



STUDENT HANDBOOK

QUALITY • EXCELLENCE • GLOBAL



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PART 1: GENERAL INFORMATION OF THE COLLEGE

National Integrated College was established in the year 2009 and registered as a Private Institution with the Ministry of Education (MOE), Malaysia.

1.1 VISION

The college envisions to be nationally and internationally recognized institution of higher learning known for its conducive learning and teaching environment.

1.2 MISSION

- To be a quality education institution of higher learning through the promotion and application of knowledge, innovation and services to the future generation
- To be a learner-centered institution of higher learning that implements innovative methods to promote self-discovery and self-motivation amongst students, thus breaking the chain that suppresses freedom of thoughts and expression
- To produce dedicated graduates who are knowledgeable, skillful, competitive, ambitious and marketable with sound integrity and moral values
- To attract and retain high quality academic members through an environment that propagates lifelong learning, and conducive for creativity and innovation in teaching methods for continuous improvement in delivery of education
- To have a strong link with the industries to ensure the highest match for employability of the graduates

1.3 PROGRAMS OFFERED

1.3.1 Homegrown Programs:

- A) **DIPLOMA IN HEALTHCARE MANAGEMENT (DHM)**
- B) **DIPLOMA IN HUMAN RESOURCE MANAGEMENT (DHRM)**
- C) **DIPLOMA IN BUSINESS MANAGEMENT (DBM)**
- D) **DIPLOMA IN EARLY CHILDHOOD EDUCATION (DECE)**
- E) **DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH (DOSH)**
- F) **DIPLOMA IN MARKETING (DMKTG)**

PART 2: ADMISSION AND FINANCIAL AID

2.1 ENTRY REQUIREMENTS

2.1.1 DIPLOMA IN HEALTHCARE MANAGEMENT

i. Science Stream

Pass SPM with three (3) credits in any subjects with two (2) passes of the following science subjects: (Biology, Physics, Chemistry /General Science/Applied Science/Health Science)

ii. Art Stream

Pass SPM or equivalent with a minimum of three (3) credits which includes one (1) of the following science subjects: (Biology/Chemistry/Physics/General Science/Applied Science/Health Science)

2.1.2 DIPLOMA IN HUMAN RESOURCE MANAGEMENT

Pass SPM or equivalent with a minimum of three (3) credits in any subjects.

2.1.3 DIPLOMA IN BUSINESS MANAGEMENT

Pass SPM or equivalent with a minimum of three (3) credits in any subjects.

2.1.4 DIPLOMA IN EARLY CHILDHOOD EDUCATION

Pass SPM or equivalent with a minimum of three (3) credits in any subjects.

2.1.5 DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH

Pass SPM or equivalent with a minimum of three (3) credits which includes Bahasa Melayu, Bahasa Inggeris and one (1) of the following subjects (Mathematics/ Science).

2.1.6 DIPLOMA IN MARKETING

Pass SPM or equivalent with a minimum of three (3) credits in any subjects.



2.2 **ADDITIONAL REQUIREMENT BY THE COLLEGE:**

All students **must produce** valid medical check-up report and should be declared healthy and fit to undergo all programmes at the College.

2.3 **STUDENT REGISTRATION AND ENROLLMENT**

1. Student need to fill in the Application Form and submit to the Admission and Record Office together with all the relevant certificates and required supporting documents.
2. A **non-refundable** Admission fee of RM1,000 (Ringgit Malaysia One Thousand) will be charged for each application.
3. A fee of RM 500 (Ringgit Malaysia Five Hundred) for mandatory Intensive English Program (IEP) will be charged to all students.
4. Successful student will be notified by a Letter of Offer from the College.

2.4 **HOW TO APPLY**

1. Walk In and register at Admission and Records Unit.
2. Online application at www.niche.edu.my
3. Authorized agents assigned by the College
4. Email to Student Recruitment/Marketing Unit at register@niche.edu.my or enquiry@niche.edu.my

2.5 **FINANCIAL AID**

2.5.1 **PERBADANAN TABUNG PENDIDIKAN TINGGI NASIONAL (PTPTN)**

Student can apply for loan from PTPTN (Perbadanan Tabung Pendidikan Tinggi Nasional) for their Tuition Fee.

The requirement for applying PTPTN loan as below:-

1. Malaysian citizen
2. Enrolled with the minimum entry requirement
3. At least pass in Bahasa Malaysia at SPM level
4. No existing loan with PTPTN

Forms can be obtained from the College Admission and Records Unit. The College will assist the students in verifying the application form before submitting for approval. Under any circumstances, the College is not responsible or accountable if the application is rejected by PTPTN due to whatsoever reason.

2.5.2 EMPLOYEES PROVIDENT FUND (EPF)

Parents may opt for the EPF Account II education withdrawal to pay for college tuition fees.

2.5.3 ZAKAT / BAITULMAL

Parents may apply for the Zakat/Baitulmal financial aid to pay for college tuition fees.

