



IJN COLLEGE

STUDENT HANDBOOK



2024

2024 Third Edition

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WELCOME NOTE

CHIEF EXECUTIVE IJN COLLEGE

It is with immense pleasure and pride that I extend a warm welcome to each one of you to IJN College. As the Chief Executive, I am thrilled to see new faces joining our vibrant academic community and returning students continuing their educational journey with us. At IJN College, we believe in nurturing not just academically proficient individuals, but also well-rounded individuals equipped with the knowledge, skills, and values necessary to thrive in today's dynamic world. Our commitment to excellence in education, combined with a supportive and inclusive environment, ensures that every student could reach their fullest potential. As you embark on this educational adventure, I encourage you to make the most of the resources and opportunities available to you. Engage actively in your classes, participate in extracurricular activities, seek guidance from our dedicated faculty, and forge meaningful connections with your peers. Remember, your time at IJN College is not just about acquiring knowledge but also about personal growth and development. As the Chief Executive, I assure you that the entire faculty and staff are here to support you every step of the way. Whether you need academic assistance, career guidance, or simply someone to talk to, our doors are always open. I urge you to embrace this journey with enthusiasm, curiosity, and a willingness to learn. Together, let us create a vibrant and dynamic learning community where each one of us contributes to the collective pursuit of excellence. Once again, welcome to IJN College. I look forward to seeing you thrive and succeed during your time with us.



Best wishes,

Prof. Emerita Dr. Durrishah Idrus
Chief Executive,
IJN College, Kuala Lumpur

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INTRODUCTION TO THE INSTITUTION & PROGRAMME

History

IJN College is a subsidiary of IJN Holding and is closely associated with Institut Jantung Negara (IJN), which has been involved in the training of healthcare professionals in cardiovascular and thoracic sciences.

Integrated teaching and simulated learning experiences are hallmark of IJN College. The college leverages a wide variety of complex cardiovascular conditions cases as real life studies, taught by field experts. Additionally its state-of-the-art equipment and cutting edge technology provide an ideal platform for learning and development.

With a vision to position itself as the premier international provider of advanced and specialized education in cardiovascular and thoracic care, IJN College has formed collaborative partnerships with leading institutions of higher learning abroad.

Brief History

- Incorporated on January 16, 2007, as IJN Training Sdn. Bhd.
- Registered as a Private Institution of Higher Learning on June 22, 2007, Became IJN College Sdn. Bhd. on April 10, 2008

Vision

- To be a global center of excellence in higher education in cardiovascular and thoracic sciences, allied health sciences and managerial sciences.

Mission

1. We provide high-quality education in Cardiovascular and Thoracic Sciences, Allied Health Sciences and Managerial Sciences to empower future generations.
2. We are committed to providing a holistic learning environment, with excellent academic experience and knowledge meeting the expectations of our stakeholders.
3. We value excellent performance, which conforms to professional standards.
4. We inculcate core values of professional teamwork, quality, commitment, care, innovativeness, and entrepreneurship.
5. We strive to work on a platform of financial sustainability and independence.

STUDENT'S RESPONSIBILITY

Students of IJN College are required to adhere to all sections of the College Student Handbook and follow the procedures governing their relations with the College. Each student of IJN College is required to:

1. Understand, appreciate and comply with all the regulations stipulated in the College Student Handbook.
2. Be responsible and proactive in obtaining guidance and advice from the lecturers, Coordinators, Program Leaders and Administrative staff of IJN College for any form of predicaments.
3. Take appropriate actions pertaining to the stipulated regulations stated in this College Student Handbook which, including but not limited to:
 - a. Fulfilling all the academic requirements stipulated in the curriculum of the Academic Program of IJN College.
 - b. Attend lectures, practical training, industrial training, practicum, and clinical training specified by the College.
 - c. Completing the registration exercises for the enrolled courses within the specified time and
 - d. Paying the stipulated amount of the College fees within the specified time.
4. Be responsible for fulfilling all the requirements of undergraduate program and monitoring his/her own progress toward the completion of those requirements.
5. Avoid reproducing or closely imitating the work and/or opinions of others obtained through printed or electronic materials without properly acknowledging the source(s) through proper referencing.

GLOSSARY

IJN College (IJNC) was incorporated and established in 2007 as a private Institution of Higher Learning under the Private Higher Education Act 1955 (Act 555)

Definitions:

- **The College:** Refers to IJN College.
- **The Constitution:** Refers to the Constitution of the College.
- **Senate:** The highest authority on academic matters at IJN College, constituted under Part IV, Authorities of the College, and Section 17 of the IJNC Constitution.
- **Vice Chancellor:** The Chief Executive Officer or whoever holds the office of the Chief Executive as provided under Part VI, Officers of the College, Section 29 of the IJNC Constitution. This person is the highest executive appointed by the Board of Directors of IJNC to manage and administer the operations at IJNC.
- **Deputy Vice Chancellor:** The person appointed by the College University to ensure that all academic programs are delivered effectively.
- **Deputy Vice Chancellor (Research and Innovation):** The senior academic and administrative leader in a higher education institution who is responsible for advancing the institution's research agenda and fostering innovation.
- **Deputy Vice Chancellor (Student Development):** The senior academic and administrative leader in a higher education institution who is responsible for overseeing programs and initiatives aimed at fostering students' personal, academic, and professional growth.
- **Registrar:** The senior administrative officer in a higher education institution responsible for managing academic and administrative services related to students and academic records.
- **Academic Program:** The program of study which is specified by IJNUC for the conferment of a diploma or undergraduate degree.
- **Academic Staff:** Teaching professionals who are appointed by the College, including professors, associate professors, senior lecturers, lecturers, specialists, and any person hired to teach at the College.
- **Dean:** The senior academic and administrative leader in a higher education institution who is responsible for overseeing the strategic, academic, and operational management of a specific faculty, school, or college.
- **Deputy Dean:** senior academic and administrative officer in a university or higher education institution who supports the Dean in managing the strategic, academic, and operational functions of a faculty, school, or college.

- **Credit:** The measure of students' academic load required to attain a set of learning outcomes. An academic load is a quantitative measure of all students' learning time (SLT), encompassing guided and independent learning activities. Forty hours of notional learning time is valued as 1 (one) credit.
- **College University Examination Board:** The committee which was elected by the College to approve the student's results and grades.
- **Executive Management Committee:** The committee constituted in accordance with Part IV, Authorities of the College, and Section 18 of the IJNC Cons.
- **Subject:** A component of the programs structure that bears a unique code. A course also refers to a subject.
- **Coursework:** Assignments that are assessed and evaluated, contributing to the final grade. A student's academic performance is evaluated through coursework throughout a semester and a final examination at the end of the semester. However, for some subjects, the assessments are based only on coursework
- **Examinations:** Any form of evaluation based on a list of questions administered to students for the purpose of assessing their academic achievement
- **Students:** Those who have properly registered in the College's academic programs and undergoing programs of study to obtain their diplomas and degrees.
- **New Students:** Students who are registered with the College for the first time in a particular program.
- **Returning Students:** Students who are allowed to proceed to the next semester of their studies.
- **Semester:** A study session allocated by the College's Board of Academic for lectures, assessments, and other instructional activities.
- **Semester Registration:** The process of activating the academic status of the students.
- **GPA (Grade Point Average):** The average grade points received in a particular semester.
- **CGPA (Cumulative Grade Point Average):** The accumulated average of grade points received in all semesters attended.
- **Academic Management:** Manages the academic administration of students' admissions, records, and examinations.

ABBREVIATIONS

Abbreviation	Full Name
IJN	Institut Jantung Negara
IJNC	IJN College
FAHS	Faculty of Allied Health Sciences
FMS	Faculty of Managerial Sciences
DPHARM	Diploma in Pharmacy
DIPT	Diploma in Physiotherapy
DOSH	Diploma in Occupational Safety and Health
DMHS	Diploma in Medical & Health Science
DHCM	Diploma in Healthcare Management
DPSY	Diploma in Psychology
DIBA	Diploma in Business Administration
DACC	Diploma in Accounting
DHRM	Diploma in Human Resource management
PBIC	Post Basic Infection Control
GCCVTS	Graduate Certificate in Cardiovascular and Thoracic Sciences
ADCN	Advanced Diploma in Cardiac Nursing
ADCE	Advanced Diploma in Cardiac Emergencies
SLT	Student Learning Time
GPA	Grade Point Average
CGPA	Cumulative Grade Point Average

Table 1: List of Abbreviation

ACADEMIC PROGRAMMES

No	Name of Programmes	MQF Level
1.	Graduate Certificate in Cardiovascular and Thoracic Sciences (GCCVTS)	6
2.	Post Basic Infection Control (PBIC)	5
3.	Diploma in Pharmacy (DPHARM)	5
4.	Diploma in Psychology (DPSY)	4
5.	Diploma in Physiotherapy (DIPT)	4
6.	Diploma in Occupational Safety and Health (DOSH)	4
7.	Diploma in Healthcare Management (DHCM)	4
8.	Diploma in Human Resource Management (DHRM)	4
9.	Advanced Diploma in Cardiac Nursing (ADCN)	4
10.	Advanced Diploma in Cardiac Emergencies (ADCE)	4
11.	Diploma in Accounting (DACC)	4
12.	Diploma in Business Administration (DIBA)	4
13.	Diploma in Medical & Health Sciences (DMHS)	4

Table 2: List of Programmes Offered

ACADEMIC RULES AND REGULATION

ACADEMIC YEAR

The College Academic Year is divided into different semester structures:

- TWO (2) long semesters which are January and July for FAHS courses (DPHARM, DIPT, DOSH & DMHS). From FMS (DHCM).
- THREE (3) long semesters (January, May, and September) (Post Basic Infection Control, Advanced Diploma in Cardiac and Medical Emergency, Graduate Certificate in Cardiovascular & Thoracic Sciences).
- TWO (2) long semesters (July and November) and one (1) short semester (April) for FMS (DPSY, DIBA, DACC & DHRM)
- TWO (2) intake per year (January and July) and no semester for Post Basic Infection Control.

