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1 Introduction

This Student Handbook for Diploma and Undergraduate Programmes, hereafter referred to as the Student Handbook, is intended to provide some background and information on institution-wide academic matters to new students who have enrolled for Sunway University College awards at the diploma and undergraduate level. Students are advised to also read the non-academic Rules and Regulations booklet and the Student Resource and Lifestyle Guide issued by the Registry.

The Student Handbook begins (Section 1.0) with an introduction to Sunway University College, its development, vision and mission statements and the coat-of-arms, and Lancaster University. Following the introduction is Section 2.0 on university-college governance. Section 3.0 provides details of Schools and Departments, programmes offered, the academic calendar and intake dates. In Section 4.0, information is provided on assessment, course progression and awards. Section 5.0 relates to whom you should approach if you encounter grievances. Personal data protection is detailed in Section 6.0. The Handbook ends with Section 7.0 on the student code of behaviour and disciplinary procedures.

Students are urged to refer to the Student Resource and Lifestyle Guide for important information governing your status as a student, your rights and responsibilities as well as campus services and resources available to you.

It is hoped that the information contained in this handbook is useful to new students and staff. We welcome your comments and ideas for improvement. Please e-mail your feedback to chowsm@sunway.edu.my.
1.1 Development of Sunway University College

Sunway College, (currently Sunway University College), was established in 1987 to provide opportunities for young Malaysians to obtain training and higher education at the certificate, diploma and degree level to meet the manpower requirements of the country.

The College was officially opened by HRH The Sultan of Selangor Darul Ehsan, Sultan Salahuddin Abdul Aziz Shah Alhaj Ibni Almarhum Sultan Hisamuddin Alam Shah Alhaj on 25 July 1987. Within a short span of time, its student numbers outgrew the original premises in Jalan Selangor, Petaling Jaya, leading eventually to the opening of the new purpose-built campus with its magnificent buildings in Bandar Sunway in 1992.

Since 1997, Sunway College and its successor, Sunway University College, has been placed under the administration of the Sunway Education Trust. This means that all funds received and administered by the institution are solely for the purposes of education, science, medicine and charity, as well as upgrading the facilities which will benefit students and staff.

The date of 14 August 2004 marked yet another milestone in the development of Sunway University College when it was established as a degree-awarding university college vide an approval by the Minister of Education. With its track record of academic excellence, Sunway University College is well placed to meet new challenges brought forth by its new status.

In tune with Sunway University College’s effort to enhance quality education, an Agreement was signed between Sunway University College and Lancaster University for the award of joint degrees on 18 September 2006. Beginning January 2007, the affiliation between Sunway University College and Lancaster University will result in the award of joint degrees, following validation by Lancaster University, in programmes such as business, computer technology, hospitality and tourism management, and psychology.

On 19 September 2006, Tan Sri Dato’ Seri (Dr.) Jeffrey Cheah was installed as Foundation Chancellor of Sunway University College by HRH Sultan Sharafuddin Idris Shah AlHaj, Sultan of Selangor. The Coat of Arms for Sunway University College was unveiled during the installation ceremony. This event marks the beginning of a great academic adventure ahead.

1.2 Vision of Sunway University College

- To be a first class private university college.

1.3 Mission Statements

- To provide quality education of choice and valuable experience for the all-round development of competent, creative, intellectually critical individuals, who will contribute to local and global needs.

- To be devoted to the advancement, transmission and application of knowledge; and to support Malaysia's aspiration in becoming a regional centre of educational excellence.

Sunway University College seeks to carry out its mission with integrity and unwavering commitment to quality, service and excellence, financial self-reliance and professionalism, through continuous improvement, innovation, dedication, caring, mutual respect and team spirit.
1.4 The Coat-of-Arms

In May 2006, a grant of Arms to Sunway University College was approved by the College of Arms in London. The two main elements are the shield and the crest. Mottoes do not constitute a part of a grant of arms though grantees are likely to choose a precise statement which reflects individual or organizational statements of purpose or values.

The Sunway University College shield has three geometric shapes known as ‘piles’, each ‘charged’ with a golden sun. Seen together, the piles form a ‘W’ and with the suns, make up the name of Sunway.

Symbolic of Malaysia, the crest consists of a Malaysian tiger holding a torch. Used often in heraldry, the torch symbolizes learning and teaching.

Sunway University College’s motto, ‘Fortuna erudites favet’ in Latin, is derived from Louis Pasteur’s famous phrase ‘la chance ne sourit qu’aux esprits bien préparés’. Commenting on Oersted’s ‘chance’ discovery of electromagnetism in 1855, Pasteur expressed the view that discoveries, by chance, take place only in the context of a prepared mind. This seems an apt motto as one of the objectives of Sunway University College is to prepare the minds of students to meet the challenges of a world without borders in the 21st century.

1.5 Affiliation with Lancaster University

Sunway University College is continuously striving to upgrade the quality of education offered to students. Towards this effort to enhance quality education, Sunway University College signed an Affiliation Agreement with Lancaster University of the United Kingdom on 18 September 2006. By this Agreement, undergraduate programmes conducted at Sunway University College will be validated by Lancaster University. This collaboration culminates in the conferment of joint degrees by Sunway University College and Lancaster University, beginning January 2007.

Lancaster University, founded in 1964, is one of the top UK universities for teaching and research. In the Good University Guide 2009 league table of UK universities (http://extras.timesonline.co.uk/tol_gug/gooduniversityguide.php), Lancaster’s overall ranking is no. 19 out of 113 universities and in research, it is in eighth place. This latest Times league table follows similar success in other national rankings this year, including the Guardian and Independent league tables which place Lancaster in the top 10 and 12th nationally and top in the North West of England.

