

# COLLEGE RULES & REGULATIONS



## **Vision**

To be the premier private college in the southern region of Malaysia.

## **Mission**

To provide courses that are relevant and produce graduates who are well-received by prestigious universities for further education and sought after by employers for gainful employment. To provide a holistic curriculum which will develop individuals to become responsible citizens who will rise up to the needs of his or her community.

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# SUNWAY COLLEGE JOHOR BAHRU RULES AND REGULATIONS

## PRELIMINARY

The Rules and Regulations stated in this Handbook apply to all students of Sunway College Johor Bahru.

Rules and Regulations set by the various academic programmes, Library, IT Services, Hostel, International Student Office and Science laboratories are to be read in conjunction with the Sunway College Johor Bahru Rules and Regulations.

- (i) The rules and regulations may be cited as the Sunway College Johor Bahru Rules.
- (ii) In these rules, words importing the masculine gender shall also import the feminine gender and that uses of the singular form will reflect the plural in application.

In these rules, unless the context otherwise requires:

“authorised person” means any person duly authorised by the College to act on behalf of the College;

“campus” means the grounds and buildings of the College including the Hostel;

“College” means Sunway College Johor Bahru;

“disciplinary board” means a board delegated by the Principal with disciplinary functions, powers or duties;

“disciplinary offence” means a punishable disciplinary offence under the Rule 1.1 and Rule 1.4;

“drug” means any drug or substance which is comprised in the First Schedule to The Dangerous Drugs Ordinance, 1972;

“gaming” means the playing of any game of chance, or of mixed chance for money or money’s worth, and shall include any wagering, any betting or any lottery;

“Hostel” means any accommodation, by whatever name called, provided by the College for the accommodation of students;

“obscene” refers to articles, pictures, books, behaviour, act etc., usually about nudity and sex that are considered offensive to accepted ideas of morality;

“poison” has the same meaning as set out in the Poison Act, 1952;

“smoking” refers to the act of inhaling and exhaling smoke from cigarettes, pipes, cigars, electronic cigarettes and other derivatives of smoking devices;

“prohibited item” refers to any item identified as dangerous which can possibly cause harm to self and others which includes but is not limited to blades, knives, slingshots, air guns, rods and baton sticks.

# 1. CODE OF STUDENT BEHAVIOUR AND DISCIPLINARY PROCEDURES

Any student who breaches any rule under the Code of Student Behaviour as set out in this section is guilty of a disciplinary offence.

## 1.1 Code of Student Behaviour

- 1.1.1 A student shall not conduct himself/herself, whether within or outside the campus, in any manner which in the opinion of the Principal is detrimental or prejudicial to the interests, well-being or good name of the College, or to the interests, well-being or good name of any of the students, or staff of the College, or to public order, safety or security, or to morality, decency or discipline.
- 1.1.2 A student shall not violate any provision of any written law, whether within or outside the campus.
- 1.1.3 A student shall not disrupt or in any manner interfere with, or cause to be disrupted or in any manner interfere with, any teaching, study, research, administrative work, or any activity carried out by or under the direction of or with the permission of the College, or do any act, which may cause such disruption or interference. This includes the use of mobile devices, which should be powered off or switched to silent mode.
- 1.1.4 A student shall not prevent, obstruct or interfere with or cause to be prevented, obstructed or interfered with, any officer or employee of the College or any person acting under the direction or permission of such officer or employee, from carrying out his/her work, duty or function, or to do any act which may cause such prevention, obstruction or interference.
- 1.1.5 A student shall not prevent or obstruct or cause to be prevented or obstructed, any student from attending any lecture, tutorial or class or from engaging in any legitimate activity or do any act, which may cause such prevention or obstruction.
- 1.1.6 A student shall not organise, incite, conspire or participate in the boycott of any examination, lecture, tutorial, class or other legitimate activity carried out by or under the direction or with the permission of the College.
- 1.1.7 A student shall not damage in any manner or cause to be damaged in any manner any property in the College or do any act, which may cause such damage.
- 1.1.8 A student shall not tamper, damage, deface, interfere with, move or in any manner deal with, any substance, object, article or property whatsoever or knowingly do any act or cause any act to be done on campus, so as to cause or be likely to cause any obstruction, inconvenience, annoyance, loss or damage to any property or person.
- 1.1.9 A student shall not contravene or fail to comply with any instruction or requirement by the College authorities, a member of the College staff or other College employee in respect of the use of the College facilities and resources.
- 1.1.10 A student shall not assault, harass, or discriminate against any person or engage in behaviour which may be considered an offence or cause offence to any person.
- 1.1.11 A student shall not engage in any form of offensive, threatening, abusive and/or bullying behaviour, including racist, sexist, homophobic or anti-disability behaviour or any form of behaviour which is likely to cause fear, distress or offence to others.
- 1.1.12 Identity Disclosure: No student shall withhold or obscure his/her identity, including name, Student ID number, or course details, from a staff member of the College when reasonably required to provide such information.
- 1.1.13 Gaming in the College: No student and no organisation, body or group of students, shall organise, manage, run or assist in organising, managing or running or participate in any gaming or illegal betting within the campus. This includes any activity that involves the exchange of money or items of value based on chance, or a combination of chance and skill, for money or money's worth. This includes but is not limited to gambling, betting, money wagering, and/or gaming, regardless of its form or platform.
- 1.1.14 Alcoholic Beverage: No student shall possess, consume, or distribute any alcoholic beverage on campus, nor enter the campus in a state of intoxication.
- 1.1.15 Obscene Articles: No student shall be in possession, custody or control of any obscene articles on campus. No student, and no organisation, body or group of students, shall distribute, circulate or exhibit or cause to be distributed, circulated or exhibited or be in any manner concerned with the distribution, circulation or exhibition of, any obscene article within the campus. A student shall be deemed to distribute, circulate or exhibit an obscene article, regardless of whether such distribution, circulation or exhibition is to only one person or to more than one person and regardless of whether or not such circulation, distribution or exhibition is for payment or for any other consideration or without consideration.

