



2011

KOLEJ GEMILANG STUDENT HANDBOOK



Kolej Gemilang

Last update: 1/1/2011

WELCOME SPEECH FROM OUR CEO



Welcome and Congratulation on your decision to study with Kolej Gemilang .You are not only have chosen the right step to start your higher tertiary Education but also an organisation that will guide and mould you to be a well mannered a professional in your future career .

That is why we have produced a **Student Hand Book** to help you on **Do's and Don'ts** while you are a student in Kolej Gemilang. If you find there is anything that we haven't answered here, please get in touch at the **Head of Faculty** using the contact information provided. Our Aim is to produced graduates with a high standard of competence and integrity among the Global Professional

Thank you.

**S.AMARNATH
CHIEF EXECUTIVE OFFICER
KOLEJ GEMILANG.**

Contents

1. General

	pg
1.1. Introduction	1
1.2. Contact Address	1
1.3. Management of Kolej Gemilang	1
1.4. Intake Schedules & Admission	3
1.5. Academic Calendar	4
1.6. Compulsory Subjects	5
1.7. Time Tables	5
1.8. Attendance Policy	6
1.9. Deferment Policy	6
1.10. Communication Policy	7
1.11. Intellectual Property Rights	7
1.12. Cleanliness	7
1.13. Smoking and Gambling	7
1.14. Mobile Phones	7

2. Code of Conduct

	pg
2.1 General Code of Conduct	8
2.2 Administrative Matters	8
2.3 Serious Offences	9
2.4 Leave of Absence	10

3. Regulations for International Students

	pg
3.1 Choice of Study, Visa, Immigration etc	11
3.2 Terms & Conditions for Foreign Students	12
3.3 English Requirement	16
3.4 Personal Bond	17
3.5 Personal Bond Rates	17
3.6 Others Critical Areas Student should take note	17

4. Finance Department : Rules and Regulations

	pg
4.1 General Rules	19
4.2 Tuition Fee: Payment Methods	21
i. Monthly Payment	
ii. Study Loan	
4.3 Refund Policy – Additional Conditions	22

5. Hostel: Foreign and outstation students

5.1	Hostel Fees	pg 23
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6. Examination : Rules and Regulations

6.1	General Rules & Regulations	pg 24
6.2	Re-sit/Retake Policy	25
6.3	Plagiarism/Copying	25
6.4	Examination Start Time	26
6.5	Maximum Time to Graduate	26
6.6	Certificates & Transcripts	26

7. Computing Laboratory : Rules and Regulations

7.1	Wireless Connectivity (WiFi Hotspots)	pg 27
7.2	General Rules and Regulations	27
7.3	Other Computing Policies	28
7.4	Violating the Computer Lab Rules & Regulations	29

8. Library: Rules and Regulations

8.1	General Regulations	pg 29
8.2	Membership	30
8.3	Library hours	30
8.4	Ability borrowing	31
8.5	Loan Procedure	31
8.6	Overdue Material	31
8.7	Fines	31
8.8	Damage and lost of library materials	31
8.9	Bag storage and Lost Item	32
8.10	Computing usage with internet facility	32

9. General Science Laboratory: Rules and Regulations

9.1	Guidelines	pg 32
9.2	Accidents and Injuries	34
9.3	Handling Chemicals	34
9.4	Handling Glassware and Equipments	34
9.5	Heating Substances	34

10. Graduation Policy

11. College Facilities

1. GENERAL

1.1 INTRODUCTION

1.1.1 As a reputable institution of higher learning in Malaysia, Kolej Gemilang demands high standards of personal behavior, discipline and general conduct. Students must at all times remember that as future leaders, they have responsibilities to shoulder. Students are the future leaders of a country, thus you to need uplift the image of yourself and in return the image of your country.

1.1.2 It is needless to state that the reputation of the College will also depend on the general conduct of the students. Therefore, rules and regulations have been formulated by the College to ensure high standards of behavior, conduct that will lead to harmony, discipline, respect, progress of the students and the college.

1.1.3 This handbook contains information which is helpful as a guide. It is not exhaustive and hence it is the student's responsibility to seek clarification in any of the areas that is not covered in this handbook or on matters contained in this handbook that is not clear to the student.

1.2 THE CONTACT ADDRESS IS AS FOLLOWS:

Address : 13, 16, 18 & 20, Medan Pasar, 50050 Kuala Lumpur.
Tel : Hunting Line: 603-20269010, 20729300
Fax : 603-20264341

1.3 MANAGEMENT OF KOLEJ GEMILANG:

DIRECTOR

Contact Person : Ms .Hamidah Abdul Razak
Mr. Sivakurunathan a/l Appadurai

CEO

Contact Person : Mr .Amarnath a/l Subramanaiam

PA /HR

Contact Person : Mrs. Prasana a/p Purushothaman

➤ QUALITY CONTROL DEPARTMENT

Head of Department : Mrs. Che Aminah bt Che Mat Zain

➤ **ACCOUNTS DEPARTMENT**

Head of Department : Ms .Cecelia Anak Medan

➤ **FOREIGN STUDENT DEPARTMENT**

Head of Department : Ms. Maznah binti Awang

➤ **INFORMATION TECHNOLOGY FACULTY**

Acting Head of Faculty : Mr .Mohd Khairul Anwar

➤ **PROFESSIONAL FACULTY**

Head of Faculty : Mr .Kumaran a/l Ramasamy

Assistant HOF : Ms .Manmeet Kaur

➤ **LANGUAGE FACULTY**

Head of Faculty : Ms .Hee Sio Ching.

Assistant HOF : Ms. Shivani a/p Ramanathan

➤ **ACCOUNTING FACULTY**

Head of Faculty : Dr Tee Chai Hong

➤ **LIBRARY**

Librarian : Ms Noor Faezah

➤ **MARKETING DEPARTMENT**

Marketing Executive : Mr .Thilak Prakash

➤ **MAINTENANCE DEPARTMENT**

Operations Manager : Mr .Yogeswaran a/l Ratnarajah



1.4 INTAKE SCHEDULES AND ADMISSION

1.4.1 The major intakes will be in the months of December / January / June /July of each year. Other intakes will be held depending on the demand situation.

1.4.2 The registration for every semester as follows:-

**Chartered Institute of Management Accountants (CIMA),
Chartered Institute of Marketing (CIM),
Certificate, Diploma and Advanced Diploma in Business Management (ABE)
Certificate, Diploma and Advanced Diploma in Business Information System
(ABE)
Cambridge A-Level Both Science and Arts**

03rd January to 07th January (respective year)

04th July to 08th July (respective year)

**Diploma in Business Management
Diploma of Psychology
Diploma in Hotel Management
Diploma in Tourism Management
Diploma in Information Technology
Diploma in English Language**

03rd January to 07th January (respective year)

01st August to 05th August (respective year)

ESL (English as Second Language)

03rd January to 07th January (January semester)

02nd May to 06th May (May semester)

5th September to 09th September (September semester)

1.4.3 Students who failed to register within this period will be given extra one week with late penalty fee of RM **150.00** per subject. Registration after this extra week will not be accepted and students have to skip their subjects and semester.

