



VISION
UNIVERSITY
COLLEGE

Student Handbook

Welcome Message from the Chief Executive

As the Chief Executive, I am delighted to welcome you to **Vision University College (Vision UC)**, an emerging high-quality institution in Malaysia. Our primary principles are engaged communication with faculty, staff, and students, collaborative problem-solving, and focusing on what is best for our students. We aim to cultivate talents through intensive learning, multidisciplinary teaching, and a participatory approach throughout your program.

Our academic staff are highly knowledgeable and encourage students to integrate best practices with creativity to prepare for a radiant future. We are committed to achieving the extraordinary, and we believe that Vision UC offers many advantages, including being close to Kuala Lumpur, with easy access to transport hubs and vibrant places. We invite you to learn, grow, and excel together. Let's learn, grow and SMILE together!

Best Regards,

Professor Emeritus Dr. Hamzah A. Rahman

Chief Executive

Vision UC

TABLE OF CONTENTS

TABLE OF CONTENTS.....	3
1.0 DEFINITION OF TERMS.....	6
2.0 GENERAL INFORMATION.....	9
2.1 Overview of Vision University College (Vision UC).....	9
2.2 Vision, Mission, and Core Values.....	9
2.3 Quality Policy.....	9
3.0 ACADEMIC REGULATIONS.....	10
3.1 Admissions, Registration & Student Status.....	10
3.1.1 General Admissions Process.....	10
3.1.2 Application and Documentation.....	10
3.1.3 English Language Requirements.....	11
3.1.4 International Student Admission.....	11
3.1.5 Registration and Enrolment Steps.....	11
3.1.6 Student ID, Email, and Digital Access.....	12
3.2 Subject Registration.....	12
3.2.1 Registration Timeline.....	12
3.2.2 Late Registration and Compliance.....	12
3.3 Course Add and Drop.....	12
3.4 Application for Credit Exemption.....	13
3.5 Application for Credit Transfer.....	13
3.6 Change in Programme of Study.....	15
3.7 Deferment from Studies.....	15
3.8 Withdrawal from Studies.....	16
3.9 Termination of Studies.....	16
3.9.1. Registration and Administrative Non-Compliance.....	16
3.9.2. Academic Performance.....	17
3.9.3. Attendance and Engagement.....	17
3.9.4. Conduct and Disciplinary Matters.....	17
3.9.5. Programme and Institutional Decisions.....	17
3.9.6. Immigration and Legal Status (International Students).....	18
3.9.7. Medical and Psychological Grounds.....	18
3.9.8. Other Grounds.....	18
3.10 Students with Disabilities.....	18
4.0 GRADES & HONOURS.....	19
4.1 Marking Scheme.....	19

4.2 Progression.....	19
4.3 Requirements for Graduation.....	20
4.4 Assessment and Examinations.....	20
5.0 ACADEMIC INTEGRITY & RESPONSIBLE USE OF AI.....	22
5.1 Definition and Examples of Plagiarism.....	22
5.2 Plagiarism Detection and Review.....	23
5.3 Responsible Use of Artificial Intelligence (AI).....	23
5.4 Academic Penalties for Plagiarism.....	23
6.0 GENERAL RULES AND REGULATIONS.....	24
6.1 Student ID Cards.....	24
6.2 Student Pass (International Students Only).....	24
6.3 Extension of Student Pass.....	25
6.4 International Students – Permission to Work Part-Time.....	26
6.5 Dress Code and Personal Appearance.....	26
6.6 Use of Equipment and Premises.....	26
6.7 Misconduct.....	27
6.8 Serious Misconduct.....	27
6.9 General Conduct.....	28
6.10 Regulations Related to Accommodation.....	28
6.11 Health and Safety.....	29
6.12 Security Policy for Events on Campus.....	29
6.13 Traffic Rules and Regulations.....	29
6.14 Penalties and Demerit System.....	30
6.15 Student Records.....	30
6.16 Student Rights and Freedom.....	30
6.16.1 Privacy and Personal Data Protection.....	30
6.16.2 Discrimination Complaint Policy.....	30
6.17 Communication with Students.....	31
7.0 FINANCIAL INFORMATION.....	31
7.1 Payment Obligations and Deadlines.....	31
7.2 Payment Methods.....	31
7.3 Financial Assistance.....	32
7.4 Right to Vary Fee Rates.....	32
7.5 Refund Policy Summary and Withdrawal Timing.....	33
8.0 LIFE IN VISION COMMUNITY.....	33
8.1 Student Life Centre.....	33
8.2 Orientation.....	34
8.3 Counselling Unit.....	34
8.4 Career Guidance and Job Opportunities.....	34

8.5 International Students Services.....	34
8.6 Alumni.....	34
8.7 Extra Co-curricular Activities.....	35
8.8 Inquiries, Grievances, And Complaints.....	35
8.9 Student Helplines.....	35
9.0 DIGITAL LEARNING, IT & LIBRARY.....	35
9.1 Digital Learning and IT Access.....	35
9.2 Computer Laboratory Usage Rules.....	36
9.3 Library and Learning Resources.....	36
10.0 APPENDICES.....	36
10.1 Appendix A: Examination – Rules, Regulations and Conduct.....	36
10.1.1. Rules and Regulations.....	36
10.1.2. Conduct in Examinations.....	38
10.1.3. Misconduct in Examinations.....	38
10.2 Appendix B: Fees Policies And Regulations.....	39
10.2.1. General Refund Conditions.....	39
10.2.2. Refund Details and Timing.....	39
10.2.3. Late Payments and Penalties.....	39
10.2.4. Inter-Programme Transfer Fees.....	40
10.2.5. Non-Refundable Reasons.....	40
10.2.6. Deposits and Amendments.....	40
10.2.7. Other Provisions.....	41
10.3 Appendix C: Student Affairs Office (SAO) Rules and Regulations.....	42
10.4 Appendix D: Academic Progression Pathway.....	43
10.5 Appendix E: Serious Misconduct.....	44
10.6 Appendix F: Quick Reference & Key Contacts.....	45

1.0 DEFINITION OF TERMS

Academic Year

The “academic year” is a twelve (12)-month period that covers the main teaching and assessment cycle. The start and end dates of the academic year are decided and announced by the College.

Academic Session

The “academic session” is the overall period of study for a programme within an academic year (for example, from the first semester to the last semester in that year). The start and end dates of each academic session are determined by the Senate and stated in the Academic Calendar.

Academic Calendar

The “Academic Calendar” is the official schedule published by Vision UC showing important dates such as semester start and end dates, registration periods, add/drop dates, examination periods and holidays.

Semester

A “semester” is a period within an academic session, usually called a long semester or short semester. Each semester has its own start and end dates, teaching weeks and examination period, as stated in the Academic Calendar.

Long Semester

A “long semester” is the main study period in an academic year, usually lasting 12 to 18 weeks depending on the programme and level of studies.

Short Semester

A “short semester” (or short sem) is a shorter study period, lasting 9 weeks and taken with less credits than a long semester. It may be used for selected courses, repeating courses, or fast-track study.

Programme of Study (Programme)

A “programme of study” or “programme” is a structured set of courses leading to an academic award (for example, Foundation, Diploma, Advanced Diploma, Bachelor’s Degree, Master’s Degree or Doctorate).

Course / Subject / Module

A “course” (also called a subject or module) is a single unit of study within a programme that carries a specific credit value and is listed in the programme structure.

Credit / Credit Hour

A “credit” or “credit hour” is a measure of the student’s workload for a course, based on scheduled contact hours and independent learning, as defined by the College and relevant regulations.

Programme Coordinator

The “Programme Coordinator” is an academic staff member appointed by Vision UC to oversee the academic and administrative matters of a specific programme, including advising students on progression and academic issues.

Head of Programme (HoP)

The “Head of Programme” is the person responsible for managing one or more programmes in a School, including curriculum implementation, timetable planning, assessment oversight and student progression.

Chief Executive

The “Chief Executive” or CE is the chief executive officer of Vision UC and has overall authority over academic and administrative matters as set out in the College’s governance structure.

GPA (Grade Point Average)

“GPA” is the grade point average calculated for all courses taken in a single semester, based on the grading system approved by Vision UC.

CGPA (Cumulative Grade Point Average)

“CGPA” is the cumulative grade point average calculated from all completed courses in a programme up to a given point in time.

Full-Time Student

A “full-time student” is a student who is registered for the normal load of credits per semester as defined for the programme in the Academic Regulations.

Part-Time Student

A “part-time student” is a student who is registered for a lighter load of credits per semester than a full-time student, as defined for the programme in the Academic Regulations.

Blended Learning

“Blended learning” combines face-to-face (on-campus) and online learning activities.

Open and Distance Learning (ODL)

“Open and Distance Learning (ODL)” is a mode of learning delivered mostly or fully through online and distance modes, following the policies approved by Vision UC and the relevant authorities.

Student Affairs Office (SAO)

The “Student Affairs Office (SAO)” is the unit that manages student support, welfare, counselling, co-curricular activities and disciplinary matters, and is a key point of contact for non-academic student issues.

Bursary / Finance Office

The “Bursary” or “Finance Office” is the unit responsible for fees, payments, refunds and other financial matters related to students.

Assessment

“Assessment” refers to methods used to evaluate student learning, such as assignments, quizzes, projects, presentations, practical work and examinations, that is counted in the calculation of GPA.

Final Examination

A “Final examination” is a formal, scheduled assessment held at the end of a semester and conducted under examination regulations.

Academic Misconduct

“Academic misconduct” includes plagiarism, cheating, collusion, using unauthorised materials in assessments, falsifying data or documents, or any other action that breaches the Academic Integrity Policy.

Student Handbook

The “Student Handbook” is the official document that explains the main academic and non-academic rules, regulations, procedures and support services for students, and should be read together with programme-specific handbooks and official policies.

2.0 GENERAL INFORMATION

2.1 Overview of Vision University College (Vision UC)

Vision University College (Vision UC) was established in 2005 as a Higher Education Provider (HEP) in Malaysia. Initially focused on producing graduates for the Asian health care industry, Vision UC has partnered with leading medical practitioners and is recognized for producing highly skilled and internationally recognized graduates in health sciences and social science fields. Vision UC now offers a range of non-health sciences programmes designed to equip young individuals for their future.

2.2 Vision, Mission, and Core Values

Vision

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

Mission

To produce highly-employable graduates with international recognition.

Core Values

At Vision UC, we live the **SMILE** values every day, ensuring these values are practiced in our study, supervision, and research culture.

- **Simple (S):** We make things easy to understand and do.
- **Motivate (M):** We encourage and inspire each other to reach higher.
- **Integrity (I):** We always keep our promises and act honestly, upholding ethical behaviour.
- **Lift (L):** We strive to support and help those around us succeed, fostering a collaborative and supportive environment.
- **Empower (E):** We give people the tools and confidence necessary to solve problems and grow, promoting responsibility.

2.3 Quality Policy

Vision University 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 with ISO 9001 requirements and continually improve its effectiveness.

3.0 ACADEMIC REGULATIONS

3.1 Admissions, Registration & Student Status

3.1.1 General Admissions Process

Admission decisions are based on academic merit, programme-specific entry requirements, and adherence to Malaysian Qualifications Framework (MQF) and Ministry of Higher Education (MOHE) regulations. Vision UC provides equal opportunity regardless of race, religion, gender, nationality, or socioeconomic background. Entry requirements vary by programme; applicants must verify specifics with the College before applying. Admission complies with Malaysian Ministry of Higher Education (MoHE) standards and relevant Professional Bodies. Only those meeting minimum criteria qualify.

3.1.2 Application and Documentation

Applicants must submit a complete application form and the required documents. Submitting forged, altered, or misleading documents is a serious offence that may result in the withdrawal of the offer or termination of enrolment. Admitted students must keep personal details updated. Correspondence uses the last recorded address; the College assumes no liability for undelivered notices due to outdated information. All submitted documents are non-returnable.

Required documents include:

- i. A complete set of certified true copies of previous academic achievements, certificates, and/or transcripts.
- ii. For Malaysian students: A certified copy of the Malaysian National Registration Identity Card (NRIC) and four passport-sized photographs (white background).
- iii. For International students: A colour copy of the international student's passport (valid for at least 18 months, all pages scanned) and a coloured passport-sized photograph (45mm x 35mm, white background) for visa application. International students must submit a full colour passport scan (PDF format, all pages including covers; valid for at least 18 months; clear page numbers and photo). They must also provide four coloured passport-sized photographs (JPEG format; 45mm x 35mm; white background; student's name and passport number on reverse).

Note: Submitted documents are non-returnable. Applicants are advised to keep copies for their own records.

3.1.3 English Language Requirements

For English-medium programmes, candidates must satisfy English proficiency requirements. Conditional admission with mandatory English support may be granted where permitted.

i. Bachelor's Degree and Above (Master's, Ph.D.)

IELTS 6.0/CEFR B1 OR equivalent TOEFL PBT (410-413)/iBT (34) OR MUET Band 3.

ii. Diploma Courses

IELTS 6.0/CEFR A2 OR equivalent TOEFL PBT (397)/iBT (30-31) OR MUET Band 2.

3.1.4 International Student Admission

Admission for international students is conditional upon approval of the student pass/visa by Malaysian authorities and compliance with Education Malaysia Global Services (EMGS) requirements. International applicants must remit all prescribed fees and initial tuition fees in full upon visa approval. Offers are typically valid for a limited period (e.g., two semesters or eight months); failure to commence within this period requires re-application.

3.1.5 Registration and Enrolment Steps

Registration has two stages: Admission Registration (accepting the offer) and Academic Registration (registering for courses each semester).

- 3.1.5.1. **Acceptance:** Upon receiving an offer, the applicant must sign and return the acceptance form (or accept online) and pay the required registration and initial fees by the stated deadline. Enrolment means formally agreeing to abide by the College Charter, Statute, and Regulations.
- 3.1.5.2. **Orientation and Account Activation:** New students must attend orientation/induction sessions, verify original documents, and activate their student account, student email, and Learning Management System (LMS) access.
- 3.1.5.3. **Initial Subject Registration:** Students receive guidance on course selection from Academic Advisors or Programme Coordinators. Registration is confirmed once courses are enrolled through the Student Portal and fees are paid or formally arranged.
- 3.1.5.4. **Progression Student Semester Registration:** The registration for the subsequent semester is done via Student Portal. It is a self-service course registration which is to be done within a two-week period from semester commencement. Failure to register without approved deferment may lead to inactive status and risk to candidature.

3.1.6 Student ID, Email, and Digital Access

- 3.1.6.1. **Student ID Card:** Issued upon registration, the student ID card must be clearly visible and displayed at all times while on campus. It is essential for identification, building access, access to the Library and Computer Labs, Photocopy Service, and event bookings. A lost or damaged card must be replaced immediately for a cost of RM50.00.
- 3.1.6.2. **Student Portal and LMS:** Each student is provided with access to the Student Portal and the Learning Management System (LMS) using the given registered email. This access is crucial for Digital Learning (including online content, webinars, and e-assessments).
- 3.1.6.3. **Timelines and Deadlines:** Students are responsible for checking announcements, deadlines, and instructions via email, the Student Portal, or official channels.

3.2 Subject Registration

Subject registration is the formal process by which students enrol in approved subjects for a specific semester. Students must register only for subjects offered in the current semester through the Student Portal during the designated Subject Registration Week.

3.2.1 Registration Timeline

A two-week period from semester commencement is allowed for completion. Failure to register or notify within this time deems the student withdrawn from the semester. Without update by the fifth week, academic status may lapse, leading to termination.

3.2.2 Late Registration and Compliance

Students missing the deadline must notify the Programme Coordinator in writing by the fifth week. All students must verify financial status with the Bursary before registering. Registration is confirmed once courses are enrolled through the Student Portal and fees are paid or formally arranged.

3.3 Course Add and Drop

Students may apply to add or drop subjects in the Student Portal with approval from the Programme Coordinator. Students can only ADD or DROP subjects until the second week of the current semester. The designated Add/Drop period is within the first 3 weeks of the semester, and no penalty applies if changes are conducted within the official period. Any student who registers to add or drop subjects after the stipulated period shall be subject to a prescribed administrative charge.

3.4 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 graduates. 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. Subjects completed at the Foundation level are not transferable.

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.
- 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 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 the 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;
- c. a copy of the transcript together with certificate/ diploma/degree concerned; and
- d. SPM results slip (for credit transfer for Bahasa Kebangsaan A).

The maximum number of credit hours 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 another Higher Learning Institution (HLI) is allowed to apply for Credit Exemption.

3.5 Application for Credit Transfer

"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 University College.

- 3.5.1. In the credit transfer process, the credit hours obtained for the module concerned shall be taken into account in the total credit hour for graduates. Permission for the credit transfer is subject to, among others, the following conditions:
- 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 recognised by related parties in that country.

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.

- 3.5.2. The maximum number of credit hours that may be transferred shall not exceed 30% of the total credit hours of the programme of study concerned.
- 3.5.3. An application for credit transfer shall be made by using the prescribed form that can be obtained from the 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 lectures 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 module for which exemption of credit is applied; and
 - c. A copy of the certificate/ diploma/degree concerned.
- 3.5.4. 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.
- 3.5.5. Modules eligible for credit transfer must be equivalent and fulfil the requirement of the current programme curriculum taken by students.
- 3.5.6. Credit transfer will only apply to **ACTIVE** students.
- 3.5.7. Approval of Credit Transfer will be informed to the student by the Registrar.

3.6 Change in Programme of Study

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

- 3.6.1. It is generally permitted for a first-year student who has completed at least one semester of study.
- 3.6.2. It is permitted once only throughout the duration of study at the College.
- 3.6.3. The student must fulfil the admission requirement of the new programme of study.
- 3.6.4. The student must not have been convicted of a disciplinary charge.
- 3.6.5. The change must be recommended by the Programme Coordinator of the original programme and acknowledged by the Programme Coordinator accepting the student.
- 3.6.6. An administrative charge may be imposed for inter-programme transfers carried out after the commencement of the first registered programme.

3.7 Deferment from Studies

"Deferment" means deferring 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.

- 3.7.1. **Application:** Applications must be formally made using the prescribed Deferment Form with supporting documents and submitted to the Programme Coordinator. Approval must be obtained from the Head of Academic.
- 3.7.2. **Timeline:** The application must be submitted by Friday of the fifth week of a Long Semester or by Friday of the second week of a Short Semester. Applications submitted after the stipulated deadline shall be subject to administrative charges.
- 3.7.3. **Conditions:** Deferment is typically permitted for valid reasons such as being medically unfit (certified by a licensed professional) or family matters, and the student must have no outstanding fees. A student's deferment from a programme shall be permitted if he/she has been certified to be medically unfit by a licensed professional, or he/she has no outstanding fees to the College.
- 3.7.4. **Duration:** Deferment is generally allowed for one year or less. Approved deferment periods are counted towards the maximum allowed duration of study.
- 3.7.5. **Unapproved Deferment:** If the application is not approved, the student concerned is required to continue with the programme of study. If the student does not attend the classes, they shall repeat that module and are not allowed to sit for the examination held at the end of the semester concerned.

3.8 Withdrawal from Studies

Withdrawal from a Studies refers to discontinuation of studies, after which the student cannot continue in the current programme.

- 3.8.1. **Procedure:** Students must submit a written request with specific, valid reasons to the Registry Office. The request is forwarded to the Programme Coordinator and lecturer for the batch, then escalated to the Head of Academic. Upon approval, the student must complete the Withdrawal Form, securing counter-signatures from the Programme Coordinator, Counsellor, Head of Academic, and all relevant departments.
- 3.8.2. **International Students:** Approval requires a completed Withdrawal Form, a confirmed air ticket showing departure date (or Letter of Offer from the new institution for transfers), and student pass cancellation per Immigration requirements. The Registry issues confirmation upon receiving all documents.
- 3.8.3. **Financial Implications:** Refunds follow the College's Refund Policies and Procedures. Students must settle all outstanding fees, or forfeit Refundable Deposits. All decisions regarding withdrawal are final.
- 3.8.4. **Conditions:** Students may apply to withdraw from their studies at any time during the semester, however students are NOT ALLOWED to quit their studies until the application is approved by the College.

3.9 Termination of Studies

The College has the right to terminate students from the College based on academic or non-academic related issues. If students are found guilty of any serious disciplinary offences and/or prolonged stay in the country (international students) affecting the peace of the country or tarnishing the image of the College, the student will be terminated immediately. Reasons for termination of studies may include, but are not limited to, any one or a combination of the following:

3.9.1. Registration and Administrative Non-Compliance

- 3.9.1.1. Failure to complete course registration after the stipulated two-week period and failure to inform the College in writing of the student's status no later than the fifth week of the relevant semester.
- 3.9.1.2. Failure to comply with College administrative procedures, rules, or academic regulations.
- 3.9.1.3. Non-payment of tuition fees or other compulsory charges within the stipulated timeframe, without approved deferment.
- 3.9.1.4. Providing false, misleading, or incomplete information to the College.

3.9.2. Academic Performance

- 3.9.2.1. A student will be dismissed from the programme if their Cumulative Grade Point Average (CGPA) falls below 2.00 for three consecutive semesters. Students whose CGPA falls below the minimum requirement will be placed on academic probation and given the opportunity to improve. Failure to achieve satisfactory academic progress during the probation period may result in dismissal.

No.	Range	Status
1.	A CGPA between 1.60 - 1.99 for THREE consecutive semesters	Dismiss
2.	A CGPA of less than 1.60 in any semester	Dismiss

- 3.9.2.2. Failure to fulfil the academic requirements of the programme of study.
- 3.9.2.3. Failure to complete the programme of study within the prescribed maximum period.

3.9.3. Attendance and Engagement

- 3.9.3.1. Excessive absenteeism from classes (less than 60% attendance).
- 3.9.3.2. Failure to respond to official warning letters issued by the College.
- 3.9.3.3. Submission of unacceptable or unsatisfactory explanations in response to warning letters.

3.9.4. Conduct and Disciplinary Matters

- 3.9.4.1. Serious or repeated disciplinary misconduct.
- 3.9.4.2. Submission of forged, falsified, or tampered documents.
- 3.9.4.3. Breach of College codes of conduct, ethics, or disciplinary regulations.

3.9.5. Programme and Institutional Decisions

- 3.9.5.1. Recommendation for termination by the Programme Coordinator, Head of Department, or other designated staff of the School/Academy/Institute, based on academic or administrative grounds.
- 3.9.5.2. Withdrawal or loss of professional, statutory, or regulatory approval required for the programme, where applicable.

3.9.6. Immigration and Legal Status (International Students)

- 3.9.6.1. Rejection or non-approval of student visa renewal by the Malaysian Immigration Department.
- 3.9.6.2. Failure to maintain valid immigration status in Malaysia.

3.9.7. Medical and Psychological Grounds

- 3.9.7.1. **Medical Deferment:** A student whose deferment from a semester has been approved on medical grounds for two consecutive semesters may be terminated from the programme of study after a review conducted in the following semester.

Such termination shall be based on the recommendation of a registered medical doctor from Poliklinik Hopevision or a Government Hospital. Medical recommendations issued by private healthcare providers may be considered and reviewed, but are subject to approval by the College.

- 3.9.7.2. **Psychological / Psychiatric Grounds:** A student whose deferment from a semester has been approved on psychological or psychiatric grounds, and who has not sat for final examinations for four (4) consecutive long semesters and two (2) consecutive short semesters, may be terminated from the programme of study upon the recommendation of the attending medical doctor or specialist.

3.9.8. Other Grounds

Any other grounds deemed valid by the College in accordance with its policies and applicable laws and regulations.

The College reserved the right to terminate the student under certain circumstances after a decision has been made by the Chief Executive (CE). When a student is terminated due to academic related issues, the notice of termination shall be sent to the student by the Programme Coordinator. Tuition fee refunds (if any) are guided by the College's Refund Policies and Procedures. Students must strictly adhere to all rules and regulations, including settling any outstanding tuition fees, failing which, the Refundable Deposits will be forfeited.

3.10 Students with Disabilities

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

4.0 GRADES & HONOURS

4.1 Marking Scheme

Students are assessed both qualitatively and quantitatively. The official marking scheme of Vision University 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: $CGPA = \frac{\text{sum of accumulative points}}{\text{sum of credit hours}}$. Other grades include Grade EX, given for modules that have been approved for exemption of credit.

4.2 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 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.

4.3 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
Diploma	90	3 years	6 years*
Advanced Diploma	40	1 year	2 years
Bachelor	120	3 years	6 years
Master	40	1 years	3 years
Doctorate	80	3 years	6 years

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

Students who have exceeded the maximum duration prescribed for their programme of study are eligible to be terminated from the College. Any additional conditions or requirements beyond those stated above, including conditions for year-to-year progression or entry into the Final Year, shall be determined by the respective School/Senate.

