

STUDENT HANDBOOK 2018

U N D E R G R A D U A T E P R O G R A M M E



DRB-HICOM
UNIVERSITY
OF AUTOMOTIVE MALAYSIA



UNDERGRADUATE PROGRAMME

STUDENT HANDBOOK

2018 Second Edition

The content of this booklet is true and correct based on the date of publication.

DRB – HICOM University of Automotive Malaysia reserves the right to add, amend or make any alterations to the content of this booklet as and when necessary.

© April 2018

Copyright DRB-HICOM University of Automotive Malaysia

TABLE OF CONTENTS

Foreword by the Vice-Chancellor	4
General Information	5
Section 1 : Terms of Reference	7
Section 2 : Academic Rules and Regulations	21
Section 3 : Student Code of Conduct	43
Section 4 : Hostel Rules and Regulations	63
Section 5 : Library Rules and Regulations	74
Section 6 : Information and Communication Technology Rules and Regulations	80
Section 7 : Finance Guidelines	85

Foreword by the Vice-Chancellor



I am delighted to welcome you to be a member of the DRB-HICOM University. As a private educational institution, DRB-HICOM University is committed to produce talented and skilled professionals to join the workforce in the automotive sector of the company.

We also serve as an institution which enables employees of the companies from DRB-HICOM Group to continuously upgrade their skills and knowledge, complementing the automotive industry through sustainable development of human capital as it is the primary goal of DRB-HICOM University.

At DRB-HICOM University, students will enjoy the updated and modern ecosystem and facilities available.

Furthermore, DRB-HICOM U is a higher education institution which focuses on building skills in all automotive-related disciplines and designed to provide a steady stream of talent for the Group's human capital needs, as well as to nurture young talents from all over the region.

Professor Dato' Sr. Dr. Omar Osman
Vice-Chancellor
DRB-HICOM University of Automotive Malaysia

General Information

i. Introduction

The DRB-HICOM University of Automotive Malaysia (DRB-HICOM U) was formerly known as International College of Automotive (ICAM). DRB-HICOM U is owned by HICOM University College Sdn. Bhd (HUCSB), a subsidiary, wholly owned by DRB-HICOM Berhad.

DRB-HICOM U plays an active role in the Group's vision in realising the national aspiration of creating a knowledgeable and skillful workforce as prescribed in the New Economic Model by providing a continuous flow of trained and skilled employees to the Malaysian automotive industry.

ii. DRB-HICOM U Vision

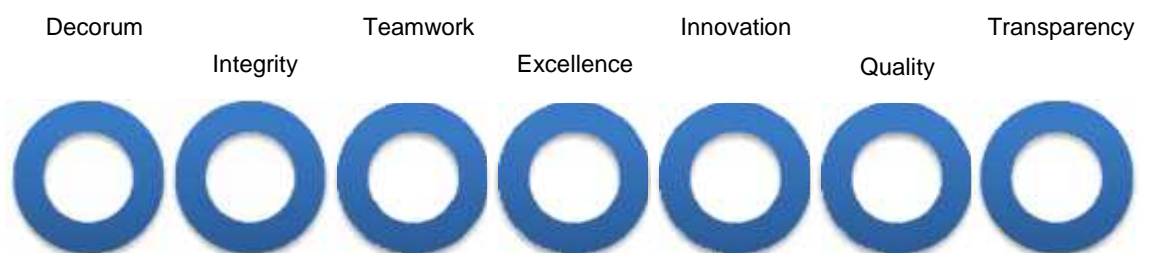
To be the ASEAN's Premier Innovation, Research and Education Institution for the Automotive Ecosystem and Sustainable Development.

iii. DRB-HICOM U Mission

Committed to Nurturing Global Entrepreneurial Leaders and producing Innovative Sustainable Services and Products for ASEAN's Automotive Ecosystem and Service Industries. This will be achieved by our Research and Teaching being recognized for its;

1. Excellence and Quality
2. Innovation & Creativity
3. Global Competitiveness and Partnerships
4. Contribution to Sustainable Development

iv. University Values



v. DRB-HICOM U Logo



The book is the symbol of learning and knowledge.



The straight horizontal line is the symbol of path of higher learning.



The arrow is the symbol of industry rising and going forward through knowledge.



The eight (8) tooth cogs is the symbol of automotive endeavour as well as prosperity of industry and business.



Section 1

TERMS OF REFERENCE

Table of Contents: Section 1: Terms of Reference

1.1	University	10
1.2	Senate	10
1.3	Senate Committees	10
	1.3.1 University Academic Committee	10
	1.3.2 Research and Innovation Strategy Committee	11
	1.3.3 University Examination Committee	11
	1.3.4 University Admission Committee	11
	1.3.5 University Awards Committee	12
	1.3.6 Academic Disciplinary Committee	12
	1.3.7 Student Development and Welfare Committee	12
	1.3.8 Student Disciplinary Committee	12
1.4	Vice-Chancellor	13
1.5	Deputy-Vice Chancellor	13
1.6	Registrar	13
1.7	Faculty / School	13
1.8	Dean	13
1.9	Deputy Dean, Academic & Research	13
1.10	Head of Department	13
1.11	Programme Coordinator	13
1.12	Academic Staff	14
1.13	Student	14
1.14	Programme	14
1.15	Programme Structure	14
1.16	Full-Time study	14
1.17	Part-Time study	14
1.18	Double Major	14
1.19	Major	14
1.20	Semester	14
1.21	Academic Session	14
1.22	Modes of Delivery	15
	1.22.1 Lectures and Tutorials	15
	1.22.2 Laboratory Work	15
	1.22.3 Project and Team-Based Learning	15
	1.22.4 Industrial Internship	15
	1.22.5 E-Learning	15
	1.22.6 Use of External Data Sources	15
	1.22.7 Adjunct Faculty	15
	1.22.8 Associate Faculty	16
	1.22.9 Academic Advisors	16
	1.22.10 Credited Co-Curriculum Activities	16
	1.22.11 Extra-Curricular Activities	16
1.23	Credit Hours	16
1.24	Grade	16
1.25	Grade Points	16
1.26	Grade Point Average (GPA)	16
1.27	Cumulative Grade Point Average (CGPA)	17
1.28	Final Examination	17
1.29	Special Examination	17
1.30	Special Leave	17

1.31	Examiner	17
1.32	Invigilator	17
1.33	Appeal of Reinstatement/Readmission	17
1.34	Suspension Period	17
1.35	Course	18
1.36	Elective Course	18
1.37	Equivalent Course	18
1.38	Pre-requisites Course	18
1.39	Repeat Course	18
1.40	Audit Course	18
1.41	Graduation Audit	18
1.42	Barred From Examination	18
1.43	Incomplete Grade	18
1.44	Facilities and Services	19
1.45	Academic Awards for Diploma/Degree	19
1.46	Examination Slip/Dockets	19
1.47	Examination Result Slip	19
1.48	Transcript	19
1.49	Scroll	19
1.50	Disciplinary Action	19
1.51	Deferment of Study	19
1.52	Suspension of Study	19
1.53	Withdrawal	19
1.54	Dismissal	20
1.55	Internship	20
1.56	Incomplete Status	20
1.57	Plagiarism	20
1.58	Appeal for Re-Marking of Final Examination Answer Script	20
1.59	Pre-registration	20
1.60	Readmission	20

DRB-HICOM U Rules & Regulations (RR) provides the framework for the conduct of academic activities, examination, the academic code of conduct, student code of conduct, hostel rules and regulation, library rules and regulation, computer laboratory rules and regulation and Finance and Student welfare rules and regulation for DRB-HICOM U students. It is intended to serve as a reference for students and staff of DRB-HICOM U.

The DRB-HICOM U RR is a valuable resource for you. Please take time to read it, and keep it handy. The handbook explains in great detail the DRB-HICOM U RR. If you have any questions or need further clarifications, you may refer to the respective department.

Take advantage of what DRB-HICOM U has to offer. Become a fully engaged, active participant while you are in DRB-HICOM U. You are laying the foundation for the rest of your life. Make it a firm foundation, supportive of an intellectually stimulating, creative, and personally fulfilling life.

1.0 Terms of Reference

1.1 University

University refers to DRB-HICOM University of Automotive Malaysia.

DRB-HICOM U is the acronym for DRB-HICOM University of Automotive Malaysia.

1.2 Senate

The Senate is an academic body of DRB-HICOM U and is subject to the provisions contained in the constitution, statutes, procedures and rules of DRB-HICOM U. It is empowered to monitor the development and delivery of academic programmes, research, examinations, awards, degrees, diplomas and certificates.

1.3 Senate Committees

1.3.1 University Academic Committee

The purpose of the University Academic Committee (UAC) is to oversee the academic affairs of the University, to review and make recommendations to Senate regarding academic programs and strategic priorities. The Committee ensures that DRB-HICOM University (DRB-HICOM U) has the policies, capabilities, programs, practices, measurement systems and evidentiary reporting capabilities in place to

1.3.1.1 realize DRB-HICOM U's mission and execute DRB-HICOM U's strategic priorities as a Professional and World Class Practice university, and

1.3.1.2 deliver on DRB-HICOM U's promise to students that they will receive high quality education, training and support in the field of study that they have chosen at DRB-HICOM U.

The Committee also provides guidance to Senate on matters essential to the academic quality and competitiveness of DRB-HICOM U's programmes (and on the investment required to achieve these ends) and oversees the implementation of resolves made by the Board to effectuate these goals.

1.3.2 Research and Innovation Strategy Committee

The Research and Innovation Committee develops policies and oversees services to promote excellence in research across the University.

The committee reports to the Senate and its responsibilities are:

- 1.3.2.1** to advise the Senate on matters related to Research and Innovation.
- 1.3.2.2** to oversee the University's strategic approach to Research and Innovation.
- 1.3.2.3** to receive reports from Faculty committees considering strategic and policy issues related to Research and Innovation. deemed
- 1.3.2.4** to develop and oversee structures and process for promoting and sustaining the high quality and productivity of academic staff.

1.3.3 University Examination Committee

The examination committee is responsible for administration and management of examination and the formulation of procedures, rules and anything related to the performance and completion of the process and to ensure accuracy and integrity in achieving this. The committee also work to ensure that the examination would be executed accurately and the integrity and completion of examination is at the best image and able to achieve the fairness and objectivity for all students. The objectives of this committee are:

- 1.3.3.1** to plan and implement all procedures for examination in order to ensure that the process is executed with accuracy, objectivity and integrity.
- 1.3.3.2** to develop rules and procedures in all matters related to examination and adjust the organization to ensure the accuracy and integrity.
- 1.3.3.3** to prepare and declare the examination timetables for students, faculties and administrative staff.
- 1.3.3.4** to provide all related services for examination such as request of re-exam and grievances.
- 1.3.3.5** to prepare statistics on exams by semester.
- 1.3.3.6** to provide the necessary proposals for the development of academic and administrative work on the examination matters.
- 1.3.3.7** to organize and facilitate receiving exam sheets from faculty members and handling the examination books to them so as to maintain the confidentiality of examination.
- 1.3.3.8** to store examination books appropriately.

1.3.4 University Admission Committee

The responsibilities of this committee are:

- 1.3.4.1** to advise the Senate and its committees about resolutions, policies and procedures related to admissions to award courses at the DRB-HICOM University.
- 1.3.4.2** to oversee and approve the publication of admissions advice.
- 1.3.4.3** to provide admission report by semester.
- 1.3.4.4** to exercise all reasonable means to provide and receive advice from the senior executive group and its relevant sub-committees.
- 1.3.4.5** To verify the student's admission into DRB-HICOM U.

1.3.5 University Awards Committee

The responsibilities of this committee are:

- 1.3.5.1** to publicise the awards and invite nominations, students in particular being encouraged to put names forward.
- 1.3.5.2** to make nominations, accompanied by a brief supporting paper.
- 1.3.5.3** to recommend the type of Awards to Senate.

1.3.6 Academic Disciplinary Committee

The purpose of this committee is to provide a fair procedure governing the investigation and hearing of alleged breaches of the code of professional ethics for educators. The responsibilities of this committee are:

- 1.3.6.1** to collect the facts of all complaints arising under the Code of Ethics.
- 1.3.6.2** to determine if a complaint has merit.
- 1.3.6.3** to facilitate an amicable resolution to a complaint where possible;
- 1.3.6.4** to conduct all disciplinary hearings.
- 1.3.6.5** to make a decision on a complaint after the completion of the disciplinary proceedings.

1.3.7 Student Development and Welfare Committee

The Student Development and Welfare Committee serves as a platform where all members meet, discuss and execute matters pertaining to students, academic or administrative in nature.

The objectives of the Student Development and Welfare Committee are:

- 1.3.7.1** to recommend on policies related to students' development and welfare.
- 1.3.7.2** to recommend on the enhancement of students' facilities, students' life and experience during their time at the University.
- 1.3.7.3** to focus on all relevant student issues determined by current events and/or through suggestions by committee members.
- 1.3.7.4** to review orientation processes and practices of each constituent in order to ensure the programmes meet the needs of all students.

1.3.8 Student Disciplinary Committee

The responsibilities of this committee are:

- 1.3.8.1** to discharge on behalf of the Senate matters related to student discipline as defined in the rules and regulations for students.
- 1.3.8.2** to advise and make recommendations to the Senate on matters related to the discipline of students in the University.
- 1.3.8.3** to summon before it for the purpose of giving evidence at any hearing of any student or employee of the University. Failure to attend upon such summons will be referred to the Chairman of the Senate.
- 1.3.8.4** to delegate the authority for imposition of penalties in regard to violation of rules and regulations to appropriate individual, posts and committees in the university.

1.4 Vice-Chancellor

The Vice-Chancellor is the Chief Executive Officer of the University and he is responsible in determining the University's directions in order to achieve its visions and missions.

1.5 Deputy Vice-Chancellor

The Deputy Vice-Chancellor-is an officer of the University who heads the Academic Division. Deputy Vice-Chancellor is responsible for all matters involving foundation, undergraduate and postgraduate academic studies and leads the Operation and Administration Division.

1.6 Registrar

The Registrar is an officer of the University, responsible in administering academic matters (students' intake, academic records, course registration, examinations, graduation approval and accreditation of Programmes), student affairs matter (student development, student welfare, student counselling and Hostel Management) and campus operation (IT, Library, Safety, Security and QC).

1.7 Faculty / School

The Faculty / School refers to any academic entity established by the University.

1.8 Dean

The Dean is an officer of the University who heads the Faculty / School. Dean is responsible for all faculty / school matters involving academic studies.

1.9 Deputy Dean

The Deputy Dean, is responsible to assist the Faculty Dean for all faculty matters involving academic studies.

1.10 Faculty Head of Department

A Faculty Head of Department (FHOD) is an officer of the Faculty who heads a particular academic department. FHOD is responsible for managing all academic and administration matters of the department.

1.11 Programme Coordinator

The Programme Coordinator (PC) is an academic staff appointed by the Faculty to head a particular programme or unit.

1.12 Academic Staff

An academic staff is a professional teaching staff appointed by the University. This includes senior professors, professor, associate professor, assistant professor, senior lecturer, lecturer, assistant lecturer, tutor and other individuals hired to teach at the University.

1.13 Student

A registered student, other than a student at an institution allied to the University, who is following a course of study, instruction, training or research of any description at the preparatory, undergraduate, postgraduate or postdoctoral level on a full time or part time basis in, by or from the University and includes a distance-learning, off-campus, exchange and non-graduating student.

1.14 Programme

Programme refers to the approved curriculum to be offered and conducted by the University.

1.15 Programme Structure

A Programme Structure is the curriculum component and study duration of a programme which depicts the specified courses to be taken for the purpose of conferment of a diploma / bachelor's degree.

1.16 Full-Time study

"Full-Time study" refers to a mode of study where student registers within the prescribed number of credits required per semester.

1.17 Part-Time study

"Part-Time study" refers to a mode of study where student registers half of workload of full-time study.

1.18 Double Major

"Double Major" refers to a student who fulfils the requirements of both majors.

1.19 Major

"Major" refers to the area of concentration of study.

1.20 Semester

Semester is the period fixed by the University for Student to complete a course of study.

1.21 Academic Session

Academic session consists of three (3) semesters as prescribed by the University (February, June and September).

1.22 Modes of Delivery

1.22.1 Lectures and Tutorials

1.22.1.1 A lecture is an oral course presentation conducted by a lecturer.

1.22.1.2 A tutorial is an oral course presentation conducted by a tutor or lecturer to complement the lectures and to enhance the students' understanding of the subject matter.

1.22.2 Laboratory Work

1.22.2.1 Laboratory work is a practical session to enable students to gain practical experience.

1.22.3 Project and Team-Based Learning

1.22.3.1 Project and Team-Based Learning is one of the methods in learning whereby a student is required to solve a particular problem using analysis and synthesis to come up with a solution. A lecturer acts as a facilitator while supervising students' project. Among the courses that utilizes the Project and Team-Based Learning method are Engineering Team Project (ETP) and Final Year Project. For ETP courses, the project is undertaken by a team of students from different programmes, supervised by a team of lecturers.

1.22.4 Internship Programme

1.22.4.1 A period of time within the programme during which the students are required to be placed in the industry to gain industrial experience and to enhance their skills.

1.22.5 E-Learning

1.22.5.1 E-Learning is an online learning method whereby students can access their course materials via web.

1.22.6 Use of External Data Sources

1.22.6.1 External Data Sources are reference materials available from other resource centers for example the library and Internet.

1.22.7 Adjunct Faculty

1.22.7.1 An adjunct faculty is an academic staff from other University appointed by the University to deliver lectures on topics related to the course content.

1.22.8 Associate Faculty

1.22.8.1 An associate lecturer is an industrial expert appointed by the University to deliver lectures on topics related to the course content.

1.22.9 Academic Advisors

1.22.9.1 All Undergraduate students will be assigned to an Academic Advisor.

1.22.10 Credited Co-Curriculum Activities

1.22.10.1 A credited co-curriculum activity is an extra-mural activity that is compulsory for all DRB-HICOM U students in order to fulfil the University requirements. Courses under credited co-curriculum activities include sports, uniform bodies, cultural and arts, martial arts and music.

1.22.11 Extra-Curricular Activities

1.22.11.1 An extra-curricular activity is a non-academic activity organized by students and approved by the University.

1.23 Credit Hours

A credit hour is a weightage given to a course based on the number of hours per week of lectures, tutorials, or laboratory work.

1.24 Grade

A grade is an assessment in a form of a letter grade signifying a student's performance in a particular course.

1.25 Grade Points

A grade point is the point given to a course based on the grade obtained multiplied by the credit hours allocated to it.

