

# Programme Handbook

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**School of Business and Communication**

**AUGUST 2022**

## **Certificate in Business Studies (CBSN)**

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# A Welcome Note from the Dean, School of Business and Communication



School of Business and Communication (SBC) of INTI International College Subang welcomes you to an exciting and enriching academic journey in the field of business or mass communication.

In this programme handbook, it contains important information with regard to programme structure, assessment regulations, academic policies and regulations, examinations regulations, general rules, resources, services and facilities. I would like to encourage you to read through this handbook and feel free to contact your Head of Program if you need any further information.

SBC is keen in delivering high academic quality education and I would like you to keep an open mind in learning new things be it through lectures, tutorials, assessments, practical, workshops, blended learning, and activities and so on.

We in the School are committed to support and empower you in this enriching academic journey and looking forward to your success in making a positive difference. Students in turn are expected to attend classes regularly, participate actively in Blackboard, complete in time all assessments and engage in a constructive discussion with your coursemates.

We hope you have a great college experience and remember to continuously challenge yourself for a greater success.

*Sincerely yours,*

**Hew Fui Mun**

MBA (Marketing), BSc (Human Development)  
Dean, School of Business and Communication

# INTRODUCTION

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## **Career-focused Programmes**

An INTI education programme emphasises on the nurturing of candidates who are equipped with the necessary skills to enter the intense competition of the demanding job market. The INTI edge is further enhanced by our E2E™ (Enrolment to Employment) initiative which is supported by participating multinational corporations that provide the crucial real life skill sets and experience.

## **State-of-the-art Communications Environment**

All INTI campuses are equipped with fibre optic networks and state-of-the-art communications technology, allowing students and lecturers to seamlessly connect and access our vast resources.

# **SCHOOL OF BUSINESS AND COMMUNICATION (SBC)**

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All programmes offered by the School of Business and Communication provide an excellent all-round business education and is best suited for those intending to gain a good understanding of all areas of business.

Graduates will be prepared in their respective areas of business, namely accounting, management, marketing, business administration and finance. The curriculum, course content, academic standards, assessments and examination are strictly designed for students to gain academic knowledge and develop practical skills and abilities, enabling them as graduates to assume positions in organizations related to manufacturing, financial services, health care, government enterprises and other industries.

# CERTIFICATE IN BUSINESS STUDIES (CBSN)

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Welcome to the Certificate in Business Studies (CBSN) programme at IICS.

The handbook is issued to the students of School of Business (SBC) at INTI, to provide you with information about the organization of SBC and the programme you will be studying. It also introduces you to the facilities and services available on campus and IICS Rules and Regulations. **We strongly advise students to read the information provided in this handbook and keep it for future reference.**

*We have tried, as far as we can, to make sure that the information given in this handbook is accurate and up to date, but it is possible that further changes could take place after it has been printed.*

## PROGRAMME MANAGEMENT & PERSONNEL

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***IICS's Personnel are:***

Name	Position	Email	Ext
<b>Diploma in Business</b>			
Hew Fui Mun	Dean	fuiimun.hew@newinti.edu.my	2875
Leong Mie Shin	Head of Programme	mieshin.leong@newinti.edu.my	2871
Lai Jing Ru	Programme Officer	jingru.lai@newinti.edu.my	1719

\*INTI International College Subang General Line: +603-5623 2800

# PROGRAMME AIMS

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The programme aims to provide students with fundamental knowledge, basic technical, operational and entrepreneurial skills to perform effectively and ethically within their specific areas of Business Studies, hence inculcating the desire for lifelong learning and career development.

# PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

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3-5 years after graduating from the programme, a graduate is a team leader or senior executive who is able to/is:

**PEO1:** Apply basic knowledge and skills in business to support their career advancement and the industry

**PEO2:** Demonstrate professional ethics, effective social skills and responsible behaviour in both social and professional interactions with the wider community

**PEO3:** Play the role of a reliable team member or team leader through good communication and problem-solving skills

**PEO4:** Show life-long learning skills and be creative as well as innovative in managing resources and information

# PROGRAMME LEARNING OUTCOMES (PLO)

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At the end of the programme, a student is able to:

**PLO1** Apply fundamental knowledge in business and management in business related activities

**PLO2** Use basic tools and techniques in solving task-related problems

**PLO3** Display practical and other appropriate technical skills when carrying out business and management related activities

**PLO4** Demonstrate social and collaborative skills when engaging with peers and stakeholders

**PLO5** Demonstrate effective communication skills with peers and stakeholders in various contexts

**PLO6** Display the skills to obtain, use and manage information both effectively and ethically using digital and/or information technologies

**PLO7** Employ relevant numeracy and data analysis skills in carrying assigned tasks or business projects

**PLO8** Demonstrate responsible proactive behaviour when leading a group or being a member in a group

**PLO9** Demonstrate confidence, good personal management skills, independent learning and keen interest in long life learning

**PLO10** Demonstrate entrepreneurial and managerial skills in assigned projects or tasks

**PLO11** Demonstrate professionalism, attitudes and values in engaging with the peers and stakeholders

## **STUDENT'S RESPONSIBILITIES**

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Throughout the academic year there are a number of things that INTI and the Certificate in Business Studies requires students to do in order to ensure the smooth running of administrative procedures. The following is the academic information that would provide you with valuable information on all aspects of your progression through the year and highlights what we require from you, what we offer and also, in some places, the possible consequences if you fail to comply. **Hence, it is the student's responsibility to read and know this information. It is also the student's responsibility to keep check of their subjects, electives, MPU subjects, and project.**