1.4.4 Students pursuing courses leading to **external examinations** must be registered as member of such bodies. The responsibility of member registration with these

professional bodies lies solely with the student. Any assistance student can consult the Head of Faculty concerned.

1.4.5 Each student is granted admission to the College will be issued with a Student Identification Card (SID) showing his/her name, index number, photograph and the course for which he/she has enrolled. They are compelled to wear the SID at all times as long as they are in the premises of the college. Students without SID will be refused entry to the premise of the college.

*All foreign students are advised to wear student Identification card around neck at all time except at home for security reason.

1.5 ACADEMIC CALENDAR

A typical academic calendar consists of 2 and tri semesters as shown below:-

Two semesters:

	<i>Semester 1(Long)</i>	<i>Semester 2 (Long)</i>
<i>Teaching Duration</i>	14 weeks	14 weeks
<i>Registration Week</i>	2 weeks	2 weeks
<i>Examination Period</i>	3 weeks	3 weeks
<i>Semester Break</i>	4 weeks	4 weeks
<i>Study Break</i>	1 week	1 week

Tri Semesters:

	<i>Semester 1 (Long)</i>	<i>Semester 2 (Short)</i>	<i>Semester 3 (Long)</i>
<i>Teaching Duration</i>	14 weeks	7 weeks	14 weeks
<i>Registration Week</i>	2 weeks	1 week	2 weeks
<i>Examination Period</i>	3 weeks	2 weeks	3 weeks
<i>Semester Break</i>	4 weeks	1 week	4 weeks
<i>Study Break</i>	1 week	-	1 week

Student pursuing professional course leading to **external examination** must be registered students of **such bodies**.

1.6 COMPULSORY SUBJECTS

- 1.6.1 As per MQA (Malaysian Quality Agency) requirements, **local students** have to attend and pass the 3 compulsory subjects namely Pengajian Islam/Moral, Bahasa Kebangsaan and Pengajian Malaysia.
- 1.6.2 Foreign students are exempted from the compulsory subjects. Fresh intakes will be compelled to take an additional subject known as MALAYSIAN STUDIES prepared by Kolej Gemilang.
- 1.6.3 It is compulsory for all Foreign Students of Kolej Gemilang are requested to take Malaysian Culture Studies for the first semester as additional subject. This is specially created for International Students at Kolej Gemilang in order to understand the Malaysian Culture. A fee of RM150.00 is charged for the whole semester. It is mandatory by the Senate of Kolej Gemilang.

1.7 TIME TABLE

- 1.7.1 Every student is required to attend all classes as to the given time table for the respective semester.
- 1.7.2 Students are not allowed to change the class time table without the knowledge of the head of faculty.
- 1.7.3 Subjects may not be offered in the sequence as shown in the information sheet. The final decision on the subjects offered rests with the head of faculty.
- 1.7.4 As per MQA requirements, it is your duty to ensure that you attend these modules of Compulsory Subjects, as and when they are offered, as these modules are not offered every semester/year.

1.8 ATTENDANCE POLICY

- 1.8.1 A minimum of **90%** of attendance is compulsory for each subject in order to qualify to sit for the examinations. Those who do not meet this requirement will be **barred from taking the relevant exam** and need to retake the subject by paying **50%** of the tuition fee for the subject in the subsequent semester.
- 1.8.2 Those who are forced to be absent due to health or other valid reasons must notify the College management within **24 hours** from the date of occurrence of the incident. Otherwise the 'retake' rule will apply. Medical certificate must be provided to justify the inability to attend classes.
- 1.8.3 Students must be in the class prior to the commencement of the lectures. **Four late comings** will be equated as 1 absent day. This will affect your **90%** attendance calendar. Student who comes **10 minutes** later after the class schedule will not be allowed into the respective class without a '**go instruction**' from the head of faculty.
- 1.8.4 Students will be notified of any class cancellations. Please ensure that the College is informed of any changes to your **contact** or **correspondence e-mail** details.

***Noted the college is not responsible if you failed to update your contact or correspondence/ e-mail to the Students Foreign Department and your respective Head of faculty.**

1.9 DEFERMENT POLICY

You are strictly **NOT** allowed to defer your studies on you own accord. You must seek approval form your Head of Faculty.

- 1.9.1 Deferment is only allowed for the following cases:
- (i). Travelling to your country of origin.
 - (ii). Medical Leave issued by approved Hospitality stating that you **unfit to the attend class**.
 - (iii). Newly approved student.

1.10 COMMUNICATION POLICY

- 1.10.1 All students are required to communicate formally (in writing) pertaining to any areas relating to their studies. Verbal communication should only be used for non-academic matters.
- 1.10.2 Any complaints about lectures or any other staff must be made to the **Director of Studies**. The Directors of Studies will consult the **CEO** and related heads if necessary.
- 1.10.3 In the event a student need to give any private and confidential feedback, the student may do so by e-mailing the message to College email **www.gemilang.edu.my**. This feedback will be attended to by the CEO's office. The Student must include their name, class and contact number.

1.11 INTELLECTUAL PROPERTY RIGHTS

Any projects, assignments of group work done in the course of completing your programme of study will automatically become the property of the College.

1.12 CLEANLINESS

Separate toilets for males and females are available. The students should ensure that they are kept clean at all times. Though there are cleaning staff for each floor, every student is responsible to ensure that cleanliness is maintained at all times. All litter must be put directly into the litterbins provided. Students must make it a practice to pick up litter on sight and dispose of the same in bins. This is your **College**. Please keep it **clean**.

1.13 SMOKING AND GAMBLING

Smoking and any form of gambling are strictly prohibited in the College premises. Unruly and embarrassing behavior will be dealt with severely.

1.14 MOBILE PHONES

Usage of **mobile phones** in class as well as exam hall is **strictly prohibited**. Students must switch off all mobile phones during lectures. Students are not permitted to even have their mobile phones on during lectures. The lecturers or invigilator have the right to dismiss a student from the class or examination on failure to adhere to this rule. Students who carry camera mobile phones are **NOT**

permitted to take pictures inside the College premises. The College has the right to confiscate the phone if students take pictures using their camera phones.

2 CODE OF CONDUCT

2.1 GENERAL CODE OF CONDUCT

2.1.1 **ID** cards need to be worn at all times in the college premises. The Security Officer (SO) or Disciplinary Officer (DO) for the month will be on patrol and he or she is empowered to question anyone without ID cards.

2.1.2 Dress codes should be observed with utmost sincerity. Girls must be decently dressed. The Operational Executive (OE) for the month is empowered to do the same.

2.1.3 Punctuality for classes: You must be in time before the commencement of class. Late comers will be given warning and repeat behavior (third time) will not be allowed into the class and need to see the respective HOF (Head of Faculty).

2.1.4 If the lecturers are late or don't show up within the first 10 minutes of the class, students should make a complain by filling up the complaint form, available from the office of Chief Executive Officer (CEO). Immediate action will be taken by the management.

2.2 ADMINISTRATIVE MATTERS

2.2.1 For any assistance, you must see your respective **Head of Faculty** first. You must complete the requisition form prior to seeing other administrative staff in the administrative section. You are not allowed to just walk in and expect immediate action.

