

VISION C O L L E G E

Learn. Grow. Excel



Student Handbook

RULES & REGULATIONS 2018

Version 2.0

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Welcome Message from the Director



I would like to take this opportunity to welcome you to Vision College. Strategically located in the vibrant city of Petaling Jaya, Vision College is an institution that strives to promote academic excellence.

We have a proud tradition of producing well-rounded graduates, tailored to their respective fields to meet the ever-evolving business environment.

Being offered a place at Vision College signifies that we feel you have great academic potential. It is our sincere hope that you will progress academically whilst taking great strides in your professional development.

Do take this opportunity to make new friends and participate in the many activities lined-up as you pursue your dreams here.

Colleges are many things - places for learning and study, places for culture, places for discovery; but above all, colleges are communities. Welcome to ours!

Warmest regards,

A handwritten signature in black ink, appearing to read 'Lee Wee Loong'.

Lee Wee Loong
Director
Vision College

Foreword by the CEO of Vision College

As a CEO, I am very glad to represent Vision College as an emerging high quality institution of Malaysia. Engaged communication with faculty, staff, students, and collaborative problem-solving, and a focus on what is best for our students are my main principles at Vision College. We are steeped in intensive learning, multidisciplinary teaching and participatory approach.



Vision College aims to cultivate talents by closely nurturing them throughout the whole program. We are unique in terms of our programs, academic structure and core values. Our students are our assets. We develop our students to open them up in front of global scholarly endeavor. While the whole world is running after chances, it is essential to create your own opportunity.

Our experienced and highly knowledgeable academic staff encourage students to put all the best practices together along with the creativity in order to prepare them for a radiant future with infinite possibility. All our staff implement divergent actions by sharing a common purpose and that is to bring out the extraordinary out of ordinary. So far, our Alumni have distinguished themselves in global fields. But still we are looking forward to achieving the bulk.

Vision College has many best things to offer. It is adjacent to Kuala Lumpur. Transport hub and malls are nearby. Students can easily get the access to vibrant places. Studying here is full of experiences and fun.

I would like to invite the students and respective parents to explore our website, pages and campus to get a clear portrait. Hopefully, you will be amazed by our intellectual and distinctive culture.

Let's learn, grow and excel together!

Best Regards,

A handwritten signature in black ink, appearing to read 'Hamzah', with a long horizontal line extending to the left.

Dr. Hamzah A. Rahman
CEO,
Vision College

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1.0 GENERAL INFORMATION

1.1 About Vision College

Vision College is a higher education provider (HEP) in Malaysia that was set up in the year 2005. It was initially established to cater for the needs of producing graduates to fulfil the needs of the Asian health care industry. Vision College, in partnership with leading medical practitioners in Asia, has demonstrated its ability to produce highly skilled and internationally recognized graduates in the fields of health sciences and social science.

Vision College seeks to be a world-class institution, the first kind in Asia, to provide internationally-accredited programmes with the highest standards in medical diagnosis. Now, Vision College has introduced a range of other non-health sciences programmes offered to help the young ones to equip themselves to be ready for their future.

Vision

To be a premier academic institution that promotes creativity and excellence.

Mission

To produce highly-employable graduates with international recognition.

Core Values

- a. Be inspiring
- b. Be resourceful
- c. Keep your promise
- d. Make it simple

Quality Policy

Vision College strives to be a premier academic institution that advances the quality of healthcare in Malaysia and the Asian region.

It is our mission to develop and train internationally recognised healthcare professionals with commitment to continued professional development.

It is our commitment to comply to ISO 9001 requirements and continually improve its effectiveness.

1.2 Introduction

This Student Handbook is established by Vision College to provide guidelines to all students. As a responsible corporate citizen, we are committed to:

- a. Serve and provide students with a well rounded education.
- b. Ensure staffs have the appropriate expertise and experience to deliver the programmes on which students are enrolled.
- c. Safeguard and protect all private information, documents and other personal details of students and that of their parents/guardians within the HEP.
- d. Seek continuous improvement and set high attainable standards of education and services.
- e. Take prompt action to deal with any complaints.
- f. As a responsible student of Vision College, you are expected to:
- g. Understand and comply with all its rules, regulations and policies.

- h. Behave/act responsibly at all times; avoid engagements in actions which could be disruptive.
- i. Use the facilities and properties of the HEP provided responsibly.
- j. Attend all classes punctually, complete all assignments, class/laboratory work as required.
- k. Maintain regular contact with your academic heads, notifying them if you are experiencing any difficulties and obtain necessary advice to help you succeed in your programme of study.
- l. Adhere to all datelines set by the HEP.
- m. Make full use of resources and support services provided by the HEP.
- n. Safe guard yourself and your personal property, adhere to all health and safety policies and procedures, and report on any accidents or incidents.
- o. Refrain from intentionally or recklessly interfering with or wilfully damage anything that has been provided for health and safety purposes.
- p. Report any failings in health and safety policies or procedures or any situations or incidents where they consider are in immediate or imminent danger.
- q. Report all accidents and incidents to the HEP.
- r. Use any equipment, material or substance provided in accordance with any training and/or instruction.

2.0 ACADEMIC REGULATIONS

Academic Year/Semester

The academic calendar related to a programme of study differs from programme to programme. A student is advised to refer the matter to the Programme Coordinator which conducts the respective programme or President.

“**Academic year**” means the period of twelve (12) months’ duration, the dates for the commencement and the end of which shall be determined by the College.

“**Academic Session**” means the period of study of programme, the dates for the commencement and the end of which shall be determined by the President.

“**Semester**” means a period in an academic session and comprises long semester and short semesters.

2.1 Admission into a Programme of Study of the College

Since entry requirements for all programmes may differ from one to another, applicants are advised to ascertain the exact entry requirements or seek clarification from the College prior to applying. Only applicants who meet the minimum entry requirements of the programme chosen may be admitted accordingly. The programme entry requirements are governed by the Malaysian Ministry of Higher Education (MoHE) and/or Professional Bodies governing the programme.

Once admitted into the programme, the student should ensure that his/her details are updated accordingly and regularly. All letters, official documents and correspondences shall be sent to the student’s last known/recorded address. The College shall not be held responsible for information not received due to the submission of incorrect/incomplete and un-updated data due to negligence/non-submission. Admission to any programme offered by the College is subject to meeting the academic entry requirements and submission of the following:

- a. A complete set of certified true copy of your previous academic achievements, certificates and / or transcripts, and
- b. For Malaysian students:
 - i. A certified copy of the Malaysian National Registration Identity Card (NRIC)
 - ii. Four (4) copies of your passport-sized photograph with white background.
- c. For International students
 - i. Colour copy of international student’s passport -
All pages are to be scanned (in PDF format) including the front and back covers. The passport must be valid for at least another 18 months. Page numbers and picture must be clearly visible.
 - ii. Coloured passport-sized photograph of international students in JPEG format -
Four (4) passport size photograph; white background; 45 millimetres (mm) high x 35mm wide (with student’s name and passport number written on the reverse side of the photograph) for visa application purposes.

All documents presented to the College for admissions purpose will not be returned to the applicants.

ADDITIONAL ENTRY REQUIREMENT FOR INTERNATIONAL STUDENTS (English Competency)

For Bachelor’s Degree and above (Master’s and Ph.D.) course requirements that do not state the English Language requirement, the minimum requirements are as follows: IELTS 5.0/ CEFR B1 OR equal to TOEFL PBT (410-413) OR TOEFL 4 IBT (34) OR CAE (160) (Cambridge English: Advance)/ CEFR B2 OR CPE (180) (Cambridge English: Proficiency/ CEFR C1 OR PTE (Pearson Test of English) (36) OR MUET (Malaysian University English Test) (Band 3).

