

# **Programme Handbook**

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**School of Business and Communication**

**APRIL 2022**

## **Diploma in Business Management (DBM)**

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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.

# DIPLOMA IN BUSINESS MANAGEMENT (DBM)

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Welcome to the Diploma in Business Management (DBM) 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
Kasthuri Thevi Eran	Programme Officer	kasthuri.eran@newinti.edu.my	1712

\*INTI International College Subang General Line: +603-5623 280

# PROGRAMME AIMS

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To provide students with an academically challenging and relevant course of study in the field of Business.

It aims to provide students with a general and integrated understanding of business organizations, structures and cultures with a wider consideration including environments, markets and processes; and how all these work together towards organizational success.

## 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 knowledge, technical, quantitative and data analysis skills to provide high quality services to the business-related industries

**PEO2:** Integrate ethics, professionalism as well as effective social skills in engaging with peers and stakeholders

**PEO3:** Comfortably adopt the roles of a leader and a team member, as well as communicate effectively in providing solutions to business related issues and problems

**PEO4:** Digitally savvy and proactively update knowledge and skills, while being innovative in managing resources and information in business-related industries.

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## 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:** Analyse problems/issues in order to assist in either identifying or providing solutions

**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 life-long learning.

**PLO10:** Demonstrate entrepreneurial skills and mindset when completing assigned tasks or projects.

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

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## **STUDENT'S RESPONSIBILITIES**

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Throughout the academic year there are a number of things that INTI and the Diploma in Business Management 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 SUBJECT LIST

## SUBJECT LIST DIPLOMA IN BUSINESS MANAGEMENT (DBM)

NO	SUBJECT CODE	SUBJECT	PRE-REQ	COURSEWORK (CW)/ FINAL EXAM (FE) RATIO	REMARKS	CREDIT HOURS
1	MPU2183WA	Penghayatan Etika dan Peradaban		70% CW, 30% FE		3
2	MPU2232WA/ MPU2213WA	Critical Thinking for Better Communication/ Bahasa Kebangsaan A		70% CW, 30% FE		2 OR 3
3	MPU2332WA	Green Future Malaysia		70% CW, 30% FE		2
4	MPU2432WA	Co-curriculum		100% CW		2
NO	SUBJECT CODE	SUBJECT	PRE-REQ	FINAL EXAM (FE) RATIO	REMARKS	CREDIT HOURS
1	WACC1107	Accounting in Practice		60% CW , 40% FE		4
2	WBUS1104	Understanding Business Organisations		60% CW , 40% FE		4
3	WBUS1105	Business Analytics		60% CW , 40% FE		4
4	WBUS1106	Principles of Marketing		60% CW , 40% FE		4
5	WECO1102	Fundamentals of Economics		60% CW , 40% FE		4
6	WFIN2103	Financial Skills for Managers		60% CW , 40% FE		4
7	WHRM2100	Human Resource Management		60% CW , 40% FE		4
8	WLAW1111	Business Law		60% CW , 40% FE		4
9	WMGT1108	Principles of Management		60% CW , 40% FE		4
10	WPSY1114	Business Psychology		60% CW , 40% FE		4
11	WMGT2110	Fundamentals of Operations Management		60% CW , 40% FE		4
12	WCOM1101	Business Communication		100% CW		3
13	WCUL1113	Multiculturalism in the Workplace		100% CW		3
14	WENL1103	Basic English Language Skills		100% CW		3
15	WENT1112	Entrepreneurship		100% CW		4
16	WHRM2110	Leadership Skills for Managers		100% CW		4
17	WINT2102	International Business		100% CW		4
18	WMKT1109	Consumer Behaviour	<b>WBUS1106</b>	100% CW		4
19	WMKT2106	Promotion and Branding	<b>WBUS1106</b>	100% CW		4
20	WPRJ2101	Project Management		100% CW		4
21	WMKT2108	Services Marketing	<b>WBUS1106</b>	100% CW	ELECTIVE	4
22	WMGT2109	Logistics in Supply Chain Management		100% CW	ELECTIVE	4

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



## **COURSE DESCRIPTION**

### **WACC1102 ACCOUNTING IN PRACTICE**

This course examines the basic principles and underlying concepts, and the ways in which accounting statements and financial information can be used to improve quality of decision making.

### **WBUS1104 UNDERSTANDING BUSINESS ORGANISATIONS**

The course starts off with a discussion of the forms, structure, roles and functions of business organisations and the environment in which the organization operates. It further look at the importance of communication, role of change in organizations and the growing influence of technology on the structure and performance of the organization. The course is of self-learning mode and the students will be provided with a workbook which they have to complete and submit periodically for assessment purposes.