The academic year is divided as illustrated in the Table below:

Sesi Akademik Graduate Certificate in Cardiovascular and Thoracic Sciences*
Graduate Certificate in Cardiovascular and Thoracic Sciences Academic Session*

SEMESTER I	
Perkuliahahan <i>Lectures</i>	7 minggu <i>7 weeks</i>
Cuti Pertengahan <i>Semester Mid Term Break</i>	1 minggu <i>1 week</i>
Praktikal <i>Practical</i>	8 minggu <i>8 weeks</i>
Tempoh Ulangkaji <i>Study Weeks</i>	1 minggu <i>1 week</i>
Peperiksaan Akhir Semester <i>Final Examination</i>	1 minggu <i>1 week</i>
Cuti Semester <i>Semester Break</i>	1 minggu <i>1 week</i>
Jumlah (A) Total (A)	18 minggu 18 weeks

SEMESTER II	
Perkuliahahan <i>Lectures</i>	5 minggu 5 weeks
Cuti Pertengahan <i>Semester Mid Term Break</i>	1 minggu 1 week
Praktikal <i>Practical</i>	10 minggu 10 weeks
Tempoh Ulangkaji <i>Study Weeks</i>	1 minggu 1 week
Peperiksaan Akhir Semester <i>Final Examination</i>	1 minggu 1 week
Cuti Semester <i>Semester Break</i>	2 minggu 2 weeks
Jumlah (A) Total (A)	20 minggu 20 weeks

SEMESTER III	
Perkuliahahan <i>Lectures</i>	3 minggu 3 weeks
Cuti Pertengahan <i>Semester Mid Term Break</i>	-
Praktikal <i>Practical</i>	10 minggu 10 weeks
Tempoh Ulangkaji <i>Study Weeks +</i> <i>Peperiksaan Akhir Semester</i> <i>Final Examination</i>	1 minggu 1 week
Cuti Semester <i>Semester Break</i>	3 minggu 3 weeks
Jumlah (A) Total (A)	17 minggu 17 weeks

Sesi Akademik Program Diploma Lanjutan*
Advanced Diploma Academic Session*

SEMESTER I	
Perkuliahahan <i>Lectures</i>	6 minggu 6 weeks
Cuti Pertengahan <i>Semester Mid Term Break</i>	-
Praktikal <i>Practical</i>	8 minggu 8 weeks
Tempoh Ulangkaji <i>Study Weeks</i>	1 minggu 1 week
Peperiksaan Akhir Semester <i>Final Examination</i>	1 minggu 1 week
Cuti Semester <i>Semester Break</i>	1 minggu 1 weeks
Jumlah (A) Total (A)	17 minggu 17 weeks
SEMESTER II	
Perkuliahahan <i>Lectures</i>	6 minggu 6 weeks
Cuti Pertengahan <i>Semester Mid Term Break</i>	1 minggu 1 week
Praktikal <i>Practical</i>	8 minggu 8 weeks
Tempoh Ulangkaji <i>Study Weeks</i>	1 minggu 1 week
Peperiksaan Akhir Semester <i>Final Examination</i>	1 minggu 1 week
Cuti Semester <i>Semester Break</i>	1 minggu 1 weeks
Jumlah (A) Total (A)	18 minggu 18 weeks
SEMESTER III	
Perkuliahahan <i>Lectures</i>	6 minggu 6 weeks
Cuti Pertengahan	-

<i>Semester Mid Term Break</i>	
Praktikal <i>Practical</i>	8 minggu 8 weeks
Tempoh Ulangkaji <i>Study Weeks</i>	1 minggu 1 week
Peperiksaan Akhir Semester <i>Final Examination</i>	1 minggu 1 week
Cuti Semester <i>Semester Break</i>	1 minggu 1 weeks
Jumlah (A) Total (A)	17 minggu 17 weeks

Sesi Akademik Program Pos Basik Kawalan Infeksi*
Post Basic Infection Control Academic Sessions*

SEMESTER I	
Perkuliahahan <i>Lectures</i>	11 minggu 11 weeks
Latihan Klinik <i>Clinical Practice</i>	12 minggu 12 weeks
Cuti Pertengahan <i>Semester Mid Term Break</i>	1 minggu 1 week
Tempoh Ulangkaji <i>Study Weeks</i>	1 minggu 1 week
Peperiksaan Akhir Semester <i>Final Examination</i>	1 minggu 1 week
Jumlah (A) Total (A)	26 minggu 26 weeks

* **Tertakluk kepada kelulusan MQA bagi setiap program.**

* **Subject to MQA approval for each programme.**

* **Tertakluk kepada pindaan**

* **Subject to amendments**

**(Academic Year of Diploma in Pharmacy, Diploma in Occupational Safety & Health,
Diploma in Physiotherapy and Diploma in Healthcare Management)**

JANUARY SEMESTER	
CONTENT	NO. of WEEK
Classes	14
Mid Semester Break	1
Study Week	1
Final Examination Week	2
Total Academic Weeks in January	18
JULY SEMESTER	
Classes	14
Mid Semester Break	1
Study Week	1
Final Examination Week	2
Total Academic Weeks in July	18

(Academic Year for Diploma in Medical & Health Sciences)

JANUARY SEMESTER	
CONTENT	NO. of WEEK
Classes	16
Mid Semester Break	1
Study Week	1
Final Examination Week	2
Total Academic Weeks in January	20
JULY SEMESTER	
Classes	16
Mid Semester Break	1
Study Week	1
Final Examination Week	2
Total Academic Weeks in July	20

(Academic Year of Diploma in Psychology, Diploma in Accounting, Diploma in Business Administration and Diploma in Human Resource Management)

APRIL SEMESTER	
CONTENT	NO. of WEEK
Classes	7
Study Week	1
Final Examination Week	1
Total Academic Weeks in January	9
JULY SEMESTER	
Classes	14
Mid Semester Break	1
Study Week	1
Final Examination Week	2
Total Academic Weeks in July	18
NOVEMBER SEMESTER	
Classes	16
Mid Semester Break	1
Study Week	1
Final Examination Week	2
Total Academic Weeks in July	20

**Important Note: Subject to amendment and is applicable from current academic year.
Some programmes conducted at IJNC may follow different academic calendar(s).**

The college may make some discretionary changes to suit the local environment. Students are advised to refer to the current academic calendar available at the respective faculties.

STUDENTS' STATUS

Student status is based on the following conditions:

- i) Students must register as a student with the College for the Academic Programme on the stipulated registration duration.
- ii) A student must register for courses stipulated in the study plan for the said semester within the specified duration; and
- iii) Paid his or her tuition fees.

SEMESTER / COURSE REGISTRATION

- i) Students must register for all the courses taken every semester.
- ii) Course registration at Faculty must be done within a predefined period before semester begins.
- iii) Students must register for the course using the correct code, section and status.
- iv) Students may only register for courses set by the College based on offered by the faculty.
- v) Students who are undergoing Industrial Training/Clinical Placement are not allowed to register for additional courses.
- vi) Students with Probation Status will have their course pre-registration annulled. They are required to register within the specified compulsory course registration period.
- vii) Any appeal for course registration made after the stated period without any valid reason will not be entertained.
- viii) Students who fail to register for any courses after the registration period ended without any valid reason acceptable to the College will be terminated.
- ix) Students are given a three-week grace period to settle their outstanding fees with the IJNUC finance office. Failure to settle the outstanding amount within this period grants the college the right to change the students' status to "deferred."
- x) However, students who manage to settle their outstanding fees after the third week of the semester will be advised to continue their studies in the following semester. This recommendation aims to reduce the likelihood of failure in the course. The college prioritizes the students' academic progress and is concerned that re-enrollment after the third week of classes may hinder their ability to adapt to the course objectives effectively.

CREDIT EVALUATION SCHEME

Credit Evaluation

One (1) credit is equivalent to 40 notional hours of student's learning time per course.

Student Learning Time (SLT) is calculated based on all learning activities, including both face to face and non-face to face / independent learning time.