2 Governance and Administration

Sunway University College is governed by a Board of Directors while policies and their implementation are the responsibility of an Executive Committee. The day-to-day operations of academic programmes are overseen by the Heads of Schools, Departments and Programmes. Support services are in the hands of Heads and Managers of Departments.

2.1 Jeffrey Cheah Foundation

The Sunway Education Trust was established in March 1997 for the purpose of managing and administering operating surpluses from Sunway University College and other institutions
under the Sunway Education Group. To-date, more than RM50 million in scholarships have
been awarded to thousands of deserving Malaysian students. In March 2010, the Sunway
Education Trust officially became the Jeffrey Cheah Foundation.

The Royal Patron of the Jeffrey Cheah Foundation is H.R.H. Sultan Sharafuddin Idris Shah
Alhaj ibni Almarhum Sultan Salahuddin Abdul Aziz Shah Alhaj, The Sultan of Selangor. It
is governed by a distinguished board of trustees as follows:

- Tan Sri Dato’ Seri (Dr) Jeffrey Cheah, AO
- Datuk Razman M. Hashim
- Tan Sri Dato’ Dr Ramon V. Navaratnam
- Tan Sri Dato’ Dr Lin See Yan
- Tan Sri Datuk Seri Lee Lam Thye
- Tan Sri Rainer Althoff
- Professor Richard Graeme Larkins, AO

2.2 Board of Directors

Sunway University College is established in accordance with the Private Higher Education
Institutions Act 1966. It is governed by the Board of Directors whose role includes the
observance of good corporate governance. Members of the Board, from the Sunway Group of
Companies and Sunway University College, are as follows:

- Tan Sri Dato’ Sri (Dr) Jeffrey Cheah
  (Foundation Chancellor, Sunway University College and Chairman, Sunway
  Group)
- Datuk Razman Hashim
  (Pro-Chancellor and Deputy Chairman, Sunway Group)
- Tan Sri Dato’ (Dr) Ramon V. Navaratnam
  (Pro-Chancellor and Corporate Advisor, Sunway Group)
- Dato’ Chew Chee Kin
  (President, Sunway Group)
- Puan Sri Datin Seri (Dr) Susan Cheah
  (Exco Member, Sunway Group)
- Prof. Jarlath Ronayne
  (Tan Sri Jeffrey Cheah Distinguished Professor)
- Mr. Lee Weng Keng
  (CEO, Education and Healthcare Division, Sunway Group)
- Ms. Elizabeth Lee
  (Executive Director, Sunway University College)
- Prof. Robert Bignall
  (Vice Chancellor, Sunway University College)
- Dr. Goh Cheng Teik
  (Distinguished Member)
2.3 The Executive Committee
The Executive Committee is responsible for the management operations of Sunway University College and formulation of key policies and their implementation. Members head, manage, and direct activities of Sunway University College, and promote teamwork. Names of the members are:

Mr. Lee Weng Keng
(CEO, Education and Healthcare Division, Sunway Group)

Ms. Elizabeth Lee
(Executive Director, Sunway University College)

Prof. Robert Bignall
(Vice-Chancellor, Sunway University College)

Prof. David Ngo
(Deputy Vice-Chancellor (Research and Higher Degrees))

Prof. Leong Yin Ching
(Academic Advisor)

Dr. Khatijah Khalid
(Registrar)

Dr Liew Yoke Ying
(Director of Strategic Planning)

Mrs Lim Tiew Ming
(Director of Undergraduate Studies)

Ms Cheng Mien Wee
(Director of Pre-University Studies)

Mr. Ng Kok Cheng
(Director of Finance)

Ms Betty Lai
(Director of Human Resources and Facilities)

Mr. Tan Kheng Loon
(Director of Operations)

Mr. Tony Lee
(Director of IT Services)

Ms Wong Lei Lei
(Director of Marketing)

2.4 Heads of Schools, Departments and Programmes
The academic structure of Sunway University College consists of Schools representing major disciplinary areas and Departments within Schools representing specialist areas. Heads of Schools and Departments provide academic and administrative leadership in the day-to-day operations of their Schools and Departments.

Associate Professor Dr. Foo Yin Fah
(Head, School of Business)

Dr. Cheah You Sum
(Head, Department of Business and Marketing)

Mr. Nagiah Ramasamy
(Head, Department of Management and Economics)
Mr. Paul Linus Andrews  
(Head, Department of Law)  

Associate Professor Dr. Lim Tong Ming  
(Head, School of Computer Technology)  

Ms. Alice Joshua  
(Head, Department of Information System / Multimedia)  

Dr. Adelina Tang  
(Head, Department of Information Technology, Computer Science and Software Engineering)  

Associate Professor Dr. Wan Haslina Hassan  
(Head, Department of Network/ Telecommunication)  

Associate Professor Dr. Teoh Hsien Jin  
(Head, School of Health and Natural Sciences and Head, Department of Psychology)  

Ms. Lu Poh Lian  
(Head of Operations, Department of Nursing)  

Ms. Anisha Chai  
(Head, School of Hospitality, Tourism and Leisure Management)  

Dr. Lee Ei Leen  
(Head, School of Creative Arts and Communication)  

Ms. Leow Puay Tin  
(Head, Department of Performance and Media)  

Ms. Helena Chin  
(Head, Department of Art and Design)  

Apart from the Schools and Departments which conduct internal Sunway University College diplomas and degree programmes, there are other programmes where, over time, have been offered on twinning/franchising or facilitation arrangements with foreign universities. The heads of these programmes are:  

Mr. Ravichandran Subramaniam  
(Head, American Degree Transfer Programme)  

Ms. Greeja Hemalatha De Silva  
(Head, Australian University Programme)  

Dr. Marie Aimee Tourres  
(Head, Manchester Business School Worldwide Programme)  

Dr. Hendry Ng  
(Head, VUMBA Programme)  

---  

2.5 **Heads and Managers of University College Units**  

Sunway University College is supported by a network of administrative units that provide customer services and management support to the Schools, Departments and Programmes. These Heads of Units are responsible for the effective and supportive operations and integration of the various processes that take place within Sunway University College.  