### **WBUS1105 BUSINESS ANALYTICS**

This course consists of topics from descriptive statistics, probability and statistical inferences, forecasting techniques, index numbers and chi-square analysis. Descriptive statistics covers organizing, presenting, and summarizing data. Probability includes basic probability and probability distribution. Statistical inferences emphasizes on estimation and hypothesis testing of large and small samples. Under forecasting techniques concept of simple linear regression and correlation are covered.

### **WBUS1106 PRINCIPLES OF MARKETING**

The aim of the course is to develop the student's ability in understanding concepts and principles of marketing and its application to practical situations.

### **WECO1102 FUNDAMENTALS OF ECONOMICS**

This subject analyses relevant microeconomic and macroeconomic concepts and principles. Simple economic models will be developed to characterise the interdependencies of the more important component parts of a macro economy. This will allow students to analyse some real world problems and to start identifying and formulating appropriate macroeconomic policies.

### **WFIN2103 FINANCIAL SKILLS FOR MANAGERS**

This course aims to develop the student's ability in demonstrating the knowledge of time value for money and its application to practical situations. Students will also be able to examine the nature of the financial system and the way in which the financial system and the associated financial instruments assist with the financing of companies.

### **WHRM2100 HUMAN RESOURCE MANAGEMENT**

This course focuses on the main elements in human resource management within business and organizations. The areas covered are human resource planning, recruitment, selection, training and development, reward system and general industrial relations.

### **WLAW1111 BUSINESS LAW**

To impart knowledge of general principles of business law and a general number of specific areas of laws including contract, commercial, company, employment, and various laws which are designed specifically for consumer protection, and the protection of employees against unfair dismissal.

## **WMGT1108 PRINCIPLES OF MANAGEMENT**

This course explores principles and practices that are fundamental in being an effective manager, including analysis of management theory, its application in a variety of organizational frameworks, the importance of leadership in local and global settings, managing change within an organization, and the development of a personal philosophy of management.

## **WPSY1114 BUSINESS PSYCHOLOGY**

The course draws on psychological theories and principles to create a basic understanding of how humans and groups behave within a business organization and how their behavior affects performance at the workplace. It examines a number of areas related to individual and group behavior, e.g. individual differences, personality, intelligence, motivation, attitude, self-monitoring, perception, values, ethics and work relationships. The course will also expose students to issues in work-life situations and demonstrate how these might be analyzed using principles of business psychology.

## **WMGT2110 FUNDAMENTALS OF OPERATIONS MANAGEMENT**

This is an introductory course to the concepts of Operations Management. It focuses on an area of management that is concerned with overseeing, designing, and controlling the process of production and redesigning business operations in the production of goods or services. Core topics include; Productivity Measurements, Capacity Analysis, Production Systems, Layout Design, Inventory Control, Quality Management and Supply Chain Management. These essential topics support the management of processes that converts inputs into outputs in the form of goods or services.

## **WCOM1101 BUSINESS COMMUNICATION**

In this course, you will learn business communication principles and functions in transmission of information in business situations that includes appropriate mediums (online/ offline), relationship building, communication structures, and the role of modern technology. Students will be exposed to learning activities that develop teamwork, planning skills, problem-solving and effective decision making that reflects the skills that today's employers demand.

## **WCUL1113 MULTICULTURALISM IN THE WORKPLACE**

This subject emphasises the importance of embracing multiculturalism at the workplace by introducing a number of diversity concepts. Students will learn how to identify various issues related to cross-cultural communication and interaction at the workplace, and discuss these issues in terms of concepts such as culture, identity, bias, prejudice and stereotypes. The course will also introduce a number of skills and strategies for diversity management so that managers can use a positive approach to engage staff and encourage optimal performance by a multicultural workforce.

## **WENL1103 BASIC ENGLISH LANGUAGE SKILLS**

This course builds basic English language skills for tertiary level students, focusing on oral and written reception, interaction and production in academic settings.

## **WENT1112 ENTREPRENEURSHIP**

The course covers the internal and external success factors of entrepreneurship, and also a wide span of business subjects, with a strong focus on the key challenges in starting a venture and their practical solutions. Students are also exposed to the different stages of an entrepreneurial ventures.

## **WHRM2110 LEADERSHIP SKILLS FOR MANAGERS**

Leadership Skills for Managers focuses on five leadership skill sets necessary to ensure individual and organization performance: providing direction, leading by example, enabling others, sharing power, and seeking a better way. In addition to the leadership skill sets, the course examines the attitudes and mindsets of effective leaders.

## **WINT2102 INTERNATIONAL BUSINESS**

This course concerns the use of international business management theories and concepts as tools to making effective international business decisions. Specifically, this course addresses how the information used to make business decisions is gathered and analyzed.

