



Programme Hand Book

School of Business and Communication

April 2021

Diploma in Mass Communication

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 MASS COMMUNICATION

Welcome to the Diploma in Mass Communication (DMCN) 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. DMCN PROGRAMME OBJECTIVES AND STUDY PLAN

PROGRAMME MANAGEMENT AND PERSONNEL

IICS's Personnel are:

Position	Name	Email	Ext.
Diploma in Mass Communication			
Head of Programme	Mohd Khairul Irwan Mansor	mkhairulirwan.mansor@newinti.edu.my	2713
Programme Officer	Wong Peck Wah	peckwah.wong@newinti.edu.my	1717

PROGRAMME AIM

This programme aims to nurture responsible, ethical, versatile and multitasking media practitioners to support the university's vision of becoming the champions of change.

PROGRAMME EDUCATIONAL OBJECTIVES

- Apply fundamental knowledge, research skills and other relevant skills in mass media 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, digitally literate and innovative in managing resources and information (PEO4)

PROGRAMME LEARNING OBJECTIVES

- Apply the fundamental knowledge and understanding in media and communications, as well as relevant areas (PLO1)
- Analyse problems/issues in order to assist in either identifying or providing solutions (PLO2)
- Display practical skills and other appropriate technical skills when carrying out assignments/tasks within the context of media and communications (PLO3)
- Demonstrate good social and collaborative skills when engaging with peers and stakeholders (PLO4)
- Demonstrate effective communication skills in both written and oral form within various contexts, as well as to a diverse audience (PLO5)
- Display sound skills to obtain, use and manage information effectively using digital and/or information technologies (PLO6)
- Employ appropriate quantitative and data analysis skills in carrying assigned tasks or business 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 positive attitude towards 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.**

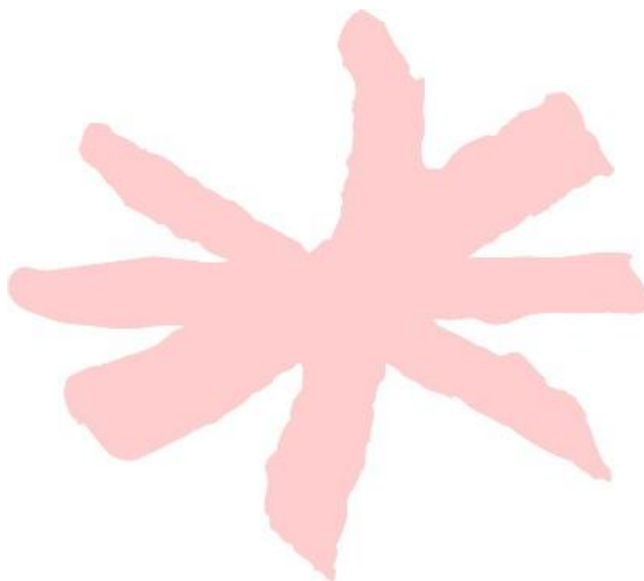
Full Name				Sems	1/2/3/4/5/6			
Matriculation								
	CODE	SUBJECTS	CREDIT HOURS	REMARKS				
				PRE-REQUISITE	COURSEWORK	PASSED	SEMS	CURRENT (√)
LEVEL 1 SUBJECTS								
1	ENL2103	ENGLISH FOR ACADEMIC PURPOSE	3					
2	RES1101	INTRODUCTION TO COMMUNICATION RESEARCH	4					
3	MKT1102	FUNDAMENTALS OF MARKETING	3					
4	COM1101	MASS COMMUNICATION AND THEORIES	3					
5	COM1103	PRINCIPLES OF ADVERTISING	3					
6	COM1104	MEDIA LAW AND ETHICS	3					
7	COM1105	PRINCIPLES OF PUBLIC RELATIONS	3					
8	COM1106	INTRODUCTION TO JOURNALISM	3					
9	COM1108	PUBLIC SPEAKING	4		100%			
10	COM1113	HUMAN COMMUNICATION	3					
ELECTIVE SUBJECTS								
11	COM1111	PHOTOGRAPHY	3		100%			
	BUS1100	INTRODUCTION TO BUSINESS	3					
	FIL1101	FILM CRITICISM	3					
LEVEL 2 SUBJECTS								
12	COM2131	DIGITAL MEDIA COMMUNICATION	3					
13	COM2103	INTRODUCTION TO VIDEO/TV PRODUCTION	4	COM1106	100%			
14	COM2130	MEDIA ISSUES AND CONTENT	4					
15	COM2107	PRACTICAL COMPONENT-MASS COMMUNICATIONS	4	Complete 3 semesters of studies and pass COM1101, COM1103, COM1105, COM1106 and ENL2103				
16	COM2109	PUBLIC RELATIONS STRATEGIES	4	COM1105	100%			
17	COM2110	NEWS WRITING	4	COM1106				
18	COM2112	SCREEN PRODUCTION TECHNIQUES	4	COM2103	100%			
19	COM2113	ADVERTISING STRATEGIES AND PLANNING	4	COM2103				
20	COM2100	INTEGRATED MARKETING COMMUNICATIONS	4					
21	COM2123	GRAPHIC COMMUNICATION	4		100%			
22	COM2124	SCREENWRITING	4		100%			
23	COM2128	RADIO & PODCAST PRODUCTION	3		100%			
MPU MODULES								
24	MPU2163	PENGAJIAN MALAYSIA 2	2					
25	MPU2213	BAHASA KEBANGSAAN A	3					
	MPU2232	CRITICAL THINKING FOR BETTER COMMUNICATION	3					
	MPU2242	MEDIA LITERACY FOR PERSONAL	3					