Ms. Chow Soong Min  
(Head, Academic Quality)  

Mr. Lean Hoen Siew  
(Head, Facilities and Maintenance)
3   Academic Structure, Programmes and Schedules

Having introduced students to Sunway University College and its governance, we move to the substance of the Student Handbook. In this section, information is provided on academic structure by School, programmes offered, academic calendar and intake dates, 2010.

3.1   Schools and Departments

Sunway comprises five Schools, namely, School of Business and Law, School of Computer Technology, School of Creative Arts and Communication, School of Health and Natural Sciences, and School of Hospitality, Tourism and Leisure Management. Details of Schools and Departments, and their personnel are indicated below:

3.1.1   School of Business and Law

- Head of School
  Assoc. Prof. Dr Foo Yin Fah, M.Finance (RMIT), PhD (Victoria), MACPA, MIA

  (i)   Head, Department of Business and Marketing
  Dr. Cheah You Sum, LLB (Wolverhampton), MSc. Corp. Admin. (GCU), DBA (Southern Cross)

  (ii)  Head, Department of Management and Economics
  Mr. Nagiah Ramasamy, BA (Hons) (Bolton), MA (HRM) (Lincoln)
(iii) Head, Department of Law
   Mr. Paul Linus Andrews, LLB (London), LLM (Malaya), CLP
   • School Manager – Ms Penny Tan

3.1.2 School of Computer Technology
   • Head of School
     Assoc. Prof. Dr Lim Tong Ming, B.S. (Mississippi), MSc (Mississippi), PhD (Malaya)
   (i) Head, Department of Information System/Multimedia
       Ms Alice Joshua, BSc Agriculture (Punjab), MSc IT Mgt (Staffordshire)
   (ii) Head, Department of Information Technology, Computer Science and Software Engineering
        Dr Adelina Tang, B.App.Sc. (Ottawa), M.Comp.Sc. (Malaya), MBA (Malaya), PhD (Queensland)
   (iii) Head, Department of Network/Telecommunication
        Associate Professor Dr. Wan Haslina Hassan, B.Eng (UTM), MSc (CompSc) (Oxford), PhD (UTM)
   • Head of Operations – Mr Alan Lau

3.1.3 School of Creative Arts and Communication
   • Head of School
     Dr Lee Ei Leen, BEd (UPM), MA (UKM), PhD (Sheffield)
   (i) Head, Department of Performance and Media
       Ms Leow Puay Tin, BA (Hons) (Malaya), MFA (Hawaii), Adv.Dip. (London), CELTA (Cambridge ESOL)
   (ii) Head, Department of Art and Design
        Ms Helena Chin, Dip. Commercial Art (MIA), Dip. Graphic Design (Kensington)

3.1.4 School of Health and Natural Sciences
   • Head of School and Head, Department of Psychology
     Dr. Teoh Hsien-Jin, B.Soc.Sc.(Hons) (Keele), M.Psych.(CliniPsych) (NSW), Ph.D. (W. Aust.)
   (i) Department of Psychology
       • Coordinator – Ms Elaine Yong
   (ii) Head of Operations, Department of Nursing
        Ms Lu Poh Lian, B. Nursing (Monash), Adv. Dip. Nursing Ed. (Malaya), Registered Nurse
3.1.5 School of Hospitality, Tourism and Leisure Management

- **Head of School**
  Ms. Anisha Chai, B. Ed. (Home Econs) (NTNU), MSc in Hotel and Restaurant Mgt (North Texas)

- **Senior Academic Coordinator** – Ms June Quay

## Academic Structure of University Entity of Sunway University College

- **Chancellor and Board of Directors**
  - **Vice-Chancellor**
    - **Prof. Robert Bignall**
  - **Deputy Vice-Chancellor**
    - **Research & Higher Degrees**
      - **Prof. David Ngo**
  - **Academic Advisor**
    - **Prof. Leong Yin Ching**
  - **Director, Undergraduate Studies**
    - **Mrs Lim Tiew Ming**
  - **Director, Special Projects**
    - **Dr Wong Heng Hun**
  - **Head, Academic Quality**
    - **Ms Chow Soong Min**
  - **Head, Manchester MBA Programme**
    - **Dr Marie-Aimee Tourres**
  - **Office for Research**
    - **Mr Chua Khong Wai**
    - **VU MBA Programme**
      - **Dr Hendry Ng**

- **School of Business**
  - **A/Prof. Dr Foo Yin Fah**

- **School of Computer Technology**
  - **A/Prof. Dr Lim Tong Ming**

- **School of Creative Arts & Communication**
  - **Dr Lee Ei Leen**

- **School of Health & Natural Sciences**
  - **A/Prof. Dr Teoh Hsien-Jin**

- **School of Hospitality, Tourism & Leisure Management**
  - **Ms Anisha Chai**
  - **American Degree Transfer Programme**
    - **Mr Ravichandran S.**

- **Learning & Teaching**
  - **Mr Loh Kok Wah**
  - **Quality Assurance**
    - **Ms Lillian Saw**
3.2 Programmes

Programmes in Sunway University College are listed by School/Department. Details of programmes and subject outlines are given to students by the School at the start of a semester.

