STUDENT HANDBOOK
2018
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WELCOME MESSAGE FROM THE VICE CHANCELLOR

Dear SEGians,

Welcome to SEGi University!

SEGi has been nurturing talents and dreams since 1977. As a leading private higher education institution, SEGi continues to develop innovative programmes to cater to the needs of the industry and ultimately, the community at large. Spurred by our passion to provide the best to our students so that their natural talents and potential are maximised, SEGi will continue to lead the way in education excellence.

Now with 20,000 students across 5 campuses in Malaysia, SEGi is also gaining popularity among students from Asia, the Middle East and Africa as a trusted institution.

We invite you to join us for the SEGi experience – it will be one that will help you get started to a great future with the career of your dreams. The team at SEGi University will do everything they can to make your experience special and memorable. Please approach your Deans, Heads members of the Student Service Centre or your programme consultant if you require assistance.

Please talk to me personally should the need arise. My door is always open for you.

I wish you all the best in your studies. Thank you.

Warmest regards,

Professor Dr. Patrick Kee
Vice Chancellor,
SEGi University
Dear Students,

Welcome to SEGi College Kota Damansara!

With SEGi University and SEGi College Kota Damansara, you are joining a campus community with students from all over Malaysia and more than 80 countries. Enjoy your student life by gaining new knowledge as much as you can, and make friends with as many of your college mates as possible.

Should you face any difficulties or challenges, head over to our Faculty Administrative Department, Student Affairs Department, or SEGi Connect! to speak to our officers who are ever willing to assist you. To international students, our International Office is here to guide you through the student visa process.

Enjoy your student life!

Warmest regards,

Mr. Norman Chu Su Jiun
Principal,
SEGi College Kota Damansara
1.0 University Information

1.1 SEGi’s History

Established for almost 40 years, SEGi has equipped graduates from diverse backgrounds with exceptional foundations for career achievement and personal success.

SEGi first opened its doors as Systematic College in 1977 in the heart of Kuala Lumpur’s commercial district, offering professional qualifications. Since then, the Group has experienced significant growth by adapting and catering to an increasing demand for higher academic and professional qualifications in Malaysia.

Today, SEGi is one of the largest private higher education providers in Malaysia and serves more than 27,500 students through its five major campuses located in Kota Damansara, Kuala Lumpur, Subang Jaya, Penang and Kuching. With programmes tailored to meet both industry and student needs, SEGi graduates have easily found employment and many have gone on to become leaders of their respective industries.

1.2 Vision

SEGi will place quality education within the reach of willing minds and natural talents.

1.3 Mission

To be the premier regional higher education provider offering quality employability-based international programmes on accessible terms, delivered through the most innovative technologies and student-centric learning techniques.

1.4 Educational Goals

- To develop Human Capital that is recognised globally by attracting, maintaining and producing the best.
- To facilitate acquisition of knowledge for the benefit of society.
- To encourage innovative research and development in pure and applied areas.
SEGi’s Brand Promise

In a fiercely competitive and informed market, price is often a deciding factor for students and their parents. In order to maintain a high standard of education, SEGi strives to make available quality education by placing it within the reach of eager minds and natural talent. Therefore, SEGi’s Brand Promise is articulated as:

The best in you, made POSSIBLE

SEGi’s Pillars of Action

Our Vision is also anchored in a code of behaviour we call the Pillars of Action. By enhancing accessibility through creative and entrepreneurial solutions, and by leveraging our internationalism and institutional knowledge, we are able to provide students with an excellent education that maximises every individual’s potential.

BUILDING MUTUAL TRUST

As enablers, we provide a complete learning experience to make the best in you possible.

ENABLING PROMISING MINDS

We are as strong as our weakest link, and our destiny is held together as SEGians, based on trust.

DOING THINGS DIFFERENTLY

We do things differently as we strive to make a difference in the lives of others.
1.5 Campus Directory & Facilities

The SEGi University Campus comprises of 5 blocks which are administrative and academic blocks, an adult learning centre, the multi-purpose hall and recreation block as well as a student residence block. These buildings surround a common space known as the piazza, wherein the swimming pool and clock tower are situated.
The on-campus facilities available to students include computer and multimedia laboratories, a cafeteria, a café, a creative arts gallery, engineering laboratories, multi-disciplinary labs, medical museum, eye-care clinic, dental clinic, science laboratories, a dentistry clinic, Wi-Fi Internet facilities, a library, reading rooms, counselling rooms, a student lounge, a games room, audio-visual laboratories, an adult learning centre, surau (prayer room) and a video editing room.
Auditorium A (Right Wing, 2nd Floor)

Library (Admin Block, 3rd Floor)

IT Laboratories (Academic Block, 1st Floor Left Wing)

Computer Research Facilities (Admin Block, 3rd Floor)

Hostels (Campus Area)

SEGiSphere
Engineering & Science Laboratories (Academic Block, Ground & 1st Floor)

Medical Lab (Academic Block, 3rd Floor)

ECCE Class & Lecture room (Academic Block, 4th Floor)

International Office Lounge (1st Floor, Right Wing)

Cafe (Campus Area)

Swimming Pool & Clock Tower
Students have access to sports facilities at the Multi-Purpose Hall and Sport Complex. You are able to enjoy games such as futsal, badminton, basketball, dodgeball, volleyball, netball, table tennis and various other sports. In addition, we also have a well equipped gymnasium.
### 2.0 Academic Information

#### 2.1 List of Programmes by Faculty

<table>
<thead>
<tr>
<th>No</th>
<th>Faculty / School / Centre</th>
<th>Programmes</th>
</tr>
</thead>
</table>
| 1  | American Degree Program (ADP) | American Degree Transfer Program (4+0 in collaboration with Troy University, USA)  
• Bachelor of Science in Psychology  
• Bachelor of Science in Business Administration (Global Business)  
• Bachelor of Science in Communication Arts |
| 2  | Centre for Languages (CFL) | Intensive English Programme - Elementary English  
Intensive English Programme - Intermediate English  
Intensive English Programme - Upper-Intermediate English  
Intensive English Programme - Advanced English |
| 3  | Centre for Foundation Studies (CFS) | Foundation in Arts  
Foundation in Commerce  
Foundation in Science |
| 4  | Faculty of Business, Accounting and Management (FoBAM) | Diploma in Business Administration  
Diploma in Accounting  
Diploma in Marketing  
SEGJ UNIVERSITY & UNIVERSITY OF CENTRAL LANCASHIRE (Double Degree)  
• Bachelor of Accounting (Hons)  
• Bachelor of Accounting and Finance (Hons)  
• Bachelor of Business Management (Hons)  
• BA (Hons) International Business Administration  
• BA (Hons) International Business Administration (Financial Management)  
• BA (Hons) International Business Administration (Human Resource Management)  
• BA (Hons) International Business Administration (Marketing Management)  
• BA (Hons) International Accounting  
• BA (Hons) International Accounting and Finance  
UNIVERSITY OF SUNDERLAND, UK [3+0]  
• BA (Hons) Business & Management |
| 5  | Faculty of Engineering and the Built Environment (FoEBE) | • Bachelor of Engineering (Hons) in Mechanical Engineering  
• Bachelor of Engineering (Hons) in Civil Engineering  
• Bachelor of Engineering (Hons) in Chemical Engineering  
• Bachelor of Engineering (Hons) in Electronic and Electrical Engineering  
SEGJ UNIVERSITY & UNIVERSITY OF CENTRAL LANCASHIRE (Double Degree)  
• BEng (Hons) Engineering - Mechanical  
• BEng (Hons) Engineering - Civil  
• BEng (Hons) Engineering - Chemical  
• BEng (Hons) Engineering - Electrical and Electronic  
B.5c (Hons) Construction Management  
B.5c (Hons) Quantity Surveying |
| 6  | Faculty of Dentistry | Bachelor of Dental Surgery |
| 7  | Faculty of Education (FoED) | Diploma in Early Childhood Education  
Bachelor of Education (Hons)  
SEGJ UNIVERSITY & UNIVERSITY OF CENTRAL LANCASHIRE (Double Degree)  
• BA (Hons) Education |
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<tr>
<th>No</th>
<th>Faculty / School / Centre</th>
<th>Programmes</th>
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| 8  | Faculty of Medicine (FoM) | Bachelor of Medicine and Bachelor of Surgery (MBBS)  
Diploma in Medical Laboratory Technology  
Bachelor of Biomedical Science (Hons) |
| 9  | Faculty of Optometry and Vision Sciences (FoVSc) | Bachelor of Optometry (Hons) |
| 10 | Faculty of Pharmacy (FoP) | Diploma in Pharmacy  
Bachelor of Pharmacy (Hons) |
| 11 | Faculty of Communication and Creative Design (FoCCD) | Diploma in Advertising Design  
Diploma in Creative Multimedia  
Diploma in Graphic Design  
Diploma in Interior Design  
Diploma in Mass Communication  
Diploma in Video & Animation  
Bachelor of Arts (Hons) Visual Communication Design  
Bachelor of Arts (Hons) in Interior Architecture  
Bachelor of Arts (Hons) Multimedia Design  
Bachelor of Corporate Communications (Hons)  
Bachelor of Communications and New Media (Hons)  
• Bachelor of Mass Communication (Hons)  
• Bachelor of Arts (Hons) in English and Public Relations  
SEGi UNIVERSITY & UNIVERSITY OF CENTRAL LANCASHIRE (Double Degree)  
• BA (Hons) Mass Communications  
• BA (Hons) Public Relations with English  
Master of Arts in Corporate Communication |
| 13 | School of Hospitality and Tourism (SoHT) | Diploma in Culinary Art  
Diploma in Hotel Management  
• Bachelor of Hospitality Management (Hons)  
SEGi UNIVERSITY & UNIVERSITY OF CENTRAL LANCASHIRE (Double Degree)  
• BA (Hons) Hospitality Management  
Bachelor of Science (Hons) International Tourism & Hospitality Management 3+0 in collaboration with University of Sunderland, UK |
| 14 | School of Information Technology (SoIT) | Diploma in Information Technology  
• Bachelor of Information Technology (Hons)  
SEGi UNIVERSITY & UNIVERSITY OF CENTRAL LANCASHIRE (Double Degree)  
• B.Sc. [Hons] Information Technology (Computer Networking)  
• B.Sc. [Hons] Information Technology (Software Engineering)  
• B.Sc. [Hons] Information Technology (Business System Design) |
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<th>No</th>
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<tr>
<td>15</td>
<td>Graduate School of Business</td>
<td>Master of Business Administration (General Management)</td>
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<td>Master of Business Administration (Global Business)</td>
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<td>Master of Business Administration (Entrepreneurship)</td>
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<td>Master of Business Administration (Finance)</td>
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<td>Master of Business Administration (Human Resource Management)</td>
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<td>Master of Business Administration (Hospitality Management)</td>
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<td>Master in Financial Planning</td>
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<td>Master of Business Administration in collaboration with University of Southern Queensland, Australia</td>
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<td>Doctor of Business Administration (DBA)</td>
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<td>16</td>
<td>Institute of Graduate Studies (IGS)</td>
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<td>Master of Science (Engineering)</td>
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<td>Master of Science (Information Technology)</td>
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<td>Master of Science (Vision Science)</td>
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<td>Master of Medical Science</td>
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<td>PhD (Management)</td>
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<td>Doctor of Philosophy (Engineering)</td>
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<td>Doctor of Philosophy (Education)</td>
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<td>Doctor of Philosophy (Information Technology)</td>
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<td>17</td>
<td>Professional and Continuing Education (PACE)</td>
<td>Diploma in Early Childhood Education</td>
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<td>Executive Diploma in Marketing</td>
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<td>Executive Diploma Accountancy</td>
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<td>Bachelor of Mass Communication (Hons)</td>
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<td>Master of Business Administration (General Management)</td>
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<td>Master of Business Administration (Global Business)</td>
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<td>Doctor of Business Administration</td>
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2.2 Assessment

A course may have several assessment components that contribute towards the final grade. Students have to complete all assessment components as prescribed for the course. The course assessments are spread over the entire semester to give a better evaluation of the learning outcomes prescribed for the course. The system is also aimed to enable students to gather marks throughout the semester instead of being evaluated on a concentrated 100% final examination. Some of the common programme assessments are as follows, although not all components are applicable:

- Assignments
- Laboratory work
- Tests
- Presentations
- Quizzes
- Thesis / dissertation
- Projects
- Final examination

Although the above assessment components appear in most of the programme, there may be exceptions for certain programmes and Schools/Faculties/Centres. The composite components are determined by various factors such as appropriateness of component assessment, relevance of component evaluation, adherence to approval given by the Malaysian Qualification Agency (MQA), and/or synchronisation with common academic practice worldwide.

