

“A university is a
scholarly community.
It exists to foster the
disciplined pursuit of
truth, whether by
students seeking to
master existing bodies
of knowledge, or by
researchers driven to
extend the frontiers
of human understanding.”

Alan Gilbert

WHERE THE PAST AND THE FUTURE IS PRESENT

STUDENT HANDBOOK 2014 - 2015

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MESSAGE FROM VICE-CHANCELLOR

It is my great pleasure to welcome you to Perdana University, where the pursuit of excellence is a continuous endeavour in attaining our vision of being a premier university.

Although Perdana University is young, we have made an impact in the Malaysian education scene. We are the first in Malaysia to offer a graduate entry medical programme. In addition to medical and health fields, Perdana University's involvement in niche areas such as bioinformatics and international trade shows our innovative and bold spirit in exploring the frontiers of education.

By enrolling at Perdana University, you are assured of a quality education. All our programmes are developed by experts in the field, in consultation with experienced academics and industry experts. Our partners are world-renowned educational institutions and organisations.

We have also ensured that a team of qualified, dedicated and committed academics is available to support you in your journey of educational excellence.

The pursuit of educational excellence should be balanced by involvement in activities that go beyond the classroom to promote the holistic growth of an individual. Perdana University believes in the importance of nurturing a vibrant student environment that is full of verve, vitality and vigour in order to create graduates who can lead and contribute significantly to the community at large.

I urge you to make the most of the opportunities provided. Get to know each other. Widen and diversify your network, and grow through the experiences of being a student of Perdana University.

Once again, welcome to Perdana University.

Professor Dato' Dr. Sothi Rachagan
Chief Executive / Vice Chancellor



PERDANA UNIVERSITY

About Perdana University [VISION & MISSION]

Perdana University was established in February 2011 as a project under the Public-Private Partnership Unit (UKAS). Its establishment is in line with the National Higher Education Strategic Plan on the development of first-class human capital in an environment that results in individuals finding and fully achieving their personal potential.

OUR VISION

PERDANA UNIVERSITY aims to be one of the premier universities in the world contributing to the global community through the pursuit of excellence in education, research and service.

OUR MISSION

To train professionals to acquire and create knowledge, think critically, and to achieve their full intellectual potential so as to be able to serve humanity in accordance with the highest professional and ethical standards.



PERDANA
UNIVERSITY

About Perdana University [LOGO & MOTTO]

OUR LOGO

The inner logo which is reflected in the shade of orange represents a flame to symbolise our burning aspiration to learn and discover new breakthroughs. The flame represents the beginning of an exciting educational endeavour that aims to remain current and energetic whilst pursuing the future. The contrast between the inner orange flame and the outer blue symbolises the university's bold, spirited and innovative approach to education and research.

The outer logo symbolises a pair of hands shielding the university's burning aspiration thus representing our inextinguishable desire to embrace and pursue new discoveries in education and research. It also symbolises the university's commitment to protect and honour the fundamental ethos of education in nurturing a greater society. The colour blue was chosen to reflect the vast sky and ocean in line with the university's ambition of providing an opportunity for borderless education to all levels of society irrespective of background. The colour blue also gives a sense of corporate strength and dynamism in the university's pursuit of excellence.

Taken together, the logo represents a burning oil lamp symbolising the university as a never ending source of knowledge and wisdom for the betterment of humanity.

OUR MOTTO

*Perdana University – Where the past
and the future is present*

About Perdana University [CHANCELLOR]

YABhg Tun Dr. Mahathir bin Mohamad became the fourth Prime Minister of Malaysia on 16 July 1981.

Tun Dr. Mahathir was born on 20 December 1925 in Alor Star, the capital of the state of Kedah where he had his early and secondary education. In 1947, he gained admission into the King Edward VII College of Medicine in Singapore. Upon graduation, he joined the Malaysian government service as a medical officer. He left the government service in 1957 to set up his own practice in Alor Star.

Dr. Mahathir has been active in politics since 1945. He has been a member of the United Malays National Organisation (UMNO) since its inception in 1946. Dr. Mahathir was first elected as a Member of Parliament following the general election in 1964.

Owing to his keen interest in the country's education system, he was appointed Chairman of the first Higher Education Council in 1968, Member of the Higher Education Advisory Council in 1972, Member of the University of Malaya Council and Chairman of the National University Council in 1974.

In the 1974 general election, he was returned unopposed. Following the election, Dr. Mahathir was appointed Minister of Education.

In 1976, Dr. Mahathir was appointed Deputy Prime Minister in addition to the Trade and Industry portfolio. As Minister of Trade and Industry, he led several investment promotion missions overseas.

Dr. Mahathir was elected as one of the three Vice Presidents of UMNO in 1975. In 1978, he was elected the party's Deputy President and in 1981 he was appointed party President. He was returned unopposed as President in 1984. In the 1987 party elections, Dr. Mahathir defeated his challenger to retain the Presidency and in 1990, 1993 and 1994, he was again returned as the party President.

Under his leadership, the ruling party Barisan Nasional (National Front), won landslide victories in the 1982, 1986, 1990, 1995 and 1999 general elections. On 31 October 2003, Dr. Mahathir stepped down as the fourth Prime Minister of Malaysia.

Dr. Mahathir is credited with having turned Malaysia's economy from an agriculture-reliant to an industrial-based one, and at the same time elevating Malaysia's position as the 17th largest trading nation in the world.

During the Asian financial crisis in 1997/1998, Dr. Mahathir resisted the International Monetary Fund aid and implemented Malaysia's very own formula for an economic recovery which remains a model for Malaysia's economic success.

Under Dr. Mahathir's leadership, Malaysia played a very prominent role in the international arena and was made the Chairman of the Organization of Islamic Conference and The Non- Aligned Movement in 2003.

Dr. Mahathir authored several books including The Malay Dilemma, The Way Forward, The Challenge, The Malaysian Currency Crisis and Globalization and the New Realities. There were several other books which discussed issues affecting the Muslim world including The Role of Islam in The Modern State and Islam and the Muslim Ummah.

Dr. Mahathir, known for speaking his mind, was also named Asia's Newsmaker of 1998 by the TIME Magazine.

In 2003, the Malaysian Government declared Dr. Mahathir to be "The Father of Modern Malaysia" in recognition of his contributions in turning Malaysia into a modern, advanced and industrialized nation.

Following his retirement as Prime Minister, Dr. Mahathir was conferred the nation's highest award, Seri Maharaja Mangku Negara which carries the title "Tun" in recognition of his vast contribution to the country.