School of Business and Law
- Diploma in Business Administration
- BSc (Hons) Business Management
- BSc (Hons) Business Studies
- BSc (Hons) Accounting and Finance

School of Computer Technology
- Diploma in Computer Studies
- Diploma in Information Engineering
- Diploma in Information Technology
- BSc (Hons) Information Systems
- BSc (Hons) Information Technology
- BSc (Hons) Multimedia Systems

School of Creative Arts and Communication
- Department of Performance and Media
  - Diploma in Performing Arts
- Department of Art and Design
  - Diploma in Fine Art
  - Diploma in Graphic and Multimedia Design
  - Diploma in Interior Design

School of Health and Natural Sciences
- Department of Nursing
  - Diploma in Nursing
- Department of Psychology
  - BSc (Hons) Psychology

School of Hospitality, Tourism and Leisure Management
- Diploma in Hotel Management
- Diploma in Events Management
- Diploma in Tourism Management
- BSc (Hons) International Hospitality Management
- BSc (Hons) International Tourism Management
3.3 **Academic Calendar**

The following semester dates apply to internal Sunway University College diploma and degree programmes with exception to the Diploma in Nursing:

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>DATE</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>First semester (11 Jan to 5 Mar 2010)</td>
<td></td>
<td>7 weeks*</td>
</tr>
<tr>
<td>Orientation</td>
<td>7 Jan to 8 Jan 2010</td>
<td></td>
</tr>
<tr>
<td>Classes commence</td>
<td>11 Jan 2010</td>
<td></td>
</tr>
<tr>
<td>Exam</td>
<td>1 Mar to 5 Mar 2010</td>
<td></td>
</tr>
<tr>
<td>Second semester (22 Mar to 16 Jul 2010)</td>
<td>14 weeks*</td>
<td></td>
</tr>
<tr>
<td>Orientation</td>
<td>19 Mar 2010</td>
<td></td>
</tr>
<tr>
<td>Classes commence</td>
<td>22 Mar 2010</td>
<td></td>
</tr>
<tr>
<td>Mid Semester Break</td>
<td>10 May to 14 May 2010</td>
<td>1 week</td>
</tr>
<tr>
<td>Exam</td>
<td>5 Jul to 16 Jul 2010</td>
<td></td>
</tr>
<tr>
<td>Third semester (16 Aug to 10 Dec 2010)</td>
<td>14 weeks*</td>
<td></td>
</tr>
<tr>
<td>Orientation</td>
<td>12 Aug to 13 Aug 2010</td>
<td></td>
</tr>
<tr>
<td>Classes commence</td>
<td>16 Aug 2010</td>
<td></td>
</tr>
<tr>
<td>Mid Semester Break</td>
<td>4 Oct to 8 Oct 2010</td>
<td>1 week</td>
</tr>
<tr>
<td>Exam</td>
<td>29 Nov to 10 Dec 2010</td>
<td></td>
</tr>
</tbody>
</table>

The semester dates for the Diploma in Nursing vary according to intake. The table below applies only to new students for the July 2010 intake. Students from other intakes are advised to check with the Department for the latest academic calendar.

**July 2010 intake**

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>DATE</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>First semester (22 July to 11 Dec 2010)</td>
<td></td>
<td>20 weeks*</td>
</tr>
<tr>
<td>Orientation</td>
<td>22 to 23 Jul 2010</td>
<td></td>
</tr>
<tr>
<td>Classes commence</td>
<td>26 Jul 2010</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Clinical posting</td>
<td>18 Oct to 27 Nov 2010, 3 Jan to 22 Jan 2011</td>
<td>5 + 3 weeks</td>
</tr>
<tr>
<td>Mid Semester Break</td>
<td>1 to 7 Nov 2010, 13 Dec 2010 to 2 Jan 2011</td>
<td>1 + 3 weeks</td>
</tr>
<tr>
<td>Exam</td>
<td>29 Nov to 11 Dec 2010</td>
<td>2 weeks</td>
</tr>
</tbody>
</table>

Note: * Refers to teaching weeks only
## Intake Dates for 2010

<table>
<thead>
<tr>
<th>Schools and Programmes</th>
<th>Intake Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School of Business &amp; Law</strong></td>
<td></td>
</tr>
<tr>
<td>• Dip. in Business Administration</td>
<td>11 Jan, 22 Mar, 16 Aug</td>
</tr>
<tr>
<td>• BSc (Hons) Business Management</td>
<td>11 Jan, 22 Mar, 16 Aug</td>
</tr>
<tr>
<td>• BSc (Hons) Business Studies</td>
<td>11 Jan, 22 Mar, 16 Aug</td>
</tr>
<tr>
<td>• BSc (Hons) Accounting and Finance</td>
<td>11 Jan, 22 Mar, 16 Aug</td>
</tr>
<tr>
<td><strong>School of Computer Technology</strong></td>
<td></td>
</tr>
<tr>
<td>• Dip. in Information Technology</td>
<td>11 Jan, 22 Mar, 16 Aug</td>
</tr>
<tr>
<td>• BSc (Hons) Information Systems</td>
<td>11 Jan, 22 Mar, 16 Aug</td>
</tr>
<tr>
<td>• BSc (Hons) Information Technology</td>
<td>11 Jan, 22 Mar, 16 Aug</td>
</tr>
<tr>
<td><strong>School of Creative Arts &amp; Communication</strong></td>
<td></td>
</tr>
<tr>
<td>• Dip. in Performing Arts</td>
<td>22 Mar</td>
</tr>
<tr>
<td>• Dip. in Fine Art</td>
<td>22 Mar</td>
</tr>
<tr>
<td>• Dip. in Graphic and Multimedia Design</td>
<td>11 Jan, 22 Mar, 16 Aug</td>
</tr>
<tr>
<td>• Dip. in Interior Design</td>
<td>11 Jan, 22 Mar, 16 Aug</td>
</tr>
<tr>
<td><strong>School of Health and Natural Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>• Dip. in Nursing</td>
<td>05 Apr, 06 Jul</td>
</tr>
<tr>
<td>• BSc (Hons) Psychology</td>
<td>22 Mar, 16 Aug</td>
</tr>
<tr>
<td><strong>School of Hospitality, Tourism &amp; Leisure Management</strong></td>
<td></td>
</tr>
<tr>
<td>• Dip. in Hotel Management</td>
<td>11 Jan, 22 Mar, 16 Aug</td>
</tr>
<tr>
<td>• Dip. in Events Management</td>
<td>11 Jan, 22 Mar, 16 Aug</td>
</tr>
<tr>
<td>• Dip. In Tourism Management</td>
<td>11 Jan, 22 Mar, 16 Aug</td>
</tr>
<tr>
<td>• BSc (Hons) International Hospitality Management</td>
<td>22 Mar, 16 Aug</td>
</tr>
<tr>
<td>• BSc (Hons) International Tourism Management</td>
<td>22 Mar, 16 Aug</td>
</tr>
</tbody>
</table>

