

1.0 HELP INTERNATIONAL COLLEGE OF TECHNOLOGY

1.1 Profile

HELP International College of Technology (HICT), based in Klang (40 minutes from Kuala Lumpur) is one of the largest and most advanced institutions in Malaysia. HICT takes pride in being among the top quality education providers with its wide range of collaboration with quality universities from Britain, America, Australia, New Zealand, Canada and Ireland. HELP offers internationally recognized programmes ranging from Certificate in English Language, Pre-University & Professional Studies, Diploma and Degrees.

1.2 Vision

We believe in providing holistic, good quality and affordable education, training and community services.

1.3 Mission

HICT shall position itself amongst the best centres of education as a major player in the creation of a knowledgeable nation.

1.4 Philosophy

We Serve

- Keeping the students' best interest at heart
- Creating a conducive learning environment
- Keeping students in touch with one another with the latest technology
- Emphasis on quality of education
- Providing full administrative support to students

We Inspire

- Creating effective learning environment with frequent interaction between students and lecturers
- Educating students in their field of studies and helping them to succeed in life
- Encouraging students to be actively involved to strive for academic excellence
- Guiding students in their practical sessions to help them understand how the theories came about
- Broadening the students' learning horizons with visits of lecturers from foreign partner universities

We Excel

- Students have proven their success by winning several academic competitions throughout the region
- Students' success are not limited in Malaysia but also in the International arena
- HICT students are high achievers and we are proud of each and everyone of them

1.5 Holistic Student Supports & Services

HICT students receive total administrative support from the moment they enroll to the time they graduate. HICT's highly competent and innovative managerial staff will ensure that the educational programmes are run as efficiently and effectively as possible. Students at HICT are provided with a wide range of additional support services, including accommodation, transportation, career counselling, sports activities, and support for other extra-curricular activities.

2.0 GENERAL INFORMATION

2.1 Administration Support

The normal working hours of HELP International College of Technology (HICT) are as follow:-

Monday - Friday	:	9.00am - 6.00pm
Saturday	:	9.00am - 1.00pm

Students who wish to deal with related matters concerning relevant personnel of HICT could visit the designated offices to meet the during the above working hours. If you are out of the HICT compound, and wish to speak to the relevant key personnel, you may contact 603-33430628. Please find the relevant key personnel telephone extensions below:

Academic Departments

School of Professional Studies		
Dean of School	:	7082
Programme Co-ordinator	:	7084

Department of Pharmacy		
Head of Department	:	7171
Programme Co-ordinator	:	7172

Department of Engineering		
Head of Department	:	7142
Programme Co-ordinator	:	7094

Department of Information Technology		
Head of Department	:	7151
Programme Co-ordinator	:	7152

Centre for Language Excellence		
Head of Centre	:	7191
Programme Co-ordinator	:	7192

Centre for Pre-University Studies		
Head of Centre	:	7145
Programme Co-ordinator	:	7182

American Degree Program		
Head of Programme	:	7131
Programme Co-ordinator	:	7112

University of London Programme		
Head of Programme	:	7131
Programme Co-ordinator	:	7132

Australian Business Programme		
Head of Programme	:	7121
Programme Co-ordinator	:	7112/ 7132

Diploma in Business Programme		
Head of Programme	:	7145
Programme Co-ordinator	:	7132

Non-Academic Departments

Registry	7034/ 7035
Bursary	7022/ 7023
Student Services Department (SSD)	7019/ 7029/ 7054
Counseling	7039
Learning Resource Centre (LRC)	7041/ 7042
Management Information Systems (MIS) Department	7072/ 7073
Customer Marketing Department	7103/ 7104/ 7043

2.2 English Language Requirement

All students must meet the English Language requirement for all the programmes offered in HICT and it is compulsory for students to sit for the English Placement Test. [Except for students admitted into the twinning and external (professional) programme where the English requirement have been fulfilled]. Students are required to attend the English Language course(s) as determined by the English Placement Test.

2.3 Financial Aid

All students (except for International students) are eligible to apply for financial aid that may be in the form of scholarship/ discount. Students from HICT Foundation Studies Programmes are also eligible to apply for scholarship/ discount.

Students may apply by filling in the scholarship/ discount form and to submit it to the Registry within **two (2) weeks** from the beginning of the respective programmes or within **two (2) weeks** after the release of the results. All awards for scholarship/ discount are subject to the approval of the Scholarship Committee. Local students can also apply for the PTPTN Loan but this is subject to certain terms and conditions.

2.4 PTPTN Loan

2.4.1 Application

- Conditions:
 - a) Malaysian only
 - b) Pass SPM with at least three (3) credits
 - c) Diploma and Degree programmes which are accredited by Lembaga Akreditasi Negara (LAN) (Please refer to Table A for the list of accredited programmes)
- “Loan Application Form” can be purchased from Bursary at RM5.00 only.
- Copies of Documents need to be submitted together with the application form :-
 - a) Identification card (I.C.) – both sides to be photocopy in one page A4 size
 - b) HICT Offer of Admission letter
 - c) SPM and Diploma or any relevant academic certificates
 - d) “Bumiputra-Commerce Bank Berhad” account number (either Bank book or bank slip)
 - e) “J” form / payslips / Pencen card / “Borang Pengesahan Pendapatan” from parents / guardian / husband / wife / applicant

Note : All copies MUST be certified by authorized personnel from Registry. Please refer to the respective department for further details.

- The completed application form and other documents must be submitted to Registry on the stipulated date (Please refer to Table B for the date of submission)

2.4.2 Loan Release

- Loan can only be released by PTPTN after student received and signed the Agreement with PTPTN.
- Payment will be made to HICT or credit to student's bank account.

2.4.3 Payment to PTPTN

- Four (4) % per year management fee will be charged by PTPTN.
- Six (6) months after student graduated or employed (whichever comes first)
- Maximum repayment duration :-
 - a) Degree programme - Twenty (20) years
 - b) Diploma programme - Ten (10) years

2.4.4 Table A : List of Accredited Programmes

HICT CODE NO. (INSTITUTE CODE) : BC 8

STATE CODE : 1st Alphabet of car registration no. (e.g. Selangor : "B")

NO	PROGRAMME	PTPTN CODE	MAXIMUM PER YEAR (RM)
1	Diploma in Accountancy	305B	5000.00
2	Bachelor in Computer and Information Science (3+0) with University of South Australia, Australia.	289B	16000.00
3	Bachelor of Pharmacy with Honours (2+2) with University of South Australia, Australia.	295B	20000.00
4	Bachelor of Economics and Management (External) with University of London, UK.	301B	16000.00
5	Bachelor of Science (Business) 4+0 with Southern New Hampshire University, USA.	640B	16000.00

Note : PTPTN Loan Conditions

- a) Subject to amount approved by PTPTN.
- b) For approved twinning programmes, PTPTN loan will cover only the portion of study in Malaysia.
- c) Loan amount may not cover the fees for the entire programme.

2.4.5 Table B : Submission Date/ Month

PROGRAMME INTAKE / COMMENCEMENT (MONTH)	DATE OF SUBMISSION
November, December, January, February	Before 5 th March
March, April	Before 5 th May
May, June, July, August	Before 5 th August
August, September, October	Before 5 th October

2.5 Fees

2.5.1 Payment Due

A grace period of **six (6) working days** from the date of the programme commencement is granted for the late fee payment. Late fee payment after this period will incur a penalty of **RM25.00 per week**. All fees due for the second and subsequent semester of the programme must be paid on or before the commencement of the new semester.

Local Students

- Local students are required to pay all fees in full by the commencement date for the programme offered.

International Students

- International students are required to pay RM10,000.00, three (3) days upon arrival at HICT. No endorsement of student visa will be undertaken until payment is received.