# PROGRAMME STUDY PLAN

**AUGUST  
2022**

## SUBJECT LIST CERTIFICATE IN BUSINESS STUDIES (CBSN)

SEM	SESSION	SUBJECT CODE	SUBJECT	CREDIT HOURS
1	Aug'22	MGT1001	Management	4
		MKT1001	Marketing	4
		COM1001	Business Communication Skills	4
		SSC1001	Personal Development Skills	4
		MPU1223	Study Skills For Certificate Level	3
		<i>Total Credit Hours:</i>		
2	Jan'23	ENL1002	English	4
		MAT1001	Mathematics	4
		<i>Total Credit Hours:</i>		
3	Apr'23	ACC1001	Book Keeping Skills	4
		CSC1011	Basic Skills in Office Software Application	4
		BUS1002	Business Fundamentals	4
		ENT1001	E-Commerce and Its Applications	4
		MPU1153/ MPU1133	Malaysian Studies 1 (Local students)/ Malay Communication 1 (International students)	3
		<i>Total Credit Hours:</i>		
4	Aug'23	ECO1002	Business Economics	4
		MGT1006	Inventory Management	4
		MGT1009	Small Business Management	4
		MPU1313	Introduction to Malaysian Culture	3
		<i>Total Credit Hours:</i>		
<b>GRAND TOTAL CREDIT HOURS</b>				<b>61</b>

\*Study plan is subject to change.

\*\* Management has the right to rearrange the subjects or make changes accordingly.



## **COURSE DESCRIPTION**

### **ACC1001 BOOK KEEPING SKILLS**

This course covers accounting role and cycle, accounting control and concepts, for revenue, expenses, assets, liabilities and owner's equity, accounting at the end of period and the preparation of financial statements.

### **BUS1002 BUSINESS FUNDAMENTALS**

The course introduces students to the field of business, and offers an overview of basic business, management and marketing concepts, terminology, principles, practices, functions, operations and institutions.

### **COM1001 BUSINESS COMMUNICATION SKILLS**

This course is designed to provide students with the necessary written and oral communication skills to enable them to relate to others on computing and non-computing matters. The students should also develop skills of acquiring, selecting and presenting information. It also encourages the development of sensitivity to and awareness of other people's ideas and attitudes.

### **CSC1011 BASIC SKILLS IN OFFICE SOFTWARE APPLICATION**

This course introduces students to the practical application of key software packages. Students will be taught the fundamental skills necessary to use the application packages. They will be exposed to real world examples and procedures that will prepare them to be skilled users of Microsoft Word, Excel and Power Point.

### **ECO1002 BUSINESS ECONOMICS**

This course is designed to introduce the general concepts in economics, show their importance in daily decision making and expose the students to the economist's way of thinking.

### **ENL1002 ENGLISH**

The course is designed to improve the student's language skills through the teaching of grammar, the reading of passages with supplementary comprehension and vocabulary exercises and simple writing tasks. Wherever possible, reading passages and writing tasks reinforce structures taught in grammar lessons.

### **ENT1001 E-COMMERCE AND ITS APPLICATION**

This course exposes students with principles of e-commerce and its applications from a business perspective. Students will be familiar with present concepts and skills for the strategic use of e-commerce and related information technology from the perspective of business to consumers, business to business and intra-organizational. This course will enable students to develop knowledge in computer literacy, e-commerce web development and internet marketing.

### **MAT1001 MATHEMATICS**

A course on basic concepts of the real number system, graphing linear equations, functions, solving systems of equations, inequalities, polynomials and quadratic equations.

### **MGT1001 MANAGEMENT**

The course introduces students to the field of management, and offers an overview of basic management concepts, terminology, principles, practices, functions, operations and institutions.

**MGT 1006 INVENTORY MANAGEMENT**

This course introduces students to the overview of inventory management, storage and supply of materials, elementary principles and basic methods of stock management, introduction to material requirements planning and Just-in-time purchasing.

**MGT 1009 SMALL BUSINESS MANAGEMENT**

In this course, students will be introduced to the small entrepreneurial ventures to align and coordinate multiple activities in a small business organisation using appropriate management skills.

**MKT1001 MARKETING**

This course will introduce the student to the general nature of marketing as a business philosophy and as a study in the exchange process.

**SSC1001 PERSONAL DEVELOPMENT SKILLS**

Personal development skills are designed to provide success strategies to improve personal and professional skills. This course comprise interpersonal and problem solving skills, positive attitude and behaviours, adaptability when working with others and a basic understanding of financial management skills. With better understanding of these skills, students will be able to enhance their personal development skills and career development.

<b>INFORMATION ABOUT MPU MODULES</b>
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Requirements by MQA on MPU Subjects. All students are required to fulfill the National Accreditation Board (MQA) requirements by passing:

Subject Code / Title	Compulsory for:	
	Malaysian	Non-Malaysian
MPU1153 / Pengajian Malaysia 1 (Local)	√	
MPU1133 / BM Komunikasi 1 (International)		√
MPU1223 / Study Skills For Certificate Level	√	√
MPU1313 / Introduction to Malaysian Culture	√	√

# ACADEMIC POLICIES AND REGULATIONS

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All students are encouraged to read and understand all academic policies and regulations as contained in this section.

## ACADEMIC REQUIREMENTS

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As per MQA guidelines, MPU subjects are compulsory for ALL Malaysian & Non- Malaysian students. Students need to do 3 MPU subjects.

## COLLEGE CALENDAR

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Students must refer to the college calendar for important deadlines and scheduled events for the semester. A copy of the calendar can be obtained from the [ecampus.inti.edu.my](http://ecampus.inti.edu.my)

## LONG VS SHORT SEMESTER

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In general, institutions of higher education in Malaysia operate on two long and one short semester.

