



**INTERNATIONAL  
UNIVERSITY OF  
MALAYA-WALES**

**STUDENT HANDBOOK.**

# **FOUNDATION & UNDERGRADUATE PROGRAMMES**

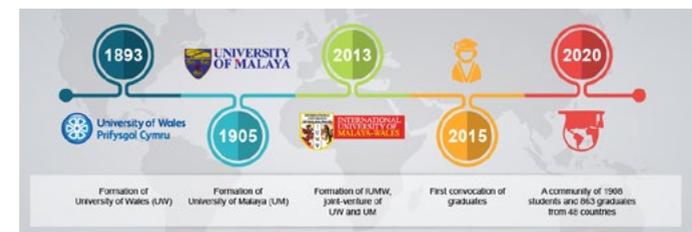
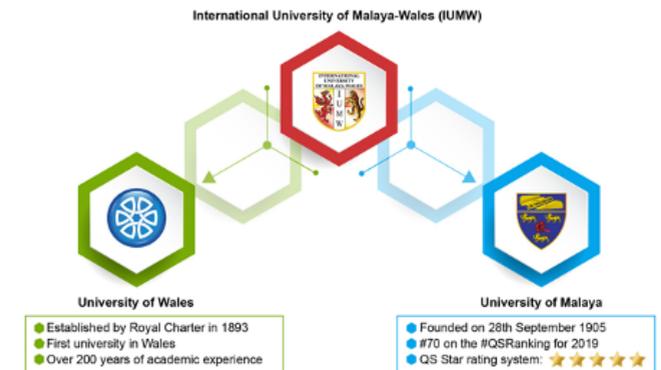
ACADEMIC RULES AND REGULATIONS • 2021/2022



## A Brief History of IUMW

### Green, Global, Connected

International University of Malaya–Wales (IUMW) was established based on a collaboration between the University of Malaya (UM) and the University of Wales, UK. Leveraging on both universities' outstanding achievement, together with its own band of academicians, IUMW offers an array of courses, from foundation studies through to undergraduate and postgraduate level, in a lush and strategic campus located in the heart of Kuala Lumpur.



IUMW is one of the first universities in Malaysia that offers suitably-qualified students on certain programmes of study the option to apply for Dual Awards. This is a valuable opportunity for students to experience global education by spending a semester in the University of Wales Trinity Saint David and obtain dual degrees from the UK and IUMW.

## Section I: Introduction

### a) Mission

Our mission is to sustain a university whose distinctive brand epitomises world-class excellence in teaching, learning, research and innovation. Our graduates are our brand ambassadors who will be the driving forces of both local and global marketplaces.

### b) Vision

Our vision is to be an exemplary and innovative international higher education institution renowned for its graduates who are relevant to the global demands and create value for the open and collaborative world of business, social science, arts, science and technology.

### c) Core Values

In our endeavour to realise our vision and mission, these core values guide us:

- Being innovative and enterprising
- Being relevant to remain at the forefront
- Being honest and trustworthy in our dealings with stakeholders
- Delivering quality and excellence with pride
- Respecting others to inspire them to deliver their best

### d) Quality Policy

IUMW is committed to providing quality education through excellence in teaching, learning, research and community services. IUMW is committed to fulfil all aspirations communicated by stakeholders including students, statutory and regulatory bodies, employers, and other relevant parties. In the interest of continuous improvement as an excellent higher learning institution, IUMW reviews and consults to allow innovative solutions to challenges in a dynamic environment.

## Section II: Life in the IUMW Community

### a) Experience life in Kuala Lumpur

IUMW is situated in the heart of Kuala Lumpur, the capital city of Malaysia. Kuala Lumpur is the fastest growing region in Malaysia. Kuala Lumpur's community is defined by its rich tradition as a multicultural and religiously diverse society. While living in Kuala Lumpur, foreign students may explore the wonder of its diverse cityscape. Discover highlights of contemporary architecture such as the famous Petronas Twin Towers, which dominates the skyline blending together with other iconic buildings influenced by Malay heritage and Islamic art.



### b) "City Campus" in the heart of Kuala Lumpur

Be amazed by KL's skyscrapers and in the blink of an eye, you are surrounded by our lush greenery. We are close enough to the city to allow easy access for travelling students, yet far enough from the noise of the traffic and city rush. IUMW is strategically located in the heart of Kuala Lumpur and is less than 10 minutes away, on foot, from the nearest train stations, PWTC or the Putra KTM stations. We are also well connected with Kuala Lumpur's best attractions, be they for recreational, entertainment or academic purposes. Across 14 acres of city campus, we offer a wide range of facilities to support your learning experience here at IUMW. A library with a wide range of titles and online resources, an auditorium, lecture halls, seminar room, cafeteria, and laboratories will provide you the best experience in teaching and learning.

IUMW students also have access to facilities at University of Malaya, a 20 minute journey from the Kampus Kota. These include using the library and sport facilities, booked by the leaders of IUMW sports team.

### c) Student Centre

The Student Centre is a cultural and social hub of our city campus. It is a safe and stimulating environment where students may gather to relax and socialise with friends and meet lecturers. The Centre is accessible to all students of IUMW as a convenient place to enjoy indoor games or complete assignments.

### d) IUMW Club & Societies

Join the Killer Whales sports teams – futsal, basketball, rugby, volleyball, netball, football, taekwondo, and badminton. You can also participate in the many societies – Accounting Club, Indian Cultural Society, Experimental Theatre, Literary Arts Club, Performing Arts Club, Dancing Group, Psychology Psychedelic Club, Volunteering Group, Photography Club, and the Debate Club.

### e) Centre for Counseling and Psychological Services (CCPS)

CCPS aims to enhance IUMW students' physical growth, emotional well-being and learning potentials. The centre provides a variety of psychological assessments and intervention services by qualified clinical psychologists. IUMW strives to offer services in an atmosphere that is welcoming and comfortable to all students. Services are free and confidential.

### f) Career Guidance

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

### Career Fair

From time to time, the Student Services Centre invites students to join career fairs where students can explore their career options and opportunities, and meet prospective employers.

### Internship

The IUMW academic team assists to coordinate internships and industrial training, so that students can be exposed to the working world.

## Section III: Academic Regulations

### Academic Year/Semester

The academic year/semester calendar timetable relating to a programme of study differs from programme to programme. A student is advised to check the website and consult with the Programme Coordinator who coordinates the respective programme.

“Academic year” means a twelve (12) month period, the dates for the commencement and the end of which shall be determined by the University.

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

“Semester” means a period of study lasting 12 to 14 weeks for different level of studies, excluding the final examination.

### a) Admission into a Programme of Study at the University

Those wishing to apply for admission into the undergraduate programmes at any Faculty must fulfil the following requirements:

- i. achieved the Sijil Tinggi Persekolahan Malaysia (STPM) with a minimum of Grade C (CGPA 2.00) in two (2) subjects;
  - ii. achieved A-Level with a minimum of a full pass in two (2) subjects;
  - iii. achieved a Foundation award recognised by the Government of Malaysia with a minimum CGPA of 2.00;
  - iv. achieved Matriculation under the Ministry of Education with a minimum CGPA of 2.00;
  - v. achieved a Diploma with a minimum CGPA of 2.00 recognised by the Government of Malaysia;
  - vi. other entry requirement that are recognised by the Government of Malaysia or by the University Senate
  - vii. English Language Requirements for International Students
    - a. achieved IELTS no less than Band 5.5 or TOEFL with a minimum score of 550. Some programmes have specific higher IELTS scores, as does the UK Immigration services for those who wish to study in Wales. However, this requirement is exempt if the student fulfills any of the requirements below;
- the student is from a country that uses English language as the official language or
  - the student is using an academic certificate from an institution that fully uses English language as the medium of instruction and is planning to continue on to further studies at a higher level in Malaysia.

- b. achieved IELTS no less than 6.0 with a minimum of 5.5 in every component for those who wish to study in Wales.

All information is subject to change. The above entry requirements serve as a guideline only. The minimum entry requirements are subject to meeting the current requirements set by the Malaysia Qualification Agency (MQA). The information could be verified by contacting the Sales & Marketing Department.

### Undergraduate International Students Only

IUMW, in collaboration with British Council Malaysia, is a test centre for International English Language Testing System (IELTS). Additionally, we also offer IELTS workshops to coach students for the IELTS examination. At the end of the IELTS workshop, students will be able to:

- Demonstrate advanced communication skills (listening, speaking, reading and writing)
- Demonstrate critical thinking and draw reasonable conclusions from a set of information
- Attempt IELTS examination questions with right technique and methodology.
- Speak with confidence in the oral component of the IELTS test.
- Prepare for exams; better understand questions, improved task completion, improved interview technique, and improved reading and writing skills in a formal examination setting.
- Write essays of various lengths and for a variety of purposes more accurately and quickly using a wider range of academic language.

Those who wish to apply for admission into foundation programmes of study must fulfil the following requirements:

### Foundation in Science

- i. Pass SPM/SPMV/O-LEVEL with at least a credit in five (5) subjects including Biology, Chemistry, Physics, Mathematics or Additional Mathematics and another subject, as well as credits in WMalay Language and English.
- ii. Pass UEC with at least Grade B in three (3) subjects including Biology, Chemistry and Physics or Mathematics or Additional Mathematics.

### Foundation in Arts

- i. Pass SPM/SPMV/O-LEVEL with at least a credit in any five (5) subjects. Pass UEC with at least a Grade B in three (3) subjects.
- ii. Other equivalent qualifications recognised by the Malaysia Government or university Senate.

All information is subject to change. The above entry requirements serve as a guideline only. The minimum entry requirements are subject to meet the current requirements set by the Malaysia Qualification Agency (MQA). The information can be verified by contacting the Sales & Marketing Department.

## b) Academic Calendar

i. The academic calendar for foundation programmes in IUMW consists of the following:

1 year academic calendar	3 long semesters
1 semester duration	12 weeks
Mid-semester break	1 week
Study Leave (before final examination)	1 week
Final Examination	1 week

ii. The academic calendar for undergraduate programmes in IUMW consists of the following:

1 year academic calendar	2 long semesters & 1 short semester
1 semester duration	14 weeks
Mid-semester break	1 week
Study Leave (before final examination)	1 week
Final Examination	2 week

iii. There will be different intake dates in academic calendars for foundation and undergraduate programmes. Further details on the academic calendar and intake dates will be advised during Orientation Day.

iv. IUMW Academic calendar is subjected to Malaysian public holidays and other announcements by the Government. IUMW reserves the right to amend the academic calendar by notifications via e-mail to students.