1.26 Grade Point Average (GPA)

A GPA obtained by a student at the end of a semester is calculated as follows:

$$\text{GPA} = \frac{\text{The total grade point values registered and attempted in the assessment of a particular semester}}{\text{The total credit hours of a particular semester}}$$

1.27 Cumulative Grade Point Average (CGPA)

A CGPA is the grade point average obtained by a student based on all courses he/she has completed to date. The calculation is based on the following formula:

$$CGPA = \frac{\textit{The total grade point values registered and attempted in the assessment of all semesters}}{\textit{The total credit hours accumulated over all semesters}}$$

1.28 Final Examination

Final Examination is a compulsory component to be given to students who are registered for non-project based course(s). It is compulsory for students to attend the final examination, failing which; the students will be given an 'F' grade.

1.29 Special Examination

Special Examination is a written test for repeat modules taken by graduating students who fail to sit for the final examination on approved grounds. This is to enable them to complete the study.

1.30 Special Leave

Special Leave is a leave applied by the students for the purpose of postponing their study due to certain circumstances.

1.31 Examiner

An examiner is a lecturer conducting academic assessment.

1.32 Invigilator

An invigilator is a qualified individual appointed by the University to invigilate a particular examination.

1.33 Appeal for Reinstatement / Readmission

An appeal for reinstatement/readmission is an application by a student who has been placed under dismissal status to continue study at the University.

The Appeal Committee shall decide to reject or to grant for reinstatement or readmission. Reinstatement refers to the decision to continue study in the same programme whereas readmission refers to the decision to continue study in another programme.

1.34 Suspension Period

A suspension period is a period in which a student is suspended from being a student of DRB-HICOM U due to disciplinary or academic reasons. The suspension period will be considered as part of the duration of study at DRB-HICOM U.

1.35 Course

A course is a subject that carries a unique code and a number of credit hours.

1.36 Elective Course

Elective course is a list of courses offered to all students which is not in any core course.

1.37 Equivalent Course

Equivalent Course is a course that is identified as being at the same level and/or having about the same content as another course.

1.38 Pre-requisites Course

Pre-requisites course are modules specified by the Programme which has to be completed/passed to enable students to enrol in the modules of subsequent levels.

1.39 Repeat Course

A student who failed a course or obtained an Incomplete Grade (I) from an earlier semester shall be required to repeat and pass the course at the earliest semester when the course is offered again.

1.40 Audit Course

An audit course refers to a course which is NOT part of programme curriculum, taken up by a student, which shall not be considered in the calculation of GPA and CGPA. The status of an audit course MUST be declared early during course registration and latest before the final examination begins to avoid getting grades posted by the examiners.

1.41 Graduation Audit

It is COMPULSORY to all final year students to furnish the Graduation Audit Form, two (2) semesters prior to the expected graduation semester.

The graduation audit process will be done at the academic department and the results of the expected graduation list will be tabled for endorsement by the Examination Committee.

1.42 Barred From Examination

Students who are barred from examination will not be allowed to sit for final examination and will be given an 'F' grade for the course.

1.43 Incomplete Grade

The Incomplete grade (I) will be given to a student who is not able to sit for final examination or to complete a course due to reasons accepted by the University.

1.44 Facilities and Services

Facilities and services are provided by the University to fulfil academic and non-academic requirements e.g. lecture theatres, laboratories, and information technology and sports facilities.

1.45 Academic Awards for Diploma/Degree

The Diploma/Degree is the conferment awarded to students who have fulfilled the programme requirements at diploma level/ degree level and have satisfied the conditions stipulated by the University.

1.46 Examination Slip / Dockets

The Examination Slip is a statement that lists all the registered courses and is used as an authorisation for students to sit for examination/assessments in a particular semester.

1.47 Examination Result Slip

The Examination Result Slip is a statement that lists all itemised information of the result assessments for a particular semester.

1.48 Transcript

The Transcript is an official statement printed by the University that lists the students' assessment results throughout the duration of the study.

1.49 Scroll

The Scroll is an official document printed by the University that endorses the conferment of a Diploma.

1.50 Disciplinary Action

A disciplinary action is the penalty imposed by the University Disciplinary Committee.

1.51 Deferment of Study

Deferment of study is the study deferment approved by the University and given to students based on certain cases.

1.52 Suspension of Study

Suspension of Study is a penalty by the University Disciplinary Committee that disallows students from resuming their study for a certain period of time.

1.53 Withdrawal

Withdrawal is a situation where a student opts to discontinue his / her study upon approval of the University.

1.54 Dismissal

Dismissal is a situation where a student fails to attain a pass in his / her study or a student who has utilized required duration of study but fails to fulfil programme requirements or a student who is terminated under the University Disciplinary Committee.

1.55 Internship

Internship is a University specified off class learning activity to fulfil the stipulated conditions of the conferment of Diploma. This training provides the exposure for students towards the working environment.

1.56 Incomplete Status

This is a status given to module in the form of practical/internship for which a student has failed to complete in a given semester.

1.57 Plagiarism

Plagiarism is reproducing the work and/or opinions of others obtained through print or electronic materials without acknowledging or disclosing their source.

1.58 Appeal for Re-Marking of Final Examination Answer Script

This is the process of re-marking of the final examination answer scripts for module that have final examinations.

1.59 Pre-registration

Pre-registration is the period of time in the semester during which currently enrolled students' signup for the next semester's module.

1.60 Readmission

Readmission applies to students who have previously been admitted to and attended DRB-HICOM U, at any level. Students, who do not enrol at the university for two consecutive semesters, must apply for readmission.



Section 2

ACADEMIC RULES AND REGULATIONS

Table of Contents: Section 2: Academic Rules and Regulations

2.1	Academic Calendar	24
2.2	Academic Administration	24
2.2.1	Duration of Study	24
2.2.1.1	Foundation Programme	24
2.2.1.2	Diploma Programme	24
2.2.1.3	Bachelor's Degree Programme	24
2.2.2	Mode of Study	25
2.2.2.1	Types of Mode of Study	25
2.2.2.1.1	Full-Time Mode	25
2.2.2.1.2	Part-Time Mode	25
2.2.3	Conversion of Mode of Study	25
2.2.4	Registration of Programme	25
2.2.5	Registration of Courses	25
2.2.6	Add/Drop/Withdrawal of Courses	26
2.2.6.1	Add/Drop of Courses	26
2.2.6.2	Withdrawal	26
2.2.6.2.1	Withdrawal from Courses	26
2.2.6.2.2	Withdrawal from Examination	27
2.2.6.2.3	Withdrawal from the University	27
2.2.7	Student's Attendance	27
2.2.8	Deferment	27
2.2.8.1	Deferment of Admission	27
2.2.8.2	Deferment of Study	27
2.2.9	Suspension of Studies	28
2.2.10	Late Course Registration	28
2.3	Academic Requirement	29
2.3.1	Curriculum of Study	29
2.3.1.1	University Courses	29
2.3.1.2	Faculty/Programme Courses	29
2.3.1.2.1	Faculty Courses	29
2.3.1.2.2	Programme Courses	29
2.3.1.3	Electives Courses	29
2.3.1.4	Internship Programme	29
2.3.2	Change of Programme and Study Mode	29
2.3.2.1	Change of Programme	29
2.3.2.2	Change of Study Mode	29
2.3.3	Course Exemption	30
2.3.4	Transfer of Credits	30

2.4	Assessment	32
2.4.1	Methods of Assessment	32
2.4.1.1	Coursework	32
2.4.1.2	Final Examination	32
2.4.2	Final Examinations	32
2.4.2.1	Eligibility	32
2.4.2.2	Examination Schedule	32
2.4.2.3	Examination Slip / Docket	32
2.4.2.4	Examination Attendance	32
2.4.2.5	Medical Certificate	32
2.4.2.6	Examination Rules and Regulations for Students	33
2.4.2.7	Special Examination	34
2.4.2.8	Breach of Examination Rules and Regulations	34
2.4.3	Grading System	35
2.4.3.1	DRB-HICOM U Academic Grading System	35
2.4.3.2	Other Grades in Academic Transcript	35
2.4.3.3	Repeat Course	36
2.4.3.4	Appeals for Remarking	37
2.4.3.5	Degree Awarding System	37
2.4.3.5.1	Diploma	37
2.4.3.5.2	Bachelor's Degree	37
2.4.3.5.3	Classes of Honours Degree	37
2.4.3.6	Awards	38
2.4.3.7	Examination Results	38
2.4.3.8	Withholding of Results	38
2.4.3.9	Academic Transcript	38
2.5	Academic Performance	39
2.5.1	Academic Misconduct	39
2.5.2	Satisfactory Performance	42
2.5.2.1	Dean's List	42
2.5.2.2	Pass	42
2.5.2.3	Academic Probation	42
2.5.2.4	Academic Dismissal	42
2.5.3	Appeals for Reinstatement	42

2.0 Academic Rules and Regulations

2.1 Academic Calendar

2.1.1 The University Academic Year is divided into three (3) semesters: February, June and September

2.1.2 The Academic Calendar is illustrated in **Table 1**:

Table 1: The Academic Calendar approved by The Senate*

Orientation Week

1 week

(Before the Beginning of the Academic Calendar)

SESSION	SEMESTER I (JULY SESSION)	SEMESTER II (OCTOBER SESSION)	SEMESTER III (FEBRUARY SESSION)
Lectures	12 Weeks	12 Weeks	12 Weeks
Revision Week	1 Week	1 Week	1 Week
Final Examination	2 Weeks	2 Weeks	2 Weeks
Semester Break	2 Weeks	2 Weeks	2 Weeks
Total	17 Weeks	17 Weeks	17 Weeks

**Subject to changes*

2.1.3 Any changes will be notified by issuing a new revision of the academic calendar.

2.2 Academic Administration

2.2.1 Duration of study

2.2.1.1 Foundation Programme

The duration of study for full-time Foundation Programme is three (3) semesters and achieving the total credit hours required.

2.2.1.2 Diploma Programme

The duration of study for full-time Diploma Programme is seven (7) to ten (10) semesters and achieving the total credit hours required.

2.2.1.3 Bachelor's Degree Programme

2.2.1.3.1 Faculty of Business

The duration of study for full-time Bachelor Programme is nine (9) to fifteen (15) semesters and achieving the total credit hours required.

2.2.1.3.2 Faculty of Engineering

The duration of study for full-time Bachelor Programme is is ten (10) to fifteen (15) semesters and achieving the total credit hours required.

2.2.2 Mode of Study

The types of mode of study offered by the University are based on the duration of study:

2.2.2.1 Types of Mode of Study

2.2.2.1.1 Full-time Mode

A full-time mode requires the students to follow and complete their programme of study within the period specified by the University.

2.2.2.1.2 Part-Time Mode

Part-Time Mode is similar in content with that of Full-Time Mode but for a longer period of study.

2.2.3 Conversion of Mode of Study

2.2.3.1 Students may apply to change their study mode from full-time to part-time or vice versa prior to the commencement of the new semester subject to approval from the respective Dean of Faculty.

2.2.3.2 Students who have been granted approval to change mode of study mode must register according to the credits or academic workload as stipulated by the University.

2.2.4 Registration of Programme

2.2.4.1 Registration of new students for all Programmes of Study will be at the beginning of the semester.

2.2.4.2 The registration for continuing students will be done on the date determined by the University. If the students fail to register without any valid reason, penalty will be imposed from the range of RM50 to RM160.

2.2.4.3 Students who are dismissed on disciplinary grounds are not allowed to apply for re-admission into any of the programme in the University.

2.2.4.4 Students who withdraw from the University can re-apply for admission into other Programmes of Study.

2.2.4.5 Students who have not registered within two (2) weeks after beginning of semester without any valid reason will not be allowed to register unless permitted by the Faculty Dean.

2.2.4.6 The continuing students who have discontinued their study because of deferment or are suspended need to re-register for the programme.

2.2.4.7 Any written reason must be approved by the Faculty Dean.

2.2.5 Registration of Courses

2.2.5.1 All students must register for every course taken during the semester.

2.2.5.2 The course registration for the following semester will be conducted at Week 10 of each semester. Student must complete the Course Registration before sitting for Final Examination.

2.2.5.3 All students must register the correct course code and name for all courses.

2.2.5.4 Registration of courses is conclusive unless the student is under probation, or dismissal status; or the student failed any of the pre-requisite courses.

2.2.5.5 Students are required to register during the prescribed registration period and comply with the credit hour requirement.

2.2.5.6 Students must pass the relevant pre-requisite course (s) before registering for the course at the subsequent level.

2.2.5.7 Students with any outstanding payments to the University will not be allowed to register for any courses, without prior written approval from the University.

- 2.2.5.8** All full time diploma students must register **a minimum of twelve (12) credit hours** and **a maximum of eighteen (18) credit hours** in a particular semester. However, this ruling may be waived for graduating students who are in their final semester.
- 2.2.5.9** All full time bachelor students must register **a minimum of twelve (12) credit hours** and **a maximum of eighteen (18) credit hours** in a particular semester. However, this ruling may be waived for graduating students who are in their final semester.
- 2.2.5.10** Part-time Students must register for a minimum of 6 credits and a maximum of 12 credits in a particular semester.
- 2.2.5.11** A student who needs to register for a course which is **less than the minimum** or **more than eighteen (18) credit hours** must get the approval from the respective Faculty Dean
- 2.2.5.12** Students are subject to the following Pre-registration exercise of the University:
 - 2.2.5.12.1** Pre-registration is not deemed as an automatic confirmation that a student may continue his studies in the next semester.
 - 2.2.5.12.2** Every student is compelled to confirm the course he/she has registered for; failing which he/she has to appeal to the Faculty Dean.
 - 2.2.5.12.3** Confirmation of course registration will be monitored by the respective Faculty.
 - 2.2.5.12.4** The pre-registration status of a student will automatically be cancelled when he/she is dismissed from the University for any reason.
- 2.2.5.13** Upon registration, it is the responsibility of the student to ensure that his/her personal information at the Admission and Records Unit at the Registry Office is accurate and up-to-date. The University shall not be held responsible for errors appearing in a Student's transcript, certificate or any other University document, due to the failure on the part of the Student to fulfil this obligation.

2.2.6 Add/Drop/Withdrawal of Courses

2.2.6.1 Add/Drop of Courses

- 2.2.6.1.1** Students are allowed to add/drop courses within the first two (2) weeks of the semester subject to the approval of the Head of Department and subject to the compliance of the total credit hours allowed.

2.2.6.2 Withdrawal

2.2.6.2.1 Withdrawal from Courses

- 2.2.6.2.1.1** Students are allowed to withdraw from the courses latest by week eight (8) of the semester provided that they maintain a minimum of twelve (12) credit hours. The course fee however, shall not be refunded.
- 2.2.6.2.1.2** Application for withdrawal from a course must be submitted to the Dean within the permitted period of time i.e. before the seventh week of a regular semester or the second week in a short semester.
- 2.2.6.2.1.3** Students who have been approved to withdraw from a course shall be recorded as having obtained grade **'W'** in the transcript.
- 2.2.6.2.1.4** Students who have failed to attend lectures for any course without withdrawing officially shall not be allowed to sit for examination and shall be given an **F** grade for the course concerned.

2.2.6.2.2 Withdrawal from Examination

2.2.6.2.2.1 Students who have registered for courses but are unable to sit for the examination due to some unavoidable circumstances may apply for withdrawal from the examination, subject to recommendation of the Head of Department and approval by the Deputy Vice-Chancellor, Academic and Research.

2.2.6.2.2.2 If the withdrawal is due to illness or injury, the student must furnish the University with a medical certificate or a letter certified by DRB-HICOM U's panel doctor. Upon approval, the student will be given an INCOMPLETE status and the student is required to repeat that particular course when it is next offered.

2.2.6.2.3 Withdrawal from the University

2.2.6.2.3.1 Withdrawal must be made by submitting the withdrawal form to the Admission and Record Unit and subject to approval by Dean of the respective Faculty.

2.2.6.2.3.2 Refer to clause 7.3 Fee Refund Policy for any application after add/drop period.

2.2.7 Student's Attendance

2.2.7.1 Students are required to attend lectures, tutorials, laboratories, project-based learning, additional lectures, co-curricular activities and meetings with academic advisors.

2.2.7.2 Students shall obtain written permission if they are unable to attend lectures, tutorials and laboratories as mentioned above.

2.2.7.3 The students are required to submit the application three (3) days before the actual date or, in emergency cases, after returning to campus by attaching the relevant supporting documents (medical certificate, death certificate) to be submitted to the respective lecturer.

2.2.7.4 The minimum attendance requirement is eighty percent (**80%**) for each course. A student who fails to fulfil this requirement may be barred from sitting for the final examination.

2.2.8 Deferment

A student who wishes to apply for a deferment must satisfy the following requirements:

2.2.8.1 Deferment of Admission

2.2.8.1.1 Applicants who have been accepted into a programme of study but have not yet registered can opt to defer their registration by completing the Deferment of Admission Form to the Admission and Record Unit before the Registration Day. Processing fee of RM50 will be charged upon application. The form should reach Admission and Record Unit before Registration Day to avoid the offer being revoked.

2.2.8.1.2 The period of deferment can be one (1) semester and not exceeding one (1) academic year upon approval from the Senate.

2.2.8.2 Deferment of Study

2.2.8.2.1 Students can request to defer their programme of study by completing the Deferment Form and meet the Faculty Dean for approval **not later than the second week of the semester due to the Refund Policy**. The application will be discussed in Senate and follow up by Registrar.

- 2.2.8.2.2** Students who are permitted to defer on medical grounds must produce medical evidence that they are fit to return to study before being permitted to register.
- 2.2.8.2.3** All successful applicants for deferment are exempted from paying the necessary fees and the length of absence is not considered as part of the period of study.
- 2.2.8.2.4** Students can be permitted to defer their study in any semester if they have a prolonged health problem. In this case, a letter from a recognized medical officer or appropriate authority is needed to confirm the condition. The period for which students are permitted to defer the semester will not be considered in the calculation of the maximum period permitted to obtain a degree.
- 2.2.8.2.5** Students may be permitted to defer their study in any semester for any reason other than health problem with permission from the respective Faculty Dean, and the permitted period for deferment will be calculated into the maximum period permitted in completing the programme.
- 2.2.8.2.6** Deferment can be allowed for a maximum period of one (1) academic session subject to approval from the respective Faculty Dean.
- 2.2.8.2.7** Students who have been allowed to defer their period of study will not be considered active students of this University and as such, are not eligible for any of the facilities accorded to registered students, except to seek advice on the continuation of their period of study.

2.2.9 Suspension of Studies

- 2.2.9.1** The period of suspension is considered as part of the duration of study.

2.2.10 Late Course Registration

- 2.2.10.1** In exceptional cases, students may be allowed to register for a course after the Add/Drop Period with the approval from the faculty.

2.3 Academic Requirement

2.3.1 Curriculum of study

A DRB-HICOM U study curriculum consists of the following components:

2.3.1.1 University Courses (equivalent with Compulsory Courses, Personal Development, HEP Course, General Courses and MPU)

University courses are those specified by the University as a requirement to fulfil the conditions for the conferment of a Diploma or Bachelor's Degree.

