

**SUNWAY**  
UNIVERSITY



# Rules and Regulations

The Registry

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### CAUTION

The information provided in this handbook is correct at the time of printing. Sunway University reserves the right to make changes to the procedures, rules and regulations from time to time as it deems necessary without prior notice.

Students should read carefully all information on all official correspondence, notice boards (including electronic *Blackboard*) and other sources of information for students to be aware of changes and updates to the information published in this handbook and also in the other handbooks.

The information in this handbook is correct as at **27 December 2010**.

# Sunway University Rules and Regulations

## Preliminary

The Rules and Regulations stated in this Handbook apply to all students of Sunway University.

Rules and Regulations set by the various academic programmes, Library, IT Services, Hostel, International Student Office and Science laboratories are to be read in conjunction with the Sunway University Rules and Regulations.

- (i) The Rules may be cited as the Sunway University Rules.
- (ii) In these Rules, words importing the masculine gender shall also import the feminine gender and that uses of the singular form will reflect the plural in application.

In these Rules, unless the context otherwise requires:

“authorised person” means any person duly authorised by the University to act on behalf of the University;

“Campus” means the grounds and buildings of the University including the Hostel;

“University” means Sunway University;

“disciplinary board” means a board delegated by the Executive Director/Vice Chancellor with disciplinary functions, powers or duties;

“disciplinary offence” means a punishable disciplinary offence under the Rule 1;

“drug” means any drug or substance which is comprised in the First Schedule to The Dangerous Drugs Ordinance, 1972;

“gaming” means the playing of any game of chance, or of mixed chance for money or money’s worth, and shall include any wagering, any betting or any lottery;

“Hostel” means any accommodation, by whatever name called, provided by the University for the accommodation of students;

“obscene” refers to articles, pictures, books, etc., usually about sex that are considered offensive to accepted ideas of morality;

“poison” has the same meaning as set out in the Poison Act, 1952;

# 1 Code of Student Behaviour and Disciplinary Procedures

Any student who breaches any rule under the Code of Student Behaviour as set out in this section is guilty of a disciplinary offence.

## 1.1 Code of Student Behaviour

- 1.1.1 A Student shall not conduct himself/herself, whether within or without the campus, in any manner which in the opinion of the Executive Director is detrimental or prejudicial to the interests, well-being or good name of the University, or to the interests, well-being or good name of any of the students, or staff of the University, or to public order, safety or security, or to morality, decency or discipline.
- 1.1.2 A Student shall not violate any provision of any written law, whether within or without the Campus.
- 1.1.3 A Student shall not disrupt or in any manner interfere with, or cause to be disrupted or in any manner interfere with, any teaching, study, research, administrative work, or any activity carried out by or under the direction of or with the permission of the University, or do any act, which may cause such disruption or interference.
- 1.1.4 A Student shall not prevent, obstruct, or interfere with, or cause to be prevented, obstructed or interfered with, any officer or employee of the University or any person acting under the direction or permission of such officer or employee, from carrying out his/her work, duty or function, or to do any act which may cause such prevention, obstruction or interference.
- 1.1.5 A Student shall not prevent or obstruct, or cause to be prevented or obstructed, any student from attending any lecture, tutorial or class, or from engaging in any legitimate activity, or do any act, which may cause such prevention or obstruction.
- 1.1.6 A Student shall not organise, incite, conspire or participate in the boycott of any examination, lecture, tutorial, class, or other legitimate activity carried out by or under the direction or with the permission of the University.
- 1.1.7 A Student shall not damage in any manner or cause to be damaged in any manner any property in the University, or do any act, which may cause such damage.
- 1.1.8 A Student shall not tamper, interfere with, move, or in any manner deal with, any substance, object, article or property whatsoever, or knowingly do any act or cause any act to be done on Campus, so as to cause or be likely to cause any obstruction, inconvenience, annoyance, loss or damage to any person.
- 1.1.9 A Student shall not contravene or fail to comply with any instruction or requirement by the University Authorities, a member of the University staff or other University employee in respect of the use of the University facilities and resources.
- 1.1.10 Gaming in the University: No student, and no organisation, body or group of students, shall organise, manage, run or assist in organising, managing or running, or participate in any gaming within the Campus.
- 1.1.11 Alcoholic Beverage: No student shall be in possession of any alcoholic beverage on Campus or consume alcoholic beverage on the Campus nor enter the Campus in a state of intoxication.
- 1.1.12 Obscene Articles: No student shall be in possession, custody or control of any obscene articles on campus. No student, and no organisation, body or group of