Cumulative Marks

Marks will be awarded to all components assessed throughout the semester. Students have to attempt all components in any particular subject. These marks are cumulative and will be added to the marks obtained in the final examination for an overall result. Thus, students should keep a record of the marks obtained in each component for an overall self-assessment of the academic performance before the final examination.

Once the final examination is conducted, the total marks compiled by lecturers and Schools / Faculties / Centres will undergo a stringent evaluation by the School / Faculty / Centre Course Board before further verification by the University/College Examination Board, and subject to the review and endorsement by the Senate before they are finally released and published. The results are usually released on the first day of the following semester. Should the overall result fall between the marginal pass / fail category (whereby students will sit for a Supplementary or Resit examination), the existing marks from all the course components will be maintained and reused in the computation of the new total marks, together with the new marks obtained from the supplementary paper. However, the overall marks taken into computation of the supplementary examinations will be capped at 50%. The supplementary examination, at present, only applies to students enrolled in the Foundation and undergraduate programmes.

Submission of Coursework

Whether assignments or projects, students of any programmes are academically bound by the compulsory submission of coursework required. Students are advised to be aware of the respective due dates and deadlines for submission, as well as the penalties for late submission. Students are also advised to adhere to the stringent format required of each programme stipulated by the lecturer to avoid marks being deducted for non-compliance.
2.3 Learning Support Services and Facilities

Blackboard Learning Management System

The Blackboard Learn give students the access to their learning materials. Class timetable, course materials, quizzes, online assessments and examination timetable are one of the few features that is found here. It is a hub of academic information for the success of every student.

e-Library

The e-Library is the one-stop online reference, providing students with access to more than ten online databases, over 5,000 journals and 150,000 ebooks free of charge. Students can access from anywhere and anytime beyond library opening hours.

3.0 Administrative Procedures

3.1 Student Identity Card

The Student ID card will be issued upon the student’s arrival and acceptance of the offer for the programme registered. For security purposes, all students must produce the Student ID card at the Guard House before entering the premise of the University/College. Students must display the Student ID card at all times when in the premise of the University/College.

3.2 Deferment of Studies

If the student intend to defer his/her studies before the start of class, they will need to fill the Deferment Form and get it verified by the respective programme counselors. If the form is not completed or submitted to the Registry Department, the student’s records will remain as ‘No-Show’ for the particular intake.

If the student intend to defer his/her studies after class commencement and is between semesters, they will need to forward a completed Deferment Form to the Administration Coordinator at the respective School/Faculty/Centre for approval by the Head of Department. The reason(s) for deferment must be stated very clearly and attach with any necessary supporting documents. Students are allowed to defer studies to a maximum of 2 semesters.

3.3 Change of Programme

If the student intend to change programme before the start of class, he/she will need to complete the Programme Transfer Form and get it verified by the respective counselors. Approval will be subject to the student meeting the minimum entry requirement for the new programme.

If the student decide to change programme after commencement of studies, he/she will need to forward a completed Programme Transfer Form to the Administration Coordinator at the respective School/Faculty/Centre for approval by the current Head of Department and the new Head of Department. The approval is subject to the student meeting the minimum entry requirement for the new programme.

3.4 Withdrawal from Studies

If the student decide to withdraw from his/her studies at the University/College, he / she will need to fill the
Withdrawal Form and forward to the Administration Coordinator at their respective School/Faculty/Centre for approval by the Head of Department. The student will need to state clearly the reason(s) for the withdrawal and attach supporting documents, if necessary.

3.5 Termination of Studies

The University/College has the right to terminate the student’s studies based on Academic or Non-Academic grounds. The student will be advised to attend personal counseling and necessary steps will be taken by the University/College before such Termination takes place.

4.0 Resources and Facilities

4.1 Campus Bookstore

The Bookstore is located on the ground floor of the University’s/College’s main building. Operation hours are Mondays - Fridays, 8.30am - 2pm, 3pm - 5.30pm. Students can purchase books, stationaries, mobile phone prepaid cards and also make photocopies and binding; and sending of courier and mail.

4.2 Campus Security

I. 24-hours security services are provided within the campus. Students are to produce and display their student ID whenever in the campus, failing which they may be barred from entering the campus
II. Students residing in the In-House Hostel are to be in their respective rooms by or before 12 midnight
III. Students are not allowed to loiter or enter the campus premises / building after 12 midnight
IV. Students are to abide by the Safety & Security notice displayed in and around the campus

4.3 Transport and Parking

I. All vehicles entering the University/College premise must have a valid University Car Sticker
II. Students are to park along the perimeter parking allocated.
III. Students are not allowed to park (except motorcycles) at the covered car park parking bays.
   Student’s vehicle will be clamped and a penalty of RM50.00 is imposed if caught doing so.
IV. Illegal or double parking is not allowed

4.4 Clinic and Dental

SEGi Clinic

SEGi’s medical clinic is located between the campus bookstore and SEGi University Merchandise Shop. The professional doctor is ready to tend to any students’ health needs Mondays - Fridays, 9am - 5pm. Students may also have their medical check-up done here.

For international students, the clinic is connected to EMGS whereby medical check-up results are sent for processing of visa.
Oral Health Centre

SEGi’s Faculty of Dentistry provides dental services to the public. Situated in the Faculty itself (Second Floor, Left Wing), operates from 8am - 5pm, Mondays - Fridays.

SEGi EyeCare

Students can have their eyes checked, and purchase prescription lenses with spectacles or contact lens at SEGi EyeCare manned by the Faculty of Vision Sciences. It is opened to the public from Mondays - Fridays, 9.00 am - 6.00 pm. Saturdays are by appointment only.

4.5 Printing, Photocopying and Scanning

Location: Left Wing, IT Labs Area & Library (3rd Floor)

Printing Card
- Available at Bursary
- Revaluable upon request

<table>
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<th>Price</th>
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<tr>
<td>New : RM15.00</td>
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<tr>
<td>Topup : RM10.00 (minimum)</td>
</tr>
</tbody>
</table>

Printing and photocopying charges are as below :

Document printing (Black and White)
- A4 - 10 cents per copy
- A3 - 20 cents per copy

Document printing (Colour)
- A4 - RM1.00 per copy
- A3 - RM2.00 per copy

Once the print job(s) from Open Lab’s PC is sent to the photocopy machine it will hold the print job(s) in print queue. Just insert the printing card into the photocopy machine access card device and select the print job(s) for the document(s) to print.

The photocopy machine will auto deduct the printing cost from the printing card accordingly.

The value of the printing card can be topped up by making payment first at Bursary and bringing the receipt to the IT Department for value top up/debit into the printing card by the IT Helpdesk Officer.

Scanning

Scanning is free of charge (for photocopy machine located near the Open Computer Lab only). Students can scan important documents or photos into digital files and email the scanned file to their own email account.
4.6 Computer Labs

All Computer Labs for teaching and research purposes are located at the First Floor, Left Wing, SEGi University. Students can use the Open Lab equipped with PC-compatible computers with internet access, licensing software like SPSS, Autocad, Matlab and connect to photocopy machine for printing, scan to email and copies service. Assistance is available at the IT Help Desk officer at First Floor, Left Wing, IT Department or call (T: +603-61452777 ext 3021/3022 D: +603-61452762) or email to techsupport@segi.edu.my

Operation Hours IT Department
- Monday-Friday : 9.00 am to 7.00 pm
- Saturday : 9.00 am to 5.00 pm
- Sunday : CLOSED

Rules and Regulations in the IT lab

**Do’s**
1. Students must wear their Student ID.
   Those without ID are STRICTLY NOT ALLOWED in the computer labs.
2. HANDLE all equipment with CARE.
3. KEEP the computer labs CLEAN and TIDY.
4. Ensure that the computer and monitor are properly shut down after used.
5. REPORT to IT Helpdesk Officer if any computer found faulty.

**Don’t**
1. No food or drinks allowed except plain water.
2. Pornography and other unethical websites are STRICTLY PROHIBITED.
3. Do not install unauthorized software.
4. Games are PROHIBITED.
5. Do not attempt to touch any live wires.

4.7 Wireless Internet Access (FOC)

Available to all the student sign in through SEGiSphere ID and password.
Location:
- Cafeteria, Ground Floor Clinic, 1st Floor Computer Lab, Registry,
- Bursary/PTPTN, 2nd Floor Audi A, 3rd Floor Library, Study area and
- 4th Floor classroom area as well as Male/Female Hostel

To use Wi-Fi internet service, users need to connect via SEGi_Student (as per picture). Once connected, Sign In to network will pop-up and logging on with the student's SEGiSphere user ID and password. Students without SEGiSphere user ID can seek assistance from the faculty coordinator. If the student has forgotten the password, please inform E-Resources Officer to reset it.
4.8 E-resources

SEGi Sphere
SEGi Sphere is a comprehensive and integrated student portal which connects all students and lecturers. It also enables students to access endless information at their fingertips.

SEGiSphere allows easy access to:

- Important information at anytime from anywhere with internet access.
- All modules of the students’ programme in one location – just log in with username and password.
- The online library services, a wealth of knowledge and resources, which includes databases and journals
- Student’s email account, allowing sending and receiving of email messages.
- A host of tools and software that will further enhance the university/college experience, including a PDF Editor, Microsoft Office software, mini games and personalised notes.

Job Sphere to view a list of job vacancies and internships with top companies.

- Students can even make interview sessions immediately OR, if they want to be even more hands-on, upload resumes and certificates directly.

4.9 Library and Study Facilities

There are two libraries available for all registered students. The SEGi University Kota Damansara Library (SUKD) is located on the 3rd floor, Admin Block in main campus while the SEGi College Kota Damansara Library (SCKD) is located on the 15th floor, Tower Block.

Collection includes books, journals, magazines, newspapers, AV material and information resources in electronic format. Materials are easily retrieved based on the Library of Congress Classification Scheme.
The Study Area, which is separated from the Library and is taken care by Student Affairs Division, is located on the 4th Floor. This spacious area is open for students to do their revision, studying or work on assignment.

