,000.00 to be paid together with application. (incomplete applications cannot be processed).

Please mail or courier or fax to : KIC (KIC)
Lot 12152, Persiaran Apec, Zon Flagship, Cyberjaya, 63000 Cyberjaya,
Malaysia.

- Please include the fees with the Application Form. Remittances by electronic transfers should be evidenced by a clear copy of the bank confirmation advice and referenced with the student's particulars – name, passport no., programme and intake month and year. Please refer to Payment instructions.
- An offer letter will be sent to successful applicants (please allow 1-2 weeks).
- KIC through EGMS will apply for a Student Pass from the Malaysian Immigration Department. This may take about 3-4 weeks. We advise that all applications to be submitted eight (8) weeks before the intake dates.

c) Additional Documents Required

- If you graduated from an international high school in Malaysia :
School Leaving Certificate or Completion Certificate.
- If you have previously studied in another higher education institution (college or university level) in Malaysia, additional documents needed are: Released letter (from former institution).
- International students from other higher education institutions in Malaysia who intend to change institutions before successfully completing their programmes will need approval from the Ministry of Education and Immigration Department.

d) Payment information:

- New International students starting their first semester at KIC are required to make payment of Registration Fee, International Student Annual Fee and tuition fee for 1 year/semester as stated in letter of offer immediately upon receiving Visa Approval Letter (VAL) before arriving.
- Please refer to the Payment instruction section for bank details. Important Note: Telegraphic Transfers may take up to five (5) working days to reach our bank account. This should be taken into account when remitting funds.
- If Malaysian Ringgit is not available, the equivalent amount in international currencies are also acceptable (e.g. USD, AUD, SGD, EUR, GBP etc). The difference in exchange rate must be paid or refunded to the student after receipt by the bank.

- Payment Instruction: instruction will be given to deposit through the college bank account.

4.1 Obtaining Visa Approval Letter (VAL)

- Upon receiving the VAL, students are required to proceed to the nearest Malaysian Embassy or High Commissioner to obtain an entry visa. Please note that the Visa Approval Letter is ONLY valid for three (3) months.

Students must ensure that the balance fees are paid in their Home Country before arrival. KIC will send the airport arrival form for the students to complete and email it to fikri@kirkby.edu.my at least seven (7) working days before arriving in Malaysia.

4.2 Preparation for Pre-Departure

- Before the departure, students must bring along the following important documents:
- Original copies certificate, passport size photographs, spare photocopies of passport.
- Passport (which is valid for at least 12 months before expiry) and
- Original copy of Visa Approval Letter or Valid Entry Visa (for countries that require visas to enter Malaysia)

4.3 Accommodation

- Modern, spacious and safe living accommodation in close proximity to our campus is available. There are a variety of options to suit your personal budget. One of the options is the ARK located in Cyberjaya, 5 minutes away from the Campus. The apartments are designed with soft interiors and Smart functional spaces

5. GUIDELINES FOR STUDENT ORGANISATIONS

a) **Types of Student Organisations**

a) *Student Council*

This will be made up of representatives of registered students of the College.

b) *Sports Clubs*

If there are more than 10 students interested to actively participate in a particular branch of sports, a club may be formed at the College. (subject to approval)

c) *Community Service / Interest / Religious Societies*

If there are more than 10 students interested in any particular field, which is consistent with the values of education, they may register a society to pursue their interests.

5.2 Objectives

- a) To plan and organise various activities that are consistent with the educational objectives for the students of the College.
- b) To foster closer relationship among students from the various disciplines, racial and religious backgrounds studying at the College.
- c) To cater for the need of informal and recreational activities of students.
- d) To provide an avenue for students to show their talents, leadership qualities, organising abilities and their creativity beyond the lecture rooms.
- e) To ensure that a holistic education takes place at the College.
- f) To be an avenue to channel the enthusiasm and energy of the students for positive outcomes.
- g) To build a healthy environment where differences in ability, opinion, inclinations and background are harnessed towards integration and tolerance.
- h) To develop new hobbies and interests that may become lifetime benefits.
- i) To encourage students to think of the under-privileged, and the needy and to inculcate a feeling of care and sympathy towards them.
- j) To create opportunity for new students to interact and develop a sense of belonging.