## c) Academic Timeline – Reminders

i. Reminders for general academic timeline for foundation programmes in IUMW are as follows:

Week 0	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
<b>New student</b>						
<b>*Submit application with complete documents</b>	*Pay Tuition Fees	*Attend Class	*Attend Class	*Attend Class	*Attend Class	*Attend Class
<b>*Pay registration fees</b>	*Attend Class	*Add/Drop/Deferral/Withdraw without penalty	*Add/Drop/Deferral/Withdraw without penalty	*1 <sup>st</sup> Warning Letter on poor attendance/poor performance	*Add/Drop/Deferral/Withdraw with penalty	*Nomination of Barring from Examination until Week 9
<b>*Orientation</b>	*Re-sit Examination			*Last day to Add/Drop/Deferral/Withdraw without penalty	*2 <sup>nd</sup> Warning Letter on poor attendance/poor performance	
<b>*Student ID</b>	*Add/Drop/Deferral/Withdraw without penalty					
<b>*Student E-mail</b>						
<b>*Student ID card</b>						
<b>*Subject Registration</b>						
<b>Mid-semester Break</b>	<b>Week 7</b>	<b>Week 8</b>	<b>Week 9</b>	<b>Week 10</b>	<b>Week 11</b>	<b>Week 12</b>
	*Attend Class	*Attend Class	*Attend Class	*Attend Class	*Attend Class	*Attend Class
			*Display of Coursework marks	*Release of Examination Slips		*Revision
			*Pre-registration for subjects	*Appeal - Unbarring from Examination		
<b>Week 13</b>	<b>Week 14</b>					
*Study Leave	*Final Examination	*Semester Break	*Pre-Board of Examination	*Special Senate		
			*Board of Examination	*Examination Results Release		

- ii. Reminders for general academic timeline for undergraduate programmes in IUMW are as follows:

Week 0	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
<b>New student</b>							
<b>*Submit application with complete documents</b>	*Pay Tuition Fees	*Attend Class	*Attend Class	*Attend Class	*Attend Class	*Attend Class	*Attend Class
<b>*Pay registration fees</b>	*Attend Class	*Add/Drop/Defer/Withdraw without penalty	*Add/Drop/Defer/Withdraw without penalty	*1 <sup>st</sup> Warning Letter on poor attendance/poor performance	*2 <sup>nd</sup> Warning Letter on poor attendance/poor performance	*Nomination of Barring from Examination until Week 9	
<b>*Orientation</b>	*Re-sit Examination			*Last day to Add/Drop/Defer/Withdraw without penalty	*Add/Drop/Defer/Withdraw with penalty		
<b>*Student ID</b>	*Add/Drop/Defer/Withdraw without penalty						
<b>*Student E-mail</b>							
<b>*Student ID card</b>							
<b>*Subject Registration</b>							
<b>Mid-semester Break</b>	<b>Week 7</b>	<b>Week 8</b>	<b>Week 9</b>	<b>Week 10</b>	<b>Week 11</b>	<b>Week 12</b>	<b>Week 13</b>
	*Attend Class	*Attend Class	*Attend Class	*Attend Class	*Attend Class	*Attend Class	*Attend Class
			*Pre-registration for subjects	*Appeal - Unbarring from Examination			*Release of Examination Slips
				*Display of Coursework marks			
<b>Week 14</b>	<b>Week 15</b>	<b>Week 16</b>					
*Attend Class	*Study Leave	*Final Examination	*Final Examination	Semester Break	*Pre-Board of Examination	*Special Senate	
*Revision					*Board of Examination	*Examination	

- iii. IUMW academic timelines are subjected to Malaysian public holidays. Further details on academic timelines for foundation and undergraduate programmes will be advised during Orientation Day

#### d) Programme Registration & Enrolment

- You must fully enrol and register for your programme (and modules) every semester.
- A student who has registered for a programme of study which has been offered shall register on a continuous basis with the University and should he/she fail to do so shall cease to be a student and the name shall be removed from the student register.
- For medical reasons, a student may be considered for deferment of his registration for a programme of study. However, the deferment shall only be allowed until the following semester, or for Faculties that accept students in one semester only per academic session, deferment is allowed for one session only. The offer shall lapse if the student still does not register in the ensuing semester or academic session concerned.
- IUMW's Senate may at any time terminate the registration if a student does not achieve the required minimum CGPA of 2.0 or attendance percentage (<80%).
- A student is not allowed to register concurrently for more than one programme of study in any particular period of time, whether at IUMW or at any other institution or university.

#### e) Subject Registration

- All students are required to only register for the modules offered in each semester as determined by their Faculties.
- Subject Registration for new students must be done during the orientation period.
- Subject registration for returning students must be done one semester before the actual semester starts, during week 9 and 10 of the earlier semester. If the earlier semester is a short semester, it must be done in week 5. The short semester is applicable for undergraduate programmes.

#### e.g:

- For Foundation studies;**  
Subject registration for May 2021 semester must be done during week 9 and week 10 of Jan 2021 semester
- For UG/PG;**  
Subject registration for Feb 2022 semester must be done in week 9 and week 10 of Sept 2021 semester.

- The Subject Registration list for the new semester can be viewed starting from the first week of the commencement of the new semester. Please check your subject registration thoroughly to ensure all registered subjects are correct.

#### f) Add and Drop Subjects

- Students may apply to ADD / DROP subject(s), subject to minimum and maximum no of credit permitted in one semester.
- Students can ADD / DROP subject(s) without a penalty until the 4th week of the long semester. For short semester, ADD / DROP subject(s) without penalty is applicable until Week 2.

iii. ADD / DROP subject(s) that you have registered may increase your fees. Furthermore, there will be penalty imposed if you add/drop after the deadline. Kindly refer Fees Policy for further information.

iv. For the application to add/drop subject(s) after the current semester timeline, you may have to apply for an appeal. The appeal form can be retrieved from Registry.

#### **g) Application for Credit Exemption**

- i. "Credit Exemption" means exemption from registration and attendance for a module that is prescribed for a particular programme of study based on the modules taken by a student before admission into a programme of study of the University. The module approved for credit exemption shall be awarded a Grade CE and the credit hours shall not be taken into account in the calculation of the GPA and CGPA.
- ii. For the purpose of credit exemption, the student concerned must first obtain the certificate/diploma/degree concerned before any consideration for credit exemption is made.
- iii. The conditions for credit exemption are as follows:
  - a. the module applied for credit exemption must have at least 80% overlap with a similar module offered at the University; and
  - b. the grade or grade point obtained for the module concerned must not be lower than C or CGPA of 2.0.
- iv. In certain circumstances, a module that has not been approved for credit transfer may be considered for credit exemption subject to the above conditions.
- v. An application for credit exemption shall be made by using the relevant form that can be obtained from the Registry Counter. Completed forms must be submitted to the Dean of the Faculty no later than the Friday of the second week of lectures of a normal semester together with:
  - a. the payment of the processing fees at a prescribed rate (these fees are non-refundable);
  - b. the syllabus of the module for which exemption of credit is applied;
  - c. a copy of academic transcripts;
  - d. a copy of the certificate/ diploma/degree concerned, or the SPM result slip (if applicable)
- vi. The maximum number of credit hour that may be transferred or exempted shall not exceed one third of the total credit hours of the programme of study concerned.
- vii. A student shall be informed in writing by the Registrar of the result of the application for the exemption of the credit.
- viii. A student who changes his/her study programme either in the University or from other Institution of Higher Learning (IHL) is allowed to apply for Credit Exemption.
- ix. A student who has taken the same programme at other HLI and has been awarded with appropriate award for the same area and level may not apply for credit exemption.
- x. Students are allowed to apply a credit exemption for Bahasa Kebangsaan A if they have obtained a credit in Bahasa Melayu subject in SPM.
- xi. Other subjects done at the Foundation level are not transferable.

#### **h) Application for Credit Transfer**

- i. "Credit Transfer" is the transfer of credit hours with the grades obtained for a module of study undertaken by a student prior to admission into a programme of study at IUMW
- ii. In the credit transfer process, the credit hours obtained together with the grade and grade point for the module concerned shall be taken into account in the calculation of the student's GPA and CGPA. Permission for the credit transfer is subject to, among others, the following conditions:
  - a. the module for which the credit transfer is applied has at least 80% overlap with the module that is offered at IUMW;
  - b. the grade or grade point obtained for the module concerned is not less than C or CGPA of 2.0; and
  - c. the module for which the credit transfer is applied must be a module in a programme of study that is equivalent to the programme of study pursued by a student at the University.
- iii. In special circumstances, a student who has been allowed to change his programme of study may be considered for credit transfer subject to the above conditions.
- iv. An application for credit transfer shall be made by using the relevant form that can be obtained from the Registry Counter. Completed forms must be submitted to the Dean of the Faculty no later than the Friday of the second week of lectures of a normal semester together with:
  - v.
    - a. The payment of the processing fees at a prescribed rate (these fees are non-refundable);
    - b. The syllabus of the module for which exemption of credit is applied;
    - c. A copy of the certificate/ diploma/degree concerned; and
    - d. A copy of academic transcripts.
  - vi. The maximum total credit hours that may be transferred or exempted shall not exceed 30% of the total credit hour of the program of study concerned.
  - vii. A student shall be informed in writing by the Registrar of the result of the application for the transfer of the credit.
  - viii. Modules eligible for credit transfer must be equivalent and fulfil the requirement of the current programme curriculum taken by student.
  - ix. Credit transfer will only apply to ACTIVE students.

### **i) Change in Programme of Study**

- i. A change in a programme of study may be allowed, subject to the following conditions:
  - a. It is permitted for a first year student only and for those who have completed at least one semester of study,
  - b. It is only permitted once throughout the study duration at the University,
- ii. The student shall fulfil the admission requirement of the new programme of study.
- iii. The student has not convicted or been charged under the disciplinary action, and
- iv. The student completes Change of Programme of Study form with the recommendation by the Dean of the Faculty of the original programme of study and supported by the Dean of the Faculty of the new programme. The form later must also be approved by Registrar.
- v. International students must also refer to International Student Office (ISO) for change and approval of visa before commencing the semester in the new programme of study.
- vi. See Section VII: Financial Information for further details.

### **j) Withdrawal**

- i. "Withdrawal from the University" means withdrawal from a programme of study whereupon a student shall not continue with the programme of study currently pursued.
- ii. A student must complete the withdrawal form should they decide not to proceed with his programme of study at the University. The form can be retrieved from Registry.
- iii. Any decision with respect to withdrawal from the University shall be final.
- iv. Letter of Withdrawal will only be issued to student upon clearance by Finance and other departments.
- v. International students must inform the International Student Office (ISO) on request to withdraw from the university, in order to process the student's visa cancellation.

### **k) Withdrawal from course/semester**

- i. "Withdrawal from a module" means withdrawal from one or more modules in a semester. However, a student is subject to the prescribed minimum credit hours requirement for any Normal Semester.
- ii. "Withdrawal from the semester" means withdrawal from all modules registered (if any) for the semester concerned or taking a leave of absence from attending lectures for a programme of study currently pursued in the semester concerned. The period for withdrawal based on any reason including medical grounds will be taken to have fulfilled the maximum period prescribed for the programme of study currently pursued.

A student will only be allowed to withdraw from any semester after completing the programme of study for at least one semester.