2.2.2 For announcements on forthcoming **EXAMS, PUBLIC HOLIDAYS** and any other administrative notices, please refer to the "**ANNOUNCEMENT CORNER**" in the administrative section. Claiming ignorance will not be acceptable.

2.2.3 ALL assignment (40%) or (100%) must be handed to the respective **Head of Faculty** and not to the lecturers. An acknowledgement slip should be kept by the student at all times. Late submission will be summoned with penalties by

deduction of 2 marks per day for **5 days** after which assignments will be given 0 marks.

2.2.4 A grade of “incomplete” may be given for unfinished course work. The student must satisfactorily complete all work required by the lecturers within the specified days before the end of the course. Circumstances requiring an extension of this period, a written application must be made to the HOF prior to the expiration date. Failure to meet this requirement will result in the student receiving a “Nil” grade for the course.

2.2.5 The library equips itself with about 500 periodical tests and titles every year. Collection and development of the Library, concentrates on acquiring materials for a well-rounded education with emphasis on all the courses offered.

The opening hours:-

Mon – Fri : 9.00 am – 6.00 pm

2.2.6 The lab is open 5 days a week and available for all students to use on a booking basis. The computers have the necessary software that a student would need to complete their coursework.

2.2.7 The Career Assistance Programme (CAP) enhances students’ career development, planning and job-search efforts with an array of services. Our CAP begins with the orientation and offers the opportunity for students to acquire specialized skills in a wide range of areas. Students who need career enhancement advice must seek advice from the respective Head of Faculty.

2.2.8 Another way for the school to celebrate its diversity of sources is by holding the **Gemilang Night** dinner annually organized by the Student Council. It is compulsory for all students to take part in this event.

2.3 *SERIOUS OFFENCES*

The following are serious offences which can result in expulsion or suspension.

- a). Theft of any items belonging to the College or its students.
- b). Vandalism or any property of the College.
- c). Fights with any students.
- d). Smoking within the College premises.

- e). Poor attendance i.e missing from class for a period exceeding 3 days without written approval/notice.
- f). Plagiarism and cheating in exams.
- g). Non-payment of tuition or other fees.
- h). Gangsterism /Drug Trafficking /Money Laundering
- i). Any offence in accordance to Malaysian Law
- j). Self Discipline
- k). Not abiding to the code ethic in according to the student Hand book.

Note 1:- All College equipment and furniture should be treated with care and there should be no damage, destruction or defacing. Breach of this, will result in students having to pay for the total costs of replacing the damaged item including those items in the hostel.

Note 2:- The distribution of unauthorized circulars and literature in the College premises is forbidden. However students may upon getting written approval from the Director of Studies is allowed to distribute authorized circulars.

Note 3:-The College will not be responsible for any loss suffered by the students, irrespective of whether it is due to his/her own negligence that contributed to the loss. Any item/s found should be reported and handed to the Head of Faculty/ Principal.

Note 4:-Any notice posted on the Notice Board must be authorized by the Head of Faculty/Principal/ Chief Executive Officer.

Note 5:-Bringing in tape recorders, radio, or any other sound equipment within the College premises is not permitted without authorized permission from the Director of Studies.

2.4 LEAVE OF ABSENCE

Students must seek written approval from the Head of Faculty/ Principal before deciding to take any leave. Often students (Particularly Foreign students) make their own plans to go back home without getting the consent of the college management. This is an offence and students must be prepared to face the consequences such as to repeat the whole semester upon return (with tuition fees repaid) or cancellation of the student's visa.

3. REGULATIONS FOR FOREIGN STUDENTS

3.1 *CHOICE OF STUDY, VISA, IMMIGRATION, TUITION FEES, INSURANCE AND PERSONAL BOND*

- 3.1.1 Foreign students are advised to read the brochures carefully before choosing your course of study. Upon registration a student is not allowed to change courses.
- 3.1.2 Students are **not required** to apply for student pass/visa from the Malaysian High Commission in your country. Foreign students must pay a visa processing fee of RM 400.00 (non-refundable) to College. Only upon receiving the student's visa they need to pay the tuition fees. The cost of renewing the student pass is RM400.00 per year.
- 3.1.3 It is the requirement of the Malaysian Immigration Department that a College Representative to be present to clear a Student from the Immigration at the airport. In the event if a Student do not arrive in according to the schedule provided, the Student will be liable to pay the airport pick up service or RM 150.00 (US\$40). However, the Student do not required to pay this fee if he/she provides 24 hours notice of the change of the original schedule with a valid reason. Students are NOT allowed to travel using any standby ticket for which, the confirmation is only known at the time of check in.
- 3.1.4 A Student must pay the general/ tuition/hostel/registration/fee least 1 week before arriving in Malaysia. If your payment is being made by Telegraphic Transfer (TT), or by bank draft, the Student needs to fax a copy of the Telegraphic Transfer/bank draft at least one week before arrival (please fax to 603-20264341). In the event if a Student arrive at the Kuala Lumpur Airport without having faxed the copy of TT or bank draft, no airport pick up services will be arranged. The Student will not be able to exit from the airport/Immigration and face a situation being sent back to the country of origin by the next flight.

3.1.5 The College provides airport pickup services at a nominal cost to a Student. However, the Student must inform the College of the arrival date and time at least 3 working days prior to departure. Failing which, the College is authorized to impose a penalty a part from the nominal cost for this service free.

3.2 TERMS & CONDITIONS FOR FOREIGN STUDENTS

3.2.1 All foreign students are required to possess a valid Student Pass during their course of study in Malaysia.

Only students who are genuinely interested in studying are allowed to apply for Student Visa.

3.2.2 Documents Required Upon Application For A Foreign Student To Study at KOLEJ GEMILANG

- Completed Kolej Gemilang Student Application Form and Accommodation Form.
- 3 sets of passport photocopies (including blank pages).
- Certified true copy of results and certificates (home country official language & English Translated copy).
- 9 passport-sized coloured photographs (with blue background).
- USD200.00 or equivalent in RM for Foreign Student's Application Fee (not refundable or transferable).
- A Student is required to submit additional documents if his/her age is 25 years and above.
- Highest education level achieved together with results and certificates.
- Company recommendation letter in English on company letterhead (if working).
- Personal resume stating education and working experience.
- Letter stating the reason the student wants to study in Malaysia and also state the source of funding and his/her future plan.
- Medical done on the format provided stating 'medical fit'.

- Student from sub-Sahara contingent must provide **NOC (No Objection Certificate)** from their country of origin before one could apply to study in Malaysia.

List of countries of Sub-Saharan Africa	
1. Angola	23. Lesotho
2. Benin	24. Liberia
3. Botswana	25. Madagascar
4. Burkina Faso	26. Malawi
5. Burundi	27. Mali
6. Cameroon	28. Mozambique
7. Cape Verde	29. Namibia
8. Central African Republic	30. Niger
9. Chad	31. Nigeria
10. Comoros	32. Rwanda
11. Congo	33. Soa Tome and Principe
12. Cote d'Ivoire	34. Segegal
13. Democratic Republic of the Congo	35. Seychelles
14. Equatorial Guinea	36. Sierra Leone
15. Eritrea	37. Somalia
16. Ethiopia	38. South Africa
17. Gabon	39. Swaziland
18. Gambia	40. Togo
19. Ghana	41. Uganda
20. Guinea	42. United republic of Tanzania
21. Guinea-Bissau	43. Zambia
22. Kenya	44. Zimbabwe

Kolej Gemilang will process the application and issue on Letter of Offer to the student after receiving the processing fee (within 1-2 days). Kolej Gemilang International Office will then proceed to submit the application for aproval (upon receiving full documentation required) to Ministry of Higher Education and Immigration Department. The process will take about 4 weeks from the date of submission.

3.2.3 If the Application Is Approved

The student will be required to pay RM 500 before the Approval Letter for application of entry visa at Malaysian Embassy/Consulate/Commission at home country is released to the Student.

Note: All fees both General Fees and Course Fees due by the student must be paid at Kuala Lumpur International Airport (KLIA) at the time of arrival. Students who fail to pay the respective fee stated as above, the college will not pick up the student and will not proceed with Student Visa endorsement. A report will be made to Immigration/MOE and deport the student back to the country of origin.

3.2.4 **If the Application Is Rejected**

The student can appeal, if they wish to do so, but Kolej Gemilang does not guarantee approval and supporting documents for appeal are essential. If a student's application is rejected due to the applicant's fault all Processing Fee is not refundable.

3.2.5 **Deferment of Study**

A student can request to defer his/her studies in Kolej Gemilang provided the Application for deferment is submitted ONE month before the commencement of the subsequent semester. Deferment **is allowed** only once with reasonable and acceptable reason example:-

- i. Medical Reason
- ii. Bereavement and going back to country of origin.

However, this rule is not applicable to new applicants who are studying for the first time in KG. Those who have just applied for an Admission to KG programme are allowed to defer their studies for the first time up to 4 months from the date of admission.

3.2.6 **Upon Arrival**

Students arriving in Malaysia need to submit their passport to Kolej Gemilang International Office for the endorsement of Student Pass by the Malaysian Immigration Department. Students will receive the Student Pass and Visa from the Immigration Department after 3-4 weeks from the date of submission to Kolej Gemilang International Office.

*All current /outstanding fees has to be fully paid before any student visa endorsement is made.

3.2.7 **Conditions**

- ❖ All students must undergo compulsory Medical Examination which is mandatory for all applicants.
- ❖ All students have to pay as stipulated in the Approval Letter per year for Student Pass and same for Visa fee as applicable to the country of Origin.

An additional Special Service Fee will be charged by the College for processing the student visa.

- ❖ On registration student is prohibited to take leave from the college at a minimum of six months (except on valid approved reason)
- ❖ Students from certain countries are required to pay for their single or Multiple Entry Visa.
- ❖ A Special Service fee will be charged to all students for renewal of Student Visa.
- ❖ Only students with good track record or 90% attendance and class performance will be recommended for extension of visa.
- ❖ Students must attire and discipline themselves well.
- ❖ While attending their classes all students must wear their student tag within the vicinity of the college.
- ❖ Students should not participate in any illegal activities while in Malaysia.
- ❖ Any student prosecuted for violating any **Laws of Malaysia** will be deported back to the Country of Origin.
- ❖ Students are not allowed to work while in Malaysia without prior approval with Immigration Department. Students are advised to look at the work guidelines provided.
- ❖ All students are required to submit their Passport for renewal, 30 days before the Expiry Date. Failing which a Penalty Fee will be charged.
- ❖ Students must keep the Kolej Gemilang Foreign Department informed of their whereabouts and accordingly provide the residential Address, Email, Telephone contact. Any change in e-mail address or telephone the students is obliged to inform the colleges Department of Foreign Students

- ❖ All students are provided with hostels at a nominal charge. Check it out with Boarding and Lodging Department.
- ❖ Students are not allowed to stay out without the Approval of Kolej Gemilang Students Board.
- ❖ As long as you are our student we are your guardian. You are obliged to inform and seek advice from your guardian in case of need any assistance.
- ❖ At the time of entry, a student should not change the passport. The passport must be same as at the time of application.
- ❖ Students found working without the approval of college and Immigration authority will lead to expulsion and be deported back to the country of origin.
- ❖ Students going on vacation (outside K.L.) must notify the college and obtain the respective approval from Academic Department.
- ❖ Student Medical Insurance is mandatory
- ❖ Student Approved on a specific course cannot change his course. If the student intends to change his/her course, has to re-apply for the related course.

3.3 ENGLISH REQUIREMENT

- 3.3.1 All Students are expected to have a good command of English at the time of commencing their studies at our College (IELTS 5.5). If a Student arrives without fulfilling this condition, the Student will be required to undertake an English course at the College at the next available session. If the Student has not enrolled for an English course, before the arrival, it is not the responsibility of the college to ensure the availability of the English Programme.
- 3.3.2 Students who applied for English Language course will undergo a placement test.
- (i) Every student is required to sit for a placement test. This is to identify the student's level.
 - (ii) No discussion, usage of dictionary, electronic dictionary, mobile dictionary are allowed during the placement test.

(iii) Students will be evaluated on their Grammar, Reading, Writing, Listening and Speaking Skills.

(iv) A fee of Rm100 will be charged for a placement test.

3.4 **PERSONAL BOND**

Foreign Students are also required to prepare a **PERSONAL BOND** payable to “Kolej Gemilang”. Please refer to the table attached for the amount payable. This fee is a requirement by the Malaysian Immigration Department. It will be duly returned to the student upon successful completion of studies and upon cancellation of the student’s pass. This fee will not be refunded in the following events:

- 3.4.1 If a Student does not cancel the student pass and leave Malaysia within 1 month of the completion of course.
- 3.4.2 If a Student misuses the student pass as stipulated by the immigration rulings.
- 3.4.3 If a Student fails to complete the applied course in full.
- 3.4.4 If a Student breaches any Code of Ethics of Kolej Gemilang

3.5 **PERSONAL BOND RATES**

COUNTRY	RATE RM	COUNTRY	RATE RM	COUNTRY	RATE RM
Saudi Arabia	1500	Europe	1500	South Korea	1000
Africa	1500	Philippines	750	Macao	1000
British C.I	1500	Germany	1500	Myanmar	750
Australia	1500	Hong Kong	1000	Nepal	750
Bangladesh	750	India	750	Pakistan	750
Brunei	1500	Indonesia	500	Portugal C.I	1500
China	1500	Iran/Iraq	1500	Singapore	200
Japan	1000	Canada	2000	Sri Lanka	750
Taiwan	1500	Tunisia	1500	United Kingdom	1500
USA	2000	Vietnam	1500	Thailand	300

* **Note:** For all countries that are not included in the list above, the Personal Bond is fixed at RM 1500.00

3.6 **OTHER CRITICAL AREAS STUDENT SHOULD TAKE NOT**

- 3.6.1 Foreign students, with Student Visa are **ALLOWED TO WORK** only during semester breaks. Those who wish to work part-time must register and obtain approval from the Foreign Student Department. The request will be referred to the Head of the Faculty of the Student for recommendation, based on the attendance and the academic performance, before being recommended to the Immigration Department for approval. **Only upon approval from the Immigration Department, the Student is allowed to work.** The maximum length of work

permitted is 20 hours per week. If the attendance of a Student that had been approved with a Work Permit drops below 90% the Part-time Work Permit will be cancelled.