4.10 SEGi Connect!

SEGi Connect! is the place to go to if it is your first day and need guidance for the initial registration processes like hostel, payment and visa. We also assist all students with challenges in settling operational issues related to more than one SEGi department.

Email: segiconnectkd@segi.edu.my
Phone: +6017 6563351 or +603-61451777 ext 1744, 3187, 2732
Location: SEGi University, Right Wing, Level 1 (near International Office) & Level 2 (within Faculty area)

5.0 Student Support

5.1 Student Service Centre

The Student Services Centre (SSC) operates as a One-Stop-Centre to provide students with support and guidance throughout their studies. We have a well-established network of support staff and a range of services in place to advise and assist students with the problems they may experience related to their studies. The six areas that are handled by the SSC includes:

a) General Enquiries - this is for general support, advice and referral services for students as well as parents
b) Collecting and distribution of mails and parcels addressed to students
c) Distribution of ad hoc cards, vouchers, etc. from government bodies
d) Handling complaints from students
e) Provide support for orientation and graduation
f) Handling lost and found items
5.2 International Student Office

The International Office (IO) is the focal point for all enquiries and assistance required by international students. The key services offered are:

- Registration and enrolment information for international students
- Visa and immigration advisory assistance (student visa/pass applications and extensions; visa/passport endorsement)
- Airport pick-ups for new students
- Welfare (health insurance, counseling, crisis assistance etc.)
- Appointments for medical examination
- International student orientation and briefing
- Issuance of documents needed (banks, embassies, etc.)

Services in IO are provided via the following units:

- International Operations Counter Services (Student Visas)
- International Student Services
- International Student Welfare

IO offers advice and assistance to prospective, new and current students. Assisting international students adapt to the University/College and living in Malaysia are our utmost priority. Should we be unable to assist, we will refer to the right department.

Please drop by the IO, should you need any assistance. We are on Level 1 Right Wing (next to the Bursary Office).

5.3 Private & Confidential Counseling Services

The counselors under the Student Affairs Division are certified and registered counselors under the Malaysian Board of Counselors, while abide the codes of ethics under the Counselors Act 1998. Counseling services been offered are free and conducted in an individual counseling room to ensure the confidentiality of each session. All client personal information are strictly confidential and is shared only with the person’s permission.

The counseling services strive to enhance the wellbeing of students by facilitating their emotional, interpersonal, and intellectual development. We listen carefully to concerned students have about their lives and provide emotional support, impart life skills, and encourage self-reflection, all with the purpose of empowering students to navigate their way towards greater autonomy and effectiveness.

Various effort has been done continuously to reach out by taking the students emotional health seriously. Our services included personal mental health counseling, on-site emotional support, perform immediate psychological first aid or assistance that help individuals deal with crisis, organize talks and activities that raise awareness for any mental health issues, including students with special needs. We also offer various psychological inventories, mental health related events and workshops to enhance students’ social skills and techniques to cope with life’s many obstacles. Starting from Year 2016, in order to improve our reach out effort to the emotionally distress, the unit has established Peer Counselors group. The team is trained with basic counseling skills to help their peers who are facing emotional issue.
5.4 Careers and Job Opportunities

SEGi University/College plays the important role of supporting students with job opportunities upon completion of studies. We provide career coaching, guidance on how to write a resume and cover letter review. We also organise workshops, campus job fairs, etc. We ensure students are exposed with the experience and environment before venturing out to the real working world.

5.5 Alumni Liaison Office

SEGi Alumni Liaison Office creates and sustains lasting relations with our alumni through regular communications, networks, member benefits and events. We create new opportunities personally and professionally for University/College alumni, staff and friends, opening doors for research collaborations, student recruitment and corporate contacts.
6.0 Students Activities

6.1 Clubs and Societies

SEGi University encourages students to have a well-rounded education experience to help further develop their interpersonal and communication skills while learning about other cultures. Through clubs and societies students are able to participate in extra-curricular activities such as leadership training, competitions, futsal tournaments, charity events and many more. Students are also strongly encouraged to participate in community services and activities. Below are some of the student clubs and societies at SEGi University:

a. **SEGi International Student Society**
   SISS promotes inter-cultural awareness and understanding through social and intellectual activities. It aims to uphold the welfare of SEGi University/College international students.

b. **SEGi Music Club**
   SUMC encourages unity, harmony and fellowship through the common interest of music. Members strongly believe that the gap and barriers of communication can be bridged through this common mode of self-expression.

c. **China Students Association**
   China Students Association aims to organize activities for China students and to promote the China culture.

d. **Exploration Club**
   This club encourages students from diverse field of studies to join in outdoor games exploration such as Amazing Race. It literary allows students to explore their creativity and mind set when faced with challenges.

e. **Accounting & Finance Club**
   AFC provides an opportunity for members to enhance their awareness of the importance of the role of professional ethical accountants in the business community. It also promotes leadership skills for aspiring accountants. It also and exposes members to the various career paths available for accountants in the local and global environment.

f. **FOURSEGi**
   FOURSEGi provides the opportunity for students from Schools of Communication Studies to have ‘espirit d corp’ among peers.
g. **IEM SEGi STUDENT CHAPTER**
   IEM Student Chapter promote and advance the science and profession of engineering in any or all of its disciplines and to facilitate the exchange of information and ideas related to engineering among SEGi University students.

h. **Official Foundation Friends Club (OFFC)**
   OFF allows students in Foundation Studies to actively participate in non-academic extra curricular activities.

i. **SEGi's English Proficiency Improvement Club (EPIC)**
   Formed by students from Centre for Language, EPIC encourages the use, understanding, appreciation, reflection on and enjoyment of the English Language in a variety of ways that are imaginative, interpretive, critical and powerful.

j. **Chalkzone Academia Club**
   Formed under Faculty of Education, CzAC strives to generate energy, passion, appreciation and focus around the education industry by raising awareness of education issues among students.

k. **Medical Society of SEGi University (MedSSU)**
   The objectives of the MEDSSU is to encourage and support the active participation of medical students in SEGi University.

l. **SEGi Pharmacy Student Association (SPSA)**
   SPSA provides the opportunity to bridge all Pharmacy students together, to produce all - rounder students and to create awareness among the public.

m. **SEGi Optometry Club (SOC)**
   SEGi Optometry Club provide optometry students the opportunity to learn more about the profession of Optometry; to assist students in their preparation for Optometry school and to expose them to precious pre-professional experiences.

n. **SEGi Dental Society (SDS)**
   Under Faculty of Dentistry SDS offers members the knowledge, support and advice on high standards of dental profession, dental ethics and dental conduct.

o. **I-Cheme Student Chapter**
   I-Cheme Student Chapter provide a platform for its members about the field of Chemical Engineering and to promote the Institution of Chemical Engineering which is a global professional membership organization for people involved in the chemical and process engineering industry.

p. **ISPE Student Chapter Faculty of Pharmacy SEGi University**
   ISPE Student Chapter provide an opportunity for Pharmacy students to hold meeting for presentation papers or the interchange of ideas and shall promote site visit and educational lecture courses in line with International Society for Pharmaceutical Engineering.
q. **Youth Ablaze**
   Youth Ablaze is a Christian club that aims to meet the needs of every person (both Christians and non-Christians) who join the club, showing them the love of Christ and ultimately letting them experience His love for themselves.

r. **Youth Of Hope**
   Youth of Hope is a Muslim society to promote Islamic values among its members and teach how to live the principles of Islam. It also offer members the opportunity to interact with other students from different faith and belief who share common ground.

s. **SEGi University Buddhist Society**
   SEGi University Buddhist Society is open to all non-Muslim who are registered students in SEGi University who are interested in the teachings of the Buddha.

t. **Chinese Cultural Society (CCS)**
   Chinese Cultural Society is to build and create awareness of Chinese culture among students and staff of SEGi University/College. One of the way is by coordinating events such as Chinese New Year Celebration, Mooncake Festival and etc.

u. **Kural Indian Cultural Society**
   Kural Indian Cultural Society practices and promotes Indian cultural activities amongst students and staff.

v. **SEGi University Volunteer Community**
   SEGi University Volunteer Community aims to promote volunteerism and charity activities among SEGi students.
CLUBS & SOCIETIES

Open to all students
Year 1 students are most welcome
Free Annual membership and renewal
Registration open from January to March every year
Interview session with Student Services Officer
Certificate, award, recognition & training offered
Enhancement in leadership, communication skills & welfare
6.2 Student Representative Council (SRC)

SRC is part of the student community. It is the representative voice of SEGi University/College students. The purpose and duty of SRC are to:

- represent the interests of SEGi students;
- maintain a forum for students to express their views and interests;
- initiate, coordinate and guide student efforts aimed at improving student life and activities;
- keep students updated and informed of relevant issues;
- provide opportunities to develop leadership qualities among students.
6.3 Sports and Recreational Centre

SEGi University Sports Facilities and Recreational Club

<table>
<thead>
<tr>
<th>No</th>
<th>Type of Recreational Facilities</th>
<th>No</th>
<th>Type of Other Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Swimming Pool</td>
<td>1</td>
<td>Table Tennis</td>
</tr>
<tr>
<td>2</td>
<td>Fitness Gymnasium</td>
<td>2</td>
<td>Darts Games</td>
</tr>
<tr>
<td>3</td>
<td>Multipurpose court (Indoor)</td>
<td>3</td>
<td>Chess &amp; Clocks</td>
</tr>
<tr>
<td>4</td>
<td>Multipurpose court (Outdoor)</td>
<td>4</td>
<td>Sports Facilities (Rental)</td>
</tr>
<tr>
<td>5</td>
<td>Outdoor Sports Pitches (Small Field)</td>
<td>5</td>
<td>Punch bag - Portable</td>
</tr>
<tr>
<td>6</td>
<td>Squash Court</td>
<td>6</td>
<td>Arm Wrestling Table</td>
</tr>
<tr>
<td>7</td>
<td>Piazza Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Sports Meeting &amp; Discussion Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Sports Training Area (SCCL)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sports Club is under Sports and Recreational unit and managed by the Sports Management team. Sports and Recreational Club opened to all students of SEGi University and the student must be registered for sports and Co-Curriculum club which is free.

Sports and Recreational Club:

1. Rugby
2. Swimming & Life Saving
3. Gymnasium & Fitness
4. Martial Art (Taekwondo)
5. Badminton, Table Tennis & Raquet
6. Chess & Indoor Games
7. Football
8. Basketball
9. Netball
10. Track & Field / Road Relay
11. Sepak Takraw
12. Volleyball
13. Cricket
14. Futsal
15. Hockey
16. Arm Wrestling

Sports and Recreational Unit Activity:

1. SEGi University Gymnasium is open on Monday to Friday and our official hour for gymnasium start at 5.00pm to 10.00pm. All students of SEGi University will be allowed to walk-in and use when available for free. Saturday, Sunday and Public holidays, the gymnasium is closed.
2. Basketball, Sepak Takraw and Futsal courts will be used in the evening everyday.
3. Badminton, Table tennis courts and Swimming pool must be booked at Sports and Co-Curriculum offices before use.
4. Sports and Co-Curriculum unit also organized Sports and Co-Curriculum activities in SEGi University for the students and staff (Internal activity).
5. SEGi University also participates in external competition. Sports and Co-Curriculum unit of SEGi University is a part of MASISWA (Majlis Sukan Institusi Swasta), MAPCU (Malaysian Private College University), HEP-IPTS.
6. Sports and Co-Curriculum training to be held on one month or two months before competition and the training is conducted mostly at external places.