Tun Dr. Mahathir has also been conferred with many local and international awards; among them, the King Faisal International Prize for Services to Islam from Saudi Arabia, the Jawaharlal Nehru Prize for International understanding from India, and the Order of Good Hope Class One and Grand Cross award from South Africa. Recent

awards include the Linus Pauling from the International League of Humanists for Peace and Tolerance from Bosnia Herzegovina.

Despite his retirement, Dr. Mahathir has been kept busy with many invitations and speaking engagements locally and abroad.

Currently he serves as Advisor to four national entities, namely PetroliaM Nasional Berhad (PETRONAS), Perusahaan Otomobil Nasional Berhad (PROTON) Langkawi Island Development Authority and Tioman Island Development Authority. He is also Honorary President of Perdana Leadership Foundation, a think-tank organization set up to preserve, develop and disseminate the intellectual heritage of past leaders, Chairman of Perdana Global Peace organization and also the Founding Chairman of Kuala Lumpur Foundation to Criminalize War.

Tun Dr. Mahathir is married to Tun Dr. Siti Hasmah. They have seven children and sixteen grandchildren.

[AUTHORITIES OF PERDANA UNIVERSITY]

BOARD OF GOVERNORS

The Board of Governors is the governing, policy making and monitoring body of the University. It exercises all the powers conferred on the University except those that are conferred by the Constitution on some other authority or body of the University. The Board of Governors comprises:

- Tan Sri Datuk Dr Mohan Swami, Chairman
- Prof Dato' Dr Sothi Rachagan
- Prof Dr Haji Jammal Ahmad Bin Essa
- Dato' Halim @ Ahmad Bin Muhamat
- Mr Khalid Abdulla Janahi
- Ms S Yogeshwary
- Dr Milton Lum
- Prof Dr Zabidi Azhar bin Mohd Hussin
- En Rusli Bin Harun (*Representative of the Ministry of Education*)

SENATE

The Senate is the highest academic body of the University and, subject to the provisions of Act 555, the University Constitution and the rules, has the control and general direction of instruction, research and examination, and the award of degrees, diplomas, certificates and other academic distinctions. The Senate comprises:

- The Vice-Chancellor (Chairman)
- The Deputy Vice-Chancellor
- Deans and Heads
- Professors and Associate Professors elected by all full-time professors and associate professors of Perdana University
- Ex-Officio Members: Registrar (Secretary), Bursar, Chief Librarian and Legal Adviser

EXECUTIVE MANAGEMENT COMMITTEE (ExCo)

The Executive Management Committee (ExCo) of the University advises the Chief Executive on his administrative and management functions. The ExCo comprises:

- The Vice-Chancellor (Chairman)
- The Registrar
- The Deputy Vice-Chancellor
- The Bursar

Academic Facilities & Services [THE LIBRARY]



The Perdana University Library is a central resource for research and knowledge discovery. It is designed primarily as an e-Library but is supplemented by a collection of e-books and online databases which include **Access Medicine, Clinicalkey, EBSCO Hospital Package (Cochrane Collection Plus, Dynamed and Medline Complete) and PsycINFO**. The library also maintains a collection of core textbooks and reference works in printed copies.

LIBRARY AUTOMATION

The library uses KOHA as its automated library system to provide online loan and returning services for its library users via its url **192.168.2.165**. Off campus users can gain access to the library's online catalogue by logging in to **ezproxy.perdanauniversity.edu.my/login**



E-LIBRARY

The e-Library is equipped with 50 computers with internet access and is highly in demand by students for listening, self-study and access to online materials. The online learning resources and library facilities support independent study.

The library subscribes to the following databases and e-books:

- **Cochrane Database of Systematic Reviews**

Cochrane Reviews base their findings on the results of trials which meet certain quality criteria since the most reliable studies provide the best evidence for making decisions about health care.

- **Clinicalkey**

Clinicalkey contains 500+ journals, 1000+ e-books, 11,000+ videos, 3.5 million images, 135,000 clinical trials, 800+ first consult monographs, 2900 drug monographs, 4,700 practice guidelines and 15,000 patient education handouts.

- **Access Medicine**

Access Medicine contains 83 e-books from McGraw-Hill which include leading medical textbooks such as Harrison's Principles of Internal Medicine, Hurst's The Heart, Williams Gynecology, and Williams Obstetrics.

- **Dynamed**

Dynamed is a clinical reference tool created by physicians and other health professionals for use primarily at the 'point-of-care' with clinically-organised summaries of more than 3,000 topics.

- **EBSCO Medline Complete**

EBSCO Medline Complete provides authoritative medical information on medicine, nursing dentistry, health care system, preclinical sources and much more.

WIRELESS FACILITIES



The library is fully equipped with wireless access. Users can get access to the internet using a laptop or any other wireless device.

PRINTING SERVICES



The library provides scanning, printing, and photocopying facilities. The student ID card can be used to access the copying and printing services. Credit values for these services can be purchased at the counter.

READING AREA



The reading area can accommodate up to 100 users at a time.

LIBRARY SERVICES

- Loans
- Help Desk & Enquiries
- Inter Library Loan (ILL)
- Textbook Collection (Yellow Spot on Spine)
- Reference Collection (Blue Spot on Spine)
- Red Spot Collection (Red Spot on Spine)
- Open Shelves Collection

LOAN PRIVILEGES

Open Shelves Collection

Students can borrow a maximum of 3 books for a period of 7 days. For late return, a fine of RM0.50 will be imposed per book daily. Renewal and reservation can be done online via the library's OPAC: 192.168.2.165 within campus, and for off campus, via ezyproxy.perdanauniversity.edu.my

Text Book Collection (Yellow spot on spine)

1 book for a period of 3 days. For late return, a fine of RM1.00 per day would be imposed.

Red Spot Collection (Red spot on spine)

1 book for 3 hours. For late return, a fine of RM1.00 per hour would be imposed.

Reference Collection (Blue spot on spine)

These books cannot be borrowed out, and are for use at the library only.

Failure to comply with the rules and regulations for loan of library materials may result in penalties or suspension of borrowing privileges.



GENERAL RULES AND REGULATIONS FOR THE LIBRARY

- Visitors must always display student, staff or visitor's card whilst in the library.
- No bags are allowed in the library. Bags must be placed in the space provided. You are advised not to leave any valuable items in your bag.
- All library materials should be properly checked-out before leaving the library.
- Place all books taken from the shelves on the book trolley provided.
- Silence must be observed in the library at all times.
- Mobile phones are to be put on silent mode.
- No food and drinks are allowed in the library except for water.
- Library staff has the right to take appropriate action against any users who breach regulations at the library.

Opening Hours

Monday to Friday: **8.30am to 7.00pm**

Saturday, Sunday & Public Holiday: **Closed**

Long Semester holidays: **8.30am to 5.30pm**

Examination Period: **8.30 am to 8.00 pm**

Enquiries

Circulation Counter

Telephone: 03-8941 8646 Ext. 220

Che Maimunah Che Kadir (Chief Librarian)

Email: chemaimunah@perdanauniversity.edu.my

Farish Mohd Taha (Asst. Librarian)

Email: farish@perdanauniversity.edu.my

Nur Anis Mahadzir (Library Assistant)

Email: nuranis@perdanauniversity.edu.my

Academic Facilities & Services [LABORATORIES]

Perdana University provides laboratories to help students develop their skills in practical settings. It currently provides different types of laboratories including the Anatomy Museum, the Anatomy Laboratory, the Multidisciplinary Laboratory and the Occupational Therapy Laboratories.

ANATOMY LABORATORY



The Anatomy Laboratory possesses a comprehensive collection of anatomical specimens which provide the perfect vehicle for anatomy studies or teaching. The anatomical models are of medical school quality and include human muscle models, individual bone and joint models, spine and human skulls, full-size skeletons, dissectible human torso models, brain models and heart models. These specimens are used as teaching aids for all students involved in the study of anatomy.

ANATOMY MUSEUM



The Anatomy Museum is meant to support students in their study and understanding of human anatomy and physiology. The Anatomy Museum holds a large collection of anatomical specimens which have been dissected from the human body to demonstrate a particular aspect of anatomy or physiology. As of 2014, 125 anatomical models are available at the museum. They consist of specimens preserved in fluid (wet specimens) and plastinated specimens (dry preparations). As the museum is a teaching resource, it also serves as a teaching area and can be used by groups upon request. The museum not only caters for the students and staff of Perdana University, but also schools or groups from institutions outside the university.

OCCUPATIONAL THERAPY LABORATORIES



The Occupational Therapy Laboratories (OTLs) are meant to facilitate the learning and practice of occupational therapy methods and techniques. The OTLs simulate occupational therapy clinics where students can learn, gain and practice skills while on campus before they proceed to a clinical setting. These laboratories will be used for clinical teaching and assessments. The laboratories represent different areas of practice and comprise the following:

1. Activities Of Daily Living (ADL) Laboratory
2. Splinting Laboratory
3. Pressure Garment Laboratory
4. Neurology And Standardized Assessment Laboratory
5. Paediatric / Sensory Integration / Multisensory Laboratory
6. Work and Driving Rehabilitation Laboratory
7. Multi-Purpose Laboratory

The ADL Laboratory is designed for students' simulation of daily living activities with patients. The Splinting Laboratory is specifically for splint fabrication which will be prescribed for some orthopaedic conditions such as fractures, tendon injuries, and joint contractures. The Pressure Garment Laboratory is used to fabricate custom-made pressure garments which are essential for burn cases, edema, and scar management. The Neurology Laboratory consists of some standardized assessment for brain injury cases such as LOTCA, COTNAB, and sensory stimulation kit. The Paediatric Laboratory allows occupational therapists to use play therapy as a mode of treatment to engage patients into purposeful activities. The Work and Driving Rehabilitation Laboratory enables students to engage in work and driving simulation with patients.

MULTI-DISCIPLINARY LABORATORY



The Multidisciplinary Laboratory (MDL) is a learning facility that supports teaching-learning activities for students. MDL provides audio-visual materials for all anatomical related laboratory teaching.



LAB BOOKING

The laboratories are used extensively during the academic year. Students who want to use the laboratories for self-study would have to submit their request in advance. However, priority will be given to formal classes.

GENERAL RULES

- Students can only enter and view specimens in the laboratory only in the presence of a lecturer or laboratory staff on duty.
- Students must sign in and sign out in a log book each time they enter the laboratory.
- Students and visitors must display their student, staff or visitor's card while they are in the laboratory.
- Lab coat and covered shoes must be worn at all times in the laboratory
- No equipment or models are allowed to be taken out of the laboratory.
- No food and drinks are allowed in the laboratory.
- Students are to report any damage or missing parts to the lab staff immediately upon its discovery.
- Students are to report all accidents or incidents immediately to the lab staff.
- No bags are allowed in the laboratory.

Opening Hours

Monday to Friday: **9.00am to 5.00pm**
Saturday, Sunday & Public Holiday: **Closed**

Please note that the lab may be closed for special events.

Enquiries

Circulation Counter
Telephone: 03-8941 8646 Ext. 225

Ms. Nor Salmi Salim
Email:
norsalmi@perdanauniversity.edu.my





Academic Facilities & Services [CLINICAL SKILLS UNIT]

The Clinical Skills Unit (CSU) is a clinical teaching and assessment facility that offers a stimulating and innovative way of learning clinical skills.

The set-up at CSU is similar to that of a hospital ward with 20 cubicles equipped with patient couches / beds, x-ray view boxes, drip stands and other medical equipment. There are also various mannequins ranging from low to high fidelity simulators such as the SimMan, SimBaby and Harvey.

Here students will learn to link their theoretical knowledge with clinical practice under academic guidance and assistance in ways that will maximize their learning experience at Perdana University.

CLASSES

All sessions in CSU are scheduled in the respective academic timetables. However, students can and are encouraged to practise on their own in which case they have to book their time, 2 weeks in advance with the CSU staff.

GENERAL RULES AND REGULATIONS

The following are the general rules and regulations:

- For purposes of security, all visitors must display their student, staff or visitor's card whilst in CSU.
- Students are required to wear their white coats when they are in CSU.
- No bags are allowed in CSU. Bags can be placed in the space provided outside CSU.
- Students can borrow equipment from CSU by submitting the 'loan' form and will be responsible for the loss and damage of the equipment borrowed.
- No food and drinks are allowed in CSU.
- Students are to report any damage or missing parts to the staff on duty immediately upon its discovery.

Opening Hours

CSU operates during office hours.