For Diploma courses that do not state the English Language requirement the minimum requirements are as follows: IELTS 4.0/ CEFR A2 OR equal to TOEFL PBT (397) or TOEFL IBT (30-31) OR CAE (160) (Cambridge English: Advance)/ CEFR B2 OR CPE (180) (Cambridge English: Proficiency)/ CEFR C1 OR PTE (Pearson Test of English) (30) OR MUET (Malaysian University English Test (Band 2);

2.2 Programme Registration & Enrolment

- a. Enrolment is the process by which students formally agree to be a student member of the College for the whole, or part of the academic semester. In enrolling, the student has agreed to abide by the Charter, Statute and Regulations, and to become liable for full semester fee payments.
- b. A person who has accepted the offer receives an offer to pursue a programme of study for the said offered is required to register in accordance with the procedures prescribed in the said offer.
- c. A student who has registered for a programme of study which has been offered shall register on a continuous basis with the College and should he fail to do so shall cease to be a student and his name shall be removed from the student register.
- d. For medical reasons, a student may be considered for deferment of his registration for a programme of study. However, the deferment shall only be allowed up to one year. The offer shall lapse if the student still does not register in the ensuing semester or academic session concerned.
- e. The Academic Committee may at any time terminate the registration of a student if the Academic Committee is of the view that the student concerned, for academic reasons as may be determined by the Academic Committee, is incapable of continuing with the programme of study, and the student's name shall be removed from the College's student register, and the said student shall cease to be a College student.
- f. A student is not allowed to register concurrently for more than one programme of study in any particular period of time, whether at the College or at any other institution or university.

2.3 Subject Registration

- a. All students are required to register only the subjects which are offered for that particular semester. Subject Selection Form for such purpose can be obtained from the Programme Coordinator.
- b. The Subject Selection Form can be obtained starting from the first week of the commencement of the new semester.
- c. A student is given a period of two weeks from the date of the commencement of the Semester to complete the registration for the programme. After that period, a student shall be deemed to have withdrawn from the semester concerned if no registration has been done and no notice has been received from the student concerned during the said period. After the seventh week, if there is no change in the status, the academic status of the student may lapse.
- d. A student who fails to complete the registration of courses after the two week period must inform the College in writing of his status to Programme Coordinator at the very latest by the seventh week in the Semester concerned. Failure to do so shall cause the student concerned to be terminated from the study.
- e. All students are required to check their financial status with the Bursary.

2.4 Add and Drop Subjects

Any student may apply to ADD / DROP Subjects by using the Subject Selection Form with approval from the Programme Coordinator.

Students can only ADD or DROP subjects until the second week of the current semester.

2.5 Application for Credit Exemption

"**Credit Exemption**" means exemption from registration and attendance on a subject that is prescribed for a particular programme of study based on the subjects taken by a student before admission into a programme of study of the College. The subjects approved for credit exemption shall not be taken into account in the calculation of the GPA, CGPA and credit hour for graduate.

For the purpose of credit exemption, the student concerned must first obtain the certificate/diploma/degree concerned before any consideration for credit exemption is made.

The conditions for credit exemption are as follows:

- a. Grade equivalent : the subjects applied for credit exemption must have at least 80% overlap with a similar module offered at the College; and
- b. Passing grade : the grade or grade point obtained for the subject concerned must not be lower than C
- c. Credit hour(s) : the subjects applied for credit exemption must have equivalent credit hours with the previous undertaken programmes.
- d. Accreditation : the previous undertaken programmes must be fully accredited by the Malaysian Qualifications Agency (MQA). For programs taken outside of the country, the program must be of a recognized by related parties in that country.

An application for credit exemption shall be made by using the prescribed form that can be obtained from Registry Office and Programme Coordinator. Completed forms must be submitted to the Head of Academic no later than the Friday of the second week of a semester together with:

- a. the payment of the processing fees at a prescribed rate (these fees are non-refundable);
- b. the syllabus of the subject for which exemption of credit is applied and
- c. a copy of the transcript together with certificate/ diploma/degree concerned.
- d. SPM results slip (for credit transfer for Bahasa Kebangsaan A).

The maximum number of credit hour that may be exempted shall not exceed 30% of the total credit hours of the programme of study concerned.

A student shall be informed in writing by the registrar of the result of the application for the exemption of the credit.

A student who changes his/her study programme either in the College or from other Institution of Higher Learning (IHL) is allowed to apply for Credit Exemption.

Subjects completed at the Foundation level are not transferable.

2.6 Application for Credit Transfer

- a. "**Credit Transfer**" is the transfer of credit hours with the grades obtained for a module of study undertaken by a student prior to admission into a programme of study at Vision College.

- b. In the credit transfer process, the credit hours obtained for the module concerned shall be taken into account in the total credit hour for graduate. Permission for the credit transfer is subject to, among others, the following conditions:
 - i. Grade equivalent : the subjects applied for credit exemption must have at least 80% overlap with a similar module offered at the College; and
 - ii. Passing grade : the grade or grade point obtained for the subject concerned must not be lower than C
 - iii. Credit hour(s) : the subjects applied for credit exemption must have equivalent credit hours with the previous undertaken programmes.
 - iv. Accreditation : the previous undertaken programmes must be fully accredited by the Malaysian Qualifications Agency (MQA). For programs taken outside of the country, the program must be of a recognized by related parties in that country.
 - c. In special circumstances, a student who has been allowed to change his programme of study may be considered for credit transfer subject to the above conditions.
 - d. The maximum number of credit hour that may be transferred shall not exceed 30% of the total credit hours of the programme of study concerned.
 - e. An application for credit transfer shall be made by using the prescribed form that can be obtained from Registry and Programme Coordinator. Completed forms must be submitted to the Head of Academic no later than the Friday of the second week of lectures of a semester together with:
 - i. The payment of the processing fees at a prescribed rate (these fees are non-refundable).
 - ii. The syllabus of the module for which exemption of credit is applied, and
 - iii. A copy of the certificate/ diploma/degree concerned.
- The maximum total hours that may be transferred or exempted shall not exceed 30% of the total credit hour of the program of study concerned.
- A student shall be informed in writing by the Registrar of the result of the application for the transfer of the credit.
- f. Modules eligible for credit transfer must be equivalent and fulfil the requirement of the current programme curriculum taken by student.
 - g. Credit transfer will only apply to ACTIVE students.
 - h. Approval of Credit Transfer will be informed to the student by Registrar.

2.7 Change in Programme of Study

A change in a programme of study may be allowed following registration on an original programme of study subject to the following conditions:

- a. is permitted for a first year student only and for those who have completed at least one semester of study,
- b. permitted once only throughout the duration study at the College,
- c. fulfil the admission requirement of the new programme of study
- d. the student has not convicted be a charge under the disciplinary action, and
- e. recommended by the Programme Coordinator of the original programme of study and the acknowledgement of the concerned Programme Coordinator accepting the student.

2.8 Withdrawal

"Withdrawal from the College" means withdrawal from a programme of study where upon a student shall not continue with the programme of study currently pursued.

Any student who wishes to withdraw from a programme is required to write to the Student Admission to request for withdrawal of the said programme with specific and valid reasons. The said letter should be forwarded to the Programme Coordinator and lecturer in charge of the batch and will be taken-up to the Head of Academic. If approval is granted, the student is required to fill in the Withdrawal Form and counter - signed by the Programme Coordinator, Counsellor and the Head of Academic. This will include the completion of the "Withdrawal Form" by all departments and persons outlined in the Form.

Tuition fee refunds (if any) are guided by the College's Refund Policies and Procedures and you are advised to ascertain the procedure. It is imperative that all rules and regulations are strictly adhered to, including settling the outstanding tuition fee (if any), failing which, the Refundable Deposits shall be forfeited.

Registry department will issues the confirmation withdrawal after received complete document of withdrawal form and supporting document. The approval for withdrawal of an International student must be accompanied by, apart from, a duly completed Withdrawal Form, also a confirmed air ticket indicating student departure date. In the case of transferring to another institution, a Letter of Offer from the acceptance institution is also required for transfer cases.

Any decision with respect to withdrawal from the College shall be final.