2.3.1.2 Faculty / Programme Courses

2.3.1.2.1 Faculty Courses (equivalent with Common Courses)

Faculty courses are the list of basic courses specified by the Faculty as a requirement to fulfil the conditions for the conferment of a Diploma or Bachelor's Degree.

2.3.1.2.2 Programme Courses (equivalent with Discipline Courses)

Programme courses are the list of core courses specified by the Faculty as a requirement to fulfil the conditions for the conferment of a Diploma or Bachelor's Degree.

2.3.1.3 Electives Courses

Elective courses are courses for a programme of study which students are free to choose from. The courses can be taken from all programmes of study in the University subject to approval.

2.3.1.4 Internship Programme

A period of time within the programme during which the students are required to be placed in the industry to gain industrial experience and to enhance their skills.

2.3.2 Change of Programme and Study Mode

2.3.2.1 Change of Programme

2.3.2.1.1 Students may apply for change of programme of study within two (2) weeks upon the commencement of academic session in any semester of study.

2.3.2.1.2 Students must fulfil entry requirements of the new programme subject to approval from the respective Faculty Dean, Registrar and sponsors (if any). Processing fees of RM100 will be charged for the second application onwards.

2.3.2.1.3 Students who have been granted approval for change of programme will also be considered for credit transfer.

2.3.2.2 Change of Study Mode

2.3.2.2.1 Students may apply to change their study mode from full-time to part-time or vice versa prior to the commencement of the new semester subject with the approval from the respective Faculty Dean.

2.3.2.2.2 Students who have been granted approval for change of study mode must register according to credits or academic workload as stipulated by the University.

2.3.3 Course Exemption

- 2.3.3.1** A student may apply for course exemption of credit based on the recognized academic work for a similar course at other academic institutions subject to the approval from the respective Faculty Dean. The exemption of credit will be recorded in the University transcript and the student is deemed to have completed a similar number of credit hours in order to obtain a degree. Calculation of Cumulative Grade Point Average (CGPA) will be based upon credit hours completed at University.
- 2.3.3.2** For students with related working experience, i.e. - (Diploma in Accounting and has been working at least 5 years in accounting field), the students will be given course exemption subject to evaluation by the faculty.
- 2.3.3.3** The credit for the exempted course must be replaced to fulfil the required total credit hours for graduation.
- 2.3.3.4** A student from other institutions approved by University may request exemption of relevant courses at least 80% equivalence in syllabus and a minimum grade of 'C' marks. Any exemption is limited to a maximum of 30% of University courses. A student who undergoes the Student Exchange/Study Abroad programmes with any institution approved by University may request credit exemption for relevant courses in University.

2.3.4 Transfer of Credits

- 2.3.4.1** Credit transfer is a process to transfer the credit for a course taken by a student prior to enrolment in the current programme. The credit hour and grade attained for the course is not taken for calculation of GPA/CGPA. The transferred credits are counted as part of fulfilment of the required total credit hours for graduation.
- 2.3.4.2** Students graduated with a diploma or transfer from another university who plan to join DRB-HICOM University of Automotive Malaysia (DRB-HICOM U) may be granted credit transfer, subject to the following conditions: -
- 2.3.4.2.1** The credit value for the course is equal to (or more than) the credit value of the course offered at DRB-HICOM U.
- 2.3.4.2.2** The courses must be taken not more than **FIVE (5)** years from the date of application.
- 2.3.4.2.3** Courses that will be given credit transfer must be from an accredited programme by MQA or other recognized accrediting bodies.
- 2.3.4.2.4** The course content of the earlier course must be at least 80% similar to the course offered at the DRB-HICOM U.
- 2.3.4.2.5** A student must obtain at least a minimum of "C" grade.
- 2.3.4.2.6** DRB-HICOM U reserves the right to conduct a test to determine whether the applicant has attained adequate proficiency in the course to qualify for credit transfer.
- 2.3.4.2.7** Students must apply for credit transfer by completing the form provided and submitting it to the respective Faculty.
- 2.3.4.2.8** The course that has been granted credit transfer will be taken as a course in fulfilment of programme.
- 2.3.4.2.9** Students are required to make a detailed review based on the structure of the programme before applying for credit transfer.
- 2.3.4.2.10** **Students may only apply for credit transfer within two (2) weeks from the beginning of their first semester.**

2.3.4.2.11 Students are requested to submit the syllabi of courses with credit transfer application form for evaluation for any courses that are not listed in the Credit Transfer Guide.

2.3.4.3 Category of Credit Transfer:

2.3.4.3.1 Credit transfer can be categorized as follows:

2.3.4.3.1.2 Vertical – credit transfer between different levels of studies i.e. Diploma to Degree

2.3.4.3.1.3 Horizontal – between programmes of the same level of studies i.e. Certificate to Certificate, Diploma to Diploma and Degree to Degree.

2.3.4.3.2 Provision for Vertical Credit Transfer

2.3.4.3.2.2 Credit from courses of certificate level is transferable.

2.3.4.3.2.3 Credit from courses of higher level of studies is NOT transferable to lower level of studies.

2.3.4.3.2.4 Credit from courses of diploma level is transferable to bachelor level up to 30% of the programme's total credit hour with maximum of one year of studies.

2.3.4.3.2.5 Credit from courses of Advance Diploma can be considered for transfer with maximum of two (2) years of studies.

2.3.4.3.3 Provision for Horizontal Credit Transfer.

2.3.4.3.3.2 Unlimited credit transfer is allowed for student that would like to continue their study in same level in the same university.

2.3.4.3.3.3 A student who has a conferred degree from other university can receive up to a maximum of 30% of a new programme of studies at the same level with maximum of one year of studies.

2.3.4.3.3.4 A student who change or withdraw from a programme but in the same field is eligible to apply for credit transfer. There is no limit for credit transfer within the same institution. The credit transfer limit for a student from a different institution is 70% from the total graduating credit hours. There must be a minimum of one (1) year worth of credit left to be completed.

2.3.4.3.3.5 Credit transfer can be considered for a student who has withdrawn from a programme and wish to resume studies in other programme at the same level. There is no limit for credit transfer within DRB-HICOM U.

2.3.4.3.3.6 Student's credit hours will be accounted in total credit hours and a student's grade will be calculated in GPA and CGPA.

2.4 Assessment

An assessment is an evaluation of a student's performance through examinations, tests, laboratory work, assignments, oral presentations, industrial internship, workshops and other activities specified by the lecturer.

2.4.1 Methods of Assessment

Students are assessed throughout the semesters through their coursework and the final examinations which are determined for respective courses.

2.4.1.1 Coursework

Coursework comprise of tests, assignment, laboratory work, oral presentations, workshop practices, projects and others.

2.4.1.2 Final Examination

Final examination sessions are usually held at the end of the semester. There are courses whereby students are assessed throughout the semester without having to sit for final examinations.

2.4.2 Final Examinations

2.4.2.1 Eligibility

All students are eligible to sit for examination in condition that they have:

2.4.2.1.1 Registered for the course, and

2.4.2.1.2 Fulfilled the minimum of 80% attendance requirement as stated in the course outline.

2.4.2.1.3 Settled all outstanding dues with University

2.4.2.2 Examination Schedule

The examination schedule is planned following the academic calendar at the end of semester. Any travel arrangement for the semester break must be made after the examination week as the clashes between the examination dates and the traveling dates will not be considered.

2.4.2.3 Examination Slip / Docket

An examination slip / docket is a compulsory document to be presented during final examination. Students are required to collect their examination docket at the time and place specified by the Registration & Examination Unit of Registry. The Exam Docket is collected from Exam Unit and must be validated by the student. Failure to do so will result in a penalty and/or barred from sitting for the examination.

2.4.2.4 Examination Attendance

Students who fail to sit for any final examination without written approval will obtain an 'F' grade for the course(s) involved.

2.4.2.5 Medical Certificate

The University will only recognize medical certificates from, local Government Hospitals and other health establishment recognized by University. Time Slip is a slip given to a student by the clinic to indicate that the student had gone to see the doctor for medical consultation.

2.4.2.6 Examination Rules and Regulations for Students

- 2.4.2.6.1** Proper attire as specified in the University dress code should be worn during the examinations.
- 2.4.2.6.2** Students are required to arrive at the examination venue thirty (30) minutes for security screening before the examination begins.
- 2.4.2.6.3** Students are not allowed to sit for the examination if they arrive thirty (30) minutes after the examination starts.
- 2.4.2.6.4** Students are not allowed to enter the examination hall until being instructed by the Head of Invigilators.
- 2.4.2.6.5** Only pencils, pens, erasers, rulers, non-programmable calculators and other items as allowed by the Head of Invigilators can be brought into the examination hall.
- 2.4.2.6.6** Students are not allowed to bring any form of document e.g. books, notes, papers and other materials without the permission of the Head of Invigilators.
- 2.4.2.6.7** Students are not allowed to enter the examination hall without their student ID card and examination slip.
- 2.4.2.6.8** Students are not allowed to open the question booklet until they are instructed to do so.
- 2.4.2.6.9** Students are advised to read the instructions on the cover page of the question papers before the start of the examination.
- 2.4.2.6.10** Students are required to place their student ID card and examination slip on the right corner of their table.
- 2.4.2.6.11** Students are not allowed to smoke in the examination hall.
- 2.4.2.6.12** Food and drinks are not allowed in the examination hall.
- 2.4.2.6.13** Handphones and other electronic devices (eg. Programmable Calculator, smartphones, smartwatch, tablet devices, iPod. Notebook, Camera etc) are prohibited in the examination hall.
- 2.4.2.6.14** Students are required to fill in all the necessary information on the answer booklet and attendance slip.
- 2.4.2.6.15** Students are not allowed to write their names and student numbers on the answer sheet.
- 2.4.2.6.16** Students are not allowed to leave the examination hall thirty (30) minutes after the examination starts and thirty (30) minutes before the examination ends.
- 2.4.2.6.17** Any parts of the answer booklet or papers are not allowed to be taken out of the examination hall.
- 2.4.2.6.18** Students are not allowed to communicate with, receive assistance from or copy and/or allow other students to copy from them during an examination. Students who fail to abide the academic rules and regulations and are caught copying, bringing notes, cheating or attempting to cheat, will be testified for Academic Misconduct and the case will be deliberated in University Academic Disciplinary Committee. Penalties or disciplinary actions for cheating or attempting to cheat which include Academic Dismissal will be imposed to students who fail to comply the academic rules and regulations.
- 2.4.2.6.19** Students are not allowed to make any noise during the examinations.
- 2.4.2.6.20** Students should stop writing once the Head of Invigilator has instructed them to do so at the end of the examination. An invigilator has the right to reject a student's answer booklet if he/she fails to do so.

- 2.4.2.6.21** Students are not allowed to leave the examination hall until instructed by the Head of Invigilator.
- 2.4.2.6.22** Students are advised to recheck all the necessary information in the answer booklet before handing it to the invigilator.
- 2.4.2.6.23** Students are required to tie the answer booklet and any other relevant papers, which they intend to submit to the invigilator if necessary.
- 2.4.2.6.24** Students are required to sit for the final examinations of all registered courses unless a permission to withdraw from the course has been granted.
- 2.4.2.6.25** All answers must be in ink except for diagrams and answers on the Optical Mark Reader (OMR) sheet.
- 2.4.2.6.26** A student who wishes to visit the washroom must obtain permission from and must be accompanied by the Invigilator.
- 2.4.2.6.27** During an examination, any kind of communication is not allowed in the examination hall except with the Head of Invigilator and authorized persons.
- 2.4.2.6.28** All bags and books must be placed at the space specified by the Invigilators outside the examination halls.

2.4.2.7 Special Examination

- 2.4.2.7.1** Students who are unable to take the final examination due to medical reasons or reasonable causes may with approval take a special examination at a designated time. Students who are allowed to take special examination are as follows:
 - 2.4.2.7.1.1** Students with a pass status but fail in one or two courses for the semester (final semester) before undergoing internship programme.
 - 2.4.2.7.1.2** Final semester and graduating students who are unable to sit for the final examination for one or two courses and are certified as unwell by University panel clinics. Approval from respective Faculty Dean is required.
- 2.4.2.7.2** The student must immediately notify the Examination Unit using the appropriate form and furnish appropriate evidence e.g. a supporting medical certificate and medical report obtained at the time of the illness.
- 2.4.2.7.3** Except in unusual circumstances approved by The Senate, notification by the student received more than one (1) week after the date of the last examination will not be taken into account by the University.
- 2.4.2.7.4** The Examination Fee for the special examination is RM100.00 per course.

2.4.2.8 Breach of Examination Rules and Regulations

Should a student breach any of the above conducts, the Head of Invigilators has the authority to disqualify him/her from the examination.

If a student is found guilty, he/she will be given an 'F' grade for the course and may be suspended from his studies for a period determined by the University or other actions deemed suitable.

2.4.3 Grading System

2.4.3.1 DRB-HICOM U Academic Grading System

Grading System			
Marks Range	Grade	Point Value	Status
80 – 100	A	4.00	Pass
75 – 79	A-	3.67	
70 – 74	B+	3.33	
65 – 69	B	3.00	
60 – 64	B-	2.67	
55 – 59	C+	2.33	
50 – 54	C	2.00	
45 – 49	C-	1.67	
40 – 44	D	1.00	
0 – 39	F	0.00	Fail

Note:

A student could repeat courses with grades lower than 'C'. The better result will be used in the CGPA calculation.

2.4.3.2 Other Grades in Academic Transcript

Students may find certain symbols shown below in their transcripts. These symbols mean the following:

GRADE	DESCRIPTION																																								
Result for internship shall be in grade. This is to increase student's CGPA.	<table border="1"> <thead> <tr> <th colspan="4">Grading System</th> </tr> <tr> <th>Marks Range</th> <th>Grade</th> <th>Point Value</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>80 – 100</td> <td>A</td> <td>4.00</td> <td rowspan="9">Pass</td> </tr> <tr> <td>75 – 79</td> <td>A-</td> <td>3.67</td> </tr> <tr> <td>70 – 74</td> <td>B+</td> <td>3.33</td> </tr> <tr> <td>65 – 69</td> <td>B</td> <td>3.00</td> </tr> <tr> <td>60 – 64</td> <td>B-</td> <td>2.67</td> </tr> <tr> <td>55 – 59</td> <td>C+</td> <td>2.33</td> </tr> <tr> <td>50 – 54</td> <td>C</td> <td>2.00</td> </tr> <tr> <td>45 – 49</td> <td>C-</td> <td>1.67</td> </tr> <tr> <td>40 – 44</td> <td>D</td> <td>1.00</td> </tr> <tr> <td>0 – 39</td> <td>F</td> <td>0.00</td> <td>Fail</td> </tr> </tbody> </table>	Grading System				Marks Range	Grade	Point Value	Status	80 – 100	A	4.00	Pass	75 – 79	A-	3.67	70 – 74	B+	3.33	65 – 69	B	3.00	60 – 64	B-	2.67	55 – 59	C+	2.33	50 – 54	C	2.00	45 – 49	C-	1.67	40 – 44	D	1.00	0 – 39	F	0.00	Fail
	Grading System																																								
	Marks Range	Grade	Point Value	Status																																					
	80 – 100	A	4.00	Pass																																					
	75 – 79	A-	3.67																																						
	70 – 74	B+	3.33																																						
	65 – 69	B	3.00																																						
	60 – 64	B-	2.67																																						
	55 – 59	C+	2.33																																						
	50 – 54	C	2.00																																						
	45 – 49	C-	1.67																																						
40 – 44	D	1.00																																							
0 – 39	F	0.00	Fail																																						
I (Incomplete)	This status is awarded to students who fail to sit for an examination or fail to complete assignments such as projects, in the time given, due to illness and supported by verifications by the Medical Officer or for other reasons with the approval of the Deputy Vice-Chancellor, Academic and Research. The student is required to sit for a special examination as a replacement for the initial examination or finish the incomplete assignment at a date to be fixed by the Deputy Vice-Chancellor, Academic and Research. An appropriate time extension will be considered.																																								
IP (In Progress)	This status is given to students at the end of the first semester of their Final year Project. This status indicates the work progress of the students before a final grade is awarded in the later semester.																																								

GRADE	DESCRIPTION
W (Course Withdrawal)	This status is given to students who have withdrawn a registered subject within the allocated time. The subject will not be calculated in the GPA. Students who have withdrawn a subject after the specific date will be awarded the appropriate grades.
IC (In Complete)	This is due to alleged breach of Academic Integrity pending results of enquiries.
CE / CR (Credit Exemption / Credit Replacement)	This status is given to students who have been granted credit Exemption / Replacement for certain subjects in accordance to relevant regulations. In such cases, students will be regarded as having received the credit hours for the relevant University subjects.
CT (Credit Transfer)	This status is given to student granted with transfer of credit for a course taken prior to enrolment in the current programme. The credit hour and grade attained for the course is not taken for calculation of GPA/CGPA.
AU (Audit)	This status is given to students who have registered for a subject but do not take part in the assessments.
XB (Bar from Examination)	This status is given to students who have failed to attend more than 80% of lessons. Students with this status are considered to have failed in the final examination and also in the overall assessment of the subject.
XA (Absent during Final Examination)	This status is given to students who have failed to attend the final examination without any medical reason or approval from the Deputy Vice-Chancellor, Academic and Research.
XM (Examination Misconduct / Plagiarism)	This status is given to students who have failed due to examination misconduct or plagiarism in their academic project or assignment.

2.4.3.2.1 Students with Grade XB, XA and XM will be given grade point of 0.00 and shall repeat the subject in the subsequence semester and pay the required fees.

2.4.3.2.2 The XB, XA and XM will appear in their examination result slips but not in their academic transcript.

2.4.3.3 Repeat Course

2.4.3.3.1 A student who obtains grade F must repeat the course.

2.4.3.3.2 Students are not permitted to repeat more than two times unless granted with approval from the Senate.

2.4.3.3.3 Only the best grade will be taken for the calculation of CGPA and the original result will not be annulled and recorded in the transcript.

2.4.3.3.4 Fee for Repeat Course is calculated by using the formula below:

$$\text{Repeat Course Fee} = \frac{\text{Total Tuition Fees}}{\text{Total Credit hours per programme}}$$

Eg: For DMS Programme

$$\text{RM}36,500 = \text{RM}406.00 \text{ (per credit)} + \text{RM}100 \text{ (Examination Fee)}$$

90 credits

$$\text{For 3 credit course} = \text{RM}406.00 \times 3 \text{ credit} = \text{RM}1218.00 + \text{RM}100$$

Total Fee to be paid - RM1318.00

2.4.3.4 Appeals for Remarking

If a student is dissatisfied with the final exam results, an appeal for remarking may be made within three (3) days after the results are released. The appeal shall be forwarded to Registration & Examination Unit of Registry. Procedures of remarking are:

2.4.3.4.1 Students who intend to apply for a remarking of the final examination scripts must fill in an application form, which can be obtained from Registration & Examination Unit of Registry Office.