In the long semester, the academic calendar is usually divided into a 16 week term. A student will normally enroll for 5-6 courses per semester.

In the short semester, the academic calendar is divided into an 8 week term. A student will normally enroll for 2 to 3 courses per semester.

## CREDIT HOURS

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A minimum course load per a long semester for a full time student in good academic standing is 12 credit hours. The maximum credit hour per a long semester as stipulated by MQA guidelines are 18 credit hours. As for the short semester, the minimum credit hours would be 3 credit hours, whereas the maximum as per MQA guidelines would be 9 credit hours. One credit hour is taken to mean one hour of lecture or two hours of laboratory session per week.

## LATE ENROLMENT

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All continuing students must enroll during the scheduled enrolment period to avoid the late enrolment fee as follows:

After first week: RM300.00

## CLASS ATTENDANCE

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An academic semester consists of 14 weeks of classes (long semester) and 7 weeks of classes (short semester). Students are expected to attend all classes they have registered for. Absence from class is acceptable if the student is **medically unfit**, in which case, a “**medical certificate**” has to be produced. For humanitarian and other reasons, **supporting documents (e.g. letter from employers/ parent/ guardian)** must be submitted to the Head of Programme at the earliest possible moment. Students are accountable for any work missed during the period of absence.

The disciplinary consequence for unexcused class absenteeism from a given course is stated as follows:

Students need to achieve a minimum of 80% attendance for each enrolled module and the School reserves the right to bar student who does not fulfill this requirement from sitting for the Final Examination of the module. The term attendance includes participation in blackboard learning activities.

### **LEAVE OF ABSENCE**

A student who intends to apply for leave must obtain approval from the relevant lecturers by completing the “Student Leave Application Form” (available at the School’s office). The form is then submitted to the Head of Programme who may or may not approve the application.

### **ADD/DROP COURSES**

Add/drop courses shall be done via enrolment portal and routed to Head of Programme (HOP) for further approval. In certain circumstances, student may be required to complete an ADD/DROP form which can be obtained from the School).

Terms and Conditions are as follows:

	<b>Deadline</b>	<b>Payment</b>	<b>Remarks</b>
<b>Drop</b>	During 1st week – 2nd week	100% Tuition fee credit	
	During 3rd week – 4th week	50% Tuition fee credit	All programme excepts CAE programmes where a “W” will be recorded.
	During 5th week - 6th week (S)	<b>NO</b> Tuition fee credit	A “W” will be recorded *
	During 5th week - 11th week (L)	<b>NO</b> Tuition fee credit	A “W” will be recorded *
	From 12th week – Drop is not allowed	<b>NO</b> Tuition fee credit	Drop is not allowed and a “F” grade is recorded in system

(S) - Short Semester (L) - Long Semester

### **TRANSFERS BETWEEN PROGRAMMES**

It may be possible to arrange for students to transfer between programmes, particularly during the very early stages of your study. However, permission to do so depends on a number of factors; in particular, you will have to meet the entry requirements of the programme you wish to change to. You will be required to discuss this issue with your current and prospective Head of Programme. Transfer form is available from SBC. It is your responsibility to ensure that all parties have signed the form before the transfer takes effect.

### **INTER-CAMPUS TRANSFER**

Students who desire to transfer to another INTI campus must complete the required transfer form and obtain prior approval.

## **DEFERMENT OF STUDIES**

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For various reasons, students may apply to defer their studies by completing the “Deferment Form” which is available in the School office. It is to be noted that the form has to be submitted to the School before week 7 of a long semester (and week 4 of a short semester), and that there will be no refund of fees after the first day of the semester.

The completed form must be accompanied by a letter from the student stating the reason(s) and period of deferment requested, as well as a letter from the parent/guardian affirming it. Wherever applicable, other supporting documents are to be submitted as well. It is the responsibility of the student concerned to check with the Head of Programme one week after the date of submission whether the application has been approved.

## **WITHDRAWAL FROM COLLEGE**

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Students who intend to terminate their studies prematurely as well as students who have completed their programme of studies, are required to officially withdraw from the college by completing the “Local/International Student Withdrawal Form” which is available at the School office. It is to be noted that the withdrawal process will take at least 3 weeks and the deposit is refunded to the parents/guardian. Students who terminate their studies prematurely are required to meet with the respective Head of Programme.

## **CHANGING ADDRESSES**

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It is important that you inform the Office of Admissions and Records (OAR) immediately if you change your home address or any personal details. Alternatively, you can do this via the online portal at e-campus portal. This is to enable us to contact you while you are studying at INTI.

## **FEEDBACK**

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Students have the opportunity to give feedback on all aspects of their programme/pathway. Class representatives will pass on any suggestions or queries to the Programme Officer when they meet each semester.

# GRADING SYSTEM

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All courses and assigned studies are graded based on INTI system and expressed according to the following letter system.

Grade	Mark Range	Grade Point (GP)
A+	90 – 100	4.00
A	80 – 89	4.00
A-	75 – 79	3.67
B+	70 – 74	3.33
B	65 – 69	3.00
B-	60 – 64	2.67
C+	55 – 59	2.33
C	50 – 54	2.00
C-	45 – 49	1.50
D	40 – 44	1.00
F	0 – 39	0.00
RP	50-100	2.00
RF	0-49	1.50

Note:

*The above grading system is not applicable to the Degree Programme.*

## RE-SIT

- A student may re-sit any final examination if a grade C- is obtained for the course. However, this is at the discretion of the Examination Board.
- Students who do not attend the re-sit will automatically be graded RF in their transcript for the said course in the following semester.