Obscenity and Acts of Indecency: No student shall participate in any activity or engage in any act which is deemed to be obscene or indecent in nature as described in the preliminary definitions. This includes public displays of affection (PDA) or any sexual activity, including but not limited to intimate physical contact or conduct of a sexual nature, while on campus.

- 1.1.16 Social Media Etiquette: No student shall post, share or comment on any picture, video footage, article or information deemed to be in violation of personal privacy, confidentiality and/or damaging in nature whether intentional or otherwise on blogs, forums, chats, messaging and social networking sites which could contravene with the Code of Student Behaviour.
- 1.1.17 Drugs and Poisons
  - 1.1.17.1 Save and except as provided for in Rule 1.1.17.4, no student shall be in possession or under custody or control of any drug or poison or be found to be under the influence of any drug or poison.
  - 1.1.17.2 No student shall give, supply, provide or offer or propose to give, supply, provide or offer any drug or poison to any person.
  - 1.1.17.3 No student shall consume orally or smoke or inhale or introduce into his/her body by injection or in any other manner whatsoever, any drug or poison.
  - 1.1.17.4 Nothing in this rule shall be deemed to prevent a student from undergoing any treatment by or under the prescription of a medical practitioner registered under the Medical Act, 1971.
- 1.1.18 Smoking: Smoking and/or vaping in any form, including the use of traditional cigarettes, electronic cigarettes, pipes and other smoking devices, is prohibited in the campus including the Hostel.
- 1.1.19 Dress Code: Students are required to dress neatly and modestly, taking into consideration Malaysian cultural norms and sensitivities, while remaining respectful of the diverse cultural backgrounds within the College, in accordance to the dress code advisory, while on campus.
- 1.1.20 Dangerous Items: No student shall be in possession of any weapons or dangerous objects, including those that could harm others, while on campus.