students, shall distribute, circulate or exhibit, or cause to be distributed, circulated or exhibited or be in any manner concerned with the distribution, circulation or exhibition of, any obscene article within the Campus. A student shall be deemed to distribute, circulate or exhibit an obscene article, regardless of whether such distribution, circulation or exhibition is to only one person or to more than one person and regardless of whether or not such circulation, distribution or exhibition is for payment or for any other consideration or without consideration.

#### 1.1.13 Drugs and Poisons

- 1.1.13.1 Save and except as provided for in clause 1.1.13.4, no student shall be in possession or under custody or control of any drug or poison or be found to be under the influence of any drug or poison.
- 1.1.13.2 No student shall give, supply, provide or offer or propose to give, supply, provide or offer any drug or poison to any person.
- 1.1.13.3 No student shall consume orally, or smoke or inhale, or introduce into his/her body by injection or in any other manner whatsoever, any drug or poison.
- 1.1.13.4 Nothing in this rule shall be deemed to prevent a student from undergoing any treatment by or under the prescription of a medical practitioner registered under the Medical Act, 1971.

1.1.14 Smoking: Smoking is prohibited in the Campus including the hostels.

1.1.15 Dress Code: Students are required to dress neatly and decently at all times.

### 1.2 Disciplinary Procedures

- 1.2.1 Where it appears to a Disciplinary Board that a student has committed a Disciplinary Offence, the Disciplinary Board shall, either orally or in writing, require the student to appear before it on a particular date, time and place specified by the Authority.
- 1.2.2 Where a student fails to attend before the Disciplinary Board in accordance with a requirement under rule 1.2.1, he/she shall immediately thereupon be suspended from being a student of the University and shall not thereafter remain in or enter the Campus. Such suspension shall continue until the Disciplinary Board decides otherwise. If the student offers to attend before the Disciplinary Board, the Disciplinary Board may consider setting a new date and time for the student to appear before it, at its discretion.
- 1.2.3 At the Disciplinary Proceeding, the Disciplinary Board shall explain to the student the facts of the Disciplinary Offence alleged to have been committed by the student.
- 1.2.4 The Disciplinary Board may question or call any witness at any time to fully appreciate the facts in the offence before it makes its decision.
- 1.2.5 After hearing the witnesses and examining the documents or other articles produced before it, the Disciplinary Board shall make and announce its decision, and if it decides that the student is guilty of the Disciplinary Offence, he/she may submit mitigating factors for a lenient punishment.
- 1.2.6 The Disciplinary Board may impose a punishment in the form of a fine on the student and/or order the student to pay a compensation for damage to any property or any loss or injury to any person. Such a fine/compensation must be paid within the specified period, failing which the student shall be suspended from the University.

- 1.2.7 More serious offences may lead to the following punishments:
- a suspension from any or all of the facilities or courses/programmes of the Campus for a specified period;
  - exclusion from any part of the Campus for a specified period;
  - expulsion from the University and the Campus.

Sunway University reserves the right to refer and to report any matter whatsoever to the police where appropriate.