2.9 Termination of Study

The College has the right to terminate students from the College based on academic or non-academic related issues.

When and if student are found guilty of any serious disciplinary offences and prolonged stay in the country (international students) were affecting the peace of the country or tarnishing the image of the College, the student will be terminated immediately.

Apart from the above, reasons for termination of studies may include any one or a combination of the following:

- a. fails to complete the registration of courses after the two weeks period and fails to inform the College in writing of his status at the very latest by the seventh week in the semester concerned.
- b. Poor academic performance for a few consecutive semesters
- c. High absenteeism in classes
- d. Non-response to warning letters issued
- e. Unacceptable reasons replied to warning letters
- f. Advised by Programme Coordinators/Head of Departments or designated staff of the School/Academy/Institute
- g. Submitting forged/ tampered documents
- h. Rejection of student visa renewal by the Malaysian Immigrations Department
- i. Exceeding maximum duration allowed to complete a programme
- j. Disciplinary issues
- k. Fails to complete the requirements of his programme of study within the prescribed maximum period.

Level	Duration of Study (Minimum)	Duration of Study (Maximum)
Foundation	1 year	2 years
Certificate	1 year 6 months	3 years
Diploma	3 years	5 years
PgDMU	1 year	2
DNS	3 years	4 years

- i. On the basis of medical grounds - A student whose defer from a semester has been approved on medical grounds for two consecutive semesters can be terminated from his programme of study upon the recommendation of a Doctor of the Student Health Clinic or a Government Hospital after the student's case has been reviewed by the doctor concerned in the following semester.
- ii. On the basis of psychological/medical psychiatry grounds - A student whose defer from a semester has been approved on psychological/medical psychiatry grounds and who did not sit for the final examinations for four Normal Semesters and two Special Semesters consecutively can be terminated from the programme of study upon the recommendation of the doctor/specialist concerned.
- iii. College reserved the right to terminate the student under certain circumstances after decision has been made by the Head of Academic.

When a student is terminated from his/her programme of study due to academic related issues, the notice of termination shall be sent to the student by the Programme Coordinator with which the student is registered for this programme of study.

Tuition fee refunds (if any) are guided by the College's Refund Policies and Procedures and you are advised to ascertain the procedure. It is imperative that all rules and regulations are strictly adhered to, including settling the outstanding tuition fee (if any), failing which, the Refundable Deposits will be forfeited.

2.10 Deferment from course / semester

"Deferment from a module" means defer from one or more modules in a semester. However, a student is subject to the prescribed minimum credit hours requirement for any Semester.

"Deferment from the semester" means defer from all modules registered (if any) for the semester concerned or taking a leave of absence from attending lectures for a programme of study currently pursued in the semester concerned.

An application for deferment from a module or semester may be approved by the Head of Academic provided that the application is made before or at 12 noon on the Friday of the seventh week of a Long Semester or before or at 12 noon on the Friday of the second week in a Short Semester.

A student must complete the prescribed form (Deferment Form) and submit it to the Programme Coordinator within the permitted period of time.

If the application is not approved, the student concerned is required to continue with the programme of study for the module concerned. The student concerned shall repeat that module if he does not attend the classes for module. The student concerned is not allowed to sit for the examination held at the end of the semester concerned.

A student's deferment from a programme shall be permitted for the following reasons:

- a. He/she has been certified to be medically unfit by a licensed professional, or

- b. He/she has no outstanding fees to the College, or
- c. The duration of deferment is one year or less.

2.11 Students With Disabilities

A student requesting special arrangement should provide documentation of a disability to better assess his or her situation and needs. Special arrangement may include various assistance in academics and accommodations deemed reasonable and necessary by qualified professionals.

3.0 GRADES & HONOURS

3.1 Marking Scheme

Students are assessed both qualitatively and quantitatively. The official marking scheme of Vision College including the marks and their meaning are as follows:

Marks	Grade	GPA	Meaning
80-100	A	4.00	Distinction
75-79	A-	3.67	Distinction
70-74	B+	3.33	Good
65-69	B	3.00	Good
60-64	B-	2.67	Good
55-59	C+	2.33	Pass
50-54	C	2.00	Pass
45-49	C-	1.67	Fail
40-44	D+	1.33	Fail
35-39	D	1.00	Fail
00-34	F	0.00	Fail

Cumulative grade points average (CGPA) is calculated as follows:

$$\text{CGPA} = \text{sum of accumulative point} / \text{sum of credit hours}$$

Other grades Grade EX, given for modules that have been approved for exemption of credit.

3.2 Progression

Student progression will normally be based on the following criteria:

- a. A student can proceed at the end of semester, if their Grade Point Average (GPA) is 2.00 and above.
- b. A student who has failed a any module shall be eligible for one opportunity as of right to retrieve the module. The grade assigned for the successful re-sit of the final examination of the module shall be C.

A student who obtains a grade lower than the pass grade for a programme, shall be required to repeat the module concerned until he achieves at least the passing grade as prescribed for the programme concerned subject to the structure of the programme of study followed by the student and the maximum duration of study.

3.3 Requirements for Graduation

A student must fulfil the following requirement for the purposes of graduation:

- a. All students are required to achieve a minimum grade of C in all modules.
- b. If the minimum passing grade is not met, the student will not fulfil one of the requirements to graduate.
- c. Requirement for minimum credit hours and minimum duration.

Level	Total Credit (Minimum)	Duration of Study (Minimum)	Duration of Study (Maximum)
Foundation	50	1 year	2 years
Certificate	60	1 year 6 months	3 years
Diploma	90	3 years	6 years*
Postgraduate Diploma	40	1 year	2 years
Bachelor	120	3 years	6 years

** For Diploma in Nursing maximum duration of study is 4 years.*

If you have exceeded the maximum duration prescribed for the programme of study, you are to withdraw your study from the College.

Any other conditions and requirements over and above the aforementioned will be decided by the respective School/Board (e.g. conditions for year to year progression, or entry to the Final Year, etc.).

3.4 Academic Performance

A student's performance will be reflected in the grade obtained or its equivalent.

3.4.1 Attendance policies

- a. Students are expected to be regular and punctual in their attendance and participation at lectures, tutorials, practicals, clinical sessions and other scheduled classes or assessments.
- b. A student who is absent due to medical reason is required to notify the Programme Coordinator and subsequently provide a medical certificate within one week after the absenteeism.
- c. A student who plan to have leave of absence shall obtain the Student Leave Application Form from the Programme Coordinator and submit the form attach with relevant documents to the Programme Coordinator two weeks before the planned leave. The application is subject to approval by the Head of Academic.
- d. Students are required to obtain an attendance record of 80% for all academic activities before being allowed to sit for their summative examination.

3.4.2 Plagiarism

Plagiarism is defined as any unauthorized use of ideas and words produced by someone other than the author and present them as their own. At the discretion of the lecturer/tutor and/or Programme Coordinator,

students may be required to submit the same piece of work purged of all plagiarism for a grade capped at the relevant passing grade or be awarded a failing grade for the particular assessment.

3.4.3 Formative Assessment

Students will be assessed continuously through formative assessments which include tests, assignments, quizzes, class exercises, group discussions, presentations and problem-based learning. Each assessment will be graded as set out in the course assessment criteria of the module. Students are advised to be aware of the respective deadlines for submissions and penalties for late submission.

3.4.4 Penalties for late or non-submission of work

When an assessment extension deadline is not met, students will be penalized for not submitting their work. A scale is being used to deduct students assessment marks across a set period of time until a mark of 0% is recorded. The scale is as follows:

- a. 5% will be deducted from the scored marks for one working day late.
- b. 10% will be deducted from the scored marks for two working days late.
- c. 15% will be deducted from the scored marks for three working days late.
- d. 20% will be deducted from the scored marks for four working days late.
- e. 0% will be recorded for five days late.