## **1.2 Disciplinary Procedures**

- 1.2.1 Where it is reported that a student has committed a disciplinary offence, the Disciplinary Board shall, either verbally or in writing, require the student to appear before it on a particular date, time and place specified by the Board.
- 1.2.2 The Disciplinary Board will not initiate investigations into anonymous allegations or allegations submitted by parents, relatives or friends on behalf of a student who chooses not to file the allegation under this Code. However, where a complainant expresses legitimate concerns about identity disclosure during reporting, the Disciplinary Board will consider appropriate steps to safeguard the rights of both the complainant and any student(s) involved.
- 1.2.3 Where a student fails to attend before the Disciplinary Board in accordance with a requirement under Rule 1.2.1, the student shall contact the Board within three (3) working days to arrange a new date and time to appear. Failure to do so, the Board will use its discretion to fix a new hearing date, and the student will be duly notified.
- 1.2.4 The Disciplinary Board retains the right to proceed with disciplinary meetings or hearings in the absence of a student, provided the student has been duly notified in accordance with the timelines stipulated in these disciplinary proceedings. Decision arrived at during the hearing is final and will be formally conveyed to the student. This provision also applies where the student is unable to attend because of an ongoing police investigation, criminal proceedings, or convictions.
- 1.2.5 At the disciplinary proceeding, the Disciplinary Board shall explain to the student the facts of the disciplinary offence alleged to have been committed by the student.
- 1.2.6 The Disciplinary Board may question or call any witness at any time to fully appreciate the facts in the offence before it makes its decision.
- 1.2.7 After hearing the witnesses and examining the documents or other articles produced before it, the Disciplinary Board shall make and announce its decision, and if it decides that the student is guilty of the disciplinary offence, he/she may submit mitigating factors for a lenient punishment.
- 1.2.8 The Disciplinary Board may impose a punishment in the form of a fine on the student and/or order the student to pay a compensation for damage to any property or any loss or injury to any person. Such a fine/

compensation must be paid within the specified period, failing which the student shall be suspended from the College.

- 1.2.9 Where it is determined that there is inadequate evidence to support the reported disciplinary offence, the Disciplinary Board retains the prerogative to decline further pursuit of the matter.

- 1.2.10 More serious offences may lead to the following punishments:

- a suspension from any or all of the facilities or programmes for a specified period;
- exclusion from any part of the campus for a specified period;
- expulsion from the College and the campus.

Sunway College Johor Bahru reserves the right to refer and to report any matter whatsoever to the police and or relevant authorities where appropriate.

- 1.2.11 Present at a disciplinary proceeding shall be:

- the Disciplinary Board, which will be made up of:
  - A Head of Programme from a faculty other than that of the student concerned;
  - A representative from the Administration department;
  - A representative from the Student Relations department;
- the student(s) against whom the disciplinary proceeding is taken;
- a witness while he/she is giving evidence, or when required by the Disciplinary Board; such other person as the Disciplinary Board may for any special reason authorised to be present.

- 1.2.12 Only authorised personnel of the College, including its security personnel, have the authority to conduct investigations into potential breaches of this Code or any non-academic conduct violations on campus grounds. Such authorised personnel may:

- conduct fact-gathering interviews with individuals involved in the incident;
- obtain written statements from relevant parties;
- carry out spot-checks or reasonable searches where there are reasonable grounds to do so.

All investigations shall be carried out professionally, and with respect for the privacy and dignity of those involved.

- 1.2.13 For students aged below 18 years, authorised personnel may conduct fact-gathering interviews on campus without parental permission only where there is a potential risk to the safety of students or staff. The purpose of such interviews is to establish basic facts and to ensure the safety and well-being of the College community. Examples of incidents that may warrant such interviews include (but are not limited to): fights likely to lead to retaliation, threats against students or staff, gang-related offences, possession or distribution of drugs or weapons on campus, smoking or vaping on campus, hazing, accessing unauthorised areas, and cases of sexual harassment or assault.

In all other instances the College will make every effort to inform the parents/guardians of the student at the earliest opportunity.

- 1.2.14 The College primarily communicates directly with the student involved. If a parent, guardian or another individual becomes involved, the student must ensure that such a person adheres to the spirit of this Code while on campus and in any communication with College staff or students. Failure of any representative to comply may result in discontinuation of further communications with that representative; the College will thereafter deal solely with the student concerned.

- 1.2.15 Zero tolerance policy.

1.2.15.1 The College maintains a zero-tolerance policy towards certain types of misconduct, including but not limited to acts of drug and/or substance abuse, sexual harassment, bullying and/or ragging, physical assault leading to serious or fatal injuries, and theft.

1.2.15.2 In line with this policy, the College reserves the right to take immediate and decisive action, including expulsion, when a student's misconduct falls within the scope of this policy. Expulsion may occur even before the conclusion of police investigations or criminal proceedings, if applicable.

1.2.15.3 The decision to expel a student under the zero-tolerance policy will be made by the Principal or designated representative, whichever is applicable.