Examples of learning activities are as shown in the list below:

LEARNING ACTIVITY	EXAMPLE
Face to face interaction/ Guided Learning with lecturers/instructors	i. Tests/quizzes ii. Examinations iii. Seminars / Invited Speakers iv. Tutorials v. Laboratory Work vi. Field Work vii. Studio Work / Clinical Work viii. Project Presentation ix. Exhibition x. Role Play xi. Mock Meeting xii. Mock Interview xiii. Common Test xiv. Final Project xv. Internship xvi. Practical Training
Face to face interaction/ Guided Learning with lecturers/instructors	i. Preparing for lessons/ tutorials/ practical/ presentation ii. Completing Assignments iii. Completing Project Work/ Final Year Project iv. Revising for Examination & Attempting Examinations

Table 3a: Learning Activities

Programme Credit Requirements

- i) The number of minimum credits need to be completed for a Graduate Certificate, Advanced Diploma & Diploma based on the requirement of each programme.
- ii) The maximum study duration in an academic programme is the regular duration for a programme plus an additional 50% of the student's regular semester duration.

DEFERMENT OF SEMESTER

The maximum deferment for item 1.0 is **TWO (2)** consecutive regular semesters for each application made by the students. Deferment is not included clinical practice

Deferment of study can be made for the following reasons:

- i. Health
- ii. Personal
- iii. GPA < 1.00
- iv. Misconduct Other reasons as approved by the College

First semester students who have successfully applied for deferment may follow the program structure of the cohort he joins.

The deferred semester will be counted as part of the student's overall study duration. During the deferment period due to outstanding fees, students are prohibited from registering for any courses, including Clinical Practice and Industrial Practice. While they may commence their clinical practices earlier, it will be under deferred student status rather than as active students.

The maximum duration allowed for each deferment is two consecutive semesters provided that the student can still complete the total period of study allowed (**Refer to 4.4.1 for maximum period study**).

Students who are instructed to defer their studies or who have been suspended due to the disciplinary action will have the periods of deferment counted into the number of semesters within the period of study.

Students who have not registered for their semester and/ or courses can defer for a maximum of two consecutive semesters. If they still failed to register in the following semester, they will be dismissed from the College.

CREDIT TRANSFER

A student is allowed to transfer credits for courses he has already taken in another academic program institution prior to his admission into the College.

Only the credit value of the affected course will be transferred.

CATEGORIES OF CREDIT TRANSFER	
Vertical transfer	<ul style="list-style-type: none"> i) transfer of credits from a completed lower-level program to the current program of study which is of a higher level. ii) The maximum amount of credit that can be transferred is 30% of the total credits required to graduate from the current program iii) Vertical Credit Transfer is NOT ALLOWED for credits gained at the certificate and foundation level when the student continues his study at the diploma level. iv) However, Credit Transfer is allowed for credits gained at the Diploma or bachelor's degree level when the student continues his study at the Advanced Diploma or Graduate Certificate level.
Horizontal transfer	<ul style="list-style-type: none"> i) Horizontal credit transfer is NOT ALLOWED for all courses including the College and Regulatory Compulsory Courses if the student failed the previous program. ii) For a student who has completed a program and continues his study in another program of the same level.

	iii) However, credit transfer may be allowed for credits taken by a student who has stopped studying and later continues his studies at the same level.
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Table 3b: Categories of Credit Transfer

THE REQUIREMENT OF TRANSFERRING CREDITS

The credit of a course may be transferred or exempted if.

- i. The course (s) are of the same credit value or equivalent or more, to the course(s) in the new programme;
- ii. The course must be equivalent/ like **80%** in content based on subject-to-subject comparison.
- iii. The course has similar learning outcomes.
- iv. The course must be from an accredited programme; and
- v. The student must have obtained at least a grade B or equivalent in the course.

COURSE EXEMPTIONS

- i. Course Exemption allows a student to be exempted from taking the subject, but he must replace the credit to fulfill the required total credit to be graduated.
- ii. Course Exemption applies to pass courses which were taken in another programme of study but the credit value of courses under this category is **NOT** recognized as fulfilling the credit requirement to graduate in the current programme of study. Students need to register in other courses to fulfill the required credits to graduate. The value and grade of the replacement course will be calculated into the students' GPA and CGPA.

APPLICATION FOR CREDIT TRANSFER AND COURSE EXEMPTIONS

All applications for credit transfer must be accompanied with:

- i) The certified copies of the original transcript or examination results, and / or
- iii) Outline of the subjects from the relevant institutions.

Students who wish to undergo studies in a different institution recognized by the IJN College must obtain prior written approval from the respective Head of Program / Head of Faculty.

GRADING SYSTEM

Grade and Point Values

A student's performance in a course is reflected by the grade received.

The relationship between the grade and the point value is as shown in **Table 4 & Table 5**

Table 4: The Relationship between Grade and Point Value Grading System for Undergraduate Programmes

MARKS	GRADE	GRADE POINTS	DESCRIPTOR
80-100	A	4.00	Excellent
75-79	A-	3.67	Distinction
70-74	B+	3.33	Good
65-69	B	3.00	
60-64	B-	2.67	Pass
55-59	C+	2.33	
50-54	C	2.00	
45-49	C-	1.67	Fail
40-44	D+	1.33	
35-39	D	1.00	
0-34	F	0.00	

Table 5: Practical Grading Scale
Grading System for Clinical Practice for Graduate Certificate in Cardiovascular and Thoracic Sciences Programmes

MARKS	GRADE	GRADE POINTS	DESCRIPTOR
95-100	A	4.00	Excellent
90-95	A-	3.67	Distinction
85-89	B+	3.33	Good
80-84	B	3.00	
75-79	C	2.00	Pass
65-74	C-	1.67	Fail
55-64	D+	1.33	
45-54	D	1.00	
0-44	F	0.00	

Grading System for Clinical Practice for Post Basic Infection Control Programmes

MARKS	GRADE	GRADE POINTS	DESCRIPTOR
80-100	A	4.00	Excellent
75-79	A-	3.67	Distinction
70-74	B+	3.33	Good
65-69	B	3.00	
60-64	B-	2.67	Pass
55-59	C+	2.33	
50-54	C	2.00	
45-49	C-	1.67	Fail
40-44	D+	1.33	
35-39	D	1.00	
0-34	F	0.00	

Grading System for Clinical Practice for Advanced Diploma Programme

MARKS	GRADE	GRADE POINTS	DESCRIPTOR
80-100	A	4.00	Excellent
75-79	A-	3.67	Distinction
70-74	B+	3.33	Good
65-69	B	3.00	
60-64	B-	2.67	Pass
55-59	C+	2.33	
50-54	C	2.00	
45-49	C-	1.67	Fail
40-44	D+	1.33	
35-39	D	1.00	
0-34	F	0.00	

Minimum Academic Standard Policy

- i) The general passing grade in all courses for undergraduate programmes is C. However, in some IJNC programmes, the passing grade for each course may depend on the requirements of the institute which would have received endorsement from the Board of Academic.
- ii) The passing grade for all Regulatory Compulsory course is also Grade C
- iii) Students must obtain a minimum CGPA 2.00 for the Diploma programme to fulfill graduation requirements.
- iv) Students failing to meet this criterion may take selected exam papers or may repeat the course for the purpose of upgrading their CGPA to graduate.

Grade Points

- i) Grade points are calculated by taking the total credits for a particular course and multiplying them by the point value of the grade received for that course. For example,

a student who receives an A in Calculus, which carries 3 credits receives 12 grade points for the course (3 credits x 4.00-point value for an A)

- ii) The semester grade point is the total grade points from all courses taken in one semester.

Calculating the GPA and CGPA

- i. The Grade Point Average (GPA) is defined as the total grade point received by a student in a semester divided by the number of credits calculated in that semester.

$$\text{GPA} = \frac{\text{Total Grade Point for one semester}}{\text{Total Credit Calculated for one semester}}$$

Total Credit Calculated for one semester

- iii) The Cumulative Grade Point Average (CGPA) is defined as the sum of all the semester grade points divided by the total credit hours counted for all semesters.

$$\text{CGPA} = \frac{\text{Total Semester Grade Points for All Semester}}{\text{Cumulative Credit Calculated for All Semester}}$$

Cumulative Credit Calculated for All Semester

$$\text{CGPA} = \frac{\text{Total Semester Grade Points for All Semesters}}{\text{Total Semester Credits for All Semesters}}$$

Total Semester Credits for All Semesters

An example would be as follows:

Course	Grade	Credit Point (CP)	Credit Hours (CH)	CP X CH
DPH2093	B+	3.50	3	10.5
DPH1033	B	3.00	3	9.00
DPH1043	C+	2.50	3	7.50
TOTAL			9	27.00

$$\begin{aligned}\text{G.P.A. Semester 1} &= 27.00/9 \\ &= 3.00\end{aligned}$$

Assuming the student has obtained:

$$\begin{aligned}\text{G.P.A. Semester 1} &= 27.00/9 \\ &= 3.00\end{aligned}$$

Then, the C.G.P.A. is counted using this formula:

$(\text{CP} \times \text{CH}) \text{ Semester 1} + (\text{CP} \times \text{CH}) \text{ Semester 2}$

Total Credit Hours in Semester 1 and 2

$$= (27.00 + 42.00)/(9+15)$$

$$= 69.00/24$$

$$= \mathbf{2.90}$$

Repeating Subjects

Students who fail a subject are required to repeat it during their studies. For calculating the CGPA, the failed subject will be replaced with the best grade received.