2.4.3.4.2 Students are required to make a payment of **RM50.00** (Ringgit Malaysia Fifty Only) to the Finance and Fund Management Department.

2.4.3.4.3 Students are then required to submit the application form together with the receipt of payment to Registration & Examination Unit of Registry Office.

2.4.3.4.4 The answer scripts will be checked by the respective examiners and will be brought to the Examination Committee for consideration.

2.4.3.4.5 Students will be informed on the status of the re-marking and if there are changes to the final marks, a new result slip will be issued to the students.

All decisions are final and re-appeal will not be allowed.

2.4.3.5 Degree Awarding System

Subject to approval by the Senate, a student will be awarded with:

2.4.3.5.1 A Diploma

Provided that the student has:

2.4.3.5.1.1 Studied at DRB-HICOM U for not more than sixteen (16) semesters for Diploma Programmes and;

2.4.3.5.1.2 Obtained at least the required **credit hours** from the prescribed courses and electives and;

2.4.3.5.1.3 Completed the internship programme and;

2.4.3.5.1.4 Fulfilled all specified requirements of the programme and;

2.4.3.5.1.5 Obtained a minimum Cumulative Grade Point Average (CGPA) of 2.00

2.4.3.5.2 A Bachelor's Degree

Provided that the student has:

2.4.3.5.2.1 Studied at DRB-HICOM U not more than eleven (11) semesters for Degree Programmes and;

2.4.3.5.2.2 Obtained at least the required **credit hours** from the prescribed courses and electives and;

2.4.3.5.2.3 Completed the internship programme;

2.4.3.5.2.4 Fulfilled all specified requirements of the programme and;

2.4.3.5.2.5 Obtained a minimum CGPA of 2.00

2.4.3.5.3 Classes of Honours degree:

Classes of Honours degree awarded are as follows:

2.4.3.5.3.1 Classification CGPA from CGPA to

First Class	3.75 - 4.00
Second Class Upper	3.00 - 3.74
Second Class Lower	2.00 - 2.99

Note:

The above Classes of Honours classification is subject to the Senate's final approval.

2.4.3.6 Awards

There are five (5) categories of award given to graduates who have fulfilled the criteria prescribed by the Senate. The awards are as follows:

2.4.3.6.1 Chancellor's Award

The Chancellor's Award is bestowed upon the most versatile First Class Students.

2.4.3.6.2 Chairman's Award

The Chairman's Award is bestowed upon the students who have achieved the best academic performance at University level.

2.4.3.6.3 Vice-Chancellor's Award

The Vice-Chancellor's Award is bestowed upon the students with top three best overall performance at Faculty level.

2.4.3.6.4 Book Prize Winners Award

The Book Prize Winners Award is bestowed upon the best students in every programme.

2.4.3.6.5 Special Award

The Special Award is bestowed upon the students who have achieved outstanding feats as approved by the Senate.

2.4.3.7 Examination Results

Examination results will be announced to students upon approval by the Senate and the result slips will be sent to parents and sponsors (where applicable). The University reserves the right to retain the examination result slip if the student fails to observe the University Rules and Regulation.

2.4.3.8 Withholding of Result

In the event that a student fails to comply with any of the University Regulations, irrespective of whether the student has been permitted to sit for the examination or otherwise, his/her results in either a particular course or the whole of the programme may be withheld. The student may subsequently apply for an appeal against it to the Registry.

2.4.3.9 Academic Transcript

A set of graduation documents consisting of an official transcript, a degree scroll and its folder will be issued free-of-charge once only to graduates upon convocation. Any request of academic transcripts after convocation will be issued to graduates subject to a certain amount of fee.

2.5 Academic Performance

A student's academic standing is determined by the student's academic performance for the particular semester and the cumulative achievement for all semesters. However, a student's registration may be affected if any kinds of misconduct have been committed, including cheating and plagiarism. The University considers all academic misconducts a serious offence as they affect the integrity of the University's academic evaluation process.

2.5.1 Academic Misconduct

The University takes all forms of academic dishonesty very seriously.

2.5.1.1 As a student, you are a member of a collective of professional academics and scholars and are expected to conduct yourself appropriately and in accordance with the ethical values of an academic community. Each time you submit a piece of coursework or undertake an examination, ensure that the work you submit is your own or a legitimate piece of group work and that you have not copied or cheated or made any attempt to pass off the work of others as your own.

2.5.1.2 The University defines Academic Misconduct as 'any case of deliberate, premeditated cheating, collusion, plagiarism or falsification of information, in an attempt to deceive and gain an unfair advantage in assessment'. Assessment includes all forms of written work (including in-class tests), e-assessments, presentations, demonstrations, viva voces, accreditation of prior learning portfolios and all forms of examination. It is important to understand these definitions, as it is all too easy, when working with a colleague, or copying material from a textbook, to commit an offence without realizing it. The following definitions have been agreed:

2.5.1.2.1 Communicating with or copying from any other student during an invigilated examination.

2.5.1.2.2 Communicating during an invigilated examination with any person other than a properly authorized invigilator or another authorized member of staff.

2.5.1.2.3 Introducing any written or printed material into the room where the invigilated examination is taking place unless expressly permitted by the Course Leader or regulations of the programme study.

2.5.1.2.4 Introducing any electronically stored information into the room where the invigilated examination is taking place unless expressly permitted by the Course Leader or regulations of the programme of study.

2.5.1.2.5 Gaining access to unauthorized material during or before an assessment.

2.5.1.2.6 In any other way the provision or assistance in the provision of false evidence of knowledge or understanding in assessments

2.5.1.3 All forms of academic impropriety will be investigated by the Academic Disciplinary Committee. If the Panel finds evidence of misconduct, then the Academic Disciplinary Committee is required to consider the appropriate action and penalty. Such action could range from the loss of marks in the relevant module with no opportunity to retake the assessment, or the failure of a set of modules. In some cases module marks are reduced to zero, making it impossible to achieve the target award.

- 2.5.1.4** The Academic Disciplinary Committee may also recommend suspension of study or expulsion and each year the University expels a number of students because of Academic Misconduct. The Incident will remain on your student record and may be noted in any future request for references.
- 2.5.1.5** The University will also, where appropriate, inform any relevant professional body. The consequences of Academic Misconduct can extend beyond the University and may impact upon your chosen profession. It is your responsibility to be aware of the regulations and of the potential penalties that such dishonesty may incur.
- 2.5.1.6** Plagiarism Includes:
The representation of the work, written or otherwise, of any other person, including another student, or any institution, as the candidate's own. Examples of plagiarism may be as follows:
- 2.5.1.6.1** The verbatim copying of another's work without acknowledgement.
 - 2.5.1.6.2** The close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without acknowledgement.
 - 2.5.1.6.3** Unacknowledged quotation of phrases from another's work.
 - 2.5.1.6.4** The deliberate and detailed presentation of another's concept as one's own.
- 2.5.1.7** Collusion includes
- 2.5.1.7.1** The conscious collaboration, without official approval, between two or more students in the preparation and production of work which is ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of his or her individual efforts. Collusion also occurs where there is unauthorized cooperation between student and another person in the preparation and production of work, which is presented, as the student's own.
- 2.5.1.8** Academic Standing
A student's performance is assessed using both GPA and CGPA.

GPA

$$= \frac{\textit{The total grade point values registered and attempted in the assessment of a particular semester}}{\textit{The total credit hours of a particular semester}}$$

CGPA

$$= \frac{\textit{The total grade point values registered and attempted in the assessment of all semesters}}{\textit{The total credit hours accumulated over all semesters}}$$

Semester 1:

Course	Grade	Point Value	Credit Hours	Point Value X Credit Hours (Grade Point)
XYG123	A	4.00	3	12.00
FGT232	C	2.00	2	4.00
YGH273	B+	3.33	3	9.99
IPT993	D	1.00	3	3.00
STU222	B+	3.33	2	6.66
Total			13	35.65

$$GPA = \frac{35.65}{13}$$

$$= 2.74$$

$$CGPA = \frac{35.65}{13}$$

$$= 2.74$$

Semester 2:

Course	Grade	Point Value	Credit Hours	Point Value X Credit Hours (Grade Point)
ABC223	A	4.00	3	12.00
IOP282	B+	3.33	2	6.66
ITD673	A	4.00	3	12.00
BBD982	A	4.00	2	8.00
JKL122	C+	2.33	2	4.66
Total			12	43.32

$$GPA = \frac{43.32}{12}$$

$$= 3.61$$

$$CGPA = \frac{43.32}{12}$$

$$= 3.61$$

2.5.1.8.1

Students' academic standing is determined by:

- 2.5.1.8.1.1** the results of the examinations and the student's academic performance for the particular semester;
- 2.5.1.8.1.2** the cumulative achievement for all semesters.

2.5.1.8.2

Student's academic standing is determined at the end of every regular semester based on his / her CGPA as depicted below:

GPA/CGPA	ACADEMIC STANDING
GPA & CGPA ≥ 2.00	Pass
1.00 ≤ GPA or CGPA < 2.00	Probation
GPA or CGPA < 1.00	Dismissal

Student who obtains Probation Status three consecutive semesters will be dismissed.

2.5.2 Satisfactory Performance

A student's performance is considered satisfactory if he/she obtains a GPA and CGPA of 2.00 and above. If a student's GPA or CGPA is unsatisfactory, he/she will be placed on (I) probation or (II) probation and warning or (III) dismissed from DRB-HICOM U

2.5.2.1 Dean's List

2.5.2.1.1 Must PASS all courses registered.

2.5.2.1.2 Must at least register a minimum of **12 credit hours**.

2.5.2.1.3 Must obtain a Grade Point Average (GPA) of 3.50 and above.

2.5.2.2 Pass

Student is compulsory to score both GPA and CGPA of 2.00 and above and "PASS" all courses.

2.5.2.3 Academic Probation

A student may be put on academic probation if he/she obtains a GPA or CGPA of **0.00 - 1.99** for any semester. The student will only be allowed to register for a maximum of twelve (12) credit hours unless permission to do otherwise is granted by the Dean of the Faculty.

2.5.2.4 Academic Dismissal

A student can be dismissed under the following conditions:

2.5.2.4.1 Being on academic probation for three (3) consecutive semesters; or

2.5.2.4.2 Exceeding the maximum duration of study; or

2.5.2.4.3 Obtaining a GPA or CGPA of less than 1.00; or

All decisions on academic dismissal are at the discretion of the Examination Committee & Senate.

2.5.3 Appeals for Reinstatement

In the event of academic dismissal, the student affected may apply for an appeal against the decision . The appeal must be made in writing and submitted to the Registry within one (1) week after the examination results are announced.

2.5.3.1 The University Admission Committee shall decide to grant or to reject for reinstatement of study continuation in the same programme or another programme. The Senate may time to time consider additional factors/conditions upon Vice-Chancellor approval.

Section 3 **STUDENT CODE OF CONDUCT**



Table of Contents: Section 3: Student Code of Conduct

3.1	Principles	45
3.2	Objectives	46
3.3	The Use of the Code (Application)	46
3.4	Responsibilities	46
3.5	Authority	47
3.6	Attitude Desired in a Student	47
3.7	Rules	48
3.7.1	General Rules	48
3.7.1.1	Obey the laws of the country	48
3.7.1.2	Obey the DRB-HICOM U code	48
3.7.1.3	Cooperation with the DRB-HICOM U authority(s) when disciplinary action is taken	48
3.7.1.4	Reasonable Care and Safety	49
3.7.2	Appearance	50
3.7.2.1	Attire	50
3.7.2.1	Personal hygiene and grooming	50
3.7.3	Indecent Behaviour	51
3.7.4	Specific Rules	51
3.7.4.1	Behavioural	51
3.7.4.2	Making Disturbances and Nuisance	52
3.7.4.3	Cleanliness on Campus	52
3.7.4.4	Smoking, Drunkenness and Intoxication	52
3.7.4.5	Gambling	53
3.7.4.6	Use of Violence	53
3.7.4.7	Offences against Property	54
3.7.5	Academic	54
3.7.5.1	Academic Integrity	54
3.7.5.2	Use of Lecture Materials	54
3.7.5.3	Attendance	55
3.7.6	Prohibited Items	55
3.7.6.1	Pornographic Materials	55
3.7.6.2	Drugs and Poisons	56
3.7.6.3	Weapons and Dangerous Substances	56
3.7.7	DRB-HICOM U Facilities Rules	56
3.7.7.1	Prohibition to be in Restricted Areas on Campus	56
3.7.7.2	In-out Procedures	56
3.7.7.3	Student Identification Card	57
3.7.8	Group Activities	57
3.7.8.1	Gatherings	57
3.7.8.2	Student Activities	57
3.7.8.3	Relations with External Bodies (not part of DRB-HICOM U)	58
3.7.8.4	Illegal Groups	58
3.7.8.5	Other Matters	58
3.7.8.6	Compoundable Offences	59
3.8	Principles for Determining Wrongdoing	59
3.9	Major Misconduct	60
3.10	Disciplinary Action	61
3.11	Appeals Against Disciplinary Action	62

3.0 Student Code of Conduct

3.1 Principles

3.1.1 The Student Code of Conduct was drawn based on:

3.1.1.1 The laws of the country

3.1.1.2 The official national philosophies, mainly:

3.1.1.2.1 The National Principles (Rukun Negara), those are:

3.1.1.2.1.1 Belief in God

3.1.1.2.1.2 Loyalty to King and Country

3.1.1.2.1.3 The Supremacy of the Constitution

3.1.1.2.1.4 The Rule of Law

3.1.1.2.1.5 Courtesy and Morality

3.1.1.2.2 The National Education Philosophy,

3.1.1.2.2.1. Education in Malaysia is an on-going effort towards further developing the potential of individuals in a holistic and integrated manner, so as to produce individuals who are intellectually, spiritually, emotionally and physically balanced and harmonious, based on a firm belief in and devotion to God. Such an effort is designed to produce Malaysian citizens who are knowledgeable and competent, who possess high moral standards, and who are responsible and capable of achieving high level of personal well-being as well as being able to contribute to the harmony and betterment of the family, the society and the nation at large

3.1.1.3 The universal norms of national culture.

3.1.1.4 The concept of emphasizing on the prevention of wrongdoing.

3.1.1.5 The relevant clause as specified in the Private Higher Educational Institutional Act 1996 (Act 555).

3.2 Objectives

The DRB-HICOM U Students Code of Conduct (hereafter referred to as the Code) was formed with the following objectives:

- 3.2.1** To provide a guideline to DRB-HICOM U students as to how they should behave and to explain the type of disciplinary action that would be taken if they break the provisions of the code.
- 3.2.2** To develop a disciplined community of students with high moral consciousness, that possesses qualities like compassion, high aims, mutual respect and a love for the environment.
- 3.2.3** To instil a sense of harmony / peace among all students of DRB-HICOM U.

3.3 The use of the Code (Application)

This code applies to students of DRB-HICOM U, within the period of study in the university. It is not meant to replace the provisions made by the laws of the country. Whatever action that is taken under the provisions made by this Code is not meant to substitute the action that should be taken under the provisions made by the country's law. Even though legal action has been taken in accordance with the country's law, action can still be taken under the provisions of the Code.

3.4 Responsibilities

- 3.4.1** Students should bear the responsibility to always observe good behaviours, concentrate fully on the program of study, and attend all compulsory activities and abide by DRB-HICOM U regulations.
- 3.4.2** Students shall uphold DRB-HICOM U's name, goodwill and integrity at all times and shall subject to all the rules, regulations, codes, requirements and by-laws of DRB-HICOM U.
- 3.4.3** Students shall not act in any manner that constitutes or appears to constitute contempt of DRB-HICOM U Authority of an official body or an officer of DRB-HICOM U.
- 3.4.4** No student shall conduct himself or herself, whether within or outside the DRB-HICOM U campus, in any manner that is detrimental or prejudicial to the interests, well-being or good name of any of the students, staff, officers or employees of DRB-HICOM U, or to public order, safety or security, or to morality, decency or discipline that may smear the good name of DRB-HICOM U.
- 3.4.5** No student nor organisation, body or group of students, shall make in relation to any matter pertaining to DRB-HICOM U or to the staff in their capacity as such or to himself or herself in his or her capacity as a student thereof, any representation or other communication, whether orally or in writing or in any other manner, to any public officer or the press or the public in the course of any lecture, speech or public statement or in the course of any broadcast by sound or vision. Student shall also not be involved in any political activity or rallies or demonstration or involved in any group, legal or illegal that may cause embarrassment to DRB-HICOM U or any of its staff and students.

3.5 Authority

- 3.5.1** The Vice-Chancellor has the power to make final decisions pertaining to student academic discipline and misconduct, including the enforcement of the Code.
- 3.5.2** Authorised committee or individual is to act on behalf of the Vice-Chancellor, empowered to make decisions pertaining to student discipline and misconduct, including the enforcement of the code except decision to terminate student and decision on student's appeal after dismissal.
- 3.5.3** All DRB-HICOM U personnel are authorised by the Vice-Chancellor to enforce the rules of this Code against any student who is caught or deemed or reported to breach or be in default or in violation of the Code or suspected to breach, disobey, default or contravene the Code.

3.6 Attitude Desired in a Student

In line with the principles outlined above, some of the traits or attitudes that are desired in a student are as follows:

- 3.6.1** Strive to develop oneself.
 - 3.6.1.1** Students shall strive to develop and improve their positive talents and to attain leadership abilities.
 - 3.6.1.2** Students shall strive to become balanced and harmonious individuals in terms of intellect, spiritual aspects, physical ability, philosophy of life and good behaviour. Students shall also strive to practice a philosophy that is both matured and harmonious in nature. Students should always observe tolerance for others and have mutual respect for one another in order to achieve integrity in a multi-ethnic, multicultural and multi religious community. Students shall also observe the philosophy to enable them to live in peace, and ready to meet and overcome tests and challenges of life.
 - 3.6.1.3** Students shall strive to develop their intellectual capacity, especially in the following aspects:
 - 3.6.1.3.1** Creative and innovative thinking
 - 3.6.1.3.2** Logical and analytical thinking
 - 3.6.1.4** Students shall strive to widen their knowledge to bring the truth and benefit to society.
 - 3.6.1.5** Students shall strive to become dutiful individuals with the sense of responsibility towards religion, race and the country by observing the following:
 - 3.6.1.5.1** Faith in religion
 - 3.6.1.5.2** Integrity of the soul
 - 3.6.1.6** Students shall strive to portray the best possible behaviour, which should display the following qualities:
 - 3.6.1.7** Students shall strive to be physically fit and healthy to enable them to live independently in a society.

3.7 Rules

3.7.1 General Rules

3.7.1.1 Obey the laws of the country

- 3.7.1.1.1 Students shall obey the Malaysian laws at all times.
- 3.7.1.1.2 In the event that a student shall be found guilty of a crime by any court of law in Malaysia or in any other country, regardless of the severity of the punishment as a result of such guilt, the student shall be considered to have breached the rules of DRB-HICOM U and such breach shall be determined as a major offence.
- 3.7.1.1.3 Student is also prohibited from participating in any kind of activity that could affect or jeopardise their studies.
- 3.7.1.1.4 Students are also prohibited from engaging in any political parties and activities as stipulated in Section 47, Act 555.