- iii. An application for withdrawal from a module or semester may be approved by the Dean of the Faculty provided that the application is made before or at 12 noon on the Friday of the seventh week of a Normal Semester or before 12 noon on the Friday of the second week in a Short Semester. See Section VII: Financial Information for further details on financial implication.
- iv. A student must complete the prescribed form and submit it to the Dean of the Faculty within the permitted period of time.
- v. If the application is approved, the module concerned shall be recorded with a Grade W or a Grade WI as may be relevant. The tuition fees prescribed for the module concerned shall remain payable.
- vi. If the application is not approved, the student concerned is required to continue with the programme of study for the module concerned. The student concerned shall be given a Grade F if he/she does not attend the classes and later sits for the examination held at the end of the semester concerned.
- vii. A student's withdrawal from a programme or shall not be permitted for the following reasons:
  - a. the student's performance is unsatisfactory for any module; or
  - b. the student is inadequately prepared for the module concerned; or
  - c. the student is not satisfied with any of the modules.
- viii. Withdrawal from any module or semester is not permitted once the examination period for the semester has commenced.
- ix. A student who has stopped attending lectures of any module without withdrawing officially shall be given a Grade UW and the grade shall be converted to a Grade F and recorded in the student's official record for the module concerned.
- x. Apart from the tuition fees, the student shall also be charged administrative fees based on a prescribed rate if his appeal for the following items has been approved where the situation occurred due to the students' own negligence:

- a. a student who has been approved to carry out backdated registration; or
- b. a student who has been approved to backdate the withdrawal from a module.

### **l) Credit Hour System**

- i. IUMW uses the credit hour system for its programmes. For the precise definition, students should refer to the specific programme documentation.
- ii. The value of each credit hour for all modules is equivalent to 40 notional hours.
- iii. The credit hour for practical training shall be determined by the Faculty concerned.

## Section IV : Grades & Honours

### a) Marking Scheme

Students are assessed both formatively and summatively. The official marking scheme of IUMW is as follows:

Marks	Grade	GPA	Meaning
80-100	A	4.0	Distinction
75-79	A -	3.7	Distinction
70-74	B +	3.3	Good
65-69	B	3.0	Good
60-64	B -	2.7	Good
55-59	C +	2.3	Pass
50-54	C	2.0	Pass
45-49	C -	1.7	Conditional Pass
40-44	D +	1.3	Fail
35-39	D	1.0	Fail
00-34	F	0.0	Fail

\*GPA: Grade Point Average

Grade CE is given for modules that have been approved for credit exemption.

### b) Progression

- i. Student progression will normally be based on the following criteria:
  - a. A student can proceed at the end of semester, if their Grade Point Average (GPA) is 2.00 and above.
  - b. A student obtaining a Conditional Pass (i.e. grade C-) on any module or subject is deemed to have passed the module for the purpose of progression if clause a on the above is satisfied.
  - c. A student who has failed a compulsory module or one required as a pre-requisite to other modules shall be eligible for one opportunity as of right to retrieve the module. The grade assigned for the successful re-sit of the final examination of the module shall be C.

- d. A student who has failed a non-compulsory module which is not a pre-requisite to other modules has the option to sit for a supplementary final examination. The grade assigned for the successful re-sit of the final examination of the module shall be C.
- e. If the student fails the supplementary examination, the final grade for the module used for the GPA computation will be the best grade obtained from the two attempts.
- f. The supplementary examinations will only be held during the specified period decided during the Examination Board Meeting.
- g. A student who fails to fulfil the progression requirements as defined in clause c will have to repeat the failed module(s).
- h. A student obtaining GPA lower than 2.00 will be placed under Academic probation following notification of the supplementary examination results and shall only be allowed to register for up to three (3) modules during the semester.
- i. The candidature of any student who is under Academic Probation for two (2) consecutive semesters can be terminated by the university.
- j. A student who achieves a minimum cumulative GPA of 3.50 may apply to undertake extra modules(s) such that total module load does not exceed 21 credits in the semester.
  - ii. All International students' progression must be reported to the Immigration authorities. Should the Cumulative Grade Point Average (CGPA) fall below 2.0, fees not be paid or there is an unsatisfactory attendance record (<80%), the Immigration authorities are likely to withdraw the visa and students will have to return to their home country immediately. Warning letters will be issued before this improving CGPA and the loss of visa.

### c) International Students - Renewal of Student Visa

- iii. It is the responsibility of the student to monitor the expiry date of their Student Pass (Visa)
- iv. An application for the renewal of a student pass or dependent pass must be made at least twelve (12) weeks before the expiry date of the current pass.
- v. Recommended passport validity duration is more than 12 months.
- vi. The renewal endorsement may take approximately 6-8 weeks (from the date of your passport submission to EMGS). You should NOT make any travel arrangement during your endorsement process till your passport is returned to you with a valid Student Pass
- vii. Application must include;
  - a. a copy of passport
  - b. the original passport
  - c. passport photo
  - d. Visa fee - will be dependent on how long you extend your pass.
- viii. The Immigration Department of Malaysia may reject your application if you have poor attendance record or academic performance.

**Note:**

As required by the Ministry of Higher Education Malaysia (MOHE), you must achieve a CGPA of at least 2.00 in order to renew your student pass. Your overall attendance must also be at least 80% in order to renew your student pass. If you fail to meet any of the above requirements, your institution will be required to submit an explanation letter to support your renewal application.

Status of students with CGPA less than 2.00 will be determined as follows:

No.	Range	Status
1	A CGPA of less than 1.99 in any semester	Warning
2	A CGPA of less than 1.99 for TWO consecutive semesters	Dismiss

**Section V: Requirements for Graduation**

A student must fulfill the following requirements for the purpose of graduation;

- i. The University's module credit requirement as prescribed;
- ii. The Faculty and department module requirement;
- iii. Requirement for minimum credit hours and minimum duration.

Level	Total Credit (Minimum)	Duration of Study (Minimum)	Duration of Study (Maximum)
Bachelor's Degree	120	6 semesters	10 semesters
Foundation	50	3 semesters	6 semesters

**a) Conferment of Certificate, Degree and Advance Diploma**

In order to be eligible for the award of certificate, degree or advance diploma, a student must;

- i. fulfill all requirements prescribed under these regulations.
- ii. be recommended to be conferred the degree by the Examination Board approved by Senate.
- iii. settle all tuition fees and other prescribed payment; and
- iv. fulfil any other requirements of IUMW that are not of an academic nature.

CGPA	Classification for Degree
3.70 – 4.00	Pass with Honours (With Distinction)
2.00 – 3.69	Pass with Honours
<2.00	Fail

**b) Academic Performance**

- i. A student's performance will be reflected in the grade obtained or its equivalent.
- ii. Continuous Assessment System

In this system, IUMW may decide that students will be assessed continuously. Each assessment will be graded as set out in the course assessment criteria of the module. Lecturers will inform all assessment requirements at the beginning of each semester.

**c) Examination**

- i. Although the final examination is considered part of the continuous assessment programme practiced by IUMW, it is a requirement that the final examination is assessed separately. As a result, the final semester examination has its separate policies and regulations and the results attained by students will affect their overall results. Examinations will vary depending on the programme. Where they are set, they must be attempted or else students will automatically fail.

## Section VI: General Conduct Expectation

### a) Expectations regarding dress and tidiness

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

### b) Regulations on the Use of Equipment and around the Premises

- i. Students are allowed to be at IUMW premises at specific hours only. At other times students must obtain permission from the relevant IUMW authorities.
- ii. Students are allowed to use the premises for the purpose of study only.
- iii. Students must seek permission in using/borrowing equipment from relevant authorities and must return all equipment back to its original location.
- iv. Students are allowed to put up notices on designated notices boards. Notices to be displayed must be related to the programme of study and must be approved by the relevant authority. Expired notices must be removed.

### c) Regulations regarding Smoking

- i. It is the policy of the University that all of our workplaces are smoke-free and all employees and students have a right to work and study in a smoke-free environment.
- ii. Smoking is prohibited in all but designated areas. This policy applies to all employees, students, contractors, clients and visitors.

### d) Drugs and other illegal substances

- i. The use of illegal drugs and other illegal substances, as well as trafficking, on campus is prohibited and constitutes a serious disciplinary offence. Anyone found in possession of illegal drugs or substances on campus will be reported immediately to the VC. The student will be required to appear before a University Disciplinary Panel. If found guilty, the student could either (i) be asked to leave University accommodation or (ii) be expelled from University. The student will, as a matter of course, be reported to the Police.

### e) Weapons and Dangerous Materials

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

### f) General Conduct

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

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

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

- i. demonstrates poor attendance,
- ii. fails to comply with the assessment regulations of a scheme of study,
- iii. engages in unfair practice (cheating),
- iv. acts in an 'unprofessional' manner or is racist in one's conduct and acts in such a way that might result in one being regarded as unfit to practice in a profession-based career,
- v. shows general conduct and behaviour that is unacceptable within the University's regulations and contravening the University's Equality & Diversity policies and/or
- vi. shows inappropriate use of University equipment, resources or property

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

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

### g) Regulations Related to Accommodation

- i. Students who reside in University approved accommodation are required to abide by the regulations set by the respective landlords. Students should behave responsibly and be 'good neighbours', not causing disturbance to others.
- ii. Students that fail to observe the regulations set by the landlord may be subject to the University Disciplinary procedure. Appendix 1. They are also likely to lose their deposits and may incur extra fees to cover extensive damage to property should it occur.

## h) International Students – Permission to Work Part-Time

The Immigration Department of Malaysia has set very strict rules on allowing international students to work part-time in the country.

- i. International students who are studying at public or private higher education institutions are allowed to work part-time for a maximum of 20 hours per week during semester breaks or holidays ONLY, of more than 7 days at any restaurants, petrol kiosks, mini markets and hotels as long as their student pass remain valid. Please note that prior approval from the Department of Immigration is required.
- ii. International students are NOT permitted to work part-time as cashiers. In addition, in the hotel sector, international students are NOT allowed to work part-time as singers, masseurs, musicians or GRO's (Guest Relation Officers). International students are not allowed to engage in any job or activities deemed to be immoral.
- iii. Applications to work part-time must be through the educational institution at which the international students are enrolled. The international student needs to be present with the education institution representative at the Immigration Department of Malaysia in order to submit an application for part-time work.

## Driving in Malaysia (For International Students)

- i. For students who have a valid driving license from their home countries, it is possible to drive in Malaysia for up to 90 days. Afterwards students will need to have an international driving permit (must be obtained in your home country), which is usually valid for one year



## i) Health and Safety

The University declares that high standards of health and safety are an integral part of the proper conduct of its affairs. The University also believes that statutory duties and requirements are the minimum standards to be met, and that it may be desirable for such standards to be exceeded.