- 3.6.2 Anyone involved in **IMMORAL ACTIVITIES** and abiding to Malaysia law , will be expelled from the college and the student visa will be terminated.
- 3.6.3 Foreign students are required to study on a full-time basis and must have a minimum attendance record of 90%. Failing to which the errant Students are barred from exams or may be expelled from the college.
- 3.6.4 Students are **NOT ALLOWED TO STUDY AT 2 INSTITUTIONS AT ANY ONE TIME**
- 3.6.5 Social visit passes can be converted into student passes but this may require students to pay a fine or return to their country of origin to re-enter Malaysia as a student. This is to comply with the requirement of the Immigration and the Ministry of Higher Education
- 3.6.6 Students must seek written approval from the respective Head of Faculty before deciding to take any leave. Often students (particularly foreign students) make their own plans to go back home without getting the consent of the College management. This is an offence and students must be prepared to face the consequences, such as to repeat the whole semester upon return (with tuition fees repaid) or cancellation of the student's visa.
- 3.6.7 Students must submit their passport for renewal of the student pass at least one month (30 days) before expiry. Failing which, the Student will be fined RM 50.00 per day of delay, by the college. Renewal of student pass will only be done upon getting clearance from the respective school and finance department/hostel department. In the event if a Student overstay, the Student is liable to pay a fine of RM 10,000.00 and may be jailed as stated by the Malaysian Immigration. Student given special pass to leave the country must leave before the special pass expired, failing the Kolej Gemilang will not be responsible and the relevant authority will take their right to penalize the student.

4. FINANCE MATTERS: RULES AND REGULATIONS

The Financial Structure for all programmes of Kolej Gemilang can be obtained from the Accounts Department.

The Financial Structure is divided in Two Parts:

- (i) Financial Rules
- (ii) Specific rules and regulations depending on programmes pursued by students of KG.

4.1 GENERAL RULES

- 4.1.1** The registration Fee for Foreign Student is RM1000 and Local is RM100. It has to be paid at the time of registration. This is a one time payment till the completion of the applied programme.
- 4.1.2** Students have the option of paying fees in cash, cheque or by Telegraphic Transfer. It is the duty of the student to mention this clearly in the registration form. All Tuition Fees must be paid in advance, before the start of the Semester. Only Students, with qualifying reasons, as a special case are allowed to pay in instalments with the prior approval from the Accounts Department. Students who wish to pay tuition fees by monthly instalments must sign a contract of payment agreement with the Accounts Dept.
- 4.1.3** Contract Payment Tuition fees must be made by the 10th of each month irrespective of the date of commencement of the course. A penalty of RM 10 per day will be imposed for late payment of fees. Fee defaulters will be issued a penalty letter and will be given 14 days to settle the outstanding fees inclusive of the penalty. Students who fail to comply with this directive will be deregistered from the course and will be suspended from the college. The college will not release any transcripts or release any results until all fees are fully cleared.
- 4.1.4** Fees for the students who are under the PTPTN loan scheme or a bank loan scheme will be calculated based on a monthly payment mode until the actual disbursement of fee is made to the College.
- 4.1.5** A Final Notice will be served if the student does not make the payment within 14 days. He/she will be given a grace period of 14 days to fully settle the debt with the fine inclusive. The consequences of defaulting payment are that the names, photograph and the amount owned by the defaulters will be posted on the notice board.
- 4.1.6** Students seeking legitimate refunds must state the reasons clearly. Refund of fees, upon approval will only be made twice in a month either on the 15th or 30th of the month. Please refer to the fees and refund policy for further details.

- 4.1.7** All appeals with regards to the payments must be addressed, by an official letter, to the Finance Dept for approval from the management. Verbal appeals will be not entertained.
- 4.1.8** Students must settle all outstanding tuition fees and exam fess before they are allowed to sit any examination.
- 4.1.9** All students including those who have graduated need to produce receipts of payments being made in full before their internal transcripts, diploma or degree certificate can be released.

The General Financial Structure for Students		
Non Recurring Fees	(Foreign)	(Local)
Application Fee (Non refundable)	USD 200	RM 50
Registration Fee (Non refundable)	RM 1,000	RM 100
Security Bond (As per condition of refund policy)	RM 2,000	N/A
Student Card	RM 10	RM 10
Medical Exam	RM 350	N/A
Recovery Fee	Based on the course	- ditto -
Miscellaneous Fee (Transport, telephone, initial lodging)	RM 1,270	N/A (Local)
Course Fee	Based on the course	-ditto-
Insurance	RM 300/year	RM 100/year
Computer Lab Fee	RM 175/semester	RM 175/semester
Library Fee	RM 100/semester	RM 100/semester
Science Lab Fee ((For ABE – BIS)	RM 200/semester	RM 200/semester
Internal Examination Fee	Based on the course	
External Examination Fee	Based on the course	
Membership Fee	Based on the course	

Note: If request for deferment is made before 1st semester all fees paid will be brought to the subsequent semester. The deferment is allowed only once and that is only with valid reason such as medical or returning to the country of origin on urgent situations. The Head of Department/Faculty has to approve any deferment.

4.2 TUITION FEE: PAYMENT METHODS

4.2.1 Monthly Payments

- (a) By law Foreign Students cannot enjoy this benefit as the Malaysian Immigration policies do not permit this

Scholarship recipients awaiting funds from their country must get a Guarantee Letter from their Sponsor, indicating the Mode of Payment of the fees due and must seek the prior approval from the Director of Studies at the time of registration

- (b) Anyone wishing to pay fees on a monthly mode must apply in writing and seek approval from the Director of Studies.
- (c) A person paying on a monthly basis, who wishes to withdraw, must apply in writing at least 2 weeks before such withdrawal can take effect. Such applications must be approved by the Director of Studies. Absenteeism from the college or disappearance does not absolve the person from paying the monthly or remainder fees for the semester unless the person has received the approval of the Director of Studies.
- (d) Suitable action will be taken to recover the Outstanding Fees in the event students do not adhere to payment policy. All refund policies as stated in 3.3 do not apply to those paying on a monthly basic.
- (e) Government Sponsored Students must produce documents endorsed by their respective Embassies for Foreign Students and the respective Sponsors for Local Students.

4.2.2 Study Loan

Any student who enrolls on a programme and applies for the study loan from a bank or the government, or PTPTN is regarded as having agreed to pay fees by semester basis. Students must pay the semester fee until the Loan is disbursed to the college. Disbursement means the college actually receives the funds from PTPTN or the bank or Sponsor.

The college can only assist in the application of study loans but it is not responsible for securing the loan. As such students are liable to pay all their outstanding fees regardless of whether their loan is approved by the bank or the government agency.

4.3 REFUND POLICY – Additional Conditions

4.3.1 At the time of enrolment, a Student will complete the registration form which stipulates that fees paid are neither refundable nor transferable. This policy is also stated in your payments receipts. Both of this means that all tuition, exam and other fees paid are neither refundable nor transferable.