3.7.1.2 Obey the DRB-HICOM U Code

- 3.7.1.2.1 Students must obey all DRB-HICOM U Codes that have been enforced now and hereinafter.
- 3.7.1.2.2 It is a misconduct for a student to break any DRB-HICOM U Code or act in contravention of the Code. A misconduct is deemed 'major' or 'minor' depending on the seriousness of each offence and shall be determined by the DRB-HICOM U authority.
- 3.7.1.2.3 Notwithstanding the discretion of the authority to determine the nature of the offence, it is considered a major offence if a student commits the same minor offence more than three times within six (6) months, or if the student commits three different minor offences within one (1) month.

3.7.1.3 Cooperation with the DRB-HICOM U authority(s) when disciplinary action is taken. The student shall:

- 3.7.1.3.1 Cooperate with the DRB-HICOM U authorities in all kinds of disciplinary action, whether on behalf of one's own self or others, when summoned, questioned, requested to provide evidence by the DRB-HICOM U Authorities.
- 3.7.1.3.2 Obey the directives given by DRB-HICOM U lecturers, executives or staff that are authorised with a particular duty.
- 3.7.1.3.3 Not to obstruct, detain, interfere or prevent in any way, or cause a delay, interrupt, or hinder any DRB-HICOM U staff or Authorities from carrying out their duties and responsibilities.
- 3.7.1.3.4 Not permitted (whether individually or in a group) to deliberately refuse to answer questions, or show a lack of cooperation in any other way, when DRB-HICOM U Authorities carry out investigations or perform other duties related to student conduct and offences.
- 3.7.1.3.5 Not to refuse to communicate with DRB-HICOM U Authorities on matters pertaining to rules, guidelines or laws or anything of a similar nature that aims to safeguard the interests, peace and discipline in DRB-HICOM U.

- 3.7.1.3.6** Not to refuse to be checked or questioned by the security unit or by other parties acting under the directive of DRB-HICOM U or any of DRB-HICOM U's Authorities.
- 3.7.1.3.7** Not to make false confession during an investigation by DRB-HICOM U Authorities or any false statement or evidence during examination in chief, cross-examination or re-examination by the Disciplinary Prosecuting Officer.
- 3.7.1.3.8** Not to cause any circumstances to exist or make any false entry in any book or record, or make any documents containing false statement for any reason whatsoever shall be in contravention with this Code and shall be said to fabricate false evidence.
- 3.7.1.3.9** Not to cause any evidence to disappear or be destroyed or be faked with the intention to screen the offender from any punishment or to be intended for a consequential punishment for an innocent person.
- 3.7.1.3.10** Be obligated to inform the DRB-HICOM U Authorities of such offence in the event that he/she shall have information of any offence being made or shall be made by any student or DRB-HICOM U staff. No student shall withhold any information of a crime or offence or any evidence.
- 3.7.1.3.11** Not to refuse or contravene any legitimate order, instruction, direction or requirement given or made by any officer or employee of DRB-HICOM U authorised to such instruction.

3.7.1.4 Reasonable Care and Safety

- 3.7.1.4.1** Students are responsible for their own safety in all aspects whether they are inside or outside university premises. Reasonable care shall be practiced to ensure that personal items are not damaged, lost or stolen. DRB-HICOM U shall not be responsible for any incidents or matters that arise out of students' carelessness.
- 3.7.1.4.2** Students shall exercise due care and are responsible for the safety of all DRB-HICOM U properties when being used and are prohibited from damaging any property belonging to DRB-HICOM U.
- 3.7.1.4.3** Negligence in handling machineries, toolbar, equipment, furniture or other property of DRB-HICOM U that had been entrusted to him/her to the extent it results in a loss for DRB-HICOM U or injury to any person or damage to any property belonging to DRB-HICOM U or any other person shall be tantamount to an offence under this Code.
- 3.7.1.4.4** Students shall not do anything within or outside campus premises that could ruin or cause damages to the interests, peace, safety or reputation of DRB-HICOM U.
- 3.7.1.4.5** Students with access to poisonous material or substances as prescribed by DRB-HICOM U for permitted usage, shall not act in any manner that may likely cause hurt or injury to other person, or knowingly or negligently act or omits to handle the poisonous material or substance with reasonable care shall be in contravention with this Code as being negligent.

3.7.1.4.6 Students who possess firearms and any other combustible materials including explosive substance, and found acting negligently or rashly as to endanger human life or property, or to be likely to cause hurt or injury to any person or being, negligently fails to guard against any probable danger shall be guilty of an offence under this Code.

3.7.2 Appearance

3.7.2.1 Attire

3.7.2.1.1 Students must always dress in a proper manner at any place within DRB-HICOM U Campus compounds at all times.

3.7.2.1.1.1 Male Students should wear
Formal / Official shirt / collared t-shirt, Long pants / slacks / khakis. Covered shoes / sport shoes

3.7.2.1.1.2 Female Students should wear
Official shirt / formal shirt / collared t-shirt. Long pants / slacks / khakis / long skirts. Either sandal, covered or sport shoes. At any official meeting, programme or event, students shall not wear slipper.
Permitted to wear coloured headscarf (tudung) and inner / hand socks.

3.7.2.1.1.3 Where uniform is provided, students are required to wear the uniform where indicated.

3.7.2.1.1.4 No worn out jeans or shirts, miniskirts, round-neck t-shirt, sleeveless shirts, flimsy, see-through, with slits, tight fitting or revealing, tight slacks, shorts, slippers or display of offensive items are allowed.

3.7.2.1.1.5 Students must dress in a manner that does not attract unwarranted attention or invite danger.

3.7.2.1.1.6 All students must be readily identifiable at all times with their faces uncovered. No student allowed to wear anything that prevents ready identification such as full-face motorcycle helmet, mask or veil.

3.7.2.1.1.7 Students must display their Student ID card at all times while in campus.

3.7.2.2 Personal hygiene and grooming

3.7.2.2.1 Students must always maintain personal hygiene.

- i. Hair must be neatly groomed. (male hair shall not reach the collar. Prohibited from having strange or improper haircut or hairstyle.
- ii. Male students are **PROHIBITED** from wearing any kind of earrings or practice "body piercing" and having tattoos.

- iii. Female students are **PROHIBITED** from wearing earrings on any other body parts except earlobes, practice “body piercing” or adorn themselves with tattoos. Nose rings are only allowed for Indian (female) students.

3.7.3 Indecent Behaviour

- 3.7.3.1** A student is not allowed to be in pairs with a partner in a secluded or hidden place or behave in a manner that may cause suspicion of a possible sexual activity.
- 3.7.3.2** No student shall conduct himself, whether within or outside the University, in any manner that is detrimental or prejudicial to the interests, well-being or good name of any of the students, staff, officers or employees of the DRB-HICOM U, or to public order, safety or security, or to morality, decency or discipline that may smear the good name of the DRB-HICOM U.
- 3.7.3.3** Students shall not act, display or perform any behaviour that can be categorised as indecent or perform sexual activities between students or between student and non-student of an opposite sex or be alone with a partner in a suspicious manner or in a discreet location out of wedlock.
- 3.7.3.4** Students shall not perform sexual activity or indulge in homosexual or lesbian or gay behaviour.
- 3.7.3.5** Students shall not display behaviour that is deemed as indecent sexual harassment or lewd in University or/and public.
- 3.7.3.6** No students shall be allowed to engage in a business or profit making by indecent manner.

3.7.4 Specific Rules

3.7.4.1 Behavioural

Students must be well behaved and well-mannered at all times towards all people.

- 3.7.4.1.1** Students must never show disrespect, display or act or use words that are rude, impolite or vulgar to any party in DRB-HICOM U.
- 3.7.4.1.2** Students shall not do anything that endangers the life and safety of their own or others.
- 3.7.4.1.3** Students shall not steal or attempt to steal, cheat or attempt to cheat, or conspire or attempt to conspire to steal any property of DRB-HICOM U or properties belonging to any person.
- 3.7.4.1.4** Students shall not do anything to a student or DRB-HICOM U staff or behave in such a manner that could be interpreted as a deliberate attempt to defame the good name of the said student or to DRB-HICOM U.
- 3.7.4.1.5** Students shall not perform an act of fraud or forgery.
- 3.7.4.1.6** Students shall not damage any property which is not their own.
- 3.7.4.1.7** Students shall not act in any manner that constitutes or appears to constitute a threat or intimidation or is injurious, physically or mentally, to the well-being and safety of any other students or any members of staff of DRB-HICOM U or the security and harmony of Campus life in DRB-HICOM U.

- 3.7.4.1.8** Students should not disrupt or in any manner interfere with, or cause to be disrupted or in any manner interfered with, any teaching, study, research, administrative work, or any activity carried out by or under the direction of or with the permission of DRB-HICOM U, or do any act which may cause such disruption or interference shall be an offence under this Code.
- 3.7.4.1.9** Any prevention, obstruction, or interference with, or cause to be prevented, obstructed or interfered with, any officer or employee of DRB-HICOM U or any person acting under the direction or permission of such officer or employee, from carrying out his/her work, duty or function, or do any act which may cause such prevention, obstruction or interference shall be an offence under this Code.
- 3.7.4.1.10** Any prevention or obstruction, or cause to be prevented or obstructed, any student from attending any lecture, tutorial or class, or from engaging in any legitimate activity, or do any act which may cause such prevention or obstruction shall be an offence under this Code.
- 3.7.4.1.11** Students shall not organise, incite or participate in the boycott of any examination, lecture, tutorial, class or other legitimate activities carried out by or under the direction or with the permission of DRB-HICOM U or boycott any of the staff of DRB-HICOM U.

3.7.4.2 Making disturbances and nuisance

Students shall not:

- 3.7.4.2.1** Make any sound or noise or cause the sound or noise to be made that causes disturbance to any party in campus.
- 3.7.4.2.2** Do any act or illegal omission which causes injury, obstruction, danger or annoyance to the public or to the people in general within the vicinity of DRB-HICOM U compound.
- 3.7.4.2.3** Voluntarily cause disturbances to any lawful assembly engaged in the performance of religious worship or ceremonies or destroy, such damage or destruction shall be regarded as an insult to their religion.
- 3.7.4.2.4** Cause or promote to cause any disharmony, disunity or feelings of enmity, hatred or ill-will, or prejudice, by words or by writing or by conduct or by influence on any grounds.
- 3.7.4.2.5** Own or use or have in his or her possession, custody or control, any loudspeaker, loud-hailer, amplifier, or other similar appliance.
- 3.7.4.2.6** Invade the privacy of any party whether physically or electronically that may cause nuisance to the other party.

3.7.4.3 Cleanliness on University

- 3.7.4.3.1** Students shall observe cleanliness and neatness of the campus including the hostels, lecture halls, buildings or other constructions, roads or any area within the University.

3.7.4.4 Smoking, Drunkenness and Intoxication

- 3.7.4.4.1** A student shall contravene this Code if the student is smoking cigarettes in DRB-HICOM U campus and/or:

- 3.7.4.4.1.1** Is in possession of cigarettes, lighters, matches or other inflammable materials within DRB-HICOM U campus which is labelled as fire prone area.
- 3.7.4.4.1.2** Is in a state of intoxication or intoxicated in DRB-HICOM U campus and premises.
- 3.7.4.4.1.3** No student shall consume, drink or devour or possess or in his/her custody, any liquor or any drink with alcoholic substance within the University.
- 3.7.4.4.1.4** Is under the influence or consumed, prescribed drugs that may cause intoxication state stipulated in section 3.7.4.4.1.3 above.
- 3.7.4.4.1.5** Smokes pipes or any substance that is similar to smoking including but not limited to smoking opium's or cannabis or glue and adhesives sniffing or any other substances that may or may not cause disorientation and intoxication.

3.7.4.4.2 Students are not allowed to possess, distribute, sell or consume liquor or other drinks that do/do not contain alcohol that could cause intoxication, while being in the campus premises.

3.7.4.5 Gambling

- 3.7.4.5.1** A student or an establishment, organisation body or student group organises, manages or conducts or helps to organise, manage or conduct or join in any gambling, betting or lottery activities within or outside DRB-HICOM U shall be an offence under this Code.
- 3.7.4.5.2** No student shall purchase, abet to purchase or conspire to purchase any lottery tickets, lucky draw tickets, or tickets from any sources which promotes gambling or any element of gambling.
- 3.7.4.5.3** No student and no organisation body or group of students shall organise, run or assist in organising, managing or running, or participating in any gaming wagering, lottery or betting within DRB-HICOM U.

3.7.4.6 Use of Violence

Students:-

- 3.7.4.6.1** Or any establishment, organisation body or student group is prohibited from performing, organising, managing or helping to conduct, or joining in any activity that involves violence, black-mail, molest, disturbance of peace and others towards any party, student or non-student, within or outside the campus.
- 3.7.4.6.2** Shall not involve directly or indirectly in any ragging or bullying or abusive activities or anything similar to it within or outside the campus.
- 3.7.4.6.3** Shall not employ violence, attack or threaten to attack or cause injury or threaten to cause injury to any DRB-HICOM U residents or non-residents.

- 3.7.4.6.4** Shall not be rioting or behaving wildly or quarrelling or fist fighting or fighting or using physical violence on any DRB-HICOM U residents anywhere or on non-residents.
- 3.7.4.6.5** Shall not outrage the modesty or attempt to outrage the modesty of, any party within campus premises or DRB-HICOM U residents, or non-residents anywhere.
- 3.7.4.6.6** Shall not initiate, participate, and conspire to initiate or participate or support any activity that may invite conflict, argument or hostility and a fight between any persons.
- 3.7.4.6.7** Shall not cause any bodily pain, disease or infirmity to any person, whether grievous or otherwise, and whether caused with or without weapons or dangerous means or any instruments which is used as weapon of offence or by means of fire or corrosive substances or poison or explosive substance or other means that causes bodily pain, disease or infirmity to any person.

3.7.4.7 Offences against Property

- 3.7.4.7.1** Students shall not damage in any manner or cause to damage, or demolish, destroy, wreck or vandalise any property belonging to any person or DRB-HICOM U or do any act which may cause such damage or tamper, interfere with, move, or in any manner deal with, any substance, object, article or property whatsoever, or knowingly do any act or cause any act to be done in the DRB-HICOM U, so as to cause or be likely to cause any obstruction, inconvenience, annoyance, loss or damage to any person.
- 3.7.4.7.2** Students shall not disrupt, disturb, transfer, seize, steal or take or violate, vandalise or damage any object, article, things or properties which may cause obstruction, difficulty, inconvenience, trouble, mess or filth to any person or things.
- 3.7.4.7.3** Students shall not dishonestly take or attempt to take, keep or attempt to keep or move any property of DRB-HICOM U or belonging to other people or parties in order to such taking in the University without consent.

3.7.5 Academic

3.7.5.1 Academic Integrity

- 3.7.5.1.1** A student must adhere to the academic integrity. Students are prohibited from indulging in any form of academic cheating like copying or allowing others to copy, plagiarism or similar activities and so on during examination, lab work, essay or research paper, thesis and so on.

3.7.5.2 Use of lecture materials

- 3.7.5.2.1** A student can only use the lecture or teaching materials that has been given to his/her in DRB-HICOM U for the purpose of his/her academic study. He/She is prohibited from copying in any form, all or parts of the material for publication or distribution with or without payment unless a written consent has been obtained from the DRB-HICOM U Authorities.

3.7.5.3 Attendance

3.7.5.3.1 Where students is required to attend any lecture, tutorial class or other instruction relating to their course of study, student shall not be absent without prior permission from the Dean, or his/her representative, as the case may be, unless the circumstances do not permit such prior permission to be obtained and there is reasonable cause or excuse for the absence, in which case the student shall, as soon as possible thereafter, satisfy the Dean, or his/her representative, as the case may be with regard to the absence and obtain approval in respect thereof.

3.7.5.3.2 Where a student's course of study entails his/her appearance for an examination and s/he is not otherwise debarred from appearing for such examination, the students shall not fail to appear for such examination without prior permission from the Dean or his/her representative, as the case may be unless the circumstances do not permit such prior permission to be obtained and there is reasonable cause or excuse for the non-appearance, in which case the student shall, as soon as possible there after satisfy the Dean or his/her representative, as the case may be with regard to the absence and obtain approval in respect thereof.

3.7.6 Prohibited Items

3.7.6.1 Pornographic materials

3.7.6.1.1 No student or any establishment, body or student group is allowed to possess, or supervise, or in control, let, hire, distribute, exhibit, circulate, produce, re-produce any pornographic or obscene materials that include any articles or materials which are considered objectionable by the public at large within campus or outside University premises.

3.7.6.1.2 No student or any establishment, body or student group is allowed to share, distribute, or display any pornographic materials on campus. No student is allowed to take part or to receive profits from any business in the course which the student knows or has reason to believe that such is a pornographic or obscene objects or act.

3.7.6.1.3 No student is allowed to deliberately indulge in watching or listening to or publishing any pornographic materials in University.

3.7.6.1.4 No student and no organisation body or group of students, shall distribute, circulate or exhibit, or cause to be distributed, circulated or exhibited or be in any manner concerned with the distribution, circulation or exhibition of any obscene article within the DRB-HICOM U campus. A student shall be deemed to distribute, circulate or exhibit an obscene article; regardless of whether such distribution, circulation or exhibition is to only one person or to more than one person and regardless of whether or not such circulation, distribution or exhibition is for payment or for any other consideration.

3.7.6.2 Drugs and poisons

- 3.7.6.2.1** No student shall have in his/her possession or under his/her custody or control any dangerous or controlled drugs or poison without valid prescription from a medical officer.
- 3.7.6.2.2** No student shall give, supply, provide, offer or propose to give, supply, provide or offer any controlled or dangerous drugs or poison to any person.
- 3.7.6.2.3** No student shall consume orally or smoke or inhale, or introduce into his/her body by injection or in any other manner whatsoever, any dangerous drugs or poison.
- 3.7.6.2.4** Nothing in this rule shall be deemed to prevent a student from undergoing any treatment by or under the prescription of a medical practitioner registered in the Medical Act, 1971.
- 3.7.6.2.5** Any student who is found under the possession or influence of any dangerous drugs or poison shall be guilty of a disciplinary offence.
- 3.7.6.2.6** University Authorities may instruct and compel any student suspected of addiction or consumption of any substance within the definition of dangerous drugs and poison for a urinal test.
- 3.7.6.2.7** Any students refusing or declining to undergo the test mentioned in **sub-rule 7.20.6** above shall be guilty of a disciplinary offence.