Any student who fails to pay his/ her due fees (included a penalty of RM25.00 per week) by the end of the 2nd week of the programme/ semester commencement date, his/ her course(s) enrolled for the semester will be automatically dropped from the course enrolment master list and students will not be allowed to sit for the examination.

2.5.2 Payment Mode

Current modes of payment accepted by the College are :-

- Payment can be made in the form of Cash, *Cheques or *Bank Draft and payable to HELP ICT SDN BHD
- Payment can be made at our College or by *post/ courier to the following address :-

HELP International College of Technology
Level 5, Klang Parade
2112, Jalan Meru
41050 Klang
Selangor Darul Ehsan.

- Students can bank-in the money directly into the HICT account. The details of bank account are as follows :-

Payable To : HELP ICT SDN BHD
Bank Details : Hong Leong Bank Berhad
Klang Branch, Jalan Meru
Account No. : 03600013504

Name, Student Id. No., Contact No. details must be written on the bank-in slip before faxing it to the Bursary Department.

* The College shall not be held responsible for any loss of cheques, bank drafts or any other form of payment via post/ courier.

2.6 Refund & Charges

2.6.1 Course(s) Added/ Dropped

Students are required to inform the Registry on any course enrolment changes (add/ drop) by filling up the course amendment form.

- All students are entitled for a **100% course fee paid transferable** to the next semester, for the course(s) he/ she dropped during the add/ drop period, i.e. within **two (2) weeks** from the semester commencement date for the normal/ regular semester and **one (1) week** from the semester commencement date for the short/ summer semester and English Language courses.
- Payment for the additional course(s) must be made within **three (3) days** from the day the course(s) being added. Otherwise, the course(s) will not be included in the course enrolment master list and students will not be allowed to sit for the examination.

2.6.2 Transfer To Another Programme/ Intake or Change of Major

- Any transfer must be made officially to the Registry after the School's approval by using the transfer form.
- The first transfer to another programme/ intake will incur a transfer fee of **RM100.00**. The second transfer will incur a transfer fee of **RM200.00**. Third and subsequent transfers will incur a fee of **RM300.00** each.
- Any change of major will incur a fee of **RM 30.00**.
- Students are required to collect the '**Confirmation of Transfer**' letter from the Registry **three (3) days** after the submission of the form to the Registry.
- Students must pay the **acceptance fee** and do the **course enrolment** within **three (3) days** from the date the '**Confirmation of Transfer**' letter is collected and signed.
- A student who transfers to another programme/ intake or change of major may be eligible, at the discretion of the College, for a *transfer of tuition fees as follows :-
(*This policy is not applicable to School of Health Sciences and Centre of Language Excellence.*)

Date of Transfer	Amount of Course Fee Paid to be Transferred
Week 1-2 from the programme/ semester commencement date	100% course fee paid is transferable.
After Week 2 from the programme/ semester commencement date	Course fee paid is NOT transferable.

2.6.3 Withdrawal from An Academic Programme

- Any withdrawal must be made officially to the Registry by using the 'Withdrawal from Programme' Form.
- Student is required to obtain the approval from the Deans of Schools/ Heads of Departments/ Heads of Centres and also get clearance from the Students Services Department (SSD) and Library.
- Student shall surrender his/ her Student Identification (ID) Card (for cancellation), library books and any property belongs to the College. The replacement cost for any lost or damaged property will be the responsibility of the student. **RM20.00**

will be deducted from the security deposit as a replacement fee if student fail to surrender the Student Identification (ID) Card.

- Student must settle all fees due prior to withdrawal from the College.
- The non-refundable acceptance fee will be forfeited if student withdraw from a programme of study before the programme/ semester begins.
- The security deposit will be refundable subject to deduction of any outstanding fees and expenses incurred by the students.
- Student is required to claim their security deposit within **three (3) months** from the date of withdrawal programme.
- Student who withdraw from a programme of study will be eligible for a refund, of the course fee paid for the programme as follows :-
(This policy is not applicable to School of Health Sciences and Centre of Language Excellence)

Date of Withdrawal	Amount of Course Fee Paid to be Refunded
Before the programme/ semester commencement date	100% course fee paid is refundable.
Week 1-2 from the programme/ semester commencement date	50% course fee paid is refundable.
After Week 2 from the programme/ semester commencement date	Course fee paid is NOT refundable.

- Student is required to re-apply for admission and pay all the relevant fees should for any reasons, the student wish to re-join the programme in HICT after the student is deemed to be no longer a registered student of HICT.

2.6.4 Completion of An Academic Programme

- Student who has successfully completed and passed all the required courses and met the graduation criteria is required to fill in the 'Application for Refund' form in order to withdraw the security deposit from HICT.
- Student is required to obtain the approval from the Deans of Schools/ Heads of Departments/ Heads of Centres and also get clearance from the Students Services Department (SSD) and Library.
- Student shall surrender his/ her Student Identification (ID) Card (for cancellation), library books and any property belongs to the College. The replacement cost for any lost or damaged property will be the responsibility of the student. **RM20.00** will be deducted from the security deposit as a replacement fee if student fail to surrender the Student Identification (ID) Card.
- Student must settle all fees due prior to leaving the College.
- The security deposit will be refundable subject to deduction of any outstanding fees and expenses incurred by the students.
- Student is required to re-apply for admission and pay all the relevant fees should for any reasons, the student wish to re-join the programme in HICT after the student is deemed to be no longer a registered student of HICT.

2.7 Notice Boards

Students should check the notice boards for latest announcement, for updates from time to time. Should any student want to put up notices on the notice boards, an approval from the Student Services Department (SSD) must be obtained. All notices or posters should be displayed on designated notice boards and not on the walls of the College.

2.8 Student Particular Updates

Students must formally inform the Registry of any changes in the correspondence/ permanent address or contact number. Any update can be done by filling up a form which can be obtained from the Registry.

2.9 Lockers

Students are advised to make use of the lockers available in the College to keep the personal belongings/ property. The College will not be held responsible for any personal belongings/ property loss or damages within the College premises.

2.10 Car Park

The car park available for the College is a private car park. Users are required to pay charges levied by the owner of the car park. All users should park their vehicle in the allocated car park space in accordance with the rules and regulations imposed by the car park owner.

3.0 GENERAL GUIDELINES

All students are encourage to adhere to the General Guidelines of the College.

3.1 Students Discipline And Code Of Conducts

3.1.1 College Image and Reputation

All students should endeavor to safeguard and uphold the good name of the College at all times.

3.1.2 Appearance

- **Attire**
Students are required to dress decently within the premises of the College, ie neat, presentable, casual but smart at all times. Sandals, slippers, singlets, spaghetti-strap blouse/ dress, shorts, mini skirts and hot pants are not allowed.



- **Hair**
Hair should be neat, clean and off the face. Colourful and trendy hairstyles such as the spiked or punk look are not allowed. Male students who wish to keep long hair must keep their hair neatly tied.



3.1.3 Identification

Students **MUST** produce the Student Identification (ID) card with the HICT lanyard whenever required. Students may not be allowed to enter the College or use the College's facilities and amenities should the students failed to produce the Student Identification (ID) card.

3.1.4 Behaviors and Activities

- **Smoking**
Students are strictly prohibited from smoking.
- **Drugs**
Consuming drugs or be in possession of drugs is an offence. Drug trafficking is an offence by Malaysian Law, which carries the death penalty.
- **Alcohol**
Consumption of any alcoholic beverages is strictly prohibited. Students who are found drunk due to the consumption of alcohol / liquor will face serious disciplinary action.
- **Gambling**
Students are not allowed to participate in gambling (card, digital or in any form), wagering, lottery or betting.
- **Illegal / Obscene Activities**
Students who fail to comply with or hinder any official instruction, direction or requirement given by an officer, employee, course leader or lecturer of the College shall be liable for disciplinary action.

3.1.5 College Facilities and Cleanliness

- **Facilities**
Damage or vandalism of any facilities, equipment or tools of the College is a serious offence and disciplinary action will be taken.

The College shall not be used as a living or sleeping accommodation.

- **Cleanliness**
Students are responsible to preserve the cleanliness and tidiness of the College, thus maintaining a clean and conducive learning environment for all.

Consumption of food or drinks in the Auditorium, Conference Hall, Laboratories, Lecture/ Seminar/ Tutorial/ Meeting Rooms and Learning Resource Center (LRC) are strictly prohibited. Pets/ lively creatures are not permitted into the College.

3.2 Accommodation

HICT's accommodations is located within 5-minutes walking distance from the College. The accommodations are available in single or shared rooms. Students may make an appointment with the personnel in Student Services Department for further details.

ACCOMMODATION RULES AND REGULATIONS

A. Behavior and Discipline

1. No student is allowed to remove any fixture in the premises without the consent of the Student Services.
2. Common apartment furniture must not be moved into other rooms or from one unit to another unit.
3. No student is allowed to affix any fixture or do any writing or drawing on the walls, floor or furniture which might result in the said walls, floors and furniture being damaged, defaced and unusable.
4. All students shall notify the Student Services immediately of any damage to the premises during tenancy by completing the Repair Requisition form.
5. All students shall notify the Student Services Department for any repair/maintenance required by completion the Repair Requisition form.
6. All students are STRICTLY PROHIBITEN FROM SMOKING, GAMBLING AND CONSUMING ALCOHOL anywhere in the said premises.
7. The premises are used only as lodging and not for other purposes unless the prior consent of the Student Services is obtained.
8. Students of the premises must not interfere with the peace, comfort or privacy of another person who shares the same premises.
9. Students are strictly prohibited from bringing in strangers or a person from the opposite sex into their respective apartment/room. They are also not allowed to behave in such manner that may embarrass or cause inconvenience to others.
10. All students shall maintain tidiness and cleanliness of the premises at all times.
11. All air-conditioners, fans, lights and cleanliness of the premises at all time.
12. Pets are not allowed in the apartment.
13. The Student Services will take reasonable steps enforce obligation upon ant student to maintain peace, comfort and privacy in the occupation of the premises.
14. Students must return to apartment by 11.00pm.
15. The Student Services Department reserves the right to make spot checks on the apartment and bedroom without having prior notice to the students.
16. The Services Department reserves the right to move students to other units if there is a necessity.
17. In the event of investigation cases, HICT personnel shall be authorized to search and make inspection or the rooms, which shall not be limited to general search of common areas, but also specific areas, which is locked and keyed (e.g wardrobe). This maybe conducted with/without the presence of the student.

B. Security of Premises

1. All students shall ensure that the premises are locked and secured reasonably at all times.
2. All students shall bear losses incurred due to their negligence in handing the premises.
3. No student is allowed to duplicate key(s) for the room(s) or apartment(s) or change the room that has been assigned without notifying the Student Services.
4. No student is allowed without to remove/add any lock or security device without the prior consent of the Student Services.
5. The personnel of the Student Services have the right to enter the premises for inspection and repairs without prior notice to the students who are staying in the premises.
6. It is the responsibility of the student to ensure safety of their belongings and furniture if the accommodation. HICT will not be held responsible for any losses of damages incurred.

C. Cessation of Stay at the Premises

1. All students shall return all keys and locks to the Student Services upon moving out from the premises.
2. No refund of deposit will be given to any student until the personnel of the Student Services has conducted a thorough checking of the premises.
3. Termination of tenancy agreement can only effected by giving one-month notice through filling up the accommodation withdrawal form. Otherwise, the security deposit will be forfeited.
4. Refund of deposit will be deducted for damaged or defaced furniture and for cleaning of dirty premises.
5. HICT reserves the right to expel any student from the premises who does not comply with the above rules & regulations.

3.3 MIS Centre

Written here is the general policy that may be revised and changed from time to time without prior notice. Please refer to the MIS Center notice board for latest updates and notice on the usage of the Computer Labs:

By having been granted the privilege of using the computers provided at the computer labs, certain guidelines have to be followed:

- *Students must:*
 - a) Wear the HICT lanyard with their Student Identification (ID) Card at all times
 - b) Use only the software/ programs already available at the computer labs
 - c) Keep the labs and equipment (chairs, tables, computers, etc.) clean and tidy
 - d) Give usage priority to lecturers having a class and students doing their assignments
 - e) Inform MIS personnel/ staff if they find computer-related problems or any misconduct at the labs
- *Students must NOT:*
 - a) Download and use illegal software (including shareware and freeware)
 - b) Install/ save programs obtained elsewhere onto the computers at the labs
 - c) Bring in outsider/ unauthorized users into the computer labs
 - d) Bring in food/ drinks of any kind including chewing gum
 - e) Shift any equipment in the lab without prior permission from MIS personnel/ staff
 - f) Take out any part of the lab equipment, including printer ribbons/ cartridges
 - g) Disturb other students, make noise, or shout in and around the labs
 - h) Act indecently in and around the labs
 - i) Break lab equipment or hack the computer systems
 - j) Access any pornographic or obscene materials
 - k) Playing online games such as from yahoo.com
 - l) Use online chatting such as MSN

3.3.1 *Lab Usage*

Student Identification (ID) Card

All students shall always wear the HICT lanyard with their Student Identification (ID) Card when using the computer labs. This will ensure that only valid users are using the facilities. Those who do not wear the HICT lanyard with their Student Identification (ID) Card are considered invalid users and thus, not allowed to use the computer resources.

Student Account & Password

Aside from showing Student Identification (ID) Card, students also have to apply to use their own individual user accounts in order to access the computer at the computer labs. Like the above, having individual accounts will help ensure that only

valid users are using the facilities. Students are not allowed to share among themselves their accounts and password.

Applying for an account

Only enrolled students are eligible to apply for an account. Students have to go to the Student Lab Assistant room to fill in and submit a "User Account Application Form (Students)" to the Student Lab Assistant. Academic password is for the students to have an access to the computer in the lab. Nexus password is for the students to have an access to the HICT student intranet via <http://nexus.student.hict.edu.my>.

Collecting the Account Password Slip

Upon submitting the application form, students should return to the Student Lab Assistant room after three (3) working days and present his/ her Student Identification (ID) Card to any of the MIS personnel/ staff in order to obtain his/ her password slip. Students must mention to the MIS personnel/ staff that it is a new account application. He/ She must follow the instructions found within the password slip to start using the individual account.

Password Renewal

Students should renew their password every ninety (90) days. Password will expire every ninety (90) days.

Misdemeanors

This policy exists to safeguard both the interest of the College and those using the facilities. Students found violating the above mentioned policy will be warned and possibly their user account being suspended.

3.3.2 Lab hours

Monday & Thursday	9.00 am - 8.00 pm
Tuesday ,Wednesday & Friday	9.00 am - 7.00 pm
2 nd Saturday of the month	9.00 am - 1.00 pm
Sunday & Public Holiday	CLOSE

3.4 **Learning Resource Centre (LRC)**

The LRC provides services to all registered students, academic staff, and permanent administrative staff of the College. All LRC users must present their Identification (ID) card at the library counter for processing loans/ return of books.

3.4.1 Membership

- Eligibility and registration

The LRC membership is open to all registered HICT students, part time and full time, as well as to full time academic and administration staff and part time academic staff.