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

Name	Address & Telephone Number	Email person to contact
Headquarters of the Royal Malaysia Police	Bukit Aman 505620 Kuala Lumpur  Phone: 03-22662222 Fax: 03-20707500	kpn@rmp.gov.my
Headquarters of the Royal Malaysia Police Kuala Lumpur	Jalan Hang Tuah 51110 Kuala Lumpur  Phone: 03-21460522 Fax : 03-20726786	ccckl@rmp.gov.my
District Police Headquarters Dang Wangi	Jalan Dang Wangi 50100 Kuala Lumpur  Phone: 03-26002222 Fax : 03-26913582	kpbwangi@rmp.gov.my
District Police Headquarters Sentul	Jalan Ipoh 51200 Kuala Lumpur  Phone: 03-40400767 Fax : 03-6251403	kpdsentul@rmp.gov.my
Fire & Rescue Department Malaysia Hang Tuah	Jalan Hang Tuah 52200 Kuala Lumpur  Phone: 03-92217222 Fax : 03-92224344	pusat.bomba@1govuc.gov.my
Fire & Rescue Department Malaysia Sentul	Jalan Tun Ismail 52200 Kuala Lumpur  Phone: 03-40441994 Fax : 03-40432344	sentul.bomba@1govuc.gov.my

## j) Traffic Rules and Regulations

- i. A student who owns or uses any type of vehicle must fulfil the requirements under the Road Transportation Act 1987 and all subsections under the Act, on campus and public roads.
- ii. Traffic offences are as listed below:
  - a. Owning unregistered vehicles;
  - b. Driving beyond the campus speed limit;
  - c. Driving on areas other than the roads, for example on the pedestrian areas and on the grass;
  - d. Driving on the corridor and other building compound areas;
  - e. Parking vehicles dangerously, obstructing and endangering other vehicles and people;
  - f. Parking vehicles at areas designated for staff and management;
  - g. Carrying passengers more than the vehicle's limit for number of passengers;
  - h. Having more than one passenger on motorcycles;
  - i. Refusing to adhere to traffic instructions and signs;
  - j. Driving without a valid driving license and student ID;
- iii. IUMW Security, within its power and jurisdiction has the obligations to produce warnings or impose disciplinary actions or impose compound not more than RM 100.00 towards any student who goes against the traffic regulations as stipulated, provided that the student is first informed of his or her offence/s and he or she is given the opportunity to explain her alleged offence/s.

## k) Use of Force

It is considered an offence if a student:

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

## Section VII: Fee Policy

### 1. Scope

This policy applies to all students. The policy covers all fee charges including penalty charges for late or no payments. This section does not cover the administration of scholarship, rebates and financial aid.

### 2. Definition

- 2.1. Commencement of the programme refers to the first day of teaching week.
- 2.2. Semester is defined as first day of semester to the last day of the semester inclusive of examination period.
- 2.3. Fee Structure defines a schedule of fee payments required from students registering in a program for a fixed duration of time. The schedule is a contract between the student and the University for the period of studies indicated.
- 2.4. Type Of Fees
  - 2.4.1. Registration Fee: Charged to Malaysian students during enrolment of the first semester of the programme applied. The fee is not refundable nor transferable.
  - 2.4.2. EMGS Fee: Charged to International Students during enrolment of the first semester of the new programme applied. The fee is not refundable and not transferable. The fee is payable to EMGS. The fee is charged again when student transfers / progresses to another programme / course.
  - 2.4.3. Tuition Fee: Charged every semester according to the fee structure of the programme that students enrolled for. The fee is refundable and transferable.
  - 2.4.4. Administration Fee: Charged once in the first semester to the student. This fee is used for student services, computer laboratory services, and examination fees. The fee is not refundable nor transferable.
  - 2.4.5. Resource Fee: Charged every semester to the student. This fee is used for student library services. The fee is refundable and transferable.
  - 2.4.6. Insurance: Charged every year to Malaysian student. This fee is used for annual insurance coverage. The fee is not refundable nor transferable.
  - 2.4.7. Visa Fee: Charged to International Students for student visa renewal after one year of study. The fee is not refundable and not transferable. The fee is payable to EMGS. The fee is charged again when a student transfers / progresses to another programme / course.
  - 2.4.8. Personal Bond: Deposit payable by all International Students as per listing from Immigration according to country, and is refundable provided there is no outstanding payment and Student Pass cancellation is properly done.
  - 2.4.9. Dual Award Fee: Charged in first four semesters to the student. This fee is used to pay for the collaboration with University of Wales (University of Wales Trinity Saint David). The fee is refundable and transferable.
  - 2.4.10. Processing Fee: The fee is applicable for students who apply for credit exemptions or transfer of programme. The fee is not refundable and not transferable.

### 3. Policy

#### 3.1. Payments

##### 3.1.1. New Student (Self Paying)

- 3.1.1.1. Full payment of first semester fees is required upon enrolment or by the commencement date of the first semester.
- 3.1.1.2. International Students need to pay the EMGS Fee and Hospitalisation and Surgical Insurance upon enrolment. Semester 1 Fees are to be paid before arrival to Malaysia. If the student visa application is denied by the Immigration Department; the Tuition Fee will be refunded, after deducting the administrative charge.
- 3.1.1.3. Late payment penalty will be charged for payments made after the end of Week 4 of the semester.
- 3.1.1.4. Student will be barred campus facilities if full payment is still not received by Day 1 of Week 5 of the semester.
- 3.1.1.5. Student will be barred from classes and campus facilities if full payment is still not received by Day 1 of Week 8 of the semester. The University further reserves the right to withhold the release of all examination results, certificates and records of the student until the full settlement of fees is made. Upon full payment, the student will be allowed to resume access to classes and campus facilities.
- 3.1.1.6. Student will be terminated from the programme if full payment is still not received by Day 1 of Week 9.
- 3.1.1.7. Full payment of Registration Fee, Resource Fee and First Semester Tuition Fee must be received before the Student Verification Letter can be issued to a student who wishes to apply for external loans / scholarship, Majlis Amanah Rakyat (MARA) loan or EPF Withdrawal.
- 3.1.1.8. Fee schedule for a programme is applicable for the duration of the programme as stated in the schedule for an enrolled student. For any semester continued or extended beyond the duration of the programme stated in the schedule at the time of enrolment, new fees will apply to the extended period.
- 3.1.1.9. The late payment penalty can be waived by the Credit Control Department following the Guideline for Late Payment Penalty Waiver. Appeal must be submitted for approval.

##### 3.1.2. Existing Student (Self Paying)

- 3.1.2.1. Full payment of subsequent semester fees is required upon enrolment or by the commencement date of the first semester.
- 3.1.2.2. Late payment penalty will be charged for payments made after the end of Week 4 of the semester.
- 3.1.2.3. Student will be barred campus facilities if full payment is still not received by Day 1 of Week 5 of the semester.
- 3.1.2.4. Student will be barred from classes and campus facilities if full payment is still not received by Day 1 of Week 8 of the semester. The University further reserves the right to withhold the release of all examination results, certificates and records of the student until the full settlement of fees is made. Upon full payment, the student will be allowed to resume access to classes and campus facilities.
- 3.1.2.5. Student will be terminated from the programme if full payment is still not received by Day 1 of Week 9.

##### 3.1.3. PTPTN One Fee Structure Student

- 3.1.3.1. Full payment of Registration Fee and Administration Fee is required upon the commencement date of the first semester.
- 3.1.3.4. Late payment penalty will be charged for instalments made after the 7th of each month.
- 3.1.3.5. Student will be barred from campus facilities if the student does not pay the fee for three (3) consecutive months.
- 3.1.3.6. The University further reserves the right to withhold the release of all examination results, certificates and records of the student until the full settlement of fees is made. Upon full payment, the student will be allowed to resume access to classes and campus facilities.

##### 3.1.4. Student Mobility

- 3.1.4.1. Outbound Student (One semester in University of Wales Trinity Saint David or University of Malaya)
  - i. Full semester fee payment is required before the student starts studying at the partner universities.
  - ii. Student will be exempt from paying the tuition fee at the partner universities.
  - iii. For students who are required to extend the semester due to joining the student mobility programme as recommended by the Faculty, extension fee will be waived. (After the programme mapping on modules offering at both campuses).
- 3.1.4.2. Inbound Student (One semester in IUMW)
  - i. International exchange students are exempt from paying the tuition fee at University, provided they have fully settled their fees at UWTSD/UM.
  - ii. International exchange students are only required to pay EMGS fee for the student pass application prior to registration.

##### 3.2. Dual Awards

- 3.2.1. All students whom sign up for Dual Awards at the point of registration should pay the Dual Awards fee by instalment as per Fee Structure.
- 3.2.2. Student who decide to sign up later shall follow the following payment mode for the Dual Awards Fee:
  - 3.2.2.1. Sign up by the end of Semester 2, a student can pay by twelve (12) instalments.
  - 3.2.2.2. Sign up after the commencement of Semester 3, lump sum payment required.
- 3.2.3. If a student decides to withdraw from Dual Awards, 75% of the Dual Awards Fee will be refunded.

### 3.3. Transfer Programme

- 3.3.1. Students must settle the balance of the outstanding fees due at the current programme before applying for transfer to the new programme (within/ other faculty).
- 3.3.2. The fee implication for transfer of programme is as follows:

Type of fees	Before commencement of the semester	Up to week 4 from the commencement of the semester	Between week 5 to week 8 from the commencement of the semester	After Week 8 from commencement date to end of the semester
<b>Registration Fee</b>	Retained at current program and <b>waived</b> at new program.	Retained at current program and <b>waived</b> at new program.	Retained at current program and <b>waived</b> at new program.	Retained at current program and <b>waived</b> at new program.
<b>EMGS Fee</b>	Retained at current program and <b>charged</b> by the new program.	Retained at current program and <b>charged</b> by the new program.	Retained at current program and <b>charged</b> by the new program.	Retained at current program and <b>charged</b> by the new program.
<b>Tuition Fee</b>	Transfer 100% to new program.	Transfer 70% to new program.	Transfer 50% to new program.	No amount is transferrable.
<b>Resource Fee</b>	Transfer 100% to new program.	Transfer 70% to new program.	Transfer 50% to new program.	No amount is transferrable.
<b>Lab Fee</b>	Transfer 100% to new program.	Transfer 70% to new program.	Transfer 50% to new program.	No amount is transferrable.
<b>Processing Fee</b>	Charge by new program.			

- 3.3.3. For students who are transferring to a new programme in a new calendar year, the new fee structure of the new programme will apply.
- 3.3.4. If a student transfers within one month from the commencement of the programme, but later does not return to resume studies or decides to withdraw, pro-rated Tuition Fee, Resource Fee and Lab/Research Fee (if applicable) due will be charged according to number of weeks attended in the earlier programme.
- 3.3.5. Not all scholarships / bursary schemes are transferable (refer to University Scholarship, Rebates and Financial Aid Manual).
- 3.3.6. For 100% transferable fees, the scholarships / rebates should be applied in the new programme; i.e. Sibling Discount, Staff Discount and High Achiever Scholarships.

### 3.4. Deferment of Programme

- 3.4.1. Deferment to the new intake for New Student
- 3.4.1.1. Applicable for new international students that did not receive EMGS approval prior to commencement of the programme.
- 3.4.1.2. If the student chooses to defer to another intake that is within the same year, the same fees will apply.
- 3.4.1.3. If the student chooses to defer to another intake of the following year, the student shall pay the new fees.
- 3.4.1.4. No processing fee is charged on deferment of student.
- 3.4.2. Deferment of semester / term for Returning Students
- 3.4.2.1. The student must settle the balance or pro-rated outstanding semester fees due (whichever is higher) before applying for deferment and all fees paid will be transferred as in clause 5.3.2.4.
- 3.4.2.2. If the deferment is upon request of the Dean (before mid-semester) all fees paid shall be transferable to the new semester.
- 3.4.2.3. No processing fee is charged on deferment of student.
- 3.4.2.4. The fee implication for defer of semester as follows:

Type of fees	Before commencement of the semester	Up to week 4 from the commencement of the semester	Between week 5 to week 8 from the commencement of the semester	After Week 8 from commencement date to end of the semester
<b>Tuition Fee</b>	Transfer 100% to new program.	Transfer 70% to new program	Transfer 50% to new program	No amount is transferrable.
<b>Resource Fee</b>	Transfer 100% to new program.	Transfer 70% to new program	Transfer 50% to new program	No amount is transferrable.
<b>Lab Fee</b>	Transfer 100% to new program.	Transfer 70% to new program	Transfer 50% to new program	No amount is transferrable.

- 3.4.2.5. International students need to submit application to EMGS and have received approval prior to deferment. A Visa Fee applies for each deferment.

### 3.5. Credit transfer

- 3.5.1. New Students during registration shall submit the application for credit transfer to ensure the fee payable is calculated correctly after net off from the standard fee structure.
- 3.5.2. A processing fee will be charged during the application of credit transfer as stated in Other Fees Schedule with effective for September 2018 intake onwards.

### 3.6. Fee Refund

- 3.6.1. All refunds shall be free of interest and the University reserves the right to set-off the refundable amount against any outstanding fees or whatsoever payments due and owing to the University.
- 3.6.2. Refunds will be made in the name of the parent / guardian / sponsor / student as declared in the application form.
- 3.6.3. A full refund of all fees paid if the University is unable to conduct the programme registered by the student for the particular intake.
- 3.6.4. A full refund of all fees paid to the international student if the student visa application is rejected or withdrawn by the Malaysian Government.
- 3.6.5. Refund due to withdrawal of students on their own accord without Dean's intervention (including No Show).

Type of refund	Before commencement of the semester	Up to week 4 from the commencement of the semester	After Week 4 from the commencement date to end of the semester
Withdrawal of New Student	100% of all fees paid are refunded except for Registration Fee and Administration Fee.	50% of all fees paid are refunded except for Registration Fee and Administration Fee.	No fees will be refunded.
Withdrawal of Existing Student	100% of all fees paid are refunded.	50% of all fees paid are refunded.	No fees will be refunded.
Withdrawal due to receives sponsorship from external bodies to pursue study in another institution	100% of all fees paid are refunded except for Registration Fee and Administration Fee.	Pro-rated all fees paid are refunded except for Registration Fee and Administration Fee.	No fees will be refunded.

- 3.6.6. Refund due to withdrawal of student as enforced by the Senate due to poor academic performance or poor attendance.

Up to week 4 from the commencement of the semester	After Week 4 from commencement date to end of the semester
Pro-rated all fees paid are refunded except for Registration Fee and Administration Fee.	No fees will be refunded

- 3.6.7. Refund for excess payment due to excess fee transferred from another programme is upon request, otherwise, will be carried forward to the following semester.

### 3.7. Fees Payable

#### 3.7.1. One Fee Structure (Instalment Payment and Progression)

- 3.7.1.1. Students who complete the Foundation programme and do not join the subsequent intake, the instalment payment shall resume when they start at the degree programme. No late penalty imposed during the gap of instalment payment.
- 3.7.1.2. Students finishing the Foundation programme can defer up to three (3) intakes before progressing to a degree programme with the University
- 3.7.1.3. If a student chooses to withdraw from the University, they need to pay back the scholarship before receiving the clearance letter.

#### 3.7.2. Withdrawal from the Programme / Terminated / No Show

- 3.7.2.1. Withdrawing from the University does not relieve a student of their financial obligations to the University for any unpaid charges (including financial aid adjustments) incurred for the related semester.
- 3.7.2.2. A student who has withdrawn from the programme after Week 4 from the semester commencement without proper notification will be categorised as No Show and being terminated by Senate at Week 8 is required to pay the full semester fee.

#### 3.7.3. Deferment and student taking additional semester

- 3.7.3.1. The Tuition and Resource Fees charged upon enrolment shall be applicable up to the course completion date as published in the fee structure.
- 3.7.3.2. If a student decides to defer to a new intake or chooses to defer semester and stay longer than the stipulated academic terms as prescribed in Fee Structure, the new intake fee structure for the new academic term is applied.
- 3.7.3.3. If a student has obtained the approval from the Dean to defer studies due to a valid reason and as a result has to extend the semesters, the original intake fees still apply provided the student is still within the stipulated standard academic terms as prescribed in Fee Structure. However, if a student has to stay beyond the stipulated academic semesters to complete the studies, the new intake fee will apply.
- 3.7.3.4. If a student has to extend the semester beyond the stipulated academic semester as prescribed in Fee Structure due to Faculty unable to offer the module(s) in the semester stipulated in the programme structure, original intake fees may apply subject to Dean's approval.
- 3.7.3.5. Fee payable for extension of semester is stipulated in the Other Fees Schedule.

### 3.7.4. Repeat Module

3.7.4.1. Students are required to pay the repeat fees for repeat module(s).

### 3.7.5. Re-Sit

3.7.5.1. Students are required to pay the re-sit fees upon registration.

3.7.5.2. Students will be charged re-sit fee per module.

3.7.5.3. Students caught with evidence during examination will be categorised under Unfair Practice and re-sit fee is higher as stipulated in Other Fees Schedule.

### 3.7.6. Reinstatement to the University after termination due to outstanding fees

3.7.6.1. Students who have had their enrolment terminated and subsequently wish to be reinstated may apply to the reinstatement. The decision of the University shall be final.

3.7.6.2. Students are required to settle the outstanding fees and any penalty charges prior to reinstatement.

3.7.6.3. The student's original intake fees will apply.

3.7.6.4. International Students need to pay a Visa Fee for reinstatement if the Student Pass already been terminated.

### 3.7.7. Reinstatement to the University after termination due to academic integrity / misconduct / disciplinary

3.7.7.1. Students who have had their enrolment terminated due to academic integrity / misconduct / disciplinary and subsequently wish to be reinstated may apply to the University for reinstatement. The decision of the University shall be final.

3.7.7.2. Deans may approve a student's appeal to be reinstated to the original intake. The student's original intake fees will apply provided that the reinstatement is within the stipulated duration of study.

3.7.7.3. If the student's appeal for reinstatement to the original intake is declined by the Dean, the student may apply for re-admission to the programme's new intake or to another new programme. New intake fees will apply.

## 4. Other Fees Schedule

No.	Type of fees	Amount
1	<b>Late Payment Penalty (Self-Paying Student)</b> <ul style="list-style-type: none"><li>• Commencement up to week 4 (Long semester)</li><li>• Week 5 after commencement of semester</li><li>• Week 6 after commencement of semester</li><li>• Week 7 after commencement of semester</li><li>• Week 8 after commencement of semester</li></ul> <i>* Maximum RM 200 and student will be terminated if no full payment by week 9.</i>	No penalty RM 50 RM 100 RM 150 RM 200
2	<b>Late Payment Penalty (PTPTN Instalment Plan)</b> <ul style="list-style-type: none"><li>• Commencement up to week 4 (Long semester)</li><li>• Monthly instalment by 7th of each month</li></ul> <i>* Maximum delay in 3 instalments and student will be barred from campus facilities if no full payment by 3rd month.</i>	No penalty RM 5/day
3	<b>Processing Fee for Credit Exemptions</b> <ul style="list-style-type: none"><li>• Up to five (5) modules</li><li>• More than five (5) modules</li></ul>	RM 100 RM 200
4	Processing Fee for Transfer of Program	RM 300
5	Re-sit Fee <i>*Unfair practice will be charged at RM 300 per module.</i>	RM 150 per module
6	Processing Fee for Appeal due to high absenteeism	RM 150 per module
7	Late Add Subject	RM 50 per module
8	Late Drop Subject	As per Credit Hour (Refer to finance counter)
9	Repeat Subject	As per Credit Hour (Refer to finance counter)

## 5. Refund Procedure

- 5.1. ALL students requesting a refund must fill and submit the Withdrawal/ Refund Request Form to the Registry Department.
- 5.2. ALL students are required to surrender their Student ID Card for cancellation to the Registry Department before the refund can be processed.
- 5.3. A penalty of RM50 will be charged to the student or deducted from the student's account if they fail to return the Student ID Card

## Section VII: Identification Rules

### a) Regulations on Student ID Cards

Student ID Cards will be issued upon registration.

- i. Students must display their student ID cards at all times while on campus, cards must be clearly visible. This is partly a security issue for your safety.
- ii. For security reasons, students are advised to carry along their ID Cards at all times, even outside the campus, it will be helpful in emergency situations.
- iii. Student's cards which are lost or damaged must be replaced immediately.

### b) Student Passes (International Student Only)

- i. Student Passes are issued by the International Student Office (ISO) which allow international students to reside and study in Malaysia. On registration, application will be made for the Student Passes to the immigration authorities. Students will be notified when the passes are available for collection or when they need to be renewed.

#### Extension of a Student Pass.

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

#### Note:

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

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

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

### c) Access to WIFI, Student Email, Moodle and Campus Management System



#### WIFI access

- Up to 98% campus coverage
- Students are given a unique ID to log in at any time



#### Open Learning

- This is an online learning system for academics to communicate with students and upload notes, tutorials, quizzes etc, as well as for students to upload assignments



#### Student email

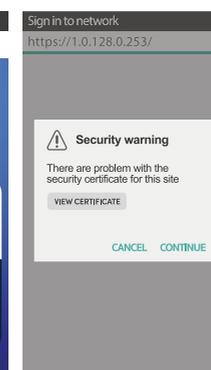
- The student email domain is xxx@studentiumw.edu.my
- The student email is easy to use, and uses the Gmail platform



#### Pluto

- Pluto is an online system that streamlines the campus administrative services that students need so they are all easily accessible in one place

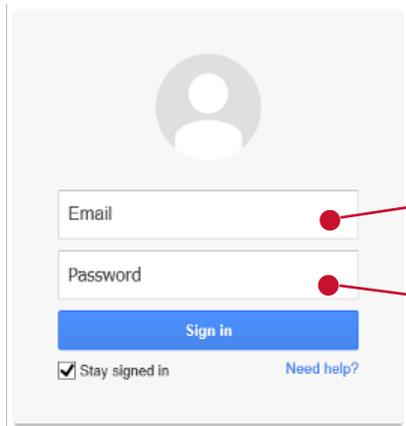
## STUDENT WIFI, NEW INTAKE



1. Select **Wi-fi\_Student@IUMW**
2. **Username : Matric Number (Lower Case)**  
**Password : Last 4 Digits (NRIC/Passport)**
3. Click **Continue**