5.3 Guidelines

- a) All student organisations must be registered with a registration number assigned by the College.
- b) All student organisations at the College are bound by the policies, rules and regulations of the College.
- c) Only students enrolled in the College, as full time students may become members of the student organisations and participate in the student activities.
- d) Only students enrolled in courses for at least 2 semesters may hold office in the student organisations, except in the school-based societies and the Ad-hoc Committees.

5.4 The Student Council

- a) The Student Council will be advised by an officer appointed by the College.
- b) The objectives of the Student Council shall be:
 - i) To plan and organise activities for the benefit of the student population.
 - ii) To plan and organise suitable competitions.
 - iii) To represent the student population at various levels as decided by the College.
 - iv) To bring up student problems & grievances for the attention of the management of the Centres / College.
 - v) To help in the orientation programme for new students.
 - vi) To help establish an environment that is conducive to learning and holistic development of the students.
- c) The Tenure of the Council will be from 1st January to 31st December of the same year.
- d) Office – Bearers of the Student Council will be as follows:
 - i) President
 - ii) Vice-President
 - iii) Secretary
 - iv) Assistant Secretary
 - v) Treasurer
 - vi) Committee Members

- e) Duties of the Office Bearers
- i) President
The president will chair all meetings, and will represent the Student Council at official functions.
 - ii) Vice-President
The V. President will assume the duties of the president when the president is unavailable. He will assist the president in the duties of the Council.
 - iii) Secretary
The secretary will convene all the meetings of the Council in consultation with president and the Marketing/SSD as the advisor. He / she will maintain the minutes of all the meetings and prepare the reports of all the council activities.
 - iv) Assistant Secretary
The Assistant Secretary will assist the Secretary in his/her duties, and will assume the duties of the Secretary in his absence. He will also co-ordinate Student Forum / Grievances.
 - v) Treasurer
The Treasurer will be responsible to keep a record of all the accounts of the Council and prepare all financial reports and statements of the Council.
 - vi) The College may approve the appointment of additional committee members if a need arises.
 - vii) The Student Council Committee Meeting
There will be at least one meeting every month to discuss the developments and to monitor and plan the organisation of student activities.
 - viii) Meetings of other Student Organisations
All other student organisations may have their meetings according to their approved constitutions, and the administration guidelines from the College.
 - ix) Student Grievances
The Student Council may seek to meet the College authorities to discuss student grievances from time to time. The College will assist the Student Council to arrange such sessions as and when necessary.
 - x) Awards & Certificate
Students who have been active and have contributed positively in the student organisations of the College may be nominated to receive awards and certificates of appreciation. Every student organisation may recommend the list of recipients of awards / certificates to the Student Council for vetting. The Student Council will send its recommendations to the Student Services Department for the final approval, preparation and presentation of the awards.
 - xi) Other Matters
The College will decide on all matters that are not explicitly stated in these guidelines, and will amend or add any provision from time to time, as the need arises.

6. BEHAVIOUR CODE FOR STUDENTS

6.1 Introduction

- a) A student by voluntarily joining the College assumes the responsibility for abiding by the standards that have been instituted by the College. Students and student organisations are advised to understand this code carefully so all are aware of the policies that guide the College in its dealings with them.
- b) As this College functions under the Education Act 1996 and the Private Higher Educational Institutions Act 1996, the provisions on Student Discipline enshrined in these Acts will be binding on the conduct of all the students of this College.

6.2 Responsible Decisions

- a) Students are encouraged to make mature and informed decisions that reflect a high sense of responsibility.
- b) Such decisions must secure and respect the general conditions conducive to learning at the College.