Monday to Friday: **9.00am to 5.30pm**
Saturday, Sunday & Public Holiday: **Closed**

(The CSU is open during lunch hours)

Enquiries

Telephone: 03-8941 8646 Ext.224

Dr Juriah Abdullah (Director, CSU)
Email:
[juriahabd@perdanauniversity.edu.my](mailto:jurahabd@perdanauniversity.edu.my)

Mashitah Binti Mohd Akhir
(Staff Nurse, CSU)
Email:
mashitah@perdanauniversity.edu.my

Norzuliana Binti Ismail
(Assistant Nurse, CSU)
Email:
norzuliana@perdanauniversity.edu.my



Academic Facilities & Services [INFORMATION TECHNOLOGY]

The campus is equipped with ubiquitous WiFi access to provide internet services at all times.

Students will be provided with access to a collection of applications via Google Apps for Education, which include online file storage and email/scheduling applications, among others. Besides these, students will be provided with individual accounts for the learning management systems as well as off-campus availability to e-Library content.

The system is designed to encourage the sharing of data electronically. In the interest of all students, there are certain restrictions imposed on content that is deemed inappropriate for educational institutions.

Students are advised to use their discretion when using these shared facilities and be responsible for ensuring that all users enjoy quality service.

In addition to WiFi access, computer laboratories for student use are also provided. There are two computer laboratories in Block D. In addition, students can also use the computers available at the e-Library and the Multi-Disciplinary Lab. Students are to note that priority for the use of these labs will be given to scheduled classes.

GENERAL RULES AND REGULATIONS

The following are the general rules and regulations:

- For purposes of security, all users must display their student or staff card whilst in the computer lab.
- Students are strictly prohibited from using the labs for playing computer games.
- The downloading or copying of copyrighted software or materials is strictly prohibited.
- No food and drinks are allowed in the lab.
- Users are to report to the staff upon any discovery of missing or non-functioning equipment.
- Users are advised to take care of their personal belongings while in the lab.

Opening Hours

The labs operate during office hours.

Monday to Friday: **9.00am to 5.30pm**
Saturday, Sunday & Public Holiday: **Closed**

Enquiries

Telephone: 03-8941 8646 Ext. 321 / 322

Mr William Lee
Email:
williamlee@perdanauniversity.edu.my

Mr Edmund Chong
Email:
edmundchong@perdanauniversity.edu.my

Mr Radzeen Abdul Razak
Email:
radzeen@perdanauniversity.edu.my



Academic Facilities & Services [LEARNING SPACES]

Perdana University was built with the specific teaching and learning needs of our students and staff in mind. State-of-the-art learning facilities are a key ingredient for delivery of high quality programmes. Auditoriums, Learning Studios and Discussion Rooms are learning facilities located at Block B of Perdana University.

There are six auditoria available, two each with seating capacity of 200, 70 and 35 respectively. They are equipped with LCD projectors, projection screens and whiteboards. The 200-seater auditoria are also equipped with state-of-the-art audio-visual systems and that offer full multimedia presentation capabilities as well as a SMART Board facility.

Tutorials and workshops take place in modern teaching spaces that support small-group discussion and interaction. There are 11 Learning Studios and Discussion Rooms that are designed to enhance and enable collaborative learning that is centred on the students rather than the instructor.

For private discussions, small rooms are available at Level 2, Block D1 on a first-come, first-served basis. Students are also allowed to use the Learning Studios and Discussion Rooms in Block B, which is open till 8.00 p.m., whenever they are not used for class. The rooms can also be booked for events organised by students' clubs or societies.



Enquiries

Telephone: 03-8941 8646 Ext. 119 / 121

Ms Aziah Abdolah

Email: aziah@perdanauniversity.edu.my

Ms Firdalila Mohd Aminuddin

Email: firdalila@perdanauniversity.edu.my

Administrative & Personal Services [STUDENT RECORDS UNIT]

The Student Records Unit (SRU) provides a wide array of services related to the academic aspect of studying at Perdana University. SRU maintains records on students to fulfil all obligations specified by the Education Act.

The following are among a wide array of services and support provided by SRU:

- **Course Registration**

All students must register at the beginning of each semester. Registration entails the submission of the Registration Form and full payment of the fees as reflected in the invoice issued by the Finance Department.

- **Adding / Dropping of Courses**

Students may add or drop courses up to the first two weeks of the semester that will entitle them for a reimbursement of fees (if applicable). However, they will not be reimbursed should they drop a course from Week 3 onwards up to the last day of the drop period i.e. three weeks before the examinations. They are not allowed to drop a course once the drop period has ended.

- **Leave of Absence**

Students may apply for a leave of absence by completing a prescribed form. The period for the leave of absence shall not be more than 10% of the duration of the total weeks of teaching during the semester. Application for leave of absence is subject to approval by the programme head who will take into consideration the reason for the request as well as programme criteria before making a decision.

- **Deferment**

Students who require spending a period of time away from the University for health, personal, financial or other reasons may apply to defer their studies for the semester. Application for the deferment of studies should be completed and submitted to the programme head for approval. The programme head will take into consideration the reason for the request as well as programme criteria before making a decision. No course fees shall be charged during the period of deferment if the application is received prior to the registration for the semester.

- **Clearance Upon Completion or Withdrawal**

Upon completion of studies or withdrawal from a programme, students would have to complete a clearance process. The clearance form would have to be submitted to relevant academic and administrative departments for processing. For withdrawal cases, the Registrar's Office will issue an official letter of withdrawal to the student upon the completion of the withdrawal process.

- **Other Services**

Other services provided by the Student Records Unit are related to the following:

- ◆ Updating of student details (including phone number, mailing address, etc.)
- ◆ Document request (verification letter, copy of offer letter, etc.)
- ◆ Replacement of student ID
- ◆ Statement of Intent to Repeat (for JPA scholars only)
- ◆ Booking of teaching venue
- ◆ Application for credit transfer

All forms are available from Moodle. Students are advised to refer to the relevant policy or regulations in the programme handbook before submitting the forms to the Student Records Officer at the Registrar's Office.

ENQUIRIES

Telephone: 03-8941 8646 Ext. 518

Ms Aziah Abdolah

Email: aziah@perdanauniversity.edu.my

Ms Firdalila Mohd Aminuddin

Email: firdalila@perdanauniversity.edu.my

Administrative & Personal Services [STUDENT SERVICES UNIT]



The Student Services Unit (SSU) offers services that can contribute to the positive experience for students of Perdana University. These services relate to accommodation, transportation, locker, parking, sports and leisure activities. As these are provided as optional services, students would have to apply to the SSU using forms available on Moodle (University Learning Management System). They can also approach SSU directly for these forms.