4.3.2 Payments are classified as yearly payment, semester payment, and monthly payment. Other payments include study loans, exam fees and processing fees including late payment penalties, visa fees, etc.

4.3.3 A Malaysian/Foreign student who has paid on yearly payment basis and who decided to withdraw from a programme will be treated as follows:

- i. **Decides to withdraw before the course begins:** registration fees will be forfeited.
- ii. **Decide to withdraw within the first 1 week of commencement of classes:** Same as (i) above plus 50% of the first semester fees.
- iii. **Decides to withdraw after 1 week:** Same as (i) plus 100% of the first semester fees.
- iv. **Decides to withdraw after 1 month:** Same as (i) plus 100% of the first year fees.

4.3.4 A Malaysian/Foreign Student who has paid on a semester payment basis who decided to withdraw from a programme will be treated as follows:

- (i) **Decides to withdraw before the course begins:** registration fees forfeited.
- (ii) **Decides to withdraw within the first 1 week of commencement of classes:** Same as (i) above plus liable to pay 50% of the first semester fees.
- (iii) **Decides to withdraw after 1 week:** Same as (i) plus liable to pay 100% of the first semester fees.

5. HOSTEL – FOREIGN AND OUTSTATION STUDENTS

5.1. HOSTEL FEES

All Foreign and outstation students (requiring hostel) when arrive must stay in the college hostel for the first 6 months minimum.

Anyone who request for hostel facilities and thereafter withdraws irrespective of whether that person has or has not made any payment will be treated as follows:

- (i) **Withdraws 2 weeks before the course begins:** Liable to pay an administrative fee of RM500.
- (ii) **Withdraws when the course begins:** Liable to pay an administrative fees of RM1000
- (iii) **Withdraws after moving his/her belongings into the hostel:** Liable to pay 6 months rental.
- (iv) **Withdraws after staying for a period more than 1 month:** Liable to pay 12 months rental.
- (v) Hostel rates verify from RM 350 to RM 550 per/room with basic requirement provided.
- (vi) Utility and internet facilities have special charges.
- (vii) Requirement for lodging has to be requested individually at the time of application.
- (viii) On confirmation of lodging the student has to sign a lodging contract with the college.

6 EXAMINATIONS REGULATIONS

6.1 GENERAL RULES ON EXAMINATIONS

- 6.1.1 For every examination the students need to “ENROL” prior to collecting the examination docket. This exercise will be carried out by the examination Department. Without the “examination docket” a Student will not be allowed to sit for any exam. This should be done latest by ONE WEEK in advance of the schedule of examination dates. If a Student is absent for class, it is the responsibility of the Student to seek co-operation from the respective program co-coordinator. A penalty of RM 10 per day will be imposed for delayed enrolment.
- 6.1.2 The announcement of examination results will be made by the examination Department upon approval of the Head of faculty. Students need to wait for the announcement. All results will be posted at the EXAM CORNER / emailed to the student e mail.
- 6.1.3 Any appeal for remarking or review of exam and assessment should be made in writing within ONE WEEK of the announcement of results. An appeal fee of RM50 per module must be paid before any review can be done.
- 6.1.4 After the announcement, in TWO WEEKS time, the results slips will be made available. This exercise will be carried out by the HOD.
- 6.1.5 A minimum of 80% attendance is compulsory for each subject in order to qualify to sit for examinations. Those who fail meet to this requirement will be barred from taking the relevant exam and need to retake the subject by paying 50% of the tuition fees for the subject.
- 6.1.6 Those who are forced to be absent for the examinations due to ill-health or other valid reasons, must notify the college management within 48 from the date of examination. Failure to do so would result in having to sit for examinations by paying the examination fee once again.
- 6.1.7 All outstanding school fees must be fully paid before the student is allowed to sit the exam.

6.2 RESIT/RETAKE POLICY

- Re-sit Test/Exam

Any student who fails to attend the test or exam (with valid reason) can request to re-sit within 7 working days after the test/exam day. The respective faculty will announce the schedule for re-sit at the main notice board.

- Re-sit Subject

In a case of a student who obtained mark between 50%-54% (D) for a particular subject in the exam, the student is required to re-sit the exam for the following semester. The exam fee will be charged base on that subject level. The student is allowed to take twice (2) re-sits (except plagiarized cases) for each subject.

- Repeat (retake):

Student who obtained less than 50% mark for a particular subject in the exam, he/she is required to repeat the subject in the following semester. Full payment of that particular tuition and exam fees will be incurred. The student is allowed to repeat twice (2) (except plagiarized cases) for each subject. This is extremely important for the student in order to progress to the next level. Otherwise the duration to complete the course will be longer than expected.

6.3 PLAGIARISM/COPYING:

6.3.1 Copying someone's work, in part or whole, cutting and pasting from the internet are SERIOUS OFFENCES. The penalty is an outright FAIL.

6.3.2 Such students will be only allowed ONE RESIT failing which the students have to retake (repeat) the module by paying the full fees and attend classes. While students are encouraged to work together in teams, they cannot produce the same piece of work. This will also be considered an offence. Students are expected to keep in their possession all relevant materials such as reference articles to show proof that it is their original work and not the effort of someone else.

6.3.3 Copying in examinations is a serious offence. Students who are found to have scripts and papers in their possession during examination may be expelled from the College. The students have no right to appeal under such circumstances.

6.4 EXAMINATION START TIME

- Students must be in the exam hall before the exam begins to enjoy the entire duration allocated for the exam
- Students, who report late but less than 30 minutes after the start time, will be allowed into the exam hall but the Student need to complete the exam with the stipulated time.
- Those who report late after 30 minutes will be barred from taking the exam.

6.5 MAXIMUM TIME TO GRADUATE

6.5.1 The maximum period for degree students to complete is 5 years, whereas for diploma students, it is 3 years and for masters' students it is 32 months.

6.5.2 In exceptional cases a student may be allowed a longer period provided the senate approves a written request from the student.

6.6 CERTIFICATES AND TRANSCRIPTS

6.6.1 Upon completion of a year of studies, a Student is eligible to be given the FULL TRANSCRIPT. Students will have to make a written request for this and transcripts will be made available after TWO WEEKS from the date of request. This exercise will be carried out by the EXAM Department. To be able to get the transcripts, the Student must get the necessary clearance from the Library and the Finance Department by completing the required form available from the Exam Department.

6.6.2 Request for transcripts/certificates will only be entertained if it is done within 18 months of successful completion of a course. The college keeps records of students for a maximum of 5 years only. If a Student makes a request beyond 18 months, the Student is needed to pay an administrative fee of RM 300.00 and provide a minimum of 2 weeks notice.

6.6.3 In order for a Student to seek replacement of transcripts/certificates a Student must lodge a police report and provide a copy to the College management. The fee for replacement of Kolej Gemilang certificates is RM100 and replacement of Kolej Gemilang transcripts is RM25.

6.6.4 Before transcripts/certificates can be issued, students must make sure that they do not owe the college any fees nor hold any library books or any other outstanding dues.