6.3 Alcohol

- a) Consumption of alcohol within the College premises is prohibited.
- b) Alcoholic beverages will not be served at student – sponsored or student – organisation – sponsored events.

6.4 Computing Services

- a) All computer users must practise ethical behaviour in their computing activities. Abuse of computer privileges is considered a serious matter and may lead to disciplinary action which includes expulsion from the college.
- b) Unauthorised entry into a file / network, sending of obscene or abusive messages, using the computer facilities or services for outside employment or individual profit, using the computer to interfere with the work of others etc. are prohibited.
- c) The College reserves the right to review programmes and files contained in its computing resources.
- d) The usage of the computing resources will be according to the rules and procedures laid down by the College.

6.5 Drugs

- a) Students are advised to familiarise themselves on the strict Legislation on drug abuse in Malaysia.
- b) Any student caught taking drugs will be expelled from the College.
- c) Possession of drugs could lead to prosecution in the courts of law and the imposition of a death sentence.

6.6 Student I.D Card

- a) I.D Cards will be issued to all students upon registration. This I.D Card must be with the student at all times while at the College premises, and while attending all College – sanctioned activities, wherever they are held.
- b) Where a Centre does not issue the I.D Card; it has the discretion to use any alternative mode of identification,
- c) A fee will be charged for the I.D Card, and students must apply for it, using the relevant form.
- d) If the I.D is lost, a replacement may be applied for with the payment of a levy.
- e) College officials have the right to check the I.D of students.

6.7 Student Dress Code

- a) Students are to maintain a dress code that reflects the sensitivities of the Malaysian Society, their own self – esteem, and that which is appropriate to the activities they are involved in.
- b) Revealing attire (such as hot pants, miniskirts, singlets) and attire printed with offensive or obscene words or pictures are strictly prohibited.

6.8 Footwear

- a) Footwear of students must be appropriate to the activities.
- b) Students should not come to College in slippers.

6.9 Hair

- a) While the female students are to maintain a simple hair–do that is conducive to the learning situation, the male students are to maintain short hair that is well combed at all times.
- b) Dyeing the hair in outrageous colours is not acceptable in the academic environment.

6.10 Attendance and Punctuality

- a) Students are required to be punctual for classes at all times.
- b) Students must ensure that they have full attendance, as failure to attain a stipulated percentage of attendance may bar them from taking the final examinations.
- c) The College must be informed in writing of any absence from class or from other activities where the students' attendance is expected.

6.11 Notice Boards / Information Display

- a) Students are expected to update themselves with the latest changes at the College by reading the notices on the various notice boards in the College.
- b) Students are not allowed to post, affix or put up any form of printed materials on College property without a proper authorisation.
- c) All such notices may be sent to the Registrar for approval. Only upon such approval may the notices be displayed.

6.12 Contacts with Parents / Guardians

- a) The College reserves the right to contact the parents / guardians of the students in cases of emergency or when it feels that such a contact is necessary for the good of the College and / or the students.
- b) The student is to give the College all the relevant particulars of his / her parents / guardian for its reference.

6.13 Disorderly, Violent, Intimidating or Dangerous Behaviour to self and others

- a) Students are not to engage in behaviour that threatens, harms or causes to place on harm themselves or other persons, or to exhibit behaviour that is illegal, destructive, lewd, indecent, obscene, or disorderly.
- b) Students are to refrain from disrupting the peace, impeding classes, causing emotional harm or endangering the safety to any person on campus through actions or words.
- c) Any productions of sound or actions that unreasonably disturbs or disrupts the peace of others or violates the College standards are prohibited.

6.14 Emergency Regulations

- a) The specific emergency regulations and evacuation procedures from the College buildings, which may vary from campus to campus, must be obeyed at all times for the safety of all.