ACADEMIC PROBATION

Students who failed to achieve a minimum CGPA of 2.0 for the undergraduate programme will be placed on academic probation for the following semester. Students can be considered for termination from the programme based on academic reasons if they are placed into academic probation for three (3) consecutive semesters.

Students on academic probation will need to work closely with their mentors / tutors when selecting courses.

A student whose CGPA falls below 2.00 in any semester shall be placed under Probation status. Probation status is divided into two categories:

Probation 1: • Given upon achieving a GPA of 1.00 to 1.90 ($1.00 \leq \text{GPA} \leq 2.00$)

Probation 2: • Given upon achieving a GPA of less than 2.00 ($\text{CGPA} < 2.00$) in the semester following Probation 1.

Weak Standing This refers to student's level of achievement with a CGPA of at least 2.00 ($\text{CGPA} \leq 2.00$), but with a GPA less than or equal to 1.99 ($\text{GPA} \leq 1.99$).

Dismissal A student shall be dismissed from the programme if he/she:

- i. Obtained a CGPA less than 2.00 ($\text{CGPA} < 2.00$) for two (2) consecutive semesters.
- ii. Obtained a CGPA less than 1.00 ($\text{CGPA} < 1.00$) in any semester.

Table 6: Academic Standing based on CGPA

Academic Status	GPA	CGPA	Remark
Good Standing	$\text{GPA} > 2.00$	$\text{CGPA} > 2.00$	Student will be able to continue his/her studies in the subsequent semester
Weak Standing	$\text{GPA} < 1.99$	$\text{CGPA} > 2.00$	Student will be able to continue his/her studies but needs to improve the status to 'Good Standing' in the subsequent semester.
Probation 1	$\text{GPA} < 2.00$	$1.00 < \text{CGPA} < 1.9$	Student will be able to continue his/her studies, but he/she needs to improve the CGPA to a minimum of 2.00 ($\text{CGPA} \geq 2.00$) in the subsequent semester
Probation 2	$\text{GGPA} < 2.00$ (For 2 consecutive semester) PA	$1.00 < \text{CGPA} < 1.99$ (for 2 consecutive semester)	Student will be able to continue his/her studies, but he/she needs to improve the CGPA to a minimum of 2.00 ($\text{CGPA} \geq 2.00$) in the subsequent semester
Dismissal	$\text{CGPA} < 2.00$ (For 2 consecutive semester)	$\text{CGPA} < 1.99$	Student will be dismissed from the programme

APPEAL

Any student who has been dismissed from the college due to poor academic performance may appeal before the deadline specified in the dismissal letter. All appeals must be in written form and addressed to the Head of Program. The written appeal must include

specific information regarding the reasons for the student's poor academic performance and detailed plans for overcoming academic difficulty, endorsed by the Head of Faculty. The registrar will convene a board of appeals meeting to review the student's appeal. The student will be notified in writing regarding the outcome of the meeting with the Board of Appeals.

ASSESSMENT

The following guidelines apply to all the assessments assigned to the students as part of their course. The number of assignments, projects, and tests varies from one course to another. Each assessment will be evaluated and will contribute to the overall percentage grade for the semester.

- i. All assignments and projects must be completed and presented and submitted by the deadline given. Marks will be deducted for late submissions without a valid written explanation. If the students know they will not meet a deadline, they must inform the lecturer in written form before the deadline. A counseling session will be held with the respective lecturer and Head of Faculty
- ii. Projects must be submitted only to the designated lecturer unless other arrangements have been made.
- iii. All assignments **MUST BE** submitted to the lecturer. Any work not personally handed to lecturer is the student's responsibility and acknowledged by the keep a digital backup of all submitted work.
- iv. Meeting the assessment requirements of a course should take precedence over any outside commitments.
- v. Appeals for re-assessment of the final assessment marks can be made to the respective Head of Faculty's office within 7 days of the announcement of the final semester results.

ATTENDANCE

Students must attend all the lectures, workshops, tutorials, laboratories, fieldwork, industrial training, clinical attachments and other activities as stipulated in the curriculum.

Students with less than 80% attendance for any course, without valid reason, are not allowed to sit for the final examination of that course. For courses without final examinations, the course work will not be evaluated. Students will receive a grade of fail for the course.

The College reserves the right to review medical reports, certificates, or any other documentation based on the faculty's decision. Attendance is critical. A student who is absent for the first time will receive a first warning letter from the lecturer. A second absence will result in a second warning, a third absence will lead to a final warning, and a fourth absence will result in barring.

If a student accumulates an absence rate of 20% (without valid documentation), equivalent to THREE (3) days, they will be disqualified from sitting for the final examination. However, students may submit a formal appeal to their respective faculty, requesting permission to take the examination. This appeal must include an official letter explaining the reason(s) for their absences.

Approval of such requests is subject to the faculty's decision during a formal meeting, and all steps in this process must be completed before the final examination. Applicants whose appeals are unsuccessful must retake the examination in the subsequent semester as directed by the faculty.

ACADEMIC MISCONDUCT

Academic misconduct happens when a student tries to gain an unfair advantage in exams or assessments by going against the rules set for evaluating their knowledge, abilities, or skills needed to progress or earn a qualification.

PLAGIARISM

“Plagiarism is defined as the act of presenting the ideas or discoveries of another as one's own. Copying sentences, phrases or distinctive expressions from any document (including web pages) without proper acknowledgement in a manner that may deceive the reader regarding the source, is considered plagiarism. Paraphrasing in a way that may deceive the reader is also plagiarism. Simply mentioning the source in a bibliography is not sufficient acknowledgment. Each instance of copying or close paraphrasing **MUST** specifically refer to its source. Verbatim quotations must be directly acknowledged, either with quotation marks or by indenting.

Using sections or parts of essays previously submitted as coursework also constitutes plagiarism. The Board of Examination has the right to fail part, or all the assessments of any

student found guilty of cheating, plagiarism, collusion, falsifying data or impersonation to gain an unfair advantage.

All assignments must be submitted with a plagiarism report. Tutors may routinely or randomly verify any plagiarism report submitted. If plagiarism is suspected, the tutor will refer the matter to the Chair of the Examination Board. If you are unsure how to properly cite your work, please seek assistance from your tutor or lecturer. Weak referencing can lead to a failed course at minimum and possible expulsion.

In case of suspected plagiarism, it is the right and duty of the Examination Board of the College to:

- i. receive all pertinent information related to the case, including written form or verbal evidence and the submitted work itself.
- ii. seek further advice where appropriate.
- iii. confirm or reject the accusation of plagiarism

Notification of the Student

- i. Formal Notification: If plagiarism is confirmed, the student will receive a written notice via email or a letter from the instructor or academic office. This notice will include
- ii. The nature of plagiarism (e.g., copying from sources without citation, submitting another student's work).
- iii. The specific sections of the work that were found to be plagiarized.
- iv. An invitation to meet with the instructor or the Academic Integrity Committee for discussion.

Meeting with the Instructor/Committee

- i. Opportunity for Explanation: The student is given an opportunity to meet with the instructor or a designated academic committee.
- ii. During this hearing:
- iii. The student may provide an explanation or defense if they believe the plagiarism accusation is incorrect or unintended.
- iv. If the student admits to the offense or the evidence is conclusive, the process moves to the penalty stage.

Determination of Penalty

Penalties for plagiarism depend on the severity of the offense and whether it is a first-time or repeated violation:

- i. First Offense (Minor): The student may be given a warning, required to redo the assignment, or complete an academic integrity workshop
- ii. First Offense (Major): The student may receive a zero for the assignment and may be placed on academic probation.
- iii. Repeated Offenses: Repeated instances of plagiarism will result in more severe penalties, such as a failing grade for the course, suspension, or even expulsion in extreme cases.

Documentation and Reporting

- i. Record Keeping: All cases of plagiarism are documented in the student's academic record. This includes the details of the incident, the evidence presented, and the penalty imposed.
- ii. Confidentiality: Information regarding the plagiarism case is kept confidential and shared only with relevant academic personnel.

Appeal Process

- i. Right to Appeal: Students have the right to appeal the decision if they believe the accusation is unjust or the penalty is too severe.
- ii. Appeal Procedure: The appeal must be submitted in writing to the Academic Integrity Committee within a specified period (usually 5-10 working days). The committee will review the appeal and make a final decision.

Educational Support

- i. Support Services: Students found guilty of plagiarism are encouraged to seek academic support, such as writing workshops, tutoring, or guidance on proper citation practices, to help prevent future incidents. This process aims to be educational rather than purely punitive, fostering a deeper understanding of academic integrity and helping students develop better research and writing skills.