7. COMPUTER LABORATORY USAGE REGULATIONS

Computer laboratories are open to the entire student community in Kolej Gemilang. The computers are networked and provided with internet accessibility. Each lab is equipped with the necessary hardware and software.

7.1 WIRELESS CONNECTIVITY (WIFI HOTSPOTS)

Besides wired connection, Kolej Gemilang also provides wireless fidelity (WiFi) connection within the campus area. This facility is provided free of charge to all students for their own convenience.

7.2 GENERAL RULES AND REGULATIONS

7.2.1 Student is required to display their ID card when entering the computer lab.

7.2.2 Please sign in the log book before using a computer.

7.2.3 Student will be given 45 minutes to access the computer for each session. They are allowed to extend when nobody is queuing.

7.2.4 Student is responsible to scan any personal storage device (e.g: pendrive, floppy disk) for viruses before accessing it.

7.2.5 No food, drinks or any other elements detrimental to computer should be used in the lab. Smoking is also prohibited to keep the cleanliness.

7.2.6 Students are not allowed to access unwanted sites or use the computing resources for any unethical purpose. It is prohibited to use the computer and internet service for chatting or accessing pornographic website. In addition, any material found to be offensive to someone else in the lab may result in the lab assistant or technician asking the offender to stop viewing that material.

7.2.7 Students must turn off the computer that they use before leaving the lab.

7.2.8 Please keep the lab tidy at all times. Do not rearrange the chairs, computers and its attached devices.

- 7.2.9 Kolej Gemilang computers are intended to be used for educational purpose only. Students doing credit course assignments have priority in this lab. Personal browsing of the web and checking email is not considered a priority.
- 7.2.10 Do not bring or leave any valuable belongings inside the lab. The management will not responsible on the loss of any personal belonging(s) and valuable things that are left unattended.
- 7.2.11 Students are strictly not allowed to enter the computer lab when classes are going on unless permission has been given by the Management. Please refer to the Computer Lab Time Table for available slot.
- 7.2.12 The lab is a work environment. Students may work in groups, but be as quiet as possible. Disruptive behavior will not be tolerated.
- 7.2.13 Mobile phone usage has been a disruption to lab patrons. Please turn it off or put into silent mode before entering the lab. If you need to use them, please proceed to the halfway to do so.
- 7.2.14 Students are not permitted to install or copy software on units in the lab without consent of the lab technicians. (This includes the downloading of shareware, freeware, and evaluation copies of software from the internet.)

7.3 OTHER COMPUTING POLICIES

- 7.3.1 Be responsible for using these facilities in an effective, ethical and lawful manner.
- 7.3.2 Respect the rights and interests of others.
- 7.3.3 Use only facilities that are authorized to students.
- 7.3.4 Use facilities and services only for intended purposes.
- 7.3.5 Take all reasonable steps to protect the integrity and security of the facilities including software and data.
- 7.3.6 Computer lab booking must be done by the respective lecturer/instructor a week prior the date of usage.
- 7.3.7 When any device in the lab is faulty, a student is required to fill in the relevant form or inform the computer technician as soon as possible. Please state the index number of the machine (for example PC8) and the nature of fault observed.

- 7.3.8 All documents must be saved to your personal data storage devices (e.g.: pendrive, floppy disk, CD/DVD). No document should be saved on the hard drive. The management will not responsible of any loss file/document.
- 7.3.9 Do not remove any system, software or change the configuration without permission. Users are not allowed to amend or reconfigure the operating system that is running, such as deliberately overextending the resources of a system.

7.4 VIOLATING THE COMPUTER LAB RULES AND REGULATIONS

The *Computer Lab Technicians* are in charge of the computer lab and their instruction **must strictly be followed**. The *Computer Lab Management* reserves the right to reprimand or refuse to grant access to any person who violates or fails to abide the **Computer Lab Rules and Regulations**.

8. LIBRARY POLICY AND REGULATIONS

The college is well provided with library facility. The students and staff can fully utilize and access to the reference materials and other related purpose in the library.

8.1 GENERAL RULES AND REGULATIONS

- Students and staff members are required to display their ID card when entering the library.
- Smoking, drinking and eating are strictly prohibited in the library to keep the cleanliness.
- No bag, file, jacket, umbrella or any electronic gadget (Hand-phone, walkman, discman, i-pod, MP3/MP4 etc) may be brought into the library. Only reading and writing materials can be brought into the library. Lockers are provided at the entrance of the library. However, it is not safe to leave valuable items. Library management accepts no responsibility for lost of personal belonging(s) left unattended as well as lost of valuable things kept in the library store.
- Silence is to be strictly observed at all times in the library as well as mobile phone conversations. The library staff on duty has the authority to ask any user, who causes disturbance in the library to leave. Users who wish to hold discussions may do so outside of the library.

- Users are required to conduct themselves properly and give cooperation to create a pleasant and conducive atmosphere in the library for study and research.
- Mutilating or stealing library materials/properties are liable to strict disciplinary action. Taking library materials without checking out is considered a theft. Users leaving the library must have their books and other items examined at the librarian counter.
- Library officers have the authority to bar any person from using library facilities for any infringement of the Library Rules and Regulations. Those who breach any of these library regulations may not be allowed to enter the library or borrow any books for that semester.
- All borrowed books must be returned within seven (7) working days and must be maintained in their original conditions as at time borrowing. Penalties will be imposed on late returns and damaged or lost books.
- Books or magazine must be returned to the place where you took it from. You are not allowed to mess the books that are arranged in the shelves.

8.2 MEMBERSHIP

- The library membership is only opened to students and staff members of Kolej Gemilang.
- All students must pay the library fee before they are allowed to use this facility.



8.3 LIBRARY HOURS

The opening hours:

- Monday – Friday : 9:30am – 5:45pm
- Weekend & Public Holiday : Closed

* The librarian will inform to the visitors 15 minutes before library closed. Library opening hours, as determined from time to time, will be posted on the Library's notice board.

8.4 ABILITY BORROWING

- 8.4.1 Lecturer/Staff  maximum of **3 books** for a period of **1 week**
- 8.4.2 Students  maximum of **3 books** for a period of **3 days**

8.5 LOAN PROCEDURE

- User must register as library members.
- Show your matrix card (staff or students) at the counter every time when borrowing books.
- Not allowed borrowing for the other library users.

8.5.1 Loan Rules

- Reference Materials : Reference materials are for reference only.
- Red-Spot : These collections are for reference only. No loan is permitted
- Current Periodicals : These collections are for reference only. No loan is permitted.
- General Books : These materials are allowed for borrowing.

* No one is allowed to borrow reference books unless special permission is obtained from the college management.

8.6 OVERDUE MATERIALS

Library users who outstanding have overdue items are blocked from borrowing other library materials until the overdue items are renewed, returned or paid for.

8.7 FINES

Fines will be accrued from the actual day the item is overdue. No grace period is provided. Fine for late returning of book is RM0.50 cent per day per book. Payment for fine can be done at circulation counter. All students are allowed to renew a book after its expiry date provided that no others are on queue. Students are not allowed to borrow books until, they pay the fines due.