2.5.4 COLLEGE SCHOLARSHIP

College at its own discretion may provide scholarship to qualified and deserving students.

2.6 REFUND POLICY

The College's refund policy applies only to a full and formal withdrawal from the College by completing the appropriate documentation with the College Student and Admission Record.

Students will be financially responsible for all the courses for which they are registered, whether they attend or not. This refund policy is not applicable to students still enrolled at the College.

The following shall be applicable:

- Refunds will be granted only for those withdrawal cases by the published deadline.
- Eligibility for a refund will be determined based on the date a course is withdrawn.
- Refund cheques will be issued in the name of the student unless an authorization letter is submitted.

2.6.1 COURSE FEE REFUND POLICY

1. Course Fee may be refunded **ONLY** after the College receives a written notice of withdrawal **BEFORE** the course commences, and subject to the College's Refund Policy as follows:
 - Written notice received by College more than thirty (30) working days before course commencement - 50% refund
 - Written notice received by College between fourteen (14) to thirty (30) working days before course commencement - 25% refund
2. No refund will be given if the withdrawal notice is received AFTER commencement of the course. (Note: The first day of orientation is deemed the commencement day of the course)

2.6.2 UNFORESEEN CIRCUMSTANCES

Students who withdraw from their courses due to unforeseen circumstances beyond their control, may request pro-rated rebates of tuition fees less any costs incurred by the College. Students must submit supporting documents satisfactory to the Registrar.

Examples of unforeseen circumstances may include

- Denial of a study permit by immigration authorities
- Sickness
- Death or severe illness of an immediate family member
- Or other circumstances deemed valid by the Registrar

2.6.3 MISCELLANEOUS AND OTHER CHARGES REFUND

The College will not adjust or refund any miscellaneous or other charges such registration fee, library fee and deposit. The college shall refund any advanced payment for hostel upon the clearance of all others fees due to the College.

PART 3: ACADEMIC POLICIES

3.1 CALENDAR / PROGRAMME DURATION

- 4.1.1 The duration of all Diploma programs offered by the college shall be as stipulated in all marketing materials including the website.
- 4.1.2 Semester breaks will be determined by the College based on the Academic Calendar and Intake.

3.2 SEMESTER REGISTRATION

- 3.2.1 Students need to register for the new intake/ semester before the start of Orientation Week.
- 3.2.2 Allotting semester subjects are the prerogative of the College, and if any changes done it will be notified to the students on the first day of the new semester.
- 3.2.3 Students **are not allowed** to drop or extend any of the subjects as stipulated in each semester.
- 3.2.4 Students with any outstanding bills / fees **will not be allowed** to register for the new semester and **may not proceed** to attend classes for the semester.

3.3 ATTENDANCE

- 3.3.1 Attendance for both theory and practical classes is **COMPULSORY** for a successful academic semester.
- 3.3.2 Students need to maintain a minimum **of 80 % attendance** for all the classes or **maximum 3 absences** in order to sit for the final exam of each semester.

- 3.3.3 Students who fail to maintain their attendance as per 3.3.2 **will be barred** from sitting for the examination for the subject (or for the semester) and has to **repeat** the subject for the next semester. Repeating the subject will be subjected to the availability of the subject in the following semester.
- 3.3.4 All coursework carry a substantial percentage of the final grades. Students are responsible to communicate with their respective lecturers and submit all assignments within the given deadline.
- 3.3.5 Students who are unable to sit for scheduled examination due to valid reasons such as health failures or accidents, should **officially inform** their lecturers with supporting documents for the arrangements of special examination.
- 3.3.6 If the above procedure is not followed, a failing grade (F) will be given for that particular subject. Henceforth, students will have to either **RE-SIT** or **REPEAT** the subject depending on the circumstances.
- 3.3.7 Students must obtain full attendance in both the clinical area and practical/industrial training in order to meet the objectives provided for adequate evaluation.
- 3.3.8 In any unavoidable circumstances where students are unable to attend the clinical and/or practical/industrial training, students should obtain permission for their absence from the assigned clinical instructor.
- 3.3.9 Absences may result in an unsatisfactory clinical grading for the course, and also absences in any clinical rotation of more than 1 day will prompt the instructor to review clinical progress of the student.
- 3.3.10 Repeated absences during the course will be reviewed by the faculty and a pre-determined attendance expectation will be set later.

3.4 **ACADEMIC DISHONESTY**

The two most common kinds of academic dishonesty are “**Cheating**” and “**Plagiarism.**”.

3.4.1 CHEATING

Cheating is an act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent.

The examples of cheating are as follows:-

1. Copying, in part or in whole, from someone else's test.
2. Submitting the work presented previously in another course, in contrary to the rules of either course.
3. Altering or interfering with grading.
4. Using or consulting, during an examination, any sources of materials not authorized by the instructor.
5. Committing other acts, which defraud or misrepresent.