3.4.5 Extensions to submission deadlines

Extensions are normally only granted where extenuating circumstances are presented, such as sickness or death of a close relative. For all cases of sickness, a medical certificate must be submitted prior to the submission deadline. Examples of circumstances which would not normally warrant extensions include problems with IT such as hardware or software failure or printing problems or poor time management on the part of the student.

3.5 Examination

3.5.1 Examination Policies

Students are required to sit for a final examination towards the end of each semester according to the final examination timetable set by the Programme Coordinator and approved by Academic Coordinator, Registrar and Head of Academic. The examination question papers will be moderated by internal and/or external moderators.

3.5.2 Summative Examination

Summative examination refers to the final written examination. Students are eligible to sit for the examination if they fulfilled the following criterias:

- a. 80% attendance of classes;
- b. Pass in cumulative formative assessments; and
- c. Complete settlement of fees and payment due to College.

Students who do not meet the above requirements will be barred from the final examination. Any request to be unbarred will only be considered on a case to case basis.

The College operates a fair system whereby the students will complete the written examination anonymously and can only be identified by their Student ID and national identity card numbers. The identity of the student

is not revealed until after the second internal marking of the script to prevent any form of discrimination or bias towards the students.

3.5.3 Examination Docket

The examination docket will be issued to the students one week prior to the final examination. Students must bring along the exam docket during the final exam to ensure they can sit for final exam.

3.5.4 Prohibited Items In The Examination Hall

Certain materials are strictly prohibited from being brought into the examination hall. Students caught with these items in the examination will be subject to expulsion from examination - notwithstanding that the examination has commenced or not, and whether the prohibited item(s) was (were) brought in intentionally or otherwise. It is the students' responsibility to check that these prohibited items are not brought into the examination hall. For a non exhaustive list of rules and regulations in the examination hall, kindly refer to *Appendix II: Examination: Rules & Regulations*

3.5.5 Appeals

a. Appeal for review of examination results

The grade appeal procedure is to serve the needs of students who are aggrieved by his/her grade/result. Students have the right to request for their total results (within two weeks after the result released) and the college shall release it to them. The decision made by the Examination Board for the appealed paper will be final. The deposit paid will be forfeited if the appeal was unsuccessful.

An appeal must be made using the prescribed appeal form which may be obtained from the Registrar or the General Office. The completed appeal form shall be submitted to the Registrar together with the relevant document.

b. Appeal to Continue With Programme of Study

A student, who has been terminated from his programme of study, may submit an appeal to continue with his studies. The appeal concerned shall be submitted to the Registrar who shall then obtain the approval of the Head of Academic, Registrar and Programme Coordinator.

c. Appeal To Extend Duration of Study

Any student who has yet to complete the requirements for graduation for his programme of study may submit an appeal for an extension of his duration of study. The appeal shall be submitted to the Registrar who will obtain the comments and approval by the Head of Academic and Programme Coordinator.

3.5.6 Re-sit Examination

Should a student fail to obtain the passing grade, they are required to take the re-sit paper. The schedule for re-sit papers will be posted on the notice board and college will be informed verbally to the student. Please refer to the Bursary Department for re-sit paper charges.

3.5.7 Absenteeism From Examination

a. Students who arrived 30 minutes late after the examination has commenced will not be allowed into the examination hall and will have to re-sit the examination paper and pay the required fees.

- b. Student who did not attend any examination paper (without valid reason) shall be deemed to have failed the examination component of the final examinations for the course concerned. The student is not allowed to re-sit the exam and need to retake the subject concerned in the following semester.
- c. A student who did not take a part or the whole of the College examination for medical or compassionate reasons such as being involved in an accident or the death of either parent or immediate next-of-kin, i.e. guardian, child, spouse, sibling or grandparent, must inform the lecturer or Programme Coordinator before the scheduled examination. The student concerned shall submit the relevant documents as a proof to the lecturer or Programme Coordinator for his case to be considered by the Head of Academic.
- d. A soft copy of the relevant document as stated in (c) above must be submitted to the lecturer or Programme Coordinator not later than forty-eight hours after the completion of the final examination paper of the student. An original copy of documents must be submitted before the re-sit examination. The submitted documents must be appended with:
 - i. For a medical certificate and a medical report issued by a Doctor of the government hospital or clinic or a private medical centre must submit in a original copy.
 - ii. For report from a district officer or police officer who is the head of the student's district if the absence for a part or the whole of the examination was due to compassionate grounds as stated above.
- e. Upon receiving a relevant document as stated in paragraphs (d) above, the lecturer or Programme Coordinator shall report the matter to the Exam Unit.

3.5.8 Cheating And Misconduct

Examinations are an opportunity to showcase your skills, talent and hard work. It is a serious offence for a candidate to infringe, or attempt to infringe, the rules and regulations governing the conduct of examinations, for the purpose of gaining an unfair advantage for him/herself.

For additional information on cheating and misconduct in examinations, please refer to *Appendix II: Examination: Rules & Regulations*

4.0 GENERAL REGULATIONS

The students are required to adhere to all the academic and non-academic rules and regulations set forth by the HEP. For a non-exhaustive list of rules and regulations, kindly refer to *Appendix 3: HEP Rules And Regulations*.

4.1 Regulations on Student ID Cards

Student ID Cards will be issued upon registration.

- a. Students must display their student ID cards at all times while on campus, cards must be clearly visible.
- b. For security reasons, students are advised to carry along their ID cards at all times, even outside the campus, it will be helpful in emergency situations.
- c. Students' cards which are lost or damaged must be replaced immediately. A new card will be issued at a cost of RM50.00.
- d. The Student Identification Card can be used for the following purposes:
 - i. Means of identification
 - ii. Building access card
 - iii. Access to Library and Computer Labs
 - iv. Photocopy Service
 - v. All students related events/activities bookings

4.2 Student Passes (International Student Only)

Student Passes are issued by the International Student Office, which allow international students to reside and study in Malaysia.

On registration, application will be made for the Student Passes to the immigration authorities. Students will be notified when the passes are available for collection. The registration procedures for international students are as follows:

- i. Submission of the Application Form together with payment for the Application Fee.
- ii. These fees paid are non-refundable even if you fail to obtain a Student Visa from the respective Malaysian Government agencies
- iii. The submission must be accompanied with the relevant certified true copies of previous academic documents, i.e. certificates, transcripts and other relevant documents, for admission into the College as well as for student visa application purposes
- iv. Upon approval of the student visa, remittance of the other fees and initial tuition fees in full as stipulated in the Letter of Acceptance.

The offer to international students, except for programmes with admission quota as regulated by professional bodies is valid for two (2) semesters or eight (8) months, from the intake offered for admission. In the event that you failed to commence the programme after the offer's validity period, you are required to re-apply and re-initiate the application procedures mentioned above.

4.2.1 Extension of a Student Pass

- a. Application for extension of Student Pass must be made through the International Student Office at least two (2) months before its expiry.
- b. Late submission of application for extension of a student pass, will incur a penalty imposed by the Immigration Department. This must be paid by the student.
- c. Students who have reached the maximum period of candidature must first apply for extension of study and be approved by the respective faculties before any extension of a Student Pass can be made.
- d. To extend a Student Pass the following documents must be given to the International Student Office:-
 - i. a photocopy of each page (full and blank) of the student's passport;
 - ii. 2 colour photos of Passport Size;
 - iii. attendance report from the relevant faculty (Undergraduate);
 - iv. a photocopy of recent examination results (Undergraduate);
 - v. confirmation letter on student's candidature from the Academy/Faculties/Centres (Postgraduate);
 - vi. progress report or examination results (Postgraduate) and
 - vii. payment

Note

Students who overstay their permit in Malaysia will be required to attend the Immigration Department for questioning by an immigration enforcement officer, by a Visa Unit Officer. Any penalty imposed by the Immigration department for overstay or any other penalties must be borne by the student.

If the validity of the student passport is less than the duration of extension, renewal must be made before application for the extension of Student Pass can be made.