- Membership privileges

The loan services of LRC materials shall be limited to its members only. The LRC reserves the right to limit any additional services and/ or benefits it may offer from time to time to its members and shall be authorized to make any rules and regulations incidental thereto. The membership privileges of the LRC are not transferable.

3.4.2 LRC Opening Hours

Monday - Friday	9.00 am -7.30 pm
2 nd Saturday of the month	9.00 am -1.00 pm
Sunday & Public Holiday	CLOSE

All services at the circulation counter shall be closed fifteen (15) minutes before the aforementioned times.

Students who wish to extend the LRC opening hours from the aforementioned time may submit the application to the Librarian. Such application should be supported with names of ten (10) or more students.

3.4.3 Loan of LRC Materials

- General Rules
 - a) Students who wish to use the services and facilities of the library must register as a member of LRC before they can enjoy the loan privileges.
 - b) A member shall be held responsible for the loan materials in his/ her possession.
 - c) Registered students may borrow three (3) library books.
- Procedures

All reading materials in the LRC are electronically protected therefore it should not be taken out of the LRC without going through the proper loan processes at the circulation counter. Students are not being allowed to borrow any books without producing their Student Identification (ID) Card. All LRC materials loaned by the members shall be returned to LRC on or before their respective due dates; which is as follows :-

TYPE OF COLLECTION	DURATION
i) Open Shelf	Seven (7) days
ii) Red Spot	<p>- To be borrowed only after 5.00 pm onwards and on Saturday from 12.00 pm onwards.</p> <p>- To be returned before 11.00 am on the following working day</p>
iii) Reference/ AV Materials/ Periodicals/ Newspaper/ Prospectus	NOT for loan.

3.4.4 Lost and Damaged

- Users are held responsible for materials out on loan. If the material is lost, library staff is to be informed immediately and the borrower could either purchase the lost book plus the outstanding fines or pay for the penalty. If the latter is chosen, the borrower will have to pay twice the price of the book and also the outstanding fines. Books replaced must be of the latest edition. However, if the cost of the book could not be obtained, the Librarian reserves the right to determine the estimated price of the book. No cancellation of the replacement charge is allowed if the user finds the lost item after having paid for the replacement cost.
- Users are responsible for any mutilation/ disfigurement/ defect that occur to library books/ materials on loan to them and shall require paying the replacement cost. Any mutilation/ disfigurement/ defect on library books/ materials should be reported to library staff before users borrow them. The penalty for returning books and other library materials which are not in good condition is **RM15.00**.

3.4.5 Late Returns

- Failure to return a borrowed books within the respective due date makes the borrower liable for fines to LRC at the following rates :-

(i) Open shelf book	RM1.00 per day
(ii) Red Spot book	RM1.00 per hour with a maximum of RM5.00 per day

- In addition to the aforementioned fines the borrowers shall also be suspended of their borrowing privileges by being prevented to loan any more materials until the overdue book is returned. For materials which are overdue for more than two weeks, a notice to the borrower shall be pasted on the LRC notice board.
- The LRC has the right to adopt any measure they deem fit in recovering the overdue material should the above methods fail and the said materials have been overdue over a long period of time.

3.4.6 Renewal and Reservation of Materials

- The borrower can renew the loan period for borrowed materials if the said materials are not being reserved by another member. A renewal on the borrowed materials may only be done once.
- A member can also reserve an item that is on loan to another user by doing so at the circulation counter. Once the reserved material is returned, it shall be kept on hold for the person making the reservation for three (3) days. Failing to collect the reserved materials will cause it to be given to the next person in the reservation list or to be returned to the shelf.

3.4.7 Withdrawal from An Academic Programme

- a) Students who are leaving the College must obtain clearance from the Librarian.
- b) Students shall be required to pay on any outstanding amount owed to the LRC for any penalty, damages or fines before leaving HICT.

3.4.8 General Rules and Regulations of LRC

- All types of bags, with the exception of small handbags, together with helmets, umbrellas, raincoats and all types of packages are not allowed in the LRC. For reasons of security, bags and other personal possessions should not be left unattended and the LRC will not be responsible in case of damage or theft of personal property.
- Silence must be observed all the time while in the LRC
- Users of the LRC shall be properly and decently attired within the requirements of HICT general guidelines. The LRC reserves the right to refuse entry or to request anyone who they deem is dressed inappropriately, to leave the LRC.
- Eating/ drinking is not permitted in the LRC
- Hand phones and walkmans are not permitted into the LRC
- Smoking, playing with fire and vandalism are prohibited in the LRC

- The usages of computer games equipment are not permitted in the LRC
- The LRC staff reserves the right to ask any users who is causing a disturbance to leave the LRC
- Students are allowed to use laptop in the library. However, all the laptop bags must be kept at the shelf area provided by LRC
- Plugging on to the network and power cables is strictly prohibited
- No material is to be taken out of the LRC without going through the loan process at the circulation counter.
- Reservations of vacant seats are not allowed and other users have the right to occupy such seats.
- Users shall not be allowed to remove and rearrange the LRC furniture and equipment from the original place
- Users shall be held responsible for their actions if they are caught violating and contravening the Copyrights Act while using the LRC facilities. The LRC on the other hand shall not be liable on such actions by its users
- Accessing and downloading pornographic, offensive and undesirable Internet sites via the LRC computer terminals are strictly prohibited
- Installation of additional software or changing the set up of LRC computer system is strictly prohibited.
- The LRC staff shall have the power to inspect books, files and any other materials in possession once the security system triggers
- The LRC and its staff have the authority to adopt the following measures in the event of a violation or non-compliance of rules and regulations :-
 - a) Asking the user to leave the LRC premises immediately
 - b) Preventing the user from entering the LRC and utilizing its facilities
 - c) Suspending the borrowing and other privileges of its member
 - d) For more serious cases, to refer the user to S.I.T Disciplinary Board

3.4.9 Amendments & Addendum

All users shall abide by the above rules and regulations. The LRC reserves the right to make any amendment or add any new provision to these Rules and Regulations as they deem fit from time to time. All users and members of the LRC shall be notified of any such changes through a notice on the LRC Notice Board.

3.5 International Students

3.5.1 General Guidelines

All International Students are required to read and understand the following guidelines. Please be reminded that all International Students are governed by the Malaysian Laws, Rules & Regulations and the guidelines pertaining to student passes and visas are imposed by the Malaysian Immigration Department and must be adhered to.

- a) Students are strictly prohibited from conducting any immoral activities
- b) Students are not encouraged to lend/ borrow money to/ from others in order to avoid unforeseen problems from occurring

- c) Students are required to submit a copy of the medical report. Students who fail to do so, are required to undergo a full medical checkup with the HICT panel doctors and to submit the medical report to the Registry
- d) Students should be covered by the Group Hospital and Surgical Insurance Scheme for the duration of their studies.
- e) Yellow Fever vaccination certificate is required for students coming from/ through Yellow Fever endemic areas/ countries i.e. Africa and South America
- f) Students are permitted to work based on the following guidelines imposed by the Malaysian Immigration Department :-
 - Students are allowed to work on part-time basis during the semester break/ festive holidays/ holidays exceeding seven (7) days. The duration allowed to work is only twenty (20) hours per week.
 - Places where international students are allowed to work are:-
 - (i) Restaurant (iii) Petrol Kiosk
 - (ii) Mini market (iv) Hotel
 - Students are forbidden to work as a cashier at the above-mentioned places
 - Students need to apply to the Malaysian Immigration Department (HQ) if they wish to work part time. Approval will be granted by the Malaysian Immigration Department (HQ) and the passport will indicate as follows:-

“Permitted to work as part time in Restaurant, Petrol Kiosk, Mini Market, Hotel (excluding singer, masseur, musician, GRO and other activities deem to be immoral) as long as the Student Pass valid”.