4.4 Assessment and Examinations

4.4.1. Attendance Policies:

Students are required to attend all lectures, tutorials, practical sessions, clinical sessions, and assessments punctually and on a regular basis.

In the case of medical absence, the Programme Coordinator must be notified immediately, and a valid medical certificate must be submitted within one (1) week. Medical certificates must be issued by Poliklinik Hopevision or a Government Hospital. Medical certificates issued by private healthcare providers may be considered and reviewed, but are subject to approval by the College.

Requests for leave must be submitted using the Student Leave Application Form, together with relevant supporting documents, at least two (2) weeks in advance, and are subject to approval by the Head of Academic.

A minimum of eighty percent (80%) attendance in all academic activities is mandatory for eligibility to sit for summative examinations.

- 4.4.2. **Plagiarism:** Plagiarism is the unauthorized use of others' ideas or words presented as one's own. At the discretion of the lecturer or Programme Coordinator, students may be allowed to resubmit plagiarism-free work, capped at a passing grade, or may receive a fail for the assessment.
- 4.4.3. **Formative Assessment:** Ongoing assessments include tests, assignments, quizzes, class exercises, group discussions, presentations, and problem-based learning, and are graded according to course criteria. Students are required to meet submission deadlines; late submissions may incur penalties.
- 4.4.4. **Submission Extensions:** Extensions may be granted only for documented extenuating circumstances, such as illness (supported by a medical certificate submitted before the deadline) or the death of a close relative. Technical issues or poor time management do not qualify.
- 4.4.5. **Summative Assessment (Final Examination):** Students must have at least 80% attendance, pass all formative assessments, and have settled all fees to be eligible. Non-compliant students will be barred from the examination; appeals are considered on a case-by-case basis. Examinations are anonymously marked using Student ID and National ID, which are revealed only after second marking.
- 4.4.6. **Examination Slip:** Issued one week before the examinations and available through the Student Portal, students must present a hardcopy of the slip to gain entry to all examination sessions.
- 4.4.7. **Prohibited Items:** Possession of any prohibited materials in the examination hall, whether intentional or unintentional, may result in removal from the examination venue and disciplinary action in accordance with the College's regulations. For further details on prohibited items, please refer to Appendix A.
- 4.4.8. **Appeals:** Appeals are formal written requests submitted by students to seek a review or reconsideration of academic decisions, results, or status in accordance with institutional regulations and procedures.
- a. **Result Review:** Students may request a review of their total marks by submitting a written application to the Registry Office within two (2) weeks of the release of results. The decision of the Examination Board is final. Any deposit paid shall be forfeited if the appeal is unsuccessful.
 - b. **Programme Continuation:** Students whose studies have been terminated may submit an appeal for programme continuation through the Registry Office to the Head of Academic.
 - c. **Study Extension:** Applications for extension of study must be submitted to the Registry Office for consideration and approval by the Senate.
- 4.4.9. **Re-sit Assessment:** Students who fail an assessment are required to sit for a re-sit examination in accordance with the published schedule, as notified in writing. All applicable re-sit fees must be paid through the Bursary.

4.4.10. **Examination Absenteeism:**

- a. Students who arrive more than thirty (30) minutes late will not be permitted to enter the examination venue.
- b. Students who are absent from an examination without valid reasons shall be recorded as Fail and will be required to retake the course in the following semester.
- c. Students who are absent due to valid medical or compassionate reasons must notify the College prior to the examination and submit a soft copy of the relevant supporting documents within forty-eight (48) hours after the last examination. The original documents must be submitted before any re-sit examination. The College reserves the right to verify the authenticity of all submitted documents with the issuing authority. Medical certificates must be issued by Poliklinik Hopevision or a Government Clinic/Hospital. Medical certificates issued by private healthcare providers may be considered and reviewed, but are subject to approval by the College.

4.4.11. **Cheating and Misconduct:** Any attempt to gain an unfair advantage in an examination or assessment constitutes a serious offence and shall be subject to disciplinary action in accordance with the College's regulations. For further details on cheating and examination misconduct, please refer to Appendix A.

5.0 ACADEMIC INTEGRITY & RESPONSIBLE USE OF AI

Upholding high standards of academic integrity is fundamental to Vision UC's commitment to Integrity and is crucial for preparing ethical professionals (SMILE Values).

5.1 Definition and Examples of Plagiarism

Plagiarism is the act of presenting another person's work, ideas, words, data, or creative output as one's own, without proper acknowledgement, whether in whole or in part.

Examples include:

- a. Copying text verbatim without quotation marks and citation.
- b. Paraphrasing someone else's ideas without proper acknowledgement.
- c. Submitting purchased, borrowed, or commissioned work.
- d. Reusing your own work (self-plagiarism) submitted for another course without explicit permission.
- e. Using figures, images, or code created by others without proper attribution.

5.2 Plagiarism Detection and Review

Major academic submissions (coursework, dissertations, theses) may be screened using similarity-detection tools. A similarity index above 25% in a similarity report will trigger an academic review or investigation by the lecturer or relevant authority. The similarity score is a trigger for review, not an automatic judgment of misconduct; the examiners consider the nature, context, and proper citation of the matched text.

5.3 Responsible Use of Artificial Intelligence (AI)

AI tools can be valuable aids, but they do not replace human scholarly work. Misrepresenting AI-generated content as entirely one's own substantive work, without disclosure or critical revision, is counted as academic misconduct.

Generally Acceptable Uses (Unless assessment rules prohibit)	Restricted / Prohibited Uses (Misconduct)
Idea generation, planning outlines, and clarifying concepts.	Using AI to generate entire assignments, chapters, or major sections and submitting them with minimal human re-work and no disclosure.
Grammar, style, and clarity improvements.	Using AI to fabricate data, references, or quotations.
Coding assistance and debugging suggestions (with human validation).	Using AI during closed-book or restricted assessments were explicitly disallowed.

Substantial use of AI should be acknowledged according to programme or assessment guidelines (e.g., a brief statement in methodology or acknowledgements). Students remain fully responsible for the accuracy, originality, and integrity of their final work, regardless of AI assistance.

5.4 Academic Penalties for Plagiarism

Penalties vary based on the severity and context (Level 1 Minor, Level 2 Moderate, Level 3 Major).

- 5.4.1. Minor Offence (e.g., poor citation): Response may include a formal warning, mark deduction, or mandatory attendance at writing support workshops.
- 5.4.2. Moderate Offence (e.g., larger sections copied): May result in an award of zero for the affected part or entire assignment, academic probation, or a formal record.
- 5.4.3. Major or Repeated Offences (e.g., extensive copying, purchased work, clear intent to deceive): May lead to the failure of the project/thesis, award of a Fail grade for the course, suspension, or termination of studies.

6.0 GENERAL RULES AND REGULATIONS

Students must follow all academic and non-academic rules and regulations set by Vision UC. For examples of offences and disciplinary matters, please refer to Appendix C: Student Affairs Department Rules and Regulations.

6.1 Student ID Cards

- 6.1.1. A Student ID Card will be issued to each student upon registration.
- 6.1.2. Students are required to wear and display their Student ID Card at all times while on campus, ensuring that it is clearly visible. For security and identification purposes, students are also encouraged to carry their Student ID Card at all times, including when off campus, as it may be useful in emergency situations.
- 6.1.3. Any lost or damaged Student ID Card must be reported and replaced immediately. A replacement card will be issued at a fee of RM50.00.
- 6.1.4. The Student ID Card serves as an official form of identification and may be used for access to College facilities (where applicable), including buildings, the Library, and Computer Laboratories, as well as for photocopying services and verification for student events and activity bookings.

6.2 Student Pass (International Students Only)

- 6.2.1. A Student Pass is issued through the International Student Office and permits international students to reside and pursue their studies in Malaysia.
- 6.2.2. Upon student registration, the International Student Office will submit the Student Pass application to the Immigration Department. Students will be notified when the pass is ready for collection.
- 6.2.3. International students are required to submit a completed application form together with payment of the prescribed Application Fee. All application fees are non-refundable, regardless of whether the student visa is approved by the relevant Malaysian Government authorities. Students must also submit certified true copies of previous academic documents, including certificates, transcripts, and other relevant documents, for admission and visa application purposes. Upon approval of the student visa, students are required to settle all other applicable fees, including the initial tuition fees, in full as stated in the Letter of Acceptance.
- 6.2.4. The offer of admission to international students (except for programmes subject to quotas set by professional bodies) is valid for two (2) semesters or eight (8) months from the offered intake. Students who do not commence their programme within this period will have their offer lapse and will be required to reapply and complete the application process.