Fraud and forgery

- i. Fraud and forgery include but are not limited to, the falsification of college academic records (including attendance records), forging the signatures of academic officers on official College forms, altering or changing an examination results or similar document to mislead others, or presenting false information at an academic proceeding.

Abuse of Resources

Abuse of resources involves infringing upon other students' right to fair and equal access to college library materials and other academic resources. This may include theft, mutilation, unreasonably delayed responses when materials are requested by the College's Librarian or failure to return materials by the deadline.

Attempting to deliberately prevent other users' access to their work, the College's computer system, or depriving others of resources, degrading the system's performance, or copying or destroying files or program without consent is also considered abuse.

Bribery

- A bribe is an inducement or reward offered, promised or provided to gain any improper commercial, contractual, regulatory or personal advantage.

Offering a bribe

- A staff member suggests that, in return for a donation, can offer a place to a child at the College.
- This is an offense as the staff member is making the offer to gain a commercial advantage. The College may also be found to have
- Committed an offense because the offer has been made to obtain business for the College and It may be an offense for the potential client to accept the offer.
- All new pupils must go through the procedures outlined in the College's Admissions Policy.
- The College May accept donations from parents of a pupil who is already in the school or has an offer of a place provided these donations are without any intention of inducing inappropriate behaviour.

Receiving a bribe

- A parent gives a staff member a substantial gift to have their child made a House Prefect. It is an offence for the parents to make such an offer and it would be an offence for the staff member to accept it, as they would begin a personal advantage.

Bribing a foreign official

- The College's agent or business partner overseas arranges to pay an additional payment to a foreign official to expedite an administrative process for the construction of a new school.
- This constitutes an offense of bribing a foreign public official as soon as the offer is made, aiming to gain a business advantage for the College. iii. The offence of bribing a foreign public official is considered to have occurred as soon as the offer is made as it is intended to gain a business advantage for the College. The school may also be found to have committed an offence.

Examples of Offenses Under the Act

- An IT Company providing services to the College offers a free I-Pad as an incentive for renewing its contract.
- A Ski Company is tendering a contract with the College offers free accommodation for the children of a staff member on the trip
- Requesting or offering a reduction in fees at another school in return for expecting the staff member to induce other families to accept places at the that school. Accepting any of the above offers may constitute an offence under the Act

GRADUATING

Graduation Requirements

- i. Students are awarded the certificate when they fulfill the following criteria:
- ii. Pass all the required subjects and complete the minimum credit needed to graduate from the academic program; and
- iii. Fulfill all the other academic requirements for graduation

Verify Study Completion Status

- i. Students in their final semester are required to verify their study completion status for graduation purposes

RE-ADMISSION AFTER WITHDRAWAL OR TERMINATION OF STUDIES

ONLY ONE re-admission is allowed for students:

- i. Who withdrew from an academic program; or
- ii. Who have been terminated by the College for academic reasons

Students whose studies have been terminated for academic reasons can appeal to the Head of the respective program within three weeks after the official announcement of the results.

A further appeal to the Board of Academics may be possible. The decision made by the Board of Academic on appeals is final.

A student who has withdrawn or was terminated from an academic program may apply for re-admission into an academic program after one semester.

STUDENTS' FINANCE POLICY

The Finance Department ensures effective financial management and stewardship of the IJN College's financial operations, ensuring smooth functioning.

The finance policies ensure adherence to and fairness in all student-related matters during the process of student activities.

- i. The Finance Office is responsible for managing the financial aspects of a student's journey in college. The major duties and responsibilities of the Student Finance Office include: -
- ii. Invoicing students for registration, tuition, hostel, annual, and other related fees.
- iii. Ensuring the timely collection of payments from students.
- iv. Consulting with students on financial matters and providing payment plans when applicable.
- v. Facilitating students' financial aid applications, such as PTPTN, sponsorships, and EPF withdrawals.
- vi. Processing refunds for parents or students within six weeks from the acceptance of the refund form by the Admissions Department.

General Policies

These general policies apply to all students.

- i. All students who apply for loans or scholarships are required to make a full payment of semester fees within one month from the date of invoice. Once the funds are received from the respective sponsor for the loan or scholarship, the Finance Office will refund the amount paid to the student.
- ii. All fees must be paid before commencement of a new semester.
- iii. For International students, full payment of any outstanding balance is required to renew a student visa.
- iv. Students with outstanding balances are required to settle their dues in full to be eligible for the final examination. If you are experiencing financial difficulties, you are encouraged to meet with the Head of Programme (HOP) or a financial representative to explore possible solutions. Students who have consulted with the appropriate financial representative may be exempt from this process. However, those who do not take these steps will need to sit for a re-sit examination. Once the outstanding balances are cleared, students will be allowed to retake the exam. The total marks of the examination will be capped at 50 subjects to program standards.
- v. A student with an outstanding balance is not eligible to enroll for the subsequent semester, is barred from collecting examination results, transcript, certification, and is not allowed to attend a convocation ceremony.
- vi. Payment receipts will only be given to students upon request after the payment has been successfully made.

REGISTRATION FEE

The Registration fee is a one-time application fee payable when a student register for admission with IJN College.

- i. An offer letter will be issued to successful applicants who have met the entrance requirement. This letter will include notification and information on the program, course intake, registration date, and tuition fees.
- ii. There will be no refund for the registration fee.
- iii. The registration fee for local and international students are as below:

Particular	Amount
Registration for Diploma - Local & International Student	RM1,000
Registration for Graduate Certificate/Advanced Diploma/Post Basic	RM1,500
Registration for Graduate Certificate/Advanced Diploma/Post Basic	RM2,500 + EMGS Charges

ACCOMMODATION FEE

Students are required to pay a deposit and one month's advanced rental on the registration day, otherwise, the students will not be allowed to register for student accommodation

Accommodation fee for both local and international student is the same below:

Particular	Deposit (Refundable)	Room Type (Optional)	
Local & International student	RM100	Basic Room	Fully Furnish

TUTION FEE

- i. Tuition fee is chargeable to students as per the offer letter, after full payment of the registration fee.
- ii. Students who are eligible to enroll for the subsequent semester will be charged tuition fees according to the specific academic calendar for their program.
- iii. International Student are required to make full payment of tuition fees to renew their student visa.

Other College Fees Compulsory for active students during the semester (if applicable). The fee as below:

No	Particular	Charges
1	Anual fee, Year 1&2 - Diploma (International)	RM850
2	International Fee, Year 1	RM3,000
3	International Fee, Year 2 & 3	RM1,400
4	Rental accommodation - (monthly)	RM230/ RM350
5	Repeat Semester - (per course)	RM400
6	Re-sit final examination paper - (per paper)	RM100
7	Utilities on accommodation	RM50

Ancillary Fee

No	Particular	Charges
1	Replacement of Matric Card	RM50
2	Purchase of Lab Coat	RM70
3	Replacement of Scrub Suit	RM120
4	Replacement of Locker Key	RM20
5	Recheck of Answer Script	RM200
6	Re-print Certificate/transcript	RM100
7	Library Fine	Penalty Charges
8	Lanyard	RM15
9	Penalty - Damage hostel furniture and fitting	Current Cost
10	Penalty - Damage Campus equipment and Machine	Current Cost
11	Penalty - return/reject Bank Cheque	RM500
12	Convocation fee	RM300

COLLECTION

Collection Students who obtain financing through methods such as **PTPTN, EPF, Zakat** or other sponsoring bodies, must disburse the payment based on the agreement stated in the Offer Letter. Any outstanding balance must be borne by the student. Failing to do so, IJNC has right to:

- i. Block/restrict student from registering for the subsequent semester
- ii. Block/restrict student from collecting examination result

Collection Status

Action	Timeline	Method of Communication
Finance issuance of invoice (if any fee)	1- Tuition Fee – 2 weeks after commencement date of semester 2- Hostel fee - 1st week of every month 3- Others - as when required	Invoice/Statement of Account via email/student portal
1st reminder of student outstanding	2 weeks before final examination	Statement of Account via email/student portal
2nd reminder of student outstanding	2 weeks before commencement of next semester (refer to Academic Calendar)	Statement of Account via email/student portal
Block from collection examination result	1 week before releasing of examination result	Statement of Account via email/student portal

DEFERMENT

A student may defer their study for a maximum of one year after a semester registration. During the deferment, the student is not eligible to use any college facilities and remains liable for any outstanding fees charged to them.

Withdrawal Finance

Students who are intending to withdraw during the semester, must notify the Finance Department to clear any outstanding fees as follows: -

- Students must complete a withdrawal form obtained from the Admission Department.
- Student must seek approval and verification from the Head of Program, Registrar, Student Affairs, Library, Admission and Finance within 30 days (about 4 and a half weeks) from the commencement date of the semester, to be eligible for a percentage of the refund as outlined in Table 17.7.2
- The outstanding balance from the prior withdrawal application must be cleared.