## REPEATING COURSES

- A student may repeat any course in which a failed grade is obtained and is only allowed a maximum of three attempts at a particular course to achieve a pass grade.

## REPEAT INSTEAD OF RE-SIT

- Students can appeal for a repeat instead of a re-sit with the approval from Head of Programme.

## STUDENT EVALUATION

- Coursework : 60% OR FULL 100%
- Final Examination : 40%

## GRADING SCALE

- **Courses with final examination:** A grade C or a pass mark of 50% can only be achieved when the student attempts both the coursework and final exams.
- **Courses with 100% coursework:** A student who obtains a grade C- (45 -49 marks) in a 100% coursework module will be allowed to resubmit the coursework component determined by the lecturer and ascertained at the Exam Board. Resubmission marks will be capped at a maximum of 50 marks.

**For student under the programme code, CBSN, the following pass criterion shall apply:**

1. A student must get a combined total of 50% from the continuous and final assessment components to pass,

AND

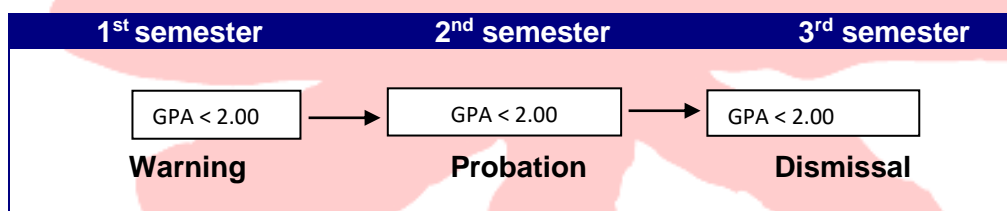
2. For BOTH continuous and final assessment components, a student must achieve a minimum score of 40%.

## ACADEMIC STATUS

### ACADEMIC STANDING

- Good Standing : GPA  $\geq$  2.00
- Warning : GPA < 2.00 for any one semester
- Probation : GPA < 2.00 for any two consecutive semesters
- Dismissal : GPA < 2.00 for any three consecutive semesters

The status of students who achieved a GPA of less than 2.00 will be determined as follows:



### NUMBER OF SUBJECTS ALLOWED BY ACADEMIC STANDING

ACADEMIC STANDING	NUMBER OF SUBJECTS	
	LONG SEMESTER	SHORT SEMESTER
GOOD STANDING	5 – 6 SUBJECTS (MAXIMUM 20 CREDITS)	2 – 3 SUBJECTS (MAXIMUM 10 CREDITS)
WARNING / PROBATION	2- 4 SUBJECTS ONLY	2 SUBJECTS ONLY
DISMISSAL	2 SUBJECTS ONLY	1 SUBJECT ONLY

# EXAMINATION REGULATIONS

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The Examinations Office (EO) oversees all examinations and the processing of students' examination grades and organizes the Examinations Board meetings.

Vital information on examination time-tables (final, make-up and re-sits), quarantine schedules, last date to submit petitions for review of grades, etc. are displayed on the Examinations notice boards.

Students are advised to read the notices and announcements on the Examinations Notice Boards.

## EXAMINATION REGULATIONS FOR STUDENTS

### Before the Examination

1. Thoroughly check through the examination time-table displayed on the notice board outside the EO and ascertain your examination date, time and venue. Misreading of the time-table will not be accepted as a reason for absence from an examination.
2. Students are given 2 weeks respectively from the release date of the 1<sup>st</sup> and 2<sup>nd</sup> draft of the examination time-table to report to the EO on any clashes (3 subjects in one day or 2 subjects at the same time only).
3. Candidates can only enter or leave the examination room with the permission of the Chief Invigilator.
4. Only materials permitted by the EO will be allowed into the exam room. Students are advised not to bring pencil boxes, hand phone / cellular phones, laptop, netbook, PDA (such as Blackberry & iPhone), electronic dictionaries, programmable calculators or other written documents to examinations. The College will not be responsible for any losses.
5. Follow the instructions of the invigilator, carefully fill up the attendance slip and sign the
6. A candidate who arrives more than half an hour late will not be allowed to sit for the examination.

### During the Examination

1. Candidates are to remain silent during the entire course of the examination.
2. If a candidate has any queries or questions concerning the examination, he / she should raise a hand to get the attention of the invigilator and tell his / her problem.
3. If a candidate needs to use the washroom, he / she should raise a hand and inform the invigilator. The candidate will then be directed to a washroom.
4. Candidates are not allowed to leave the examination hall during the first half hour of the examination and the last half hour of the examination.



### **At the End of the Examination**

1. When the invigilator announces the end of the examination, all candidates **MUST** stop writing immediately and continue to observe silence.
2. Candidates should tie up the answer scripts and wait for them to be collected.
3. No unused examination materials or paper used for rough work should be taken out of the examination room.
4. Candidates should leave the Examination Room in an orderly manner after being released by the invigilator.

### **Re-sit Examination**

1. All dates of re-sit examinations are displayed on the Examinations Notice Boards.
2. Students who have transferred from other INTI campuses **MUST** re-sit in the campus they are enrolled in.
3. Students are encouraged to come to the EO if they have any queries.

### **Release of Final Examination Results**

The EO is the sole authority for issuing and releasing examination grades. Lecturers will inform their students of the course work marks prior to the final examination. No telephone enquiry on the grades will be entertained.

