



Programme Hand Book

School of Business and Communication

August 2022

Diploma in Digital Media

The College reserves the right to alter any of the contents published herein without prior notice. Information given in this booklet is intended as a guide and in no way constitutes a contract between INTI International College Subang and a student or any third party.

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MESSAGE FROM THE DEAN

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



1. INTRODUCTION

Career-focused Programmes

An INTI education programme emphasizes 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.

Affordable International Exposure

If you've always wanted an international student experience, INTI's Semester Abroad Programme provides students with the opportunity to spend a full semester at any one of the INTI affiliated campuses worldwide, while paying only local INTI fees. It's one of the privileges of studying at INTI.

State-of-the-art Communications Environment

All INTI campuses are equipped with fibre optic networks and state-of-the-art communications technology.

DIPLOMA IN DIGITAL MEDIA

Welcome to the Diploma in Digital Media (DDM) programme at IICS.

The handbook is issued to the undergraduate students of School of Business and Communication (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.

2. DDM PROGRAMME OBJECTIVES AND STUDY PLAN

PROGRAMME MANAGEMENT AND PERSONNEL

IICS's Personnel are:

Position	Name	Email	Ext.
Diploma in Digital Media			
Head of Programme	Mohd Khairul Irwan Mansor	mkhairulirwan.mansor@newinti.edu.my	2713
Programme Officer	Lai Jing Ru	jingru.lai@newinti.edu.my	1719

PROGRAMME AIM

This programme aims to nurture responsible, ethical, versatile and competent digital media practitioners to support the institution's vision of becoming the champions of change in line with the nation's aspiration of employing mass media as an empowerment tool for enculturating an informed and dynamic society.

PROGRAMME EDUCATIONAL OBJECTIVES

- Apply fundamental knowledge and skills in digital media industry to support their career advancement and the industry. (PEO1)
- Demonstrate professional ethics, effective social skills and responsible behaviour in both social and professional interactions with the wider community (PEO2)
- Alternately assume the role of a reliable team member and team lead through effective communication and problem-solving skills (PEO3)
- Be self-initiators by being creative and innovative in managing resources and information (PEO4)
- Practice new media literacy and numeracy skills effectively in carrying out assigned tasks or projects (PEO5)

PROGRAMME LEARNING OBJECTIVES

- Apply a broad-based knowledge in the practice of communication, digital media and relevant areas (PLO1)
- Analyse problems/issues in order to assist in either identifying or providing solutions (PLO2)
- Display practical skills and the ability to link theories to practical applications within the digital media context (PLO3)
- Demonstrate appropriate social skills in interactions with the larger community and stakeholders (PLO4)
- Demonstrate communication skills by conveying ideas and information effectively in a variety of contexts (PLO5)
- Display the ability to confidently use new media literacy skills in completing relevant assigned tasks or projects (PLO6)
- Employ appropriate quantitative and data analysis skills in relevant tasks or projects (PLO7)

- Demonstrate responsible proactive behaviour when leading a group or being a member in a group (PLO8)
- Demonstrate confidence, good personal management skills, independent learning and keen interest in life-long learning (PLO9)
- Demonstrate entrepreneurial skills and mindset when completing assigned projects or tasks (PLO10)
- Demonstrate ethical values and professionalism in interactions with peers and the society at large (PLO11)

STUDENTS' RESPONSIBILITIES

Throughout the academic year there are a number of things that INTI and the Diploma in Mass Communication require 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 internship or project.**