Undergraduate students who have obtained poor results will also be required to attend the Immigration Department for questioning by an Immigration officer. A final decision on the period of extension given for the Student Pass will be made by the immigration officer

4.2.2 International Students - Permission to Work Part-Time

- a. A student is permitted to do part-time work for a maximum of 20 hours per week during semester breaks or any holiday exceeding 7 days. Guideline by Immigration Department Malaysia.
- b. Students are not permitted to work as cashiers.
- c. Permission to work part-time is extendable by the Immigration Department depending on the student's attendance and academic reports.
- d. Applications from students studying in Private Higher Educational Institutions must be submitted by the respective institutions to the Immigration headquarters in Putrajaya; for students from Public Higher Educational institutions to the nearest Immigration Office.

4.3 Expectations regarding dress and tidiness

A neat, dignified, and well-groomed appearance is expected of every student. The dressing and grooming of both men and women should always be modest, neat and consistent with the personal integrity and dignity of Vision College students. The dress code is based on the concept that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process.

The following are general guidelines for student attire whilst in the vicinity of the HEP:

- a. Students are required to wear clean, neat and proper attire at all times; female students are encouraged to wear unrevealing clothes.
- b. Students are not allowed to wear improper, revealing clothes when attending lectures or any academic and formal activities.
- c. Students are not allowed to wear clothes to cover his / her face.
- d. Students must abide by the relevant dress code, whilst in laboratory or conducting experiments.
- e. Students are expected to wear appropriate footwear in the campus.
- f. Students' hair must be neat and tidy at all times
- g. Students are expected to have appropriate hair styles.

Warning: College authorities may take action on students who do not comply to the dress code, including denying entry to campus and its facilities and may be subjected to disciplinary action. Students who are inappropriately dress will NOT be allowed to sit for examinations.

4.4 Regulations on the Use of Equipment's and around the Premises

- a. Students are allowed to be at Vision College premises at specific hours only. At other times students must obtain permission from relevant Vision College authority.
- b. Students are allowed to use the premises for the purpose of study only.
- c. Students must seek permission in using/borrowing equipment's from relevant authorities and must return all equipment back to its original location.
- d. Students are allowed to put up notices on designated notices boards. Notices to be displayed must be approved by the relevant authority. Expired notices must be removed.

4.5 Regulations regarding Smoking

- a. It is the policy of the HEP that all of our workplaces are smoke-free and all employees and students have a right to work and study in a smoke-free environment.
- b. Smoking is prohibited in all but designated areas.

4.6 Drugs and other illegal substances

The use of illegal drugs and other illegal substances, as well as trafficking, on campus is prohibited and constitutes a serious disciplinary offence. Anyone found in possession of illegal drugs or substances on campus will be reported immediately to the President. The student will be required to appear before a

College Disciplinary Panel. If found guilty, the student could either (i) be asked to leave College accommodation or (ii) be expelled from College. The student will, as a matter of course, be reported to the Police.

4.7 Weapons and Dangerous Materials

It is considered a serious offence if a student is found to be in possession or in supervision of any dangerous weapons or explosive materials. 'Weapon' is as defined in the Weapons Act 1971.

4.8 Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature. Anyone who violates this policy will be subjected to a range of sanctions, including written reprimand, termination or expulsion.

4.9 General Conduct

Each student, when he/she registers with the HEP, agrees to abide by its academic and general regulations. In turn, the College agrees to provide the services that would be expected of it in order to support the student learning experience.

Students who breach the academic or general regulations of the HEP will be required to account for their actions; it is possible that disciplinary action might be taken against them.

- a. No person or organisation or body or group of students of Vision College shall express or do anything which may be construed as expressing support or sympathy with any unlawful organisation, body or group of persons.
- b. Students must abide by Malaysian Law at all times.
- c. Students must at all times respect the culture, norms and beliefs of others
- d. Students are expected to comply with their own cultural traditions and rules.

A student has committed a case of misconduct when he/she:

- a. demonstrates poor attendance,
- b. fails to comply with the assessment regulations of a scheme of study,
- c. engages in unfair practice (cheating),
- d. acts in an 'unprofessional' manner or is racist in one's conduct and acts in such a way that might result in one being regarded as unfit to practice in a profession-based career,
- e. shows general conduct and behaviour that is unacceptable within the College's regulations and/or
- f. shows inappropriate use of HEP equipment, resources or property

A student has committed a case of serious misconduct when he/she

- a. is found guilty of criminal charges by a court
- b. is a foreign student and is involved in any jobs, trades or the like, on part-time or full time basis, which are deemed illegal in the Immigration Ordinance 1959 and the Immigration Rules and Regulations 1963 or other laws or that which could affect his studies.
- c. is found to be in possession of any kind of drugs or poisons. The term 'drug' is as defined in the Dangerous Drug Act 1952.
- d. is found to provide, to supply, to distribute, to offer or to prepare any of the above drugs or poisons to other parties.
- e. Involved in drug abuse of any kind.

4.10 Regulations Related to Accommodation

The HEP provides three categories of hostels to the students, to cater for students' varied requirements. All hostels are reasonably priced – depending on the types and clustered close to the campus for students' convenience.



Our student accommodations are spacious, well-furnished and equipped with various facilities to provide comfort.

Students who reside in HEP approved accommodation are required to abide by the regulations set by the respective landlords. Students should behave responsibly and be 'good neighbours', not causing disturbance to others.

Students that fail to observe the regulations set by the landlord may be subject to the HEP Disciplinary procedure. Accommodation rules & regulation.

4.11 Health and Safety

The HEP maintains a working environment where the health and safety of the staffs and students are assured. Effective health and safety management depends on the unified commitment and concerted effort by all staffs and students.

- a. Students are advised to be safety conscious, especially in the first few weeks as you get used to your new environment and culture. Take extra care of your safety in high risk areas, especially if you need to go out late at night.
- b. Call 999 - police, ambulance, fire stations and civil defence rescue units if you are in trouble. (Warning: Under Section 233 of the Communications and Multimedia Act 1998: the penalty for misuse of the communication network is a fine of RM50 000, or one year's jail, or both).

Telephone Number	Services
999 or 112 (via mobile phone)	Police Department
	Fire & Rescue Department
	Hospital
03 - 4257 8726	Red Crescent
03 - 7956 3040	St John

4.12 Security Policy For Events In The Campus

The Student Affairs Department should be informed if there is any event organized by the recognized student organizations. There will be a minimum of one officer required during the event.

Admittance shall be denied and/or guests shall be removed if they (a) are obviously intoxicated or belligerent, (b) have a history of disruptive behaviour, and/or (c) fail to cooperate with the sponsoring organization.

4.13 Traffic Rules and Regulations

A student who owns or uses any type of vehicle must fulfil the requirements under the Road Transportation Act 1987 and all subsections under the Act, on campus and public roads.

4.14 Library Rules

- a. Students must produce their student card upon borrowing library materials.
- b. No books or library materials are to be brought out of the Library until the loan has been recorded.
- c. Any borrowed library materials must be returned by the due date or if recalled by the Librarian. Failure to do so will result in a penalty charged.
- d. Should a material is lost/ damaged, the borrower must file a report and replace the lost/damaged material. All replacement books must be of the current edition.

4.15 Computer Laboratories Usage Rules

Students will be held responsible for any damages (intentional or otherwise) inflicted upon any equipment in the laboratory, during their time of use. The following actions and items are prohibited in the computer laboratory:

- a. Hacking and contaminating the computers with virus of any kind;
- b. Downloading and storing obscene materials; and
- c. Installation of unlicensed software.

4.16 Use of Force

It is considered an offence if a student:

- a. takes part in any kind of activities that involve force, extortion, molestation, harassment or any form of disturbance among themselves or towards others;
- b. is involved directly in any form of ragging or bullying, or abuse or the like inside or outside of campus;
- c. uses force, aggression or threat to cause hurt to others;
- d. engages in any physical aggression such as riots or fights, or commits an assault on any party;
- e. exhibits verbal and/or physical behaviour of a racist or prejudiced nature towards any other member of the community inside or outside the campus.