3.7.6.3 Weapons and dangerous substances

- 3.7.6.3.1** Students shall not possess, or supervise, or in control of any dangerous weapons or explosive substances. Weapons are defined according to the Fire Arms Act 1971.
- 3.7.6.3.2** Notwithstanding the Fire Arms Act 1971, the definitions of weapons and dangerous substances shall include any object that causes bodily harm and damage to properties.

3.7.7 DRB-HICOM U Facilities Rules

3.7.7.1 Prohibition from being in restricted areas on University

- 3.7.7.1.1** Students are prohibited from being or loitering in restricted areas without valid official business, including staff quarters, workshops or other lecture halls, DRB-HICOM U security booths, dining hall kitchen, administration office, security office or other places unless under proper supervision by DRB-HICOM U authorities or consent by DRB-HICOM U Authorities.
- 3.7.7.1.2** Students are not allowed to intrude into equipment, places or buildings where they are prohibited from either physically or electronically.

3.7.7.2 In-out Procedures

- 3.7.7.2.1** Student must dress neatly and appropriately when going for outside visits.

3.7.7.2.2 Main gate for all DRB-HICOM U shall be closed at 12.00 p.m. and will be open at 06.00 a.m. daily. No vehicles are allowed to enter the University within the said period except with the permission of the DRB-HICOM U Authorities.

3.7.7.3 Student Identification Card

3.7.7.3.1 Students must carry and display their student pass at all times while being in University premises.

3.7.7.3.2 Students are prohibited from wearing or using another person's pass for any reason whatsoever. Likewise, no student shall be allowed to compel any other person to wear, use, utilise or exploit his/her student pass at any time.

3.7.8 Group Activities

3.7.8.1 Gatherings

3.7.8.1.1 All planned gatherings must obtain prior written approval from DRB-HICOM U Authorities. The gathering must adhere to the rules and requirements set by DRB-HICOM U Authorities and any planning, facilitating, organising, attending or joining any gatherings or meetings on campus premises that have not been granted approval by the DRB-HICOM U Authorities or picketing or demonstrating without approval in DRB-HICOM U or premises shall be tantamount to an offence.

3.7.8.1.2 No student, and organisation, body or group of students shall, without the prior permission of the **Vice-Chancellor** or a person authorised in writing by the **Vice-Chancellor** to grant such permission, organise, convene or call, or cause to be held, organised, convened or called, or be in manner involved in holding organising, convening or calling, or in causing to be held, organised, convened or called, or in doing any act towards holding, organising, convening, or calling , any assembly of more than five persons in any part of DRB-HICOM U property or in any building belonging to or under the possession or control of DRB-HICOM U or used for the purposes of DRB-HICOM U.

3.7.8.1.3 In granting the permission referred to in sub-section **7.27.2** the **Vice-Chancellor** or the person authorised by him/her may grant such permission and impose such restrictions, terms or conditions in relation to the proposed assembly.

3.7.8.1.4 No student shall knowingly attend or participate in an assembly held in contravention of sub-section **7.28.2** or **7.28.3**.

3.7.8.2 Student Activities

3.7.8.2.1 All students' group activities must originate through student organisations which are recognised by DRB-HICOM U.

3.7.8.2.2 Students are not allowed to facilitate, organise or join any off campus activities whether as groups or as student bodies without obtaining prior approval or written permission from DRB-HICOM U, and shall adhere to all directives and rules imposed by DRB-HICOM U.

- 3.7.8.2.3** Students are not allowed to invite any outside participation into the DRB-HICOM U premises for any student body activities without obtaining written approval or directive from DRB-HICOM U authorities.
- 3.7.8.2.4** Students are not allowed to manage, collect or help to collect any money or donation for oneself or for others without obtaining written approval or directive from DRB-HICOM U.
- 3.7.8.2.5** Students are not allowed to participate in any anti-government activities or anti-DRB-HICOM U activities.

3.7.8.3 Relations with external bodies (not part of DRB-HICOM U)

Students must adhere to clause 47 of the Private Higher Educational Institutions Act 1996 (Act 555):

- 3.7.8.3.1** An individual, while being a student of a private higher learning institution, from becoming a member or having alliances with any political party, labour union, establishment, association, organisation, body or group, unless permission has been granted by the Registrar General of the Private Higher Educational Institutions(PHEI):
 - 3.7.8.3.1.1** whether or not it was established under any law and;
 - 3.7.8.3.1.2** whether or not it is within or outside of Malaysia.
- 3.7.8.3.2** Any society, association, organisation, bodies or groups of students of private higher education institutions from having any alliance or any other relations with any political party, trade union, society organisation, associates, body or group, unless permission has been granted by the Registrar General of the PHEI:
 - 3.7.8.3.2.1** whether or not it was established under any law and;
 - 3.7.8.3.2.2** whether or not it is within or outside of Malaysia
- 3.7.8.3.3** An individual, while being a student of a private higher education institution, and any establishment, association, organisation, body or student group of private higher education institutions that states or does anything that can be considered as:
 - 3.7.8.3.3.1** showing support or sympathy to or objections against any political party or trade union or showing support or sympathy to any illegal establishment, association, organization, body or group.

3.7.8.4 Illegal groups

- 3.7.8.4.1** A student is not allowed to establish or become a member of or have alliances in anyway with any illegal groups such as gangs or other groups of a similar nature within or outside the campus.

3.7.8.5 Other Matters

- 3.7.8.5.1** Students are not allowed to conduct any business activities within the DRB-HICOM U campus premises without prior approval.
- 3.7.8.5.2** Students are obligated to report an illness that is contagious and dangerous, to the DRB-HICOM U Authorities. Failure to do so shall tantamount to a breach of this Code.

- 3.7.8.5.3** Students shall not hinder or disturb any teaching, learning, research, administration or any activities that are being conducted under the directive or with the approval of DRB-HICOM U.
- 3.7.8.5.4** Any act of contravention with any current laws of Malaysia including any by laws, enactments or statutes passed by the Malaysian Parliament or regulation imposed by the Malaysian authorities by any student shall tantamount to an offence under this Code. In furtherance thereof, any act by any student that may in any reasonable person's opinion is uncommon with the natural act of any reasonable person shall also be determined as an offence under this Code.
- 3.7.8.5.5** Any act of criminal in nature penalised under the Penal Code (F.M.S. Cap. 45) (Act 574) or the Dangerous Drugs Act, 1952 shall tantamount to a major offence.

3.7.8.6 Compoundable Offences

- 3.7.8.6.1** Violation of rules in the Student Code of Conduct that originates from committing offences under the following clauses:
- 3.7.8.6.1.1** Attire
 - 3.7.8.6.1.2** Personal hygiene and grooming
 - 3.7.8.6.1.3** Smoking
 - 3.7.8.6.1.4** Making noise that could cause disturbance
 - 3.7.8.6.1.5** Campus cleanliness
 - 3.7.8.6.1.6** Student Identification Card
 - 3.7.8.6.1.7** Traffic shall subject to a compoundable offence
- 3.7.8.6.2** DRB-HICOM U Authorities is authorised to compound any student for breach of any offences relating to the above immediately in the event such breach is committed within the sight or hearing of the DRB-HICOM U Authorities.
- 3.7.8.6.3** For the purpose of immediate compounding by DRB-HICOM U Authorities regulated under **7.32.2** above, all compounds issued by any of the DRB-HICOM U Authorities shall be made via a prescribed form and upon issuance of such form containing details of the offender, nature of the offence, time and date, the student or offender shall acknowledge such form and pay to DRB-HICOM U Authorities the prescribed fine.

3.8 Principles for Determining Wrongdoing

- 3.8.1** In determining whether a wrongdoing has been proven or not, the principle of "innocent until proven guilty" is used.

3.9 Major Misconduct

3.9.1 Indecent Behaviour

To be pregnant or cause pregnancy out of wedlock.

3.9.2 Actions that endanger own life or life of others

Does anything that endangers the life and safety of his/her own or others.

3.9.3 Use of Violence

3.9.3.1 A student in any establishment, body or student group is prohibited from performing, organizing, managing or helping to conduct, or joining in any activity that involves violence, black-mail, molest, disturbance of peace and so on towards any party, student or non-student, within or outside the campus.

3.9.3.2 Involved directly or indirectly in any ragging or bullying or abusive activities or anything similar to it within or outside the campus.

3.9.3.3 Employ violence, attack or threaten to attack or cause injury or threaten to cause injury to any DRB-HICOM U residents or non-residents within or outside the campus.

3.9.3.4 Rioting or behaving wildly or quarrelling or fist fighting or fighting or using physical violence on any DRB-HICOM U residents anywhere or on non-residents within or outside the campus.

3.9.3.5 Outrage the modesty or attempt to outrage the modesty of, any party within campus premises or DRB-HICOM U residents anywhere, or non-residents within or outside the campus.

3.9.4 Drugs and poisons

3.9.4.1 Possesses, or supervises, or is control or consume of any drugs or poisons. Drugs are defined according to the Dangerous Drugs Act 1952.

3.9.4.2 Gives, supplies, distributes or offers or makes preparation to give, supply, distribute or offer any kind of drugs or poisons to any person.

3.9.5 Weapons and dangerous substances

3.9.5.1 Possesses, or supervises, or is control of any dangerous weapons or explosive substances. Weapons are defined according to the Fire Arms Act 1971.

3.9.6 Demonstration

3.9.6.1 Be involved in any activity or displaying any behaviour within or outside DRB-HICOM U campus that could ruin the good name of DRB-HICOM U including attending political rallies or demonstration or involve in any group, legal or illegal, that may cause embarrassment to DRB-HICOM U or any of its staff and students.

3.9.7 Illegal groups

3.9.7.1 A student is not allowed to establish or become a member of or have alliances in any way with any illegal groups such as gangs or other groups of a similar nature within or outside the campus.

3.9.8 Police Case

3.9.8.1 Any act of criminal in nature penalized under the Penal Code (F.M.S.Cap. 45) (Act 574) or Dangerous Drug Act, 1952 shall tantamount to a major offence.

3.10 Disciplinary Action

3.10.1 For misconduct classified as a minor offence:

The DRB-HICOM U Authority can issue the following actions:

3.10.1.1 Warning or Final Warning

3.10.1.1.1 Warning or Final Warning is defined as a verbal statement or admonition uttered or written to a student regarding his/her misconduct. A written statement of the warning will be issued to the student soon after.

3.10.1.2 Reference to Counsellor

3.10.1.2.1 The DRB-HICOM U authority can refer the student to the Counsellor for a counselling session if they feel that the student requires monitoring.

3.10.1.3 Fine / Penalty

3.10.1.3.1 The DRB-HICOM U authority can impose a penalty on a student according to the Penalty Amount which has been approved by the DRB-HICOM U.

3.10.1.4 Hostel Removal

3.10.1.4.1 The DRB-HICOM U authority can revoke the student rights to use the residential facilities.

3.10.2 For misconduct classified as a major offence:

The DRB-HICOM U authority can impose on a student, any one of the following or a combination of any of the following punishments:

3.10.2.1 Payment for cost of damages caused to the University's facilities or to third party that is claiming from the University

3.10.2.1.1 The DRB-HICOM U authority will decide on the compensation amount after examining the said damages.

3.10.2.2 Withdrawal of usage rights to DRB-HICOM U facilities

3.10.2.2.1 The DRB-HICOM U authority will state the period and the terms of withdrawal of usage rights to any or all of the facilities provided by DRB-HICOM U.

3.10.2.3 Suspension from the DRB-HICOM U academic program

3.10.2.3.1 The DRB-HICOM U authority will decide on the period and type of suspension from the DRB-HICOM U academic program.

3.10.2.4 Expulsion from DRB-HICOM U

3.10.2.4.1 Expulsion is defined as the complete removal from the DRB-HICOM U academic program, which means that the affected student can no longer continue his/her study at DRB-HICOM U or join any activities that are conducted in DRB-HICOM U. DRB-HICOM U Authority must make a decision for all dismissal and suspension cases.

3.11 Appeals Against Disciplinary

- 3.11.1 A student who is not satisfied with the disciplinary action or punishment imposed on him/her by DRB-HICOM U Authority can appeal in writing to the Appeal Committee or the Vice Chancellor within fourteen (14) days from the date of receipt of the letter conveying the decision.
- 3.11.2 A student who is not satisfied with the disciplinary action or punishment (suspension and dismissal) served on him/her by DRB-HICOM U Management can appeal in writing to the Appeal Council or the Vice-Chancellor of DRB-HICOM U within fourteen (14) days from the date of receipt of the letter conveying the decision.
- 3.11.3 When an appeal is received by the Appeal Council or the Vice-Chancellor, the Appeal Committee will prepare all supporting documents related with the case and conduct the appeal meeting within 5 working days.
- 3.11.4 The Vice-Chancellor will make a decision based on the recommended review by the Appeal Committee on the previous punishment.
- 3.11.5 When an appeal is received by the Vice-Chancellor, the Appeal Council will prepare all supporting documents related with the suspension and dismissal case and conduct the appeal meeting within 5 working days.
- 3.11.6 The Vice-Chancellor will make a decision based on the recommended review by the Appeal Council on the previous punishment.
- 3.11.7 The decision made by the Appeal Committee and Appeal Council is final.

Section 4 **HOSTEL RULES AND REGULATIONS**

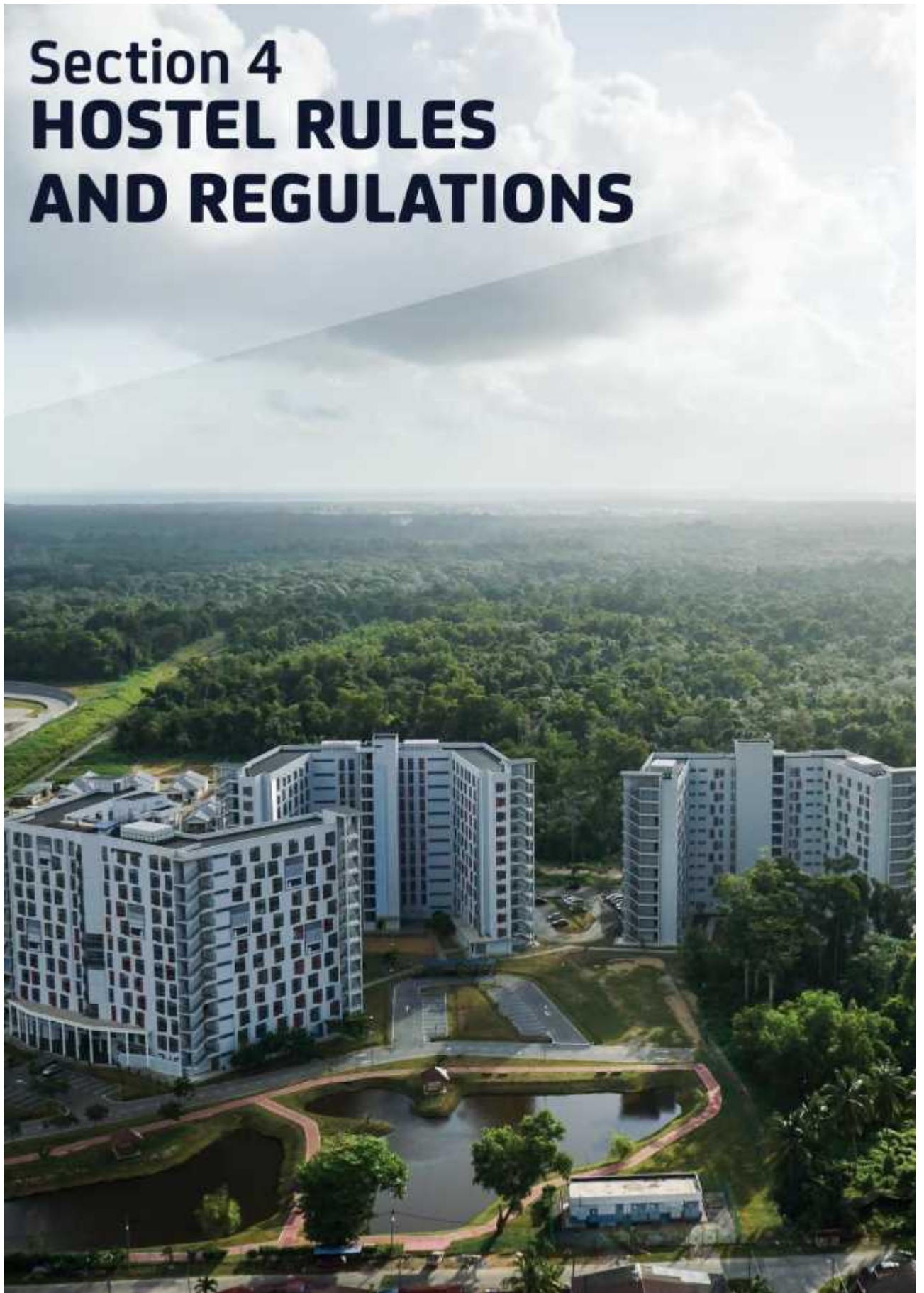


Table of Contents: Section 4: Hostel Rules and Regulations

4.1	Preliminary	65
4.2	Objective	65
4.3	Definition	65
4.4	Hostel Facility	65
4.5	Room Allocation	66
4.6	Behaviour and Discipline	66
4.7	Maintenance and Upkeep of Hostels	69
4.8	General Rules	69
4.9	Hostel Charges	70
4.10	Furniture and Fixtures	70
4.11	Visitors to the Hostel	72
4.12	Check-in / Check-out Procedure	72
4.13	Attire	73

4.1 Preliminary

The rules may be cited as the Hostel Rules & Regulation, 2018. In these Rules & Regulations:

- 4.1.1 "Authorised person" means any person duly authorised by the University to act on behalf of the University."
- 4.1.2 "Hostel" means any accommodation, by whatever name called, and provided by the University for the Accommodation of residences.
- 4.1.3 "Offence" means a disciplinary offence under the Rules & Regulations.
- 4.1.4 "Drug" means any drug or substance which is comprised in the First Schedule to the Dangerous Drugs Ordinance, 1972.
- 4.1.5 "Poison" has the same meaning as set out in the Poison Act, 1952.
- 4.1.6 "Residence" refers to all resident staying in any accommodation, by whatever name called, and provided by the University for the accommodation of residence.

4.2 Objective

The guiding principle towards the formulation of the rules and regulations for hostel residents is to ensure a secure, comfortable and pleasant stay, and to create an environment which is conducive to learn. All activities are geared towards hostel residents' development and progress. All hostel residents need to create a sense of belonging towards University property.

4.3 Definition

- 4.3.1 The rules will be termed as Hostel Rules & Regulations.
- 4.3.2 Failure to abide these rules will be considered as an unprofessional conduct on part of the residents and will result in an appropriate disciplinary action.
- 4.3.3 For all practical purposes, as far as these rules and regulations are concerned, hostel premises along with its all fixtures, furnishings and any other materials/equipment supplied by the University will be considered as the University's Property.