# STUDENT EMAIL

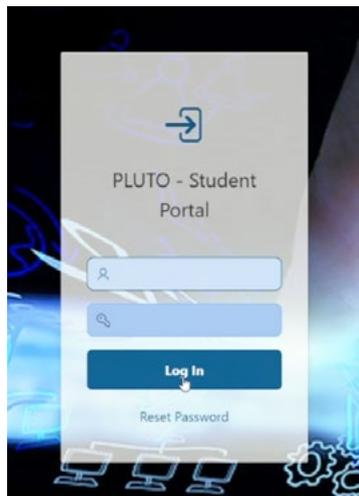
Go to Gmail login page



your\_student\_id (with small letters)  
e.g.: 201500241@student.iumw.edu.my

NRIC (12 digits only) / Passport No  
e.g.: 881122001234 / A123456789

# STUDENT PORTAL-PLUTO SYSTEM



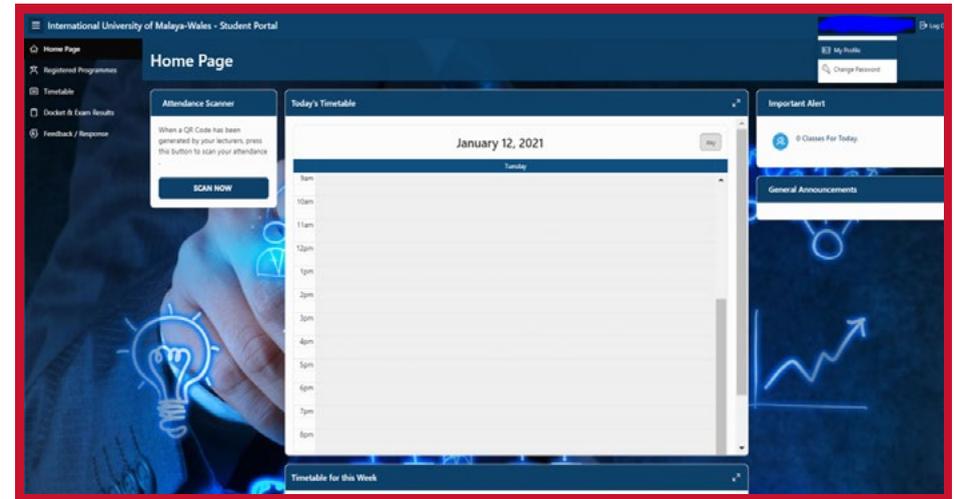
**Username:** student email address  
**Password:** Abcd\_1234 (1st time log in)

Once you have successfully logged in, you must change your password. Click your name on the right top corner, there will be an option to change your password

## Features:

The Student Portal within Pluto has 4 main functions:

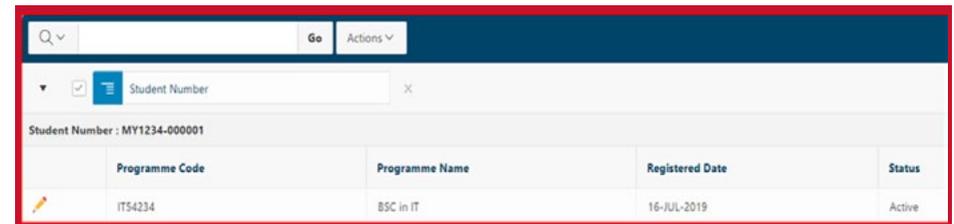
- Registered Programme (including Online Course/Subject Enrolment)
- Timetable
- Docket / Exam Results
- Feedback/ Response



## Registered Programme

This screen allows students to view information pertaining his/her enrolled programme. To view further details, please follow the highlighted button.

The text field with the magnification icon symbolises filtration to view 'Registered Programme/ Courses' according to the students' preferences.



Programme Code	Programme Name	Registered Date	Status
ITS4234	BSC in IT	16-JUL-2019	Active

Under 'Programme info', the system has divided several tabs as highlighted. Students can choose any tab to view records.

The screenshot shows the 'Student Programme' interface. At the top, there are navigation tabs: 'Show All', 'Registered Programme', 'List Of Enrolled Semester For Above Programme', 'List Of Enrolled Subject', and 'List Of Invoice And Collection For Above Programme'. The 'List Of Enrolled Subject' tab is selected. Below the tabs, there is a filter section for 'Physical Semester Number' with a dropdown menu set to 'All'. A table of enrolled subjects is displayed with the following data:

Enrolled Date	Programme Code	Study Intake	Study Mode	Academic Semester	Physical Semester	Subject code	Core Or Elective Subject	Credit Hours	Subject Behavior	Subject Status
16-JUL-2019	ITS4234	201907	Full Time	1	1	WEBD0113	Core	3	1st Attempt	Active
16-JUL-2019	ITS4234	201907	Full Time	1	1	NT001	Core	2	1st Attempt	Active

Under "List of Enrolled Semester for above Programme", students are able to print their course enrollment slip.

The screenshot shows the 'List Of Enrolled Semester For Above Programme' page. It features a search bar and a table of enrolled semesters. The 'Print Course Enrollment Slip' button is highlighted with a red box. The table data is as follows:

Print Course Enrollment Slip	Programme Code	Programme Name	Study Intake	Study Mode	Academic Semester	Physical Semester	Semester Behavior	Semester Status	Number Of Enrolled Course	Register Date
	BBA	Bachelor of Business Administration (Hons)	201911	Full Time	1	1	New	Completed	5	10-OCT-2019
	BBA	Bachelor of Business Administration (Hons)	202003	Full Time	2	2	1st Attempt	Completed	5	13-NOV-2019
	BBA	Bachelor of Business Administration (Hons)	202011	Full Time	3	3	1st Attempt	Active	5	27-NOV-2019

### Online Course/Subject Enrolment

- Students are able to enroll on subjects from the **Homepage** on the student portal. On the homepage, scroll down to **Online Course / Subject Enrolment** (you register the new subject here by clicking the **Select My Course/Subject** hyperlink as highlighted below)
- Your **Enrolment Log** (list of registered subjects) will appear here. To drop selected subjects, students must click the 'Dropped' hyperlink as highlighted below) and send confirmation to **Complaint Management**

**Note:** Subjects can only be chosen if the add/drop period is still active.

The screenshot shows the 'Online Course/Subject Enrolment' page. It includes a table of course subjects and an enrolment log. The course subjects table is as follows:

Course Name	Study Mode	Study Intake	Semester No	Course Subject Name	Add Drop Date From	Add Drop Date To	Selection Status
ITS4234 - BSC in IT	Full Time	201907	1	ENT0122 - Enterprise Systems	01-JUL-2019	01-NOV-2019	Selected
ITS4234 - BSC in IT	Full Time	201907	1	SDG2821 - System development	01-JUL-2019	01-NOV-2019	-
ITS4234 - BSC in IT	Full Time	201907	1	SSP133 - Digital Security & Forensics 2	01-JUL-2019	01-NOV-2019	Selected

Below the table is an 'Enrolment Log' section with a search bar and a table of enrolment records:

Programme Information	Course/Subject Name	Add Date	Current Status	Drop Date	Enrolled	Remarks	Last Updated By	Last Updated Date	Dropped Subject
ITS4234 - 201907 - 1	SDP133 - Digital Security & Forensics 2	18-AUG-2019 11:07AM	Preparing	-	-	-	MMTQKMHQ@DUAL.COM	18-AUG-2019 11:07AM	Dropped
ITS4234 - 201907 - 1	ENT0122 - Enterprise Systems	18-AUG-2019 11:08AM	Selected	-	Yes	-	MMTQKMHQ@DUAL.COM	18-AUG-2019 11:08AM	Dropped

By clicking 'Select My Course/Subject' hyperlink, the page below will be displayed where the student can choose Programme/Study intake/Semester & Course/Subject. After selecting the necessary information, the student will need to press the 'Create' hyperlink. As highlighted below the status of the enrollment is 'Preparing'.

The screenshot shows the 'Online Course/Subject Enrollment Form'. It contains the following fields:

- Programme / Study Intake / Semester:** BSC in IT - 201907 - 1
- Course/Subject:** ENT0122 - Enterprise Systems
- Add Date:** Auto generate upon saving this record.
- Status:** Preparing (Default when you add this subject = SELECTED. If you want to drop your selection, change it to DROPPED.)
- Drop Date:** System generate upon dropping this selection.
- Remarks:**

After clicking the 'Create' button, the page below will be displayed where the student will need to click on the 'Disclaimer' hyperlink as highlighted below.

**Online Course/Subject Enrollment Form**

Programme / Study Intake / Semester: **BSC in IT - 201907 - 1**

Course/Subject: **ENT0122 - Enterprise Systems**

Add Date: **16-AUG-2019**  
Auto generate upon saving this record.

Status: **Preparing**  
Default when you add this subject = SELECTED. If you want to drop your selection, change it to DROPPED.

Drop Date: System generate upon dropping this selection.

Remarks:

Last Updated By: **MATTDAMON@GMAIL.COM**

Last Updated Date: **16-AUG-2019 11:04AM**

**Disclaimer**

[Disclaimer](#)

**Course/Subject Information**

Course/Subject Code	Course/Subject Name	Course/Subject Description	Core Elective	Credit Hours	Local Student Charges	Overseas Student Charges	Classification	Min Attendance Percentages
ENT0122	ENT0122 / Enterprise Systems	Enterprise Systems	Core	3	2000	2600	-	80

After clicking the 'Disclaimer' hyperlink, a disclaimer statement will be displayed where the student must agree by clicking the 'I Agree' button in order to proceed with online enrollment for the subject. Once the disclaimer is agreed by the student the status of the enrollment will be changed to 'Selected'.

**Disclaimer For Subjects Enrollment**

Welcome to Subjects Enrollment Portal. Please Read this instruction carefully before you proceed.

- All active students must enroll their subject online.
- Student who resume their studies after a duration of temporary discontinuation of studies need to be prevent themselves at the AARO office for completing the enrollment process.
- Student enrolling subjects through the Subjects Enrollment Portal are subject to all rules and regulation of the University Collage as published in the student handbook.

I have checked the subjects enrolled and they are correct.

**Online Course/Subject Enrollment Form**

Programme / Study Intake / Semester: **BSC in IT - 201907 - 1**

Course/Subject: **SDLC0321 - System development**

Add Date: **16-AUG-2019**  
Auto generate upon saving this record.

Status: **Selected**  
Default when you add this subject = SELECTED. If you want to drop your selection, change it to DROPPED.

Drop Date: System generate upon dropping this selection.

Remarks:

Last Updated By: **MATTDAMON@GMAIL.COM**

Last Updated Date: **16-AUG-2019 11:43AM**

### Timetable

Students can view his/her timetable in this menu detailing holidays, class & exam schedule. Note: Student can view using navigation tools and hovering over a specific day's plan show additional information about the plan which includes time as highlighted.

**Your Time Table** [Print Timetable](#)

Navigation:

Month: **December 2019** |

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Tooltip for Dec 25: Christmas, Christmas Dec 25, 2019 12:00 AM

## Exam Results

Student can view and print his/her examination results and Exam Docket in this m

Print Exam Docket & Exam Result

To View	Programme Code	Intake	Study Intake	Academic Semester	Study Mode	Docket	Result
<a href="#">View</a>	BBA	201911	201911	1	Full Time	<a href="#">Print</a>	<a href="#">Print</a>
-	BBA	201911	202003	2	Full Time	-	Not Release
-	BBA	201911	202011	3	Full Time	-	Not Release

1 - 3 of 3

Exam Result

Here are the exam result by the programme and course, Please take note, ONLY exam result which are certified by the University will be publish in this page.  
\*\* University reserve the right to remove these exam result in the even re-marking are bring perform.

Course Code ↑↓	Academic Semester	Physical Semester	Subject Code	Study Intake	Final grade	Core Elective	Credit Hours	Subject Status	Subject Behavior	GPA	CGPA
DIT - Diploma In Information Technology	1	1	PM1014 - Principles of Management	201905	A+	Core	4	Active	1st Attempt	3.4	3.4
		1	BM11013 - Business Mathematics	201905	B	Core	3	Active	1st Attempt	3.4	3.4
		1	ELC1013 - English Language & Communication 1	201905	B	Core	3	Active	1st Attempt	3.4	3.4

## Feedback / Response

Student can create a feedback or response using this menu by clicking 'Create' button. Previous feedback/responses can be edited and/or viewed by clicking the 'pencil' icon as highlighted.