Details of these services are as follows:

- **Accommodation**

Perdana University has arranged for rental of units at The Academia @ South City, Seri Kembangan for students who choose to stay at university-arranged accommodation. As places are limited, accommodation will be available on a first-come, first-served basis. Students can opt for single or twin-sharing occupancy.

Each unit, which can accommodate up to five students, has the following facilities:

- ◆ Combined living and dining area
- ◆ Three bedrooms i.e., one single occupancy and two twin-sharing
- ◆ Two bathrooms
- ◆ A single-sized bed with mattress and one wardrobe for each student
- ◆ A study area allocated at the living room with one study table and chair for each student
- ◆ A kitchen cabinet, refrigerator, dining table with chairs, shower heater, curtains and fan



The Academia



Tennis Court



Swimming Pool

Features of the Academia:

- ◆ Parking – each unit comes with 1 free car park space
- ◆ 24-hour security with CCTV
- ◆ Free WIFI access at the Multipurpose Hall (Level 5)
- ◆ Swimming pool, barbeque area, jogging track, children playground, tennis court, table tennis, common laundry

Amenities near The Academia:

- ◆ Shopping complex @ South City Plaza
 - ◆ Restaurants including fast food restaurants
 - ◆ Banks
 - ◆ Pharmacies
 - ◆ Supermarket & convenience shops
 - ◆ Government and private clinics
- **Transportation**
Perdana University provides transport service for students to travel between the campus and The Academia at a nominal charge.
 - **Lockers**
Student lockers are provided at a nominal fee of RM40 per annum on a first-come, first-served basis.
 - **Campus Car Park**
Parking bays are available for students who drive their own cars to campus. Students park their vehicles at the parking area at their own risk. For security reasons, all vehicles parked on campus must bear the Perdana University sticker. Students will not be charged for this service.
 - **Sports and Leisure Facilities**
Perdana University campus offers a few indoor sports facilities which help students to unwind from their hectic schedule. Among the facilities presently available are badminton courts, foosball and dart. Booking of these facilities is required and must be made through SSU.

CAFETERIA

SSU arranges for a vendor to provide meals and snacks during the semester at the Cafeteria. The Cafeteria operates from Monday to Friday, 7.00am to 6.00pm. It is not open on Saturday, Sunday and Public Holiday. There are also local eateries within the vicinity of MAEPS & MARDI, Sri Serdang and Seri Kembangan.

SICK BAY

In addition, SSU manages the sick bay to be used by students who do not feel well. Located in Block B, the sick bay is equipped with a bed and a first aid kit. The contact details of the nurse on duty are also provided at the sick bay.

ENQUIRIES

Telephone: 03-8941 8646 Ext. 113

Mr Arumugam Muthusamy

Email: arumugam@perdanauniversity.edu.my

Administrative & Personal Services [INTERNATIONAL STUDENTS' UNIT]

Perdana University welcomes the diversity provided by having international students on campus. A special unit has been established to ensure that all international students receive appropriate assistance in settling down at Perdana University.

The International Students' Unit (ISU) serves all incoming and currently enrolled international students of Perdana University. ISU can help international students to identify the resources they need to help ensure successful completion of their studies.

International students can approach the ISU for any of the following issues:

- Immigration matters
 - ◆ Student Pass
 - ◆ Dependant Pass
 - ◆ Health Screening
- Accommodation
- Transportation
- Personal issues (including health)

ISU may not be able to solve all problems brought to them but it will do its best to identify the resources necessary to help students overcome their problems.

A separate handbook for international students has been prepared by ISU. The International Student Handbook contains more details to help students achieve personal and academic success while studying in Malaysia.

ENQUIRIES

Telephone: 03-8941 8646 Ext. 113

Mr Arumugam Muthusamy

Email: arumugam@perdanauniversity.edu.my



Administrative & Personal Services [COUNSELLING UNIT]

The time at university can be a time of personal discovery and development. As this time may be full of challenges, the Counselling Unit (CU) of Perdana University provides students with guidance and support to help them manage.

Counselling involves a professional relationship between an individual and a professional counsellor who will provide guidance to the individual on the matter at hand. Students are assured that all communication with CU will be handled with the strictest confidence.

The services provided by CU include:

- Individual counselling
- Group counselling
- Face-to-face consultation
- Guidance on problem solving & decision making
- Personality assessments
- Guidance on handling personal issues including
 - ◆ Anxiety / stress
 - ◆ Depression
 - ◆ Eating disorder
- Guidance on academic related difficulties

CU is located at Block B1, next to the Anatomy Lab. Students are advised to contact the counsellor to make an appointment for a session.

ENQUIRIES

Telephone: 03-8941 8646 Ext. 226

Ms Nur Arfah Zaini

Email: nurarfah@perdanauniversity.edu.my



[STUDENTS' REPRESENTATIVE COUNCIL]

The Students' Representative Council (SRC) is an elected body that has been voted by the students of Perdana University to represent their interests at the University. The objects and functions of the SRC are:

- to foster a spirit of corporate life among the students of the University;
- to organize and supervise, subject to the direction of the Chief Executive, student welfare facilities in the University including recreational facilities, spiritual and religious activities, and the supply of meals and refreshments;
- to make representations to the Chief Executive on all matters relating to, or connected with, the living and working conditions of the students of the University;
- to be represented on any body which may, in accordance with rules made by the Board of Governors for the purpose, be appointed to undertake student welfare activities in the University; and
- to undertake such other activities as may be determined by the Executive Management Committee of the University from time to time.

SRC ELECTION

All students are entitled to vote and stand as candidates in the SRC election. The members of the SRC and its office-bearers shall be elected to hold office for one academic year. The SRC shall elect from among its members the President, Vice President, Secretary, Treasurer and ordinary members.