3.5.2 Class Attendance

- a) Students should attend all lectures/ tutorials/ practical and must produce medical certificates (MC) or written notices for any absenteeism
- b) The Departments/ Centres will only accept medical certificate (MC) from the panel clinics. *(Please refer to the list of panel clinics)*
- c) If students fail to attend classes for three (3) consecutive days and cannot be contacted within three (3) days at their official residential address, the College shall consider the student as missing. The College reserves the right to inform parents, Police Department, the Malaysian Immigration Department and the respective Embassies.
- d) Student Pass/ Visa
 - The Malaysian Immigration Department will grant the student pass upon student’s arrival. If the student’s country of origin requires student to have a visa, the student will be issued a multiple entry visa or single entry visa, in addition to the student pass.
 - The requirements for a yearly renewal of student pass are:-
 - (i) Latest academic results (iii) One passport size photo
 - (ii) Class attendance record (>80%)
 - In the event that the academic result is poor, i.e. more fails than passes, student will be granted less than one (1) year student pass by the Malaysian Immigration Department. The approval is only for a six (6) month or three (3) month student pass. Warning with validity of three (3) months student pass can also be granted by the Malaysian Immigration Department if student’s academic results are poor.
 - Students are required to submit their passport with RM100.00 (Malaysia Ringgit One Hundred) being payment as visa renewal processing fee to Student Services Department two (2) months prior to the expiry date. If students, by mistake, overlook the two (2) months grace period notice, and submit the passport for late extension, students are required to pay an additional RM100.00 (Malaysia Ringgit One Hundred) for the one (1) month special pass and renewal of the student pass will be granted on time by the Malaysian Immigration Department.

3.5.3 *Renewal of passport in Malaysia*

Students are required to submit the old and new passport to Student Services Department for transferring of student pass/ visa to the new passport

3.5.4 *Renewal of passport in the country of origin*

- a) Students will be granted a two (2) weeks to one (1) month special pass upon arrival in Malaysia. Students are required to submit the old and new passport to Student Services Department one (1) week before the expiry date of pass/ visa endorsement. All endorsement fees and other relevant fees are to be paid by the passport holder.
- b) If students intend to withdraw from the College, it would takes approximately of one (1) month to process the cancellation. Student Services Department should not be held responsible for any delays due to the processing by the Malaysian Immigration Department.
- c) All international students must be aware of the duration of the visa as students may be fined if overstay. Any student who is found to overstay, will be brought to the enforcement division for further action.

4.0 ACADEMIC RULES AND REGULATIONS

4.1 Lectures/ Tutorials/ Practical

4.1.1 Punctuality

Students who are enrolled for a particular programme of study, are to be consistent and punctual in attending all the lectures/ tutorials/ practical. Students are expected to attend all lectures/ tutorials/ practical and be in the class five (5) minutes before the lectures/ tutorials/ practical are due to commence.

4.1.2 Attendance

Students who are enrolled in the HICT Internal programmes are required to achieve **85%** (for English Language courses only) or **80%** (other programmes) of attendance for the course(s) that he/ she enrolled to, otherwise he/ she will be barred from taking the examination(s).

4.1.3 Absenteeism

A written notice or arrangement with the programme lecturer is required prior to absent from lectures/ tutorials/ practical. Students who are unable to obtain prior permission of absence, he/ she should inform or furnish the reason/ explanation in writing to the lecturer/ programme co-ordinator of the respective departments/ centres.

Students who failed to attend lectures/ tutorials/ practical for **three (3) consecutive days** and cannot be contacted within **three (3) days** at his/ her residential address, the College shall consider the student as missing. In such cases, the College reserves the right to inform the parents. As for the International Students, the College will report his/ her case to the Immigration Department, Police Department and respective Embassy.

4.2 Semester Leave of Absence

- Students are allowed to go for leave of absence (on compassionate ground) for a **maximum of one (1) year** **EXCEPT** for International Students (Immigration Rules and Regulations apply).
- Students are allowed to apply for leave of absence on compassionate ground after the commencement of the semester by filling in the form accompanied by relevant documents.
- International students are required to speak to the Students Services Department (SSD) Officer after obtaining the approval from the Deans of Schools/ Heads of Departments/ Heads of Centres pertaining to the flight ticket and passport/ student pass expiry.
- The College reserves the right to withdraw students who did not report to the Registry/ enroll for courses on the approved date/ next semester commencement date and he/ she cannot be contacted within three (3) consecutive days at his/ her official residential address. As for the International Students, the College will report his/ her case to the Immigration Department, Police Department, respective Embassy and parents.

4.3 Penalties

Students who are caught contravening any of the HICT academic rules and regulations shall be subject to any of the following penalties :-

- Written/ Oral Warning
- A fine
- Suspension
- Expulsion

4.4 Course Enrolment

All students must enroll for courses in any given semester by using the course enrolment form.

- All full time students are required to enroll for a minimum of **twelve (12) credit hours**; a regular of **fifteen (15) to eighteen (18) credit hours** for the normal/ regular semester and a maximum of **nine (9) credit hours** for short/ summer semester unless specified otherwise by any particular programme.
- All part time students are required to enroll for a minimum of **six (6) credit hours** and a maximum of **nine (9) credit hours** for the normal/ regular semester and a maximum of **six (6) credit hours** for the short semester.
- Course enrolment should be done within **two (2) weeks** from the programme commencement date for normal/ regular semester and within **one (1) week** from the programme commencement date for short/ summer semester & English Language courses.
- Students **must** fill in all the **sections/ columns** in the form.
- Students must get the approval from the Deans of Schools/ Heads of Departments/ Heads of Centres for the course(s) they enroll for the semester.
- Students must submit the approved course enrollment form to the Registry.
- The Registry will print out the Course Registration Confirmation Slip and give it to the students for verification. Students are required to check the course(s) registered in the system before signing the slip.
- The Bursary will issue an invoice to the students for the course(s) enrolled.

4.5 Pre-Course Enrolment

All students must pre-enroll for courses in any given semester by using the course enrolment form.

- All students **MUST** pre-enroll the courses for the upcoming semester at least **four (4) weeks** before the current semester examination.
- Students who have outstanding fee for the current semester will **NOT** be allowed to pre-enroll the courses for the upcoming semester unless he/ she settled the outstanding fee (including the penalty charges) during the pre-course enrolment exercise.
- Students who did not do the pre-course enrolment at the stipulated date and time will be charged a late enrolment fee of **RM30.00** when he/ she enroll the courses during the commencement of the upcoming semester.
- Students who are under academic suspension or on semester leave are exempted from the pre-course enrolment exercise. However, he/ she must enroll for course when the semester commence.
- All full time students are required to enroll for a minimum of **twelve (12) credit hours**; a regular of **fifteen (15) to eighteen (18) credit hours** for the normal/ regular semester and a maximum of **nine (9) credit hours** for short/ summer semester unless specified otherwise by any particular programme.

- All part time students are required to enroll for a minimum of **six (6) credit hours** and a maximum of **nine (9) credit hours** for the normal/ regular semester and a maximum of **six (6) credit hours** for the short semester.
- Students **must** fill in all the **sections/ columns** in the form.
- Students must get the approval from the Deans of Schools/ Heads of Departments/ Heads of Centres for the course(s) they pre-enroll for the upcoming semester.
- Students must submit the approved course enrollment form to the Registry.
- The Registry will print out the Course Registration Confirmation Slip and give it to the students for verification. Students are required to check the course(s) registered in the system before signing the slip.
- The Bursary will issue an invoice to students, one (1) week after the pre-course enrolment exercise.