8.8 DAMAGED AND LOST OF LIBRARY MATERIALS

Library users are responsible for library materials. The users will be billed for the cost of repairing damaged materials while on loan to the users. User need to report for the lost book at the circulation counter to avoid admitting fine. Payment for the price and the process will be taken.

8.9 BAG STORAGE AND LOST ITEMS

Only reading and writing materials can be brought into the library. No bag, helmet or umbrella is allowed to be brought in. Such items can be kept in the lockers and pigeon holes provided close to the library entrance. However, it is advisable not to leave any valuable item for own safety. Library management accepts no responsibility for loss of any of these items.

Mobile phone and multimedia player (i-pod/mp3/mp4) or other similar electronic gadgets are allowed to be brought into the library. However it must be put in a silent mode or using headset to avoid from disturbing others.

The library accepts no responsibility for lost of personal belonging(s) left unattended. The library staff or the college is not responsible for any loss of student data while using the library lab PCs as well as loss of any valuables kept in the library store.

8.10 COMPUTER USAGE WITH INTERNET FACILITY

There is one computer section in the library with several PC with internet access provided for students and lecturers. They may use this service as an additional source to obtain information via on-line. User will be given 30 minutes computer usage for each session. They are allowed to extend the usage if there is nobody in waiting line. Users are prohibited to use the computer and internet service for chatting or accessing pornographic website.

9. GENERAL SCIENCE LABORATORY

9.1 GUIDELINES

- 9.1.1 A Student should conduct her/himself in a responsible manner at all times in the laboratory.
- 9.1.2 Follow all written and verbal instructions carefully. If one does not understand a direction or part of a procedure, **ASK THE TEACHER BEFORE PROCEEDING WITH THE ACTIVITY.**
- 9.1.3 Never work alone in the laboratory. No student may work in the science classroom without the presence of the teacher.
- 9.1.4 When first entering a science room, a Student should not touch any equipment, chemicals, or other materials in the laboratory area until instructed to do so.

- 9.1.5 Perform only those experiments authorized by the teacher. Carefully follow all instructions, both written and oral. Unauthorized experiments are not allowed.
- 9.1.6 Do not eat food, drink beverages, or chew gum in the laboratory. Do not use the laboratory glassware as containers for food or beverages.
- 9.1.7 Be prepared for the work to be done in the laboratory. Read all procedures thoroughly before entering the laboratory. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
- 9.1.8 Always work in a well-ventilated area.
- 9.1.9 Observe good housekeeping practices. Work areas should be kept clean and tidy at all times.
- 9.1.10 Be alert and proceed with caution at all times in the laboratory. Notify the teacher immediately of any unsafe conditions is observed.
- 9.1.11 Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water. Check with the teacher for disposal of chemicals and solutions.
- 9.1.12 Labels and equipment instructions must be read carefully before use. Set up and use the equipment as directed by the teacher.
- 9.1.13 Keep hands away from face, eyes, mouth and body while using chemicals or lab equipment.
- 9.1.14 Wash hands with soap and water after performing all experiments.
- 9.1.15 Experiments must be personally monitored at all times. Do not wander around the room, distract other students, startle other students or interfere with the laboratory experiments of others.
- 9.1.16 Know the locations and operating procedures of all safety equipment including: first aid kit(s), and fire extinguisher. Know where the fire alarm and the exits are located.
- 9.1.17 Know what to do if there is a fire drill during a laboratory period; containers must be closed and any electrical equipment turned off.
- 9.1.18 At anytime where chemicals, heat, or glassware are used, students must wear safety goggles. **NO EXCEPTIONS TO THIS RULE!**
- 9.1.19 Contact lenses may not be worn in the laboratory.
- 9.1.20 Dress properly during a laboratory activity. Long hair, dangling jewellery, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back, and dangling jewellery and baggy clothing must be secured. Shoes must completely cover the foot. No sandals allowed on lab days.
- 9.1.21 A lab coat or smock should be worn during laboratory experiments.

9.2 ACCIDENTS AND INJURIES

- 9.2.1 Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the teacher immediately, no matter how trivial it seems. **Do not panic.**
- 9.2.2 If any Student or a lab partner is hurt, immediately (and loudly) yell out the teacher's name to get the teacher's attention. **Do not panic.**
- 9.2.3 If a chemical should splash in the eye(s) or on the skin, immediately flush with running water for at least 20 minutes. Also immediately (and loudly) yell out the teacher's name to get the teacher's attention.

9.3 HANDLING CHEMICALS

- 9.3.1 All chemicals in the laboratory are to be considered dangerous. Avoid handling chemicals with fingers. Always use tweezers. When making an observation, stay at least 1 foot away from the specimen. Do not taste, or smell any chemicals.
- 9.3.2 Check the label on all chemical bottles twice before removing any of the contents. Take only as much chemical as needed.
- 9.3.3 Never return unused chemicals to their original container.
- 9.3.4 Never remove chemicals or other materials from the laboratory area.

9.4 HANDLING GLASSWARE AND EQUIPMENT

- 9.4.1 Never handles broken glass with bare hands. Use a brush and dustpan to clean up broken glass. Place broken glass in the designated glass disposal container.
- 9.4.2 Examine glassware before each use. Never use chipped, cracked, or dirty glassware.
- 9.4.3 If you do not understand how to use a piece of equipment, **ASK THE TEACHER FOR HELP!**
- 9.4.4 Do not immerse hot glassware in cold water. The glassware may shatter.

9.5 HEATING SUBSTANCES

- 9.5.1 Do not operate a hot plate by oneself. Take care that hair, clothing, and hands are a safe distance from the hot plate at all times. Use of hot plate is only allowed in the presence of the teacher.
- 9.5.2 Heated glassware remains very hot for a long time. They should be set aside in a designated place to cool, and picked up with caution. Use tongs or heat protective gloves if necessary.
- 9.5.3 Never look into a container that is being heated.
- 9.5.4 Do not place hot apparatus directly on the laboratory desk. Always use an insulated pad.
- 9.5.5 Allow plenty of time for any hot apparatus to cool before touching it.

10. GRADUATION POLICY

In order for students to graduate from any of the certificate or diploma programmes conferred by Kolej Gemilang, the students are required to:

- 10.1 Attain a minimum CGPA of 2.0 in all semesters of the said course or attain a minimum C grade in all the subjects.
- 10.2 Achieve a good pass (B and above) in the University Exit English Programme (UEEP)
- 10.3 Cleared all tuition and exam fees owing to the university.
- 10.4 Return all library books owing to the university.

11. COLLEGE FACILITIES

Classrooms



Computer Lab



Library





DECLARATION FORM

I IC NO / Passport No: hereby acknowledges that I have read and understood all rules and regulations stipulated in this and abide to adhere to these regulations during the course of study at Kolej Gemilang.

- 1. Kolej Gemilang students regulations 2011 handbook**
- 2. Fee Refund policy for international students**
- 3. Guidance to completion or withdrawing subjects**
- 4. General safety & security tips.**
- 5. Abide to adhere to these regulations during the course of study at Kolej Gemilang.**

Signature: _____

Date : _____

..... *For office use only*

Received by : _____

Name of Faculty : _____

Programme of study : _____

Date : _____

Signature : _____