Full Name				Sems	1/2/3/4/5/6			
Matriculation								
	CODE	SUBJECTS	CREDIT HOURS	REMARKS				
				PRE-REQUISITE	COURSEWORK	PASSED	SEMS	CURRENT (√)
LEVEL 1 SUBJECTS								
1	ENL2103	ENGLISH FOR ACADEMIC PURPOSE	3					
2	RES1101	INTRODUCTION TO COMMUNICATION RESEARCH	4		100%			
3	MKT1102	FUNDAMENTALS OF MARKETING	3					
4	COM1101	MASS COMMUNICATION AND THEORIES	3					
5	COM1133	DIGITAL STORYTELLING	3		100%			
6	COM2131	DIGITAL MEDIA COMMUNICATION	3					
7	COM1121	PUBLIC SPEAKING	3		100%			
8	COM1113	HUMAN COMMUNICATIONS	3					
9	COM1132	DIGITAL AUDIO COMMUNICATION	3					
10	COM2103 -1	INTRODUCTION TO VIDEO/TV PRODUCTION	4		100%			
ELECTIVE SUBJECTS								
11	COM1111	PHOTOGRAPHY	3		100%			
	COM1125	NEWS & FEATURE WRITING	3					
	FIL1101	FILM CRITICISM	3					
LEVEL 2 SUBJECTS								
12	COM2134	DIGITAL VISUAL COMMUNICATIONS	4					
13	COM2112	SCREEN PRODUCTION TECHNIQUES	4	COM2103	100%			
14	COM2135	DIGITAL MEDIA ANALYTICS	4	COM2131				
15	COM2107 -1	PRACTICAL COMPONENT-MASS COMMUNICATIONS	4	Complete 3 semesters of studies and pass COM1101, COM1121, COM2103, COM1133 and ENL2103	100%			
16	COM2132	MEDIA LAW AND ETHICS	4					
17	COM2100 -1	INTEGRATED MARKETING COMMUNICATION	4					
18	COM2123	GRAPHIC COMMUNICATION	4		100%			
19	COM2124	SCREEN WRITING	4		100%			
20	COM2128	RADIO & PODCAST PRODUCTION	3		100%			
21	COM1134	EDITING FOR TV AND FILM	4		100%			
22	COM2133	DIGITAL MEDIA ADVERTISING	3		100%			
23	COM2136	ENTREPRENEURSHIP IN THE CREATIVE INDUSTRY	4	MKT1102	100%			
MPU MODULES								
24	MPU2183	PENGHAYATAN ETIKA DAN PERADABAN	2					
25	MPU2213	BAHASA KEBANGSAAN A	3					
	MPU2242	MEDIA LITERACY FOR PERSONAL BRANDING	3					
26	MPU2432	CO- CURRICULUM	2		100%			

27	MPU2332	GREEN FUTURE MALAYSIA	2					
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PROGRAMME STUDY PLAN

* Students have to successfully complete Practical Component-Mass Communication (COM2107-1) to graduate from Diploma.

** As per MQA guidelines, MPU subjects are compulsory for ALL Malaysian & Non-Malaysian students. Students need to do 4 MPU subjects.



ACADEMIC SUBJECTS

Descriptions of major courses:

COM1101 Mass Communication and Theories

The course begins with a survey of the broad aspects of communication, including types of communication basic concepts and prepositions and basic theories and models. It then traces the history and roles of the mass media—newspapers, magazines, broadcasting, public relations and advertising in Malaysia.

COM1113 Human Communications

This course is an introduction to human communication that will help in bridging the gap between the individual, his/her work and his/her social needs.

COM1133 Digital Storytelling

The subject aims to make digital communicators into visual storytellers in specific ways of producing professional-quality videos using both professional equipment and amateur of recording. This course structure will be providing a solid base in visual storytelling and enabling students to advance into the realms of digital communications.

COM2132 Media Law and Ethics

The course covers legal issues directly affecting the mass media, including libel, privacy, free press- fair trial, judicial controls, government regulations of broadcasting and advertising. In addition it covers ethical standards and practices of the mass media.

COM1132 Digital Audio Production

The course is designed as an introduction to computer based recording, editing, mixing and production of digital audio. Students will gain experience using an industry standard digital audio workstation for music and sound production.

COM1125 News & Feature Writing

This module introduces the role of the news reporter in both the print and electronic media. News gathering, analysis and evaluation are examined in terms of functions of the news production team. Skills emphasized here are for writing hard news stories ranging from everyday crime and accident story to covering the financial and political scenes.

COM1111 Photography

This is an introductory course to the basics of digital photography (black and white) and colour for students who do not have prior knowledge or practical experience. It is essential for students of mass communications to possess fundamental understanding of photography terms and techniques. At the same time, exposure to the course is expected to instil interest and nurture their interest in photography.

FIL1101 Film Criticism

This module introduces students to the analysis of film texts. Students will engage critically with how 'meaning' is communicated through film. Students will be introduced to some of the key moments in cinema history, via a discussion of various elements of film language ranging from: colour, editing, sound, lighting, mise-en-scene, framing, narrative, the use of place, space and location and performance in films from both inside and outside of the Hollywood system. The module will equip students with an understanding

historical awareness of film and the various stylistic and technological issues involved in the study of film alongside some of the ways in which film texts interact with wider cultural, historical and political contexts.