Students can view their examination results in: <http://mail.student.newinti.edu.my>

### **Petition to Review the Semester Final Grades**

A student who wishes to have his / her final grade reviewed must file an official petition with the EO. There is a petition fee payable to the Finance Office. Students are advised to refer to the Examinations Notice Board for the last day to submit their petition.

There is no review of make-up / re-sit grades.

### **REGULATIONS CONCERNING RE-SIT**

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1. Students who obtained a grade C- in any of the final examinations will be given one chance to re-sit for the examination **by week 2** of the new semester.
2. Students should check for the date, time and venue for the re-sit examinations from the Examination Office if they failed any of the examinations and is entitled for a re-sit examination.
3. Re-sit examinations are given a weightage of 100% and the students will be awarded a RP grade if they pass the re-sit examinations and RF grade if they fail.
4. In the event of a student not applying for re-sit examinations by the deadline and/or not taking the re-sit examinations set and scheduled by the College, the student is deemed to have failed that examination.
5. Students have to repeat the class if they obtained a grade D or F for that subject.
6. Students may request for remarking of any of subjects, which they have failed at the Exam Office.

## QUARANTINE REGULATIONS DURING FINAL, RESIT AND MAKE-UP EXAMINATIONS

1. Students with two (2) subjects in the same time slot or three (3) subjects in one day are required to sit for the examinations in the Quarantine Room (determined by the Examinations Office). The relevant information will be pasted on the Examinations Notice Boards before the final exams period. Students are required to check and to inform the Examinations Office at least ONE week before the start of the final exams period if their names are not listed.
2. Students must report to the Quarantine Room, 15 minutes BEFORE THE START of the examinations.
3. Students cannot leave the Quarantine Room without the permission of the Invigilator and/or the Exams Officer.
4. Students will take both the “clashed” subjects in the Quarantine Room.
  - Students are required to bring their lunch packs and have their food in the Quarantine Room itself from 11am - 12noon.
  - An invigilator must escort any student who would like to go to the washroom.
5. The invigilators will collect all question papers and materials.
6. Any student caught passing information to other students will be subjected to disciplinary action, including dismissal, if found guilty.
7. The quarantine students MUST NOT leave the quarantine room even though they have finished their examination earlier than the scheduled time. Students who leave the quarantine room without authorization MAY BE disqualified from their examinations.
8. Revision or reading is allowed during the break time.

## EXTENUATING CIRCUMSTANCES AND MEDICAL EVIDENCE

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Students are allowed to draw the attention of the Board of Examiners if there is any **significant personal circumstances** which they believe may have affected their performance in one or more assessments, or have caused them to miss a coursework deadline or to be absent from an examination. Such submissions must be made in writing, and an appeal form-“**Appeal for Extenuating Circumstances During Examination (EO-19)**” completed with supporting documents, e.g. medical certificate or parent/ guardian’s letter.

A student who is absent from the final examination MUST inform the College’s Examination Office and Head of Programme / Programme Officer of the extenuating circumstances **within 72 hours** from the scheduled examination.

The Board of Examiners is required to make their decisions on students’ academic grades, and their progression and awards, with respect to actual achievements. Boards cannot determine what grades would have been achieved by candidates had their circumstances been different.

# ACADEMIC DISHONESTY (AD)

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**Definition:** Using someone else's work, ideas, answers, etc. and claiming it as your own original work, ideas, answers, etc. in an academic setting. (knowingly or unknowingly)

There are other cases of academic dishonesty besides the usual cheating during formal exams, tests, quizzes by copying, bringing in notes/answers, working with or helping friends. Other examples of academic dishonesty include the following, but not limited to only these examples:

**Plagiarism** : using another person's work as your own work (knowingly or unknowingly) without acknowledging the source properly.

To avoid plagiarism, you must always include proper referencing and citations for all the material you used in completing your assessments (coursework, assignments, projects, take-home tests/exams and open book tests/exams) You need to state clearly exactly what words or ideas have come from which source if they are not your original ideas.

Such material can be published or even unpublished sources. It can be a textbook, magazine, newspaper, online or other electronic media, lecture slides, notes, class hand-outs, other students' work, work from friends, relatives and family. This includes using your own work from another class, college or even from the same class, which you may be repeating. (Resubmitting the same work upon request from lecturer is not counted here)

Besides words, it can also be pictures, graphics, computer code, math or scientific working, etc. If you are unsure, always check back with your lecturers.

It is also considered plagiarism if you use software or other online resources to help you deliberately avoid plagiarism and also translating a source from another language and not citing the source properly.

## **Other forms of academic dishonesty include:**

**Collusion:** helping your friend with the answers intentionally or unintentionally.

Common examples are when you share the softcopy of your work , a classmate copies your work from your laptop/flashdrive without your knowledge, letting others take a photo/screenshot of your work to help them.

If they submit the whole or even part of your work, both you and your friend will be considered to be guilty of collusion.

**NEVER** give your friends a copy (softcopy or hardcopy) of your work, tests, etc. until **AFTER** the submissions are closed. Ideally you should only let them see it after the lecturer has marked and returned it to you.

**Contract Cheating:** getting someone else to do the whole or a part of your assessments (coursework, assignments, projects, take-home tests/exams and open book tests/exams).

This also includes going to online sites to buy an assignment, paying someone to do it for you, or even getting a friend or relative to help with the assessment for you.

**Falsification:** Making up or changing data, information, results, claiming to have completed experiments, interviews which you haven't done and using this in your assessments. This also includes making up fake citations and references.

IICS Library has resources to assist you in doing proper referencing. You can always see your lecturer or consult the Teaching & Learning department for help.