6.15 Financial Obligations

- a) All students are expected to promptly pay all the College fees, and all other financial obligations when due.
- b) If for good reason a student is unable to pay such obligations on time, he / she is responsible for contacting the authorities concerned in order to arrange an extension.
- c) Failure to meet the College financial obligations and deadlines generally results in the suspension of Registration, withdrawal from examinations, and the withholding of results / certificates.
- d) Students are advised to familiarise with the latest schedule of fees and their other financial obligations that are applicable to them at all times.

6.16 Harassment, Discrimination and Assault.

- a) The College has a deep respect for the dignity of individuals and their cultures. Students are to uphold this tradition and build on it for a harmonious and safe environment amongst the College's community.
- b) Every student is entitled to be in a healthy learning environment that is free of harassment, discrimination and / or assault behaviour of any kind.
- c) Such instances may be reported to the College for appropriate action by the affected students.

6.17 Sales within the Campuses

- a) Selling or soliciting of any kind within the College campus is prohibited, except with a written approval of the College.
- b) The rule applies also to the hostels / student houses under the management of the College, and at venues where the College activities are held and are under the College's jurisdiction.

6.18 Smoking

- a) Smoking is prohibited by law, in the premises of the College.

6.19 Student Organisations

- a) All student activities must be sanctioned by the College.
- b) Sports Clubs, and other general societies a must be approved by the College.
- c) Ad-hoc committees to organise one-off events may be formed with the approval of the College.

6.20 College Property

- a) Students are not allowed to move / remove or damage any property belonging to the College, the staff or guests from the designated area.
- b) Students may not represent themselves as having the authority to enter into contracts or agreements that affect the College in any manner.

6.21 Travel / Tours

- a) All travel / tour arrangements by student organisations must be sanctioned by the College.
- b) Travel / tours arranged privately by students should not implicate the College in any manner.

6.22 Logo / Letter head / Correspondence

- a) Students and student organisations are not permitted to use the College logo or the official letterhead without the authorisation of the College authorities.

- b) All correspondence by students or student organisations with outsiders on any matter related to the activities at the College must be sent through the appropriate officers of the College – and must bear the approval signature of the officer(s) concerned.

6.23 Amendments & Additions

- a) All rules that are amended or newly imposed by the various Government agencies and are applicable to students will be automatically enforceable on the students of the College.
- b) The College reserves the right to add, delete or amend these rules and regulations from time to time as deemed fit.

7. RULES, REGULATIONS & DISCIPLINARY PROCEDURES

7.1 Introduction

Certain regulatory procedures are necessary and have been in place at the College to ensure that the complex needs of the student body are addressed and met, with a balance to ensure that there is adherence and regulations of student discipline and personal conduct. Some of these regulations are prescribed in the statutes that govern Institutions of Higher Learning (*Private Higher Education Institutions Act 1996 - please refer to Appendix I*). Students are required to familiarise themselves with the following rules and regulations in order to circumvent difficulties that may arise in the course of their study at KIC.

- a) *Policy governing Non – discrimination*
No person in the College shall be subject to discrimination on the basis of age, creed, colour, race, religion, sex, or marital status.
- b) *Definition of “student” for the purpose of this document*
For the purposes of this document, a student is defined as a person, currently enrolled at KIC, pursuing a course of study, whether full – time or part – time.

7.2 Student Discipline – Rules and Procedures

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

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

7.3 Student Misconduct

- a) *Definition*
Misconduct is defined and includes the following activities:
 - i) Committing a criminal offence – (not restricted to the college premises)
 - ii) Criminal damage, damage and defacement of property - (owned or in the charge of the college, belonging to students, visitors or guests of the college), including any wilful, reckless or negligent act or omission resulting in damage, loss or injury or threat thereof.
 - iii) Assault
 - iv) Sexual harassment, racial harassment or other conduct which causes fear and distress to others
 - v) Threatening, abusive, disorderly or unreasonable behaviour