6.3 Extension of Student Pass

- 6.3.1. Applications for the extension of a Student Pass must be submitted through the International Student Office at least two (2) months before the expiry date of the pass.
- 6.3.2. Late applications may be subject to penalties imposed by the Immigration Department. Any such penalties shall be borne by the student.
- 6.3.3. Students who have reached the maximum period of study are required to first apply for an extension of study and obtain approval from the relevant Faculty or School before their Student Pass extension can be processed.
- 6.3.4. To apply for a Student Pass extension, students must submit the following documents to the International Student Office:
 - a. A photocopy of every page (including blank pages) of the passport;
 - b. Two (2) passport-size colour photographs;
 - c. Attendance report from the relevant Faculty (for undergraduate students);
 - d. Photocopy of the latest examination results (for undergraduate students);
 - e. Confirmation letter of student status from the Faculty/School/Centre (for postgraduate students);
 - f. Progress report or examination results (for postgraduate students);
 - g. Required payment.

Important notes:

1. Students who overstay their permit in Malaysia are required to attend an interview or questioning at the Immigration Department. Any penalties, fines, or consequences arising from overstaying or other immigration offences shall be borne solely by the student.
2. If a student's passport validity is shorter than the requested Student Pass extension period, the passport must be renewed prior to submitting an application for extension.
3. Undergraduate students with unsatisfactory academic performance may be required to attend an interview at the Immigration Department. The Immigration Officer reserves the final authority to determine the duration and approval of the Student Pass extension.

6.4 International Students – Permission to Work Part-Time

- 6.4.1. International students are permitted to work part-time for a maximum of twenty (20) hours per week during semester breaks or holidays of more than seven (7) days, subject to the guidelines and approval of the Immigration Department.
- 6.4.2. Students are not permitted to work as cashiers.
- 6.4.3. Approval for part-time employment may be extended by the Immigration Department based on the student's attendance record and academic performance.
- 6.4.4. For students enrolled in Private Higher Educational Institutions (PHEIs), applications must be submitted by the institution to the Immigration Headquarters in Putrajaya.
- 6.4.5. For students enrolled in Public Higher Educational Institutions, applications must be submitted to the nearest Immigration Office.

6.5 Dress Code and Personal Appearance

- 6.5.1. Students are expected to maintain a neat, clean, and appropriate appearance at all times while on campus. Clothing worn by both male and female students must be modest, tidy, and reflect the dignity and integrity of Vision UC students.
- 6.5.2. Students are prohibited from wearing revealing, offensive, or otherwise inappropriate attire, particularly during lectures, academic activities, or formal events. Clothing that covers the entire face is not permitted on campus.
- 6.5.3. Specific dress codes must be strictly observed when attending laboratories, workshops, or practical sessions. Students are also required to wear appropriate footwear at all times on campus. Hair must be kept neat and tidy, and hairstyles should be suitable for an academic environment.

Warning: The College reserves the right to take disciplinary action against students who fail to comply with the dress code, including denial of entry to the campus or its facilities. Students who are inappropriately dressed will not be permitted to sit for examinations.

6.6 Use of Equipment and Premises

- 6.6.1. Students are permitted to be on Vision UC premises only during the designated opening hours. Presence on the premises outside these hours requires prior approval from the relevant authority.
- 6.6.2. The use of College premises is strictly limited to study purposes and approved academic or co-curricular activities.

- 6.6.3. Students must obtain prior permission from the relevant office before using or borrowing any College equipment and are required to return all equipment in good condition to their original location after use.
- 6.6.4. Notices may be displayed only on designated notice boards. All notices must receive prior approval before being posted, and any expired or unauthorised notices must be removed promptly.

6.7 Misconduct

A student is deemed to have committed misconduct if he/she:

- 6.7.1. Has unsatisfactory class attendance without valid justification;
- 6.7.2. Fails to comply with assessment regulations, including non-submission of required work or breach of examination rules;
- 6.7.3. Engages in unfair academic practices, including cheating, plagiarism, or collusion;
- 6.7.4. Demonstrates unprofessional, discriminatory, or racist behaviour, or conducts himself or herself in a manner deemed unsuitable for a profession-based programme;
- 6.7.5. Engages in disruptive behaviour or any conduct that contravenes College regulations;
- 6.7.6. Misuses, damages, or improperly handles College equipment, resources, or property.

6.8 Serious Misconduct

A student is deemed to have committed serious misconduct if he/she:

- 6.8.1. Convicted of a criminal offence by a court of law;
- 6.8.2. As an international student, engages in illegal employment, trade, or activities (whether part-time or full-time) in violation of the Immigration Ordinance 1959, Immigration Rules and Regulations 1963, or any other applicable laws, or participates in activities that interfere with or disrupt his or her studies;
- 6.8.3. Found in possession of any drugs or poisons as defined under the Dangerous Drugs Act 1952;
- 6.8.4. Provides, supplies, distributes, offers, or prepares such drugs or poisons for others;
- 6.8.5. Involved in any form of drug abuse.

Serious misconduct also includes, but is not limited to, forgery, alteration, or misuse of official documents; theft of or damage to Vision UC property; obstruction of Vision UC operations; verbal or physical abuse; and general littering. For further details, please refer to Appendix E.

6.9 General Conduct

- 6.9.1. By registering as a student, each student agrees to comply with Vision UC's academic and general regulations.
- 6.9.2. Any student who breaches these regulations may be required to account for his or her actions and may be subject to disciplinary action in accordance with College procedures.
- 6.9.3. No student, group, or organisation within Vision UC shall express support for or sympathy with any unlawful organisation or activity.
- 6.9.4. Students are required to observe and comply with all applicable Malaysian laws at all times.
- 6.9.5. Students must respect the cultures, norms, and beliefs of others and are expected to uphold their own cultural traditions and values in a manner that is respectful and considerate of others.

6.10 Regulations Related to Accommodation

- 6.10.1. Students living in Vision UC-approved accommodation must comply with all rules and regulations set by the landlord or accommodation management. They are expected to act as "good neighbours," keeping noise at a reasonable level and avoiding disturbance to other residents or the surrounding community.
- 6.10.2. Students are responsible for maintaining cleanliness in their rooms and shared areas, including proper disposal of rubbish and appropriate use of common facilities. Unsafe or hazardous activities are strictly prohibited, including the use of unauthorized cooking appliances, tampering with electrical wiring, or storing flammable or explosive materials.
- 6.10.3. Visitors or guests, including family members, are not allowed in accommodation units unless prior written approval is obtained from the accommodation management. Overnight stays are strictly prohibited.
- 6.10.4. Failure to comply with accommodation rules may result in disciplinary action under Vision UC's procedures, including warnings, fines, or termination of accommodation privileges.

6.11 Health and Safety

Vision UC is committed to providing a safe and healthy learning and working environment for all students and staff. Everyone shares responsibility for maintaining health and safety.

- 6.11.1. Students are encouraged to remain safety-conscious, particularly during the first weeks as they adjust to a new environment. Avoid high-risk areas and walking alone late at night where possible.
- 6.11.2. In case of an emergency, such as fire, accident, or crime, call 999 for police, ambulance, or fire and rescue services. Misuse of emergency lines or communication networks is an offence under Malaysian law.
- 6.11.3. Important contacts, including nearby clinics, hospitals, and police stations, will be displayed by Vision UC and should be kept for reference.
- 6.11.4. Students must follow all safety instructions in laboratories, workshops, classrooms, and hostels, including emergency procedures and fire drills. Adherence to all health and safety policies is mandatory, and any hazards or immediate dangers must be reported promptly.

6.12 Security Policy for Events on Campus

- 6.12.1. The Student Affairs Department must be notified of all events organised by recognised student bodies or clubs.
- 6.12.2. Depending on the size and risk level of the event, at least one Vision UC officer or staff member must be present to oversee proceedings.
- 6.12.3. Entry to an event may be denied, or guests asked to leave, if they are visibly intoxicated or aggressive, have a history of disruptive behaviour, or refuse to follow instructions from organisers or College staff.