COM2135 Digital Media Analytics

This course introduces students to concepts, tools, and best practices in social media analytics. This course will focus on collection, analysis, and visualization of social media data to build analytics reports as part of an overall social media plan for students.

COM1121 Public Speaking

This course seeks to educate students on the basic principles of speech communication and respective responsibilities of speakers and listeners. Presentation skills course will equip students with practical skills of effective personal, academic and public communication. Students will also be exposed to different types of speeches and essentials of speech organization and outlining. Most importantly student will be taught how to become an effective speaker through various oral test and practical discussion.

COM2131 Digital Media Communication

This course aims to provide the general understanding of digital communication and its impact on mass communication as a whole. It became crucial in mass communication as more and more mass communicator practitioners use this medium to spread messages.

COM2103-1 – Introduction to Video/TV Production

This course provides students with the knowledge of basic electronic media production skills. Students will be introduced to the basic camera techniques, shot composition, directing, location, lighting, and videotape editing and production management. Other topics include pre-production planning and location shooting. The practical emphasis is on single camera, film style production.

COM2133 - Digital Media Advertising

This course is an introduction to the language and technology of digital media. Students will learn the strategies that tap into the ever-changing digitally enhanced media communication age. This course covers the theory and practice of incorporating new technology into advertising campaigns. This course emphasizes advertising strategy development utilizing interactive technology and computer presentation skills.

COM2107-1 - Practical component - Mass Communication

This is a compulsory internship programme designed to allow students to have access to industrial experience and exposure. Students can choose to have arranged studio, television, newspaper, and advertising agency or public relations firm internship or they can choose to have their internship in a firm of their choice subject to College pre-approval.

COM2123 - Graphic Communication

This course helps to understand message production, media selection and the production of selected media material. Students' will understand content and publishing process for prints and electronic media materials. Students will learn to handle basic DTP software functions, its structure and applications using software like Adobe Photoshop, Illustrator and

Indesign.

COM2124 – Screen Writing

The module covers the process of screenwriting for film and television, both for factual and dramatic forms of production. This is illustrated by example and put into practice. The focus is on ideas, structure, research, character, dialogue and narration as well as professional script terminology and formats, these techniques are always related to their application in the real world of production.

COM2128 - Radio & Podcast Production

This course is a foundation for students to acquire knowledge and skills on writing, presenting and handling a radio production. It will introduce students to the best practices in traditional radio production and online sound podcasting.

COM2134 - Digital Visual Communications

This course aims to provide the general understanding of digital visual communications and its impact on mass communications as a whole. Technological changes have radically altered the ways in which people use visual images. Since the invention of photography, imagery has increasingly been used for entertainment, journalism, information, medical diagnostics, instruction, branding and communication. These functions move the image beyond aesthetic issues associated with art and into the realm of communication studies.

COM2136 - Entrepreneurship in the Creative Industry

The course provides an overview of the major elements of entrepreneurial activity, including evaluation and planning of a new business, financing, team building, typical marketing and operational management issues, alternative models for revenue and growth, and exit strategies. The course is fast-paced and covers not only 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 especially in the creative industry such as broadcasting, journalism, public relations, advertising, digital media and etc.

COM2112 - Screen Production Techniques

This course is a continuation of Television Production I with greater emphasis placed on studio news and industrial production. The cornerstone of the course is the conceptualization and production of a finished project that students can include in their resume. Industrial and educational production is among the subjects given major emphasis in the course.

COM1134 - Editing for Television and Film

The subject aims to offers a comprehensive and in-depth introduction to the aesthetics of small-scale, single-camera video production in field environments, from planning through postproduction, in a range of different programming formats. This subject reflects current technology and industry practices, including shooting with DSLR cameras, in HD and on smartphones, new methods and channels of distribution.

ENL2103 - English for Academic Purpose

This course is designed to help students apply grammar and writing skills to write cohesive paragraphs and a variety of essays effectively and to equip students with the necessary English Language skills to pursue courses at the degree level.

MKT1102 - FUNDAMENTALS OF 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.

COM2100-1 - Integrated Marketing Communications

This module teaches students about promotional planning, implementation and evaluation, including exploring the use of all segments of the promotion mix. Whilst this covers the main areas of advertising, selling, sales promotion, public relations and direct marketing, attention is also given to new and emerging communications tools such as television sponsorship and the Internet.

RES1101 - Introduction to Communication Research

This course is an introduction to communication research that will help in 'scholarship' work. It covers various aspects in communication research: role of research, research problems and hypotheses, rudiments of research reasoning, and research designs.