## **WMKT1109 CONSUMER BEHAVIOUR**

*Pre-requisite: WBUS1106 Principles of Marketing*

This course aims to develop the student's ability in understanding the theories and models of consumer behavior. Students would also be able to differentiate between cognitive, behavioural and environmental approaches to consumer behaviour.

## **WMKT2106 PROMOTION AND BRANDING**

*Pre-requisite: WBUS1106 Principles of Marketing*

This course aims to develop the student's ability in planning and implementing an advertising and promotion campaign to enhance brand equity of an organisation, and to develop the brand image through a combination of promotional mix.

## **WPRJ2101 PROJECT MANAGEMENT**

This course introduces the organization, planning, and controlling of projects and provides practical knowledge on managing project scope, schedule and resources.

## **\*WMKT2108 SERVICES MARKETING (Elective subject)**

*Pre-requisite: WBUS1106 Principles of Marketing*

This subject introduces the essentials of services marketing. Students will be exposed to services marketing and what are their characteristics that differentiate them from product offerings; to understand consumer behaviour in a service context; and how to position services in order to achieve competitive advantage. This subject also introduces the application of marketing mix to services which could help service marketers to reach their target market successfully.

## **\*WMGT2109 LOGISTICS IN SUPPLY CHAIN MANAGEMENT (Elective Subject)**

This course will discuss on the importance of logistics in the supply chain environment. Students will be exposed to the significant and related activities such as inventory, demand management, distribution and others which are critical to provide excellent customer satisfaction. Student will similarly gain knowledge on the activities to look into cost saving strategies. And, finally, the course will also discuss on the contemporary issues and challenges in the logistics global environment.

## INFORMATION ABOUT MPU MODULES

### 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
MPU2183WA Penghayatan Etika dan Peradaban	√
*MPU2232WA/ Critical Thinking for Better Communication	√ (Students have passed SPM, <b>with</b> "credit" in BM)
*MPU2213WA/ Bahasa Kebangsaan A	√ (If students are a UEC/O –Level (local) Student or the students have passed SPM, <b>without</b> "credit" in BM)
MPU2332WA/ Green Future Malaysia	√
MPU2432WA/ Co-curriculum	√

# 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 students. Students need to do 4 MPU subjects depending on the SPM grade for Bahasa Melayu / Bahasa Malaysia.

## 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>Fee Credit</b>
<b>Add</b>	3 <sup>rd</sup> day of semester until the end of the 2 <sup>nd</sup> week	Pay an administrative fee of RM10.00 per course
<b>Drop</b>	1. During 1 <sup>st</sup> week 2. During 2 <sup>nd</sup> week 3. During 3 <sup>rd</sup> week onwards	100% Tuition fee credit 50% Tuition fee credit NO Tuition fee credit

### **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.



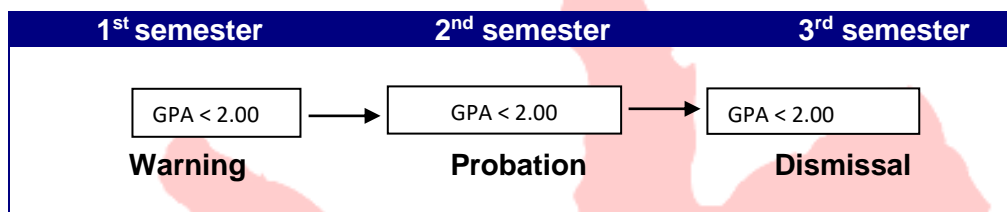
# ACADEMIC STATUS

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## 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:



### Long Semester- April/ August

1. Students can enroll a maximum of 6 subjects (20 credits only) for the long semester under the following conditions:
  - Cleared pre-requisite subjects
  - Good Standing status with a GPA of 2.00
  - No clashes between subjects (labs/tutorials/lectures)
  - Credit hours not more than 20 credits (including MPU)
2. Student under '**Warning**' or '**Probation**' status can only enroll a maximum of 4 (FOUR) subjects including MPU.
3. Students under '**Dismissal**' status will NOT be allowed to enroll and need to see the Head of Programme for appeal process.

### Short Semester- January

1. Students can enroll a maximum of 3 subjects (10 credits only) for the short semester under the following conditions:
  - a. Cleared pre-requisite subjects
  - b. Good Standing status with a GPA of 2.00
  - c. No clashes between subjects (labs/tutorials/lectures)
  - d. Credit hours not more than 10 credits (including MPU)
2. Student under '**Warning**' or '**Probation**' status can only enroll a maximum of 2 (TWO) subjects including MPU.
3. Students under '**Dismissal**' status will NOT be allowed to enroll and need to see the HoP for appeal process.

# 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).

# 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 DBM HANDBOOK-**