1.2.15.4 The safety and welfare of the Institution's community are paramount, and the College will take all necessary steps to protect its members from harm.

- 1.2.16 If it is determined at any stage that a complaint was initiated with vexatious or mischievous intent, the College shall pursue a formal investigation. Such investigation may result in disciplinary action against the complainant consistent with the maintenance of the College's integrity.

- 1.2.17 All information related to the investigation and determination of alleged misconduct will be treated with strict confidentiality. Parties involved in the disciplinary process shall disclose information only on a need-to-know basis. The College will, however, adhere to any legal obligations to disclose information to relevant authorities and may consider voluntary disclosure where appropriate.

- 1.2.18 The College will keep records of all disciplinary proceedings. These records may be referenced in future disciplinary proceedings or in the event of any subsequent violations of this Code.
- 1.2.19 Where a student under the age of 18 is involved in disciplinary action, the parents/guardians will be informed of the disciplinary procedures and will be provided with updates on the outcome as outlined in this Code.
- 1.2.20 If a student is excluded, suspended or expelled under this Disciplinary Procedure, the College does not offer fee refunds for these situations. Students are solely responsible for these outcomes.
- 1.2.21 Students should be aware that outcomes of the disciplinary procedure may affect their academic progress, including eligibility for graduation or completion of academic programmes, and may have repercussions for future career opportunities.

### **1.3 Appeals**

- 1.3.1 Where a student is dissatisfied with a decision of the Disciplinary Board, he/she may appeal in writing to the Principal within five days of the decision of the Board.
- 1.3.2 The notice of appeal must set out clearly the grounds of appeal.

### **1.4 General Regulations**

- 1.4.1 **Student Card:** Every student must carry his/her student card at all times within the campus and must produce it when required. The student privileges associated with the holder of each card is not transferable, hence sharing of cards (including lending of a student card to another person) is not permitted.

A fee of RM50.00 will be imposed for the replacement of a lost student card.

- 1.4.2 **Attendance:** Where a student is required to attend any lecture, tutorial, class or other instruction relating to his/her programme of study, he/she shall not absent himself/herself without the prior permission of the Head, unless the circumstances do not permit such prior permission to be obtained and there is reasonable cause or excuse for the absence, in which case the student shall, as soon as possible thereafter, satisfy with regard to the absence and obtain approval in respect thereof.
- 1.4.3 **Attendance for Examinations:** Where a student's programme of study entails his/her attendance for an examination and he/she is not otherwise barred from attending for such examination, he/she shall not fail to attend for such examination without the prior permission of the Head unless the circumstances do not permit such prior permission to be obtained and there is reasonable cause or excuse for the non-attendance, in which case the student shall, as soon as possible thereafter, satisfy the Head, with regard to the absence and obtain approval in respect accordingly.
- 1.4.4 The College upholds the integrity of all forms of materials protected under intellectual property rights. A student shall not copy, duplicate, or reproduce any materials in violation of the Copyright Act 1987 or other applicable laws. This includes but is not limited to unauthorised recording of teaching sessions, digital copying, reproduction, distribution, or public exhibition of copyrighted works. Breaches may constitute offences punishable under Malaysian law.
- 1.4.5 **Cleanliness within the campus:** A student shall not do anything which may be detrimental to the cleanliness and neatness of the campus including its surrounding grounds.
- 1.4.6 **Noise and Disturbance:** A student shall not cause or permit to be caused any sound, noise, or anti-social behaviour that may annoy, disturb, or negatively impact other students, staff, visitors, or the local community.
- 1.4.7 **Living or Sleeping in the Campus:** No student shall use or cause to be used any part of the campus or any part of any building within the campus as living or sleeping accommodation, except the accommodation provided for him/her in the Hostel by the College.
- 1.4.8 **Entry into Prohibited Areas:** A student shall not enter any part of the campus or any part of any building within the campus, which is prohibited to students generally or in particular, to the student or class of students concerned.
- 1.4.9 **Health and Safety:** A student shall not engage in any behaviour which might cause injury to or impair the safety of any person, including self, through any act or omission, including misuse of safety kits, fire alarms, and fire extinguishers