3.4.2 PLAGIARISM

Plagiarism is representing the work of someone else as your own and submitting it to fulfill academic requirements.

The examples of plagiarism are as follows:-

1. Incorporating the ideas, words, sentences, paragraphs, or part of another person's writings, without giving appropriate credit, and representing the product as your own work.
2. Representing another's artistic/scholarly works (such as computer programs, photographs, paintings, drawings, or sculptures) as your own.
3. Submitting a paper purchased from a research or term paper service.

3.4.3 OTHER SPECIFIC EXAMPLES OF ACADEMIC DISHONESTY

1. Purposely allowing another student to copy from your paper during a test.
2. Giving your homework, term paper or other academic work to another student to plagiarize.
3. Having another person to submit any work in your name.
4. Lying to the lecturer / instructor or university official to improve your grade.
5. Altering a graded work after it has been returned, then submitting the work for re-grading.
6. Removing tests from the classroom without the approval of the instructor.
7. Stealing tests' scripts.
8. Having a typist to correct the work for spelling or grammar, in contrary to the rules of the course.
9. Forging signatures on drop/add slips or other college documents

3.4.4 CONSEQUENCES OF ACADEMIC DISHONESTY

Academic and/or administrative sanctions may be applied in cases of academic dishonesty. Depending on the seriousness of the infraction, students may:

1. Receive a failing grade on the test, paper, or exam;
2. Have your course grade lowered, or possibly fail the course;
3. Under the standards of student conduct a student may receive:
 - Warning
 - Reprimand
 - Probation
 - Suspension
 - Expulsion

The College believes that personal integrity is a fundamental characteristic required for any professional practice. Therefore any student's behavior that violates the code of academic policies is subject to penalty.

3.5 EXAMINATION REQUIREMENT

- 3.5.1 Students must be punctual for their examination and should know the date, time and venue of the examination
- 3.5.2 Students need to sign their attendance fifteen (15) minutes before the examination start and must bring along their student/matriculation card, identification card and examination slip to the examination venue.
- 3.5.3 Students should bring their own stationery including pen, pencil and eraser to the examination venue.
- 3.5.4 Students who are late by more than fifteen (15) minutes will be barred from the examination venue and is required to sit for the exam in the next semester or any other suitable time which is decided by the College.
- 3.5.5 Students belongings such as bags, note, textbooks should be kept outside the examination venue or at any designated area provided by the college.

3.6 EXAMINATION RESULT

- 3.6.1 The general examination results will be posted on the designated Student Notice Board and will ONLY indicate students' matriculation/student number and the final grades for subjects taken during that semester.

- 3.6.2 Students may collect their respective examination result slip from the Examination Unit after seven (7) days of results announcement. Examination result slip will show the grades for individual subjects, average grade point (GPA), cumulative grade point average (CGPA) and academic achievement.
- 3.6.3 Students with any outstanding bills/fees payable to the College **will not be allowed** to request for their examination result slip until all outstanding amount is paid accordingly.

3.7 PROGRESSING INTO NEXT SEMESTER

Students who pass the examination for all subjects in the current semester will be eligible to proceed to the next semester automatically; and shall need to fill up the Subject Registration form and submit to the Academic Affairs Unit within the specified time as notified by the Academic Affairs Unit.

3.8 RE-SIT

Students who fail the examination for any subjects in the current semester shall need to re-sit the examination for the failed subjects. The Examination Unit will typically arrange for re-sit examination sessions after examination results have been announced and before the succeeding semester commences. Re-sit examination is not applicable on lab-based courses/practical work/clinical work. Grades will be awarded based entirely on the re-sit examination and the original grade will be replaced with the new grade. Re-sit examinations refers to students taking the final examination the second time without having to attend the classes for the subject again.

A fee of RM200 (Ringgit Malaysia Two Hundred) per subject is chargeable for re-sit examinations.

3.9 REPEAT

Repeat paper/ subject refers to students having to attend classes, complete all assignments/coursework quizzes/tests and sit for final examination the second time for the subject again.

Students will have to repeat a paper/subject in the event of:

- a) Failure to complete coursework/assignments/ quizzes/ tests which make up the 50%/60% carry mark
- b) Inability to continue to attend classes due to health failures or genuine emergency cases
- c) Failing a re-sit examination

A fee of RM800 (Ringgit Malaysia Eight Hundred) per subject is chargeable for repeat papers.

3.10 SPECIAL EXAMINATION

Students who are unable to sit for a scheduled examination due to valid reasons such as health failures or accidents, may request for a special examination. Students are required to officially inform their lecturers with supporting documents.

3.11 WITHDRAW

Withdrawal refers to students' intention to discontinue/terminate their studies at the College for whatsoever reasons be it personal, financial or health reasons.

Students will need to inform and submit the withdrawal form to the Admission & Record Unit; and settle any outstanding amount to the College.