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
MPU2183/ Penghayatan Etika dan Peradaban	/	
MPU2133/ Communicating in Malay 2		/
*MPU2242/ Media Literacy for Personal Branding	/	/
*MPU2213/ Bahasa Kebangsaan A	/	
MPU2332/ Green Future Malaysia	/	/
MPU2432/ Co-curriculum	/	/

***Students without SPM BM credit will take MPU2213 Bahasa Kebangsaan instead of MPU2242 Media Literacy for Personal Branding.**

ACADEMIC POLICIES AND REGULATIONS

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

ACADEMIC REQUIREMENTS

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

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

LONG VS SHORT SEMESTER

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

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 20 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 10 credit hours.

LATE ENROLMENT

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

After first week:	RM300.00
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CLASS ATTENDANCE

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:

	Deadline	Payment	Remarks
Drop	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)	NO Tuition fee credit	A “ W ” will be recorded *
	During 5th week - 11th week (L)	NO Tuition fee credit	A “ W ” will be recorded *
	From 12th week – Drop is not allowed	NO 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

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

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

It is important that you inform the Office of Admissions and Records 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

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

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%

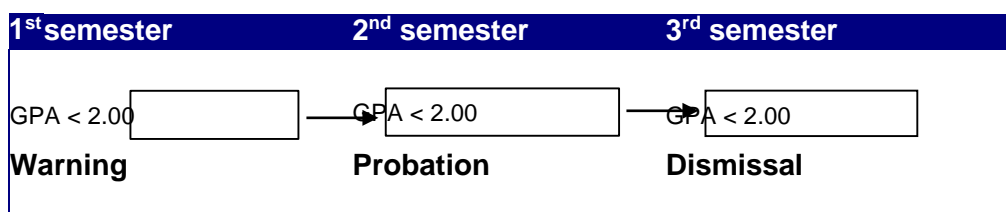
coursework module will be allowed to resubmit the coursework component determined by the lecturer and ascertained at the Exam Board. Resubmission marks will be capped at a maximum of 50 marks.

ACADEMIC STATUS

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	MAXIMUM 20 CREDITS	MAXIMUM 10 CREDITS
WARNING / PROBATION	2- 4 SUBJECTS ONLY	2 SUBJECTS ONLY
DISMISSAL	2 SUBJECTS ONLY	1 SUBJECT ONLY

EXAMINATION REGULATIONS

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 1st and 2nd 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

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

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 fill up “Appeal for Extenuating Circumstances during Examination Form” (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.

Examination Boards will not use extenuating circumstances to change the results of an assessment. Extenuating circumstances may be used to offer a deferral or referral.

ACADEMIC DISHONESTY

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:

- 1) **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:

2) 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 if when the lecturer has marked and returned it to you.

3) 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 involves 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.

4) 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.

PLAGIARISM

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>

PROCEDURES ON HANDLING ACADEMIC DISHONESTY (AD)

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.

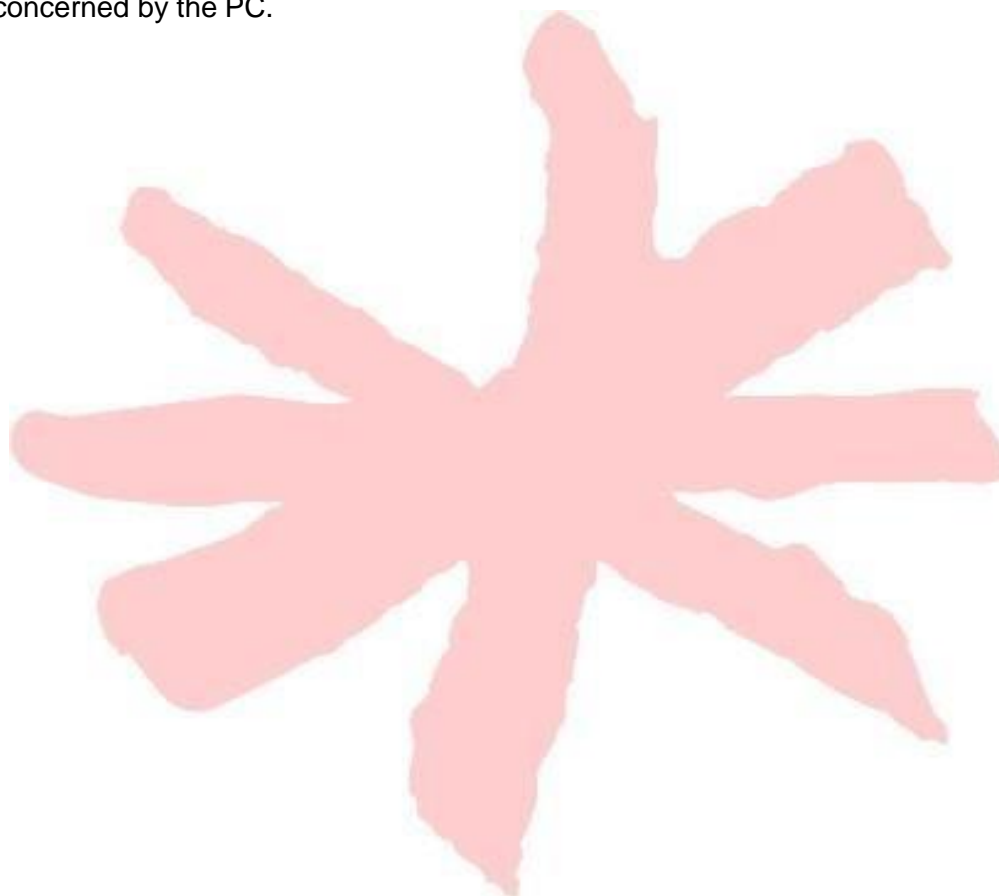
15. The Secretary of the S.A.D.C will then carry out the following:-