- 1.4.10 Disobedience: A student must comply with all legitimate instructions, directions, or requirements given by any officer or employee of the College. Failure to do so constitutes a disciplinary offence.
- 1.4.11 Security of Belongings and Valuables: When in campus, a student is solely responsible for the security, safety and safe-keeping of all his/her personal belongings and valuables at all times and/or under all circumstances.
- 1.4.12 Vehicle Entry: All student vehicles entering and parking in campus must display a valid Car Entry Pass. While it is a requirement for a student to register for a Car Entry Pass, this is not a guarantee of a parking space.
- 1.4.13 Car Park: The car park within the campus is reserved for College personnel only except for parking lots specifically allocated for students and visitors. Waiting areas have been designated for temporarily parked vehicles and is not to be used as a parking lot. Vehicles left overnight without approval shall be reported and removed without further notice to the vehicle owner.

Motorcycles or bicycles may be parked only in specified areas within the campus.

- 1.4.14 The student shall ensure that his/her vehicle is parked in the designated areas and within the allocated space and that his/her vehicle is not causing any obstruction in any manner whatsoever. Vehicles which are parked haphazardly and indiscriminately will be reported and the responsible student subject to disciplinary action. In instances where safety and security concerns arise as a result of such parked vehicles, further action may be taken including immediate removal without further notice to the vehicle owner.
- 1.4.15 Driver Etiquette: A student driving within campus grounds must observe the instructions of authorised personnel, including security and signages displayed for safety purposes. This may include, but is not limited to
  - speed limit which is recommended at 10km/hour
  - directional signs for one-way traffic flow
  - no parking zones

- 1.4.16 Use of Facilities and Recreation Areas: A student shall use any facility and its related equipment including furniture and fittings provided in recreation areas around the campus responsibly.

Any loss of, damage to or misplacement of, whether intentional or due to negligence shall render a student guilty of Rule 1.1.7 and Rule 1.1.8.

- 1.4.17 Consumption of Food and Drinks: Food and drinks are not to be consumed in the classrooms, tutorial rooms, lecture theatre, library, laboratories, auditorium or examination venue.
- 1.4.18 Pets are not permitted in the College campus. The feeding and caring for stray animals within campus may also be deemed as keeping of pets and is strictly discouraged.
- 1.4.19 Illegal Demonstration: A student shall not be allowed to participate in any illegal demonstration.
- 1.4.20 Obstruction and Freedom of Speech: A student shall not obstruct the free movement of staff, students, or visitors within the campus, nor engage in conduct that prejudices the freedom of speech of any individual.
- 1.4.21 Lightning Warning: No outdoor activity is to be carried out in the event of rain, especially during the occurrence of lightning.
- 1.4.22 Practice Placements / Internships: Students must abide by the rules, policies, procedures, and requirements of associated practice placements and internships.
- 1.4.23 Representations to Media/Public: Students, registered organisations, bodies or groups of students are prohibited from making any representations or communications related to matters concerning the College, its staff, or fellow students in their capacity as students. This prohibition applies to oral or written communication, as well as any other forms of expression, to any third party, the mass media, or the public during lectures, speeches, public statements or any other forums.
- 1.4.24 Children/Dependents: Students must not leave any child or dependent unaccompanied on campus.
- 1.4.25 Misappropriation of Funds: Students must not misappropriate funds or assets of the College or of any member of the College community.
- 1.4.26 A student is not permitted to use the College address for purpose of delivery of personal online purchases and private mail.



## 2. ASSESSMENT

### 2.1 Academic Misconducts

Any attempt to gain an unfair advantage in assessments, which undermines academic standards and violates the College Rules and Regulations. This includes intentional acts, such as cheating or deliberately misusing Artificial Intelligence (AI) tools, and other forms of dishonest behaviour. All instances of misconducts will be treated seriously, regardless of intent.

### 2.2 Examinations

The following rules are to be read in conjunction with programme specific examination rules and regulations. Failure to adhere may result in a student being disqualified from an examination.