3.12 DEFER

Defer is defined as a temporary leave of absence from the program, applicable to students in good standing (passed theory and clinical). Defer is **STRONGLY NOT ENCOURAGED**, and will only be granted under the following circumstances:

- a) Student 's own or immediate family members ill health condition
- b) Serious family issues

3.13 APPEAL AGAINST A GRADE

Students may appeal against a grade. The appeal policy is as follows:

- a) An appeal to recheck the marks (grade) of a course must be made in writing not later than two (2) weeks after the result slip is released. Any appeal after that shall not considered.
- b) An appeal should state clearly the course code(s) and the course title(s) for which the appeal is being made.

The students shall pay a **non-refundable administrative fee of RM150.00 for each subject** that they are appealing against.

3.14 FEE/FINE

1	Transcript and Scroll	RM150
2	Reprint of transcript/scroll <i>Courier</i>	RM50 per transcript/ scroll Additional RM10 for courier
3	Late for examination (<i>more than thirty (30) minutes</i>)	Barred from the exam.
4	Fail (1 st sitting)	Re-sit fee of RM200/- per subject
5	Barred from examination (<i>late for exam</i>)	
6	Fail re-sit paper	Repeat fee of RM800/- per subject
7	Barred from examination (<i>insufficient attendance</i>)	

PART 4: EXAMINATION AND GRADING SYSTEM**4.1 EXAMINATION GRADING**

a) Core, Compulsory and Elective Subjects

Percentage %	Grade	Status	Grade Point
80 - 100	A	Excellent	4.00
75 - 79	A-	Excellent	3.67
70 - 74	B+	Good	3.50
65 - 69	B	Good	3.00
60 - 64	B-	Good	2.67
55 - 59	C+	Average	2.50
50 - 54	C	Average	2.00
45 - 49	C-	Pass	1.67
40 - 44	D	Pass (Poor)	1.00
0 - 39	F	Fail	0.00
	X	Barred/ Absent without permission	0.00
	Y	Absent with permission	
	I	Incomplete	
	IP	In progress	

b) MPU Subjects

Percentage %	Grade
80 - 100	A
66 - 79	B
50 - 65	C
0 - 49	F

4.2 GPA/CGPA CALCULATION

Semester 1, Example for GPA Calculation.

Subject	Grade	Grade Point (a)	Credit Hours (b)	Total Grade Point (a x b)
1	B+	3.5	3	10.5
2	A	4.0	2	8.0
3	C+	2.5	4	10.0
4	B	3.0	4	12.0
TOTAL			13	40.5

$$\begin{aligned} \text{GPA} &= \frac{\text{Total Grade Point}}{\text{Total Credit Hours}} \\ &= 3.12 \end{aligned}$$

Semester 2, Example for GPA and CGPA Calculation

Subject	Grade	Grade Point (a)	Credit Hours (b)	Total Grade Point (a x b)
4	A	4.0	3	12.0
5	A	4.0	2	8.0
6	C+	2.5	4	10.0
7	B	3.0	4	12.0
TOTAL			13	42.0

Step 1, Calculate GPA for Semester 2

$$\begin{aligned} \text{GPA} &= \frac{\text{Total Grade Point}}{\text{Total Credit Hours}} \\ &= 3.23 \end{aligned}$$

Step 2, Calculate CGPA Semester 2; combining the calculation as follow:

$$\begin{aligned} \text{CGPA} &= \frac{\text{Total Grade Point Semester 1} + \text{Total Grade Point Semester 2}}{\text{Total Credit Hours Semester 1} + \text{Total Credit Hours Semester 2}} = \frac{40.5 + 42.0}{26} \\ &= 3.17 \end{aligned}$$

4.3 **ACADEMIC STATUS**

Good Standing:

A student must obtain a CGPA of at least 2.00 and above ($CGPA \geq 2.00$) to earn a Good Standing status and shall be able to progress into the subsequent semester.

Probation:

A student whose CGPA falls less than 2.00 ($CGPA < 2.00$) in any semester shall be placed under the Probation status and is divided into two (2) categories:

Probation 1: is given upon obtaining a CGPA of 1.00 to 1.99 ($1.00 \leq CGPA \leq 1.99$) in a semester.

Probation 2: is given upon obtaining a CGPA of less than 2.00 ($CGPA < 2.00$) in the consequence semester after Probation 1.

Weak Standing:

This refers to student's level of achievement with a CGPA of at least 2.00 and above ($CGPA \geq 2.00$) but with a GPA of 1.99 and below ($GPA \leq 1.99$).

Dismissal:

A student shall be dismissed from the programme if he/she falls into at least one the following criteria:

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

PART 5: STUDENT SERVICES

The Student Affairs and Development Unit is responsible to oversee all requirements of student services which in general shall include:

5.1 **COUNSELING**

Student is permitted to see the College student counselors for counseling during the office hours. The College counselors will do the compelling to the student in various occasions such as personal problems, academic problems as well as academic achievements. The College counselors are well trained and have vast experience to counsel and motivate the student.