Tuition fee will be charged based on withdrawal date as per below:

Table i

No.	Timeframe	Tuition Fee Charges (%)
1.	Withdrawal within 1-15 days after the class commencement	25%
2.	Withdrawal within 16-30 days after class commencement	50%
3.	After 30 days of class commencement	Fully Charged

Refund

The policy is applicable to all IJNC students

- Students and Sponsor are entitled to a refund.
- Tuition fee is refundable if it is fully paid.
- Refund applications can only be processed for student where status is withdrawal and graduate, and not applicable for active and deferment student.
- IJN College has the right to offset any other outstanding balance on the student account statement before a refund is credited to the student account.
- Student's withdrawal with full payment is entitled for refund after deduction of tuition fee as per table i.

Table i.
Withdraw Student

NO	Particular	Type of Fee and Percentage of Refundable Fee (%)			
		Registration	Hostel Deposit	Tuition Fee	Non-Tuition Fee
1	Withdrawal within day 1-15 after the official registration	Non-Refundable	100%	75%	Non-Refundable
2	Withdrawal within day 16-30 after the official registration	Non-Refundable	100%	50%	Non-Refundable
3	After 30 days of registration	Non-Refundable	100%	Non-Refundable	Non-Refundable

PAYMENT REFUND

- i. For scholarship agency that pay for student tuition fee, refund will be paid to the scholarship agency.
- ii. A refund will be paid directly to students once the sponsor's payment is received.
- iii. The Finance Department will process the students' refunds within six (6) weeks after receiving the refund form the respective department. The refund amount will be adjusted for any outstanding fees or charges owed to the college.

MODE OF PAYMENT

Student's may make payments via payment methods below:

1. Payment through **JomPAY**:
 - a. Login to preferer Internet & Mobile banking and choose “**JomPAY**”.
 - b. Fill in the **JomPAY** Biller Code and Reference Number (Ref-1, Ref-2) and complete payment.



BILLER CODE : 24307 REF-1 : STUDENT'S MATRIX NO REF-2 : STUDENT'S IC NO

Submit proof of payment with details as below:

- a. Student's full name
- b. Student IC. number
- c. Course/Program
- d. Payment details
- e. Then email to: epaymentijnc@ijn.com.my

QR Code

- a. Student visit the Finance counter
- b. Make payment using QR Code of your preferred bank
- c. Submit proof of payment with details as below:
 - i. Student's full name
 - ii. Student IC. number
 - iii. Course/Program
 - iv. Payment details
 - v. Then email to: epaymentijnc@ijn.com.my

Online Transfer

- a. Visit www.maybank2u.com.my or Maybank2u Apps
- b. Choose “**Pay & Transfer**” and fill in the bank details and perform the payment

Account No:	5640 9820 4432
Account Holder:	IJN COLLEGE SDN BHD
Swift Code:	MBBEMYKL
Name of Bank:	MALAYAN BANKING BERHAD (MAYBANK)
Branch Name:	JALAN RAJA MUDA
Bank Address:	TINGKAT 1, LOT 1.01 & 1.02, BANGUNAN YAYASAN, JALAN RAJA MUDA AZIZ, 50300 KUALA LUMPUR
Ref/Details Payment:	STUDENT'S IC NO

Submit proof of payment with details as below:

- Student's full name
- Student IC. number
- Course/Program
- Payment details
- Then email to: epaymentijnc@ijn.com.my

Completion of Study

The Final invoice must be confirmed and verified once the students complete their studies. All graduating students must clear any outstanding balance, to attend the convocation ceremony. IJN College reserves the right to withhold the Certificate and Transcript if the balance is not settled.

Financial Aid

The main educational financial aid available is PTPTN which offers financial assistance to local student. For details on Financial Aid, students are advised to see the Financial Aid Unit.

LIBRARY SERVICE

The library provides access to information resources like books and newspapers to Institut Jantung Negara College staff and students only. The library supports and extends the academic education of institutions. It helps meet the teaching needs of the faculty and provides study facilities, as well as educational and recreational reading materials.

OPERATING HOUR

DAY	TIME
Monday-Friday	9.00am to 4.00pm
Saturday-Sunday and Public Holidays	Closed

ENTITLEMENT

- i. Library patrons must produce their ID cards or student card to borrow library books. ID cards are not transferable and under no circumstances may a book be passed on to another patron.
- ii. Patrons are responsible for all books loaned for as long as the check-out record remains uncanceled. They will be penalized for any loss or damage to the book borrowed in their name and will be required to pay the cost of replacement or repair together with any fines incurred before reporting the loss or damage, plus a processing fee.
- iii. Patrons are not allowed to borrow other books (even if they have not exceeded the loan limit) or renew any borrowed book(s) if they have unpaid fines or have yet to return or replace overdue book(s) or lost or damaged book(s).

NO	Membership type	Open shelf books loan limit/loan period	Red spot books/ multimedia item/ loans limit/ loan period
IJNC STUDENT			
1	Undergraduate Students	5 books/ 14 days	1 books/ 2 days
2	Postgraduate Students		
IJNC STAFF			
1	Academic staff/ assistant lecturer/ Tutor	5 books/ 14 days	1 books/ 2 days
2	Part-time Academic Staff		
3	Non-Academic Staff		

PENALTY

Books must be returned by the date or time specified on the due date slip. Fines for overdue loans are calculated from the due date to the day the items are returned. Public holidays are included in this calculation. For example, if a book is due before a Public Holiday and is returned after the Public Holiday, the fines will still be incurred even though the library is closed.

COLLECTION FINES (INCLUSIVE OF HOLIDAY)		
OPEN SHELF BOOKS	IJNC STUDENTS <ul style="list-style-type: none"> Undergraduate Postgraduate 	FIRST 30 DAYS: RM1.00 PER DAY
		AFTER 30 DAYS: RM 35+ FINES INCURRED
	IJNC STUDENTS <ul style="list-style-type: none"> Academic Staff/Lecture Tutor Part-Time Non-Academic 	FIRST 30 DAYS: RM1.00 PER DAY
		AFTER 30 DAYS: RM 35+ FINES INCURRED
RED SPOT BOOKS	IJNC STUDENTS <ul style="list-style-type: none"> Undergraduate Postgraduate 	FIRST 30 DAYS: RM1.00 PER DAY
		AFTER 30 DAYS: RM 35+ FINES INCURRED
	IJNC STUDENTS <ul style="list-style-type: none"> Academic Staff/Lecture Tutor Part-Time Non-Academic 	FIRST 30 DAYS: RM1.00 PER DAY
		AFTER 30 DAYS: RM 35+ FINES INCURRED

STUDENT DEVELOPMENT DIVISION (SDD)

- a. Manage IJN College Student Orientation Week.
- b. Manage and supervise IJN College students' financial aid (loan/scholarships).
- c. Manage and supervise matters regarding students' welfare and discipline.
- d. Manage students' accommodation (IJN College Hostel).
- e. Manage and supervise Student Representative Council.

STUDENTS ORIENTATION WEEK

The Student Development Division department is responsible for Orientation week for new students. The event will be held on students' first day on campus. The event will include an introduction by administrative and academic staff. The purpose for the event is to ensure new students become familiar with IJN college culture and to create a strong relationship between students and staff. Student Orientation Week also addresses practical matters such as campus safety, health and wellness resources, and financial aid opportunities. Information sessions on student accommodations, rules and regulations, transportation, and student organizations help students make informed decisions about their campus life experience.

IJN COLLEGE SCHOLARSHIP

Student financial aid and scholarships play a crucial role in ensuring access to higher education and reducing financial barriers for students pursuing their academic goals. These resources are instrumental in making education more attainable for individuals from diverse socioeconomic backgrounds. Student financial aid encompasses various forms of assistance, including grants, loans, and work-study programs, designed to help cover tuition fees, textbooks, living expenses, and other educational costs. Scholarships, on the other hand, are merit-based or need-based awards that recognize academic achievement, leadership potential, extracurricular involvement, or specific talents and interests. Both financial aid and scholarships alleviate the financial burden on students and their families, enabling them to focus more on their studies and personal development.

IJN College students can apply for financial aid from the list below.

- a. IJN College Scholarship
- b. IJN College Zakat
- c. Pinjaman Tabung Pendidikan Tinggi Negara (PTPTN)

DISCIPLINE AND MISCONDUCT

Student Development Division department is responsible in managing and supervise matters regarding IJN College students' discipline matters except academic dishonesty. Student disciplinary processes are an integral component of maintaining a safe, respectful, and conducive learning environment within IJN College. These processes serve to uphold academic integrity, enforce codes of conduct, and address instances of misconduct or violations of institutional policies. Typically, student disciplinary procedures are outlined in institutional handbooks or codes of conduct, providing clear guidelines and expectations for student behavior.

IJN COLLEGE DISCIPLINARY COMMITTEE

Appeal

Students are given SEVEN (7) days after get getting the official letter for termination from the College. The Appeals Board is set up for the purpose of having a final avenue for students to appeal. The process of appeal will be discussed and decided by the Disciplinary Committee for the termination based on submitting fake documents and committing serious offences. The Disciplinary Committee may comprise the following members. Two-thirds of the members may make decisions on any issues.