Reference No	Feedback / Response Date	Type	Feedback / Response Detail	Number of Follow-up	Status	Last Updated By	Last Updated Date
764251	16-JUL-2019	Student Record	Please update my new contact number -0171122334	0	Preparing	JOHNDOE1@GMAIL.COM	16-JUL-2019

Feedback / Response Management

\* Date  
16-JUL-2019 12:38PM

\* Department  
Registrar

\* Type  
Student Record

\* From  
John Doe 1

Hostel Room/Bed No.  
Select

\* Feedback / Response Detail  
Please update my new contact number - 0171122334

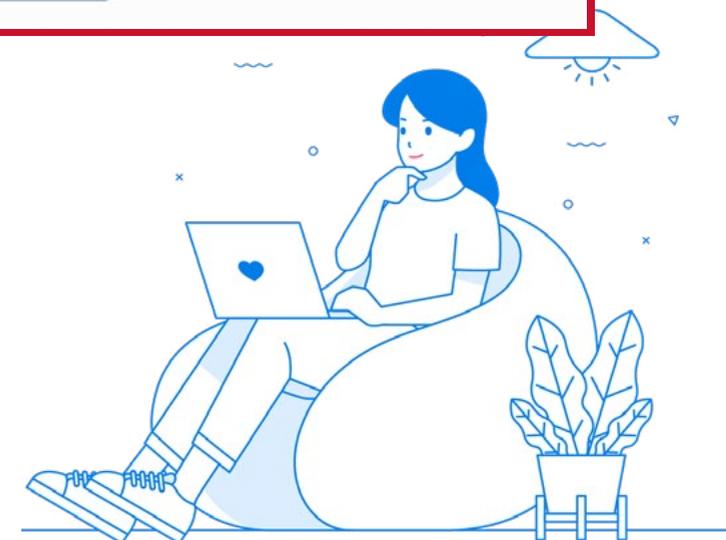
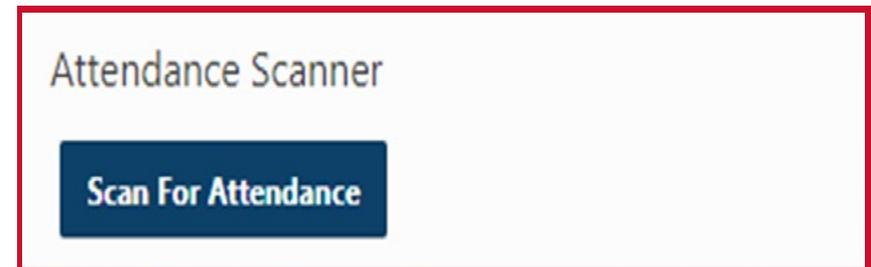
Picture No.1  
Choose File | No file chosen

Once the 'Create' button is pressed, a feedback/ response management form will appear to select and insert necessary information and/or image of documents.

Every student has their Unique QR for Counter purposes. Students must log in to their student portal to view the QR Code



This button is for attendance purposes, when the students enter their class, the lecturer will project the Timetable's QR Code on the screen, students have to click "Scan for Attendance" and scan, automatically, their attendance, time check-in, GPS Coordinate will be captured by the system and recorded in the attendance record.



## Section IX: Partnership with University of Wales Trinity Saint David (UWTSD)

**International University of Malaya–Wales (IUMW)** is one of the first universities in Malaysia to offer Dual Awards with direct credit transfer to a UK university and offers its students a chance to participate in the mobility programme. The mobility programme reflects IUMW's commitment to global education, allowing IUMW undergraduates to spend a semester at the University of Wales Trinity Saint David.

### a) Dual Awards

The IUMW–UWTSD dual awards allows students from IUMW to study in the UK at UWTSD campuses (depending on their award) for up to 60 UK credits or 40 Malaysian Credits of the undergraduate programme.

Students will spend approximately 3 months studying at our partner University (UWTSD); earning credits towards their IUMW degree. The semester students spend at UWTSD is an opportunity for students to experience student life in a foreign country and learn to be a global citizen.

UWTSD in particular emphasises sustainable development, innovation and enterprise in all its programmes. It is a good opportunity for students to experience a new method of studying, absorb new cultures and make new friends. Overseas study period can also improve career options.

English Language ability is tested and evidenced in various ways for study in IUMW, but also for UWTSD mobility (UK VI student visa requirements)

- For the undergraduate programmes, RM 12,000 per student
- For the Master's programmes, £1850 per student

### b) Mobility Options

Students who wish to travel to UWTSD to complete their semester will pay no additional tuition fee but do pay for their flight, accommodation and everyday expenses. This mobility programme is arranged for registered IUMW students.

The original programme was designed according to the standards agreed between IUMW and UWTSD based on; standards for student entry; module specification; transferable credits; course work requirements per institution and dual award student registration utilising the MQA and QAA guidelines.

IUMW also hosts UK students from UWTSD which further enhances the international ethos at the University, and develops academic and friendship networks.

## How to Apply to Study at UWTSD for one semester

### Step 1 – Applying through UWTSD

- You should discuss with the Programme Coordinator of your Faculty that you have an interest in studying abroad for a semester
- Once you have made that decision, you should then complete the application form and return it to the Programme Coordinator

The application form must include the following;

- One completed application form with signed and dated declaration.
- One completed academic reference
- Certified\* copies of original Quantification certificates/ transcripts
- Copy of financial evidence
- Certified\* copy of passport
- Certified\* copies of current and previously issued visas (IF APPLICABLE)
- Certified\* copies of current and previously issued CAS statements (IF APPLICABLE)
- IELTS certificates from a UKVI approved IELTS centre (where English is not the first language).

**\*A Certified Copy is a photocopy signed by a solicitor/lawyer/notary to confirm that it is an authentic copy**

### Step 2 – Receiving the unconditional offer

- The admission office at UWTSD will send an unconditional offer to students who wishes to study at UWTSD for the one semester.
- Once a Malaysian student receives the Unconditional Offer Letter – they could use this to gain entry into the UK for their short semester study
- For an International student, upon receipt of the Unconditional Offer Letter – they could then apply for the study visa.
- For students who receive the conditional offer letter, they will have to ensure the conditions stipulated will need to be fulfilled. Once the conditions are fulfilled; UWTSD will issue an unconditional offer letter – allowing students to travel to UK (with visa for foreign students)

### Your estimated costs for one semester at UWTSD

Here is the approximate estimated break down

- Accommodation – £70 –100 per week
- Flights – £500 – £800 (this will depend on the time of year & airport you fly to)
- Travel – Budget for trips and excursions
- Food = £50 per week (approx.) – The University may have meal plan options that may work out cheaper for you.
- Health insurance - this will vary
- Travel to and from university

### c) Direct Transfer to Wales

IUMW students have expressed interest in completing their degree in UWTSO. The international office at UWTSO will assist you to apply to the University.

For anyone wishing to study for more than one semester in Wales, then you must apply and pay FULL INTERNATIONAL FEES. Details of which can be found here:

<https://www.uwtsd.ac.uk/international/applications-and-admissions/fees/>

If your application is successful, then you will also need to comply with the UK immigration and Visa requirements.

Applications to other universities in the UK are possible, but dealing with our partner University UWTSO would likely be easier.

### d) Fees

There is an extra fee, if you wish to get DUAL AWARDS. IUMW encourages DUAL AWARD students to sign on for the staggered payment plan. All students who wish to have the Dual Award must complete a Registration Form. Wales will require payment for registration in Semester 4. Those on the payment plan, will have their fees paid by IUMW.

All students on the Dual Award will have their fees paid by IUMW, who will therefore incur transfer and exchange rate costs.

All your assessments will be sent to Wales for extra scrutiny. Retrospective registration will not be allowed.

### e) Other Ways to Interact with Wales

Non dual awards (single award) students cannot do the mobility programme.

#### a) STUDY VISITS -

SSC and faculties often arrange study visits to Wales. These short term initiatives allow you to get some idea of UK study. IUMW is also exploring possible summer school options, likely to take place in July and August.

#### b) GUEST TUTORS FROM WALES.

There are regular visits from Wales tutors who always try to teach at least one session in non-Dual Awards programmes e.g.; Foundation or IT etc.

#### c) 'STUDY ABROAD' for WALES STUDENTS;

Wales allows its students to visit IUMW. Please welcome and make friends with UK visitors to our campus. Consider doing joint projects or collecting data together



## Appendix I: Student Accommodation

Accommodation at IUMW is negotiated with local landlords. Quality and sharing is reflected in the range of prices. Please apply as soon as possible to allow easy allocation. Late application may result in only expensive options being available. The Student Services Centre (SSC) is the responsible department.

### a) Rental

- i. The Accommodation facilities fee / deposit must be paid at the time of registration / admission.
- ii. Rental must be paid to the Finance Counter by 7th of every month. Students shall comply with the Sub Tenancy Agreement of the Accommodation on the payment of rental, deposit and utilities payment.
- iii. Accommodation provided to the students is subject to cancellation if he / she fails to occupy the room in the prescribed time. Students will also forfeit their rooms if they fail to clear all their dues to the Accommodation by the date as stated in the Clause a ii above. In such cases they will be asked to vacate the Accommodation.
- iv. Nonpayment of rent will result in the withholding of Examination slips.
- v. The mandatory duration of accommodation is four (4) months or one (1) semester commencing on the commencement date of the accommodation calculated based on paragraph (v) below
- vi. Security Deposit 2 months.
  - a. Half (0.5) Month Utility Deposit
  - b. First Month Rental
  - c. Administrative Cost

### b) Allocation and Vacation of Accommodation

- i. IUMW reserves the right to enter student accommodation, in cases of violation of the rules occurs, unlawful activities are suspected or where a security risk is perceived. The rooms allocated to the students at the time of admission are for limited period of one semester. Room allocation is subject to cancellation if the student fails to occupy it in the stipulated time, is found absent from the room without prior warning or valid reason. Students will have to forfeit their allocation if they fail to clear all their rental dues by the scheduled date.
- ii. When a room becomes vacant, the keys must be returned to the Student Services Centre to facilitate allocation of the room to other students.