5.2 **STUDENT HOSTEL**

Students can opt for the hostel facilities provided by the College and choose the hostel type according to their preference and affordability. The rate stipulated is inclusive of utility bills and other relevant charges. Students need to adhere to the rules and regulations as stipulated in the Hostel Rules and Regulations at all times during their tenure at the designated hostel facilities.

5.3 STUDENT INSURANCE

All the students will be covered by a Group Personal Accident Policy which is approved by the insurance company. Students can refer to Student Affairs and Student Development Department for any enquiry or submission.

5.4 LIBRARY

The library is a unit under the Registrar's Office and under the responsibility of the Librarian. The library is provided with computer units and internet connectivity for students to do their research, homework and assignments. Students may use the library facilities including printing and photocopying at a minimum rate. Library is open daily during office hours.

5.4.1 LIBRARY RULES AND REGULATIONS

- i. Conducting a prejudicial for the proper use of library is forbidden.
- ii. Silence should be observed in the public areas of the library. Hand phones should be switched to silent mode before entering the library.
- iii. Eating, drinking, smoking and sleeping are strictly prohibited in the library.
- iv. Only students with ID cards are permitted into the Library.
- v. Bags, briefcases, helmets, umbrellas etc. are not allowed into the library. They should be kept in the locker room.
- vi. Reservation of seats is not permitted.
- vii. All users are required to be properly attired as specified by the college. The librarian reserves the right to ask the users, who are not properly dressed to leave library.
- viii. Students who fail to clear the fines or return materials borrowed from the library upon completion of their courses will have their certificate suspended.
- ix. The library bears no responsibility for any loss of personal belongings or properties on its premises.
- x. All library materials should be kept clean. Making, defacing or multiplying library materials is an offence.
- xi. No littering in the library is allowed.
- xii. All users are encouraged to check their library record regularly.
- xiii. The College reserves the right to amend the library rules and regulation from time to time.
- xiv. Any student caught on adult website, games or email at the library would be suspended from using the library

PART 6: STUDENT CODE OF CONDUCT

6.1 COLLEGE DISCIPLINARY BOARD (CDU)

The College Disciplinary Unit is the authorized body for making decisions on student misconduct and will process all reports received from both academic and non-academic staff.

6.2 DISCIPLINARY MISCONDUCT

Students need to follow the Academic Policies and Student Rules and Regulations at all times. College has the right to add on any other regulations or policies if necessary.

Please refer to Disciplinary Misconduct Flow Chart ([Appendix 2](#)) and Disciplinary Offence and Action to Be Taken Table ([Appendix 3](#)).

6.3 DISCIPLINE PROCEDURES

Students found to be guilty of committing any violation of the National Integrated College Student Code of Conduct and/or purposely violating any of the college policies will be subject to the college disciplinary actions.

The disciplinary actions imposed are as follows:

1. Warning - Notice, oral or written warning on specific behaviour or repetition of a series of actions that are unacceptable according to the college policies.
2. Suspension - Student is temporarily banned from using specific College Facilities for a specified period of time and also will be barred from :
 - i. Attending any class or lectures and examinations based on CBD decision and recommendation until the student has fully served the suspension period and/or made full payment on all outstanding fines
 - ii. Register for the next semester.
3. Fines - Please refer to Appendix 3.
4. Parent notification - The College will notify the parent or legal guardian of the student when necessary.
5. Additional Sanctions - Community Service, and/or reimbursement for damages, and/or removal from elective or appointive office, and/or counseling whichever is deemed appropriate.
6. Domestic Inquiry - A domestic Inquiry is an internal inquiry into some alleged misconduct by students to establish whether it is proven or not. The CDB will present its case and the student is given an equal opportunity to defend himself against the charges of misconduct.

7. A warning letter.
8. A counseling session - with student only OR with student and parent.
9. Withhold examination results or graduation certificate.
10. Police report when involved in any crime.
11. Expulsion from College is also based on CDU decision and recommendation.

6.4 BEHAVIOR

1. Students are expected to behave in good manner at all times either in or outside the college premises area and due respect should be given to the college lecturers and staffs.
2. Be punctual at all time for classes, practical or any other activities organized by the college.
3. Smoking is strictly prohibited in College area.
4. Using mobile phones in the classroom, practical mock ward or within the college area is strictly prohibited.
5. Student who is involved with drugs or any other offences which is against Government Law such as criminal offences will be reported to the relevant authorities without any hesitation and disciplinary action will be taken against the student.
6. Students are strictly prohibited not to get involved in any activities which are not allowed by the authorities such as demonstration, distributing articles, flyers, pictures or any other printing material that may cause negative sentiments.
7. The College will not compromise to any immoral behavior that may cause bad reputation to the College.
8. Student should always follow the rules and regulations as stipulated from time to time.

6.5 DRESS CODE: PERSONAL GROOMING

All students in general MUST practice good grooming and wear proper attire / footwear whenever they are within the College premise.