6.13 Traffic Rules and Regulations

- 6.13.1. Students who own or use a vehicle must comply with the Road Transport Act 1987 and all road regulations, both on campus and on public roads.
- 6.13.2. All student vehicles must be registered with campus security (where applicable) and display a valid parking sticker or pass.
- 6.13.3. Parking in prohibited areas, blocking emergency access routes, or driving dangerously may result in internal fines and/or disciplinary action.

6.14 Penalties and Demerit System

- 6.14.1. **Penalties:** Reported offences (see Appendix C) may result in one or more of the following actions: verbal or written warning, payment of fines or compensation for damage, suspension from classes, use of facilities or accommodation, deduction of demerit points, or, in serious cases, termination of studies as determined by the Disciplinary Panel.
- 6.14.2. **Demerit System:** Vision UC employs a demerit system to maintain a safe, respectful, and orderly learning environment. Each student is allocated 30 demerit points for the duration of their programme. Points are deducted for each offence based on the seriousness of the misconduct. When a student's demerit points reach zero or a critical threshold, they may face suspension or expulsion, subject to the Disciplinary Panel's decision.

6.15 Student Records

- 6.15.1. The Registry Office is responsible for maintaining and safeguarding student records, which are confidential and non-turnable.
- 6.15.2. Student records must not be removed, altered, or shared with third parties without proper authorisation, except as required by law or authorised bodies.
- 6.15.3. For further information on student records and document certification, students may contact the Registry Office.

6.16 Student Rights and Freedom

6.16.1 Privacy and Personal Data Protection

Vision UC respects students' privacy and handles personal data in accordance with the Personal Data Protection Act 2010 (PDPA 2010). Student information will be used solely for legitimate purposes, including academic administration, safety, financial aid, internships, and institutional reporting, as outlined in Vision UC's PDPA notice.

6.16.2 Discrimination Complaint Policy

Vision UC is committed to providing equal academic, employment, and social opportunities without discrimination based on race, religion, gender, disability, or any other protected status. Students who believe they have experienced discrimination may submit a complaint through official channels, such as the Student Affairs Department. All complaints and investigation records will be treated confidentially and disclosed only as required by law or institutional procedures.

6.17 Communication with Students

- 6.17.1. Vision UC communicates with students through official channels, including the Student Portal/Learning Management System (LMS), registered student email, Vision UC website and social media, and physical notice boards on campus.
 - 6.17.2. Students are responsible for regularly checking their registered email and Student Portal, reading all important announcements and notices, and ensuring their contact information (address, phone number, email) is kept up to date with the Registry Department.
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7.0 FINANCIAL INFORMATION

Vision UC aims to keep financial matters as SIMPLE as possible (SMILE Value) by providing clear guidelines and support options.

7.1 Payment Obligations and Deadlines

Students must pay all tuition fees and other payments prescribed for the courses for which they have registered within one week from the commencement of the academic session or every semester, unless otherwise permitted by the Bursar. All fees shall be made payable in advance and must be fully paid before or at the latest by the start date of the semester.

- 7.1.1. **Late Payment:** Failing to pay on time will result in students having their subjects dropped/de-enrolled, and they will not be allowed to attend classes or be assessed in any assessments. A penalty rate of RM1 per day is imposed, commencing from the day after the due date for payment. An administrative charge of RM200.00 will be imposed from the third week of the semester if full payment is not received by the due date.
- 7.1.2. **Consequences of Non-Payment:** The College reserves the right to withhold all examination results, certificates, and records of students with outstanding fees. 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, which may include barring the student from classes and facilities, and suspension or termination of the student.

7.2 Payment Methods

Vision UC provides a range of payment methods for convenience:

- 7.2.1. In-Person: Cash, credit card, or cheque at the Bursary Counter (Level 1).

- 7.2.2. Bank Transfer/Deposit: Cash deposit or ATM/online transfers into Vision UC's account. Students need to present the bank-in slip or transaction slip at the Bursary Counter for recording purposes.

The bank details are:

Bank Account Number: 800 731 8817
Bank Name: CIMB Bank
Account Name: Vision Diagnostic Sdn Bhd
Swiftcode: CIBBMYKL

7.3 Financial Assistance

Vision UC offers a wide range of financial options and assistance to cater to different student needs, aiming to Lift financial barriers (SMILE Value).

- 7.3.1. Scholarships and Bursaries: Vision College provides an extensive list of full and partial scholarships, bursaries, and fee waivers for those who are academically inclined, financially needy, and/or active in extra-curricular activities. Scholarship awardees need to pay back the consumed award amount if they withdraw from the College. All awards of scholarships, bursaries, grants, fee waivers or financial assistance are subject to the absolute discretion of Vision College.
- 7.3.2. Financial Aids/Loans: Programmes at Vision College are MQA accredited, enabling students to obtain education loans from external agencies such as PTPTN, MARA, Yayasan Negeri, and PERKESO. All forms of funding obtained via Financial Loans must be disbursed to Vision UC directly. The amount disbursed to Vision UC is not refundable to students, and if there is any excess, the amount will be carried forward to the following semesters.
- 7.3.3. Employee Provident Fund (EPF): Parents or students who are EPF contributors can opt to withdraw from their Account II for education purposes. To apply, students obtain the KWSP 9H (AHL) Application Form and liaise with the Registry Department for required supporting documents.

7.4 Right to Vary Fee Rates

The College reserves the right to adjust prescribed fees and any other payments at its discretion, without prior notice to students.

7.5 Refund Policy Summary and Withdrawal Timing

Fees paid to Vision College are generally not refundable except under specific conditions. A written request for a refund must be received by the Vision College Admissions Office within the stipulated time before the refund can be approved.

- 7.5.1. Non-Refundable Fees: Registration Fee, Commencement Fee, Student Services Fee, Resource Fee, Library Fee, Tuition Fee Payment (Partial), and Seat Confirmation Fee are non-refundable under any circumstances.
 - 7.5.2. Withdrawal Timing:
 - a. If a student withdraws before the commencement of the semester, an amount not exceeding 20% of the fees paid may be refundable.
 - b. If a student withdraws within the first two weeks (14 calendar days) after the commencement of the semester, an amount not exceeding 20% of the fees paid may be refunded, provided all fees due have been paid in full and a written request for refund is received at least three (3) working days before the end of the second week.
 - c. No fees will be refunded after the second week from the commencement of the semester. A student is required to pay the full fees for the semester if the request for withdrawal is made after the second week of the semester.
 - 7.5.3. Refund Process: Refunds are generally made in the name of the parent/guardian/sponsor. All refunds, whether of fees, deposits or any other payments, shall be free of interest and shall be subject to Vision College's right of set-off against any fees or payments due and owing. All refunds will be processed within four (4) months.
 - 7.5.4. No Refund Reasons: There shall be no refund of fees paid for non-attainment of academic requirements, expulsion from the College, or suspension or discontinuation due to misconduct or any other disciplinary matters.
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8.0 LIFE IN VISION COMMUNITY

Vision UC offers an established network of services to promote well-rounded development and to Lift and Motivate the community (SMILE Values).

8.1 Student Life Centre

The primary function of the Vision Student Life Centre is to provide convenient services that meet students' needs and to promote programs and activities that support their developmental, physical, social, and educational growth within the Vision UC community. Facilities include computer

workstations, wireless internet access, casual lounge spaces, pool tables, table tennis, foosball, TV areas, discussion areas, and spaces for various student activities.

8.2 Orientation

Orientation and induction programs are designed to help new students adapt to college life, understand campus facilities, and build new friendships. Attendance is important, as all key briefings on academic procedures, administrative requirements, campus rules, and student support services are conducted during the orientation. This ensures that students start the semester well-informed and fully prepared for their studies and campus life.

8.3 Counselling Unit

The psychological and emotional well-being of students is supported by certified, licensed counsellors throughout their academic journey. All counselling appointments are confidential.

8.4 Career Guidance and Job Opportunities

The College provides students with resources to excel academically and professionally. Students can receive one-to-one consultations to explore career paths after graduation, with counsellors offering guidance based on their programme of study. Career services include CV clinics, mock interviews, and access to HireVision, which helps graduates secure employment relevant to their field of study.

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

8.6 Alumni

The Alumni serves to connect all former students of the HEP, providing a platform for graduates to stay in touch with their alma mater. Through the Alumni, graduates can receive regular updates and build a strong professional and social network.