- i) Deputy Vice Chancellor Student Development
- ii) Dean
- iii) Registrar's Office
- iv) Finance Officer

Students' Dress Code

Student dress codes on campus policies implemented by IJN College to establish guidelines for appropriate attire and appearance. These dress codes aim to promote professionalism, respect, and a conducive learning environment while also addressing safety and cultural sensitivity. Typically, dress code policies outline expectations regarding clothing, accessories, grooming, and overall presentation. Class attire should be appropriate for a professional or academic setting and should not be excessively revealing, offensive, or distracting. This includes, but is not limited to, the following guidelines:

- Skirts should be of an appropriate length, extending to at least mid-thigh. (Female students)

- Tops should fully cover the chest and midriff area, with no plunging necklines or exposed undergarments.
- Attire with offensive language, symbols, or images is prohibited.
- Footwear should be always worn while on campus for safety and hygiene reasons.
- Accessories such as sunglasses, headphones, and backpacks should not obstruct or disrupt the learning environment.
- Students are encouraged to dress in a manner that respects cultural, religious, and gender identities of others.

Strict Prohibition on Relationships:

All students are reminded that personal, romantic, or intimate relationships with staff members (including faculty, administrative, or support staff) are strictly prohibited. This policy is in place to maintain a professional, ethical, and fair academic environment for all.

Consequences for Violations:

If any such relationship is reported to or discovered by the academic or management team, an immediate investigation will be launched. The student involved may face severe disciplinary actions, which could include suspension from academic activities for up to one semester.

Confidential Reporting:

Students are encouraged to report any concerns or inappropriate behavior regarding staff-student relationships to the appropriate office confidentially. The institution takes these matters seriously and will handle them with discretion.

STUDENT WELFARE & ACCOMODATION

The Student Development Division is responsible for IJN College students' welfare and accommodation. These two elements are essential components of the college experience, profoundly influencing the overall well-being and academic success of students. Providing adequate and supportive accommodation ensures that students have a safe, comfortable, and conducive environment to live and study in.

IJN College Hostel Accommodation

IJN College Hostel currently houses 470 Students from various programs. IJN College Hostel located at One Maxim (female students) and Maxim City lights (male students). Currently IJN Hostel leases a total of 80 units, 54 in One Maxim and 26 in Maxim City lights.

STUDENT REPRESENTATIVE COUNCIL

The Student Development Division is responsible for organizing campus elections to select potential candidates for Student Representative Council. The student council's purpose is to give students an opportunity to develop leadership by organizing school activities and service projects. Indirectly this opportunity will create an environment where every student can voice their concern or need and for the Student Representative Council to be the bridge that links students with administration. One of the primary roles of the SRC is to serve as the voice of the student body, articulating their concerns, suggestions, and feedback to university leadership. Through regular meetings, forums, and communication channels, SRC members gather input from their peers and work collaboratively to address issues related to academics, campus life, facilities, and policies. By amplifying student voices, the SRC plays a crucial role in shaping institutional decisions and initiatives, ensuring that they align with the needs and interests of the student community.

Student Representatives Council Election Process Flow Refer Appendix

IJN COLLEGE ACTIVITIES

The Student Development Division is responsible for organizing and supervising activities/events held in IJN College. Student Development Division department is responsible for the development and implementation of various programs and services that focus on the non-academic aspects of the student's life in the College, such as the acquisition of values and skills for lifelong learning. This is in line with IJN College vision which is to create holistic graduates. One key benefit of student activities is that students pursue their passions and interests outside the classroom. Whether it is joining a student club or organization related to a specific academic discipline, cultural identity, hobby, or social cause, students have the chance to immerse themselves in activities that resonate with their personal interests and values. Through participation in these extracurriculars, students can deepen their knowledge, hone their skills, and gain practical experience in areas of interest that may not be covered in their academic coursework.

IJN College Event/Activity Proposal Submission Process Flow Refer Appendix

END OF TENANCY

The student is required at the end of tenancy as stipulated by the accommodation rules & regulations to:

- a. cleans the apartment appropriately
- b. ensure that all the facilities provided are in good order
- c. no belongings are left behind in the apartment
- d. obtains check out slip from the administrative office and return all access card & keys provided
- e. check out must be done according to the date stipulated

Violation of these regulations will cause a complaint or action to be filed against the student. The complaint will be heard either through an informal hearing process with the person in-charge or through a formal process with the Disciplinary Committee.

The rules and regulations are applicable in normal situations only. Any emergency will be treated as an exceptional case.

ACTS OF VIOLATION AND HANDLING AUTHORITIES

Disciplinary action as per the Code of Conduct shall be taken against students violating Hostel Rules and Regulations.

NO	ACT OF VIOLATION	HANDLING AUTHORITY
1.	Indulging any political, communal, immoral or untoward activity, any propaganda or publicity of any nature which violates harmony, discipline and the image of the College	Student Development Division
2.	Drugs/alcohol consumption or possession or sale or being under influence of: <ol style="list-style-type: none"> a. Alcohol, tobacco, gutka and Cigarettes b. Narcotic drugs and Psychotropic substances 	Student Development Division/Warden
3.	Ragging: Anyone found indulging in ragging in any form in the Hostel	Student Development Division / Warden

4.	Gambling: No gambling of any kind shall be allowed in the premises of the Hostel	Student Development Division /College
5.	Willful disobedience or proxy signatures, forging of any kind or all the types of defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities	Student Development Division /College Administrators
6.	Indulging in Physical Fights/Quarrels/ Bouts	Student Development Division / Warden/ College Administrators
7.	Damages: If any common property is damaged or lost	Student Development Division / Warden/ College Administrators
8.	Return Hour: students shall return to the Hostel before 10:30pm, (11:00 pm on Saturday/Sunday/Holidays)	Student Development Division / Warden/ College Administrators
9.	Not signing in Attendance Register: Students shall sign the attendance register when they return to the Hostel at night.	Student Development Division /College Administrators/ Warden
10.	Partying and playing loud music inside Hostel room	Student Development Division /College Administrators/ Warden
11.	Having meals inside the hostel room unless medically advised and endorsed by the Rector	Student Development Division /College Administrators/ Warden
12.	Visitors: if taken to the room	Student Development Division /College Administrators/ Warden
13.	Sticking notices or writing on walls	Student Development Division /College Administrators/ Warden

IJNC HOSTEL LIST OF ITEMS & COST OF REPLACEMENT

NO	ITEMS	CHARGES
1.	Supply & Install (Main Door)	RM800
2.	Supply & Install (Room Door)	RM400
3.	Supply & Install (Bathroom)	RM300
4.	Repair nozzle (Sink & water heater)	RM50
5.	Sink clog & Bathroom clog	RM50
6.	Shower head with rubber hose	RM50
7.	Shower Stand / Holder	RM50
8.	Doorknob	RM60
9.	Minor pipe repairs (hall sink, bathroom sink heater)	RM50
10.	Wardrobe Lock	RM50
11.	Shower heater unit	RM300
12.	Power points damage (3 pin plug)	RM30
13.	Sealing Fan	RM200
14.	Glass Mirror Tinted	RM50
15.	Shoe rack	RM50
16.	Study chair	RM50

APPENDIX A

TERM AND CONDITIONS

GENERAL RULES OF ACCOMMODATION

1. Only students successfully registered in any program offered by IJN College may apply for students' accommodation.
2. The application form must be completed accurately to facilitate the processing.
3. IJN College shall accept no responsibility whatsoever for any loss and damage including property, valuables or personal belongings of the student who has the sole responsibility to keep his/her property, valuables or personal belongings always secured.
4. The terms and conditions stated herein may be periodically reviewed and subject to change without prior notice.

STUDENTS ACCOMMODATION

Allocation of rooms.

- a. Allocation of rooms is strictly on a first-come-first-served basis and subject to availability
- b. The allocation of rooms to student is at all times the sole discretion of IJN College

Duration of Accommodation

- a. The mandatory duration of residential period is six (6) months from the reserved check in date or actual check in date whichever earlier and upon expiry of the mandatory residential period of student can vacate the room.

PAYMENT

- a. All Payments in relation to this hostel accommodation are to be paid to "IJN COLLEGE SDN BHD"
- b. Payment of accommodation rental must be made two (2) months in advance. Any advance rental paid are non-refundable.
- c. Please refer to the FEE Schedule (Appendix A) in the offer letter

EARLY TERMINATION (BEFORE COMPLETION OF TWELVE (12) MONTHS ACCOMMODATION)

- a. In the event the student is unable to fulfill the requirement to reside for the Mandatory Duration of twelve (12) months, the following shall apply:
- The student must give notice in writing at least ten (10) days in advance in intention to terminate the accommodation
 - The student must pay rent up to the full month of the final.

UTILITIES (WATER AND ELECTRICITY)

- All utility charges will be boned by the students. Students are required to pay the utility charges monthly based on utilization.