Students should:

1. Wear outfits/uniforms that are appropriate, not revealing in nature and clean.
2. Wear appropriate footwear (sneakers, court shoes, flat shoes, etc) that are clean.

3. Keep their hair neat and tidy; male students must keep their hair short and female students with long hair must keep their hair neatly tied and students not allowed colour (dye) their hair.
4. NOT wear jeans or round neck T-Shirt to the College.
5. NOT wear high heels, sandals or slippers to the College.
6. NOT wear excessive costume jewelry (for female students; male students are not allowed to wear any kind of costume jewelry / earring at all).
7. NOT wear excessive makeup (for female students; male students are not allowed to wear any kind of makeup whatsoever).
8. Be presentable as a College student.

6.6 STUDENT ID

Student ID is to identify you as a registered and active student with the College. Students **MUST** wear their Student ID at the college area at all times, and also at the affiliated hospitals or any other practical areas.

For any security reason, the Student ID should be surrendered to the college should a student discontinue the program or withdraw from the College, or upon graduation.

Lost ID should be reported in order to get a replacement immediately. The College will impose a fee for any replacement ID (Refer to Appendix 4).

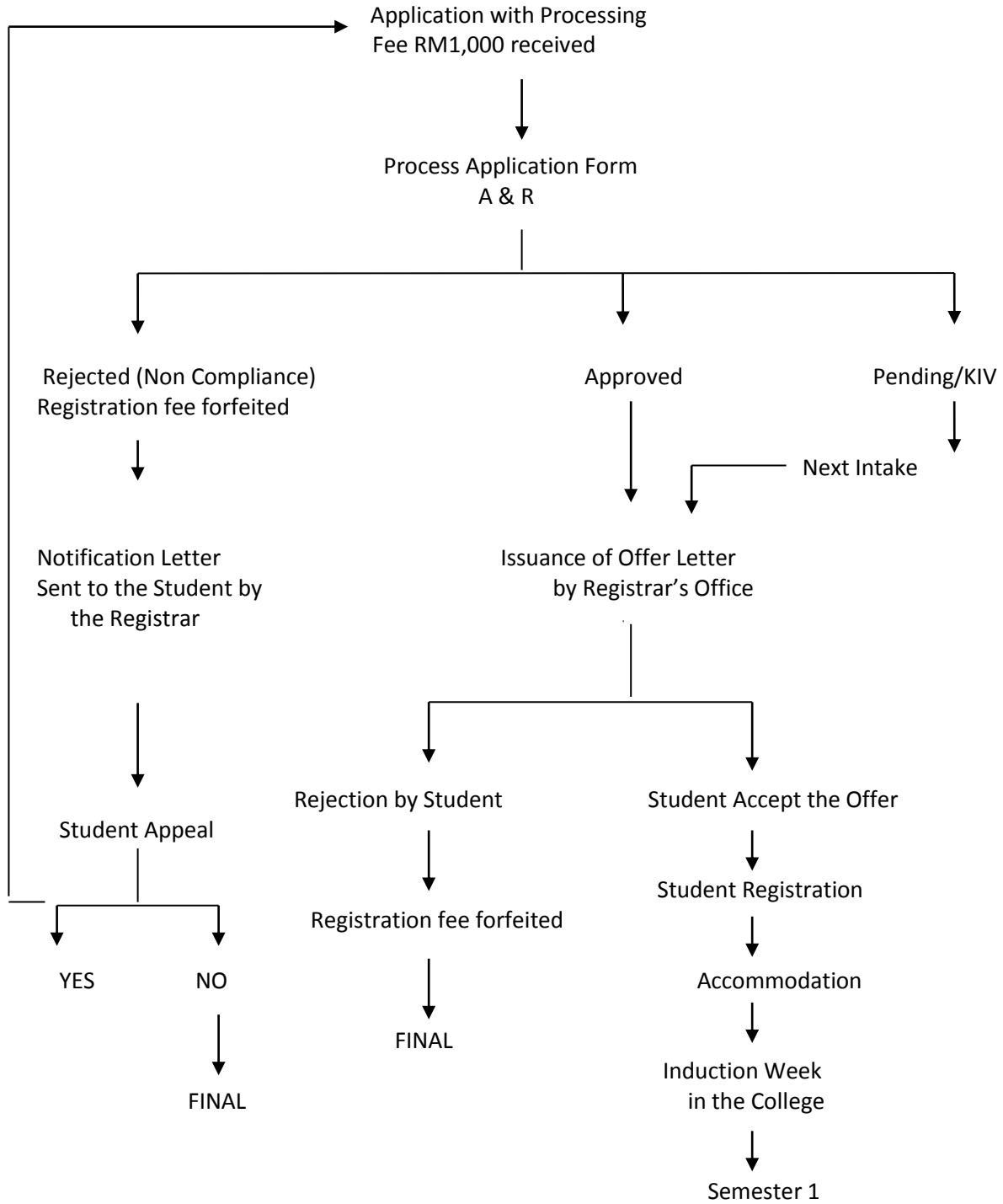
6.7 USAGE OF COLLEGE FACILITY

1. The college facilities should be kept clean and tidy.
2. Mock wards, science labs, practical rooms and exam rooms are restricted areas hence the students are only allowed to enter with the permission of the lecturer or will be accompanied by authorized personnel of the College.
3. Outside the normal training or learning hours, the student must get permission from the instructor for using the college facilities.