### **PROCEDURES ON HANDLING ACADEMIC DISHONESTY (AD)**

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1. A suspected Academic Dishonesty (AD) act is one committed by a student or candidate who in doing so is suspected of cheating in a test, a project, an assignment, a final examination or a component of an assessment that contributes marks to a course evaluation.
2. The evidence of the AD act is then sent to the Examinations Office together with a report by the lecturer/officer. The collated report by the Examinations Office is then sent to the relevant School according to the subject involved with a copy sent to the school in which the student is enrolled.
3. The details of the report are as given in the Academic Dishonesty Form issued by the Examinations Office.
4. The evidence of the AD can be one or more of the following:
  - (a) Unauthorized material brought into the examinations venue by (or found on) the student;
  - (b) Data written on parts of the body such as the palm of the hand, etc. This should be photocopied; if possible. If not, the evidence should be described and verified by another lecturer/officer.
  - (c) Communicated with an unauthorized person; or
  - (d) Participated in an act that in the opinion of the officer-in-charge/supervisor/invigilator constitutes an act of AD
5. After the evidence had been obtained, the student under suspicion of AD, should be allowed to complete the test or examination. However, no extra time is given to the student concerned.

6. The student suspected of AD is instructed to contact the officer-in-charge of AD, in the particular School (as per the examinations paper) after the particular examinations paper at the latest or by the next working day.
7. The officer-in-charge of AD will then interview the student for his/her explanation on the AD. The date and time of the AD hearing is then set. (The date of the AD hearing is normally set as soon as possible or in the first week of the new semester if the AD was committed during the final semester examinations.)
8. The following documents are prepared by the officer in-charge for the School Academic Dishonesty Committee's (S.A.D.C) hearing:
  - (a) A report by the invigilator/officer containing the evidence;
  - (b) Materials such as question paper, colour of answer booklet and loose paper on that examination day;
  - (c) A report, a summary of the interview, a sample of the student's handwriting if relevant, whether the materials confiscated are relevant for the examinations etc. by the officer in-charge of AD;
  - (d) Written statement by the student (including a plan of his/her sitting position in the examination venue);
  - (e) The student's file;
  - (f) Any other matters that may help the School Academic Dishonesty Committee (S.A.D.C.) in its deliberation.
9. The composition of the S.A.D.C is as follows:

Chairman	:	Dean of the School or Person Appointed by the Dean
Members (at least 2)	:	Head of Programme or Lecturers
10. The Officer-in-charge of AD (secretary) convenes a meeting of the S.A.D.C and attends the meeting, if necessary.
11. A hearing is done for each case.
12. Towards the end of the hearing, the student is informed that, on the basis of the evidence presented, the Committee will make one of the following possible decisions:
  - (a) There is no case against the student and no further action is taken or;**
  - (b) There is circumstantial but not concrete evidence against the student, as such: -**
    - i. The student is given a warning letter;
    - ii. The student is sent for counseling by CCC and/or the Head of Programme.**or;**
  - (c) There is a case against the student who is given the following sentences:-**
    - The examination paper or in the case of coursework the particular component of the evaluation is given a zero mark;
    - The examination paper is given a failed grade;
    - The student is suspended for one semester OR asked to withdraw from the College;

- The student is not allowed to re-sit the paper;
  - The student's I.C. number (without name) is displayed at appropriate places in the campus plus his or her offences and punishment;
  - A letter containing the decisions of the S.A.D.C. together with a warning is sent to the student with a copy to the parents/guardians;
  - The student is sent for counseling by Counseling Centre and/or the Head of Programme.
13. Before the student leaves the room, he or she is told to contact the Secretary of the S.A.D.C the next working day to find out the results of the hearing.
  14. The decisions of the hearing are recorded in the student's file and signed by members of the S. A.D.C.
  15. The Secretary of the S.A.D.C will then carry out the following: -
    - (a) The form containing the decisions of the Committee is sent to the Associate Vice President, Academics for approval.
    - (b) \* Inform the student of the results of the hearing;
    - (c) \* Put up notices with assistance of Student Affairs Office (six copies), the actions taken according to the decisions of the S.A.D.C. or the Appeal Committee.
    - (d) \* Inform the lecturer concerned, the Head of Examinations Officer and the Head of Programme of the particular programme, if the weightage of a particular component of the course evaluation is given a zero mark; Finance dept. should be informed, if the student is given a one semester suspension.
    - (e) \* Return the student's file to the Office of Admissions and Records (OAR).
    - (f) \* Send a standard letter of thanks to the lecturer who reported the case(s) of Academic Dishonesty.

\* The above procedures are only carried out after the student has acknowledged and accepted the decision of S.A.D.C. or in the case of Appeal, it is after the decision of the Appeal Committee.
  16. In the event that the student does not accept the decision of the S.A.D.C., he or she may appeal to the Appeal Committee with written fresh evidence/reasons. The Appeal Committee is convened by the respective Head of Programme with the student present.
  17. The decision of the Appeal Committee is final. This decision is forwarded to the School concerned by the PC.

# PLAGIARISM

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## What is Plagiarism?

Plagiarism is the unacknowledged use of another person's ideas, words or work. The work submitted by a candidate, if not his or her own, must make clear acknowledgment of the work of others by means, for example, of bibliographic notes or the use of quotation marks with acknowledgment of the original author. Plagiarism may embrace more than a candidate copying

the work of others and presenting it as his or her own in dissertation, projects, essays or other submitted work. It also includes reproducing an author's written material from memory in the examination room in verbatim or near form without acknowledgment. In short, students must not pass off the written works of others as their own either inside or outside the examination room.