APPENDIX B

ACCOMMODATION RULES & REGULATIONS

- a. Student should read the rules before signing the application form (A copy of rules is attached with application form)
- b. Rules to be displayed in the hostel also
- c. Duplicate keys will be made on application received from students by IJN College Administrator.
- d. Inspection to be done by Warden.
- e. The Hostel Management reserves the right to revise the Rules and Regulations from time to
- f. time and will keep the hostilities informed of any changes in the form of memorandum, notices on the Notice Boards and via Student Portal.
- g. Hostels residing at any of the hostels under the purview of this institution is governed by the rules and regulations herein mentioned.
- h. Hostilities found breaking any hostel rules at any of the hostel (s) under the purview of this
- i. College is liable to eviction from the hostel and can also be expelled from the college within 24 hour

APPENDIX C

ADMISSION PROCESS

- a. Provisional admission will be given to the hostel based on a first-come-first served basis.
- b. Application form with attached one stamp size and one passport size photograph will be submitted to the IJN College Administrator or Warden / Fellow for hostel accommodation.
- c. Admission form for hostel accommodation must be endorsed by **Head of SDD IJN College**.
- d. Room inventory Form to be filled in during check-in and check-out by the students in the hostel.

ISSUES RELATED TO PARENTS/RELATIVES/VISITOR

- a. Parents and guardians should give an undertaking to cooperate with the hostel authorities and should be available on call as and when required and disclose all contact details.
- b. Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.

USE OF ELECTRONIC/ ELECTRIC ITEMS

- a. Fixtures: Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allocated to students shall be cared for property. Students shall also be required to pay twice the charges of repair to items that are found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.
- b. Interchange of Furniture/Fixture: Students shall not interchange any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the hostel.
- c. Assets in Common Areas/Corridors: Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries shall be made by all the occupants of the hostel.

APPENDIX D

ATTENDANCE OF STUDENTS IN HOSTEL

- a. Undertaking form will be taken from student's attendance.
- b. Attendance of the students in the hostel will be taken strictly at 11.00pm
- c. Any late comer will have to sign in a separate register.
- d. The late comers will lead to disciplinary action.

DISCIPLINARY ACTION

- Any misleading or false statement or information in the application form shall render the admission for termination and on such termination, students shall not be entitled to stay and/or enter the hostel or part thereof. If she/he does not leave the premises of the Hostel she/he shall be liable to be forcibly removed from the hostel.
- The management reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance of frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited, and fees will NOT be refunded.
- For residential campuses, hostel accommodation is mandatory for the first-semester students except with approval from the College's Administrator.
- Change/Inter-change of Room: A student shall not change/interchange her/his room with another student or shift into a vacant room without the previous written permission of the SDD IJN College/College Administrator. The Senior Manager/College Administrator has the right to shift a student from her/his room to another room in the hostel at the time without assigning any reason.
- The hostel warden shall provide students with keys of the allotted room. Students shall NOT use other locks and key for locking their rooms. Students are responsible for their possession of all valuables, and they should be kept in the cupboard under lock and key.
- Students shall not leave mobiles, ornaments and valuables unguarded.

- Students cannot change lock and key without the permission Student Development Division IJN College
- SDD/Warden and College Administrator has discretion to inspect any room at any time.
- Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity or any nature whatsoever in respect of anything or any matter including political or communal matters.
- Students shall give prior written permission for the any information or interview regarding the Hostel to any member of the Press, Radio, television or any other media or before making any speech containing any information regarding the Hostel.
- During the vacation, belongings should be kept under lock.
- One month before the vacation period, an application endorsed by the Head of SDD IJN College must be submitted informing about students' vacation period.
- When the student has completed an academic year and is to vacate the hostel, the student must take along all her/his belongings.
- The students shall pay a hostel fee along with deposit for one year in advance at the time of admission (if applicable). The term for the hostel fee is one academic year as per academic calendar of the respective programmer the student is studying.
- Students residing in the hostel will be staying at their own risk, liability and consequences.
- It is mandatory for all students staying in the hostel to undergo medical checkup provided by IJN College.
- Any student who is not well, shall immediately report to IJN College Warden/Administrator. In case of medical emergency, the student will be shifted/referred to the hospital.

- Dress Code: The students should be decently dressed when they are out of the rooms. For girls, tight body-hugging clothes, short tops etc. are forbidden outside the room.
- Silence: Strict silence shall be observed in the hostel from 12:00 am to 6.00 am. Care should be always taken to ensure that music/loud talking is NOT audible outside the room.
- Student id cards must be worn all the time when students are around hostel facilities.
- Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other housemates in the hostel premises.
- No gambling of any kind shall be allowed on the premises of the hostel.
- No student shall bring or store any firearm, ammunition, explosive or inflammable goods on the premises of the hostel.
- Alcohol/drugs/Smoking: Student shall not bring, take and/or drink any alcohol/intoxicating drink, drug or substance of any kind whatsoever and/or smoke in the room and/or any part of premises. The same shall apply to the visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the college.
- If any property is damaged or lost, the same shall be charged in equal shares to the students who are in common use of that property. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.
- Fixture: students shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to students must be cared for properly. Students will be required to pay double the original cost of any item found missing from their room. Students will also be required to pay twice the charges of the repair to items that have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.
- Interchange of Furniture/Fixture: Students are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities will be expelled from the hostel. b. Assets in Common Areas/Corridors: Theft/damage to hostel assets in common

area/corridors will be covered from all students of the flank/wing involved, in case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all occupants of the hostel.

- Hostel authorities will not be responsible for any loss of money, jewelry or personal belongings of any student. Students are advised not to keep a high amount of cash/jewelry or any costly items in the room.
- Ragging: Ragging in any form is BANNED. It is a cognizable offence, and violation will invite action as per the law of the land in addition to rustication from the College. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting to this is also an offence. Please report any incident immediately to any College Administrator directly at any time of the day/night.
- Electricity Restrictions: Only electrical appliances that have been listed in the student list form will be allowed. The lights in the bathroom should be used only when necessary and should not be kept on when the bathroom is not used. While leaving the room students should take care to take off the lights and fans without fail. In case of default, a fine will be charged on every such occasion.
- Attendance Register: Attendance will be updated to the warden at 11:00 pm every night. Host elite must sign the attendance register every day between 11:00 pm to 11:30 pm. After that the student is not allowed to go out of the hostel. Going out of the hostel without permission will lead to disciplinary action.
- Students shall be back in the hostel for attendance before 11:00pm every day.
- Night out Permission: Night out shall not be allowed without the substantial reason. Night out in the permissive sense hereby abolished. The Senior Manager may still permit the students in exceptional circumstances for academic purposes, and it should be conveyed to the Senior manager/College Administrator in writing at least one day before the Night out.
- Holidays: Host elite may be permitted to go home during holidays with written permission from parent along with the copy of ticket, to be submitted to and approved by the Senior Manager/ College Administrator.

Cleanliness: Students shall keep their room, veranda and surrounding areas tidy, neat and clean always and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dry on the furniture or in corridors/balconies. No students shall store any cooked food in the room.

- **Pets:** Students shall not bring and/or keep any pets on the premises including fish, cats, dogs and so on. Students should desist from pampering stray dogs by offering food, petting them etc.
- **Visitors/Parents:** Visitors/parents are allowed to visit students only in the visitor's lobby. No student shall take any visitor including her/his parents to the room.
- The Management has the right to discontinue Hostel accommodation given to the student on account of misconduct and/or violation of rules and regulations.

APPENDIX E

Date:

Chief Executive,
IJN College

Dear Sir/Mdm.,

STUDENT DECLARATION

I as named below declare that I:

1. Understand, appreciate, and will comply with all regulations stipulated in this Student Handbook.
2. Am responsible and will be proactive in obtaining guidance and advice from the lecturers, Student Academic Advisors, Head of Academic, Head of Faculty, Head of Programme, administrative staff for any form of predicaments.
3. Will take appropriate actions pertaining to the stipulated regulations stated in the Student Handbook which are (and not limited to):
4. Will be responsible to fulfill all requirements of my academic programme and of my own progress towards the completion of those requirements.
5. Will avoid reproducing or imitating closely the work and/or opinion of others obtained through prints or electronic materials without acknowledging or disclosing their source(s).
6. Will avoid reproducing or imitating closely the work and/or opinion of others obtained through prints or electronic materials without acknowledging or disclosing their source(s).
 - i. to fulfill all the academic requirements stipulated in the curriculum of the Academic Programme enrolled at the IJN College.
 - ii. to attend lectures/practical training/industrial training/practicum/clinical training specified by the University.
 - iii. to complete the registration exercises in the programme enrolled within the specified time; d. to pay stipulated amount of the college's fees within the stipulated time
7. Will be responsible for fulfilling all requirements of my academic programme and of my own progress towards the completion of those requirements.

8. Will avoid reproducing or imitating closely the work and/or opinion of others obtained through prints or electronic materials without acknowledging or disclosing their source(s).
9. Promised to abide by all further directives or prohibitions that are issued from time to time by the college's authorities throughout my period of study here.
10. Am aware and understand that disciplinary action can be taken against me if I am found to have committed any offence as detailed in the Student Handbook.

Thank You.

Yours faithfully

(signature)

Name: _____

Identity Card No: _____