7.0 Accommodation

7.1 Accommodation Office

Managed by:
Consortium Support Services Sdn Bhd (CSS)
Level 1, SEGi University
No. 9, Jalan Teknologi, Taman Sains Selangor
Kota Damansara, PJU 5, 47810 Petaling Jaya,
Malaysia
T 603 6145 1777 ext 3176
F 603 6145 2753
Email: hostelkd@segi.edu.my

7.2 Accommodation Options

Accommodation includes on-campus and off-campus options ranging from traditional self-contained University/College residence to modern shared apartments. With our extensive range of accommodation, there is something to suit everyone. All accommodation are reasonably priced and conveniently located close to the campus. SEGi’s Student Service Centre (SSC) is here to assist by offering friendly advice and information to help students find the right place to live.

**Student Residence Hall**
SEGi’s Student Residence Hall is located within the main campus providing students with a convenient and comfortable place. Students staying in the air-conditioned accommodation are provided with a bed, study table and chair, cupboard and fan. Common facilities accessible include television, lounge, cafeteria and convenience store.

**SEGi Residences - Off Campus Accommodation**
Located within walking distance to campus with choices of 3 or 4 rooms, shared among 5 to 10 students per apartment (with/without aircondition)

8.0 Financial Information

8.1 Methods of Payment

At SEGi University/College, we aim to make everything convenient for students. Therefore, a variety of payment method is made possible:

**For programme under SEGi University**
All cheques should be made payable to ‘SEGi University Sdn Bhd’

**For programme under SEGi College KD**
All cheques should be made payable to ‘SEGi College (KD) Sdn Bhd’
Payment Via Interbank Transfer / Direct Deposit or Bank Name: Maybank Berhad
For programme under SEGi University
Account Name: SEGi University Sdn Bhd
Account No.: 5127 5430 9746

Bank Name: OCBC Bank (M) Berhad
Account Name: SEGi University Sdn Bhd
Account No.: 707-105-9595

Please write the student’s full name, student ID/IC on the deposit slip and submit it:
Bursary counter or email to bursarykd@segi.edu.my.

Payment Via Interbank Transfer / Direct Deposit
For programme under SEGi College KD

Bank Name: OCBC Bank (M) Berhad
Account Name: SEGi College (KD) Sdn Bhd
Account No.: 707-123-9380

Please write the student’s full name, student ID/IC on the deposit slip and submit it:
Bursary counter or email to bursarykd@segi.edu.my.

Online Payment Via Maybank2u
Please go to www.maybank2u.com.my
Please click on ‘bill payment’, select ‘Education’ and then ‘SEGi University Sdn Bhd’ to perform the transaction.

SEGi Online Payment Via Credit Card / JomPay
Please go to www.segi.edu.my under the ‘Student Support’ menu, choose ‘SEGi online payment’
Fill in the online payment form with your most recent details & you are done with the payment
SEGI ONLINE PAYMENT

Please fill in the details below and please ensure that all details provided below are correct (Note: All fields are mandatory fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEGi Campus</td>
<td>Select Campus</td>
</tr>
<tr>
<td>Student Name</td>
<td>Name</td>
</tr>
<tr>
<td>Student DOB/Passport No</td>
<td>IC/Passport</td>
</tr>
<tr>
<td>Email</td>
<td>Email</td>
</tr>
<tr>
<td>Contact No</td>
<td>Contact No</td>
</tr>
<tr>
<td>Card Holder Name</td>
<td>Card Holder Name</td>
</tr>
<tr>
<td>Credit Card No</td>
<td>Credit Card No</td>
</tr>
<tr>
<td>CVV</td>
<td>CVV</td>
</tr>
<tr>
<td>Exp Date (Month)</td>
<td>Month (e.g. 11)</td>
</tr>
<tr>
<td>Exp Date (Year)</td>
<td>Year (e.g. 20)</td>
</tr>
<tr>
<td>Amount</td>
<td>MYR</td>
</tr>
</tbody>
</table>

Refund Policy: Your application fee will only be refunded if the visa application is rejected by the relevant authorities. Solution fees are non-refundable.

Do you agree? I have read and agreed to the Refund Policy.

Next  | Back

How to pay?

Step 1
Login to your Online Banking

Step 2
Select Payment > JomPAY

Step 3
Fill in Biller Code, Ref 1 & Ref 2

Step 4
Enter Payment Amount

Step 5
Request for TAC & Confirm Payment

Step 6
Save the JomPAY Payment Receipt

SEGi JomPAY Biller Codes:

<table>
<thead>
<tr>
<th>SEGi JomPAY</th>
<th>Biller Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEGi College (Sarawak) Sdn Bhd</td>
<td>82420</td>
</tr>
<tr>
<td>SEGi College (PG) Sdn Bhd</td>
<td>36467</td>
</tr>
<tr>
<td>SEGi University Sdn Bhd</td>
<td>73031</td>
</tr>
<tr>
<td>SEGi College (KD) Sdn Bhd</td>
<td>89045</td>
</tr>
<tr>
<td>SEGi College (KL) Sdn Bhd</td>
<td>77149</td>
</tr>
<tr>
<td>SEGi College (Subang Jaya) SB</td>
<td>93476</td>
</tr>
</tbody>
</table>

Ref 1

Ref 2
IC / Passport No, Name

For more info:
http://www.segi.edu.my/jompay/
PAYMENT VIA TELEGRAPHIC TRANSFER (For international students)
For programme under SEGi University

Bank Name : OCBC Bank (M) Berhad
Banker Address : Damansara Utama, Selangor
Swift Code : OCBCMYKL
Beneficiary : SEGi University Sdn Bhd
Account No. : 707-105-9595
Contact No. : 603-6145 2663

Please write the student’s full name, student ID/IC on the deposit slip and submit it :-
Bursary counter or email to bursarykd@segi.edu.my

PAYMENT FOR EXTERNAL EXAM FEE
For programme under SEGi University. Please wire the payment directly to

Bank Name : Ambank (M) Berhad
Account Name : SEGi University Sdn Bhd
Account No. : 5553-8826-4841-6
Swift Code : ARBKMYKL
Currency : GBP / £

Please write the student’s full name, student ID/IC on the deposit slip and submit it :-
Bursary counter or email to bursarykd@segi.edu.my.

For programme under SEGi College KD. Please wire the payment directly to :-

Bank Name : Ambank (M) Berhad
Account Name : SEGi College (KD) Sdn Bhd
Account No. : 5553-8826-4838-2
Swift Code : ARBKMYKL
Currency : GBP / £

Please write the student’s full name, student ID/IC on the deposit slip and submit it :-
Bursary counter or email to bursarykd@segi.edu.my.

**GENTLE REMINDER**

The payment for tuition fees is to be made before **7th of every month**. If there is any overdue fee :-

1) Late payment penalty of **RM1.00 / RM5.00** per day will be imposed

Students will beBars from Semester registration, class attendance, Coursework submission, Collection of Exam Docket/Result slip/transcript/Certificate, Convocation etc)

For International students, you are not allowed to renew visa or to apply for any special pass
8.2 Financial Assistance

Scholarships, Loans & Financial Assistance
We believe that an enriching and exciting educational experience should be open to people from all walks of life. SEGi achieves this not only by nurturing and encouraging students in their studies but also by reaching out to students of all backgrounds and offering a range of financial assistance options to suit the different needs of the public.

Scholarships
SEGi gives full and partial scholarships, bursaries and contributions towards education funds to deserving students who are academically inclined, needy and/or active in co-curricular activities to pursue tertiary education.

For further information, log on to - http://www.segi.edu.my/financial-aid or contact the SEGi University/College Scholarship Board, Registry Department.

Financial Assistance / Loans
The programmes at SEGi are recognised and accredited for students to obtain education loans from agencies such as PTPTN, MARA, SPP1M, AFFIN BANK, JPA, PERKESO and other financial Institutions. We also assist students in need of financial assistance to apply for loans.

Employee Provident Fund (EPF)
All students/parents who are EPF contributors can withdraw from Account II to finance the studies. To apply, students/parents may obtain the relevant form - KWSP 9H (AHL) - Application form and liaise with Registry Department for the necessary supporting documents.
For further information, please log on to: http://www.kwsp.gov.my/portal/en/web/kwsp/member/education-withdrawal

Installment Plan – Maybank EzyPay
All students can enjoy interest-free installment plans when paying for the course fees via Maybank MasterCard or Visa Credit Card at University/College.
For further information, please refer to www.maybank2u.com - Maybank EzyPay or consult the Collection Officer at Bursary Department.
9.0 Rules and Regulations

9.1 General Prohibitions

Students shall not:

a) conduct himself (which term shall also refer to the female gender) in any manner which is detrimental or prejudicial to the interest, well being or good name to the University or of the students, staff or officers of the University or to public order, safety or security or to morality, decency or discipline;

b) violate any provision or any written law;

c) in any manner disrupt or interfere with any teaching, study, research, administrative work, staff or student management or any activities carried out by or under the direction of or with the permission of the University or do any act or omission which may cause such disruption or interference;

d) in any manner prevent, obstruct or interfere with any staff or officers of the University or any persons acting under the direction or permission of such staff or officers, from carrying out his work, duties or functions, or do any act which may cause such prevention, obstruction or interference;

e) prevent or obstruct any student from attending any lectures, tutorials or classes, or from engaging in any legitimate activities or do any act which may cause such prevention or obstruction;

f) organise, incite or participate in the boycott of any examinations, lectures, tutorials or classes or other legitimate activities carried out by or under direction or with the permission of the University;

g) make use the materials of any lecture or instruction imparted and/or provided to him by the University or obtained except for the purpose of pursuing his course of study; in particular, there shall not be any reproduction in any manner of the whole or any part of such materials for the purpose of publication, distribution, circulation or otherwise whether for payment or otherwise;

h) hold, organise, convene or call or be in any manner involved in holding, organising, convening or calling or in causing to be held, organised, the University without the prior permission of Student Service Centre or of a person specified by the University, from time to time to grant such permission;

i) knowingly attend or participate in any assemblies held in contravention of paragraph 1(h) and;

j) plagiarise i.e. reproduce or present work of others as his own or without acknowledgment

9.2 Discipline and Social Conduct

1. Students shall be punctual for lectures, tutorials, assemblies and all other University functions;

2. Students shall be polite and shall show respect to staff and officers of the University and be courteous to visitors and their peers;

3. Students shall obey all instructions of staff and officers of the University as well as the class leader, and shall also observe the rules and regulations of the University, clubs and societies;

4. Under no circumstances shall any student curse, swear or threaten anybody;

5. During the conduct of any teaching, lectures or tutorials, students are not allowed to leave the classroom, tutorial room or laboratory without the permission of the lecturer;

6. No student shall make any sounds or noises or cause any sounds or noises be produced in any manner where such sounds or noises causes or is likely to cause annoyance or disturbance to any persons;
7. Eating is not permitted in the classroom or anywhere else in the University premises save for such places which are so designated by the University;

8. No student shall in any manner use or consume or have in his possession or under his custody or control any alcoholic drinks, drugs or poisons and any student who is found in a state of drunkenness or in possession or control of any drugs or poison shall be guilty of a disciplinary offence. Nothing in this rule shall be deemed to prevent a student from undergoing any treatment by or under the prescription of a medical practitioner;

9. No student shall give, supply, provide or offer or propose to give, supply, provide or offer any alcoholic drinks, drugs or poisons to any person;

10. No student or organisation, body or group of students shall in any way be involved in any gaming, wagering, lottery or betting activities;

11. Fans, lights and air-conditioners must be turned off before the class is left vacant. Should there be any short circuit caused by lightning or any electrical fault, fans, lights and air-conditioners must be switched off immediately. Taps must also be turned off after use. Any wastage due to the fault, negligence or omission of any student will be claimed by the University from the student concerned, and if the said student cannot be identified, from the student community;

12. Student must not smoke, use drugs, associate with undesirable people or join secret societies;

13. No student shall have in his possession or under his custody or control of any obscene articles or responsible for any form of graffiti;

14. No student or organisation, body or group of students shall be in any manner is involved in or concerned with the distribution, circulation or exhibition of any obscene articles, or to surf onto any website that contain pornographic materials;

15. No student shall have in his possession or under his custody or control any weapons, arms ammunition, gun powder, kerosene or any explosive substances;

16. No student shall enter any part of the University or any part of the building within the University, which is deemed, prohibited or is prohibited to students generally or in particular to the student or class of student concerned.