- vi Theft, misappropriation of college funds, falsification of records, documents, certificates or any other document belonging to or in the possession of the college.
- vii Cheating in examinations
- vii Plagiarism

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

b) Misconduct amounting to a criminal offence

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

c) Discretion to dismiss a complaint

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

d) Procedure for dealing with complaints of Misconduct

7.4 Informal Stage

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

7.5 Formal Stage

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

7.6 Formal Stage Procedures

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

- (i) the matter is not of a serious nature or is no longer in issue and may be dealt with by a caution or warning, in the light of the circumstances surrounding the matter, he may decide that the matter does not warrant a formal hearing and may dispose of the matter by the exercise of his discretion. The incident is to be noted in the student's file and may in some instances be formally noted in his or her academic records.

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

APPENDIX I

PRIVATE HIGHER EDUCATION INSTITUTIONS ACT 1996 (ACT 555)
PART VIII
DISCIPLINE AND CONDUCT OF STUDENTS

S46 Disciplinary authority in respect of students

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

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

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

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

- (3) A student who contravenes or fails to comply with the provisions of the constitution required to be provided for in the constitution under subsection (1), shall be guilty of an offence and shall, on conviction, be liable to a fine not exceeding one thousand Ringgit.
- (4) A private higher educational institution shall also be liable for an offence under subsection (4) –
 - i) for not observing its constitution; and
 - ii) shall on conviction be liable to a fine not exceeding ten thousand Ringgit Malaysia, unless the private higher educational institution satisfies the court –

- a) that the offence was committed without its knowledge or connivance; and
 - b) that it had exercised all due diligence to prevent the commission of the offence.
- (5) The conviction of a private higher educational institution under subsection (5) may be a ground for revoking the approval for its establishment.
- (6) For the avoidance of doubt, the society, association, organisation, body and group mentioned in paragraph (1) (a) shall not include any students society, association, organisation, body and group established under the provision of the constitution of the private higher educational institution of the constitution of the private higher educational institution regulating such establishment.

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

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

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

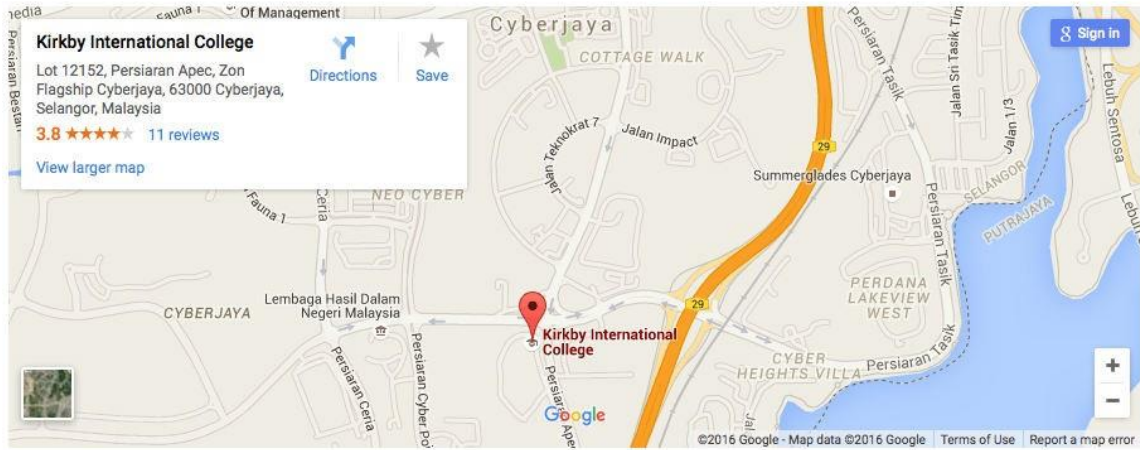
S49 Power of Registrar General to issue directions to suspend or dissolve a students' association, etc.

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

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

S50 Regulations on expulsion of students

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



[View Larger Map](#)

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Your name

Your email

Your message