		BRANDING						
26	MPU2332	GREEN FUTURE MALAYSIA	2					
	MPU2322	PERSONAL FINANCIAL PLANNING	2					
27	MPU2412	COMMUNITY SERVICE & CO-CURRICULUM	2					

PROGRAMME STUDY PLAN

* Students have to successfully complete Practical Component-Mass Communication (COM2107) 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 Communication

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.

COM1103 Principles of Advertising

This course is to provide students with an insight into the operation of an advertising agency. Emphasis is placed on the understanding of advertising strategies and campaigns for consumer goods and services through analysis and hands-on approach.

COM1104 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.

COM1105 Principles of Public Relations

The course begins with a study of history, ethics, theories and practical aspects in PR. A study of professional PR methodology and media, relations with news media, investors, employees and the public are covered. Students are also introduced to special events and community relations. Emphasized throughout the module are the four aspects of professional PR management: Analysis, Planning, Implementation and Control.

COM1106 Introduction to Journalism

This module introduces the role of the news reporter in both the print and the electronic media. Gathering of news, analysis and evaluation are examined in terms of functions of the news production team. Skills emphasized here are writing hard news stories ranging from everyday crime and accident stories to writing soft news and investigative reporting.

COM1111 Photography

This course introduces students to the basics of Digital photography (black & white) and colour to students . To develop basic essential understanding of photography term and techniques .

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.

BUS1100 Introduction to Business

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

COM1108 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 – 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.

COM2130 Media Issues and Content

The course provides a broad overview of the popular, professional and academic literature in mass communication. The readings are designed to provide an introduction to the literature of the field in terms of social issues. The purpose of the course is to provide students with a foundation on which to draw for studies in mass communication.

COM2107 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 Screenwriting

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.

COM2109 Public Relations Strategies

Through case studies, field work and tutorials, this module builds upon skills acquired in earlier module to provide further experience in news media relations, special events and the application of new technologies in PR. Students practice preparing professional public relations programs that are up to international standards.

COM2110 News 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.

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.

COM2113 Advertising Strategies and Planning

This goal of this course is to help prepare students for work in account planning, account management, creating good advertising ideas. It focuses on principles of account planning, good account management, strategic thinking and new views of the marketplace. Advertising professional will visit us as guest speakers to cover specific topics and bring contemporary professional views.

ENL2103 ENGLISH FOR ACADEMIC PURPOSES

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 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.

3. DMCN ASSESSMENT REGULATIONS

COURSE ASSESSMENT

To obtain a diploma, you will need to have successfully completed modules to the value of 90 credit points.

Course Assessment:

Coursework	60%
Final Examination	<u>40%</u>
	<u>100%</u>

Unless stated otherwise

Note:

There are several different formats. % may differ according to subject (some subjects are 100% coursework; some are 50%, 50% and some are 40%, 60%)

The final examination covers the entire course syllabus, and the format for the examination paper is specified in the course structure of the subject.

Please ask your lecturer on the type of method that you would need to use to submit your coursework.

A penalty system for late submission of coursework applies.

<u>Late submission</u>
Up to one week late
Over one week late

<u>Penalty</u>
50% deduction of assignment submitted
Zero

Extensions will be given only in exceptional circumstances and these should be discussed, in the first instance, with the respective lecturers.

GRADING SCALE

Grading Symbol (Distribution of Marks)

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
Re-sit Pass	(50-100)	2.00
Re-sit Fail	(0-49)	1.50

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.

REPEATING COURSES

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

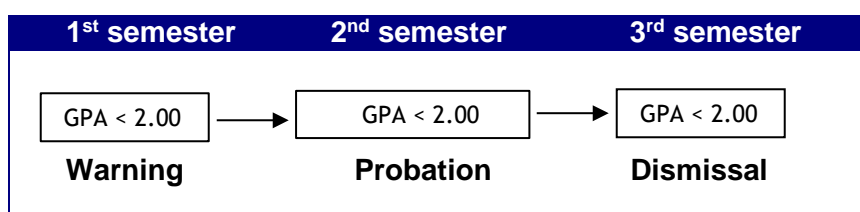
REPEAT INSTEAD OF RE-SIT

- Students can appeal for a repeat instead of a re-sit.