### **Methods to Avoid Plagiarism by Students**

1. Students should be informed of the consequences of plagiarisms especially in term papers, group projects, report etc.
2. They should be shown the methods in the acknowledgment of another person's work or idea, e.g. the work to be within quotation marks followed by the author's name and year of publication within **parenthesis**. The source is then cited in the bibliography section.
3. They should be shown the methods of expressing ideas in their own words and not to copy word for word from a text.
4. In a group project, students should write down the names of the members of the groups to indicate a common source of the data. However, the use and interpretation of the data must be in each student's own words. He or she must do the write-up individually without reference to others in the group except where due acknowledgement is made.
5. To discourage plagiarism, the title page of all assignments presented for assessment must include the following statement and be signed by the student:

***"I declare that this is my own work except where due references are made".***

### **Procedure for handling Plagiarism**

1. The lecturer/tutor refers the piece of work to the Dean of the School;
2. If the student is guilty of plagiarism then a grade of zero will be given for that piece of work;
3. The student will be informed in writing of this decision;
4. The student has the right to appeal through proper consultation with Head of Programme (HOP) or Programme Officer (PO).

### **Referencing requirements within School of Business and Communication (SBC)**

The referencing convention that is applicable to School of Business and Communication is Harvard Referencing Style.

### **Academic writing and referencing guidelines**

INTI International College Subang (IICS) provides tools to assist you in understanding appropriate referencing, including those linked below. More can be found on the library website and under 'Citing & Referencing' at

- <http://library.inti.edu.my/library/custom/referencing.jsp>
- <https://drive.google.com/file/d/13o3UDV8ZUGMMYsZOiaTyDk1fuk8RQUYy/view>

# STUDENT FEES AND CHARGE POLICY

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## Applicability of Student Charges and Fee Policy (“Policy”)

- This Policy applies to all students who have successfully enrolled in INTI and completed the registration.
- Students are advised to review this Policy in detail and to take note of the consequences highlighted. For queries or clarification on the Policy, students are to contact Finance Office.

## Payment of Fees – Obligation, Penalty and Consequences

- It is the responsibility of INTI student to ensure timely payment of fees and other related charges associated with the respective programme of study. Details of fees are set out in the Fee Schedule, forwarded with the Offer Letter.
- All fees paid (except deposit) are neither refundable nor transferable once the semester has commenced.

## **The following would be applicable to new and returning students**

- All fees are payable in advance except for students who apply Monthly Payment Plan. Please see additional terms and conditions of Monthly Payment Plan.
- Full settlement of semester fees is required upon registration or by the start date of semester and according to the due dates for subsequent semesters.
- For returning INTI students, a late payment charge of Ringgit Malaysia Three Hundred (RM300) will be imposed commencing from Day 4 Week 2 of the semester.

## **Note:**

If at the end of Day 4 Week 2, the fees continue to be outstanding with no justifiable explanation received for the delay, INTI reserves the right to review the status of the student and to take such necessary action as it deems fit, including but not limited to the cancellation of enrollment (auto drop), barring the student from classes and facilities, suspension, withholding of all examination results, certificates and records of the student.

Students who have not made full payment of their outstanding fees by the end of Day 3 Week 3 of the semester calendar for their respective programmes, student enrollment shall be cancelled (auto drop from the respective programmes). Between Week 4 and Week 5, students can re-enroll into their respective programmes subject to full payment of semester fees and a late payment charge of Ringgit Malaysia Three Hundred (RM300). By the end of Day 5 Week 5, students shall not be re-enrolled into their respective programmes.

## Withdrawal

- A request for withdrawal (including programmes, course and subject of study) must be made on the **Local/International Student Withdrawal Form** and submitted to the relevant Faculty/School.
- **Local/International Student Withdrawal Form** is available from the relevant Faculty/School.
- Depending on the timing of the request for withdrawal, students may be entitled to the following:
  - a. Refund of full tuition fees including deposits if request for withdrawal is made **before** commencement of the semester; and
  - b. Refund of deposits only if the request for withdrawal is made **after** commencement of the semester.



**Note:**

- a. Failure to attend class is not equivalent to withdrawal;
- b. All refunds whether fees, deposits, charges or whatsoever payment shall be subject to the right to set-off by INTI against any fees or payments due and owing to INTI. Such adjustments indicated will be made as on the effective date, i.e. the date of receipt of the completed Student Withdrawal Form. The adjustments will be made regardless of whether the student has attended classes or sat for examinations;
- c. All claims for refund will be made within one (1) month of INTI receiving the written request for a refund from student;
- d. All payment of refunds shall be made payable to name of the parent / guardian / sponsor (if applicable), as specified in the Application Form. Where a refund payment is issued to another person, institution or sponsor nominated by the student, INTI shall be deemed to have discharged any obligation in relation to the refund of fees to the student and accepts no responsibility if the student does not receive the benefit of such refund from a person, institution or sponsor nominated to receive the refund payment; and
- e. A student who leaves INTI without a formal withdrawal is deemed to have withdrawn after a lapse of two (2) calendar years. The balance of money in his / her account will be transferred to the Registrar of Monies, if it is not claimed within two (2) years from his / her last enrollment date at INTI.

**Deferment**

- A request for deferment must be made on the **Deferment Form** (available from the Faculty/School) and submitted to the relevant Faculty/School.
- For requests made, tuition fee credit will be calculated on the following basis:
  - a. During the first two week of the semester, students will be entitled to a 100% credit of tuition fee;
  - b. Between the third and fourth week of the semester, students will be entitled to a 50% credit of tuition fee; and
  - c. After the fourth week of the semester, students will not be entitled to any credit of tuition fee.
- Credit of fees for purposes of this policy means an adjustment of fees and it is not equivalent to a cash refund.