9.3 Attendance and Examination

1. All full-time students must attend all scheduled lessons, all extra classes, examination, assessment tests, assemblies and University functions;

2. All absenteeism must be supported by a letter from the parents, guardian or sponsor (“The Sponsor”) if the student is below 21 years old explaining the nature of the absence or a medical certificate from a recognised physician;

3. The University must be immediately informed of longer absences in excess of two (2) days by the sponsors;

4. Attendance is compulsory and will be taken at the beginning of all pastoral care session and scheduled lessons;

5. Full-time students are required to attend all scheduled pastoral care session, scheduled classes and meetings with their personal tutors and to ensure the punctuality of such attendance. Full-time students with attendance record of less than 80% per subject per term/semester may be barred from examinations, whether internal or external;

6. Attendance at graduation ceremonies is compulsory for all students involved in such ceremonies;
7. During assessment tests or examinations, a student shall not take any books, papers, documents, pictures, electronic devices or other materials except those authorised by the examiner into or out of the examination room or receive any books, papers, documents, pictures or any electronic devices or other materials from any other person while in the examination room except that a student may while he is in examination room receive from the invigilator such book, papers, document, pictures, any electronic devices or other materials as may be authorised by the Head of Department on the recommendation of the examiners or board of examiners.

8. Students shall not communicate with any other student by any means whatsoever;

9. Students must also comply with examination regulations set by the University from time to time.

9.3.1 Academic Dishonesty Policy

1. Introduction
SEGi University upholds and enforces high standards of academic integrity around scholarly activities. The University recognizes plagiarism as a subset of academic dishonesty and has clear policies in place for both academicians and students.

This policy describes what constitutes academic dishonesty and the types of academic deceit. The policy also documents the procedures in place for handling plagiarism, a subset of academic dishonesty. The policy also addresses the penalties for minor, moderate and major breach.

2. Academic Dishonesty

Academic Deceit
Academic dishonesty includes but is not limited to the following examples.

1. Examination Dishonesty:
   Before Examinations:
   • Sharing information about an examination with a fellow student who has not taken the examination.
   • Obtaining information about the test, examination or assessment prior to the examination.
   • Unauthorized possession of any academic material, such as tests, examination papers, marking schemes or any other materials;
   • Offering bribes for grades.

   During Examinations:
   • Unauthorized use of PDAs, hand phones, programmable calculators or other electronic storage device during an examination.
   • Looking at another students’ answer script or copying from another student during an examination;
   • Possessing notes in the examination room, or public areas surrounding the examination venue, to which the student refers to during the examination;
   • Getting assistance in answering the examination questions by text messaging or through other forms of communication using electronic device or sign language;
   • Cheating, using or attempting to use unauthorized materials or information in any examination or test;
   • Sending a proxy to sit an examination in your place
   • Allowing another student to copy from your examination answer script.

2. Coursework/Projects/Thesis/Lab Reports/Practicum Dishonesty:
   • Presenting another’s work as your own or doing work for another student;
• Getting someone else to do the work for you;
• Falsifying lab reports, practicum reports or industry attachment reports;
• Submitting work purchased from a commercial service provider selling coursework, projects, research among others;
• Stealing another student’s work and submitting it as your own.

3. Other Forms of Academic Dishonesty
• Falsifying information regarding your admission;
• Sharing your SEGi Sphere username/password with others, allowing them to log in as you, or logging into the University system under another person’s username.

Plagiarism
Plagiarism, which is a subset of academic dishonesty, involves both intentional and unintentional presentation of another person’s idea(s) as your own work. It is important that students make clear the ideas, which are their own from ideas that have come from elsewhere through in-text citation(s). Plagiarism includes but is not limited to the following examples:
• Copying and submitting the work of others, from books, theses, articles, unpublished works, working papers, seminars, conference papers, internal reports, lecturers’ notes, research data, website content visual images, designs or ideas without acknowledgment.
• Closely paraphrasing paragraphs or sentences (substituting synonyms for another person’s work) without acknowledgement.
• Using translated work of others without acknowledgement.
• Submitting work that was done by a hired person.
• Submitting your own previously assessed or published work without proper acknowledgment (self-plagiarism). This could be in the form of work submitted to another institution or at another forum.
• In the case of group projects, making false representation on the contribution of the collaborating partners.
• Creating data (fabrication) or changing data (doctoring data) in your submission.
• Copying photographs, figures, tables, pictures, musical compositions (tunes or lyrics), computer programs, drawings or sketches, or diagrams without acknowledgement.
• Failing to use quotation marks when quoting verbatim or quoting directly from published materials.

3. Penalties for Academic Deceit (AD) and Plagiarism
• The University does not condone academic deceit and stern actions will be against the student(s). Both the severity and recurrence of the offence will be considered in determining the penalty.
• The appended table provides the penalties for academic deceit that the committee may consider as a guide. The committee is not compelled to follow the suggestion and are permitted to use their discretion on hearing the case to provide a different penalty more befitting of the situation.

<table>
<thead>
<tr>
<th>Types of Offence (s)</th>
<th>Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st time offender with incriminating material</td>
<td>Fail &amp; Re-take</td>
</tr>
<tr>
<td>2nd time offender with incriminating material</td>
<td>Fail, Re-take &amp; Suspension for one semester</td>
</tr>
<tr>
<td>3rd time offender with incriminating material</td>
<td>Fail, Termination</td>
</tr>
<tr>
<td>1st time offender in 2 or more exams in a single diet</td>
<td>Fail, Re-take &amp; Suspension for one semester</td>
</tr>
<tr>
<td>Sending imposter to take exam</td>
<td>Fail, Termination</td>
</tr>
<tr>
<td>Disciplinary issues during exam</td>
<td>Strict Warning</td>
</tr>
<tr>
<td>Bringing banned material to exam hall</td>
<td>Fail &amp; Re-take</td>
</tr>
</tbody>
</table>
• Plagiarism is a form of intellectual crime. The penalties for plagiarism must be taken seriously and both the severity and recurrence of the offence must be considered in determining the penalty. Plagiarism may be broadly classified as minor, moderate and major.

**Minor Plagiarism**
This would constitute cases of a few paragraphs copied from external source without in-text citations or poor referencing. The penalties for minor plagiarism may be in the form of:
• Stern warning, and/or
• Counselling.

**Moderate Plagiarism**
This would constitute copying of some paragraphs and key results without in-text citations. The penalties for moderate plagiarism may be in the form of:
• A lower grade, and/or
• Loss of scholarship/financial assistance, and/or
• Re-sit the assignment.

**Major Plagiarism**
This would constitute cases where most of the work is copied exactly from other published work(s) without citations. Cases of repeated minor and/or moderate plagiarism is may be considered as major plagiarism. The penalties for major plagiarism may be in the form of:
• A ‘Fail’ status and re-take, and/or
• Suspension from a semester, and/or
• Dismissal from the University.

4. **What Percentages of Plagiarism are Safe?**

According to the Turnitin article on ‘Interpreting Turnitin Originality Reports’:

“There are no clear cut rules for this as all work will probably contain some words from other sources. As a guide, a returned percentage of below 15% would probably indicate that plagiarism has not occurred. However, if the matching text is one continuous block this could still be considered plagiarism. A high percentage would probably be anything over 25% (yellow, orange or red). Again, this will depend on the student’s work and the requirements of the report or essay”.

The Turnitin Originality Report (% value) should not be the absolute indicator of plagiarism. The lecturer must exercise academic judgement when determining whether the submitted work has been plagiarised. Turnitin is only able to provide Similarity Reports on matched text; it does not detect cleverly paraphrased text through use of synonyms, or by use of a thesaurus. Further, Turnitin is also unable to identify whether the work is the student’s or an external writer’s. It is important for the lecturer to remember that a high similarity index does not necessarily indicate major plagiarism. Only the lecturer who knows the student, and who has experience of the student’s work should make the academic judgment.

5. **Management of Plagiarism**

The management of plagiarism must be a collective effort of the Dean, Supervisor(s), Lecturer(s) and Student.
Dean/Head/Program Leader
The Deans/Heads/Program Leaders are responsible for developing, supporting and managing academic integrity and the Academic Dishonesty Policy. The Deans/Heads/Program Leaders should identify/ develop guidelines on plagiarism and on good practices, and provide websites that students can refer to. The policy on plagiarism must be included in the program handbook and students must be educated on what constitute plagiarism. The Dean/Head is authorised by the Senate to issue stern warning to students who have committed minor plagiarism.

Supervisor/Lecturer
The supervisor/lecturer will be responsible for the academic assessment and identification of any plagiarism by students. The supervisor/lecturer will need to classify the plagiarism as minor, moderate or major. Cases that are deemed as ‘minor’ shall be handled by the supervisor/lecturer in consultation with the Dean. The warning letter to the student must be signed by the Dean/Head and filed in the student’s file with a duplicate extended to Examination Department (ED) Plagiarism that has been deemed as ‘moderate’ and ‘major’ must be referred to the Academic Disciplinary Committee (ADC).

Student
Students are accountable for their own actions and need to read up and understand what constitute plagiarism and academic deceit. Ignorance of plagiarism, intentional or unintentional, should not be an excuse. Academic dishonesty is intellectual crime that demands disciplinary action.

6. Boards that Manage Academic Dishonesty

- Academic Disciplinary Committee
  The Academic Disciplinary Committee (ADC) conducts hearings for cases of ‘moderate’ and ‘major’ plagiarism. Subsections 3.2 and 3.3 shall guide the ADC on ‘Penalties for Academic Deceit and Plagiarism’. The ADC will convene based on the Examination Diet and before the Course Board.

- University Appeal Board (UAB)
  Students have the opportunity to appeal the decision of the ADC within seven (7) working days from the date of issue of the ADC letter. The student shall be called for a hearing and given an opportunity to defend his/herself. The decision of the UAB is final.

7. Processes for Managing Plagiarism

7.1 The Lecturer using the Turnitin Similarity Report as a concurrent with his/her experience and knowledge of the student identifies the case of plagiarism.

7.2 The lecturer shall determine whether the plagiarism case is minor, moderate or major. For cases that have been identified as moderate or major the lecturer is required to discuss with the Dean/Head at F/S/C level.