4.4 Hostel Facility

- 4.4.1 The hostel has been designed to be comfortable and conducive for learning with the provision of facilities such as Wi-Fi, parking spaces, conducive rooms, washing machines, pantry and others.
- 4.4.2 Hostel Property: The hostel residents have to act as custodians of the property; therefore, its usage should be done with care. Hostel residents will be liable to pay for any loss or damage caused to it.
- 4.4.3 Roommate: University treats all students equally. All residents are entitled to equal rights of occupancy and access to any material of common use. The University expect student residents to have courteous attitude toward their roommates.

4.5 Room Allocation

- 4.5.1 Allocation of rooms is based on first come first serve basis. There are various types of room for each hostel. Students are given choices to choose their own type of room depending on the availability of rooms.
- 4.5.2 Management intentionally places students of varying academic, cultural, social, national backgrounds together so that cross cultural, academic, social and national learning are achieved. Hostel residents are expected to give full and equal rights to their roommates, irrespective of their varying backgrounds.

4.6 Behaviour and Discipline

- 4.6.1 Hostel residents are expected to display good behaviour, becoming young men and young ladies that are acceptable and conformed to the Malaysian custom anywhere within the hostel.
- 4.6.2 Fighting or any kind of physical violence is not allowed within the hostel. Hostel residents found committing such offence will be penalised and given disciplinary action.
- 4.6.3 Possession and/or consumption of any prohibited drugs in the hostel premises are not allowed. Hostel residents committing such offence will be penalised and given disciplinary action.
- 4.6.4 Vandalism is a very serious offence. Hostel residents found guilty of committing such an offence will be penalised and given disciplinary action. The cost of repair/replace any item vandalized will be charged accordingly to the hostel residents.
- 4.6.5 Viewing, possession and/or dissemination of pornographic materials (hard and/or soft copies) in the hostel is strictly prohibited. Hostel residents found committing such offence will be penalised and given disciplinary action.
- 4.6.6 Possession of weapons or any items considered dangerous which can be used to cause injuries to body is not allowed in the hostel.
- 4.6.7 No alcoholic drinks/consuming of alcoholic drinks within hostel compound.
- 4.6.8 Hostel residents are not permitted to go out from the hostel between 12 midnight to 6am without permission. Hostel residents should be back to the hostel by 12 midnight. Hostel residents found committing such offence will be penalised and given disciplinary action. Hostel residents who wish to go out after 12 midnight or come back after 12 midnight must obtain permission from the Student Resident Principal or any authorised personnel.
- 4.6.9 All types of noise pollution is prohibited in the student residence area. Hostel residents are expected to respect each other's privacy.
- 4.6.10 Students are not allowed to be in pairs with partners of opposite sex in a secluded area or hidden place or behave in a manner that may cause suspicion of a possible sexual activity.
- 4.6.11 Students shall not commit or behave indecently that may cause public nuisance including utterance or act of obscenities or chaos that may embarrass the University.
- 4.6.12 Ragging or causing physical harm or/and mental abuse is strictly prohibited.
- 4.6.13 No pets are allowed.
- 4.6.14 No gambling of any kind or unlawful behaviour is permitted.
- 4.6.15 No cooking is allowed in rooms.
- 4.6.16 Hazardous goods like gas cylinders, cooking stoves, inflammable fuels, firearms, etc. are strictly prohibited.
- 4.6.17 Penalty system is used if there are any unnecessary case occur and violation ticket will be issued.

**HOSTEL VIOLATION TICKET
PENALTIES**

No	List of Offences	Charges	* Amount (RM)
1	Involve directly or indirectly in vandalism activities or anything similar to it in the hostel.	Per person	100
2	Viewing, possessing and/or distributing of pornographic materials.	Per person	100
3	To possess, distribute, sell or consume liquor or other drinks that contain alcohol that could cause intoxication while being in the hostel compound.	Per room	100
4	Smoking inside the hostel compound or in the room.	Per person	100
5	Organising parties or gathering in U-V without approval from the management	Per person	50
6	Staying overnight away from U-V without permission from the hostel management (except weekends, PH or semester break).	Per person	50
7	Allowing visitors and/or parents to stay overnight in the room without approval from the management.	Per room	50
8	Allowing unregistered student to stay overnight in the hostel without a valid reason and/or written permission from the management.	Per person	50
9	Cooking in the room (either using gas stove or electrical stove).	Per person	50
10	Install the door latch or hinge.	Per room	100
11	Hanging of posters on the walls or glass windows by any means or method.	Per room	100
12	Usage of unauthorised electrical appliances without approval.	Per room	50
13	Dirty and unkempt room.	Per room	100
14	Student failed to switch off the lights and fan when leaving the room.	Per room	50
15	Keeping pets in the rooms.	Per person	50
16	Misuse of fire extinguisher.	Per level/Per person	100
17	Misuse of BOMBA hose rail.	Per level/Per person	100
18	Exchange room among friends without a valid reason nor approval from Hostel Management.	Per person	50

No	List of Offences	Charges	* Amount (RM)
19	To park illegally in the hostel compound (without car sticker) without permission.	Per person	50
20	Did not return the room key before leaving for semester break.	Per person	100
21	Failed to clean and tidy the room before leaving for semester break.	Per person	100
22	Loss of keys.	Per person	50
23	Failed to register/check-in the hostel on time without any valid reason.	Per person	50
24	To make any noise that may disturb the peace in the hostel.	Per person	50
25	Playing with fire crackers, fireworks.	Per level/person	100
26	Hanging clothes or any related item at inappropriate place.	Per person	50

* Subject to change without prior notice

4.7 Maintenance and Upkeep of Hostels

- 4.7.1 It is expected that hostel residents will treat the University property with care and consideration.
- 4.7.2 Fixing of posters, making use of walls/doors as a canvas for painting of various expressions, etc. are strictly prohibited. The damage caused to the walls/doors due to this sort of activity will be recovered from the occupants of the respective rooms.
- 4.7.3 No hanging of clothes or other articles outside the windows is allowed.
- 4.7.4 Hostel residents are not allowed to fix any latch or hinge at the door.
- 4.7.5 Hostel residents are not allowed to nail, fix or to make any kind of hole on the wall or any parts of the room.
- 4.7.6 No electrical appliances and furniture is to be installed inside the room without the permission from Accommodation Office.
- 4.7.7 All electrical appliances are prohibited except hand phone and charger, laptop and charger, printer, iron and electric kettle. All allowed electrical appliances have to be registered with Accommodation Office.
- 4.7.8 Hostel residents need to bring their own bed sheet, towel, pillow, blanket and other toiletries items.
- 4.7.9 On joining the hostel, every student will be provided one key for the room. Hostel residents will be provided a bed, study table, chair, wardrobe and a mounted towel hanger.
- 4.7.10 Hostel residents are responsible for keeping their rooms and the common areas in the hostel, such as bathrooms clean and tidy at all times.
- 4.7.11 All fans, light and electrical appliances must be switched off when Hostel Residents are not in the room/respective area.
- 4.7.12 All furniture must not be moved into other rooms or from one unit to another unit.
- 4.7.13 Hostel residents must cover their mattress with their own bed sheets at all times.
- 4.7.14 Any damage/loss of hostel property must be reported immediately to the Accommodation Office. Accommodation Office will provide a Remedial Action Request Form for hostel residents to fill up.
- 4.7.15 Accommodation Office reserves the right to make spot checks on the resident units and the bedrooms without having to give prior notice to the hostel residents.
- 4.7.16 University reserves the right for visitors, contractor or any authorized personnel to enter and inspect hostel residents' rooms in the interest of health, safety and proper conduct of hostel residents without having to give prior notice.

4.8 General Rules

- 4.8.1 **Inspection of Hostels:** University can, at any time, check the hostel rooms and the equipment/materials. In case of female hostels, inspection will be carried out in the presence of the Accommodation Officer or Auxiliary Police (AP).
- 4.8.2 **Recreation/Exercise:** Activities involving recreation or exercise will be carried out in such a way that they do not cause any damage to the University's property. Any damage caused by way of such activities shall be rectified at the cost of the concerned hostel residents.
- 4.8.3 **Parties and Unauthorized gathering at Hostel:** Parties or Unauthorized gathering in the hostel are not permitted.
- 4.8.4 **Placement of Furniture and Fixtures:** None of the furniture and fixtures/appliances provided in individual rooms or common areas can be moved, altered and/or relocated.
- 4.8.5 **Smoking:** Smoking inside the hostel and in common areas is strictly prohibited.
- 4.8.6 **Narcotics:** No student is allowed to use any sort of narcotics. Any student found to be involved in the use of or possess of narcotics will face stiff disciplinary action and expelled from the University if found guilty.

- 4.8.7 Sleeping at Lobby, Communal Area and Lounge:** Sleeping at lobby, communal area and lounge are strictly prohibited.
- 4.8.8 Resident card:** Resident card shall be used for all movements in and out from hostel. If students would like to go back to hometown during semester break or any occasion that requires overnight, resident card shall be given to the Auxiliary Police. Student's name will be recorded in the log book at Auxiliary Police post.
- 4.8.9 Parking:** Students have to pay for the parking sticker to park their car in hostel. The payment shall be made at Finance Department.

4.9 Hostel Charges

- 4.9.1** Student will be charged differently according to the type of room they choose.
- 4.9.2** All rooms are subject to availability and it will be on first come first serve basis.
- 4.9.3** All room rates can be referred at the fee structure provided during registration.

4.10 Furniture and Fixtures

Premium Single (1) Bed Room:	
Items	No
Beds with mattress	1
Wardrobe	1
Study table	1
Chair	1
Ceiling fan	1
Lights	2
Mounted towel hanger	1
Toilet bowl	1
Sink	1
Shower head	1
Mirror	1

Single (1) Bed Room:	
Items	No
Beds with mattress	1
Wardrobe	1
Study table	1
Chair	1
Ceiling fan	1
Lights	1
Mounted towel hanger	1

Double (2) Bedded Room:	
Items	No
Beds with mattress	2
Wardrobe	2
Study table	2
Chair	2
Ceiling fan	1
Lights	2
Mounted towel hanger	2

Premium Double (2) Bedded Room:	
Items	No
Beds with mattress	2
Wardrobe	2
Study table	2
Chair	2
Ceiling fan	1
Lights	3
Mounted towel hanger	1
Toilet bowl	1
Sink	1
Shower head	1
Mirror	1

Three (3) Bedded Room:	
Items	No
Beds with mattress	3
Wardrobe	3
Study table	3
Chair	3
Ceiling fan	2
Lights	4
Mounted towel hanger	3

Four (4) Bedded Room:	
Items	No
Beds with mattress	4
Wardrobe	4
Study table	4
Chair	4
Ceiling fan	2
Lights	4
Mounted towel hanger	4

4.11 Visitors to the Hostel

- 4.11.1** Visitor of the **OPPOSITE SEX**, including Parents, Family Members, Relatives, Friends and/or anyone staying inside or outside are **STRICTLY NOT ALLOWED** to enter the students residence **AT ANYTIME**, without prior consent of the Student Resident Principal or the authorised personnel. Hostel residents found with a member of the opposite sex inside the **RESIDENCE** at any time for whatever reason will be evicted.
- 4.11.2** Visitors including parents or family members are not allowed to stay overnight in the students residence without prior consent of the Student Resident Principal or the authorised personnel. Failure to comply will result in eviction from the hostel.

4.12 Check-in / Check-out Procedure

At the end of semester:

- 4.12.1** All hostel residents must clear their respective rooms by filling and submitting the check-out form no later than the stipulated date, **UNLESS** prior approval from the Registrar has been obtained to extend the stay or to check-in earlier.
- 4.12.2** Rooms must be vacated in clean condition.
- 4.12.3** Facility Management will inspect all the equipment and furniture to ensure it is in good condition and functioning.
- 4.12.4** If any of the equipment is found to be not functioning, not clean or missing, the management will impose fines on the hostel residents in order to repair or to replace them.
- 4.12.5** Room key must be handed over to Accommodation Unit upon vacating the room. Handing over the keys must be done by the respective individual and not by the third party.
- 4.12.6** Fines will be imposed on resident who does not comply with this regulation. Lost or damage of any keys and furniture must be reported to the management immediately. Hostel residents will be required to pay a fine to replace lost or damaged items.
- 4.12.7** A student vacating the room at the end of semester will get his/her room inspected by the Accommodation Officer. The Accommodation Officer will carry out a thorough check of the room and note any deficiency/discrepancy/damage. This will be charged to the student. The student needs to return the room keys to the Accommodation Office. The student will have to vacate the room thereafter and will not be allowed to use the facility after he/she is cleared from the hostel.
- 4.12.8** Student needs to fill up the Hostel Check-in Form upon registration and the form has to be submitted to the Accommodation Office. The Accommodation Office will determine the room number for the student.
- 4.12.9** Students are only allowed to stay at the hostel a maximum of 7 days after examination. Student is required to write-in to the Registrar if they are required to stay for longer period for any Academic / Sports activities.

4.13 Attire

- 4.13.1 Hostel residents must be decently dressed within the hostel compound.
- 4.13.2 Hostel residents must be neatly attired and shall not wear indecent clothing, including attires that are flimsy, see-through, with slits, tight fitting or revealing.
- 4.13.3 Hostel residents must always dress in a proper manner. No worn out jeans or shirts, miniskirts, shorts, or display of offensive items are allowed.
- 4.13.4 Female hostel residents must dress neatly and appropriately at all times in hostel.
- 4.13.5 Female hostel residents shall be decently dressed when they are out of the room. Thus, tight body hugging clothes, short tops, singlet (spaghetti strap) etc. are forbidden outside the room.
- 4.13.6 Tattoo on any part of the body is not allowed.
- 4.13.7 Piercing of any parts of the body, is prohibited.



Section 5
LIBRARY RULES
AND REGULATIONS

Table of Contents: Section 5: Library Rules and Regulations

5.1	Introduction	76
5.2	Objective	76
5.3	Code of Conduct	76
5.4	Opening Hours	77
5.5	Membership	77
5.6	Borrowing and Returning	77
5.7	Facilities	78
5.8	Library Portal	78
5.9	Library Education Programme	79

5.1 Introduction

DRB-HICOM U Library was officially established on April 2010. Located at Level 2 of the Student Activity Center, our library consists of three levels with the accommodation capacity of up to 700 students at one time and a total of 10,000 in-house collections. The in-house and e-journals collection focuses on various subject fields including Automotive, Engineering, Business and etc. Modern computer laboratories and well-equipped library will enhance the student learning process.

5.2 Objective

The objective of the Library is to support teaching, learning and research activities in the University. The rules and regulations are required by the Library to achieve its objectives. Every Library member is subjected to these rules. Action will be taken against anyone who does not abide by these rules.

5.3 Code Of Conduct

5.3.1 Identification

Students need to carry their Student ID card at all times. This is the University requirement. Students need to show their Student ID card to library staff when requested. Failure to do so means that they may be asked to leave the premise. Students are not allowed to let anyone else to use the ID card.

5.3.2 Safety and Security

Students need to keep their property and valuables with them at all times. Library will not be held responsible for any lost. Be vigilant and report if anybody acting suspiciously. Students need to ensure that they pack up their belongings and leave the Library before closing time. Upon hearing the fire alarm, or in the event of an emergency, follow any instructions given by library staff. For safety reasons, smoking or vaping is prohibited at the library.

5.3.3 Opening Hours

Please be aware of the opening hours of the Library. Stop using the facilities and leave promptly when asked to do so by library staff or other authorised persons.

5.3.4 Environment

Be aware that some areas have been designated for quiet and silent study. Students need to clear the study space when they leave and put all rubbish in bins in order to maintain a clean environment. Return the books, journals and all other items used in the Library to the correct place.

5.3.5 Behaviour

Treat library staff and other users with respect and courtesy. Library staff will not tolerate any form of abusive behaviour. Silence must be observed in the silent study area. Avoid all unnecessary noise and disturbance in the Library and computer areas. Music may not be played through speakers, use earplug instead. Put mobile phones on silent mode. Using mobile phones to make or receive calls is permitted in corridors, toilets and stairwells. Students may contact the library staff if they want to complain about other user's conduct.

5.3.6 Eating And Drinking

No food is to be consumed within the library. Drinking is limited to bottles and cups with caps.

5.4 Opening Hours

During Semester	
Monday - Friday	8.30 am – 5.30pm
Saturday, Sunday & Public Holidays	Closed

Examination Week	
Monday – Friday	8.30am – 9.30pm
Saturday, Sunday & Public Holidays	Closed

*NOTE: Opening hours may be change from the time to time. Extended hours based on student requested/management instruction

5.5 Membership

- 5.5.1** For first timer, student needs to register their membership at the library circulation counter. Once registered, they will be given username and password to access library official website.
- 5.5.2** Student ID card is a permit to use the Library. If the card is missing or stolen, student must report to the Registry Office and get a temporary ID slip.
- 5.5.3** The library staff have the right to take any disciplinary actions on students for violating, stealing, misbehaving or disobeying the Library Rule and Regulations.

5.6 Borrowing and Returning

5.6.1 How to borrow item(s) from the library?

Student will need their Student ID card to borrow and return item/s from the library. this can be done at the circulation counter. Always remember to return the borrowed item on time.

5.6.2 Loan Eligibility

Loan type	Length of loan	Renewals	Total item
Open Shelf	7 days	2 times	4 items at a time
Media collection	7 days	2 times	
Reference books	Non-circulated (For internal use only)		No limit
Theses & final year projects			

5.6.3 How to renew borrowed item(s)?

Before the item(s) is due, renew it at the circulation counter or student can renew it online by login to <http://library.dhu.edu.my>.

5.6.4 What if the borrowed item(s) are overdue?

Fines will be imposed on late returns of item(s) borrowed; RM0.20 per day delay. Student will be unable to borrow and renew item(s) if they have an overdue loan. Kindly return the item(s) to the library as soon as possible to avoid accumulates fines. The maximum fine is up to RM50.

5.6.5 What if student lose the borrowed item(s)?

If items lost, please report to the circulation counter as soon as possible. Student will be given two (2) weeks to find it. If they fail to do so, they have to pay the replacement cost and overdue fines (if any) at the Finance Office.

5.6.6 Notice and Reminder

- First reminder will be automatically sent by e-mail 1 day before the due date.
- Second reminder will be sent five (5) days after the due date by e-mail.
- Failed to return the item(s) more than 60 days, the item(s) will be considered as **long lost overdue**.

5.7 Facilities

5.7.1 Study Area

Study areas are divided into two zones. Study Zone at level 1 and Silent Study Zone at level 2. Carrel desks are available at both levels for private study.

5.7.2 Computer Lab and WIFI

Students are free to use the computers and WIFI. There are 32 computers available in the computer lab. Students are prohibited to use internet for gambling, playing games and entering illegal website. Use the computer wisely and report to library staff if there is any malfunction computer(s).

5.7.3 Printing and Photocopy

For printing and photocopy, students need to purchase a printing card for the first time (RM2) and the minimum value of top-up is RM5.30 (inclusive GST). Every transaction must be done at the circulation counter. It is non-refundable. Printing charges are RM0.10 per/page for black and white and RM1.00 per/page for colour.