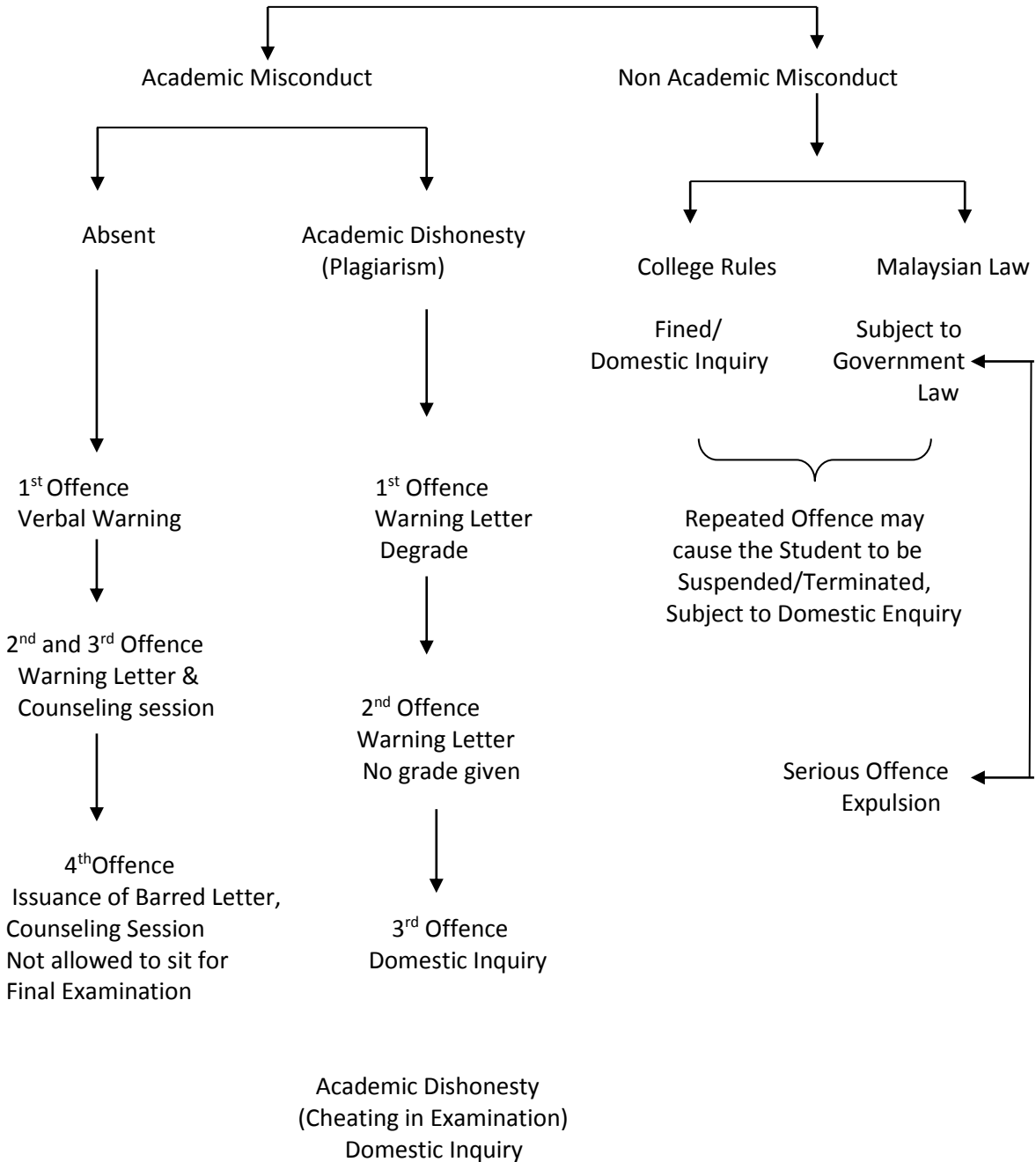
PART 7: HEALTH EMERGENCIES

1. Every student should do a medical checkup at appointed clinic by the College.
2. Student is advised to have a proper lifestyle for their good health.
3. Student need to declare the health status in their Application Form.
4. A student, who is infected by HIV, is not accepted to be a student of the College.
5. Student who has asthma, heart or kidney problem should submit a recommendation letter from the panel clinic identify that they are fit to study in the College.
6. The College is not responsible if the student failed to declare their health status and the college has the right to terminate the student without prior notice.
7. In term of illness, all medical expenses should be **borne by the student**.
8. In case of an accident in the College premise where a student is involved the college authority will be handled.
9. A student involved in an accident outside the college is will be subjected to a normal procedures of law.
10. Student is encouraged to buy medical insurance for their own benefit even though the student is covered by a Group Personal Accident Insurance provided by the College.