- 1.2.8 Present at a Disciplinary Proceeding shall be:
- the Disciplinary Board;
  - the student(s) against whom the Disciplinary Proceeding is taken;
  - the parent(s) or guardian(s) of such a student(s);
  - a witness while he/she is giving evidence, or when required by the Disciplinary Board;
  - such other person as the Disciplinary Board may for any special reason authorise to be present.

### 1.3 Appeals

1.3.1 Where a student is dissatisfied with a decision of the Disciplinary Board, he/she may appeal in writing to the Executive Director within five days of the decision of the Board.

1.3.2 The notice of appeal must set out clearly the grounds of appeal.

### 1.4 General Regulations

1.4.1 Student Card: Every student must carry his/her student card at all times within the Campus and must produce it when required. A fee will be imposed for the replacement of a lost student card.

1.4.2 Attendance at Lectures: Where a student is required to attend any lecture, tutorial, class or other instruction relating to his/her course of study, he/she shall not absent himself/herself without the prior permission of the Head, unless the circumstances do not permit such prior permission to be obtained and there is reasonable cause or excuse for the absence, in which case the student shall, as soon as possible thereafter, satisfy with regard to the absence and obtain approval in respect thereof.

1.4.3 Appearance for Examinations: Where a student's course of study entails his/her appearance for an examination and he/she is not otherwise barred from appearing for such examination, he/she shall not fail to appear for such examination without the prior permission of the Head unless the circumstances do not permit such prior permission to be obtained and there is reasonable cause or excuse for the non-appearance, in which case the student shall, as soon as possible thereafter, satisfy the Head, with regard to the absence and obtain approval in respect accordingly.

1.4.4 Sunway University upholds the integrity of all forms of materials protected under intellectual property rights. Any form of copied materials is strictly prohibited.

1.4.5 Cleanliness within the Campus: A student shall not do anything which may be detrimental to the cleanliness and neatness of the Campus.

1.4.6 Annoying or Disturbing Noises: A student shall not make or permit to be made any sound or noise, or cause any sound or noise to be produced, by any means or in any manner, where such noise or sound causes or is likely to cause annoyance or disturbance to any person within the Campus.

- 1.4.7 Living or Sleeping in the Campus: No student shall use or cause to be used any part of the Campus or any part of any building within the Campus as living or sleeping accommodation, except the accommodation provided for him/her in the Hostel by the University.
- 1.4.8 Entry into Prohibited Parts of Campus or Buildings: A student shall not enter any part of the Campus or any part of any building within the Campus, the entry into which is prohibited to students generally or, in particular, to the student or class of students concerned.
- 1.4.9 Disobedience: Where a student fails to comply with or contravenes any legitimate instruction, direction or requirement given or made by any officer or employee of the University authorised to give or make same in the Campus, he/she shall be guilty of a disciplinary offence.
- 1.4.10 Car Park: The car park within the Campus is reserved for University personnel only except for those parking lots reserved for students and visitors. Students are allowed to park in pay areas only. The official parking sticker of the University must be affixed to the windscreen of such vehicle.
- 1.4.11 Motorcycles or bicycles may be parked only in specified areas within the Campus.
- 1.4.12 The student shall ensure that his/her vehicle is parked in the specified areas and that his/her vehicle is not causing any obstruction in any manner whatsoever.
- 1.4.13 Consumption of Food and Drinks: Food and drinks are not to be consumed in the classrooms, tutorial rooms, library, laboratories, lecture theatres or auditorium.
- 1.4.14 Pets are not permitted in the University Campus.
- 1.4.15 Illegal Demonstration: Students are not allowed to participate in any illegal demonstration.

## **2 Assessment**

- 2.1 Plagiarism: Copying someone's work, in part or whole and cutting and pasting from the internet are serious offences.
- 2.2 Examinations:  
Failure to adhere to the following rules and regulations can result in a student being disqualified from an examination.
  - 2.2.1 Arrival Time  
Candidates should be at the examination room/hall at least 15 minutes prior to the time scheduled for the commencement of the examination. Candidates arriving after 30 minutes of commencement of the examination will not be allowed into the examination room/hall.
  - 2.2.2 General Instructions  
Candidates are required to observe any general instructions which may be given by the Chief Invigilator and to note carefully any instructions that appear on the front of the examination paper.