7.3 The Lecturer will communicate in writing the suspicion of plagiarism and its degree of seriousness to the student after approval from Dean/Head.

7.4 The student shall be given seven (7) working days to provide a written explanation.

7.5 Cases of minor plagiarism shall be heard at the F/S/C level with Dean, Program Leader and lecturer involved in the hearing.

7.6 The student shall be given a notice of three (3) working days by the F/S/C to be present for the hearing.

7.7 The Dean/Head shall chair the hearing for cases of minor plagiarism.
7.8 The Dean shall communicate the decision of the hearing to the student within three (3) working days, and the letter shall be filed in the student’s file with a duplicate to ED as the Secretary for the ADC.

7.9 Plagiarism cases identified as ‘moderate’ and ‘major’ shall be referred to the ADC.

7.10 A duplicate of the letter issued by the lecturer to the student, the said assignment, the student’s response and any other materials pertinent to the plagiarism case must be submitted to ED.

7.11 The ED shall issue an official letter to the student, citing the evidence provided by the F/S/C, to attend the ADC hearing to present his/her defence.

7.12 The ADC shall give notice of five (5) working days for the student to prepare for the hearing.

7.13 Should the student fail to be present at the ADC hearing, a decision shall be made in absentia.

7.14 The ADC shall inform the student on the decision made within three (3) working days.

7.15 The student shall be given seven (7) working days from the date of issue of the ADC decision letter to file an appeal to the UAB.

7.16 The UAB shall issue an official letter to the student giving notice of five (5) working days to appear before the board to defend him/herself.

7.17 Should the student fail to be present at the UAB hearing, a decision shall be made in absentia.

7.18 The UAB shall inform the student on the decision made within three (3) working days.

7.19 The UAB letter shall be filed in the student’s file.

7.20 The decision of the UAB is final.

The appended diagram illustrates the process flow in the management of plagiarism.
Examination Rules & Regulation

A. Before the Examination
1. Please ensure that your name, IC No./Passport No., Student ID and course(s) registered for, are correct on the examination docket.
2. Candidates must bring along their student ID, IC/Passport and examination docket to the Examination Hall.
3. Candidates who do not have their student ID and/or their examination docket will need to obtain clearance from the Examination Department prior to entering the Examination Hall.
4. Candidates may not be allowed into the Examination Hall if their examination docket has been barred (for financial or attendance reasons).
5. Candidates must be at the Examination Hall at least fifteen (15) minutes before the commencement of the examination.
6. Sharing information about examinations with a fellow student who has not taken the examinations is construed as academic dishonesty.
7. Obtaining information about tests, examinations or assessments prior to the examinations is academic dishonesty.
8. Unauthorised possession of any academic material, such as tests, examination papers, marking schemes or any other material is also academic dishonesty.

B. During the Examination
1. Candidates must refer to the seating arrangements posted on the notice board at the examination venue to be guided to the appropriate row in the Examination Hall. Invigilators have the right to rearrange students’ seating.
2. Candidates may be dismissed from the Examination Hall if they fail to follow any of the examination regulations or instructions given by the Invigilators.
3. Candidates are NOT allowed to enter the Examination Hall 30 minutes after the commencement of the examination.
4. Candidates will NOT be allowed to leave the Examination Hall until 30 minutes have lapsed after the commencement of the examination, and 30 minutes prior to the end of the examination.
5. It is compulsory for the candidate to place the following items on the examination desk:
   - IC/Passport/Student ID/Examination Docket
   - Examination Docket
   - Stationeries only (no pencil case is allowed)
6. Bags, handbags and study materials must be placed in front or at the back of the Examination Hall.
7. Candidates are not allowed to bring in caps, hoodies and jackets to the Examination Hall. If jackets are brought in, they must be worn at all times during the examination.
8. Candidates are to place their mobile phones, wallets, PDAs, smart watches, programmable electronic devices inside the plastic bag provided and place them on the right side on the floor under the examination desk. All mobile phones must be switched off (including any alarms) throughout the examination.
9. Candidates are not allowed to leave their seats or share stationeries while an examination is in progress.
10. Invigilators have the right to conduct a body search if candidates are suspected of cheating.

11. Prohibited items in the Examination Hall include pencil cases, books, papers, notes, dictionaries, electronic dictionaries, all programmable electronic devices (including programmable calculators).

12. Passing of any kind of materials between students is NOT allowed.

13. Candidates must raise their hands if they wish to communicate with the invigilator.

14. Candidates who misbehave may be asked to leave the Examination Hall.

15. Cheating in any form will NOT be tolerated. Cheating could include the following but is not limited to the following cases:
   • Possession of notes in the Examination Hall that the student refers to during the examination, whether these notes be relevant or irrelevant.
   • Looking at another student’s answer script or copying from another student during the examination.
   • Getting assistance to answer the examination question by text messaging or through other forms of communication using electronic devices or sign language.
   • Academic deceit - the use or attempt to use unauthorized materials or information in any examination.
   • Academic deceit – allowing another student to copy from your examination paper.
   • Candidates are NOT allowed to employ a proxy to sit for examinations on their behalf.

Candidates found engaging in academically dishonest conduct will be required to present themselves to the Academic Disciplinary Committee (ADC). If found guilty, the maximum penalty is dismissal from the University.

16. Invigilators reserve the right to restrict the number of times candidates are allowed to visit the restroom.

17. Candidates who finish the examination paper ahead of the stipulated time may hand over the answer scripts to the Invigilators. However, candidates cannot leave during the first 30 minutes and the last 30 minutes of the examination.

18. Candidates who leave the examination venue without the prior approval of the invigilator(s) will not be re-admitted into the Hall.

C. After the Examination

1. Candidates or lecturers who are dissatisfied with the conduct of the examination may write in formally to edkd@segi.edu.my clearly stating their complaint(s).

2. The University Examination Board (UEB) will verify the allegations and conduct a full independent investigation; and appropriate action will be taken if the investigation results in a verdict of misconduct.

3. Any candidate found cheating to, or attempting to cheat, will be called up for questioning by the ADC.

4. Where the ADC is satisfied that a candidate has committed a breach of any provision of the Examination Rules & Regulations, the candidate will be deemed to have committed an offence and the UEB may:
   • issue a strict warning;
   • award a ‘fail’ and require the candidate to re-take the examination;
   • suspend the student from study for a semester;
   • terminate the student from the university; or
   • act on any combination of the above penalties.
GPA & CGPA Calculation

The students’ performances are assessed using the examinations grading method, which are the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA):

- **GPA**
  \[ \frac{\sum \text{[Grade Point} \times \text{Credit Hours]}}{\sum \text{Credit Hours}} \text{ of one particular semester} \]

- **CGPA**
  \[ \frac{\sum \text{[Grade Point} \times \text{Credit Hours]}}{\sum \text{Credit Hours}} \text{ of all semesters up until current semester} \]

Grading Scheme & Degree Classification

<table>
<thead>
<tr>
<th>GRADING SCHEME FOR ALL PROGRAMMES</th>
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</thead>
<tbody>
<tr>
<td>Grade</td>
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<tr>
<td>-------</td>
</tr>
<tr>
<td>A</td>
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<tr>
<td>A-</td>
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<table>
<thead>
<tr>
<th>MBBS &amp; BDS PROFESSIONAL EXAMINATIONS GRADING SCHEME</th>
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<tbody>
<tr>
<td>Grade</td>
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<tr>
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<tr>
<td>A</td>
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<tr>
<td>A-</td>
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<tr>
<td>D+</td>
</tr>
<tr>
<td>D</td>
</tr>
<tr>
<td>F</td>
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</tbody>
</table>
Degree Classification

<table>
<thead>
<tr>
<th>Cumulative Grade Point Average</th>
<th>Degree Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 3.70</td>
<td>First Class Honours</td>
</tr>
<tr>
<td>≥ 3.00</td>
<td>Second Class Honours, Upper Division</td>
</tr>
<tr>
<td>≥ 2.30</td>
<td>Second Class Honours, Lower Division</td>
</tr>
<tr>
<td>≥ 2.00</td>
<td>Third Class</td>
</tr>
<tr>
<td>0</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Coursework Submission Late Penalty

Continuous assessment (CA) includes assignment, project, class test, quizzes, laboratory work, presentation and tutorials. While final examinations comprises as a timed assessment which could be close book or open book.

Students will be provided with feedback on the CA normally in week 12 for the long semester and week 6 for the short semester.

- **Submission of Continuous Assessment**
  Student must submit the continuous assessment by the deadline given by the faculty before 5pm on date of submission. Any submission made after 5pm is deemed to be late.

- **Late Submission of Continuous Assessment**
  Student who submits continuous assessment after 5pm on date of submission is treated as a late submission. There will be a penalty on the work unless the lecturer concerned has granted the student an official extension in writing.

- **Extension to Assessment Deadlines**
  A student may apply on grounds of mitigating circumstances for an extension to the deadline for assessment in one or more components of a particular course. The maximum extension, which may be granted, is up to two weeks for courses that are deemed taught courses for both undergraduate level and lower and postgraduate program by coursework.

- **Penalty for Late Submission of Continuous Assessment**
  Student who submit continuous assessment after 5pm on date of submission will have the penalties documented in table 17 applied:

Table: Penalties for late submission

<table>
<thead>
<tr>
<th>No.</th>
<th>Days Late</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1 – 5 days</td>
<td>1 mark deducted per day up to maximum of 5 marks</td>
</tr>
<tr>
<td>2.</td>
<td>6 – 10 days</td>
<td>2 marks deducted per day from day 6 – 10 plus the 5 marks deducted from days 1 – 5 up to maximum of 15 marks.</td>
</tr>
<tr>
<td>3.</td>
<td>11 – 15 days</td>
<td>Will only be able to secure a pass grade (50%) provided the work secured more than 50%. For work that secured less than 50% the marks will be maintained.</td>
</tr>
<tr>
<td>4.</td>
<td>Submission after 16 days</td>
<td>Will not be accepted.</td>
</tr>
</tbody>
</table>
Minimum & Maximum Programme Duration

The minimum and maximum duration for program completion.

The minimum duration for the completion of a program of study is as per approval from the Ministry of Higher Education.

The calculation for the maximum duration will take into account the number of years the program requires for completion as per Ministry of Higher Education approval times 2 plus 2 years to reach the maximum program length for completion.

\[(\text{full-time program duration} \times 2) + 2 \text{ years} = \text{maximum program duration}\]

Where professional bodies or Ministry of Higher Education has clearly stipulated the maximum duration the University will follow the authority’s recommendation.

Table below provides the maximum duration for program completion based on study mode and program duration.