8.7 Extra Co-curricular Activities

The HEP strongly encourages student activities to foster friendships, teamwork, and healthy lifestyles. Student activities provide exposure to the many facets of the curriculum which can encourage students to be motivated in their studies. The HEP provides a platform for a healthy lifestyle and organises a variety of sports as a means of unifying amongst the students, including badminton, basketball, football/futsal, squash, tennis, table tennis, pool, foosball, and chess, amongst others.

The HEP has an active Student Representative Council (SRC) representing the interests of students. Varieties of clubs are available for students to have a well-rounded education experience.

8.8 Inquiries, Grievances, And Complaints

Vision UC recognises that students may occasionally encounter issues with the level or quality of services provided. To lodge a complaint, students may submit a Student Feedback Form to the Management or use the suggestion box. For department-specific matters, students should approach the relevant service counters located at the Student Life Centre (Level Two).

8.9 Student Helplines

For assistance, students may contact the Student Helpline via email at helpdesk@vision.edu.my

- Accommodation (Repair & Maintenance): 9:00 AM – 5:00 PM
- Student Affairs: 8:00 AM – 5:30 PM

9.0 DIGITAL LEARNING, IT & LIBRARY

Vision UC provides comprehensive digital and physical learning resources to Empower student success (SMILE Value).

9.1 Digital Learning and IT Access

Vision UC utilizes ODL platforms for flexible delivery, including asynchronous content, live webinars, online forums, virtual consultations, and e-assessments. IT resources and Student Portal, are provided for personal academic use only and may not be shared. Students must use strong passwords and report suspected account compromise or phishing attempts immediately to IT/Helpdesk. Personal data and confidentiality must be respected in line with the PDPA.

9.2 Computer Laboratory Usage Rules

Students are responsible for any damage caused to equipment during use. Prohibited actions include:

- a. Hacking, attempting to break into systems, or spreading viruses;
- b. Downloading, storing, or distributing pornographic, hateful, or otherwise inappropriate content;
- c. Installing unlicensed software or altering system settings without permission.

Computer labs are intended primarily for study, research, and coursework-related activities.

9.3 Library and Learning Resources

The Library provides access to physical materials and extensive digital resources, including databases, e-journals, and e-books.

- 9.3.1. **Access:** Students must present their Student ID Card when borrowing materials and to access the Library.
- 9.3.2. **Borrowing and Fines:** No books or other library materials may be taken out of the library unless they have been properly issued through the library system. Borrowed materials must be returned by the due date or if recalled. Failure to do so will result in a penalty being charged. Late returns will incur fines. If an item is lost or damaged, the borrower must report it to the library and either replace it with a current edition or pay the replacement cost as determined by the library.
- 9.3.3. **Conduct:** Students must help maintain a quiet and clean environment. Maintain silence in designated quiet zones, and adhere to restrictions on food and drinks. Students must comply with copyright laws when using printed and electronic materials.

10.0 APPENDICES

10.1 Appendix A: Examination – Rules, Regulations and Conduct

10.1.1. Rules and Regulations

1. Candidates must present the examination slip to the invigilator for admission to the examination hall.
2. Candidates are required to arrive at least 15 minutes prior to the commencement of the examination. Entry will not be permitted 30 minutes after the scheduled start time.

3. Leaving the examination hall is prohibited during the first 30 minutes and the final 15 minutes of the examination.
4. Bags, caps, food, beverages, notes, and books are strictly prohibited within the examination hall.
5. Mobile phones and electronic devices must be switched off and placed on the invigilator's desk.
6. Only pens, pencils, ruler, eraser, and calculator are permitted; pencil cases and calculator covers must be placed on the floor beside the desk.
7. The Student ID and examination slip must be displayed at the top right-hand corner of the desk at all times.
8. During reading time, notes may be made on the question booklet only; answers must not be recorded on the answer sheets.
9. Personal details must be completed on every answer sheet; candidates must not write their names.
10. All work, including rough work, must be completed on official answer sheets; removal of any examination materials from the hall is strictly prohibited.
11. Communication with other candidates or actions that disturb others are strictly prohibited. Leaving the desk requires the invigilator's permission.
12. Requests for additional materials, submission of answer scripts, or temporary absence must be made by raising a hand to obtain the invigilator's attention.
13. Candidates must remain silent at the conclusion of the examination until all answer sheets have been collected and the invigilator authorises departure.

10.1.2. Conduct in Examinations

1. Students must enter the examination hall before the published start time.
2. A reading time may be provided prior to the official start of the examination. During this time, students may:
 - a. Complete attendance slips
 - b. Make notes on the provided loose paper
 - c. Fill in required details on the front cover of the examination booklet
3. Writing answers on answer sheets is not permitted during reading time.
4. Students must sign the attendance slip and display the Student ID and/or IC/Passport along with the examination slip on the desk. Students unable to provide proof of identity will not be allowed to sit for the examination.
5. Students may not begin writing answers until officially instructed and must stop immediately when instructed to do so. At the end of the examination, students must remain seated until authorised to leave.
6. Temporary exit from the examination hall is permitted only with proper approval and supervision.
7. For permanent departure, all answer booklets, loose sheets, examination papers, and other provided materials must be submitted.
8. Students must not bring books, notes, dictionaries, mobile phones, personal digital assistants, or any other electronic devices into the examination hall unless specifically authorised.
9. Students must not communicate with others or give/receive any form of academic assistance during the examination.
10. Exceptions to the above regulations may only be granted with prior approval from the Programme Coordinator.

10.1.3. Misconduct in Examinations

1. If misconduct is detected during an examination, the student will be informed, and a report will be filed.
2. In appropriate cases, the student may be required to leave the examination hall.
3. If an incident of misconduct occurs during an examination, a report will be submitted to the Programme Coordinator, who will issue an incident form. The report will then be forwarded to the Examination Board for further action.

10.2 Appendix B: Fees Policies And Regulations

10.2.1. General Refund Conditions

Fees paid to Vision College (the College) are not refundable except under the conditions set out below. A written request for a refund must be received by the Vision College Admissions Office within the stipulated time before the refund can be approved by the College authorities and payment processed.

a. The following fees are non-refundable under any circumstances: Registration Fee, Commencement Fee, Student Services Fee, Resource Fee, Library Fee, Tuition Fee Payment (Partial) and Seat Confirmation Fee. b. If a student is required to leave the programme due to a call for National Service, and the student's application for National Service deferment is rejected, the student will be eligible for a pro-rated refund of fees paid, subject to sub-paragraph (a) above. c. If a student withdraws from the programme before the commencement of the semester, an amount not exceeding 20% of the fees paid may be refunded, subject to sub-paragraph (a) above. d. No fees will be refunded after the second week from the commencement of the semester. A student is required to pay the full fees for the semester if the request for withdrawal is made after the second week of the semester. e. If a student withdraws from the programme within the first two weeks after the commencement of the semester, an amount not exceeding 20% of the fees paid may be refunded, provided all fees due have been paid in full and a written request for refund is received at least three (3) working days before the end of the second week of the semester, subject to sub-paragraph (a) above. f. No refunds will be made if a student requests withdrawal from the programme after the second week (14 calendar days) of the semester. If a student is conditionally accepted into the programme based on forecast results but is required to discontinue the programme due to non-fulfilment of entry requirements upon official announcement of examination results, the student will be eligible for a pro-rated refund of all fees paid, subject to sub-paragraph (a) above. The pro-rated refund will be computed based on the number of weeks elapsed from the date of commencement of the semester to the date of official notification to the Head of Programme, and in proportion to the total number of weeks in the relevant semester.

10.2.2. Refund Details and Timing

Any refund will only be made in the name of the parent/guardian/sponsor as declared in the application form. All refunds, whether of fees, deposits or any other payments, shall be free of interest and shall be subject to Vision College's right of set-off against any fees or payments due and owing to the College. All refunds will be processed within four (4) months.

10.2.3. Late Payments and Penalties

All fees are payable in advance and must be fully paid before, or at the latest by, the start date of the semester. An administrative charge of RM200.00 will be imposed from the third week of the semester if

full payment 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. Such action may include barring the student from classes and facilities, and suspension or termination of the student. In such circumstances, the College also reserves the right to withhold all examination results, certificates and records of the student.