### 2.2.3 Authorised Materials

No writing paper or manuscripts may be taken into the examination room/hall, other than those specifically permitted. Bags must be left at the front or back of the room before a candidate approaches his or her assigned seat. Caps, pencil cases, hand phones, PDAs, MP3 players or other personal music players and programmable calculators are not allowed. Candidates are not allowed to borrow stationery from other candidates.

### 2.2.4 Communication in the Examination Room/Hall

No communication between candidates is allowed from the moment the candidates enter the examination room/hall until the candidates leave the examination room/hall. Candidates wishing to communicate with the Chief Invigilator should raise their hand to attract attention. Any candidate that leaves his or her seat without permission will be disqualified.

### 2.2.5 Permission to Leave the Examination Room/Hall

Candidates are not allowed to leave the examination room/hall during the first 30 minutes and the last 15 minutes of the examination. A candidate can only leave the examination room/hall once (normally) during the examination accompanied by an invigilator.

### 2.2.6 Candidate Behaviour

Smoking and eating are not permitted in the examination room/hall.

### 2.2.7 Examination Materials

Candidates are not permitted to remove examination materials from the examination room/hall unless permitted by the Chief Invigilator. All examination scripts remain the property of the Examination Unit

### 2.2.8 Candidate Responsibilities

Candidates are required to adhere to the instructions for the conduct of the examination as set out in this document and any other instructions which may be issued to candidates through the Chief Invigilator.

### 2.2.9 Appeal against Examination Results (excluding external examinations)

A student who is dissatisfied with the result of an examination is required to submit a formal application of appeal, with the application fee, to the Director, Student Administration within one week of the release of results.

### 2.2.10 Replacement of Certificates/Dockets (excluding external examinations)

A student wanting replacement of certificates/dockets will be required to pay a processing fee.

### 2.2.11 External Examinations

External examinations are subject to the rules and regulations of the relevant examination board. Examination fees and procedures for appeal as set by the external examination board will apply.

## 3 Fees and Deposits

### 3.1 Fees

#### 3.1.1 Application Fee

A non-refundable and non-transferable application fee as determined by the University from time to time must accompany each application for admission into each programme at Sunway University.

#### 3.1.2 Registration Fee

Each successful applicant is required to pay a non-refundable registration fee as determined by the University from time to time, before the commencement date of the intake in order to guarantee him/her a place in the University. The registration fee will be waived for all students enrolling in further studies within a year of completion of the previous programme.

#### 3.1.3 Tuition Fees

Tuition fees as determined by the University from time to time shall be payable before the commencement of the semester. The Management reserves the right to exclude a student from attending classes and using campus facilities until the fees due are paid up. Tuition fees are not refundable, except as provided in Rule 3.5. Tuition fees are also not transferable, except as provided in Rule 3.6.

#### 3.1.4 Resource Fees

The resource fee as determined by the University from time to time is payable before the commencement of every semester.

#### 3.1.5 Laboratory Fee

This fee shall be paid by a student who takes a subject requiring science and computer laboratory/practical work and use of video and lab equipment.

#### 3.1.6 Other Fees

Student may be required to pay additional fees as determined by the University.

#### 3.1.7 Study Loans

A student who has applied for a study loan from a bank or the government (e.g. PTPTN/EPF withdrawal) must pay all outstanding fees before the commencement of the intake. The University will reimburse upon receiving the funds.

The University can only assist in the application for study loans and is not responsible for securing the loans.

#### 3.1.8 Dropping of Subject(s)

The timeline for dropping subject(s) is 2 weeks from the commencement of the semester. Requests for refunds/transfer of dropped subject fees after this period will not be allowed.