The members of the 2013/2014 SRC are as follows:

President

Muhammad Rizal Bin Mat Isa (mrizal@perdanauniversity.edu.my)

Vice-President

Au Yong Wai Leem (waileem@perdanauniversity.edu.my)

Secretary

Chan Kok Hoe (kokhoe.chan@perdanauniversity.edu.my)

Treasurer

Haranoop Singh (haranoop@perdanauniversity.edu.my)

Assistant Secretary

Lim Ju Lyn (july.n.lim@perdanauniversity.edu.my)

Welfare

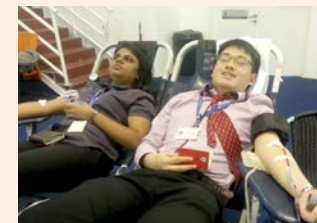
K. Amarveen Malairaja (amarveen.karuppanan@pu-rcsi.edu.my)

Public Affairs/Sports

Logan Ghanesh (logan.karunakaran@pu-rcsi.edu.my)

Perdana University strongly encourages students to be involved in activities beyond the classroom. Students can organise these activities through the SRC. One of the platforms for these activities is via clubs and societies. Currently, there are 10 clubs and societies representing various interests as follows:

- Bowling Club
- Community Social Responsibility Society
- Editorial Club
- Medical Society
- Outdoor Recreation Club
- Cultural / Gourmet Club
- Debating Society
- Football Club
- Music Society
- Racquet Sports Club





[EXAMINATION UNIT]

The Examination Unit (EU) provides administrative support in the assessment of teaching and learning at Perdana University. Specifically, EU is responsible for the conduct of the final examinations at Perdana University and ensuring that the rules and regulations related to the examinations are strictly adhered to. EU's contact with the students would be related to the following:

- **Examination Timetable**

The draft and final examination timetables will be released by EU via Moodle. Whenever EU updates the timetable, students will be notified of the change through a Moodle announcement sent via email. Students are advised to check their email regularly for such updates.

- **Examination Docket**

EU will issue an examination docket to all students once the examination timetable is finalised. The Examination Docket will be emailed to students personally one week prior to the beginning of the examination. Details of examinations (date/day, time, venue, paper, seat no) will be listed in the examination docket. Students must print and bring this docket together with their ID card when they enter the Examination Hall.

Notice of examination

- EU is responsible to ensure that all students are well-informed of upcoming examinations. Examination notices will be posted at the surrounding areas of the examination venues, including the screen at the reception areas of Block B and D. Students will also be updated from time-to-time if any changes take place.

Absence from examinations

- Students who are absent from the examination shall be deemed to have failed the paper or the whole examination. In the event of a mitigating circumstance such as illness or death in the immediate family (parent, sibling, grandparent,

guardian, child or spouse), students may be allowed to take the examination as a first sit if the following conditions are met:

- ♦ Submission of a medical certificate or letter of explanation to EU within 2 working days of the scheduled examination
 - ♦ Submission of any other evidence as required by the University (if any)
- **Release of results**
Students will be informed of their results by email. In addition, an official result slip will be issued to each student upon registration for the following semester. A copy of the result slip will be sent to parents (for undergraduate programmes only) or sponsors (if applicable).
 - **Appeal for review of examination result**
Students who are not satisfied with their examination result may appeal for the result to be reviewed by filling up the Remarking Form available in EU. The appeal must be made within 6 working days from the date of the official announcement of the exam result. The result of the appeal will be made known to students after Senate's endorsement, via email.
 - **Resit of exam**
Students who fail a course may be allowed to resit the exam if they meet the criteria prescribed for the programme. Students would have to submit a resit application form available from the EU attached with a payment receipt not later than 5 working days after the official release of the results.
 - **Transcript**
Students who have completed the programme or withdrawn from the programme will be issued a final transcript of their results. Request for partial transcripts can be made via the Request for Transcript form available on Moodle or from EU. The completed form must be attached with a payment receipt (if applicable) and submitted to EU for processing. The transcript will then be prepared within 3 working days upon submission of the completed form.
 - **Specific Programme Regulations**
As different programmes may have different assessment or examination regulations, students are advised to check the Programme Handbook for programme specific regulations which may differ from the details stated above.

ENQUIRIES

Telephone: 03-8941 8646 Ext. 193 or 197

Ms. Rozita Binti Shamsuddin

Ms. Noor Hezrina Azura Md. Yunus

Email: rozita@perdanauniversity.edu.my

Email: noorhezrina@perdanauniversity.edu.my



[FINANCE MATTERS]

The Finance Department, headed by the Bursar, handles financial matters of the University including budget and payment of fees, deposit, fines, and other financial charges. The Finance Department works closely with the Registrar's Office to ensure an effective and efficient management of the admissions and enrolment process.

In particular, policies related to student admissions and enrolment process are the 'Policy on Payment of Fees' and 'Policy on Refund'.

POLICY ON PAYMENT OF FEES

1.0 General

All fees must be paid by the due date stated in the invoice. Failure to settle the outstanding fees may result in late penalty of 5% per annum being imposed on any outstanding balance or a minimum of RM100, whichever is the higher.

2.0 Final notice

Where an invoice has been issued to a student and there is an outstanding debt after the due date listed in that invoice, a Final Notice and/or email will be issued to the student.

3.0 Sanction

Where a student continues to have an outstanding debt (i.e. tuition fees, penalty, etc.) after the due date stated in the Final Notice, sanctions may be imposed that may include:

- loss of access to enrolment records, examination results and academic transcripts; and/or
- the inability to register for the next semester; and/or
- the inability to graduate

Sanctioned students will be informed that if they make no further payment, their registration for the current semester may be cancelled (i.e. invalidated).

4.0 Invalidation for non-payment of fees

4.1 Invalidation process

A student may be invalidated at any time after the due date stated in the Final Notice and at any time throughout a semester.

An invalidated student who seeks only a full academic history can have his/her invalidated status removed by payment of outstanding debt. This then allows for the generation of a complete academic transcript.

If payment is still not made twelve months after the due date stated in the Final Notice, the invalidated student will be terminated from the programme by reason of non-payment of fees.

4.2 Reinstatement

Where an invalidated student seeks reinstatement to continue his/her studies at the University, he/she must pay all outstanding debt.

Once all payments have been made, a student seeking to continue his/her studies will have the invalidated status removed and be reinstated as a registered student if he/she meets all academic requirements.

A student who has been terminated from the programme by reason of non-payment of fees cannot be reinstated into the programme even after payment has been made. The student is, however, allowed to seek admission as a new student.

4.3 Transcripts

Where an invalidated or terminated student wishes to obtain a transcript without seeking re-admission to study at the University, then upon payment of outstanding debt and completion of the withdrawal process, a transcript will be issued.

4.4 International students

The University is obliged to report invalidated international students to the Immigration Department for its further action.