4.17 Penalties

Reported offences (refer to *Appendix 3: HEP Rules And Regulations*) may result in any of the following:

- a. Issuance of verbal or written warning;
- b. Compensation for damages or payment of a fine;
- c. Suspension; and/or
- d. Demerit.

4.18 Demerit System

The HEP has established a demerit system to promote peaceful and harmonious learning environment. As such, all students are granted with 30 points throughout their programme. With every offence committed, points will be deducted until nil, when it is punishable with expulsion.

4.19 Student Records

The Registry Department is responsible for the maintenance and safe-keeping of student records. All documentations are strictly confidential and shall not to be removed, altered or disseminated.

For additional information on student records and certification of documents, please contact the Registry Department.

Registry Counter, Level 1

t: 03 7803 8300

f: 03 7803 8302

e: registry@vision.edu.my

4.20 Student Rights And Freedom

4.20.1 Information Disclosure

At Vision College, we respect your privacy and can assure you that your personal information will be kept securely with us in accordance with the Personal Data Protection Act, 2010.

4.20.2 Discrimination Complaint Policy

The purpose of the Discrimination Complaint Policy is to promote equal employment, educational and social opportunities for the HEP employees and students by providing a means for the internal resolution of complaints. The complaint and all records developed during the investigation of the complaint shall be considered confidential and shall not be released except as required by law or by the provisions of this procedure.

4.21 Communications

The HEP has several channels of communications available to the students, including Student Portal, E-mail, Social Media and Notice boards.

5.0 LIFE IN VISION COMMUNITY

The HEP offers an established network of support and services to the students to promote well-rounded development.

5.1 Student Life Centre

The primary functions of Vision Student Life Centre are to:

- a. provide convenient services that meet the needs of the student population and
- b. promote programs and activities that are responsive to the developmental, physical, social, and educational needs of the student body and HEP community.

Facilities of the Student Life Centre include:

- a. Computer Workstations
- b. Wireless Access
- c. Casual lounge space
- d. Pool
- e. Table tennis
- f. Foosball
- g. TV area
- h. Discussion area
- i. Space for activities

5.2 Orientation

Orientation and induction programs are designed to assist our new students assimilate into life at Vision College. Orientation is also an opportunity for the new students to develop new friendships before the start of a semester.

5.3 Counselling Unit

With a solid education curriculum, the HEP intends to provide advice, encouragement and assistance to make our students become well-regarded professionals. The psychological and emotional well-being of the students is tended to by certified licensed counsellors throughout their academic progression.

5.4 Career Guidance

Our students have the opportunity to get one-to-one consultation on where they are going to be after they graduated. Our counsellor will recommend a career path for you, based on the programme you are studying.

5.5 International Students Services

The International Student Services aim to provide assistance to the international students to ensure their stay here is pleasant by providing advice and guidance pertinent to their studies, health, career and personal issues.

5.5.1 Immigration Guidelines

The International Student Office offers assistance and advice on all matters pertaining to immigration, including the renewal of Student Pass.

5.6 Career And Job Opportunities

The HEP provides students with the resources to excel academically and professionally, opening doors to a wide range of exciting career and job opportunities upon graduation.

5.6.1 HireVision

The HireVision is a platform provided by the HEP to assist our graduates to pursue a job placement that is relevant to their field of studies upon graduation. It is also a platform for many of our partners to access to a pool of well-trained graduates from our College. For more information, please log on to www.vision.edu.my.

5.7 Alumni

The Alumni serves to unite all former students of the HEP by providing a platform for graduates to communicate with their alma mater. The graduates can also receive frequent updates through the alumni to form a strong network.

5.8 Extra Co-curricular Activities

The HEP strongly encourages student activities with the objective of creating more exposure to the many facets of our curriculum which can encourage students to be motivated in their studies. Also, student outings can foster friendships, teamwork and allow students to overcome challenges together.

The HEP provide the platform not just for more healthy lifestyle but also organise a variety of sports as a mean of unifier amongst the students, including badminton, basketball, football/futsal, squash, tennis, table tennis, pool, foosball, chess - amongst others.



A host of sports activities organised for our students, including table tennis, futsal and basketball.

5.8.1 Student Representative Council (SRC)

The HEP has an active SRC representing the interests of students. Aside from maintaining a forum for students to express their views and interests, it also provides a platform aimed at improving student life and activities.

5.8.2 Units And Clubs

Varieties of clubs are available for students to have a well-rounded education experience, including Sports Unit, Community Service Unit, Medical Imaging Student Club, Diploma of Health Science Club, Law Enforcement Student Association, Zumba Club, amongst others.

5.9 Locker Services

Students who are commuting long distances to the HEP may choose to unload their belongings and bags in the lockers provided (for a nominal fee) for safe keeping.

5.10 Inquiries, Grievances And Complaints

The HEP acknowledged that students may face problems with the level or quality in the provision of services from time to time. To lodge a complaint, students can either write in to the Management via Student Feedback Form or utilize the suggestion box.

For department specific inquiries please refer to our service counters (Student Life Centre) located at Level Two, Vision College.

5.11 Student Helplines

Email: helpdesk@vision.edu.my

Accommodation (*Repair & Maintenance - Operating hours: 9am - 5pm*)

Student Affairs (*Operating hours: 8am – 5.30pm*)

CAMPUS AND FACILITIES



Diagnostic Centre



Lecture Hall



Computer Lab



Ultrasound Room



X-ray Room



Nursing Simulation Wards



Library



Student Discussion Rooms



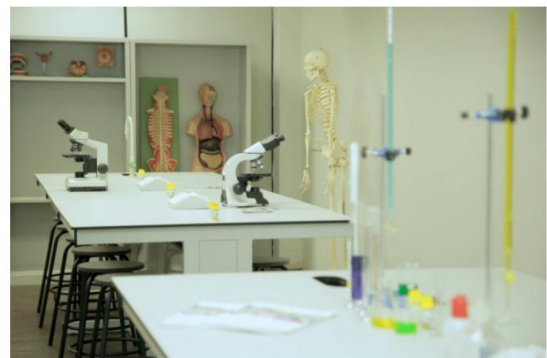
Dining Hall



Recreation Hall/Student Lounge



Training Room



Laboratory



Pool



Multi-Purpose/Examination Hall



Games Room



Foosball

6.0 FINANCIAL INFORMATION

6.1 Payments

A new student shall pay all fees stated in the letter of offer for admission before registering as a student of the College for any programme of study.

6.2 Right to Vary Fee Rates and Other Payments

The College has the absolute right to vary the prescribed fees and any other payments without prior notice to a student.

6.3 Financial Assistance

Vision College offers a wide range of financial options and assistance to cater to the different needs of students.

a. Scholarships

Vision College provides an extensive list of full and partial scholarships, bursaries and fee waivers to those who are academically inclined, financially needy and/or active in extra-curricular activities to those who wish to pursue higher education. Terms and conditions apply.

For additional information, navigate to “Financial Assistance” at our website <http://vision.edu.my> or contact Vision College’s Bursary Department.

b. Financial Aids / Loans

The programmes offered at Vision College are recognised and accredited by the Malaysian Quality Agency (MQA) and therefore, enables students to obtain education loans from external agencies such as PTPTN, MARA, Yayasan Negeri, PERKESO and other financial institutions.

For additional information, navigate to “Financial Assistance” at our website <http://vision.edu.my> or contact Vision College’s Bursary Department.

c. Employee Provident Fund (EPF)

Parents or students who are EPF contributors can opt to withdraw from their Account II as funds for education purposes. To apply, simply obtain the KWSP 9H (AHL) Application Form and liaise with our Registry Department for the required supporting documents.