### 4 Assessment

Assessment measures learning outcomes in terms of depth and knowledge acquired, and understanding and application of programme content. For a student, how well he or she performs is normally of importance for progression purposes and future career opportunities.

The School Board of Examiners (SBoEs) in each of the Schools or Departments oversees procedures that ensure the integrity of the examination process. Also, the SBoEs confirms the
marks and progression decisions for individual students, and recommends, where appropriate, final class awards. The decisions arrived at during SBoEs meetings are then tabled for consideration by the University College Board of Examiners (UCBoEs) before being forwarded to the Academic Board for final approval.

4.1 Assessment Components

All subjects will be assessed. Each subject will specify learning outcomes and assessment criteria by which students can demonstrate the achievement of the learning outcomes for that subject.

In Sunway University College, assessment consists mainly of two components, namely, coursework and final examinations. The proportion of marks for each of the two components varies from one subject to another. Details of the allocation of marks are normally given by the lecturer in the introductory lecture. The coursework component includes one or a combination of assignments, tests, presentations, and project work.

The University College requires students to adhere to submission deadlines for any form of assessment. Penalties are applied in relation to unauthorized late submission of work.

- Coursework submitted after the deadline but within 1 week will be accepted for a maximum mark of 40%.
- Work handed in following the extension of 1 week after the original deadline will be regarded as a non-submission and marked at zero.

Students who need to apply for extensions due to mitigating circumstances will have to seek their subject lecturer’s agreement on the new timeline for submission and agreements will be documented. Students who fail to attend/submit for assessment without good reason (mitigating circumstances) will be judged to have sat and will be awarded zero.

4.2 Grading Scheme

Sunway University College operates a standard grading scheme to denote student performance. Details are shown below.

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grades</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 and above</td>
<td>A</td>
<td>Distinction</td>
</tr>
<tr>
<td>60-69</td>
<td>B</td>
<td>Merit</td>
</tr>
<tr>
<td>50-59</td>
<td>C</td>
<td>Credit</td>
</tr>
<tr>
<td>40-49</td>
<td>D</td>
<td>Pass</td>
</tr>
<tr>
<td>39 and below</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

4.3 Progression

As indicated earlier, decisions on progression of a student pursuing an award that extends beyond a standard academic year are made by SBoEs and UCBoEs. The examiners, in turn, are guided by progression rules agreed to by academic staff, Heads of Schools or Departments and members of the Academic Board.

Recommendations for progression fall into four categories, and they are:
- Pass (normal progression)
- Referral (need to go for reassessment or repeat, but allowed to take further subjects)
- Deferral (not allowed to take further subjects until outstanding failed subjects have been completed)
- Fail (exit programme)

Progression in any award is dependent on achieving a minimum pass of 40% or to have been condoned or had exemptions given, in all subjects. This includes internship and other professional or compulsory components, irrespective of whether they contribute to the final classification of the award or otherwise.

Condonement describes the process by which a student who fails to satisfy some elements of assessment is nevertheless recommended for progression/award on the grounds of mitigating circumstances or that the failure is marginal or is offset by good performance elsewhere. Condonement can be considered when after three attempts the highest mark obtained for the subject is between 35 and 39 and the student has obtained an average of 40% or above for all subjects taken. The operation of condonement is at the discretion of the UCBoEs.

Students whose performance fail to meet the requirements of a subject assessment but manage to obtain at least 30% marks can be given an opportunity to be reassessed in the form of a resit. A resit requires the student to retake the assessment (coursework or examination) and to pay assessment fees only. While a ‘pass’ in a resit will allow the student to progress, a ‘fail’ will result in a ‘repeat’. A repeat of a subject requires the student to attend all classes and retake the assessment in its entirety. Full fees for the subject will be charged.

At the discretion of the SBoEs, a referred full-time first or second year undergraduate student may be allowed to progress with outstanding reassessment of up to 3 subjects, provided that the subjects are not pre-requisites of the next level. In exercising this discretion, the Board will have regard to the student’s overall ability to complete successfully. Exceptionally, a second year student may request that reassessment be deferred until after the final year. Deferred reassessment must be completed within the maximum registration period as shown below.

<table>
<thead>
<tr>
<th>Level</th>
<th>Full-time</th>
<th></th>
<th>Part-time</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Standard</td>
<td>Maximum</td>
<td>Standard</td>
<td>Maximum</td>
</tr>
<tr>
<td>Foundation programmes</td>
<td>1 year</td>
<td>2 years</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Diploma programmes</td>
<td>2½ years</td>
<td>4 years</td>
<td>4 years</td>
<td>5 years</td>
</tr>
<tr>
<td>Undergraduate programmes</td>
<td>3 years</td>
<td>5 years</td>
<td>5 years</td>
<td>6 years</td>
</tr>
</tbody>
</table>

A student who has been assessed for progression and who, after all opportunities of reassessment and repeat have been exhausted, and after the application of any condonement which may be allowed, has not satisfied the SBoEs will be subject to a ‘fail’ recommendation.