**Add and/or Drop of Subjects**

- Add/drop courses shall be done via enrolment portal and routed to Head of Programme (HOP) for further approval. In certain circumstances, student may be required to complete an ADD/DROP form which can be obtained from the School).
- For requests made, tuition fee credit will be calculated on the following basis:
  - a. During the first week of the semester, students will be entitled to a 100% credit of tuition fee;
  - b. During the second week of the semester week of the semester, students will be entitled to a 50% credit of tuition fee; and
  - c. After the third week of the semester, students will not be entitled to any credit of tuition fee.
- Credit of fees for purposes of this policy means an adjustment of fees and it is not equivalent to a cash refund.

### **Inter Campus and Programme Transfer**

- A request for transfer (inter campus, within campus, between programmes) must be made by fourth week of the semester and fulfill the following formalities before submitting for approval to the OAR/RO Office:
  - a. Completion of Transfer Form (available from Faculty/School);
  - b. Payment of a transfer fee of Ringgit Malaysia One Hundred (RM100).
- The following students will be liable to pay INTI the current/new tuition fees as applicable on the date of enrollment of the programme:
  - a. Students who transfer from one programme to another within the specific INTI institution;
  - b. Students who transfer to/from one INTI institution to another; and
  - c. Students progressing to a higher level of any program (e.g. from Diploma to Degree programme).

### **Note:**

- This provision will not apply to students transferring from their original campus (i.e. initial place of study) to another INTI campus for their final year on grounds that the subject(s) is not available at the original campus. These students will be charged the original tuition fee which was applicable at the first intake of that academic year.

### **Additional Note(s)**

- This Policy is effective as on date and constitutes the general terms which are applicable to INTI students regardless of the programme of study.
- Special conditions may be attached/offered to individual programmes/INTI institution. Students are advised to consult the relevant Faculty/School for clarification/updates in procedures before proceeding on the intended course of action.
  - a. Whilst INTI will endeavour to notify students of any change in this Policy by e-mail broadcasts and announcements on the notice board, it remains the responsibility of the students to read such notifications.
  - b. If there is any inconsistency between the terms of this Policy and the application form or any other document issued by INTI to you, the terms of this Policy shall always prevail.

*Note: All exceptions to the above need to be approved by the Financial Controller.*

# **INTI GENERAL RULES & REGULATIONS**

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INTI recognizes the rights and freedom of students in their pursuit of academic and non-academic activities in the College and regards its students as responsible young adults. Students must therefore assume full responsibility for their actions and behaviour. The College adopts these measures to create and maintain the right climate conducive to academic pursuits and extra-curricular activities.

The rules and regulations are few, but they are firm; those who violate them will be dealt with severely. It is the responsibility of students to be acquainted with all regulations, notices and other announcements which affect them.

These rules and regulations are stipulated in the IICS Student Handbook. The School would like to further append the rules by emphasizing the followings:

## **USE OF FACILITIES**

Students using College facilities should observe the rules and regulations of their usage.

## **GENERAL CONDUCT**

- All students are to be in proper attire while on College premises.
- Male students are permitted to wear long hair, as long as it is neat and tidy.
- Prior permission must be obtained before a student can claim to represent the College in any activities outside of INTI. The student should uphold the image of the College.

# DISCIPLINARY JURISDICTION

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Any student with a conduct determined as having an adverse effect on the College community may be required to appear before the Disciplinary Committee. Conduct that adversely affects the College shall include:

1. Theft or damage of property.
2. Intentional disruption of institutional activities, which include classroom and teacher activities, social activities, campus housing, and related college functions.
3. Obstruction, coercion, intimidation, or abuse of any member of the INTI community.
4. Possession or consumption of alcohol and drugs or smoking on campus, in college premises or at college-sponsored events.
5. Possession or use of dangerous weapons or explosives.
6. Obscene or disorderly conduct.
7. Disregard for college procedures, which include refusal to appear before a disciplinary body when directed or giving false testimony.
8. Misrepresentation of identity to college officials.
9. Aiding or abetting in any of the above infractions.

Nothing in this document, rules and regulations resulting therefrom shall be construed in any way to deprive the President of the College of his responsibility and power to act as the final arbiter and authority in matters of discipline and conduct.

The College reserves the right to take disciplinary action against any individual whose conduct constitutes a violation of the above standards of behaviour or whose action is prejudicial to the good name of INTI; or in violation of the established law of the country.

In cases of misconduct, a student may be warned, reprimanded in writing, suspended, or expelled from the College. The penalties may be applied regardless of whether the offenses are committed on INTI grounds or outside.

# ACADEMIC & PERSONAL PROBLEMS

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During your course of study, you may want to seek assistance from your respective Head of Programme for any additional assistance.

## **Contacting Academic Staff**

If you wish to contact academic staff at times other than your lecture or tutorial sessions, you can either e-mail or call them.

Please obtain the contact details of the teaching team from SBC office.

## **Complaints Procedures**

Staff at SBC hope that you do not find yourself in a position where you need to make a complaint. However, if it does become necessary for you to make a complaint, you should, in the first instance, contact your Head of Programme who will give you advice on how to proceed. Alternatively, you could contact the Online Feedback Portal, INTI helpdesk or the Dean of SBC.

## **IMPORTANT NOTE:**

The above Rules and Regulations which are subject to additions/amendments shall be made known to students. ALL notices shall be deemed to have been read and understood by all students.

\*\* ALL correspondence will be made via student's email; students are expected to check their email frequently and consistently.

**-END OF CBSN PROGRAMME HANDBOOK-**