ACADEMIC STATUS

- 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

- 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)
- Student under '**Warning**' or '**Probation**' status can only enroll a maximum of 4 (FOUR) subjects including MPU.
- Students under '**Dismissal**' status will NOT be allowed to enroll and need to see the Head of Programme for appeal process.

Short Semester- January

- Students can enroll a maximum of 3 subjects (10 credits only) for the shortsemester 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 10 credits (including MPU)
- Student under '**Warning**' or '**Probation**' status can only enroll a maximum of 2 (TWO) subjects including MPU.
- Students under '**Dismissal**' status will NOT be allowed to enroll and need to see the HoP for appeal process.

DEFERMENT OF STUDIES

For various reasons, students may apply to defer their studies by completing the "Academic Appeal Form" (APO12) which is available in the School's 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 any approved deferment which involves dropping of subjects will be charged a penalty fee of RM150 per subject.

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/ employer/ HR department 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 (1) 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 "Student Withdrawal Form" (RTRP 8), which is available at the School's office. It is to be noted that the withdrawal process will take at least 3 weeks and the deposit is refunded to the student's bank account. Students who terminate their studies prematurely are required to meet with the respective Head of Programme.

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 an appeal form 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 Programme Coordinator 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.

REGULATIONS CONCERNING RESIT

1. Students who obtained a grade C- in any of the final examinations will be given one chance to re-sit for the examination.
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 P grade if they pass the re-sit examinations and F 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 F for that subject.

6. Students may appeal to the Registrar for remarking of any of subjects, which they have failed.

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 nearform 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.

ACADEMIC DISHONESTY

Procedures on the handling of Academic Dishonesty committed by a student are:

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 Associate Vice President, Academics and the Head of 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 photostated; 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:-

- i. The examination paper or in the case of coursework the particular component of the evaluation is given a zero mark;
- ii. The examination paper is given a failed grade;
- iii. The student is suspended for one semester OR asked to withdraw from the College;
- iv. The student is not allowed to re-sit the paper;
- v. The student's I.C. number (without name) is displayed at appropriate places in the campus plus his or her offences and punishment;
- vi. 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;
- vii. 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:-
 - i. The form containing the decisions of the Committee is sent to the Associate Vice President, Academics for approval.
 - ii. Inform the student of the results of the hearing;
 - iii. 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.
 - iv. 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.
 - v. Return the student's file to the Records / Timetabling and Resource Planning.
 - vi. 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.

4. INTI GENERAL RULES AND 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 emphasising the following:

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.

5. INTI ACADEMIC POLICIES AND REGULATIONS

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

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 Head of Programme.

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 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

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 ‘leave of Absence from Class’ form, OAR9 (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

Any student who wishes to ADD or DROP a course must complete an ADD/DROP form. Terms and Conditions are as follows:

	Deadline	Fee Credit
Add	3 rd day of semester until the end of the 2 nd week	Pay an administrative fee of RM10.00 per course
Drop	<ol style="list-style-type: none"> 1. During 1st week 2. During 2nd week 3. During 3rd week onwards 	100% Tuition fee credit 50% Tuition fee credit NO Tuition fee credit

Note: For drop courses, a penalty fee of RM150 per subject is chargeable irrespective of when the drop is initiated.

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.

CHANGING ADDRESSES

It is important that you inform the Records / Timetabling and Resource Planning office 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 Head of Programme when they meet each semester.

EXAMINATIONS OFFICE (EO)

The EO oversees all examinations and the processing of students' examination grades and organises 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 declaration on the front page of the answer booklet.
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.

Absence from Final Examination

A student who did not sit for the final examinations may be given make-up / re-sit examinations provided the student has valid reasons such as serious illness or bereavement. The student is required to provide proper documents (medical certificate, death certificate, etc) to the Office-In-Charge of the EO WITHIN 72 HOURS after the scheduled examinations for that particular subject.

Make-up / re-sit examinations are subject to approval by the Examinations Board. Students are advised to refer to their Heads of Programme to confirm their eligibility to sit for a make-up / re-sit examinations.

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. For 3+0 Coventry and Hertfordshire students who choose NOT to take the re-sit subjects are given up to week 12 to report to the schools concerned that they are not going for the Re-sit Examination and that they will REPEAT the subject.
4. 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://ecampus.inti.edu.my/eramis>

Semester Grade Report

Students should go to the EO to obtain a copy of his / her semester grade report. Only one Semester Grade Report will be issued. The deadline to collect the Grade Report will be the end of the 3rd week of the semester (Friday).

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.

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.

6. ACADEMIC & PERSONAL PROBLEMS, WHO TO SEE...?

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

Staffs 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 Student Care Unit, INTI helpdesk or the Dean of SBC.