Table: Minimum and Maximum duration for program completion

<table>
<thead>
<tr>
<th>No.</th>
<th>Program Level</th>
<th>Full Time</th>
<th>Part Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Minimum Duration</td>
<td>Maximum Duration</td>
</tr>
<tr>
<td>1.</td>
<td>Certificate</td>
<td>1 year</td>
<td>4 years</td>
</tr>
<tr>
<td>2.</td>
<td>Foundation</td>
<td>1 year</td>
<td>4 years</td>
</tr>
<tr>
<td>3.</td>
<td>Diploma – 2 years</td>
<td>2 years</td>
<td>6 years</td>
</tr>
<tr>
<td></td>
<td>Diploma – 2 ½ years</td>
<td>2 ½ years</td>
<td>7 years</td>
</tr>
<tr>
<td></td>
<td>Diploma – 3 years</td>
<td>3 years</td>
<td>8 years</td>
</tr>
<tr>
<td>4.</td>
<td>Undergraduate (3 years)</td>
<td>3 years</td>
<td>8 years</td>
</tr>
<tr>
<td></td>
<td>Undergraduate (4 years)</td>
<td>4 years</td>
<td>10 years</td>
</tr>
<tr>
<td></td>
<td>Undergraduate (5 years)</td>
<td>5 years</td>
<td>12 years</td>
</tr>
<tr>
<td>5.</td>
<td>Masters by Coursework</td>
<td>1 year</td>
<td>4 years</td>
</tr>
<tr>
<td>6.</td>
<td>Masters by Research</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7.</td>
<td>Doctoral (DBA)</td>
<td>3 years</td>
<td>8 years</td>
</tr>
<tr>
<td>8.</td>
<td>PhD</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Credit Transfer

Credit transfer, credit exemption and course exemption will only be accepted within the first two (2) semesters of study with the University. Students who do not apply within the first two (2) semesters will not be eligible for subsequent credit transfer, credit exemption and course exemption.

9.4 Dress Code and Personal Appearances

1. Students must be decently and properly dressed at all times within the University premises and at all University functions. Attire for all students includes neatly tucked-in long/short sleeve shirts for male students, decent and proper dressing for female students and covered shoes for all students. Slippers, torn-jeans and radical dyeing of hair are strictly prohibited;
2. Students must wear their student identity cards at all times whenever they are in the University.

9.5 Care for UC Property

1. Students are responsible and accountable for the maintenance of chairs, tables and other property of the University. Any students found causing damage to any property of the University will have to make good the damage. Should the said student not be identified, the cost of rectifying the damage or the replacement thereof will have to be paid for by the student community of the University;

2. The student and their sponsors shall indemnify and keep the University indemnified against any loss or damage to the property of the University or of the staff or officers of the University and all costs and expenses incurred in respect of the rectification and/or replacement of such losses or damages;

3. Students shall not tamper, interfere with, move or in any manner deal with any substance, objects, articles or property whatsoever of any person or knowingly do any act or cause any act to be done in University so as to cause or be likely to cause any obstruction, inconvenience, annoyance, loss or damage to any person;

4. Students shall not do anything which may be prejudicial to the cleanliness and neatness within the University or any lecture hall/room, laboratories, toilets or of any part of the University or its immediate surroundings;

5. Students shall not use or cause to be used any part of the University as living or sleeping accommodation;

6. Students shall not flush down the toilets anything which may cause or likely cause the blockage or toilets and the student community shall be responsible for all toilet blockages;

7. Students shall not disturb the lecturers’ table, audio-visual equipment and other teaching materials;

8. Students shall not tamper with the fire-fighting equipment and fire alarms.

9.6 Security and Safety

1. Students must take care of their own safety at all times, in particular whenever they are in any place considered potentially hazardous, such as the science and engineering laboratories and workshops;

2. Students must also abide by the rules and regulations of the operators of the elevators. Students are encouraged to use the stairs, where possible and are strictly prohibited from using the elevators in case of fire.

9.7 Visitor to University

1. All visitors to the University must sign-in and sign-out at the Main Reception Area and wear the visitor’s identity card whilst in the University;

2. No student or organisation, body or group of students shall in any manner make any objection to the entry into or the presence in or the expulsion from the University of anybody or group or persons.

9.8 Extra-Curricular Activities

1. Extra-curricular activities are encouraged provided that they shall be under the supervision of lecturer or advisor thereto;
   a. Formation of the Student Council and any clubs, societies or organisations must first be approved by the University;
   b. Names of teacher-advisor and office bearers must be submitted to the University;
c. All clubs and societies must have a Constitution duly filed with the University;
d. Student Council and all clubs, societies or organisation must be self-financing; and
e. All students are to be responsible for the financing of the University Magazine. The University Magazine must first be approved by the University and the Editorial board of the University Magazine shall be responsible for the publication of the same.

**9.9 Students’ Activities Outside University**

1. No student or organisation, body or group of students shall organise, carry out or participate in any activity outside the University representing or using the name of the University except with the prior permission of the Student Service Centre and in compliance with any of the restrictions, terms or conditions which the Student Service Centre may deem necessary or expedient to impose;

2. No student or organisation, body or group of students shall make in relation to any matters pertaining to the University or to the staff or students thereof, any representative or other communication in any other manner, to any public officer or to the press or to the public in the course of any lecture, speech or public statement or in the course of any broadcast by sound, vision or any form of electronic transmission.

**9.10 Campus Notices**

1. Student must read all official notices issued by the University:
   a) Such notices will be prominently displayed on all the relevant notice boards around the University;
   b) All students wishing to display any notice or poster around the University must seek permission from Student Service Centre before displaying the same.

**9.11 Students’ Property**

1. All students must be responsible for the safety and security of their own belongings and the University will not be responsible for any cash valuables or other property lost in the University;

2. Students are strongly discouraged from bringing expensive personal belongings to the University premises;

3. Theft is a serious offence and any student involved in or participate in the theft shall be expelled from the University unless otherwise decided by the University.

**9.12 Lost and Found**

1. The Student Service Centre or any other department specified by the University, from time to time serves as a “Lost and Found” station where misplaced items must be sent to and claimed from;

2. All lost and found items must be sent to the Student Service Centre;

3. All lost items must be reported to the Student Service Centre;

4. The University reserves the right to dispose of all unclaimed items after 6 months from the date of receipts of such items by the Student Service Centre, in any manner the University deems fit.

**9.13 Suspension & Expulsion**

Without derogation from any other provision here under, the University reserves the right to suspend, expel or take such other actions as it shall deem necessary in respect of any student who does not abide by the University rules and regulations and academic performance standards PROVIDED however that the student
and his Sponsor shall be given the right to be heard prior to the aforesaid disciplinary action.

9.14 Disciplinary Procedures

1. Any student found guilty of disciplinary offence shall be liable to any one or any appropriate combination of two or more of the following punishments:
   a) reprimand;
   b) fine;
   c) suspension from the University for a specified period;
   d) expulsion from the University; or
   e) any other punishment as may be imposed by the University.

2. Where it appears to any person or group of officers authorised by the University in handling disciplinary matters (“the disciplinary authority”) that a student has committed a disciplinary offence, the disciplinary authority shall require the student to attend a hearing on such date and such time as may specify.

3. Where the student fails to attend the hearing so fixed, the disciplinary authority may thereupon notify his Sponsor and require to procure his attendance to the hearing on the date and at the time specified by the disciplinary authority;

4. At the hearing, the student shall be asked to explain the facts of the disciplinary offence alleged have been committed by him and he called upon to plead thereto;

5. If the student pleads guilty, the disciplinary authority shall pronounce him guilty of the disciplinary offence and invite him to make any plea he may wish to make for more lenient punishment (mitigation);

6. If the student pleads not guilty of the disciplinary offence or fails or refuse to plead or does not admit the facts of the case, the disciplinary authority shall examine any witnesses or any documents or any other articles in support of the case against the student. The student shall be invited to question such witnesses and inspect such documents or articles;

7. After the student has made his pleas for leniency, the disciplinary authority shall impose on the student one of the punishments specified in Rule 1 or any appropriate combination of two or more punishments;

8. Where a student has been found guilty of a disciplinary offence, the Head of Department shall send a report in respect of the disciplinary proceeding to the student’s Sponsor and in the case of a scholarship student to the sponsoring authority or body;

9. Where a student is dissatisfied with the decision of the disciplinary authority, he may give notice in writing of his intention to appeal against such decision by filing with the Head of Department a notice of appeal within five days of the date of which the decision was given;

10. The Head of Department may, on receiving the notice of appeal call for further information or advise from the Vice Chancellor on the proceeding who will then decide on it;

11. Nothing in these rules shall derogate from the liability of any student for any offence under any written law.

9.15 Use of Resource Centre, Laboratories and Other Facilities

Student shall comply with the rules and regulations imposed by the UC from time to time for the usage of the Resource Centre, Laboratories and other facilities of the University.
9.16 University Premises

No student is allowed to be in the University premises after such hours as stipulated by the University. The University may amend the rules and regulations or implement new rules and regulations as it deems fit at any time and from time to time.

9.17 Road Traffic Discipline

1. A student intending to keep, in his/her possession or own any motor vehicle in the Campus, shall in the first instance, apply for and obtain from the Campus a written authorization letter in respect thereof, the application and the written authorisation shall be in such form.

2. Application for such permission shall be made by a student in writing specifying the description of the motor vehicle and shall be accompanied by the current motor vehicle licence and a minimum current third party risks insurance policy in respect of the motor vehicle and a valid driving licence in respect of the applicant;

3. The application shall also set out any disciplinary offence in respect of which he/she may have been found guilty at any time;

4. The written authorisation of the Campus shall be given in such a form as it may direct and shall at all times be displayed conspicuously on the motor vehicle;

5. Such written authorisation shall be renewed annually and the provisions stated earlier shall apply mutatis mutandis to an application for such renewal.

6. The Campus may refuse to grant authorisation under this rule or revoke any authorisation granted under this rule if it is satisfied that it would not be in the interest of the Campus for the student to hold such authorisation.

7. No student drives a motor vehicle in the University at a speed in excess of that indicated by a traffic sign.

8. No student shall drive a motor vehicle on any place other than on that part of the road which is used as a carriageway for the passage for motor vehicles: in particular, no motor vehicle shall be driven by a student on the pavement, side-table, grass verge, footpath or other place, whether alongside the carriageway or otherwise, which is not ordinarily intended or specifically provided for the passage of motor vehicles.

9. No student shall park any vehicle at any place or in any manner or so as to cause danger, obstruction or inconvenience to any other person or vehicle.

10. No student shall drive or ride or park any vehicle on any corridor, veranda, five-foot way and courtyard or any part of any building.

11. Where a parking bay is allotted for a particular motor vehicle, no student shall park a different motor vehicle in such parking bay. A student riding a motorcycle shall not carry more than one person on such motorcycle.

12. No student shall carry a person on a two-wheeled motorcycle unless such person is sitting astride the motorcycle behind the driver on a properly designed seat securely fixed to the motorcycle. A student shall not allow himself/herself to be carried on a motorcycle driven by any person, whether a student or not.

13. A student shall comply with all traffic directions and with all traffic signs.

14. Any student who is driving or is in charge or control of a vehicle shall carry with him a valid driving licence issued to him/her under the Road transport Act, 1987 (Act 333) and his/her student identity card and shall produce the same for inspection by any Executive Personnel or his Office whenever required to do so.

15. A student shall not conduct himself/herself in any manner, or do any act, which obstruct or interferes with the smooth and orderly movement of traffic within the Campus.

16. The provision of the Road Transport Act, 1987 and all subsidiary legislation made hereunder shall apply to
students. Irrespective of whether the roads within the Campus are public or private.

9.18 Hostel Discipline

1. No person shall enter or remain in a room occupied by a resident student except the resident student. Provided that this sub-rule shall not apply to an officer, employee or agent of the Campus who enters such room for the purpose of carrying out his/her functions, duties and responsibilities, or to a person who enters or remains there in accordance with any permission given by or on behalf of the Vice Chancellor.

2. And provided further that this sub-rule shall not be deemed to prohibit a student from entering the room of a resident student of the same gender for a visit for a normal social purpose during the visiting hours and subject to Vice Chancellor’s orders and directions.