- 2.2.1 Arrival Time: Candidates should be at the examination venue at least 30 minutes prior to the time scheduled for the commencement of the examination. Candidates arriving after the allowed time will not be allowed into the examination venue.
- 2.2.2 General Instructions: Candidates are required to observe any general instructions which may be given by the Chief Invigilator and to note carefully any instructions that appear on the front of the examination paper.
- 2.2.3 Authorised Materials: No writing paper, books or manuscripts may be taken into the examination room/hall, other than those specifically permitted. Bags must be left at the designated area before a candidate approaches his/her assigned seat. Caps, pencil cases, calculator cases and all forms of ICT, mobile and smart devices, including watches and music players are not allowed. Only transparent drinking bottles are allowed. Candidates are not allowed to borrow stationery from other candidates.
- 2.2.4 Communication in the Examination Venue: No communication between candidates is allowed from the moment a candidate enters the examination venue until the candidate leaves the examination venue. A candidate who wishes to communicate with the Chief Invigilator should raise his/her hand to attract attention. Any candidate that leaves his/her seat without permission will be disqualified.
- 2.2.5 Permission to Leave the Examination Venue: A candidate can only leave the examination venue temporarily during the examination accompanied by an invigilator. A candidate may only leave within the allowed time.
- 2.2.6 Candidate Behaviour: Smoking and eating are not permitted in the examination venue.
- 2.2.7 Examination Materials: A candidate is not permitted to remove examination materials from the examination venue unless permitted by the Chief Invigilator. All examination scripts remain the property of the Examinations Unit.
- 2.2.8 Candidate Responsibilities: A candidate is required to adhere to the instructions for the conduct of the examination as set out in this document and any other instructions which may be issued to candidates through the Chief Invigilator.
- 2.2.9 Appeal against Examination Results (excluding external examinations): A student who is dissatisfied with his/her examination results is required to submit a formal application of appeal, with the application fee, to the Head of Programme within the allowable period and in accordance to the specific programmes rules.
- 2.2.10 Replacement of Transcript/Docket: A student wanting replacement of such documents where applicable (excluding external examinations) will be required to pay a processing fee.
- 2.2.11 External Examinations: These are subject to the rules and regulations of the relevant examination board/authority. Examination fees and procedures for appeal as set by the external examination board/authority will apply.

## 3. FEES AND DEPOSITS

### 3.1 Fees

- 3.1.1 Enrolment Fee: A non-refundable and non-transferable enrolment fee as determined by the College from time to time must accompany an application for admission into each programme or intake of study at the College.
- 3.1.2 Tuition Fees: The fees as determined by the College from time to time shall be payable before the commencement of a semester. A grace period of 5 working days from the date of commencement of a semester is given for the payment of tuition fees. If a student fails to pay his/her tuition fee by the sixth working day following the commencement of a semester, the Management reserves the right to exclude him/her from attending classes, deny access to campus facilities and resources and attempting assessments and examinations, until the fees due are paid. The Management also reserves the right not to register the student with the external examination body/authority, until such fees due are settled.

Tuition fees are not refundable, except as provided in Rule 3.5.  
Tuition fees are also not transferable, except as provided in Rule 3.6.

- 3.1.3 Student Resource Fee: The fee as determined by the College from time to time is payable before the commencement of every semester.
- 3.1.4 Laboratory Fee: The fee as determined by the College from time to time is payable before the commencement of every semester by a student who enrolls for a subject requiring science and/or computer laboratory/practical work and use of video and laboratory equipment.
- 3.1.5 Other Fees: A student may be required to pay additional fees as determined by the College.
- 3.1.6 Financial Aid: A student who has applied for a study loan from a bank or the government (PTPTN) or EPF withdrawal must pay all outstanding fees before the commencement of a semester. The College will reimburse this upon receipt of the funds.  
  
The College can only assist in the application for such financial aid and is not responsible for securing the loans/funds.
- 3.1.7 Dropping of Subject(s): The timeline to drop subject(s) is 2 weeks from the commencement of the semester. Requests for refunds/transfer of dropped subject fees after this period will not be allowed.
- 3.1.8 Excess Payment: Payments received in excess of any outstanding payable amount as determined by the College.

### **3.2 Deposits and Refund**

- 3.2.1 A refundable deposit as determined by the College from time to time shall be paid upon enrolment.
- 3.2.2 Refund: Deposits and excess payment (if any) are only refundable upon submission of the Completion/Withdrawal Form (Programme) as the formal application for refund. Deposits are refunded less any deduction for loss of/damage to College property.
- 3.2.3 Forfeiture: An application for refund must be submitted within 12 months of the completion of or withdrawal from the programme. Failure to submit such an application, within the stipulated period will result in the deposit and excess payment (if any) being forfeited.