10.2.4. Inter-Programme Transfer Fees

For inter-programme transfer cases (within Vision College), an administrative charge of RM200.00 will be imposed, except where the transfer is carried out before the commencement of the semester for the first registered programme. The exact amount of fees transferable to the new programme is subject to the following conditions:

a. For transfers carried out within the first month from the commencement of the semester, all fees paid are transferable to the new programme. In the event of a surplus, such an amount will not be refundable but may be used to set off fees for the subsequent semester. b. For transfers carried out after the first month from the commencement of the semester but before the mid-semester, only 20% of tuition fees and other miscellaneous fees will be transferable to the new programme. c. If any transfer is carried out after the mid-semester, only the Registration Fee and all deposits are transferable to the new programme.

10.2.5. Non-Refundable Reasons

There shall be no refund of fees paid for the following reasons: Non-attainment of academic requirements, expulsion from the College, or suspension or discontinuation from the programme due to misconduct or any other disciplinary matters at the College.

10.2.6. Deposits and Amendments

Students must adhere to all academic and administrative policies, rules and regulations stated in the Student Handbook. The College reserves the right to amend its policies, rules and regulations with effect from such date as it deems fit. Students are advised to refer regularly to Vision College's Student Handbook, Student Notice Board or Library for updates. Deposit payments cannot, under any circumstances, be used or treated as fees or any part thereof to set off any amount due and payable. All refundable monies will be free of interest and must be claimed within one (1) year from the date the student ceases to be a student of the College.

10.2.7. Other Provisions

The Head of Academic of Vision UC, in consultation with the Academic Disciplinary Board, may at his/her discretion prohibit a student from attending classes in the event that the student has a contagious disease. No claim may be brought against the College (including any claim for refund of fees or part thereof) arising from such action taken by the Head of Academic. The student is responsible for fulfilling the requirements of the immigration or other relevant authorities of Malaysia, and for fulfilling the requirements stipulated by Vision UC and the registered programme. Scholarship awardees are required to repay the Scholarship/Bursary amount utilised up to the date of withdrawal, in the event of withdrawal. Students who become pregnant during their studies will be granted leave from their programme and from the College with immediate effect. They may resume their studies after delivery, if desired, which is applicable to married students only. References to "student" or "students", wherever applicable or relevant, shall include any parent or legal guardian as stated in the Student Application Form. The Vision UC Fees Policies and Regulations are accurate at the time of printing.

10.3 Appendix C: Student Affairs Office (SAO) Rules and Regulations

Students are subject to the following rules and regulations:

1. Academic dishonesty, including plagiarism and all forms of academic cheating.
2. Forgery, alteration, or misuse of documents, records, or identification issued by the Student Affairs Office (SAO) or other official bodies.
3. Knowingly giving false information to the Student Affairs Office (SAO).
4. Circulating publications without approval, or showing disrespect towards any religion, the institution, or national symbols.
5. Obstructing or disrupting the operations of the Student Affairs Office (SAO) or any official institutional activity.
6. Physical or verbal abuse of any person.
7. Theft of, or damage to, institutional property.
8. Unauthorized access to, or misuse of, institutional facilities or property.
9. Use or possession of alcohol, marijuana, narcotics, illegal drugs, or related paraphernalia (except where expressly permitted by law or institutional regulations).
10. Possession of dangerous weapons.
11. Unlawful, disruptive, or intimidating behaviour.
12. Violation of the institution's sexual harassment policy.
13. Students who become pregnant during their studies must apply to the Student Affairs Office (SAO) for a leave of absence, subject to approval by the Student Affairs Office (SAO) and/or any relevant external governing body. For certain programmes such as Diploma in Nursing and Diploma in Medical Imaging (list not exhaustive), students are not allowed to be pregnant during the duration of the programme. Violation of this regulation may result in termination from the programme.
14. Eating and drinking in prohibited areas (except in the Student Dining Area).
15. Smoking in non-smoking areas.
16. General littering.
17. Use of mobile phones in lecture halls, laboratories, and the library, except with permission from the lecturer or staff.
18. Romantic "pairing" or behaviour that goes beyond acceptable standards of decency on institutional premises.

10.4 Appendix D: Academic Progression Pathway

Students must meet minimum credit hours and minimum CGPA requirements to progress and graduate. The summary illustrates the typical progression route through Vision UC programmes. Entry requirements must be met at each transition point, and progression relies on achieving the minimum CGPA and clearing all modules.

Level	Minimum Duration (Years)	Maximum Duration (Years)	Minimum Credit Hours (Typical)	Minimum CGPA for Progression/ Graduation	Typical Entry Requirement for Progression	Main Outcome/Qualification	Subsequent Pathway
Foundation	1 year	2 years	50	2.00	SPM/IGCSE equivalent results	Prepares for Undergraduate Study	Direct entry to Bachelor's degree (Level 6)
Certificate	1.5 years	3 years	60	2.00	SPM/IGCSE equivalent results	MQF Level 3 Qualification	Progression to Diploma
Diploma	3 years	5 years / 6 years*	90	2.00	SPM/IGCSE equivalent results/Certificate Qualification	MQF Level 4 Qualification	Advanced entry/Credit Transfer to Bachelor's Degree (Level 6)
Advanced Diploma	1 year	2 years	40	N/A (Based on Diploma CGPA)	Completed Diploma	MQF Level 5 Qualification	Progression to Bachelor's Degree (Level 6)
Bachelor's Degree	3 years	6 years	120	2.00	Foundation/Diploma/Equivalent	MQF Level 6 Qualification	Direct entry to Master's Degree (Level 7)
Master's Degree (FT/PT)	1.5–2 years / 2–4 years	N/A	N/A	Minimum CGPA defined at programme level	Bachelor's Degree (Level 6) with CGPA \geq 2.75 (or conditional entry)	MQF Level 7 Qualification	Direct/Fast-track entry to Doctorate (Level 8)
Doctorate (FT/PT)	3–5 years / 4–7 years	N/A	N/A	N/A	Master's Degree (Level 7)	MQF Level 8 Qualification	N/A

*Note: Maximum duration for Diploma in Nursing is 4 years.

10.5 Appendix E: Serious Misconduct

Serious misconduct includes, but is not limited to, forgery, alteration, or misuse of official documents; theft or damage to Vision UC property; obstruction of College operations; verbal or physical abuse; and general littering.

1. **Smoking:** Vision UC is a smoke-free environment in all indoor workplaces and learning areas. Smoking is prohibited on campus except in clearly designated smoking areas, if any.
2. **Drugs and Other Illegal Substances:** The term “drug” is defined as in the Dangerous Drugs Act 1952.

The use, possession, or trafficking of illegal drugs or substances on campus is strictly prohibited and considered a serious disciplinary offence. Students found in possession of illegal substances will be reported to the Chief Executive and the College Disciplinary Panel.

Disciplinary actions may include termination of accommodation privileges or expulsion. Students will also be reported to the Police in accordance with Malaysian law.

3. **Weapons and Dangerous Materials:** The term “weapon” is defined under the Weapons Act 1971 and other relevant legislation. The term “weapon” is defined under the Weapons Act 1971 and other relevant legislation. Possession, control, or supervision of any dangerous weapon or explosive material is a serious offence.
4. **Sexual Harassment:** Sexual harassment includes unwelcome sexual advances, requests for sexual favours, and any verbal or physical conduct of a sexual nature. Students found guilty may face written warnings, suspension, or expulsion.
5. **Use of Force:** A disciplinary offence occurs if a student:
 - a. Participates in activities involving force, extortion, molestation, harassment, or intimidation.
 - b. Is directly involved in ragging, bullying, abuse, or similar acts, on or off campus.
 - c. Uses force, threats, or aggressive behaviour to cause harm or fear.
 - d. Participates in riots, physical fights, or assaults.
 - e. Displays verbal or physical behaviour that is racist, hateful, or prejudiced toward any member of the community.

10.6 Appendix F: Quick Reference & Key Contacts

Department	Location	Contact Details	Operational Hours
General HEP Contact	127, Jalan SS 6/12, Kelana Jaya	Tel: +(6)03-7803 8300, Website: www.vision.edu.my	N/A
Student Helplines	N/A	Email: helpdesk@vision.edu.my	N/A
Accommodation Maintenance	N/A	N/A	9am - 5pm
Student Affairs	N/A	N/A	8am – 5.30pm
Registry Department	Registry Counter, Level 1	Tel: 03 7803 8300, Fax: 03 7803 8302, Email: registry@vision.edu.my	N/A
Bursary Department (Finance)	Bursary Counter, Level 1	Tel: 03 7803 8300, Fax: 03 7803 8302, Email: bursary@vision.edu.my	N/A

Emergency Services

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

Misuse of the communication network (e.g., false calls) is punishable by law.