For further details of course progression, including award classification for diplomas and degrees, please refer to Appendix 1.

### 4.4 Academic Malpractice

The University College regards any use of unfair means in an attempt to enhance performance or to influence the standard of award obtained as a serious academic offence that may constitute grounds for exclusion. Unfair means includes all forms of cheating, including plagiarism, collusion and impersonation. See Appendix 2 for details.

#### 4.4.1 Plagiarism

One of the most common occurrences of academic malpractice is plagiarism. Plagiarism occurs when ideas or words of published and unpublished works of others are used without
acknowledgement. In making use of the ideas or words of others, acknowledgement must be made according to the conventions indicated below.

- The use of the ideas or words of others must be acknowledged. In addition, each of the work consulted has to be included in the ‘references’ or ‘selected bibliography’.
- Any use of the exact words of others has to be acknowledged by enclosing them in quotation marks and by stating their source in the text.

Quotations of five lines or more, when typed, should be indented and quotation marks need not be used. If only part of a passage from the book is being used, this is to be indicated by replacing the omitted words with three dots …. In the event that you do not have access to the original source of a quotation but have found it quoted in the work of someone else, you should give the original source (which the author you have found should have quoted) and the reference where you found it.

It is emphasized that in an age of technological advancement which leads to the practice of ‘cut and paste’ from the internet, students should be careful in expression, not bordering on any form of plagiarism. Sunway University College has used the software ‘Turn-It-In’ to check plagiarism in a number of courses.

4.4.2 Regulations in Respect of Academic Malpractice

Where malpractice is suspected but is unresolved at the time of the appropriate Board of Examiners meeting, the Board shall not consider the student’s assessment result until an investigation has been conducted and the matter resolved. All instances or allegations of malpractice will be investigated and, where a \textit{prima facie} case is established, they will be categorised as follows:

- Naïve malpractice
- First Offence:
  - Minor
  - Major
  - Grave
- Subsequent Offence

Instances of naïve malpractice or major/minor first offences will be dealt with locally by the Head of School/Department. A report will be made to the Director of Undergraduate Studies. Where a student does not accept a decision made at local level, he/she has the right to refer the matter to a Panel of Inquiry. Heads of Schools and the Panel of Inquiry have authority to determine whether malpractice has occurred and the penalty to be applied. Decisions made are binding on School Boards of Examiners

\textit{Naïve malpractice}

Where, following investigation, the Head of School or Department feels that an undergraduate first year student has committed the malpractice through naivety, then she/he will have the discretion to deal with the matter informally by awarding the piece of work a zero and setting a new piece of work in its place for which a full mark may be awarded.

\textit{First Offence}

First offences should be categorised as minor, major or grave by the Head of School or Department, together with the marker. In all first offences a student will receive a warning letter from the Head of School or Department. For a minor first offence, the marker will set aside the sections involving plagiarism and determine a mark based on the remaining work. Where it is considered that a first offence of plagiarism is major, the student will be required to re-do and resubmit the work. The maximum mark that can be awarded for resubmissions will be the minimum pass mark appropriate to the piece of work. Where a Head of School or
Department feels that a student has committed grave malpractice such cases should be referred to the Registrar for consideration by a full Panel of Inquiry.

Subsequent Offences

All instances of subsequent offences will be referred to a Panel of Inquiry. The following common procedure will apply.

(i) On receipt of a report of alleged malpractice, the relevant Head of School or Department in consultation with the Registrar will inform the student in writing of the allegation enclosing a copy of the report and details of the procedure to be followed in such cases. The student will be given six working days from the receipt of the letter to respond to the allegation, and will be informed that:

a. if he/she does not reply within the time stipulated, the matter will be referred directly to a Panel of Inquiry who will decide on an appropriate penalty for the malpractice. This presumes the lack of response from the student to be an admission of the malpractice.

b. if he/she wishes to contest the allegation, he/she must give written notice to that effect to a specified person within the six working days.

(ii) On receipt of a written statement, within the time stipulated, confirming a student’s intention to contest the allegation, the Registrar will convene a Panel of Inquiry comprising a Chair (Head of School/Department) and two other members of academic staff with no previous involvement with the students.

(iii) The terms of reference of the Panel of Inquiry are:

a. to investigate an allegation of malpractice, having regard to the evidence presented to it by staff and by the student;

b. to determine whether malpractice has occurred and, if so, the extent to which a student has attempted to gain unfair advantage (i.e. the severity of the malpractice);

c. to determine the penalty which should be applied to the malpractice (within the context of section 6 below); and

d. to inform the relevant Examination Board of their findings.

(iv) The Panel of Inquiry may call for written and/or oral evidence at its discretion from those staff and students who have been involved in the matter, and will invite the student against whom the allegation has been made to attend and present evidence. The student will be given at least three working days notice of the date and time of the Panel meeting and, according to his/her wishes, may be accompanied, or represented, by a friend; such person must be a member of the University College community.

(v) A student’s failure to attend or to submit evidence will not prevent the Panel from proceeding with its investigation. However, if the student is prevented from attending through ill health or other exceptional circumstances, the Panel should adjourn its proceedings until a later date.

(vi) At the conclusion of the Panel’s proceedings, the findings will be made available to the student and a report of the Panel’s deliberations and conclusions will be submitted to the relevant Examination Board.

4.4.3 Penalties for Malpractice

Given the wide range of possible infringements and the varying degrees of gravity of these infringements, it is appropriate that, in reaching their decision, the Panel of Inquiry is empowered to exercise discretion having regard to its findings, the circumstances surrounding the case and the extent to which the student has attempted to gain unfair advantage. If a
student is found to have committed malpractice in the course of assessment of a subject or unit of a course, the Panel of Inquiry may: -

- decide that no further action is required;
- deem the student to have failed in the specific element of assessment in which the malpractice occurred;
- deem the student to have failed in all the assessments for the subject; and
- in the case of a student who is found to have committed grave malpractice, or to have infringed more than once, make a recommendation about the student’s progression or the conferment of an award to the Examination Board, as it thinks appropriate.

Having regard to the information and recommendations received from the Panel of Inquiry and, where appropriate, the comments of the Examination Board may in addition: -

- deem a student to have failed all assessments taken in all subjects during the assessment period in which malpractice has occurred; and
- deem a student to have failed as above and require him/her to withdraw from the course, in which case the student will not normally be re-admitted to the University College within a year.

5 Grievances and Complaints

Sunway University College strives to provide services and facilities conducive for academic pursuits. At the University College, we recognise that students may face problems with the level or quality in the provision of services from time to time. As such, procedures set out below are designed to treat such problems in a timely, transparent and consistent manner. No complaint by students will prejudice their future dealings with the staff of the University College or Schools or Departments.

Grievances and complaints can be categorised into two categories, namely, academic and non-academic issues. Procedures for dealing with academic issues such as admission appeals and misrepresentation in the admission process, and appeals against assessment board decisions are spelt out in Appendixes 3 and 4.

Complaints related to facilities may be brought to the attention of lecturers, Heads of Schools or Departments or to the respective Heads of Services concerned. Responsibility for attending to such complaints, corrective action, and monitoring is the responsibility of the relevant Heads of Services as shown below.

<table>
<thead>
<tr>
<th>Area/Focus of Complaint</th>
<th>Head of Department/Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer services</td>
<td>Manager, IT Services</td>
</tr>
<tr>
<td>Financial services</td>
<td>Manager, Financial Services</td>
</tr>
<tr>
<td>Hostel facilities</td>
<td>Manager, Residence</td>
</tr>
<tr>
<td>Library services</td>
<td>Chief Librarian</td>
</tr>
<tr>
<td>Parking and security</td>
<td>Manager, Security</td>
</tr>
<tr>
<td>Maintenance and physical environment</td>
<td>Head, Facilities and Maintenance</td>
</tr>
<tr>
<td>Student welfare services</td>
<td>Director, Student Services</td>
</tr>
<tr>
<td>Examination results, transcript, certificates</td>
<td>Director, Student Administration</td>
</tr>
</tbody>
</table>
### Personal Data Protection

Sunway University College collects and stores personal and academic information about all its registered students. Only information required to maintain complete student records will be requested or such other information that may be required to deal with grant-awarding bodies and other education institutions, and to meet the requirements of the Malaysian Qualifications Agency or the Ministry of Higher Education to which student information returns are mandated. Our general policy is not to disclose any personal information to third parties, without the students’ expressed permission.

In addition, Lancaster University has to abide by the Data Protection Act, 1988 of the United Kingdom (UK). Students who are registered in degree programmes validated by Lancaster University, are also governed by the Act. Any specific enquiries about student-related data should be made in the first instance to the Registrar.

The University College processes student data relating to a range of purposes. These include:

- maintenance of the student record (including personal and academic details) and management of academic processes (for example, academic audits, examination boards and awarding degrees);
- maintenance of academic and University College discipline, including the investigation of suspected breaches of specific discipline referred to;
- management of the University College including the provision of residence rooms and the operation of college academic, welfare and disciplinary systems;
- management of the University College and Student Council social events;
- alumni operations, including fund-raising events;
- operation of the Careers’ Service, including the survey of student employment after graduation;
- provision of advice and support to students via, amongst others, Student Administration, Student Services Department (including Counselling Service and Student Council), International Student Office and the relevant Heads of Schools or Departments, and
- internal research, including monitoring quality and performance.

The University College, via academic departments, the Student Administration and other ancillary departments, allows access to student data for employees and agents of Sunway University College (on a need-to-know basis only). Additionally, student information is disclosed to a variety of third parties or their agents, notably:

- students’ sponsors (including parents or guardians for students below 21 years old, Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) (National Higher Education Funding Agency), and funding councils);
- Lancaster University (for purposes of University registration);
relevant government departments to whom we have a statutory obligation to release information, including the Ministry of Higher Education, Malaysia and the Higher Education Statistics Agency (HESA), UK;

- current or potential employers of our students; and
- current or potential providers of education to our students.

It is noted that disclosures to organisations not listed above will be made in specific legitimate circumstances only. Consent will be sought, where necessary, and you will be kept informed of such disclosures (which are very rare), unless exceptional circumstances apply.

Sunway University College undertakes to maintain your data in secure conditions, and to process and disclose data only within the terms of its Data Protection notification. Details indicated earlier on are not exhaustive in scope.

Your right of access

You have a right to a copy of the personal information held on you by the University College. Please note that should you request access to your data, the Student Administration Department has up to 40 days to respond.

Access to marks

Students will be advised of marks for formative assessments as and when they have been completed. Final examination and total marks and grades will be released in the format of a letter following the meeting of the Board of Examiners.

Students will not be issued with details of marks of any other student than his or her own.

Personal data processed by students as part of their studies

The Data Protection Act (1984 & 1998) of UK established legal rights for individuals about whom information is processed and places obligations on all those who record and use personal data. The Act requires that the processing of any personal information be formally registered with the Student Administration Department. If you process personal data as part of your studies, you should seek advice about the implications of the Act for the work you are undertaking. You are advised to speak to your lecturer in the first instance and, if necessary, to the Registrar.