4.6 Course Amendment : Add/ Drop

Students are required to inform the Registry on any course enrolment changes (add/ drop) by filling up the course amendment form. *(Please refer to **Refund & Charges : Course(s) Added/ Dropped** for more details)*

- Students are allowed to add/ drop course(s) :-
 - **Two (2) weeks** from the normal/ regular semester commencement date
 - **One (1) week** from the short/ summer semester/ English Language Courses commencement date.
- Students must get the approval from the Deans of Schools/ Heads of Departments/ Heads of Centres for the course(s) they added/ dropped.
- Students must submit the approved course amendment form to the Registry.
- The Registry will print out the Course Registration Confirmation Slip and give it to the students for verification. Students are required to check the course(s) added/ dropped in the system before signing the slip.
- Course(s) dropped will **NOT** be indicated in the semester results slip/ academic transcript.
- Add/ Drop of course(s) is **NOT** allowed after **two (2) weeks** from the programme commencement date for normal/ regular semester and after **one (1) week** from the programme commencement date for short/ summer semester & English Language courses. Course(s) dropped after this period will be considered as course withdrawal.

4.7 Course Amendment : Withdrawal

Students are required to inform the Registry on any course enrolment changes (withdrawal) by filling up the course amendment form.

- Students are allowed to withdraw course(s) :-
 - **Four (4) weeks** before the examination (normal/ regular semester).
 - **Two (2) weeks** before the examination (short/ summer semester).
- There will be **NO** refund of fees for the course(s) withdrawn
- A '**W**' grade will be indicated in the semester results slip/ academic transcript. However, it will not be taken into account for the calculations of GPA & CGPA.

- Students must get the approval from the Deans of Schools/ Heads of Departments/ Heads of Centres for the course(s) they withdraw.
- Students must submit the approved course amendment form to the Registry.
- The Registry will print out the Course Registration Confirmation Slip and give it to the students for verification. Students are required to check the course(s) withdrawn in the system before signing the slip.

4.8 Credits Exemption

- Credits Exemption given to students must be based on the same level of qualification, contact hours and at least 80% and above of similar content.
- A **minimum pass grade** must be obtained by the student.
- Overall credits exempted must **NOT** be more than **1/3** of the total credit hours **OR 40%** of the total number of courses.
- Deans of Schools/ Heads of Departments/ Centres must justify the credits exemption given.

4.9 Credits Transfer

- Credits Transfer given to students must be based on the same level of qualification and programme, credit hours, grade, quality points and at least 80% and above of similar content.
- Credit hours, grade and quality points for those courses which are transferred to the new programme will taken into considerations for the calculations of GPA & CGPA
- Overall credits transferred must **NOT** be more than **1/3** of the total credit hours **OR 40%** of the total number of courses.
- Deans of Schools/ Heads of Departments/ Centres must justify the credits transfer given.

4.10 Plagiarism

- Plagiarism is an academic offence. Any student caught doing so will be penalized.

4.11 Examination

4.11.1 Eligibility to sit for an examination

- a) Students who registered all the courses for a particular semester, **MUST** attend all the lectures/ tutorials/ practical.
- b) Students must achieve at least **85%** (for English Language courses only) or **80%** (other programmes) of attendance in order not to be barred from the examination.
- c) Students are required to print out the examination entry slip via the system (NEXUS) at least **two (2) weeks** before the first day of the examination.

4.11.2 Examination Rules and Regulations

- a) All students must have the examination entry slip and the Student Identification (ID) card in order to enter the examination hall.
- b) All belongings must be placed in the designated area of the examination hall.
- c) Candidates are advised to check that they retrieve all their belonging after the examination.
- d) The College will not be responsible for any item(s) lost and therefore candidates are reminded **NOT** to put anything of value outside the examination hall.
- e) **NO** candidate shall speak to any other candidate once he/ she steps into the examination hall.

- f) Candidates will have to display the examination entry slip and the Student Identification (ID) card on the table. The contents of pockets (wallets, etc.) are to be emptied and left on the table for the duration of the examination.
- g) **Unauthorized material(s)** is **NOT** allowed in the examination hall. Any candidate found with such material(s) will be considered tantamount to an act of cheating.
- h) Any candidate found with unauthorized materials once the reading time has started will be considered as tantamount to have cheated.
- i) Upon approval by the Chief Invigilator, candidates will be allowed to enter the examination hall 15 minutes before the examination commencement time.
- j) **(For examinations with reading time)** Candidates will be allowed to turn over the question paper(s) ten (10) minutes before the examination commencement time and are **ONLY ALLOWED TO READ** the questions paper(s).
- k) Candidates may commence writing **only** when informed to do so.
- l) Candidates are **NOT** allowed to **enter** the examination hall **thirty (30) minutes after** the commencement of an examination.
- m) Candidates are **NOT** allowed to **leave** the examination hall during the **first thirty (30) minutes** and the **last thirty (30) minutes** of an examination.
- n) There will be an announcement of the amount of time left fifteen (15) minutes and five (5) minutes before the end of the examination.
- o) A candidate who wishes to leave the room temporarily must obtain the consent of an invigilator before doing so.
- p) Candidates who leave early must leave their Answer Scripts with the invigilator.
- q) Candidates will have to stop writing upon the announcement of the end of the examination.
- r) Candidates are advised to check that their **ID No. and Course Name** are on every booklet/ sheet of answer scripts and tie up their answer scripts where necessary.
- s) The Answer Scripts are to be left on the table while candidates remain seated. The invigilator will then collect the answer scripts.
- t) **NO** candidate shall bring into, or remove from an examination hall any examination answer booklet and other used or unused examination material(s).
- u) Only at the announcement of the Chief Invigilator that the candidates are allowed to leave the examination hall.

4.11.3 Deferred Examination

- a) A student who was absent from an examination with a reason provided and approved by the College e.g. on medical/ compassionate ground may be given a deferred examination.
- b) Notification of absence must be made within **twenty four (24) hours** to the Registry (Examination Unit)/ respective programme co-ordinator/ Head of Department. Any students who failed to do so, will not be granted a deferred examination.
- c) Students who are absent from examination based on compassionate ground must be accompanied by relevant documents.
- d) The **Medical Certificate (MC)** must be from the panel clinic/ government hospital. *(Please refer to the list of panel clinics)*
- e) Deferred examination can be given anytime.
- f) Calculation of marks will be up to student's actual score. The course work grade is maintained.

4.11.4 List of Panel Clinics

Location	Name	Address	Tel. No.
Kuala Lumpur	Klinik Goh	Lot LG 030, Sungai Wang Plaza, Jalan Sultan Ismail	21423773
	Klinik Koh Dispensary	3 rd Floor, Menara Citibank, 165, Jalan Ampang	21626128
Petaling Jaya	Klinik Soo	175, Jalan SS2/24	78761403
	Klinik Koh Dispensary	40, Jalan 52/4, Town Centre (next to Standard Chartered Bank)	79569884
Shah Alam	Klinik Koh Dispensary	17-17A, Jalan Niaga 16/3A	55191775
	Klinik Anis	17, Jalan Bunga Melor 2/18	55103840
Klang	Klinik Stella Marris	18, Jalan Goh Hock Huat	33426952
	Klinik Thong	218, Kaw 17, Pekan Baru, Off Jalan Meru	33428248
	Klinik Guan	192, Jalan Pekan Baru, Off Jalan Meru	33440595
	Klinik Su	11, Leboh Bangau, Taman Berkeley	33417591
	Poliklinik Public	2562, Persiaran Raja Muda Musa	33724668