POLICY ON REFUND

General

- Fees paid are not refundable unless otherwise stated.
- Any refund of tuition fees and deposits is at the discretion of the University.
- All refunds are subject to full and complete settlement of any outstanding debts owing to the University.
- All refunds will only be made to the bank and account holder (or other financial institution) of the person who originally made the payment. Refunds are not made in cash.
- An administrative charge of RM50 for a bank draft and RM50 for a check will be imposed for any cancellation of draft/ check due to incorrect information provided by the student in the relevant forms.
- This policy is subject to change. Students are to check with the University for the latest Information on refund.

1. Full Refund

- Perdana University will provide for a full refund in cases where a student, who has paid the semester fees either in full or by way of instalments, subsequently does not accept or does not take up the place offered, or after accepting or taking up the place offered subsequently withdraws from a programme or fails to proceed with the programme for the following reasons occurring before the end of the second week after the commencement of the semester, and Perdana University is notified in writing within the said period, on the following:
 - Death or serious illness of a guardian/parent/spouse of the student which will result in the financial inability to continue with the programme;
 - Serious illness of the student which will result in the inability to continue with the programme;
 - Award of a scholarship or loan to the student for study at Perdana University;
 - Award of a full scholarship/loan on tuition fees by an educational institution or a scholarship foundation to pursue an undergraduate or postgraduate programme in another educational institution, where the notification of the award of the scholarship or loan is received by the student after payment of fees has been made
- Perdana University will provide for a full refund in cases where a registered Perdana University student whose final results of the first sitting for the prior semester are released after the commencement of the current semester submits a withdrawal notice to the Registrar's Office within three weeks of the release of the examination results.

2. Partial or No Refund

- Where a new student who has paid the semester fees either in full or in part, subsequently does not accept or does not take up the place offered, or after accepting or taking up the place offered subsequently withdraws from a programme or fails to proceed with the programme for any reason, and Perdana University is notified in writing, Perdana University will provide a refund as follows:

Period of notice	% of fees refund
More than 30 days before the 1st day of Registration	80
Less than 30 days before and up to 7 days from the 1st day of registration	75
Between 8 – 14 days from 1st day of registration	50
More than 14 days from the 1st day of registration	0

3. Refund of Fees for Courses Added or Dropped during Add/Drop Period (for programmes that permit add/drop of subjects)

- The tuition fees for the subjects dropped during the stipulated add/ drop period for that particular semester will be credited into the student's University account.
- The amount credited may be used for the subsequent semester of studies up to a maximum of three (3) semesters.

4. Refund of Deposit for student accommodation and other services

- The deposit for student accommodation and other services are refunded in accordance to the respective Terms and Conditions.

5. Refund of Personal Bond (for International Students only)

- Personal bond is refundable upon the completion of the programme and/or upon cancellation of the student pass by the University.

6. Termination on disciplinary reasons

- If a student is expelled or suspended from the university for disciplinary reasons (either academic or non-academic), fees will not be refunded.

OTHER FINANCIAL DETAILS

Students can make payment to Perdana University by cash, cheque, direct credit, online banking or telegraphic transfer. The details for payment are as follows:

By Direct Credit / Online Banking/Telegraphic Transfer

Bank Name	: CIMB Bank Berhad
Account Name	: ACADEMIC MEDICAL CENTRE SDN BHD
Account No	: 800-153-2219
Bank Address	: CIMB Bank Berhad, Plaza Damansara Branch, Ground Floor, Menara SBB 83, Medan Setia 1, Bukit Damansara, 50490 Kuala Lumpur, MALAYSIA.
Swift Code	: CIBBMYKL
Bank Tel No	: +603-2087 3335

Please send a copy of the transaction/bank-in slip

by email:

pu-finance@perdanauniversity.edu.my OR

by fax:

+603-8941 7661 OR

via mail:

Finance Department

PERDANA UNIVERSITY

Block D1, MAEPS Building

MARDI Complex, Jalan MAEPS Perdana

43400 Serdang, Selangor

Tel No: +603-8941 8646

NOTE: The original bank-in slip (if applicable) would have to be submitted by hand to the Finance Department as soon as possible.

By Registered Mail/Courier Service

Crossed Cheque/Bank Draft made payable to **ACADEMIC MEDICAL CENTRE SDN**

BHD to be sent to:

Finance Department

PERDANA UNIVERSITY

Block D1, MAEPS Building

MARDI Complex, Jalan MAEPS Perdana

43400 Serdang, Selangor

Tel No: +603-8941 8646

Over the counter

Cash and Crossed Cheque/Bank Draft made payable to **ACADEMIC MEDICAL**

CENTRE SDN BHD

Operating hours:

Monday - Friday 9.00am to 5.30pm (1pm-2pm: Closed for Lunch)

ENQUIRIES

Telephone: 03-8941 8646 Ext. 131/126

Ms Fazrina Binti Pauzi

Email:

fazrina@perdanauniversity.edu.my

Ms. Wan Saizatul

Email:

saizatul@perdanauniversity.edu.my



Perdana University ensures that all information that student needs to plan and manage their studies is accurate, up-to-date and generally available on various platforms that include handbooks, electronic or online resources (Moodle, e-mail, etc.) and notice boards.

We also recognize the rights of students in their pursuit of education and regard all students as responsible young adults.

Students must therefore assume full responsibility for their actions and behaviour while on and off campus. It is important for students to familiarise themselves with the regulations that apply to the programme that they are enrolled in.

Student responsibilities include the following:

- To be well informed about the programme and its requirements
- To attend all classes
- To be aware of rights and obligations
- To abide by Perdana University's rules and regulations

GENERAL CODE OF CONDUCT

Attendance

- Attendance is an important aspect of academic learning and as such, students are required to attend classes regularly and fulfil attendance requirements.
- The attendance requirements vary depending on the nature of the programme as well as rules and regulations drawn up by professional bodies and partner institutions.
- Each programme handbook stipulates the required attendance for that programme. Students who fail to satisfy the attendance requirement could be barred from taking the examinations.
- If a student is absent, he or she must produce a medical or other acceptable document.

Punctuality

- Students are expected to be on time for classes and any academic as well as non-academic college activities.

Work Habits

- It is important for students to be prepared for and participate in each class, be it lectures, tutorials, laboratory or any other forms of practical training sessions.
- Assignments and other academic tasks given are to be completed accurately and submitted within the deadline.
- Quizzes, tests and examinations are used to gauge students' understanding of the lessons and as such, students are expected to be fully prepared for them.