### c) General Rules

- i. Pets of all kinds are prohibited inside the Accommodation.
- ii. The students are advised not to keep large amount of cash and valuables in the room. The student is responsible for the safety of his / her belongings inside the room. Please consider buying personal belongings insurance.
- iii. All visitors including parents / guardians must be entertained only in the Accommodation's lounge area and during visiting hours only.
- iv. Any damage / breakage to Accommodation's property will be charged to the occupants of the room with a fine. Disciplinary action will also be initiated.
- v. Cooking in the room of the Accommodation unit is not permitted, unless you have a viridian based apartment.
- vi. All instructions / notices displayed in the Accommodation unit will be deemed to have been read by all the residents and excuses for non-compliance of such notices will not be accepted.
- vii. Possession and / or consumption of any prohibited drugs in the Accommodation area are not allowed. Students found committing such an offence will be evicted.
- viii. Possession of weapons or any items considered dangerous is not allowed in the Accommodation unit. Students found committing such an offence will be evicted.
- ix. Possession and / or consumption of alcoholic beverages in the Accommodation unit is not allowed. Students found committing such an offence will be evicted.
- x. Playing of loud music and disturbing the quiet atmosphere is not permitted as it disturbs the fellow residents. Playing any kind of outdoor games inside the Accommodation unit is not permitted.
- xi. Students must switch off all lights, fans and electrical appliances before leaving the Accommodation unit. This is to avoid accidental fire.
- xii. IUMW reserves the right to break open the rooms in case of violations of Accommodation rules, suspected unlawful activities and security risk cases or where the student is absent from his/her room for a long period without prior information and valid reason.
- xiii. Proxy room mates are forbidden. They are liable to be removed from the Accommodation. Students are not permitted to allow their rooms to be used by others.
- xiv. Students are not allowed to store pork or any types of non halal items inside the unit.
- xv. All utilities need to be settled and the proof of payment must be submitted to Accommodation Officer on a monthly basis.
- xvi. Smoking is strictly prohibited inside the unit.

### d) Curfew

- i. Students should return to their Accommodation Unit by midnight provided he/she has a late night approval pass on returning to the Accommodation Unit. The late night pass is available at the Student Services Centre of IUMW.
- ii. Students returning in the late night / early hours of the morning are to follow all the rules and regulation of the Accommodation Unit, such as not to make too much of noise.

## f) Damage of the Accommodation unit Property

Any damage to the Accommodation unit property will be made good by the students who are responsible for such damages. This includes driving in of nails, defacing of walls, damage to fixtures and furniture. Fines will also be levied in addition to disciplinary action.

## g) Maintenance of Accommodation unit

- i. The rooms and surrounding must be kept clean. Students are responsible for the cleanliness of their rooms and attached / common bathroom.
- ii. Any waste should be disposed in the proper manner at the designated rubbish collection points.
- iii. All maintenance complaints / requirements will be attended by the Student Services Centre of IUMW. Complaints must be lodged to the Student Services Centre. Students are not permitted to employ any outsiders for any such job without the permission of the Student Services Centre of IUMW.

## Appendix II: Examination Rules & Regulations

### a) Examination Rules and Regulations

- i. It is compulsory for all registered students to sit the required examinations for each programme.
- ii. Students have to fulfil the 80% attendance requirements otherwise they may be barred from the examination.
- iii. IUMW allows deferment of the examination for a student who is ill and can produce a medical certificate from a qualified Medical Doctor. The medical certificate must be given to the Registry within 24 hours prior to the start of the examination, and provided also the reasons are acceptable to IUMW. If serious illness takes place on the day of exam, please use the appeal process. Please note a simple note not specifying illness or by a non-registered practitioner will not be accepted.
- iv. Students are required to be present outside of the examination hall a minimum of 15 minutes before the examination is scheduled to begin.
- v. Students are to wait outside of the examination hall until the invigilator gives the permission to enter the examination hall, in an orderly manner through the designated door.
- vi. Students will not be allowed to enter the examination hall if 45 minutes has elapsed after the start of the examination.
- vii. All students are required to bring along their registration slips and their student ID cards into the examination hall, place them on the right hand side of their tables for checking by the Chief Invigilator.
- viii. Students who do not have their examination slips are not permitted to sit the examination unless given permission by the chief invigilator.
- ix. Students are not allowed to bring into the examination hall any book, papers, notes, pictures, any material containing notes, programmable calculator or materials, except with permission of the invigilator. All cheating cases will be referred. In this case of extensive or repeated unfair practice students will be expelled from the University.
- x. All mobile devices must be switched off and placed in bags at the front of the room.
- xi. Any device that gives unfair advantage must not be used.

## b) Examination Results

- i. Examination results normally be displayed on the notice board 7 working days after the examination board meets.
- ii. Appeals will be dealt with through the normal appeals process.

## c) Academic Integrity

- i. A student is not allowed to practice any form of falsification and plagiarism i.e. copying or allowing people to copy and/or plagiarize during exams, lab assignments, preparation of coursework or thesis and the like.
- ii. Students are not to commit any of the following academic violations:
  - Plagiarism, i.e. copying, or imitating the language, ideas, and thoughts of another author and passing off the same as one's original work
  - Referring or using any reference materials that are not permissible inside or outside of the examination room while the examination is in progress.
  - Giving or receiving any assistance from other students during the examination.
  - Taking, changing, hiding, damaging, or destroying any property related to the preparation or completion of the examination.
- iii. Disciplinary action will be taken against students who violated the above rules as prescribed by the disciplinary procedure of the University.

## d) Penalty

The Disciplinary Committee, if after having heard and found that the student had violated the rules on examinations, shall take the following action or actions, whichever is appropriate:

- Awarding zero (0) marks to the examination of the particular subject or zero (0) marks to the examination of the particular subject including the marks for coursework.
- Suspending the student for an appropriate period of time.
- Invalidating the results of examinations for all the subjects for the semester.
- Invalidating the whole examination results and expelling the student from the University

## e) Plagiarism

A student shall not plagiarise any idea, writing, data or invention belonging to another. Plagiarism includes the following:

- i. The act of talking an idea, writing, data or invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or creation.
- ii. An attempt to make out or act of making out, in such a way, that one is the original source or the creator of an idea, writing, data or invention which has actually been taken from some other source.
- iii. Without prejudice to the generality sub rule of plagiarism, a student plagiarises when he she: publishes, with himself/ herself as the author, an abstract, article, scientific or academic paper or book which is wholly or partly written by some other person; incorporates himself/ herself or allows themselves to be incorporated as a co-author of an abstract, article, scientific or academic paper, or book, when he has not at all made any written contribution to the abstract, article, scientific or academic paper, or book.

- iv. Forces another person to include his/ her name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he/she has not made any contribution which may qualify him as a co-researcher or co-author.
- v. Extracts academic data which are the results of research undertaken by some other person such as laboratory findings or fields work findings or data obtained through library research, whether published or unpublished and incorporate those data as part of his academic research without giving due acknowledgement to the actual source.
- vi. Uses research data obtained through collaborative work with some other person, whether or not that other person is a staff member or a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name as sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data.
- vii. Uses research data obtained through collaborative work with some other person, whether or not that other person is a staff member or a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name as sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data.
- viii. Transcribes the ideas or creations of others kept in whatever form, whether written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in any other form, and claims whether directly or indirectly that he is the creator of that idea or creation.
- ix. Translates the writing or creation of another person from one language to another whether or not wholly or partly, and subsequently presents the translation in whatever form or manner as his own writing or creation.
- x. Extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearranges them in such a way that it appears as if he/she is the creator of those ideas.

**Please note IUMW uses software to review assessments. Should you have doubts about referencing conventions, please attend the class workshops on this and consult your tutor.**

### Appendix III: Library Rules & Regulations

#### a) Loans

Open shelf collections can be borrowed by all registered members according to the Library circulation policy. Reference books and journals are not available for loan. Service Counter provides loans, returns, renewals and reservations services.

#### b) Loan Entitlement for Student

Open-shelf books, Academic Reserve and free range reading can be borrowed at the service counter.

Category of Members	Open-shelf Books	Academic Reserve Items	Late return penalty
Foundation	4 items / 14 days	1 item / 3 days	10 cent per day/per book (open shelf books) 50 cent per day/per book (academic reserve collection)
Undergraduate	5 items / 14 days	1 item / 3 days	10 cent per day/per book (open shelf books) 50 cent per day/per book (academic reserve collection)
Postgraduate	10 items / 30 days	1 item / 3 days	10 cent per day/per book (open shelf books) 50 cent per day/per book (academic reserve collection)
Aumni	2 items / 14 days (with deposit)	Reference only	

#### c) Loan Regulations

Members wishing to borrow library materials must produce their matriculation/membership card at the Service Counter.

Borrowers are not permitted to borrow or renew on behalf of other members.

## RENEWALS

Books, except for Free Range Collection and Academic Reserve Collection, can be renewed three (3) times unless they have been reserved by other users. Renewals can be done at the Circulation Counter, via online and telephone.

## RESERVATIONS

Only books on loan may be reserved. Reservations are made via online Pendeta WebOPAC.

## FINES

Borrowers are responsible for returning books before or on the due date. Fines will be imposed for items that are overdue.

## CHARGES FOR BOOKS ITEMS NOT RETURNED

Lost items or items not returned upon expiration of membership will be the responsibility of members. Members will be required to replace or pay twice the cost of replacing the books (based on current market value of lost items) or subject to a minimum charge of RM100/- per book for local publication and RM300/- per book for foreign publication or whichever is higher.

### d) General Rules & Regulations

In order to maintain a safe and welcoming environment for reading, learning and other Library activities, the IUMW Library and Resource Centre require all users to comply with the following General Rules and Regulations.

#### Prohibited Conduct:

Users may not engage in conduct that disrupts or interferes with the normal operations of the Library, its staff, or its use by other visitors. Such conduct may include:

- Damaging, defacing, misusing, mutilating or stealing any Library materials or property is liable to strict disciplinary action. This includes disabling Library equipment, changing the hardware or software or settings on a Library computer, or using a Library computer for a purpose other than that designated by the Library.
- Harassing or threatening behaviour.
- Using obscene or abusive language or gestures.
- Making unreasonable noise, including loud talking on a cell phone or otherwise.
- Engaging in sexual conduct or lewd behaviour.
- Possessing a knife, or any other weapon in violation of University ordinance.
- Smoking, including electronic cigarettes.
- Using alcohol or illegal drugs.
- Soliciting, petitioning, or canvassing.
- Selling or advertising any goods or services.
- Eating and drinking near library equipment such as computers, stacks, TV etc.
- Engaging in any activity in violation of federal, state, or local law or University or library policies.

#### Please also be aware that:

- The Library is not responsible for personal items that are lost, stolen, or damaged on Library premises.
- Library staff reserve the right to inspect bags or other personal property when users enter or leave the Library.
- Some items in the Library cannot be copied because of copyright laws, poor condition, or donor restriction.
- Library staff may ask users to show their IUMW Student /Staff ID or other ID at any time.
- Large groups that want to visit/tour the Library are required to obtain permission in advance.
- Photography and recording are not allowed on Library premises without prior permission.
- Certain rooms and other Library spaces may have additional restrictions.

**Users who do not follow the Library's General Rules and Regulations may be asked to leave and may lose their Library privileges. Visitors who violate IUMW Ordinances may also be subject to arrest or other legal action.**

# MAP OF IUMW



**Block A**  
**Academic Wing**  
 Ground Floor – IUMW Library  
 Level 1 – Seminar Room  
 Level 2 – Academic Office



**Block A**  
**Administration Wing**  
 Ground Floor – Lobby  
 ~ Registry Department  
 ~ Student Services Centre  
 ~ Marketing & Promotion  
 ~ International Office/ Visa  
 ~ Security Office  
 Level 1  
 ~ Finance Department  
 ~ Human Resource Depart  
 ~ Facilities Management &  
 Information System  
 Level 2 – Seminar Room

**Block C**  
 Ground Floor – IUMW Cafeteria / Auditorium  
 Student Centre





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