



KOLEJ GEMILANG

13, 15, 16, 18 and 20, Medan Pasar,
50050 Kuala Lumpur.
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STUDENTS' OATH

General Rules and Regulations

1. Students must be punctual to all classes. Students are not permitted to enter the class fifteen (15) minutes after the class starts.
2. Students are not allowed to absent from class for three (3) days consecutively without any valid reason(s) and supporting documents such as medical certificate. Failing to produce the documents will result in issuance a first warning letter (Yellow). Continuance in absent will result in issuance of a second warning letter (Green) followed by a counseling session. Ignorance of improving the attendance will result in issuance of a final letter (Red) and possible termination from college.
3. Students are not allowed to use mobile phones, walkmans or any electronic gadgets while lecture is ongoing.
4. Students must register minimum of three (3) subjects in each semester. Registration must be done only during the registration week as per announced. Late registration will incur additional fine fee.
5. Students that enroll for BIS (ABE) Professional course are compulsory to register for external examination every semester according to the subjects that they register for that particular semester.
6. Students are prohibited to smoke inside the college premises.
7. Students must be in proper attire and wear students' identification card whenever they are at college.
8. Application for any official letter from IT Faculty must be done in written with detail information or supporting document attached, three (3) days before the letter is required.

Code of Conduct: Test & Examination

1. Students are allowed to enter the examination hall ten (10) minutes before the examination starts.
2. Students are to leave their bags in front of the examination hall with all notes and materials that are related to the paper inside the bags.

3. Cap / hat and sunglasses, headphones, foods and any gadgets that may disturb other candidates' concentration are not allowed to be used during the examination.
4. Students are reminded to turn off their mobile phones and keep it with them.
5. Students are not allowed to enter the examination hall fifteen (15) minutes after the examination starts unless with CEO's permission.
6. Students that are caught for copying from friends, possessing / circulating notes or bring in any paper for the reason of copying are to be suspended. Students are also not allow to communicate among them while examination in session.
7. Students must wear their students' cards or identification tag throughout the examination.
8. Students are permitted to go to restroom with invigilators accompanying. Students that often go out and spend long time outside the examination hall will be warned and suspended from the examination.
9. Students are not allowed to make calls / send text message or answer calls/reply message during the examination to avoid interruption to other candidates. Should the students are found communicating through mobile phone; the phone will be taken and kept by the invigilator until the examination over.

I have read the above rules and regulations. I understand that the breach of this rules and regulation may result in a disciplinary action against me.

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(Student's Signature)

Student Name :

Student ID/Passport No:

Date: