



STUDENT HANDBOOK

(As updated by 4th January 2017)

DISCLAIMER

KDU College strives to ensure the accuracy and reliability of the information contained in our student handbook and web pages as of the date of publication. While every effort is made to verify the accuracy of information, KDU College reserves the right to revise, amend, or change items set forth in this Student Handbook from time to time.

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KDU

FOREWORD

Established in 1983, and a pioneer in Malaysian private education, **KDU** has continued to be an innovative leader in the field of private tertiary education in Malaysia. KDU aims to provide a superior learning experience to nurture students to become independent and life-long learners.

KDU University College and College offers a wide range of programmes at the Certificate, Diploma, Degree and Masters Level. The programmes are developed with close cooperation with industry experts, and also with prestigious partner universities.

KDU prides itself with its impressive alumni of more than 46,000 graduates, spanning every industry and profession imaginable. Our high standards of academic provision are well recognised by employers of various industries and universities worldwide.

KDU is building a nation. Its nation comprises of a group of like-minded individuals with a shared vision of working together in its quest for excellence and uncompromising quality. Together with other key stakeholders – students, partners and the community – the KDU nation has gone from strength to strength. Together, the KDU nation aspires to inspire people to greatness and embodies our mission to provide superior learning experiences in a caring and conducive environment that allows students to realise their full potential and become individuals who are well rounded, successful and contribute positively to the society.

Students gain theoretical as well as hands-on experience in their studies as most of our programmes require students to undergo internships in their chosen fields of study. You will also gain international experience because lecturers from partner institutions also teach in the programme. Being a student in KDU University College or college, you have a wide choice of activities and facilities to make your life here an enriching one. There are a variety of clubs and societies that were started by students like you. Through these activities, you will find that campus life is an enriching part of your university life and that you will make friendships that will last a lifetime.

WELCOME TO KDU COMMUNITY

VISION

The premier learning organization that sparks curiosity inspires success and promotes responsibility.

MISSION

- We **inspire** students and staff to lead, share and serve.
- We **create** a community in which learning; teaching, research and publication are encouraged, enabled and enjoyed.
- We **encourage** critical thinking, independent learning and creative problem-solving.
- We **nurture** individuals to be ethical and responsible citizens.
- We **share** our success with stakeholders and the community we serve.

CORE VALUES

Our Core Values are described by the acronym "TRIBE" which stands for;

T	= Trust
R	= Respect
I	= Integrity
B	= Bravery
E	= Energy

THE CAMPUS

KDU College, Damansara Jaya

Situated along the Lebuhraya Damansara-Puchong, the campus at the Damansara Jaya (DJ) Campus was Malaysia's first purpose-built private college campus. The five storey building has a rich history of 30 years and is the home to countless stories of academic triumph. KDU College has continuously upgraded the campus to ensure there are state of the art teaching and learning facilities to provide a conducive teaching and learning environment for our students.

The Damansara Jaya Campus currently consists of the School of Business and Social Sciences, School of Engineering and Technology, School of Pre-University Studies, KDU Law School, Centre for American Studies, and Professional Accountancy Centre.

KDU COLLEGE 2017 ACADEMIC CALENDAR (January – June)

KDU College - ACADEMIC CALENDAR 2017 - Student
(Made as of 22 December 2016 and Subject to change)
JANUARY - JUNE 2017

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

Orientation

Make

Public Holidays * Subject to Change

Final Examinations

Final Exam

School Break

KDU COLLEGE 2017 ACADEMIC CALENDAR (July – December)

KDU College - ACADEMIC CALENDAR 2017 - Student
(Subject to change as at 22 December 2016 and subject to changes)
JULY - DECEMBER 2017

July			August			September			October			November			December		
Week	Day	Date	Week	Day	Date	Week	Day	Date	Week	Day	Date	Week	Day	Date	Week	Day	Date
	Sat	1	Tue		1	Fri		1	Sun		1	Wed		1	Fri		1
	Sun	2	Wed		2	Sat		2	Mon		2	Thu		2	Sat		2
Wk 27	Mon	3	Thu		3	Sun		3	Tue		3	Fri		3	Sun		3
	Tue	4	Fri		4	Wk 28	Mon	4	Wed		4	Sat		4	Wk 49	Mon	4
	Wed	5	Sat		5		Tue	5	Thu		5	Sun		5	Tue		5
	Thu	6	Sun		6	Wk 29	Wed	6	Fri		6	Wk 45	Mon	6	Wed		6
	Fri	7	Wk 32	Mon	7	Thu		7	Sat		7	Tue		7	Thu		7
	Sat	8	Tue		8	Fri		8	Sun		8	Wed		8	Fri		8
	Sun	9	Wed		9	Sat		9	Wk 41	Mon	9	Thu		9	Sat		9
Wk 28	Mon	10	Thu		10	Sun		10	Tue		10	Fri		10	Sun		10
	Tue	11	Fri		11	Wk 37	Mon	11	Wed		11	Sat		11	Wk 50	Mon	11
	Wed	12	Sat		12	Tue		12	Thu		12	Sun		12	Tue		12
	Thu	13	Sun		13	Wed		13	Fri		13	Wk 46	Mon	13	Wed		13
	Fri	14	Wk 33	Mon	14	Thu		14	Sat		14	Tue		14	Thu		14
	Sat	15	Tue		15	Fri		15	Sun		15	Wed		15	Fri		15
	Sun	16	Wed		16	Sat		16	Wk 42	Mon	16	Thu		16	Sat		16
Wk 29	Mon	17	Thu		17	Sun		17	Tue		17	Fri		17	Sun		17
	Tue	18	Fri		18	Wk 38	Mon	18	Wed		18	Sat		18	Wk 51	Mon	18
	Wed	19	Sat		19	Tue		19	Thu		19	Sun		19	Tue		19
	Thu	20	Sun		20	Wed		20	Fri		20	Wk 47	Mon	20	Wed		20
	Fri	21	Wk 34	Mon	21	Thu		21	Sat		21	Tue		21	Fri		21
	Sat	22	Tue		22	Fri		22	Sun		22	Wed		22	Fri		22
	Sun	23	Wed		23	Sat		23	Wk 43	Mon	23	Thu		23	Sat		23
Wk 30	Mon	24	Thu		24	Sun		24	Tue		24	Fri		24	Sun		24
	Tue	25	Fri		25	Wk 39	Mon	25	Wed		25	Sat		25	Wk 52	Mon	25
	Wed	26	Sat		26	Tue		26	Thu		26	Sun		26	Tue		26
	Thu	27	Sun		27	Wed		27	Fri		27	Wk 48	Mon	27	Wed		27
	Fri	28	Wk 35	Mon	28	Thu		28	Sat		28	Tue		28	Thu		28
	Sat	29	Tue		29	Fri		29	Sun		29	Wed		29	Fri		29
	Sun	30	Wed		30	Sat		30	Wk 44	Mon	30	Thu		30	Sat		30
Wk 31	Mon	31	Thu		31	Wk 40	Tue	31	Tue		31	Thu		31	Sun		31

Orientation
 Intake
 Public Holidays * Subject to Changes
 Final Examinations
 Mid Exam
 School Break

ADMISSION

All applicants applying for admission to KDU College must submit a duly completed **Application Form** obtained from the **One Stop Centre, KDU College** or downloaded from the website. The application should be supported by relevant materials. All materials submitted would become the property of KDU College. Personal Data collected will be protected according to the terms stipulated by the **Personal Data Protection Act 2010**.

Admission to the College does not guarantee admission to any particular programme. Each student must meet the entry requirements of the academic programme he or she wishes to enter. A full **Admission Letter** will only be issued when the student meets the entry requirement(s) and has also provided all necessary documents as stipulated by KDU College.

ENTRY REQUIREMENTS

Entry requirement(s) for all programmes offered may differ from one another. Applicants are advised to seek counselling prior to applying. Only applicants who meet the minimum entry requirement(s) may be admitted accordingly. Detailed information on entry requirements can be obtained from the schools' programme brochure.



The programme entry requirements are governed by the **Ministry of Education** and/or Professional Boards (e.g. Board of Engineers) and/or authorities (e.g. **Malaysian Qualification Agency (MQA)**).

Besides the minimum entry requirement(s), students are to note the following as well:

- A **'Pass'** in **Sijil Pelajaran Malaysia (SPM)** is the minimum entry requirement for **Malaysians** enrolling into all Pre-University, Certificate, Diploma and Bachelor Programmes.
- From 2014 onwards, students need to have at least a **'Pass'** in both **Bahasa Malaysia** and **Sejarah**.

LANGUAGE REQUIREMENTS

For Malaysian students who do not have **'Credit'** in **Bahasa Malaysia** for **SPM**, they will need to take and pass the compulsory module; **'Bahasa Kebangsaan A'**.

English Language Requirement

If the English requirement is not stated under the individual programmes, the following English requirement applies;

- Minimum score of **Band 5** in **Malaysia University English Test (MUET)**; **Band 5.5** in **IELTS**; or a score of **213 (Computer-based)** or **79 (Internet-based)** or **550 (paper-based)** in **TOEFL**.
- Students are exempted from the above English requirements if they possess any of the following English examination grades:
 - **SPM/UEC/O-Level: Credit and above**
 - **4 out of 7** in **International Baccalaureate**
 - Other equivalent qualifications/examination of English curriculum: **60% and above**.
- If English Language requirements are not fulfilled, additional English module(s) may be taken at KDU College
 - International students are required to sit for the **English Placement Test** and based on the results, students will be advised to take the appropriate English course(s) of the **Certificate in Intensive English**. Students are required to complete the Certificate of Intensive English modules before the commencement of their core programme.
 - Malaysian students who do not possess the English requirement(s) stated in (b), will have to take and complete a compulsory English module **"Introduction to Academic English"** concurrently in the **first semester** of their Foundation or Bachelor Degree programme
 - Malaysian students who do not possess the English requirement stated in (b), but are enrolling into Diploma programmes will be exempted from taking the compulsory English module but must **complete and pass** the two English modules in their existing programmes.

For Pre-University Students enrolling in CIE GCE A Levels and UNSW Foundation, a minimum score of Band 4 in MUET, Band 5.5 in IELTS, or a score of 213 (computer-based) or 79 (internet-based) or 550 (paper-based) in TOEFL or credit for SPM/1119/O-Level English is required.

If English Language requirements are not fulfilled, students are required to register for the English Placement Test and based on the results, students will be advised to take the appropriate English course(s) of the Certificate in Intensive English. Students are required to

complete the Certificate of Intensive English modules before the commencement of the CIE GCE A Levels Programme.

INTERNATIONAL OFFICE

The **International Office (IO)** is located at **One Stop Centre, KDU College**. The team is dedicated to advise, assist and support international students during their studies at KDU College.

Services available are:

- Airport pick-up (Letter of Approval from Immigration)
- Immigration matters

Immigration

For international students, matters such as endorsements and extension of student pass can be done through the IO. Application for extension of student pass **MUST** be submitted at least **two (2) months** in advance before the expiry date. Over-staying is a serious offense and will result in the student being charged in court and deportation. It is the student's own responsibility to ensure the expiry date of their passport and student pass is valid.

Employment

According to the Malaysian law, international students are **not** allowed to have either part-time or full-time employment while studying, unless they have obtained the approval from the Immigration Department. Students caught working in Malaysia are liable to a **RM1,000** fine or a minimum of **six (6) months** imprisonment or **both** or face deportation back to their country of origin.

FEES

The course/semester fee can be found at <http://university.kdu.edu.my/programmes> under the 'Programmes'.

Methods of Payment

Fees may be paid in cash, by credit card (Visa or Master), crossed cheque, bank draft or money/postal order payable to **KDU COLLEGE (PJ) SDN. BHD**. Fees can also be paid via telegraphic transfer or direct banking to the following account.

For **KDU COLLEGE**, fees can be paid via;

a. Malaysian Students

- Any **MAYBANK** branch
Account Name: **KDU COLLEGE (PJ) SDN BHD**
Account No.: **5-14196-66290-3**

b. International Students

- **Citibank Berhad**
Menara Citibank, 165, Jalan Ampang, 50450, Kuala Lumpur, Malaysia
Account Name: **KDU COLLEGE (PJ) SDN BHD**
Account No.: **0-117419-002**
Swift Code: **CITIMYKL**

Please fax a copy of payment advice together with **Student Number, Name and Contact No.** to **Admissions & Bursary Department** at **+603-7953 6890** for **KDU College**.

Implications of Outstanding Fees

All fees must be paid in full on or before commencement of each semester. There is a grace period of **fourteen (14)** (including Saturday) from the commencement of each semester for fees to be paid.

A late payment penalty charge of **RM10 per day** will be imposed on all outstanding fees after the grace period. If fees are unpaid after the **fifth week of a semester**, students will be barred from attending classes, mid-term and final examinations as well as from using the facilities until payment is paid in full.

Students who have outstanding fees will not be allowed to proceed on to the following semester of studies and may be terminated from their studies.

International students who enrol in an **English programme** are required to pay **RM1000** admission fee instead of **RM3000** and need to pay **1 level of tuition fees** upon enrolment. Upon completion of the required English programme and to proceed to the main programme, the student is required to top up the admission fee by **RM2000**.

*Note: The College reserves the right to change the **Bursary Policies** when deemed necessary without prior notice.*

Refund of Fees

Admission and Registration Fees are **non-returnable**.

If student withdraws from the College within fourteen (14) days from the date of commencement of a semester, 50% of the tuition fees will be refunded. No refunds are allowed if student withdraws after fourteen (14) days from the date of commencement.

Caution Fee is refundable upon completion of the programme. In the event of a withdrawal/termination of studies, an administrative charge of **RM250** will be imposed. Students requesting a refund must fill up a **Request for Refund Form** which is available at the; **One Stop Centre, KDU College, Damansara Jaya Campus**.

A request for refund will only be processed if a student withdraws or has completed his or her studies.

International students are required to submit their student pass for cancellation before the refund can be processed (applicable for withdrawal and completion of studies). Students are required to surrender their student cards upon withdrawal / completion of studies. A penalty of **RM20** will be deducted from the student's account if they fail to return the card.

The College will take a minimum of **fourteen (14) working days** to process the refund upon receipt of the Request of Refund Form from the student. The student will be notified to collect the money when the refund is ready.

In all circumstances, students are advised to collect refunds/monies within **six (6) months** from the date of completion of studies or **six (6) months** from the date as stated in the letter of collection of refund, failing which, the said monies shall be forfeited to the College.

FINANCIAL SUPPORT

KDU College offers the following Scholarships and Bursary Awards to enable deserving students to pursue their tertiary education.

- **Scholarships**
 - Teo Soo Pin Scholarship
 - Pre-University Scholarship ('A' Level & UNSW)
 - KDU High Achievers Scholarship
 - KDU High Achievers Tertiary Scholarship
 - KDU "A" Award
 - Vice Chancellor Scholarship
 - Driving Dreams Scholarship
 - International Scholarship
 - Creative Arts Talent Award

- **Bursaries**
 - UEC School Partner Bursary
 - Suria Bursary
 - Hope Bursary
 - Community Bursary
 - University of London (LL.B) Bursary
 - Entrance Bursary

- **Financial Aid**
 - Alumni & Continuing Students Discount
 - SRI KDU Alumni Discount
 - Siblings/Child Discount
 - Perbadanan Tabung Pendidikan Tinggi Nasional Malaysia (PTPTN)
 - Employee Provident Fund Withdrawal Scheme for Education
 - MARA Loan
 - MARA Smart Partnership with Financial Institution for Postgraduate
 - KDU Graduate Research Grant
 - KUOK Foundation Undergraduate Scholarship Award
 - MIED Loan
 - ECM Libra Foundation & Study Loan

The eligibility and amount of the scholarship/bursary/award/discount given are advised annually. Students are advised to refer to the **Scholarships & Bursaries Brochure** available at the One Stop Centre for further details.

PROGRAMME AND CLASSES

DURATION OF STUDIES

Programmes offered by KDU College vary in duration according to the type and level of the programme.

	PRE-UNIVERSITY	DIPLOMA	UNDERGRADUATE	MASTERS
Minimum	1 to 1.5 years	2 to 2.5 years	3 to 4 years	1 year
Maximum	2 years	4 years	5 years (for 3 years Degree Programme) 6 years (for 4 years Degree Programme)	3 years

If you have exceeded the maximum duration prescribed for the programme of study, you will be terminated from your studies. You may appeal to extend your candidature but approval will be decided by the respective Schools based on circumstances. Decisions made by the College are final.

SUBJECT REGISTRATION

Students are required to register for the subjects that they intend to sign up for in a particular semester. Students should select and register the subjects according to the advice given by their respective **Academic Department Head** or **Programme Leader**.

The student is responsible for registering for the appropriate subjects offered in the programme enrolled and to adhere strictly to the Add/Drop procedure and deadlines accordingly.

Subject Registration Procedure

New students enrolled in KDU College will be guided through the subject registration process by their respective Programme Leader or Academic Department Head during the Orientation / Academic Briefing session.

Existing students are required to complete the subject registration online for the next semester depending on class capacity and subjects offered **three (3) weeks** before the end of the semester. The Programme Leader or Academic Department Head may designate subjects and grouping for the student(s) to register for the new semester (please check the Department notice boards).

Students are given a **one (1) week** period to perform the online subject registration. Any delays in completing the online subject registration and selection will not be entertained. Invoice for the following semester will then be distributed to the students.

Students are required to make payment at the Admission & Bursary Department within **fourteen (14) days** of the commencement of the following semester. Late payment is subject to penalty charges at a rate of **RM10 per day**.

Subject Registration Guidelines

Generally, a student is required to register a minimum of **four (4) to five (5) subjects**, or **fifteen (15) credits hours**, whichever is higher during each long semester. In a short semester, students are expected to undertake approximately **two (2) to three (3) subjects**, or **nine (9) credit hours**, whichever is higher.

For Cambridge 'A' Levels and UNSW, students are required to take a minimum of **three (3)** subjects according to available subjects' combinations. Students must also check with universities for specific entry requirements and preferred/non-preferred list of subject, if any. Pre-requisite requirements apply for science and mathematics subjects.

The student is responsible for ensuring that he/she is correctly registered for each semester by taking note of the following guidelines:

- Selection of subjects should be in accordance to the programme structure i.e. subjects offered at the lower levels are to be given priority over the higher level for completion.
- Prerequisites, if any, must be fulfilled (passing of the relevant subject) before proceeding to subjects of the next level. The School reserves the right to disallow any student to sign up for a subject if he/she has not passed the prerequisite subject, or if the class is full.
- Students who retake the subject(s) must have the "retake" subjects registered along with the 'new' subjects. Please note that students are only allowed a maximum of **two (2) attempts** for repeating each subject.
- Maximum subjects or credit load for each semester must be taken into consideration. Approval from the Programme Leader / Academic Department Head is needed for students who wish to take fewer or more subjects than the normal load.
- Any other academic conditions required by the programme must be fulfilled.

Add / Drop Procedure

It is the student's responsibility to ensure that he/she has registered the correct subjects for his/her studies based on the advice given by the Programme Leader or Academic Department Head. In the event that the student has made a mistake or changed his/her mind, the student will be given **fourteen (14) days** from the commencement of semester to add and/or drop subjects online. After the closing date, "Add" / "Drop" is no longer allowed.

Request for add/drop after the closing date will be subject to approval by the School and **RM100** will be charged as processing fee. Students are required to submit the "**Requisition to Add/Drop Subject / Credit Note**" form to the Admission & Bursary Office for processing **not later than 21 days** after the commencement of semester. After this date, students are not allowed to add/drop any subject(s).

Subject Registration Timeline

Students are required to take note of the subject registration closing date and the implications of late registration.

Periods	Implications
Three (3) weeks before the end of the semester	<ul style="list-style-type: none"> • Online subject self-registration - subjects registration based on advice by School

	<ul style="list-style-type: none"> - Bill will be raised based on subjects registered
Day 00 – Day 14 of new semester	<ul style="list-style-type: none"> • Add / Drop Subjects <ul style="list-style-type: none"> - Online Add / Drop of subjects - Bill will be adjusted based on subject added/dropped
Day 15 – Day 21	<ul style="list-style-type: none"> • Late payment charges imposed. Late payment is subjected to penalty charge of RM10 per day • Late Add / Drop Subjects <ul style="list-style-type: none"> - subjected to approval by the School and RM100 will be charged as processing fee. - Students are required to fill in the "Requisition to Add/Drop Subject / Credit Note" Form
Day 21 – End Date of Semester	<ul style="list-style-type: none"> • Subjects with no fee payment will be de-listed and students will be barred from sitting the final exam • students are not allowed to add / drop any subject(s)

COMMENCEMENT OF CLASSES

Students (new and existing) are required to attend the very **first classes** at the beginning of the semester to avoid missing important information that may affect lessons for the whole semester. The timetable is usually made available at the notice boards of the respective Schools.

You are to view, check and be guided by the Academic Calendar issued yearly every November for the following academic year.

CLASSROOM CONDUCT

It is the right of each student to participate in his/her learning and it is the responsibility of each student not to interfere with the learning of other students. Policies governing the classroom will be provided in each course syllabus and students who violate one or more of these policies will be subjected to disciplinary action.

ATTENDANCE REQUIREMENT

The student is required to **achieve 80% attendance** for each subject undertaken. Students who are unable to meet the 80% attendance will be issued with a **Poor Attendance/Absenteeism Letter** and will subsequently be **barred** from sitting for the **final examination** by the lecturers and will be awarded with no marks, unless there is a written appeal/explanation with supporting documents (Examination barring is at the discretion of the Schools).

Students who are on medical leave must provide a certified **Medical Certificate** from a recognised Medical Practitioner immediately in the following class after his/her medical leave.

Besides medical reason, requests for any absences are to be submitted in writing, indicating the reason and the duration of the requested leave. Supporting documents must be attached. The approval for leave of absence will be decided by the School.

COURSE STRUCTURE AND COMPONENTS

Each subject has a predefined structure/outline. Students are advised to obtain this structure/outline from the School if not already given. A subject may have several assessment components that aim to contribute towards the achievement of the learning outcomes of the subject. Students have to complete all components as prescribed for the subject.

Assessment components are spread over the entire semester for better assessment and evaluation of the learning outcomes at each and different points of time. The system is also aimed to enable students to gather marks throughout the semester instead of being evaluated on a concentrated 100% final examination.

CHANGE OF PROGRAMME

If students would like to switch from an existing programme of study to a new programme, the student is required to follow the following procedures:

- Ensure they meet the entry requirement(s) of the new programme
- Fill up the "**Request for Change of Programme**" form
- Receive approval from the Academic Head of the current programme

- Receive approval from Academic Head of new programme and the number of courses that can be transferred or exempted in the new programme
- Receive approval from the International Office for International student's visa application to new programme (for International Students)
- Make submission to the Admission Office for registration to new programme

DEFERMENT OF STUDIES

Deferment of studies refers to the approved period of non-study requested by student after starting a programme.

The duration allowed for deferment of studies is normally **one (1) semester** only. Requests for subsequent deferment of semester may be considered on a case-by-case basis, depending on the circumstances. Students are expected to report to KDU College at the agreed **RETURN** date.

Failure to do so and the student will be deemed to have withdrawn from the programme. Students who wish to activate the status after the lapse of the deferment period are required to re-apply and pay a registration fee for re-admission.

Procedures and application for Deferment of Studies are as follows (**This process must be completed by the 3rd week of semester commencement**):

- The Student is required to fill up the Request for Deferment Form with relevant supporting documents (international students must provide confirmed air ticket to leave the country during the specific period of deferment),
- Submit and receive approval from the Academic Department Head,
- Notification will be provided once Deferment of Studies is approved.

Acceptable grounds for granting a deferment of studies:-

- An illness or disability (certified by a licensed medical practitioner or registered psychologist)
- Exceptional compassionate circumstances – for example, the death of a close family member (parent, grandparent, sibling)
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted the student's studies
- A traumatic experience that has impacted the student (supported by police or psychologists' report) and include:
 - Involvement in, or witnessing of an accident
 - Witnessing or being the victim of crime.

WITHDRAWAL POLICY

Withdrawal from studies applies to circumstances when a student voluntarily wishes to leave the College permanently. Before making a decision to withdraw, students are strongly advised to meet with his/her Programme Leader / Academic Advisor / etc., to discuss the options available (e.g. deferment of studies, financial assistance).

A student who wishes to withdraw is required to fill in the **"Request to Withdraw from Programme"** Form and obtain the approval by the Academic Department Head / Head of School. The Student will then be directed to attend the **Exit Interview** with the **Counsellor**

from the Student & Alumni Centre. The Counsellor will put in the recommendation and sign-off the form; a copy of the form will then be given to the student.

The Student can proceed to obtain the "**Request for Refund**" Form from the One Stop Centre. The Student ID, a copy of the duly approved "Request to Withdraw from Programme" Form, and document for cancellation of student pass (for international students), if any; shall be submitted together to the One Stop Centre. The processing time is approximately three (3) weeks subject to the complexity of the case. Students will be notified when the refund is ready.

If the Student withdraws within **fourteen (14) days** from the date of commencement of semester, 50% of the tuition fees will be refunded. No refunds are allowed if student withdraws after fourteen (14) days from the date of commencement. There will be an administrative charge of RM250 for processing the application for withdrawal of studies.

ASSESSMENT & EXAMINATION

Assessment is essential as it helps students learn and also guide students in their development. It is an on-going process that helps to track and monitor the learning progress and measure the achievement of learning outcomes accurately.

The assessment tasks are directly related to the objectives of the registered subjects. The assessment modes adopted within the programme will be sufficiently varied to enable the student to develop the full range of knowledge and competencies.

The coursework (e.g. tests, quizzes, assignments, projects and / or other course components) and examinations will serve as evaluation tools to assess the student's performance and the marks will be recorded at all stages. Students are required to attempt all the different assessment components in order to pass the subject.

FINAL EXAMINATION RULES & REGULATIONS

Final examination normally contributes 30-60% of overall assessment weightage. Hence, it is important for students to understand the Final Examination Rules & Regulations clearly. Students are required to check with the Examination Department if he/she has any enquiries regarding the rules and regulations.

Operating Hours

The operating hours of the Examinations Department are:

Location:	Operation Hours:
KDU College	9:00a.m. – 05:30p.m.

Eligibility

Students need to fulfil the two conditions below in order to be eligible for the final examination:

- The student has to obtain at least 80% attendance in each of the registered subjects for the semester. The student will be notified two weeks before the commencement of the examination if he/she is on the bar list due to below the required 80% attendance rate.
- Student has to settle all outstanding fees before the final examination. Student will be barred from sitting the examination if there is any outstanding fee.

It is the responsibility of the student to check his/her eligibility for the examination. Students may appeal to be "unbarred" by the Academic Department Head with a valid reason and supporting documentation.

Special Consideration

Special consideration is given towards assisting a student affected by potentially wide range of difficulties, emotionally or physical, which may influence the students' performance in examinations.

For long illness, the Student is required to submit the medical reports from the hospitals to the school at the beginning of the semester. For sudden illness or situation, the Student is required to submit the medical reports from the hospitals to the school immediately for special consideration.

Exam Timetable

Students are responsible to check the provisional final examination timetable that will be announced **two (w) weeks before** the commencement of the exam. **Final Examination** timetable will be announced **one (1) week before** the commencement of the exam. Incorrect information recorded by students and absenteeism on such grounds will not be entertained and will lead to students having to retake the subject(s).

EXAMINATION CONDUCT

General

- Students need to comply with the dress code of KDU College. Students who are not properly attired will not be allowed to enter the examination hall.
- Students are not allowed to bring in any unauthorized materials to the examination hall. If students are found with unauthorized items in the examination hall, whether the items are brought in intentionally or otherwise, the Student might be dismissed immediately from the examination hall as this might be considered as an attempt to cheat. Hence, the onus is on the Student to check that no unauthorized items are brought into the examination hall.

Before the start of the examination

- Students need to be at the examination venue 30 minutes before the commencement of the examination.
- Students need to sit in accordance with the prescribed seating arrangements.
- Student Card/ Identification Card /Passport are to be placed on the right hand side of the table. If the Student does not bring any document which can certify his/her identity, he/she needs to proceed to the Admission & Bursary Department to get a copy of the Student Confirmation Slip.
- Students are only allowed to bring in their pens, rulers, pencils, calculators and items as specified by the syllabus.
- Pencil cases (only transparent cases), calculator casing, watches and wallets are to be placed on the floor.
- Mobile phones are not encouraged to be brought to the examination hall. All mobile phones are to be switched off and to be placed on the floor under your seat (phone screen faces the floor) at all times. If the phone rings during exam time, the phone will be confiscated and penalty will be imposed.
- Students are to check that they have the correct question paper and number of pages. Read the instructions and warning found in the Answer Booklet carefully. Do not turn over the question paper until told to do so.

During the examination

- Students must not talk or communicate in anyway (verbal or otherwise), distract/disturb other students once the examination has started. All queries must be directed to the invigilator.
- Students arriving late but within one hour after the commencement of the examination shall be allowed to sit for the examination. No extra time shall be given to the students for such cases.
- Students are only permitted to visit the washroom during the examination with permission from the invigilator(s).

- Students are not allowed to leave that examination hall during the first one hour and the last half an hour. For subjects with duration of less than two hours, students are not allowed to leave the examination hall until the end of the examination.
- Students are reminded to be honest in all examinations and not be involved in any form of misconduct. All cases of misconduct or cheating will be reported to the College Examination Board. Students found to have cheated or were involved in any misconduct during the examinations may be expelled from KDU College.

At the end of examination

- Students are to obey the invigilator(s) when the 'stop writing' announcement is made.
- Additional answer scripts/graph papers are to be secured properly to the Answer Booklet with the string provided. Students must make sure that they have written down their particulars.
- Students are to remain seated until all the answer scripts and question papers have been collected.
- Students are to leave the examination hall quietly after the Chief Invigilator has made a closure statement for the examination.
- Students are to leave all scrap and unused papers on the table.
- Students are reminded to take all his/her belonging(s) when he/she leaves.

ACADEMIC MISCONDUCT: PLAGIARISM & CHEATING

Plagiarism

Plagiarism is a form of cheating in the academic field. It is an action of copying works and ideas from others without giving them full acknowledgement for the production of the academic work (e.g. assignments, projects, thesis, dissertation, essays, or other equivalent written assignment). Students who are caught doing so will face the penalty decided by the Schools and the case may be brought up to the College Examination Board.

In order to avoid being penalised, where in doubt, you are urged to seek clarification from the lecturer prior to submission of such work.

The penalties for plagiarism can be one or combination of the following depends on the severity:

- An award of Fail grade for that particular academic work.
- A re-submission of the academic work within a suitable duration determined by the School with capping of re-submission mark to a Pass mark.
- A warning letter issued by the School and recorded in your student file.

Misconduct and Cheating

Misconduct in the Examination Hall may include the act of cheating or attempting to cheat. Examples of the actions that constitute misconduct include the following, but are not limited to:

- Incessant talking in the Examination Hall
- General disobedience of examination instructions and procedures.
- Unruly and rowdy behaviour shown towards invigilators.

Cheating, any acts, intentional or otherwise, that would provide an opportunity to enhance the performance of the students in the examination, with the use or unused, of relevant or irrelevant tools, materials and/or actions is a serious offence. A student will be asked to leave the Examination Hall immediately by the Chief Invigilators once he/she has been caught cheating.

Examples of cheating are:

- Copying, in part or whole, from an examination paper that belongs to another person.
- Use of notes, sources, and materials from items and/or electronic devices not authorised in the examination.
- Collusion or making arrangement with another student to cheat, including employing a surrogate to sit for an examination or any form of academic assessment mode, in part or whole, or agreeing to be that surrogate aiding and abetting the dishonest act.
- Bringing any other unauthorised items into the Examination Hall whether relevant or not, whether use or not, and irrespective of ownership.

All academic misconduct cases are presented to and considered by the College Examination Board. Where required, the students involved will be required to attend an interview for further clarification. Where appropriate, the cases may be referred to the Student Disciplinary Board for further actions.

The penalty imposed will be decided by the College Examination Board. The type of the penalty can be a recorded warning letter, a fail grade for the subject, suspension of a semester and termination of studies.

ABSENTEEISM AND REFERRAL

A Student who is absent during the final examination without any valid reason will be given an **"XF"** in the academic transcript. **"XF"** is **equivalent to a fail grade**.

A referral is an examination offered to the student who has missed the final examination for acceptable reasons. Student must provide detailed reasons and supporting documentation to the Examination Department.

If the reason is medical, the supporting documentation from **Government or Private Hospital** (e.g. medical certificates, medical report) should be submitted to the Examination Department within **five (5) working days** after the actual examination date. Once approved, students will be allowed to sit for the referral examination. Results obtained in the referral examination will replace the marks for the final examination. The final overall grade awarded will be in accordance with the normal grading system.

RESULTS AND GRADING SCHEME

PASSING MARKS AND GRADING SCHEME

Below is the standard KDU College grading scheme which is applicable to all KDU programmes. **50% or GPA 2.0** is the passing grade. For Franchise Programmes, students shall refer to the programme handbook for the different grading scheme used. All franchise programmes grading scheme will be in accordance to the respective partner University's practices.

GRADING SCHEME			
GRADE	MARKS (%)	GRADE POINT (GPA)	REMARKS
A	80-100	4.00	Distinction
B+	70-79	3.50	Very Good
B	65-69	3.00	Good
C+	55-64	2.50	Commendable Pass
C	50-54	2.00	Pass
D	40-49	1.00	Marginal Fail
F	0-39	0.00	Fail
XF	NA	NA	Absent

For subjects which only have "Pass" or "Fail" grade, "**P**" will be awarded if the mark is **50 and above**.

"**F**" will be stated if the mark is **below 50**. Subjects with only "Pass" or "Fail" grade will not contribute to average grade point calculation.

Based on the above grading scheme, a student's academic performance is determined at the end of each semester by the **Grade Point Average (GPA)**. As an example, if the following grades were received by a student in a semester, the semester GPA will be equal to the sum of products (credit hours x grade points) divided by the number of credits taken ($39.50/15=2.63$).

Semester 1:

SUBJECT	MARKS	GRADE POINT	CREDIT HOURS	(CREDIT HOURS X GRADE POINTS)
Academic English 1	62	2.50	3	7.50
Fundamental of Game Art	58	2.50	4	10.00
Fundamental of Programming	75	3.50	4	14.00
Introduction to Business	51	2.00	4	8.00
TOTAL			15	39.50
				GPA=2.63 CGPA=2.63

Overall performance of a student in the programme is determined by the **Cumulative Grade Point Average (CGPA)**. CGPA is calculated by dividing the (Total product for all the semesters) with the (Total number of credit hours taken in all the semesters).

As an example, if the following grades were received by a student in semester 2, the CGPA of the student after Semester 2 will be equal to $(39.50+38.00)/(15+15)=2.58$.

Semester 2:

SUBJECT	MARKS	GRADE POINT	CREDIT HOURS	(CREDIT HOURS X GRADE POINT)
Academic English 2	40	1.00	3	4.00
Fundamental of Game Design	78	3.50	4	14.00
Graphic Programming	60	2.50	4	10.00
Introduction to Management	55	2.50	4	10.00
TOTAL			15	38.00
				GPA=2.53 CGPA=2.58

Below are the other legends which may appear in the academic transcript:

LEGENDS	REMARKS
BAR	Barred from taking Final Examination
IP	In Progress
XF	Absent
W	Withdraw
CTR	Credit Transfer
EXP	Exemption

40% RULE FOR FINAL EXAMINATION (APPLICABLE TO KDU PROGRAMMES ONLY)

With the 40% ruling, students must score **at least 40% out of 100%** in the final examination in order to pass the subject, if the "Final Examination" is part of the assessment components.

Example: For Subject A, the continuous assessment component is 60% and the final examination component is 40%. The overall mark (continuous assessment mark + final examination mark) to pass the subject is 50%. Under the 40% ruling, Student A has obtained 45% from the continuous assessment component out of 60%, but only obtained 12% out of 40% (equivalent to 30% out of 100%) for the final examination, Student A will only be rewarded with an overall mark of 40% despite the fact that he has obtained $45\% + 12\% = 57\%$. In order to pass Subject A, Student A needs to score at least 16% out of 40% (equivalent to 40% out of 100%) in the final examination.

	ASSIGNMENT 1	ASSIGNMENT 2	FINAL EXAMINATION	TOTAL	GRADE
STUDENT A	20/30	25/30	12/40	57/100 (downgrade to 40 as student did not score >40% in the Final Examination)	C becomes a D

RE-SIT AND RETAKE (APPLICABLE TO KDU PROGRAMMES ONLY)

A Re-sit serves as a second chance offered to the student who has obtained an overall mark of **40-49 (D grade)**. The re-sit mark will only replace the Final Examination mark. The other assessment component mark will be added together with the re-sit mark to calculate the final grade. The final overall mark will be capped at 50 marks (C grade).

Example:

Student A sat for Final Exam and obtained 18 marks. As the overall mark is below 50, he/she has failed the subject but is entitled to a RESIT.

	ASSIGNMENT 1	ASSIGNMENT 2	FINAL EXAMINATION	TOTAL	GRADE
STUDENT A	15/30	10/30	18/40	43/100	D

After the re-sit, student obtained 38 out of 40 in the re-sit examination, and receives an overall of 63 out of 100. But, student's overall mark will be capped at "C" and 50 marks (even though the student has achieved 63/100 as this is a re-sit).

	ASSIGNMENT 1	ASSIGNMENT 2	FINAL EXAMINATION	TOTAL	GRADE
STUDENT A	15/30	10/30	38/40	63/100 (downgrade to 50)	C+ become a C

The Re-sit examination fee is charged at **RM150** for every subject under the Foundation and Diploma programmes, **RM300** for all Degree programmes. Student is required to obtain the approval from school before making payment at Admission and Bursary. A copy of the form will be given to the student for the record.

Absenteeism from the Re-sit examination is not acceptable. Payments made for the Re-sit paper(s) is / are not refundable. If a Student misses the Re-sit examination, they will have to retake the subject.

Retake is for a student who has obtained an overall mark of **0 to 39 marks**, or a student who has failed the re-sit/referral, or a student who has obtained an overall mark of 40-49 after the final exam (entitled for a re-sit) but decides not to register for re-sit. Retake student will have to attend lectures and be re-assessed in the semester/term when he/she repeats the subject. The final grade awarded will be in accordance with the KDU College grading system. The student is only allowed a maximum of two attempts for repeating the subject.

APPEALS AND RE-EVALUATION PROCESS

Anomalies or disagreement in marks obtained in coursework (e.g. tests, quizzes, assignments, projects and / or other course components) should be dealt with directly with the lecturer or the school.

For the final exam paper, if you are confident of an arithmetic error in the marks computed by the examiner and / or have other valid reasons, you may appeal for the remarking of the final examination paper. The application form for appeals must be submitted together with the necessary payment before the deadline stated in the Academic Calendar or within 5 working days after the result is released. The Student will have to obtain the "Appeal" Form from the Admission Office and a nominal fee of RM100 will be charged. Remarking is arranged and recommendations are made available to the College Examination Board for decision. The outcome of the appeal will be notified to the student by the Examination Department. The results of the re-sit examination are final and appeals will not be entertained.

PROGRESION AND AWARDS

SEMESTER RESULTS

Results will be released online via **Oracle Student Portal** on the **first day** of the new semester. You can view your CGPA and print the unofficial transcript online. It is important for you to have the access to your KDU College email account. Please check with the Information System Department if you have problems with the Student Portal.

Students who have not settled the full fee payment will not be able to view the semester results online.

PROBATION PERIOD

The Student will be put under Probation if he/she has obtained a GPA which is lower than 2.00 in a particular semester. The student will be monitored closely by the school during the probation period. If the student has been put under the Probation status continuously for 2 consecutive semesters, the student will be terminated from the programme.

PRIZES AND AWARDS

Outstanding students will be recognised for their excellent performances during their studies and/or upon graduation.

AWARDS DURING STUDIES

Dean's list

- To qualify for the dean's recognition list, an undergraduate diploma and degree-seeking student must have scored a minimum of a 3.75 GPA for that semester and registered a minimum of 12 credits and / or above for the semester
- The Student has put forth their best effort in their academic pursuit
- The Student will receive a letter of achievement/Dean's List letter from their respective Head of School.

Merit Award

- To qualify for the Merit Award; diploma and bachelor degree-seeking students must have accumulated a minimum of a 3.75 CGPA in the latest semester
- Only applicable to students in their second year of studies and/or onwards
- Exhibit excellent leadership ability, communication skills, professionalism, and enthusiasm – actively involved in clubs/societies management, events and activities
- Through an application processed every July
- The Student will receive a letter of achievement from the Vice Chancellor as well as a RM2,000 tuition fees waiver for the semester of studies

AWARD UPON GRADUATION

Industry Awards for Excellence

- Produces work that challenges industry standards.
- Student is an active participant in the subject area.
- Student has won any international/national award for their subject area.
- Student that is highly recommended by their employer during their internship programme.
- Recognized by their peers as the expert in this area.
- Highly confident and charismatic individual.

- Student will receive a letter of recommendation from Vice Chancellor, certificate of achievement from a recognised organisation/company.

Top Student Awards

- Only one student per programme during Convocation
- To qualify for the Merit Award; diploma and bachelor degree-seeking students must have a minimum of a 3.75 CGPA or more
- If there are more than two students achieving a CGPA of 3.75 or more, it will be further evaluated based on co-curriculum contribution
- The award will go to the student who demonstrates excellence in both areas. In cases where there are no students who have achieved a 3.75 CGPA, then the award will not be awarded for that particular programme
- For programmes not calculated based on CGPA, the cut-off mark is based on the average mark tabulated. For UOL LLB, the average mark of 65% is used as the cut-off. For other Franchise programmes, the cut-off is based on having achieved 1st class Honours.
- The Student will receive a letter of achievement from the Vice Chancellor and a certificate of achievement from KDU College.

ACADEMIC TRANSCRIPT & CERTIFICATE

Official academic transcript can be collected from the **Examination Department** after the completion of studies. Notification is done via email and includes details for collection. You can request for a reprint /additional copy of your academic transcript by filling up a Request for Official Academic Transcript form at the Admission and Bursary Department. The administrative fee is **RM10 per copy**. For franchise programmes, additional charges are required.

Below are the award classifications for all KDU College programmes:

AWARD OF CERTIFICATE	
CUMULATIVE GRADE POINT AVERAGE (CGPA)	CLASSIFICATION
3.50 – 4.00	Distinction
2.50 – 3.49	Merit
2.00 – 2.49	Pass
Below 2.00	Fail

AWARD OF DIPLOMA	
CUMULATIVE GRADE POINT AVERAGE (CGPA)	CLASSIFICATION
3.50 – 4.00	Distinction
3.00 – 3.49	Upper Credit
2.50 – 2.99	Lower Credit
2.00 – 2.49	Pass
Below 2.00	Fail

AWARD OF DEGREE	
CUMULATIVE GRADE POINT AVERAGE (CGPA)	CLASSIFICATION
3.50 – 4.00	First Class
3.00 – 3.49	Second Class Upper
2.50 – 2.99	Second Class Lower
2.00 – 2.49	Third Class
Below 2.00	Fail

[For franchise programmes, assessment & evaluation, results & grading scheme and progression & awards please refer to franchise/partner university student/academic handbook.]

CONVOCATION

GRADUATION AND ACADEMIC PARCHMENT

KDU College Convocation is held once a year. The invitation pack will be posted to the students for registration. It is important for students to update the postal address upon the completion of their studies. For enquiries regarding convocation, students may email to convo@kdu.edu.my.

Students can collect the academic parchment from the Examination Department after the KDU College Convocation Day. If students need an official completion letter for job application or further studies upon the completion of the course, the request can be made from the Admission and Bursary Department.

There is no reprint of the academic parchment. A “**Letter of Confirmation of an Award**” would be provided upon application. This letter serves to verify the original copy issued. The administrative fee is RM30 per copy. Please email to exam@kdu.edu.my for more enquiries on the application.

Students are advised to collect the documents personally. If students are not able to do so, he/she may email to exam@kdu.edu.my for more enquiries on the authorization processes or courier services made available.

ACADEMIC DRESS

Distribution of academic dress to all graduates will be done a few days before the convocation day. The official graduation attire comprises a gown, lapel and mortar board. The graduation attire for each programme is different from each other. The colour of the lapel also differs according to the school.

STUDENT SUPPORT

SCHOOL

The Head of School, the Academic Department Head, the Programme Leader and the Administrative Officers of your school will be your resource persons in academic matters pertaining to programme requirements, timetable, examination, supervisor and academic advice.

TEACHING & LEARNING CENTRE (TLC)

KDU College is committed to providing superior learning experiences. As part of this commitment, the Teaching & Learning Centre was established to serve students and teachers in the development of the skills necessary for success in higher education.

The role of this centre is to inspire and train students to become capable, confident and independent life-long learners; it also encourages and assists teachers/lecturers in applying effective educational techniques. TLC facilitates a number of programmes for students, including academic skills, personal development, character education and English proficiency.

TLC also exists to inspire and support effective teaching and learning for the whole community based on current research and best practices in education.

TLC is located on the third floor (next to the Resources Centre) and open for walk-in consultations on **Mondays and Tuesdays** from **01:00 p.m. – 04:00 p.m.** Aside from the mentioned times and days, consultations are also available by setting up an appointment.

For more information, please visit and contact us Teaching & Learning Centre website at <http://tlc.kdu.edu.my> or our page at <http://college.kdu.edu.my/campus-life/teaching-learning/student-entry>

LIBRARY & ACADEMIC RESOURCES

The Library strives to facilitate access to information for teaching and student-centred learning through the provision of information resources that will enhance the quality of teaching, learning and research. As such, the libraries provide a variety of resources, ranging from the traditional collection of books, journals and other printed materials to electronic books and journals as well as audio-visual materials.

Operating Hours

The operating hours are

Monday – Friday	:	8:00a.m. – 9:00p.m.
Saturday	:	9:00a.m. – 1:00p.m.
Sunday & Public Holiday	:	Closed

COMPUTER LAB

Computer and information technology is a fundamental part of the learning and research experience at KDU College. Computer applications are incorporated into academic programmes as well as workstations are equipped with the latest software applications. Students will be able to access the internet at the Computer Lab, and printing/photocopying services are available.

For assistance and support, students can approach the Helpdesk at the Computer Centre.

Operating Hours

The operating hours are

Monday – Friday	:	08:00 a.m. – 06:00 p.m.
Saturday	:	09:00 a.m. – 01:00 p.m.
Sunday & Public Holiday	:	Closed

STUDENT & ALUMNI CENTRE

Student & Alumni Centre (SAC) is the point where the dedicated service team renders diligent service to students in terms of pastoral care, student activities, clubs and societies, and in the provision of a whole range of events that support and promote students personal development and quality campus life.

SAC exists to support KDU College's effort in providing students a holistic, pragmatic learning experience and fun campus life.

STUDENT LIFE & SERVICES

KDU College offers a variety of co-curricular activities that aim to provide students with opportunities for personal development and in engaging in social interaction. Along with the pursuit of academic excellence, student co-curricular activities serve as a platform to equip students with essential soft skills to enter the workforce through hands-on experience gained through involvement in student activities including by not limited to skills such as leadership, interpersonal skills, team work, and problem-solving skills.

CAREER AND COUNSELLING

Designated staff will facilitate students' career development and transition from high school into college/university and from college/university into employment by providing career planning and counselling services. Counselling services provided are free and are held in confidence.

Services and Programmes Rendered

- Career Development
- Personal Development
- Individual and Group Counselling
- Outreach (Mental Health Awareness Programs)
- KDU Happiness Project
- Private & Confidential

GLOBAL CAREER PLACEMENT SERVICES

Through our close relationship with our partner universities, we are able to provide you with lots of information on what to expect so you can be fully prepared for your trip. We will also brief you on procedures, which differ from country to country and university to university. Our services also include university programme articulation which will provide you with even more choices of universities to transfer to.

Job Placement

Our main objective is to **conduct job placement/internship** for our students and alumni to their relevant industries.

We also run **Careers Fairs, Employment Events, industry visits and talks** to provide the opportunities listed below:

- Learn more about different industries and organisations, and find out where your degree can take you
- Meet potential employers face to face
- Find out more about internships, vacation work, final year and graduate positions
- A platform for alumni to meet current students for employment
- Employer campus presentations

- Career workshops and interview training
- Application and interaction with industry through www.kdu.edu.my

HEALTH AND WELLNESS CENTRE

The university is dedicated to ensuring the health and safety of its students. It includes the provision of:

- First-aid facilities
- Services and personnel required for person suffering from injury or illness at the campus – prescribes stat dose medication only for mild illness (fever, cough, gastric and headache), dressing for minor cut & bleeding, check-up for blood pressure & glucose monitoring.
- First-aid training to the KDU staff and students
- Health and safety awareness in KDU College
- Health talks held once a month (every third week)

Operation hours : 8:30a.m. – 5:30p.m. (*Monday-Friday*)
 Location : Ground Floor, beside A&B Office (*Damansara Jaya*)

KDU Medical Emergency Contact No: +6010 – 798 8969

TRANSPORTATION

Students are REQUIRED to show their STUDENT CARD when boarding. Shuttle bus routes are subject to change due to traffic conditions, and without prior notice.

KDU COLLEGE, DAMANSARA JAYA TO KDU UNIVERSITY COLLEGE, UTROPOLIS, GLENMARIE

Route: KDU College, Damansara Jaya ⇨ Kelana Jaya LRT Station ⇨ KDU University College, Utropolis, Glenmarie

Approximately 18km one way (Off peak hours – 30 minutes, Peak hours – 45 minutes to an hour)

KDU UNIVERSITY COLLEGE, UTROPOLIS, GLENMARIE TO KOMUTER STATION (ROUND TRIP)

Route: KDU University College, Utropolis, Glenmarie ⇨ Glenmarie LRT Station ⇨ Subang Jaya KTM Station ⇨ Shah Alam Giant ⇨ KDU University College, Utropolis, Glenmarie

Approximately 30km round trip (Off peak hours – 1 hour, Peak hours – 2 hours)

OPERATING HOURS

Mon-Fri (except public holidays)

COMMUNICATION

STUDENT EMAIL SERVICES



Students at KDU will be issued an email account for all official communication on campus as a value added service. The students shall be informed of the default password and USERID based on the conventions used. An email will be sent to student's registered personal email with KDU. The changing of passwords can be done online once the user has gained access to the system. Students can access their email via <http://mail.kdu-online.com>.

LEARNING MANAGEMENT SYSTEM - SCHOOLGY



This is a purposed-built platform for e-learning that forms the footing for KDU's E³ Teaching and Learning. Access to this Web Community is via a personalised login, password and welcome page for the Web Community. KDU students can download their course outline, lecture notes or other materials from the site. Students can access to Schoolgy via <http://schoolgy.kdu.edu.my>. Please refer to page **46** for Learning Management System Usage Policy.

FACEBOOK



Join us on Facebook and get regular updates on the College's happenings. Our Facebook can be found at: <https://www.facebook.com/KDUDrivingDreams>

BLOG



Visit us at KDU Campus Life Blog and share with us your comments and opinions: <http://campuslife.kdu.edu.my/>

STUDENT PORTAL @ CAMPUS SOLUTIONS (CS)



The Student Portal @ Campus Solutions will allow you to view your biographical information, programme information, course history and perform subject registration online. The Campus Solutions (CS) can be accessed via: <https://cs.kdu.edu.my>

STUDENT FEEDBACK & COMPLAINTS

KDU always believe students' suggestions and feedback can make the institution better and will endeavour to act on them in a proactive manner.

Students are welcome to provide feedback to the Department on any area of its administration or academic offering at any time to the Department staff or Head for improvement considerations.

Students may raise their feedback or complaints through our email at best@kdu.edu.my

STUDENT SURVEY

Students have the opportunity to comment directly on their overall satisfaction level through the online survey system i.e. Teaching Evaluation and Programme Evaluation; whilst anonymous identity is assured.

STUDENTS RESPONSIBILITIES

HANDBOOK

Each student is responsible to access a current copy of the college's student handbook, become familiar with its contents and comply with all policies, rules, regulations and procedures therein. Students who fail to comply with the information contained in the Student Handbook are subject to student conduct action. Ignorance is not an acceptable defence for violating campus policy and procedure.

STUDENT CODE OF CONDUCT & DISCIPLINE

KDU College is committed to produce educated, competent, morally and socially responsible students. With this mission in mind, KDU College expects that every student conducts himself/herself according to the KDU College Code of Conduct & Discipline.

Code of Conduct

KDU College requires all students to abide by the Code of Conduct:

- a) Excellence in academic pursuit.
- b) Honesty and mutual trust.
- c) Exercise of conscience and good judgment in all actions towards individuals and their property and person.
- d) Pride in being a KDU College student.

Code of Discipline

Inappropriate conduct by a student is subject to discipline as provided for by the Code of Discipline. Any act which violates the federal law of Malaysia will be reported to the police. A student shall be subject to the disciplinary action for acts including, but not limited to:

- Cheating or plagiarizing related to academic programmes at KDU College.
- Truancy and not satisfying the minimum course attendance requirements.
- Forge, alter, transfer or misuse official documents, records or identification.
- Steal, vandalize or damage belonging to KDU College, staff, student or visitor to KDU College.
- Abusive conduct including physical and/or verbal, abusive, exhibits or expresses intention to coerce, intimidate staff, student or visitor to KDU College.
- Engaging in socially embarrassing behaviour on campus or during college functions.
- Engages in the possession, use, sale or distribution of weapons, drugs, narcotics, pornography and alcohol on campus and at college related functions.
- Disrupt academic and administrative processes or other campus functions.
- Unauthorised use of, unauthorised entry into or misuse of campus property.
- KDU – Smoke Free Zone

In accordance with the university policy and to assure a safer and more healthful environment for everyone, smoking, burning incense and candles are not permitted in any building throughout the campus and residence hall complex. The NO SMOKING policy does include all student rooms. Residents who do smoke must do so outside of the residence halls. Smoking in stairwells or in close proximity to student rooms is not permitted. Those concerned with the effects of second hand smoke will appreciate your consideration. Persons interested in assistance to quit smoking will find useful programs and information available at Health and Wellness Centre.

- Gambling or betting in any form.
- Assisting another person to do any act that amounts to a violation of the Code of Conduct and Discipline.
- Illegal/unauthorized parking and obstructing traffic flows on campus and surrounding residential area.
- Dangerous driving
- Not possessing, displaying or surrendering upon request a valid KDU College Student Identification Card while on campus or at a college function.
- Failure to comply with the KDU College Dress Code Policy for students.
- Disregard for college processes or procedures.
- Conduct or action that is prejudicial to the good name of the college.
- Represents the interests of KDU College in matters and activities outside the College without expressed written consent.
- Violation of the laws of Malaysia.

STUDENT IDENTIFICATION CARD

Issuance

The **Student Identification Card** will be issued to students once the first semester fees, or the first scheduled payment has been settled (Kindly refer to the Fee Payment Structure for the specified programme).

The Student Identification Card is issued at the One Stop Centre from Monday to Friday between 10.30 am - 12.00 pm and 2.30 pm - 4.00 pm. Students are required to display their ID cards at all times while on-campus.

Usage

The Student identification Card can be used for the following purposes:

- Parking at KDU College compound
- Access to Library and Computer Labs
- Campus Bookstore
- Photocopy Service
- Hostel residents – Accessing to Hostel Units
- All students related events/activities bookings

Where to activate / Top-up the Card

Can be used as cash card by using the re-loading machine to top-up cash credit which is located at:

- Second Floor – Computer Labs
- Ground Floor – Facilities & Maintenance Office

Loss of Student Identification Card

Loss of Student Identification Card must be reported immediately to the Admissions & Bursary Department. A new card will be issued at a cost of RM20.00 (exclusive of GST 6%). This charge will be waived if the student can produce a police report stating that the Student Identification Card was stolen or lost with other possessions.

DRESS CODE

The Management recognizes that students have the right to express themselves through clothing and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment and to the maintenance of a safe and orderly College. A neat, dignified, and well-groomed appearance is expected of every student. The dressing and grooming of both men and women should always be modest, neat and consistent with the personal integrity and dignity of KDU College students. We strive to instil a level of excellence in our students in order to develop their personal best in academics, extra-curricular activities, and appearance.

All KDU College staff and schools are responsible for the enforcement of the Student Dress Code Policy and refusal to comply with KDU College Dress Code Policy is a disciplinary offense. Please note that the dress code applies to all formal events and field trips.

The following items are **Not Acceptable** in the College buildings:

- Strapless tops, halter tops, tube tops, tank tops, or tops with spaghetti straps. Acceptable only when covered by an overcoat/cardigan
- Tops that show any part of the student's stomach and excessive baring of skin anywhere or 'see-through' blouses
- Shorts, dresses and skirts, must not be shorter than two (2) inches above the knee (front and back). Shorts used for sporting activities are not subject to this criterion and are allowed during sporting events or sanctioned club/co-curricular activities. However, common decency must be practiced.
- Clothes bearing vulgar, offensive or obscene prints or language.
- Bathing suits
- Spandex pants or other tight fitting clothing
- Excessively baggy or sagging pants/pants hanging below the buttocks
- Pyjama tops and bottoms
- Slippers

FUNDRAISING AND SOLICITATION POLICY

- Commercial ventures are not permitted to operate or solicit on College property.
- Prohibited solicitation includes the posting of advertisements on College property.
- Sale of items or services by individuals or companies for private gain is prohibited.
- Respective schools fundraising activities approved by the Head of School may conduct such activities.
- Recognized student clubs/societies and Student Council may conduct fundraising activities or request permission to have an external agency to solicit during their event after receiving written approval from the Student & Alumni Centre.

PERSONAL BELONGINGS

Please take extra precaution to prevent belongings from being stolen. Most of the lost item cases occur due to student's negligence / carelessness. KDU will take every effort to secure the safety of all students' belongings and will not be liable for any losses due to student negligence.

SAFETY TIPS

- These are some basic precautions that students should follow no matter what city or country they are visiting. These precautions include:
- Walk with a friend as much as possible. At night, wait for buses with other people. If in doubt, call for a taxicab. Never hitch-hike or get into a car with someone you don't know.
- If you are driving, never give a ride to a stranger. Park your car in well-lighted parking structures or on streets where there are many people. Lock your car and use an alarm system. If you feel uneasy, particularly at night, ask someone to walk with you to your car before you open it.
- Look at the map and decide on your directions before you start walking in an unfamiliar city. If you need directions, ask someone in a store or restaurant. Avoid asking strangers on the street for directions.
- Leave your passport at home. Take a copy with you if you need it. Take only as much money as you need.
- If you are sick and cannot come to class, ask a friend or an International Office staff to inform your lecturers. If you are taking a trip, let your roommate or friend know where you are going. If you will be gone for more than two days, call your parents and tell them where they can reach you.
- Avoid using outdoor ATM machines, particularly at night.
- Keep your apartment or room door locked at all times, and do not give anyone your key. Ask for identification if someone says they need to enter your room, and then tell them to come back later if you are alone. Do not let anyone stay overnight in your apartment unless they are a close friend or relative.
- Avoid arguments with strangers. If you feel someone is verbally or physically abusing you, get away and seek someone with authority.
- Enjoy group activities with your friends but if you think something the group wants to do is wrong, don't be afraid to say no. If you feel uneasy, tell your friends you have to go home.

GENERAL INFORMATION

Useful Services by Telekom Malaysia

Services	Dial
Telephone faults	100
Directory service	103
Domestic assisted service	101
International assisted service	108

NATIONAL CALLS

Dial the STD code (0) followed by Area Code before dialling the telephone number. Below is a brief list of Areas codes (for further information, refer to the Telekom telephone directory or call 1050:

Prefix	Area
02	Domestic access code to Singapore
03	Selangor, Kuala Lumpur, Putrajaya & Genting Highlands, Pahang
04	Perlis, Kedah, Penang & Pengkalan Hulu, Perak
05	Perak & Cameron Highlands, Pahang
06	Negeri Sembilan, Melaka & Muar, Johor
07	Johor & Gemas, Negeri Sembilan
080	Domestic access code from East Malaysia to Brunei
082	Kuching, Sarawak
083	Sri Aman, Sarawak
084	Sarawak – Sarikei, Sibul & Kapit
085	Sarawak – Lawas, Limbang & Miri
086	Sarawak – Bintulu & Belaga
087	Labuan & Interior Division, Sabah
088	Sabah – Kota Kinabalu & Kudat
089	Sabah – Lahad Datu, Sandakan & Tawau
09	Kelantan, Pahang & Terengganu

INTERNATIONAL CALLS

If you are using Telekom Malaysia's International Direct Dial (IDD) service you can communicate with friends or relatives overseas instantly. Otherwise, you could also buy International Phone cards that usually have lower rates from bookshops.

To make an IDD call, dial:

00 → Country Code → Area Code → Telephone Number

PUBLIC SERVICES

Police Stations: Balai Polis Bukit Jelutong 603-7847 3022

Fire Brigades: Balai Bomba Bukit Jelutong 603-7847 444

EMERGENCY SERVICES CONTACT NUMBERS

- Any kind of emergencies 999
- From Mobile Phone 112
- Ibu Pejabat Polis Daerah Petaling Jaya +603 – 7955 9222
- 24 Hour KDU Hotline +6019 – 335 812

PERSONAL DATA PROTECTION NOTICE AND CHOICE PRINCIPLE

NOTIFICATION

Pursuant to sections 7 and 6, respectively, of the Personal Data Protection Act 2010

1. Collection and Processing of Personal Data

We hereby inform you that we, Paramount Education Division Group which includes but is not limited to the following:

- (i) KDU College (PG) Sdn Bhd;
- (ii) KDU Smart School Sdn Bhd;
- (iii) KDU University College Sdn Bhd;
- (iv) KDU College (PJ) Sdn Bhd; and
- (v) KDU Management Development Centre Sdn Bhd,

being the respective Paramount Corporation Berhad's related corporations (as the term is defined in the Companies Act 1965), affiliates, and associated companies (whether or not controlled by us) ("**Company**", "**we**", "**our**" or "**us**") as data user, as the term is defined in the Personal Data Protection Act 2010, have or will collect, record, hold, store, use, disclose and/or process (collectively referred to as "**Process**") one, or all of the following categories and / or types of personal information about you:

- (a) master data: name, gender, date of birth, citizenship, marital status, nationality, race, ethnic origin, identification card / passport details, qualifications, occupation, employer, former employer(s), photographs or other images, and voice recordings, student identification number, alumni records, university electoral rolls, examination result transcripts, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrolment status (including active, inactive, full-time, part-time, not enrolled), degrees (pending and received), awards or honors received, the most recent previous educational institution attended;
- (b) contact details: home address and billing address, home phone number and mobile number, email address, work address, work number, emergency contact details, parents and / or guardian details;
- (c) compensation information: such as amount, currency, number of payments per year, bank account details, income range, details of applicable scholarship and compensation plans, types of student loans and / or loans applicable to educational purposes;
- (d) any such information as we deem necessary or appropriate from time to time in connection with your commercial relationship with us.

(collectively, "**Personal Data**").

We may also Process some or all of the following types of sensitive information about you pertaining to your enrolment with us:

- (i) religious or similar beliefs;
- (ii) political opinions;
- (iii) health condition; and / or
- (iv) the commission of crimes, allegations thereof and / or convictions.

(collectively together with (a)-(d) above, "**Personal Data**").

To the extent that you wilfully and voluntarily disclose to us any personal information whether or not coming within the definition of Personal Data above, of any another individual, we shall

assume, without independent verification, that you have obtained such individual's consent for the disclosure as well as the Processing of the same in accordance with the terms of this notification.

2. Sources of Information

Your Personal Data has and / or will be obtained from the following sources, where applicable, or such other sources which we may see fit from time to time:

- (a) information provided or submitted by you through, among others, as applicable, Student Profile Form, Enquiry Form, Waiting List Form, Marketing Events Form, Credit Card Authorisation Form, Car Sticker Form, School Events / Trips Form, Parent Consent Forms, Withdrawal Form, Visitor Management System, Data Form, Student Application / Registration Form, Scholarship Form, Survey Form and the Online Form;
- (b) from your usage of our website and any other information you post on our website, email or otherwise send to us;
- (c) as applicable, publicly available or publicly accessible information; and
- (d) such other written or verbal communications or documents delivered to us prior to and during the course of our contractual or pre-contractual dealings with you.

As the accuracy of your Personal Data depends largely on the information you provide to us, kindly inform us as soon as practicable if there are any errors in your Personal Data or if there have been any changes to your Personal Data.

3. Purpose of Processing Personal Data

We will Process the Personal Data that you have provided to us for the following purposes, where and if applicable, including but not limited to:

Purpose A

- (a) the delivery of relevant notices, services or products to you;
- (b) in order for you to enrol and /or register yourself or your child and / or ward in courses offered by us;
- (c) in order for us to manage and / or process your or your child's and / or ward's course application;
- (d) in order to process scholarship applications pertaining to your or your child's and / or ward's enrolment with us;
- (e) to notify you of changes in our services and offerings, if any;
- (f) to enable us to supply you with the services and information which you have requested;
- (g) user and /or student relationship management procedures;
- (h) those purposes specifically provided for in any particular service offered by us;
- (i) background checks of users and / or students as we may determine to be necessary or appropriate;
- (j) our internal record keeping;
- (k) for internal auditing purposes;
- (l) collection of outstanding payments and / or fees from students and / or their parents or guardians;
- (m) prevention of crime including but not limited to fraud, money-laundering, bribery;
- (n) meeting any legal or regulatory requirements relating to our provision of services and to make disclosure under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular, code applicable to us or any of our member companies;
- (o) conducting marketing and student profiling activities in connection with our services and related products;

- (p) for research, benchmarking, and statistical analysis purposes to develop and evaluate education policies and strategies;
- (q) in order to coordinate lesson planning and support for individual students;
- (r) to enable us to interrogate tests and examination results in order to identify the strengths and weaknesses of students;
- (s) to assess special education needs students may have;
- (t) feedback and enquiry purposes in relation to the services offered by us; and / or

Purpose B

to enable us and / or our selected authorized third parties to send you information by e-mail, telecommunication (telephone calls and text messages) or via social media concerning related and unrelated services offered by us and our affiliated business partners which may include but is not limited to enrolment related events, surveys and/or special programmes/courses/events, promotional materials, brochures which we consider will or may interest you.

4. Storage and Security

We store your Personal Data in hard and/or soft copy. Soft copy data is stored on, amongst others, the file server, e-mail server, personal computers, notebooks, tapes and compact disc.

There are corporate security policies and procedures in place which among others confines access to your Personal Data to authorized personnel only on a strictly "need to know" basis to the relevant and / or applicable department such as the Academic, Registry (Library, Student Records Office, Security, Exam) Administration, Finance/Bursary, IMC, Student Services, Business Support Services, Academic & Bursary, Business Development, Finance, Examination, Quality Assurance, International Office, Student Alumni Centre, Procurement, Information System, Library, Teaching & Learning Centre, Accommodation, Facilities & Maintenance, Post Graduate and Research Centre, and Human Resource departments.

We may retain the Personal Data and that of other individuals that you provide to us for a reasonable period in accordance with commercial requirements and at all times subject to prevailing legal requirements.

5. Disclosure

Personal Data provided to us will, generally, be kept confidential but you hereby consent and authorise us to provide and / or disclose your Personal Data to the following categories of parties:

- (a) any person to whom we are compelled or required to do so under law or in response to a legitimate instruction from a competent or government agency;
- (b) pursuant to an order of a court of competent jurisdiction;
- (c) to any scholarship and / or student loan providers, organisations and /or institutions, in relation to the enrollment of students pertaining to the courses offered by us;
- (d) any related companies and subsidiaries of Paramount Corporation Berhad, including those established in the future;
- (e) where applicable, third parties who provide related services or products in connection with our business such as insurance agencies/insurers, university partners, PTPTN, MOE, SOCSO, EPF, outsourced external enrichment and co-curricular programme providers, travel agencies / operators, external examination boards, and external school-contracted operators;
- (f) government agencies, statutory authorities and industry regulators;
- (g) our external auditors, consultants, accountants, lawyers or other financial or professional advisers;
- (h) student testimonial and academic results to facilitate the transfer of students to other

- educational institutions or for scholarship applications;
- (i) our sub-contractors or third party service or product providers as may determine to be necessary or appropriate.

Rest assured that consistent with the law, we will only disclose the minimum amount of information which we deem necessary for the purpose and that we will take all appropriate safeguards to ensure the integrity and security of the personal data.

6. Safeguards

We shall keep and process your data in a secure manner. We will take all reasonable steps to ensure that such information is kept confidential. We will not sell, rent or trade your Personal Data. We shall at all times implement the legally mandated and / or appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations in order to prevent the unauthorised or unlawful processing of your Personal Data and the accidental loss or destruction of, or damage to, your Personal Data.

7. Data Transfer & Sharing

In addition, you will appreciate that the nature of our products and services are such that it may be necessary, where we consider it appropriate, for the purposes of data storage or processing or providing any service or product on our behalf to you, to transfer your Personal Data to our affiliates and / or associated companies and/or third party service or product providers within or outside the country in which we are established, under conditions of confidentiality and similar levels of safeguards.

8. Impact resulting from failure to supply Personal Data

- 8.1 It is obligatory for you to provide all of the categories of Personal Data which we request from you for Purpose A. Failure to supply Personal Data in relation to Purpose A will:
- (a) result in us being unable to provide you (i.e students / prospective students) with the information, notices, and / or services requested; and/or
 - (b) affect the ability of the parties to enter into the necessary agreements in relation to the provision of our services.
- 8.2 It is optional for you to provide all of the categories of Personal Data which we request from you for Purpose B. Failure to agree for us to process Personal Data in relation to Purpose B will:
- (a) result in us and /or our selected authorised third parties becoming unable to send you information by e-mail, telecommunication means (telephone calls and text messages) or via social media concerning related and unrelated services offered by us and our affiliated business partners which may include but is not limited to enrolment related events, surveys and / or special programmes / courses / events, promotional materials, brochures, emails, SMS etc. which we consider will or may interest you and /or your child or ward.

9. Your Rights of Access and Correction

- 9.1 You have the right to, subject to payment of the prescribed fees where applicable, request access to and/or correct your Personal Data and/or limit the processing thereof. In this respect, you may:
- (a) check whether we hold or use your Personal Data and request access to such data;
 - (b) request that we correct any of your Personal Data that is inaccurate, incomplete or out-of-date;
 - (c) request that your Personal Data is retained by us only as long as necessary for the

- fulfilment of the purposes for which it was collected;
- (d) request that we specify or explain our policies and procedures in relation to Personal Data and the categories of Personal Data processed by us;
 - (e) Withdraw, in full or in part, your consent given previously, in each case subject to any applicable legal restrictions, contractual conditions and a reasonable time period.

9.2 The department to whom a written request for access to Personal Data or correction and/or deletion of Personal Data or for information regarding policies and procedures and types of Personal Data is:

Department Name:	Admission & Bursary
Contact No:	+603 - 7953 6688
Fax No:	+603 - 7729 1777
Email Address:	yktai@kdu.edu.my ; wclim@kdu.edu.my ; nazrin@kdu.edu.my
Address:	SS22/41, Damansara Jaya 47400 Petaling Jaya, Selangor.

LMS-Usage Policy

Purpose

KDU College (hereinafter "**KDU**") computing and telecommunication networks, computing equipment and computing resources are owned by KDU and are provided to support the academic and administrative functions of the **KDU**.

To assist the **KDU** to comply with applicable policy, procedures, and law, policy addresses important considerations in the use of Schoology (hereinafter "the LMS "), as one of the e-learning systems at **KDU**.

This policy aims to provide a structure to support **KDU**'s endeavour to ensure the highest standards of provision and support of technology to enhance learning. Additional rules and regulations may be adopted by academic and administrative units to meet specific administrative or academic needs. Such additional requirements must be in compliance with applicable Malaysia cyber laws, any contractual agreement with the **KDU** and its vendors and this policy.

Scope

This policy applies to all schools, staff, students, and others who use the LMS.

The "managing unit" is defined as the academic or administrative personnel, Program Leaders, or vested with the day-to-day operations of the LMS.

Policy

Data Governance

Stewardship and custodianship of data brought into or created within the LMS application will be the responsibility of the lecturers.

LMS Use, Operations and Security

- I. All users of LMS must authenticate with unique user credentials. To the extent possible, authentication should leverage on authentication services provided by KDU. All users are solely responsible for maintaining the confidentiality of the account and password.
- II. All users of LMS must adhere to the Information Security Policy and Privacy policy, Terms of Use (Schoology) and Paramount Corporation Berhad Digital Policy & Guidelines.
- III. All users of LMS shall not use the system for purposes other than **KDU** -affiliated activities.
- IV. **KDU** is not responsible for the accuracy, integrity, and/or legality of the content uploaded to LMS.

User management and access

- I. All users of LMS must access the system through a designated student/staff account.
- II. The managing unit(s) of the system shall disable access or remove users for inappropriate behaviour, as stated in the **KDU**'s Information Security and Privacy policy, Terms of Use (Schoology), Students's Handbook and Paramount Corporation Berhad Digital Policy & Guidelines.

Access to LMS

- I. LMS managing unit shall restrict course accounts and individual file uploads to a size that permits archiving.
- II. Courses shall be retained on LMS at least two academic years.
- III. The managing unit shall remove illegal contents or contents that are in violation of **KDU** policies or contractual agreements from a course account if requested by the instructor of record or other appropriate **KDU** official.
- IV. Gradebook information in the LMS is confidential.
- V. Marks/Grades shown in the LMS is not the finalized marks/Grades. The Marks/Grades will be moderated and will be recorded officially in Oracle

Organization management and access

- I. **KDU** Schools, Academic and Administrative personnel, and student organisations may request organisation accounts.
- II. Organisation accounts must be related to official **KDU** business or activities.
- III. Organisation accounts for students must be approved by the respective School.
- IV. The total number of organisation accounts shall be restricted to allow for the adequate functioning of the system.
- V. The managing unit(s) shall remove illegal contents or contents that are in violation of **KDU** policies or contractual agreements with partners/affiliates from an organisational account by request of the organisation leader or other appropriate **KDU** official.

Content management and access

- I. **Copyright and Intellectual Property**
The copyright of all literary work, course syllabus, computer software, teaching aids and material and others produced in the course of employment shall be vested in **KDU**. Any license for the use of computer software, teaching aids and materials granted to you as an employee shall be the sole right of **KDU**.
- II. The **KDU** shall not be responsible for contents linked from LMS to external web sites

Support and Training

- I. The managing unit shall designate technical support to assist with LMS support and training for faculty and students.
- II. The managing unit(s) shall support leaders of organization accounts.

System Maintenance, Outages, Upgrades

- I. The managing unit(s) shall notify users of any planned outages of LMS. Notification of any unplanned outages shall be at the discretion of the managing unit(s). The level of notice for planned outages will be determined by the estimated downtime of the system.
- II. Schools should consider planned outages when scheduling assignments and tests, and unplanned outages when such outages interfere with the timely completion of student coursework.
- III. The managing unit(s) shall be responsible for deploying new features to LMS.

Accountabilities and responsibilities

- I. The managing unit(s): assist and encourage the use of Schoology.
- II. Participants: ensure compliance with Information Security Policy and Privacy Policy Terms of Use (Schoology) and Paramount Corporation Berhad Digital Policy & Guidelines.

Misuse

- I. Access for Schoology is a privilege granted by management and may be revoked without notification at any time for inappropriate conduct carried out on such systems, including, but not limited to:
 - Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Schoology purposes;
 - Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms;
 - Accessing networks, servers, drives, folders, or files to which the user has not been granted access or authorization from someone with the right to make such a grant;
 - Making unauthorized copies of LMS files or other Company data;
 - Destroying, deleting, erasing, or concealing LMS files or other Company data, or otherwise making such files or data unavailable or inaccessible to the Company or to other authorized users of Company systems;
 - Violating the laws and regulations of the Malaysia or any other nation or any state, city, province, or other local jurisdiction in any way, or in relation to partnerships that KDU is engaged with;
 - Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Company's networks or systems or those of any other individual or entity;
 - Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
 - Sending, receiving, or accessing pornographic materials;
 - Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- II. Any violation of this policy by a student is subject to the Student Code of Conduct and Discipline in the student handbook.
- III. Any violation of this policy by faculty and staff is "misconduct" under HR policies.

Review

The Teaching and Learning Committee will periodically review this policy.

Your Information contained in the LMS is subjected to the terms of Personal Data Protection Notice. KDU will exclude liability of any loss of data or content contained within the KDU Learning Management System.