Academic Integrity

- Academic integrity is vital to the quality of the academic environment. Cheating, in any form, is a very serious offence which could lead to severe disciplinary action. Cheating includes:
 - ♦ using unauthorized materials in tests and examinations;
 - ♦ letting another person take tests or examinations on one's behalf OR taking tests or examinations on another person's behalf;
 - ♦ working jointly, copying or sharing another student's work and presenting it as one's own piece of work;
 - ♦ inventing, copying or altering data, quotations or references;
 - ♦ plagiarising, i.e. taking or using another person's work without attributing the source and thus, giving the impression that it is one's own work.

Respect for Self and Others

- It is imperative that students behave with dignity and treat others with respect and courtesy. Behaviour of the individual should not interfere with the rights of others.
- Verbal and/or physical harassment of others is not acceptable.
- Respect for other cultures is important and as such, sensitivity is required when dealing with students from different cultures.
- Smoking is prohibited within the campus.
- Students are expected to come to campus free from the influence of alcohol or drugs. Students should not possess such substances.

Respect for Authority

- Rules are there to protect the interests of everybody in general and as such, must be strictly adhered to.
- Students are expected to respond in a respectful manner to all university officials while under the jurisdiction of the university and, while participating in university-sponsored activities

Respect for Property

- Property belonging to the university and to others is to be treated with care. Acts of vandalism will not be tolerated.

Freedom from Fear

- It is important that all students make an effort to contribute to a safe environment which is free from fear. Acts of violence, use of weapons and contraband are never acceptable.

DRESS CODE

Perdana University prepares students to be professionals. As such, the dressing that is donned on campus must reflect a certain sense of professionalism. In addition, students must also dress appropriately while they are representing Perdana University for any off-campus activities or events. Listed below is the general code of dressing. Some programmes have specific dress code which is applicable to students enrolled in the programme.

Appropriate	Inappropriate
<p>Clean and well-pressed attire that could include:</p> <ul style="list-style-type: none">• Long pants and shirt/blouse• Knee length skirt with blouse (for female students)• Knee length dress (for female students)• National or traditional dress	<ul style="list-style-type: none">• Singlet or spaghetti string tops• Shorts (allowed during sports or leisure events)• Revealing clothes (including sleeveless shirts/blouses, low-cut blouses, see through attire, midriff tops/dresses)• Slippers or flip flops
Note: ID Tag must be worn at all times	

DISCIPLINARY MATTERS (NON-ACADEMIC)

Students of Perdana University are expected to maintain strict discipline and decorum while they are on campus or at any time while they are representing the University. Students are to obey the laws of Malaysia and adhere to the rules and regulations of the University. Students are deemed to have committed a non-academic offence and are liable to disciplinary action if they commit, participate or partake in actions listed below. Any person who has reason to believe that a student is guilty of a non-academic offence may initiate proceedings against the student, by way of a statement signed by the complainant and delivered to the Registrar.

NON-ACADEMIC OFFENCES

- **Physical abuse or dangerous activity resulting or likely to result in physical abuse of person or property.**

Physical abuse and dangerous activity include:

- a. Actual physical abuse or threat of physical abuse to another person;
 - b. Damage to another person's property;
 - c. Knowingly, and without just cause, cause another person to fear physical abuse or fear damage to his/her property; and
 - d. Creating a condition that unnecessarily endangers or threatens the health, safety, or well-being of other persons, or could cause damage to property.
- **Written and/or verbal abuse**
Written and/or verbal harassment includes the use of threatening, obscene, profane, or racist language, or language that is otherwise abusive in the circumstances, by a student, directed to another student, an instructor, officer, or other employee of the University, or any other person.
 - **Sexual harassment**
Sexual harassment includes:
 - a. Written and/or verbal abuse or threats of sexual nature;
 - b. Unwelcome remarks, jokes, innuendos, or taunting;
 - c. Displaying pornographic or other offensive or derogatory pictures;
 - d. Unwelcome invitations or requests, whether direct, explicit or intimidating; and
 - e. Unnecessary physical contact such as touching, patting, pinching, or punching.
 - **Damage to University Property**
Students are expected to treat the buildings, books, apparatus, specimens, computers and other facilities provided by Perdana University with care and respect. Acts of vandalism and wilful damage to University property will not be tolerated. Students who accidentally damage a property, but do not take responsibility for the damage, will also be deemed to have committed an offence.
 - **Act of Bribery or Corruption**
Acts of bribery include the giving of money, gift or any kind of inducement on the expectation that the recipient will behave in a manner that will bring an advantage to the giver. Corruption involves persons who abuse a position of trust to gain an unfair advantage.

- **Refusal to adhere to Health Regulations**

The Tobacco Control Act 1993 has gazetted any area of a higher educational institution as a 'No Smoking Zone'. Students are expected to refrain from smoking on campus.

- **Failure to adhere to the Dress Code**

All students are required to dress appropriately as befits future professionals. Students must dress properly and decently on campus and in any clinical/patient care environment.

- **Refusal to provide identification**

It is an offence to refuse to provide identification upon request by an officer, employee, or agent of the University acting on behalf of the University in the course of his/her duties where the said person has reason to believe an individual is committing, has committed, or is about to commit an offence.

- **Failure to observe and adhere to other Rules and Regulations of the University**

All students are expected to behave responsibly at all times, to observe and abide by the Rules and Regulations of the University and of any institutions, organisations or companies that they are attached to as students of Perdana University. They are not to engage in any activity which might bring the good name of the University into disrepute.

PENALTIES

A student who is deemed to be in breach of discipline may be liable to one or more of the following penalties:

- a. an admonition;
- b. a reprimand;
- c. a fine;
- d. suspension of the right to use university services or facilities for a stipulated period of time;
- e. requirement to make good to the satisfaction of the University any damage or injury caused to the property of the University or an institution attended as part of a University course;
- f. suspension from attendance at the University for a stipulated period; and
- g. expulsion from the University.

[FIRE SAFETY REGULATIONS]



In order to avoid/minimize the risk of fire, fire prevention regulations must be strictly adhered to at all times. In the event of fire, students must follow instructions and evacuate the building in an orderly manner. If fire breaks out in any part of the campus, the fire alarm will go off. Students should immediately evacuate the building and assemble at the specified assembly point and await further instructions. Fire extinguishers and fire hoses are available should the need arise. Locations of fire exits are indicated in the floor plan in this information booklet as well as on each floor. Fire drills will be conducted periodically to rehearse the orderly evacuation of students. It is important to observe all the rules and regulations pertaining to fire protection and evacuation on these occasions.