Consultation Days & Hours

Consultation Hours	Monday - Friday	Saturday	Sunday & Public Holidays
Klinik Goh, K.L	9.30am - 1.00pm 2.00pm - 5.00pm	9.30am - 1.00pm 2.00pm - 5.00pm	9.30am - 12.30pm
Klinik Koh Dispensary, K.L.	9.00am - 1.00pm 2.00pm - 5.00pm	9.00am - 1.00pm	CLOSE
Klinik Koh, P.J.	8.30am - 1.00pm 2.30pm - 5.00pm 6.30pm - 9.00pm	8.30am - 1.00pm	9.00am - 12.00pm
Klinik Soo, P.J	9.00am - 12.30pm 2.00pm - 4.00pm 7.00pm - 9.00pm <i>(only Tues & Fri)</i>	9.00am - 12.30pm	CLOSE
Klinik Guan, Klang	9.00am - 1.00pm 2.00pm - 6.00pm	9.00am - 4.00pm	CLOSE
Klinik Su, Klang	8.30am - 12.30pm 2.00pm - 4.30pm 7.00pm - 9.00pm	8.30am - 12.30pm 2.00pm - 4.00pm	CLOSE
Poliklinik Public, Klang	8.00am - 10.00pm	8.00am - 5.00pm	8.00am - 8.30pm
Klinik Anis, Shah Alam	24 hours	24 hours	24 hours
Klinik Koh Dispensary, Shah Alam	8.30am - 12.30pm 2.00pm - 9.00pm	8.30am - 12.30pm	9.30am - 12.00pm
Klinik Stella Marris, Klang	9.30am - 1.00pm 2.30pm - 6.00pm	8.30am - 1.00pm 2.30pm - 5.00pm	CLOSE
Klinik Thong, Klang	9.00am - 1.00pm 2.00pm - 4.30pm 7.00pm - 9.00pm	9.00am - 1.00pm 2.00pm - 4.30pm 7.00pm - 9.00pm	CLOSE

4.11.5 Supplementary Examination (for all HICT Diploma programmes)

- a) A supplementary examination may be offered to students who obtained grade:-
 - (i) From 'C-' to 'D' for all course(s) during the final examination.
(all S.I.T Diploma **EXCEPT** for Diploma in Business Studies and Diploma in Accountancy programmes)
 - (ii) From 'C-' to 'D+' for all course(s) during the final examination.
(for Diploma in Business Studies & Diploma in Accountancy programmes)
- b) Students are **NOT** allowed to sit for more than two (2) supplementary courses per semester.
- c) A supplementary examination is to be arranged not later than two (2) weeks from the commencement of the following semester.
- d) Supplementary examination marks are to be included with coursework.
- e) The only passing grade a student may obtain is 'C'. The new grade will override the previous grade.

4.11.6 Misconduct in Examination

- a) Students who are found guilty of misconduct in an examination will be liable to any of the following penalties:
 - (i) **A fine** of not more than RM1,000.
 - (ii) **Zero mark** for the paper. A written warning to the candidate with a copy in the student's file and/ or a copy to be sent to his/ her parent/ guardian.
 - (iii) **Zero mark** for the paper and suspension from the programme for a period not exceeding one (1) year.
 - (iv) **Suspension** from the College for a period not exceeding three (3) years.
 - (v) **Expulsion** from the College.

4.12 Non-Grade Point Average (GPA) Grading Scheme

4.12.1 Foundation in English Language Programme

Grade	Description	Range
A	HIGH DISTINCTION	80 - 100
B	DISTINCTION	70 - 79
C	CREDIT	56 - 69
D	PASS	46 - 55
F	FAIL	0 - 45

Notations :-

W	-	Withdrawn
*I	-	Incomplete
AU	-	Audit
YA	-	Absent from the final examination with approval
XA	-	Absent from the final examination without approval
BAR	-	Barred from the final examination

***I – Incomplete**

- (i) *Duration for this grade will be one (1) month from the final examination. If this duration is to be extended, need to seek the approval from the Board of Examiners (BOE).*
- (ii) *Case by case basis - Only recommendation by the lecturer and Head of Department/ Centre.*

4.12.2 General English Proficiency Programme

Grade	Description	Range
A	DISTINCTION	75 - 100
B	CREDIT	60 - 74
C	PASS	50 - 59
F	FAIL	0 - 49

Notations :-

W	-	Withdrawn
*I	-	Incomplete
AU	-	Audit
YA	-	Absent from the final examination with approval
XA	-	Absent from the final examination without approval
BAR	-	Barred from the final examination

***I – Incomplete**

- (i) *Duration for this grade will be one (1) month from the final examination. If this duration is to be extended, need to seek the approval from the Board of Examiners (BOE).*
- (ii) *Case by case basis - Only recommendation by the lecturer and Head of Department/ Centre.*

4.12.3 The Association of Chartered Certified Accountant - Certified Accounting Technician Programme

ACCA-CAT Paper 1 (CAT1001) & Paper 2 (CAT1002)

Grade	Description	Range
P	PASS	55 - 100
F	FAIL	0 - 54

ACCA-CAT Paper 3 (CAT2003) & Paper 4 (CAT2004)

Grade	Description	Range
P	PASS	50 - 100
F	FAIL	0 - 49

ACCA-CAT Paper 5 - 10 (CAT3005, CAT3006, CAT3007, CAT3008, CAT3009, CAT3010)

Grade	Description	Range
P	PASS	40 - 100
F	FAIL	0 - 39

4.12.4 The Chartered Institute of Management Accountants Programme

Grade	Description	Range
GP	A VERY GOOD STANDARD OF PASS	60 - 100
PS	PASS STANDARD	50 - 59
MF	MARGINAL FAIL	40 - 49
F	FAIL	30 - 39
BF	BAD FAIL	0 - 29

Notations :-

ABS – **Absent (have not handed in an answer paper)**

4.12.5 Bachelor of Science in Economics & Management and Bachelor of Science in Accounting & Finance - (External) University of London Programmes

Grade	Description	Range
D	PASS WITH DISTINCTION	70 - 100
M	PASS WITH MERIT	60 - 69
C	PASS WITH CREDIT	50 - 59
P	PASS	40 - 49
F	FAIL	0 - 39

Notation :-

F(A) – **Absent from the final examination**

F(B) – **Barred from the final examination**

4.12.6 Bachelor of Computer & Information Science, Bachelor of Pharmacy, Bachelor of Applied Science (Food Science and Nutrition) & Bachelor of Medical and Pharmaceutical Biotechnology programmes.

Grade	Description	Range
HD	HIGH DISTINCTION	85 - 100
D	DISTINCTION	75 - 84
C	CREDIT	65 - 74
P1	PASS LEVEL 1	55 - 64
P2	PASS LEVEL 2	50 - 54
F1	FAIL LEVEL 1	40 - 49
F2	FAIL LEVEL 2	0 - 39
NGP	*NON-GRADED PASS	50 - 100
F	*NON-GRADED FAIL	0 - 49
F(A)	FAIL – ABSENT FROM THE FINAL EXAMINATION	-
F(B)	FAIL – BARRED FROM THE FINAL EXAMINATION	-
CP	CONCEDED PASS	-
TP	TERMINATING PASS	-
SP	SUPPLEMENTARY PASS	-
F	SUPPLEMENTARY FAIL	-

*Indicates that the course is assessed only on a basis of pass or fail.