For additional information, please visit:

<http://www.kwsp.gov.my/portal/en/web/kwsp/member/education-withdrawal>

6.4 Payment Methods

At Vision College, we provide the following range of payment methods for the convenience of our students:

- a. Cash, credit card or cheque at our Bursary Counter [8.30am - 5.30am]
- b. Cash deposit into our CIMB Bank account. Students need to present the bank-in slip at the Bursary Counter for recording purposes.
- c. ATM or online transfers via CIMB or other banks. Students need to present the transaction slip at the Bursary Counter for recording purposes.

Our bank details are as follows:

- i. Swiftcode: CIBBMYKL
- ii. Bank account number: 800 731 8817
- iii. Bank name: CIMB Bank
- iv. Account Name: Vision Diagnostic Sdn Bhd

6.5 Period for Settling Tuition Fees and Other Payments

A student must register in order to attend the modules prescribed by a programme of study and shall pay all tuition fees and other payments prescribed for the modules for which he has registered within one week from the commencement of the academic session or every semester, whichever is applicable, unless otherwise permitted by the Bursar of the College.

Semester fees will be billed to students each semester according to subjects taken. All semester fees must be paid prior to the start of semester.

Failing to do so will result in students having their subject dropped/de-enrolled and students will not be allowed to attend any classes or be allowed to be assessed in any of the assessments. A processing time of 14 days is required.

All forms of funding obtained via Financial Loans or the Employee Provident Fund (EPF) must be disbursed to the HEP directly. The amount disbursed to the HEP is not refundable to students and if there is any excess, the amount will be carried forward to the following semesters. Any excess amount will only be refunded to the students once all fees due are collected.

Students are required to fulfill their outstanding dues promptly by the dateline set by the HEP, failing which, a penalty will be imposed. The penalty rate is RM1 per day, commencing from the day after due date for payment.

For additional information on key datelines and delayed payment penalties, please contact Vision College's Bursary Department.

6.6 Withdrawal And Deferment

Students who wish to withdraw before the completion of the programme or defer their studies are subjected to the terms and conditions stated in the *Appendix 2: Fees Policies And Regulations*.

For additional information on our fee policies, please contact Vision College's Bursary Department.

6.7 Other Financial Matters

For further enquiries about academic fee payments, bank transfers, refunds, official receipts and any payment-related matters, please contact the Bursary Department officers.

Bursary Counter, Level 1

t: 03 7803 8300

f: 03 7803 8302

e: bursary@vision.edu.my

7.0 AMENITIES

If you pursue an active lifestyle or have an affinity for the outdoors, you will be glad to know that Vision College is surrounded by hosts of sporting and recreation locales.

MBPJ Sports Complex



Located just under 3km from Vision College, the MBPJ Sports Complex offers a diverse range of sporting facilities such as tennis and badminton courts, running tracks, a futsal pitch and a swimming pool.

PKNS Sports Complex



Easily accessed via the LDP highway, this icon of Kelana Jaya is home to badminton, tennis and futsal courts. It also has a full size football pitch.

Kelana Jaya Park






The Kelana Jaya Park provides a jogging track for runners and ample space for other outdoor activities such as recreational exercises, fishing or even picnics. Set in a serene and tranquil environment, it is also the perfect place to unwind.

Other points of interest within the vicinity of the HEP are as follows:

Shopping Malls & Entertainment

Banks

Eateries
<p>A wide variety of Halal, non-Halal and vegetarian eateries are located within walking distance of Vision College, including:</p> 
Health care

Hotels

Transportation And Public Services


Public Transports

Route	Nearest Drop-off / Pick-up Point	Mode of Transportation
Kelana Jaya to Pasar Seni For intermediate routes, please refer to http://www.myrapid.com.my/journeyplanner/bus/details?code=U84	Kelana Park View, Jalan SS 6/2 or Giant Kelana Jaya, Jalan SS 5/2	Bus - Rapid KL
Kelana Jaya to Gombak For intermediate & connecting routes, please refer to http://www.myrapid.com.my/rail/routes	Kelana Jaya LRT Station	Train - Putra LRT
Paradigm Mall to KLIA and KLIA 2 Aerobus	Paradigm Mall	Air - KLIA or KLIA 2

All information above is accurate at the time of printing.

8.0 APPENDICES

8.1 Appendix 1: Examination: Rules & Regulations, and Conduct

Rules And Regulations

- a. Candidates must present the examination docket to the invigilator to sit for the examination.
- b. Candidates are to be in the examination hall at least 15 minutes before the starting of the examination.
- c. Candidates are not allowed in the examination hall 30 minutes after the commencement of the examination.
- d. Candidates are not allowed to leave the examination hall 30 minutes into the examination and 15 minutes before the end of the examination.
- e. No bags, caps, food or drinks are allowed in the examination hall.
- f. All mobile phones and electronic devices must be turned off and placed on the invigilator's desk.
- g. Candidates may only bring pens, pencils, ruler, eraser and calculator into the examination hall. Pencil cases and calculator covers have to be left on the floor next to the candidate's table.
- h. Candidates may not bring any other materials such as papers and dictionary into the examination hall.
- i. No notes or books are allowed to be brought in to the examination hall.
- j. Candidates' Student ID and examination docket have to be placed on the top right hand corner of the table at all times for inspection.
- k. During the reading time provided, candidates may make notes on their examination question book but are **not permitted** to answer any questions on the answer sheet.
- l. Candidates must clearly identify their work by completing their personal details on every answer sheet used to prevent a mix-up of loose papers.
- m. Candidates are not permitted to indicate their name on any of the answer sheets or examination question book.
- n. All work, including rough work, must be written in the answer sheets or on other examination stationery provided in the examination hall by the HEP. Students are not permitted to bring any of the answer sheets and examination question book out of the examination hall.
- o. Candidates are not allowed to communicate in any way with each other during the examination and must not disturb other candidates.
- o. Candidates may not leave their desk during the examination unless permitted by the invigilator.
- p. If candidates require additional material (e.g. another answer sheet) or wish to hand in their scripts or to leave the examination hall, they must attract the attention of the invigilator by raising a hand without disturbing other candidates.
- q. At the end of the examination, silence must be observed until the answer sheets of all candidates in the examination hall have been collected by the invigilators. Candidates must not leave their desks until the invigilator announces that they may do so.

Conduct In Examination

- a. Students should be admitted into the examination hall before the published starting time.
- b. Students may be allowed a designated reading time prior to the published starting time of the examination.
 - v. Invigilators should therefore be on duty at least 30 minutes prior to the time set for the examination to begin.
 - vi. Examination papers should be on the desks by the published examination time for the commencement of the examination.
 - vii. At the commencement of the reading period, invigilators should advise students to check that they have the correct examination papers and the correct number of pages for the examination paper, numbered in sequence.
- c. No writing in examination booklets is permitted during the reading time. However, during this period, students may complete attendance slips, make notes on loose papers provided and fill in details required on the front cover of examination booklets.
- d. Every student shall sign on the attendance slip provided. Students will display their Student ID card and/or IC/Passport together with their examination docket on their table during the commencement of the examination. Students who are unable to provide such proof of identity will not be permitted to proceed with the examination.
- e. No student shall commence writing answers until allowed to do so by the invigilator. All students shall cease writing when instructed. At the conclusion of the examination, students are to remain seated until given permission to leave the examination hall.
- f. After the published time, a student may leave the examination hall temporarily only with the consent of the invigilator and shall be adequately supervised during this period.
- g. Students who wish to leave the examination hall, except temporarily, must hand up all answer booklets, loose sheets, examination papers and other given materials to the invigilator.
- h. Students must not take into the examination hall any books or notes, dictionaries, mobile phones, personal digital assistants or any other form of notes of electronic devices unless authorized by the invigilator.
- i. During an examination, a student must not speak to or communicate with any other student. Students are not allowed to, in any way, give academic assistance to, or receive academic assistance from, any other person during an examination.
- j. Exceptions to the above may be made only with the prior approval of the Programme Coordinator of the HEP.