5.7.4 Locker

There are two types of locker; Open Locker (no keys) and Closed Locker (with keys). For Closed Locker, it is on daily basis and student must return the key(s) before closing. Kindly requests the keys at the circulation counter. If student lost the key(s), fines of RM10 will be charged. REMINDER: DO NOT PUT YOUR VALUABLES INSIDE ANY LOCKERS. Students are allowed to bring along their handbags, purse, smartphones, etc. into the Library. Library will not responsible for any lost of property.

5.7.5 Leisure Area

Leisure area provides conducive sitting spot and light reading materials such as newspapers (both English and Malay Language). Library also provides board games for students and staffs to fully enjoy their free time and help to ease their stress.

5.8 Library Portal

5.8.1 Official website

Student can use the official library website to browse books and in-house catalogue via <http://library.dhu.edu.my>.

5.8.2 E-Resources

Library provides a remote access to subscribed online databases and journals via EZPROXY web. Students are able to use it through university or personal internet connection.

Step to use EZPROXY

- 1) Login into <http://ezproxy.dhu.edu.my>
Username : Malaysian ID/Passport
Password : Student/Staff ID
- 2) For the first timer, he/she may register at circulation counter or fill up online ezproxy registration form at <http://library.dhu.edu.my>.

For online ezproxy registration, please take note that library staff requires at least two (2) hours on working days to process the student request. Students may contact the library staff for ezproxy briefing and training.

5.9 Library Education Programme

Library has lists of module for Library Education Programme to all DRB-HICOM U students and staff. This programme aims to educate user with information skills to enhance their ability to identify, find, evaluate and ethically use information to become a lifelong learner. Our aims are also to help users utilize all the facilities provided by the Library.

- Library: Introduction to Services and Facilities
- Google: Your research support tools
- Ezproxy: Basic searching skills

To join, kindly contact our librarian at 09-4242671 or e-mail at library@dhu.edu.my

A photograph of a person sitting at a desk in a computer lab, viewed from the side. The person is wearing a black and white patterned shirt and is looking at a computer monitor. The desk has a keyboard, a mouse, and some papers. In the background, other computer workstations are visible. The text 'Section 6 INFORMATION AND COMMUNICATION TECHNOLOGY RULES AND REGULATIONS' is overlaid on the top right of the image in white, bold, sans-serif font.

Section 6 INFORMATION AND COMMUNICATION TECHNOLOGY RULES AND REGULATIONS

Table of Contents: Section 6: Information and Communication Technology

6.1	Computer Laboratory	82
6.2	WI-FI Connection	82
6.3	Email and Communication Activities	82
6.4	Password Guidelines	83
6.5	System and Network Activities	84
6.6	Enforcement	84

The purpose of this Rules and Regulations is to outline the acceptable use of Information and Communication Technology (ICT) in the University.

6.1 Computer Laboratory

6.1.1 Rules and regulations are required by the students to ensure the laboratories are in good condition. All students are subjected to these rules. These rules are applicable to all computer labs except Resource Centre Lab. Action will be taken against anyone who does not abide by these rules.

6.1.2 All computer lab will be opened as follows:

Day	Time	Remarks
Monday to Friday	8.30am – 5.30pm	Lab will be opened upon request after 5.30pm
Saturday, Sunday or public holiday(s)	Upon request	Lab will be opened upon request

Students are allowed to use any available labs (if any). The lab availability may be referred to lab schedule provided.

6.1.3 Any issue related to hardware or software problems must be informed to the IT technician.

6.1.4 Students are prohibited to repair the lab equipment themselves.

6.1.5 Printer is strictly for practical usage only. If student is caught printing unauthorised work, disciplinary action will be imposed.

6.1.6 Strictly no eating and drinking in the laboratory.

6.1.7 All removable media will be automatically scanned once connected to the computers.

6.1.8 Please return the equipment to its original location after use.

6.1.9 Do not remove or install any software in the computer.

6.1.10 Any activities which are not related to teaching and learning process are strictly prohibited. For example, online gaming, unnecessary video views and etc.

6.1.11 Do not save any work in the computer. IT Department is not responsible for any missing or damage saved files in the computer.

6.1.12 Turn off all power supplies before leaving the laboratory.

6.1.13 The laboratory should be kept clean and tidy at all times; arrange chairs after use, all air-conditioners and lights are turned off before leave.

6.1.14 Students are required to take off shoes before enter all carpeted labs.

6.2 WI-FI Connection

6.2.1 Student may connect to the University Network by using the credential provided by the IT Department.

6.3 Email and Communications Activities

The following activities are strictly prohibited, with no exceptions:

6.3.1 Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who do not specifically request such material (email spam).

6.3.2 Any form of harassment via email, telephone or paging, whether through language, frequency, or sizes of messages.

6.3.3 Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

- 6.3.4** Use of unsolicited email originating from or within University's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by University or connected via University's network.
- 6.3.5** Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
- 6.3.6** Revealing any University confidential or proprietary information when engaged in blogging / surfing / social media(s).
- 6.3.7** Engage in any blogging / surfing / social media(s) that may harm or tarnish the image, reputation and/or goodwill of University and/or any of its students. Students are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging / surfing / social media(s).
- 6.3.8** Attribute personal statements, opinions or beliefs to University when engaged in blogging / surfing / social media(s). If a student is expressing his or her beliefs and/or opinions in blogs / social media(s), the student may not, expressly or implicitly, represent themselves as a student or representative of University.
- 6.3.9** Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, University's trademarks, logos and any other University intellectual property may also not be used in connection with any blogging activity without official permission.

6.4 Password Guidelines

- 6.4.1** Every student has a responsibility to use security mechanisms to protect their data.
- 6.4.2** Students should select good passwords, with at least 8 characters in length, and periodically change them, at least every 6 months.
- 6.4.3** Password guessing and dictionary attacks are common ways of forcing unauthorized entry to networks, and even the best passwords can eventually be defeated mathematically, given enough time. A strong password is one that cannot easily be discovered by guessing or using a password-cracking tool.
- 6.4.4** These guidelines cover the selection of good passwords and best practices in handling them:
 - 6.4.4.1** DO use a password with mixed-case letters. Do not just capitalise the first letter, but add uppercase letters.
 - 6.4.4.2** DO use a password that contains alphanumeric characters and include punctuation, where supported by the operating system.
 - 6.4.4.3** DO use a password that can be typed quickly, without having to look at the keyboard. This makes it harder for someone to steal your password by looking at your keyboard (also known as "shoulder surfing").
 - 6.4.4.4** DO change passwords regularly. This change stops someone who has already compromised an account from continued access.
 - 6.4.4.5** DO NOT use a network login ID in any form (reversed, capitalized), doubled as a password.
 - 6.4.4.6** DO NOT use your first, middle or last name in any form. Do not use your initials or any nicknames you may have.
 - 6.4.4.7** DO NOT use a word contained in English or foreign dictionaries, spelling lists, or other word lists.
 - 6.4.4.8** DO NOT use other information easily obtained about you. This includes pet names, license plate numbers, telephone numbers, identification numbers, the brand of your automobile, the name of the street you live on, and so on. Such passwords are very easily guessed by someone who knows the student.

- 6.4.4.9** DO NOT use a password of all numbers, or a password composed of alphabet characters. Mix numbers and letters.
- 6.4.4.10** DO NOT write a password on sticky notes, desk blotters, calendars, or store it online where it can be accessed by others.
- 6.4.4.11** DO NOT reveal a password to anyone.
- 6.4.4.12** DO NOT use shared accounts. Accountability for group access is extremely difficult. In cases where account sharing becomes inevitable, full responsibility is assumed on the account.

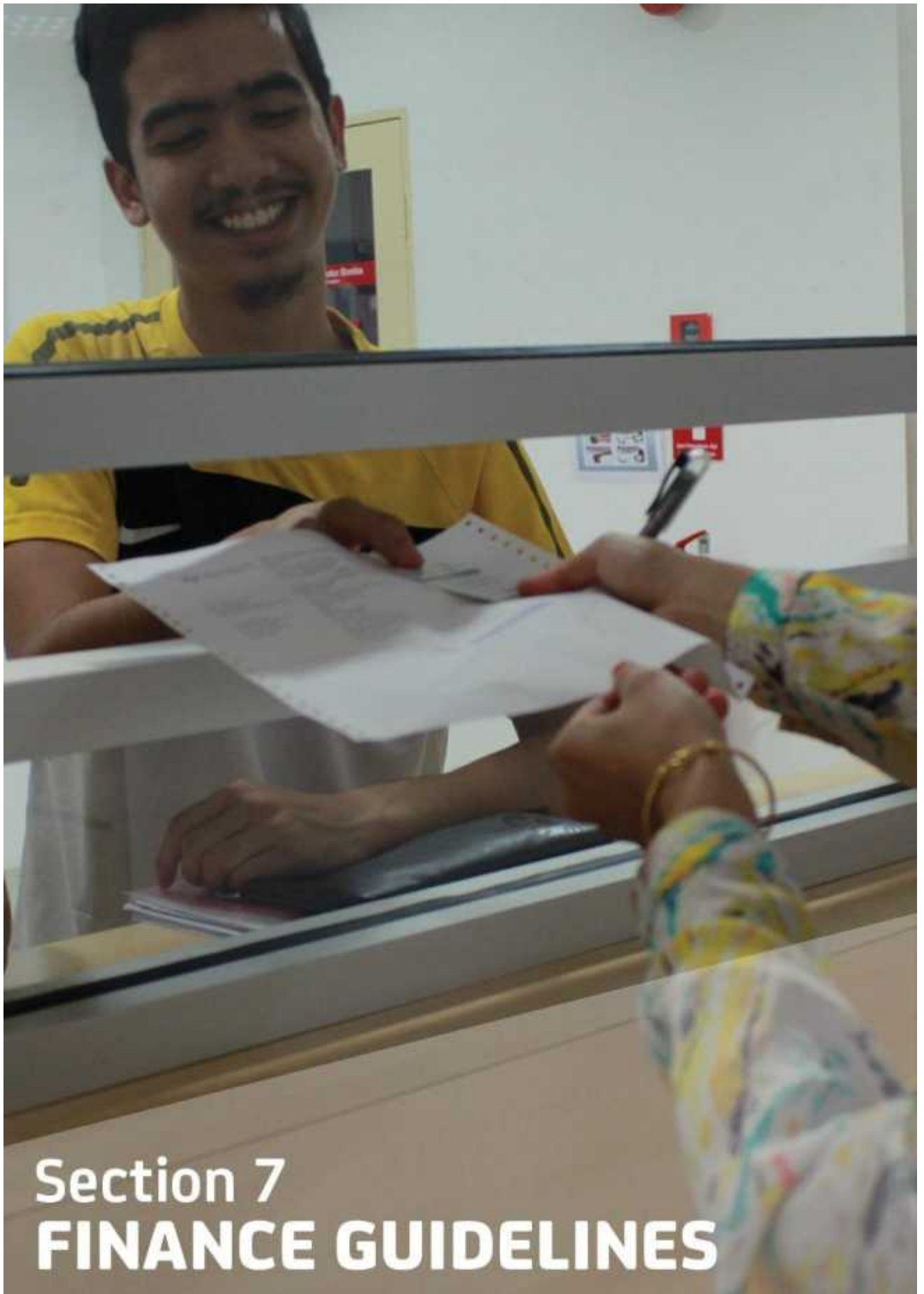
6.5 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

- 6.5.1** Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- 6.5.2** Making fraudulent offers of products, items, or services originating from any University's account.
- 6.5.3** Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access, unless these tasks or assignment are within the scope of regular tasks or assignment. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

6.6 Enforcement

- 6.6.1** Any personal IT gadgets (laptops/computer/smartphones etc.) connected to University's network **MUST** be registered with IT Department.
- 6.6.2** Any students found to have violated these rules and regulations may be subjected to disciplinary action, up to Student Disciplinary Committee decision.



Section 7 **FINANCE GUIDELINES**

7.1	Fees	87
7.1.1	Tuition Fees	87
7.1.2	Examination Fee	88
7.1.3	Other Fees	88
7.2	Student Financial Schemes	89
7.2.1	Education Loan	89
7.2.2	Scholarships	89
7.2.3	Other Options	89
7.3	Fee Refund Policy	89

7.1 Fees

7.1.1 Tuition Fee

FOUNDATION PROGRAMMES		LOCAL (RM)	INTERNATIONAL (RM)
1	Foundation in Business	9,000	11,100
2	Foundation in Engineering	11,000	13,500
DIPLOMA IN BUSINESS PROGRAMMES		LOCAL (RM)	INTERNATIONAL (RM)
1	Diploma in Enterprise Resource Planning	25,200	31,000
2	Diploma in Procurement Management	25,200	31,000
3	Diploma in Automotive Part Management	25,200	31,000
4	Diploma in Automotive Retail Management	25,200	31,000
5	Diploma in Accounting	27,000	33,560

DIPLOMA IN ENGINEERING PROGRAMMES		LOCAL (RM)	INTERNATIONAL (RM)
1	Diploma in Automotive Management Systems	36,500	44,900
2	Diploma In Vehicle Assembly Management	36,500	44,900
3	Diploma in Vehicle Inspection	36,500	44,900
4	Diploma in Automotive Service Technology	36,500	44,900
5	Diploma in Occupational Safety & Health	26,900	34,620
6	Diploma in Manufacturing Engineering Technology	36,500	44,900
7	Diploma in Mechatronics Engineering Technology	36,500	44,900
8	Diploma in Mechanical Engineering Technology	36,500	44,900
9	Diploma in Material Engineering Technology	36,500	44,900
10	Diploma in Engineering Technology in Quality System	36,500	44,900

BACHELOR OF BUSINESS PROGRAMMES		LOCAL (RM)	INTERNATIONAL (RM)
1	Bachelor of Business Administration (Hons) in Supply Chain Management	45,000	55,400
2	Bachelor of Business Administration (Hons) in Enterprise Risk Management	45,000	55,400
3	Bachelor of Business Administration (Hons) in Retail Management	45,000	55,400
4	Bachelor of Business Administration (Hons) in Management	45,000	55,400
5	Bachelor of Business Administration (Honours) Marketing Management	45,000	55,400
6	Bachelor of Business Administration (Honours) Business Information Systems	45,000	55,400
7	Bachelor of Business Administration (Hons) Operation Management	45,000	55,400
8	Bachelor of Accounting (Hons)	50,000	61,390

BACHELOR ENGINEERING PROGRAMMES		LOCAL (RM)	INTERNATIONAL (RM)
1	Bachelor of Mechanical Engineering Technology (Automotive Service Technology)	60,000	73,800
2	Bachelor of Mechanical Engineering Technology (Industrial Design)	60,000	73,800
3	Bachelor of Mechanical Engineering Technology (Mechatronic) with Honours	60,000	73,800
4	Bachelor of Mechanical Engineering Technology (Manufacturing) with Honours	60,000	73,800
5	Bachelor of Mechanical Engineering Technology (Materials) with Honours	60,000	73,800
6	Bachelor of Mechanical Engineering Technology (Quality System) with Honours	60,000	73,800
7	Bachelor of Mechanical Engineering Technology with Honours	60,000	73,800

* All fees are subject to change at any time without prior notice

7.1.2 Examination Fee

RM100 per subject, where total amount of examination fee according to total number of subjects taken per programme.

7.1.3 Other Fees

No	ITEM	LOCAL (RM)	INTERNATIONAL (RM)
1	Application & Registration (one time)	350	500
2	Deposit (one time)	300	-
3	Insurance (per annum)	100	500
4	Library & Resource (per semester)	50	50
5	Lab & Workshop (per semester)		
	5.1- Foundation programme	175	175
	5.2- Diploma & Degree programme	150	150
6	Student Activity	50	50

No	VISA MATTERS FOR INTERNATIONAL STUDENT	(RM)	REMARKS
1	Visa processing (new – one time)	1,000	Before registration
	Visa processing (renewal – per annum)	140	-
2	Medical Check Up (per annum)	250	Before registration
3	Health Insurance (per annum)	500	-
4	Student Pass/ MEV (per annum)	80	Before registration
5	Security Bond (per annum)	1,000	-

* All fees are subject to change at any time without prior notice

7.2 Student Financial Schemes

- 7.2.1 Education Loan
 - 7.2.1.1 DRB-HICOM Education Assistance Loan
 - 7.2.1.2 PTPTN
 - 7.2.1.3 MARA
 - 7.2.1.4 Bank Muamalat (Skim Pendidikan Anak)
 - 7.2.1.5 Bank Rakyat (Skim i-Falah (Bai-Al'inah))
- 7.2.2 Scholarships
 - 7.2.2.1 Bonding Scholarship
 - 7.2.2.2 Privileged Scholarship
 - 7.2.2.3 Zakat Scholarship
 - 7.2.2.4 Top Achiever's Awards
- 7.2.3 Other Options
 - 7.2.3.1 EPF (KWSP)
 - 7.2.3.2 SOCSO (PERKESO)
 - 7.2.3.3 Selected Yayasan

7.3 Fee Refund Policy

Fee Structure	Rate	Refund Entitlement		
		1 – 14 days semester begin (Add & Drop Period)	15 – 30 days	Above 30 days
Tuition	Per programme	100%	30% refundable	No refund
Application & Registration	RM350 one time	No refund	No refund	No refund
Deposit	RM300 one time	100%	100%	100%
Insurance	RM100 per annum	No refund	No refund	No refund
Library & Resource	RM50 per semester	100%	No refund	No refund
Lab & Workshop	RM150 per semester	100%	No refund	No refund
Student Activity	RM50 per semester	100%	No refund	No refund
Exam	RM100 per subject per semester	100%	No refund	No refund
Accommodation	Room type	1 month payable	1 month payable	Pro rate based on month-stay period

* Subject to change without prior notice

STUDENT DECLARATION

I, the undersign, hereby accept and submit myself to the statutes, rules and regulations and ordinances (including bylaws, codes and policies) of the DRB-HICOM University of Automotive Malaysia (DRB-HICOM U), and of the faculty or faculties in which I am registered, and to any amendments thereto which may be made while I am a student of the University, and promise to observe the same.

I am responsible to behave honestly, ethically and professionally in all of my dealings with DRB-HICOM U.

I agree to maintain the highest ethical standards of academic integrity in my work and to comply with the statutes, rules and regulations and ordinances (including bylaws, codes and policies) of the DRB-HICOM University of Automotive Malaysia (DRB-HICOM U).

Signature :

Name :

IC No :

Programme :

Intake &
Student ID
Number :

Registry Office

DRB-HICOM University of Automotive Malaysia (DU045-C)

Lot 1449, PT 2204, Kompleks Automotif DRB-HICOM,

Kawasan Perindustrian Peramu Jaya,

26607 Pekan, Pahang.

T +609 424 2400 I F +609 424 2500

www.dhu.edu.my