Final Notations :-

W – **Withdraw – Not Fail**

WF – **Withdraw – Fail**

Interim Notations :-

S – **Supplementary Assessment**

D – **Deferred Assessment**

I – **Incomplete Assessment**

O – **On-going Assessment**

4.13 Grade Point Average (GPA) Grading Scheme (Full Credit Hour System)

4.13.1 All HICT Diploma programmes **EXCEPT** for Diploma in Business Studies, Diploma in Accountancy and Foundation Studies Programmes

Grade	Quality Points	Range
A	4.00	85 - 100
A-	3.67	80 - 84
B+	3.33	75 - 79
B	3.00	70 - 74
B-	2.67	65 - 69
C+	2.33	55 - 64
C	2.00	50 - 54
C-	1.67	46 - 49
D+	1.33	43 - 45
D	1.00	40 - 42
D-	0.67	35 - 39
F	0.00	0 - 34

Notation :-

R	-	Course(s) Repeated
W	-	Withdrawn
*I	-	Incomplete
AU	-	Audit
YA	-	Absent from the final examination with approval
XA	-	Absent from the final examination without approval
BAR	-	Barred from the final examination

***I – Incomplete**

- (i) *Duration for this grade will be one (1) month from the final examination. If this duration is to be extended, need to seek the approval from the Board of Examiners (BOE).*
- (ii) *Case by case basis - Only recommendation by the lecturer and Head of Department/ Centre.*

4.13.2 Diploma in Business Studies and Diploma in Accountancy Programmes

Grade	Quality Points	Range
A	4.00	81 - 100
A-	3.67	74 - 80
B+	3.33	67 - 73
B	3.00	61 - 66
B-	2.67	54 - 60
C+	2.33	47 - 53
C	2.00	40 - 46
C-	1.67	35 - 39
D+	1.33	30 - 34
D	1.00	26 - 29
F	0.00	0 - 25

Notations :-

R	-	Course(s) Repeated
W	-	Withdrawn
*I	-	Incomplete
AU	-	Audit
YA	-	Absent from the final examination with approval
XA	-	Absent from the final examination without approval
BAR	-	Barred from the final examination

***I – Incomplete**

- (i) *Duration for this grade will be one (1) month from the final examination. If this duration is to be extended, need to seek the approval from the Board of Examiners (BOE).*
- (ii) *Case by case basis - Only recommendation by the lecturer and Head of Department/ Centre.*

4.13.3 Foundation Studies Programmes

Grade	Quality Points	Range
A	4.00	80 - 100
A-	3.67	75 - 79
B+	3.33	70 - 74
B	3.00	65 - 69
B-	2.67	60 - 64
C+	2.33	55 - 59
C	2.00	50 - 54
C-	1.67	46 - 49
D+	1.33	43 - 45
D	1.00	40 - 42
D-	0.67	35 - 39
F	0.00	0 - 34

Notations :-

R	-	Course(s) Repeated
W	-	Withdrawn
*I	-	Incomplete
AU	-	Audit
YA	-	Absent from the final examination with approval
XA	-	Absent from the final examination without approval
BAR	-	Barred from the final examination

***I – Incomplete**

- (i) *Duration for this grade will be one (1) month from the final examination. If this duration is to be extended, need to seek the approval from the Board of Examiners (BOE).*
- (ii) *Case by case basis - Only recommendation by the lecturer and Head of Department/ Centre.*

4.13.4 Bachelor of Science in Business programme

Grade	Quality Points	Range
A	4.00	88 - 100
A-	3.67	85 - 87
B+	3.33	81 - 84
B	3.00	77 - 80
B-	2.67	73 - 76
C+	2.33	69 - 72
C	2.00	65 - 68
C-	1.67	61 - 64
D+	1.33	57 - 60
D	1.00	53 - 56
F	0.00	0 - 52

Notation :-

R	–	Course(s) Repeated
W	–	Withdrawn
I	–	Incomplete
S	–	Satisfactory
NS	–	Not Satisfactory
P	–	Pass
NP	–	Not Pass

4.14 Calculations of the Grade Point Average (GPA) and Cummulation Grade Point Average (CGPA)

- *Grade Point Average (GPA)*

$$\frac{\Sigma (\text{Quality points} \times \text{credit hours}) \text{ of the particular semester}}{\Sigma \text{ credit hours}}$$
- *Cummulation Grade Point Average (CGPA)*

$$\frac{\Sigma (\text{Quality points} \times \text{credit hours}) \text{ of all semester up till current semester}}{\Sigma \text{ credit hours}}$$
- Academic Standing/ Status (by Semester)
 - GPA 3.50 and above – Dean’s list
 - GPA 2.00 to 3.49 – Good Standing
 - GPA below 2.00 – Probation
 - (Please refer to Probation Policy)
- Student who repeats or sits for supplementary course(s) and obtained a better grade, the new GPA/ CGPA will override the old GPA/ CGPA.
- A minimum grade of ‘C’ must be obtained for all the required course

4.15 President’s List Criteria

- President’s List will be awarded to students who obtained Dean’s List for all the semesters, and successfully passed all the required courses and met the graduation criteria.

4.16 Dean's List Criteria

- A grade point average (GPA) of **3.50 and above** in each normal/ regular semester (not applicable for summer/ short semester).
- Must **ENROL** for full load of at least **twelve (12) credit hours**.
- Must **NOT** have any disciplinary record.
- Must **NOT** include repeating courses.

4.17 Probation Policy

- Students who obtained grade point average (GPA) **below 2.00**, will be placed under probation.
 - (i) 1st Probation
 - Student must **NOT** enrol for more than **twelve (12) credit hours** of courses.
 - A warning letter will be sent to the student and a copy to the parent.
 - (ii) 2nd Probation
 - Student must **NOT** enrol for more than **twelve (12) credit hours** of courses.
 - Second warning letter will be sent to the student to remind the student to attain at least a grade point average (GPA) of 2.00 and a copy of the warning letter will be sent to the parent.
 - (iii) 3rd Probation
 - Student must **NOT** enrol for more than **twelve (12) credit hours** of courses.
 - Third and final warning letter will be sent to the student to remind the student to attain at least a grade point average (GPA) of 2.00 and a copy of the warning letter will be sent to the parent.
 - (iv) Suspension
 - After **three (3) consecutive manners** of probation, student will be suspended if he/ she obtained GPA below 2.00 again the 4th times.
 - Appeal for re-admission
 - Student is required to appeal if he/ she wish to be re-admitted to the same/ other programme that is being offered by S.I.T.
 - Appeal should be made to the Academic Director, Registrar, Dean of School and the respective Head of Department/ Centre.

4.18 Repeat Course(s)

- Students who failed any course(s) will have to repeat the course(s).
- Pre-requisite course(s) must be repeated in the very next semester it is offered.
- Students may be allowed to repeat a course(s) to improve his/ her grade.
- Repeat students are **REQUIRED** to pay the course fee, computer lab fee/ science lab fee (if applicable) and attend the lectures/ tutorials/ practical.
- If a course is repeated, the coursework component **MUST** also be repeated. The GPA and CGPA will be re-calculated.
- There will be an indication '**R**' at the side of the new grade. (**R = Courses Repeated**).

4.19 Results

- Appeal for Re-marking
 - a) Appeal for remarking of examination answers script **MUST** be made within **seven (7) days** of the semester commencement date.
 - b) In the event where the results are not released by the semester commencement date, appeal (s) should be made within **three (3) days** from the date the results are released.

- c) Students have to fill up the “**Examination Result Appeal**” form and submit it to the Registry.
- d) An appeal of **RM100.00** per paper is charged.
- e) Refund will be granted should the appeal is successful.

(All the above conditions may differ for students in twinning programmes. In such programmes, the regulations of the partner university will be used.)

- Examination Results Release
 - a) All results must be endorsed by the Board of Examiners (B.O.E) before the results can be released to the students.
 - b) Results will be released to the students, one day after the B.O.E Meeting, latest by the Friday of the week before the commencement of the next semester. The results can be viewed via the NEXUS.

4.20 Graduation Criteria

- To graduate, students **MUST** successfully passed all the required courses and obtained a cummulation of grade point average (**CGPA**) **above 2.00**. The certificate can only be collected during the **HICT Convocation & Presentation of Awards Ceremony**.