C. Misconduct In Examination

- i) If misconduct was detected during the examination, the student(s) will be informed of the misconduct and a report against him/her will be made by the head of invigilator present.
- ii) When appropriate, the student(s) will be dismissed from the examination hall.
- iii) The report will then be forwarded to the Programme Coordinator who shall refer the case to the Examination Board for further action.

Appendix 2: Fees Policies And Regulations

Fees paid are not refundable unless otherwise specifically stated (provided that a request for such a refund has been received and approved by the management). Any refunds are therefore subjected to the following:

- a. Fees paid to Vision College (the College) are not refundable except for conditions set out below. A request in writing for such refund must be received by Vision College Admission Office within the stipulated time before the refund can be approved by the College authorities and payment made. Refund of fees or part thereof is subject to the following conditions:
 - i. The following fees paid are non-refundable under any circumstance – Registration Fee, Commencement Fee, Student Services Fee, Resource Fee, Library Fee, Tuition Fee Payment (Partial) and Seat Confirmation Fee.
 - ii. Subject to sub-paragraph (a) above, if a student is required to leave the programme due to a call for National Service and provided that the student's request for National Services deferment is denied, the student will be eligible for a refund of fees paid on a pro-rated basis.
 - iii. Subject to sub-paragraph (a) above, if a student withdraws from the programme before the commencement of the semester/term, an amount not exceeding 50% of the fees paid may be refundable. For avoidance of doubt, all fees including accommodation fee shall not be refundable after the second week of the commencement of the semester/term except as provided in sub-paragraphs (d) and (e) below.
 - iv. Subject to sub-paragraph (a) above, if a student withdraws from the programme within the first two weeks after the commencement of the semester/term, an amount not exceeding 50% may be refundable, provided all fees due have been paid in full, and written request for refund received by the 3rd working day before the second week of the commencement of the semester/term except for sub-paragraphs (a) and (e).
 - v. Subject to sub-paragraph (a) above, if a student is conditionally accepted into the programme based on forecast results but is required to discontinue the programme due to non-fulfillment of entry requirements upon official announcement of examination results, the student will be eligible for a pro-rated refund of all fees paid. The pro-rated refund will be computed base on the number of weeks elapsing from the date of commencement of the semester/term to the date to official notification to the Head of Programme and proportionate to the total number of weeks of the relevant semester/term.
- b. Refund, if any, will only be made in the name of the parent/guardian/sponsor as declared in the application form.
- c. All refunds whether of fees, deposits or any other payments, shall be free of interest and shall be subject to the right of set-off by Vision College against any fees or payments due and owing to the College.
- d. All fees shall be made payable in advance and must be fully paid before or by the start date of the semester/term. An administrative charge of RM200.00 will be imposed commencing from the third week of the semester/term if payment in full is not received by the due date. The College reserves the right to review the status of the student and to take any appropriate action as it deems fit, if payment is not received by the end of the fifth week of the semester/term. Such action may include barring of the student from classes and facilities and suspension or termination of the student. In such circumstance, the College further reserves the right and shall be entitled to withhold all examination results, certificates and records of the student.
- e. For inter-programme transfer cases (within Vision College), an administrative charge of RM200 will be imposed, except if the transfer was carried out before the commencement of semester/term for the first registered programme. The exact amount of fees transferable to the new programme is per the following conditions:
 - i. For transfers carried out within the first month of the commencement of the semester/term, all fees paid are transferable to the new programme. In the event of a surplus, such amount shall not be refundable but may be used to set-off fees for the subsequent term.
 - ii. For transfers carried out after the first month of the commencement of semester/term but before the mid-semester/term, only 50% of tuition fee and other miscellaneous fees will be transferable to the new programme.

- iii. For further transfers carried out after the mid-semester/term, only 50% of tuition fees and other miscellaneous fees will be transferable to the new programme.
- iv. If any transfer is carried out after the mid-semester/term, only the Registration Fee and all deposits are transferable to the new programme.
- f. There shall be no refund of fees paid for the following reasons:-
 - i. Non-attainment of academic requirement;
 - ii. Expelled/expulsion; and
 - iii. Suspended/suspension or discontinuation from the programme due to misconduct or any other disciplinary matters at the College.
- g. All deposit payments made cannot be utilized or be treated under any circumstances as fees or any part thereof to set-off any amount due and payable. All refundable monies shall be given free of interest and must be claimed within one (1) year from the date the student ceases to be a student of the College. All such monies not refunded will be utilized to improve the College facilities as it deems fit.
- h. The Academic Director of Vision College in consultation with the Academics Disciplinary Board at his/her discretion can prohibit a student from attending classes in the events of student having contagious disease, and no claim can be brought against the College (whether a refund of fees or part thereof) arising from such action taken by the Academic Director.
- i. The student is responsible to fulfil the requirements of the immigration or other relevant authorities of the country in which the student decides to study and fulfil the requirements stipulated by the said college / university or programme.
- j. All awards of scholarships, bursaries, grants, waivers or financial assistance is subject to the absolute discretion of Vision College. Scholarship awardees need to pay back the Scholarship Award/Bursary amount consumed up to date in case of withdrawal.
- k. For students who withdraw midway from the programme without any payment made regardless of offer stated in terms and conditions, all charges incurred by the College for registration, class attendance and accommodation of the student will be applicable pro rata. The Recipient shall repay the Scholarship and/or Bursary amount consumed up-to-date in the event of non-completion of the programme.
- l. Students who get pregnant during their term of studies will be given leave from their programme and the College immediately. They will be able to resume their studies after delivery if desired. This is applicable for married students only. For nursing, Lembaga Jururawat Malaysia (LJM) stipulates that students are not allowed to get pregnant during the 3 years of training. Pregnant students would be terminated from the nursing programme.
- m. If a student was unsuccessful in the deferment for national service, he/she would be eligible for a full refund of any fees paid.
- n. Students who have been expelled, suspended, missing or terminated due to any misconduct in the College or non-fulfillment of academic requirement shall not be eligible for any refund.
- o. Vision College reserves the right to set off the refundable amount against any outstanding fees due.
- p. An administration fee of RM150 will be charged for the processing of all refunds due to withdrawals.
- q. Any refund will be processed with minimum 90 days upon clearance of outstanding from finance and hostel department(if any) have been confirmed to be settled.

The Vision College Fees Policies And Regulations are accurate at the time of printing.

For further enquiries about our fees policies or any finance-related matters, please contact the Bursary Department officers.

Appendix 3: HEP Rules And Regulations

Students are subject to the following rules and regulations:

- a. Academic dishonesty, including plagiarism and all forms of academic cheating.
- b. Forgery, alteration, or misuse of HEP or other official documents, records, or identification.
- c. Knowingly furnishing false information to the HEP.
- d. Circulating unauthorized publications, disrespect of religion, HEP or national symbols.
- e. Obstruction or disruption of HEP operations.
- f. Physical or verbal abuse of any person.
- g. Theft of or damage to HEP property.
- h. Unauthorized access or misuse of HEP facilities or property.
- i. Use or possession of alcohol, marijuana, narcotics, illicit drugs or drug paraphernalia (except as expressly permitted by law or HEP regulations).
- j. Possession of dangerous weapons.
- k. Unlawful, disruptive and intimidating behaviours.
- l. Violation of the HEP's sexual harassment policy.
- m. Students who get pregnant during their term of studies must apply to the HEP for a leave of absence, subject to approval by the HEP and/or any external governing body. However, for certain programmes such as Diploma in Nursing and Diploma in Medical Imaging (list not exhaustive), students are not allowed to get pregnant during the duration of these programmes. Violation of such regulation would result in termination from the programme.
- n. Consuming food and drinks in prohibited area (except Student Dining Area).
- o. Smoking.
- p. General littering.
- q. Use of mobile phones in lecture halls, laboratories and library.
- r. Romantic "pairing".

CONTACTS

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Location Map of Vision College





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The information in this handbook is correct at the time of published (April 2018). Changes may be made without prior notice.
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