STUDENT ADMISSION FLOW CHART (APPENDIX 1)



DISCIPLINARY MISCONDUCT ACTION FLOW CHART (APPENDIX 2)



DISCIPLINARY OFFENCE AND ACTION TO BE TAKEN TABLE (APPENDIX 3)**PART A: ACADEMIC OFFENCE**

No.	Disciplinary Offences	Action to be taken
1.	Tardiness / Late for class (Individual subject) 1 st offence 2 nd offence 3 rd Offence 4 th Offence	Verbal Warning Issue 1 st Warning Letter Issue 2 nd Warning Letter Fine RM30/- per subject
2	Absent without permission (Individual Subject) 1 st offence 2 nd offence 3 rd Offence	Issue 1 st Warning Letter Issue 2 nd Warning Letter Issue Barred Letter Not allowed to continue with class and not allowed to sit for final exam
3.	<u>Academic Dishonesty</u> Cheating during exams	Domestic Inquiry <i>Note: If caught cheating in the early examination period, the other result for other courses will be affected or freeze.</i>
4.	<u>Academic Dishonesty</u> Plagiarism 1 st Offence 2 nd Offence 3 rd Offence	Grade demerit - Issue Warning Letter No grade - Issue Warning Letter Domestic Inquiry
5.	Failure to mark attendance	Fine RM10/- per day
6.	Failure to register for new Academic Semester (within 1st week of new semester)	Fine RM50/-

PART B: NON - ACADEMIC OFFENCE

No.	Disciplinary Offences	Action to be taken
7.	Using hand phone in class	Fine RM10/-
8.	Eating or/and drinking in classroom during lecture	Fine RM10/- Only mineral water allowed
9.	Forget to bring ID to College	Fine RM10/-
10.	Lost ID	Fine RM30/- Request for temporary ID from Student Affairs <i>Note: Fine including ID replacement</i>
11.	Littering in College area	Fine RM10/-
12.	Disrespectful to academic & non-academic staff (Written complain)	Fine RM50/- Counseling Session
13.	Non Compliance in Uniform/Dress Code	Fine RM20/-
14.	Smoking in college and hostel area 1 st Offence 2 nd Offence 3 rd Offence	Issue 1 st Warning Letter Issue 2 nd Warning Letter Fine RM 50/- Issue 3 rd Warning Letter Fine RM100/-

PART B: NON - ACADEMIC OFFENCE (SERIOUS OFFENCE)

No.	Disciplinary Offences	Action to be taken
15.	Causing disruption or disharmony in college/hostel	Warning / Domestic Inquiry (depending on the severity of the offence)
16.	Taking part or involving in unapproved activities by the college authority	Domestic Inquiry
17.	Distributing unapproved printing material	Domestic Inquiry
18.	Fighting or causing injury	Domestic Inquiry
19.	Taking drugs	Terminate from College
20.	Drug pushing	Terminate from College
21.	Sexual harassment	Domestic Inquiry
22.	Immoral interaction	Domestic Inquiry
23.	Stealing, gambling or any other criminal activities	Domestic Inquiry
24.	Social network abuse 1 st Offence 2 nd Offence 3 rd Offence	Issue 1 st Warning Letter Issue 2 nd Warning Letter Domestic Inquiry
25.	Tarnishing image of the College	Domestic Inquiry
26.	Bully / blackmail	Domestic Inquiry
27.	Producing fraudulent document / letter	Domestic Inquiry



COLLEGE SONG

MAKMUR NUSA BANGSA DAN AGAMA

Ilmu dicari seikhlas hati
Amal ditabur serata negeri
Untuk kesejahteraan ummat sendiri
Agar kehidupan penuh bererti

Anak bangsa gigih berusaha
Ayah bonda terus berdoa
Pendidik tekun menabur jasa
Negara makmur terus perkasa

Kolej Bersepadu Nasional
Memupuk cita dan usaha
Amalan kami jujur ditabur
Makmur bangsa nusa dan agama
(ulang)

Generasi cemerlang wawasan negara
Menerokai ilmu meredah samudera
Nilai murni landasan diri
Yakin gagah cekal berbakti

Kolej Bersepadu Nasional
Makmur bangsa nusa dan agama



STUDENT PLEDGE

Malaysia is my country my home

All Malaysians are my brothers and my sisters

I love my country and shall always strive to be worthy of it

I shall give respect and love to my Creator, my parents and my teachers

I shall treat others as I want them to treat me

I believe in the strength of my heritage that is the foundation upon which I stand

I believe in myself and my ability to do my best

And I will do my best



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