### **3.3 Enrolment Status and Payment of Fees**

- 3.3.1 Student Status  
The deregistration process will be activated if relevant fees for the semester are not paid and/or student does not report for classes by the second week of the semester. Deregistration process will also be activated if the student absents himself/herself without prior permission for a period of 2 consecutive weeks.
- 3.3.2 Payment of Second or Subsequent Semester Fees  
Tuition fees and other applicable fees due for the second or subsequent semesters must be paid before the commencement of each semester.
- 3.3.3 Outstanding Fees  
In the event a student has incurred fees which are outstanding, the College reserves the right to withhold the student's examination results (including completion certificate and academic transcripts) or defer the release of such where applicable, until such time when all arrears are fully settled.

### **3.4 Withdrawal from Programme of Study**

- 3.4.1 Any withdrawal by a student from a programme of study must be notified officially to the College using the prescribed form.
- 3.4.2 The student must surrender his/her student card, library book and any property belonging to the College. The student is responsible for the replacement cost of any College property lost or damaged by him/her.
- 3.4.3 A penalty charge as determined by the College will be imposed if the student card is not returned for cancellation.

- 3.4.4 All outstanding fees or official charges must be settled in full before the application for withdrawal can be approved.

### **3.5 Refund of Tuition Fees**

- 3.5.1 A student who withdraws from a programme of study is eligible for a refund of tuition fees paid for the semester as follows:

| <u>Date of Withdrawal</u>                                  | <u>Amount of Refund</u> |
|--|-------------------------|
| By the 5th working day after commencement of semester      | 75%                     |
| 6th through 8th working day after commencement of semester | 50%                     |

- 3.5.2 A student who withdraws from a programme of study beyond the 8th working day after commencement of the semester shall not be eligible for any refund.
- 3.5.3 A student on conditional offer whose actual results do not meet the entry requirements of the programme is eligible for a prorated (weekly basis) refund of the tuition fees paid.

### **3.6 Transfer and Deferment**

- 3.6.1 Notwithstanding Rule 3.4, a student who withdraws from a programme of study and subsequently enrolls into another programme in the College is subject to approval. Such students may be required to pay the enrolment fees for the new programme of study.  
The student card in possession must be surrendered as part of the transfer process.
- 3.6.2 Tuition fees transferred from one programme or intake to another is not refundable and may be transferred only once. Tuition fees paid is not transferable after the 2nd week of the semester with exception to Rule 3.6.3.
- 3.6.3 Deferment: A student who wishes to defer his/her studies due to financial problems, medical or other reasons must obtain approval from the Head of Programme. If an application for deferment is received and approved before the semester commences, the student will not be required to pay any fees for the semester. However, the student may be required to pay an enrolment fee. If a student applies for deferment after the semester starts, tuition fees to be transferred to the next semester will be on prorated (weekly) basis.
- 3.6.4 Deferment is granted up to a maximum of 1 academic year only, after which the student is required to withdraw from the programme.

## **4. LIBRARY RULES**

- 4.1 The Sunway JB Library and Learning Commons has its own rules and regulations which are listed on the library website at <https://sunwayjb.libguides.com/about/rules>. All users must observe these rules and regulations for use of Library facilities and resources.
- 4.2 Any user who breaches the Library's rules and regulations is liable to fines as well as suspension of membership or borrowing privileges. Serious breaches shall be referred to the Disciplinary Board for further action.

## **5. SCIENCE LABORATORY RULES**

- 5.1 The Science Laboratories have their own rules and regulations, which are distributed to a new student during Orientation. Students entering the Science Laboratories must adhere to these rules, including the dress code.

## **6. INFORMATION TECHNOLOGY (IT) RULES**

- 6.1 A user of Sunway College Johor Bahru IT and network communication facilities MUST use these facilities responsibly, in accordance with the guidelines set in the Sunway Education Group Student ePolicy at <https://izone.sunway.edu.my/policies/student.pdf>
- 6.2 Any formal email correspondences with registered students shall only be conducted via the assigned iMail account.

## 7. DRESS CODE ADVISORY FOR STUDENTS

- 7.1 A student is required to dress neatly and decently, in reference to the guidelines illustrated in Rule 7, in accordance to Rule 1.1.19 at any time while on campus
- 7.2 Attire guidelines for students on campus.