- (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 Admission 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.



STUDENT FEES AND CHARGES POLICY

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).

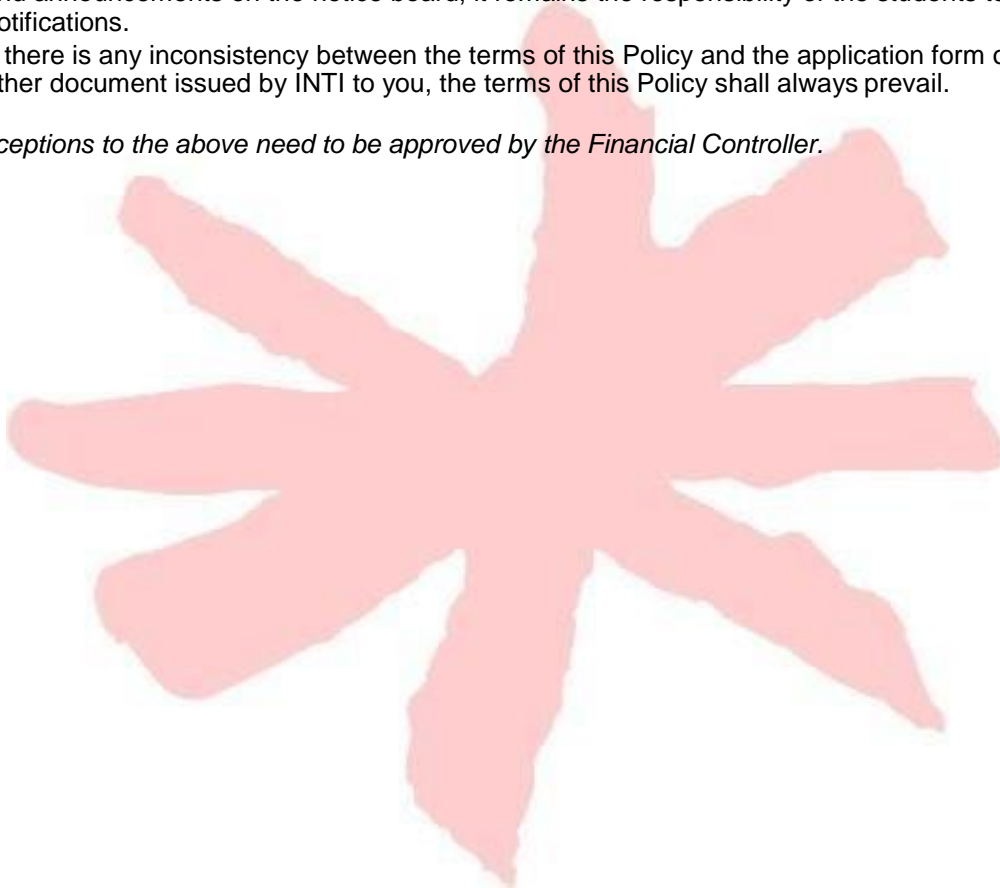
Note:

- 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

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

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

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