3. No unauthorised person of the opposite gender is allowed entry into the hostel at any time.

4. It shall be the duty and responsibility of a resident student to ensure that the restrictions are strictly observed in respect of the room occupied by him/her.

5. A resident student shall not do anything to obstruct, impede or prevent an officer, staff of the Campus from entering the resident student’s room and carrying out his/her functions, duties or responsibilities therein.

6. A resident student shall not, after midnight, remain outside his/her hostel except with permission given by or on behalf of the Vice Chancellor.

7. After midnight, except for students in their respective hostel premises, no other student shall remain within the hostel premises except with the permission given by or on behalf of the Vice Chancellor.

8. A resident student shall use the hostel premise with proper care and shall not do anything that disfigures, defaces or causes any other damage to any part of the grounds or building or to any article or fixture therein.

9. A resident student shall in using the hostel premises and the facilities therein, take care to ensure that he/she does not thereby cause any inconvenience, annoyance, obstruction or nuisance to any other person.

10. Where the Campus allots a student a room for his/her resident, he/she shall not change his residence to any other room without the prior permission in writing given by or on behalf of the Vice Chancellor.

11. Where the University allots a student a room for his/her residence, he/she shall not rent the room to any other student or person.

12. A resident student resides in a hostel at the absolute discretion of the Campus. The Campus may require a resident student to vacate his/her residence or transfer him/her to a different accommodation provided by the Campus at any time without assigning any reason thereof.

13. Where a resident student is required to move, he/she shall do so within the time set by the Campus and shall within that time remove all his/her belongings from the accommodation which is to be vacated from which he/she is to transfer his/her residence.
9.19 Library

The following facilities are available in the Library

**Computer Facility**
The Library is equipped with computers with internet access. Patrons may use them for access to subscribed online resources, communication or other data retrieval requirements.

**Wi-Fi Network**
The Wi-Fi network is available at both the Library and Study Area. Patrons with Wi-Fi enable devices may connect with the network provided to access to the SEGi University’s portal ie. SEGiSphere website.

**Lockers**
Lockers are available for rental at the Library. Students may rent the lockers daily or long term (6 months or 1 year duration). For more details, please enquire at the Circulation Counter or Reference Desk.

**Photocopying/Printing Service**
For small quantity of photocopying/printing, a self-service photocopier/printer is available in the Library. Patrons must first obtain a prepaid card from IT department.

**Reference Desk**
A reference Desk Librarian is available to answer any enquiries during office hours.

**Think Tank**
The Think Tanks are discussion rooms where students may use for brainstorming sessions.

**Online Public Access Catalogue (OPAC)**
The OPAC is an electronic catalogue that allows searches based on title, author, ISBN, etc. The search result will provide information on availability, number of copies, format and Call Number which is the classification and shelf location of the title.

**Online Resources**
The online resources subscribed by SEGi University Library includes e-books, e-journals, databases and dissertations/thesis. Some of the titles are:

- AccessMedicine
- Emerald
- ClinicalKey
- Ebrary ebooks
- Taylor & Francis
- EbscoHost Communication & Mass Media Complete, Dentistry & Oral Sciences Source, eBook Collection
- ProQuest Education

All these resources can be accessed on campus via the Library website [http://www.segi.edu.my/apps/sckd_library/index.php](http://www.segi.edu.my/apps/sckd_library/index.php) or remotely via SEGiSphere.

**User Conduct**
The Library is a common area and all patrons are advised to show respect and proper courtesy to other users in order to maintain a comfortable, conducive and pleasant environment. The following are to be observed:
a) Switch off handphones or put to silent mode.
b) Speak softly and avoid crowding around tables.
c) Avoid sitting on the floor and obstructing the walkway or preventing others from reaching the shelves.
d) Queue up at the counter or while waiting to use the photocopier.
e) No running.
f) Windows are not to be opened without permission from the Library staff.
g) Handle the Library materials and equipments with care.
h) Avoid messing up the books on the shelves.
i) Place books on the trolley after use.
j) Take only a few books at a time from the shelves.
k) Do not hide or intentionally misplace a library material in a different location.
l) Do not occupy the OPAC terminals more than 10 minutes each session.
m) Limit your reading of newspapers to 30 minutes per newspaper and return it neatly to the newspaper rack.
n) Do not stack or leave books on the floor.
o) Be mindful of the power cords or cables when using the power sockets.
p) Photographs, video recording or conducting surveys are not allowed without permission from the Library staff.
q) Safeguard your belongings.
r) Maintain a high standard of hygiene and cleanliness when using the restroom.

Borrowing

All registered students of SEGi University/College are members/patrons of the Library. First time patrons must validate their membership before utilising the facilities. Students must produce an ID card to perform book loan transactions.

<table>
<thead>
<tr>
<th>Undergraduate Student</th>
<th>Loan period</th>
<th>Loan Limit</th>
<th>Renewal</th>
<th>Reservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short-term loan items (Red Spot)</td>
<td>1 day</td>
<td>1 item</td>
<td>1 day</td>
<td>3 days</td>
</tr>
<tr>
<td>Normal Items</td>
<td>14 days</td>
<td>4 items</td>
<td>14 days</td>
<td>3 days</td>
</tr>
<tr>
<td>AV Material</td>
<td>14 days</td>
<td>3 items</td>
<td>14 days</td>
<td>3 days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postgraduate Student</th>
<th>Loan period</th>
<th>Loan Limit</th>
<th>Renewal</th>
<th>Reservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short-term loan items (Red Spot)</td>
<td>7 days</td>
<td>1 item</td>
<td>7 days</td>
<td>3 days</td>
</tr>
<tr>
<td>Normal Items</td>
<td>30 days</td>
<td>4 items</td>
<td>30 days</td>
<td>3 days</td>
</tr>
<tr>
<td>AV Material</td>
<td>30 days</td>
<td>3 items</td>
<td>30 days</td>
<td>3 days</td>
</tr>
</tbody>
</table>

Reference materials (Green Spot Sticker), bound journals, magazines and newspapers are non-circulation items.

Patrons must produce their staff tag or student ID for book loan transactions.
Patrons are allowed to renew all items they borrowed for one time only, provided there is no reservation made under that particular title and the patron does not have fines or other overdue books. Renewals can be made via e-mail, phone call, online (http://library.segi.edu.my:8080) or directly at the Circulation Counter during opening hours. Refer to the contact details below for email and phone renewal requests:

| SUKD patron: | E-mail: librarykd@segi.edu.my | Phone: +60361451777 ext 1758 |
| SCKD patron: | E-mail: librariesckd@segi.edu.my | Phone: +60361459811 |

Request for renewal via email will only be processed if the email is received during the following hours:

**SUKD Patron:**
Monday to Friday: **before 8.00pm**
Saturday and Sunday: **before 3.30pm**

**SCKD Patron:**
Monday to Friday: **before 5.00pm**

Otherwise it will be processed the working day. No renewals will be done on Public Holidays or when the Library is closed.

**Reservation**
- Reservation of books that are checked-out can be done at the Circulation Counter during opening hours
- Reserved books shall be kept for three (3) days before it is shelved or given to a next borrower, if any.

**Renewals**

Patrons are allowed to renew all items they borrowed for one time only, provided there is no reservation made under that particular title and the patron does not have fines or other overdue books.

Renewals can be made via e-mail (librarykd@segi.edu.my), via phone (603 6145 1777 ext 3071) or directly at the Circulation Counter during opening hours. Request for renewal via email will only be processed if email is received during the following hours:

Monday to Friday: **before 8.00pm**
Saturday and Sunday: **before 3.30pm**

Otherwise it will be processed on the following day.
No renewals will be done on Public Holidays or when the Library is closed.

**Fines and Penalties**

A fine will be imposed for late returns. The penalty is as follows:
Patrons will have their borrowing privileges suspended if they have outstanding fines or overdue items under their account. All patrons are responsible for the loaned books that are checked-out under their names and will be penalised for lost or damaged books.

The penalty for a lost book is:
• To replace the book with a new book plus RM5 processing fee, or
• To pay double the price* of the book plus RM5 processing fee.

* Note: if the price of the book is not available, the price of a similar title will be referred.

Patrons who had reported lost books must still pay the fines incurred if any. A fine will be imposed if a returned book is damaged eg. soiled, torn, stained, defaced, etc. The amount of fine charged will be at the discretion of the Chief Librarian or authorised librarian during his absence.

The following are unacceptable reasons for waiving/reducing incurred fines:

• Ignorant of Library policy
• Dissatisfied with the fine penalty structure
• Unable to pay the incurred fine
• Denial of borrowing book(s).
• Allowing others to use his/her student ID card to borrow book(s)
• Forgot the book due date
• Busy during semester break, examination or industrial attachment

System Interruption
There will be no loan transactions or any other services related to the Library System during system interruptions and SUKD/SCKD is not liable in any manner whatsoever for such interruptions or inconvenience.

Email Notification
Email notifications for Advance item due notice, Item due notice or Overdue notice is a courtesy service and may not be available due to system failure, server hardware failure, power outages or any other unforeseen reasons. All patrons are to keep track of due dates of their loans. Failure to receive email notifications from our Library System is not a valid reason to waive overdue item fines.
10.0 Disciplinary Action Procedures - Student Affairs Division of SEGi University/College

Disciplinary Action Procedures Flow Chart

Report Offence → Conduct investigation → DVC-SA → Is there a case?

- Yes?
  - Serious
  - Prepare:
    - Time, date, venue of hearing
    - Send notice within 21 days to deans/HoDs and student
    - Summary of specific behaviour
    - List of witnesses
    - Evidence
    - Investigation report
  - Notice of hearing from DVC-SA Office
  - Disciplinary Board
  - Decision
    - Acquittal
    - End
  - Warning, termination, suspension, warning & counselling, community service or other corrective measures

- No?
  - Appeal
    - Decision → End
    - No?
      - End
## Emergency / Enquiries contact number

<table>
<thead>
<tr>
<th>Malaysia</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Enquiries (Malaysia)</td>
<td>103</td>
</tr>
<tr>
<td>Police &amp; Ambulance</td>
<td>999</td>
</tr>
<tr>
<td>Fire</td>
<td>994</td>
</tr>
<tr>
<td>From Mobile Phone</td>
<td>112</td>
</tr>
<tr>
<td>Radio Taxi Service</td>
<td>03 8024 2727 (Comfort)</td>
</tr>
<tr>
<td></td>
<td>03 7875 7333 (Supercab)</td>
</tr>
<tr>
<td></td>
<td>03 9058 9986 (Sunlight)</td>
</tr>
<tr>
<td>Befrienders</td>
<td>03 7956 8144</td>
</tr>
<tr>
<td>Tropicana Medical Centre</td>
<td>03 6287 1111</td>
</tr>
<tr>
<td>Hospital Sungai Buloh</td>
<td>03 6145 4333</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEGi University/College</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SEGi University General Line</td>
<td>03 6145 1777</td>
</tr>
<tr>
<td>SEGi Clinic</td>
<td>03 6287 3656</td>
</tr>
<tr>
<td>SEGi Security Guard</td>
<td>03 6145 2784</td>
</tr>
<tr>
<td>CSS Service Counter</td>
<td>03 61451777 ext 3176 (9am - 6pm)</td>
</tr>
<tr>
<td>Casa Residenza</td>
<td>03 6145 5807 or 011 14289810</td>
</tr>
</tbody>
</table>