### 3.2 Deposits

#### 3.2.1 Deposit

A refundable deposit as determined by the University from time to time shall be paid upon registration.

#### 3.2.2 Refund of Deposits

Deposits are only refundable upon submission of the Completion/Withdrawal Form for refund of deposits. Deposits are refundable less any deduction for loss/damage of University property.

### 3.2.3 Forfeiture of Deposits

An application for refund must be submitted within 12 months of the completion of the programme. Failure to submit such an application will result in the deposits being forfeited.

## 3.3 Enrolment Status and Payment of Fees

### 3.3.1 Enrolment Status

A student is considered a registered student of the University upon payment of the application and registration fees.

Deregistration process will be activated if relevant fees for the semester are not paid and student did not report for classes by the second week of the semester.

### 3.3.2 Payment of Second or Subsequent Semester Fees

All tuition fees and other applicable fees due for the second or subsequent semesters must be paid before the commencement of the semester.

## 3.4 Withdrawal from Programme

3.4.1 Any withdrawal by a student from a programme must be made officially to the Registry by using the prescribed form.

3.4.2 The student must surrender his/her Student Card, Library Card, library books and any property belonging to the University. The student is responsible for the replacement cost of any University property lost or damaged by him/her.

3.4.3 A fine will be imposed if the Student Card/Library Card is not returned for cancellation.

3.4.4 All outstanding fees or official charges must be settled in full before the application for withdrawal can be approved.

## 3.5 Refund of Tuition Fees

3.5.1 A student who withdraws from a programme is eligible for a refund of tuition fees paid for the term or semester as follows:

Date of Withdrawal	Amount of Refund
By the 5th working day after the commencement of semester	75%
6th through the 8th working day after the commencement of semester	50%

3.5.2 A student who withdraws from a programme beyond the eighth working day after the commencement of the semester shall not be eligible for any refund.

3.5.3 A student on conditional offer whose actual results do not meet the entry requirements of the programme is eligible for a prorated refund of the tuition fees paid.

## 3.6 Transfer and Deferment

3.6.1 Notwithstanding rule 3.4, a student who withdraws from a programme and subsequently enrolls into another programme in the University within 12 months shall be eligible to have his/her registration fee waived. However, such students are required to pay the application fees for the new programme.

- 3.6.2 Tuition fees transferred from one programme to another are not refundable and may be transferred only once. No tuition fee is transferable after the second week of the semester with exception to rule 3.6.3.
- 3.6.3 Deferment: Students who wish to defer their studies due to National Service, financial problems, medical or other reasons must obtain approval from the Head. If an application for deferment is received and approved before the semester commences, the student will not be required to pay any fees for the semester. If a student applies for deferment after the semester starts, tuition fees to be transferred to the next semester will be on prorated basis.
- 3.6.4 Deferment can be granted up to a maximum of 1 academic year only, after which student is required to withdraw from the programme.

## **4 Library Rules**

The Library has its own rules and regulations, which are distributed to all new students during Orientation. These rules and regulations are also available in the Library's Homepage at <http://thol.sunway.edu.my/html/geaclogin/thol/files/internalrule.htm>

Any user who breaches the Library's rules and regulations is liable to fines as well as suspension of membership or borrowing privileges. Serious breaches shall be referred to the Executive Director for further action.

## **5 Information Technology (IT) Rules**

All users of Sunway University IT and network communication facilities are to use these facilities responsibly in accordance with the guidelines set in the Student ePolicy. The Student ePolicy is available at the <http://vine/policies/StudentePolicy.pdf> link available through the Vine (the University's intranet system).

## **6 Student Email Account**

All students are issued with a University email account. This will be the official communication channel between the University and students. When communicating with the University via email, students must use the University email account.

Students are expected to check their University email account on a regular basis. The University will communicate with students through the University email account, even when the enquiry is sent from an external email account.