Please note that we depend on you for much of the data we hold. Your assistance is appreciated if you help us to keep your record up-to-date by notifying us of any alterations to your address, personal details or programme enrolment.

7 Student Code of Behaviour and Disciplinary Procedures

7.1 Introduction

7.1.1 Sunway University College (the Institution) exists primarily to provide higher education, support continuing professional development, carry out research and provide facilities and resources to support these activities. The Institution aims to provide an atmosphere which is conducive to academic achievement and the social well being of its whole community and those who come into contact with the Institution and its student population.

7.1.2 The Student Code of Behaviour and Disciplinary Procedures, terms of which are defined in Appendix 5, are derived from the Institution’s responsibility to maintain student discipline so that all staff and students can go about their intended activities. This Code of Behaviour and Disciplinary Procedures are designed to
7.1.3 The purpose of the Student Code of Behaviour is to ensure that all students are fully aware that they are expected to:

- conduct themselves with due regard to their legal responsibilities as adults, and to the good name and reputation of the Institution.
- conduct themselves with good sense and with due consideration for other members of the Institution and the wider community.

7.1.4 The purpose of the Disciplinary Procedures for Students is to provide a clear framework for dealing with student behaviour that falls below expected standards. The framework is intended to enable the Institution to obtain all the relevant facts about alleged breaches of the Student Code of Behaviour and to reach a fair decision based on the evidence available.

7.1.5 The Student Code of Behaviour and Disciplinary Procedures do not attempt to imitate or replace the criminal law or the criminal justice system. Sunway University College therefore reserves the right to refer and to report any matter whatsoever to the Police, where appropriate.

7.1.6 Sunway University College abides by the principles of natural justice and in the context of this Code, the following applies:

- Students will
  - be made fully aware of the nature of any allegations made against them;
  - be given an opportunity to reply to any allegations and to be represented in disciplinary panels;
  - be given a fair and unbiased hearing at which all relevant circumstances can be taken into account;
  - have the right to appeal against any disciplinary decision in line with procedures outlined in this code. (Refer to Appendix 5 clause 11); and
  - be offered support and guidance throughout the process.

7.1.7 Thus, the Student Code of Behaviour and Disciplinary Procedures are intended to provide a clear framework for dealing with student behaviour which results in adverse effects upon the well-being of the community, its members and the wider public.

7.2 The Student Code of Behaviour

7.2.1 Scope and Application

7.2.1.1 This Code applies to all students registered at the Institution, whatever mode of delivery and location. This shall include behaviour arising, at any time, when the student may be regarded as representing Sunway University College as an individual or as part of a group or team, and when the student is at some location away from Sunway University College, following an arrangement made through the Institution or the Student Council.

7.2.1.2 This Code is applicable to allegations of misconduct by one student against another or by a member of staff or Institutional representative (including mentors and placement staff) against a student.
7.2.3 Anonymous allegations or allegations from parents, relatives or friends on behalf of a student who chooses not to make an allegation his/her self cannot be pursued under this Code.

7.2.4 Complaints by students against staff of the Institution should be pursued under the Complaints Procedures.

7.2 General Regulations

7.2.1 Gaming. 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 Institution.

7.2.2 Alcoholic Beverage. No student shall be in possession of any alcoholic beverage in the Institution or consume alcoholic beverage in the Institution nor enter the Institution in a state of intoxication.

7.2.3 Drugs and Poison.

(a) Save and except as provided for in clause 6.2.2.3 (d), 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.

(b) No student shall give, supply, provide or offer or propose to give, supply, provide or offer any Drug or Poison to any person.

(c) 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.

(d) Nothing in this regulation shall be deemed to prevent a student from undergoing treatment by or under the prescription of a medical practitioner registered under the Medical Act, 1971.

7.2.4 Smoking. Smoking is prohibited in the Institution including the hostels.

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

7.3 Rules of Behaviour

7.3.1 The Institution has an expectation that students will conduct themselves, at all times, in an orderly manner, respecting the rights, privacy and property of others and the Institution. Students must familiarise themselves with all Sunway University College policies and regulations which have a bearing on their conduct as students of the Institution.

In registering as a student, students agree to abide by all of the Institution's rules and regulations.

These include:

(a) The Student Code of Behaviour and Disciplinary Procedures.

(b) All codes relating to Schools, Departments, Subjects or Service areas of the Institution.

(c) The terms of all contractual arrangements entered into with the Institution.
(d) All academic and professional regulations governing the operation and assessment of your course.

(e) All codes of behaviour relevant to professional bodies associated with your course.

7.2.3.2 The essence of misconduct under the Code of Behaviour is improper interference, in its broadest sense, with the proper functioning of the Institution, or those who work or study in the Institution, or action, which damages the Institution or its reputation, including any individual action which breaches the Student Code of Behaviour. The Code applies to all students at the Institution and covers behaviour on and off its campuses, including associated practice placements and field trips. Sunway University College’s jurisdiction under this code is not limited to its own premises. The code includes misconduct occurring in any place to which a student is given access by virtue of his/her status as a student.

7.2.3.3 All students must observe the Institution’s rules which shall include those set out below and any other rules and regulations introduced from time to time by the Management or other authorised body or authority.

7.2.3.4 A student must not engage in behaviour which interferes with or which prevents, obstructs, disrupts or otherwise has an adverse effect upon:

(a) teaching, learning, study, research, sporting, social and/or any legitimate activity on or off campus;

(b) the administration of the Institution;

(c) staff carrying out their duties;

(d) the holding, or the orderly conduct of, any lawful meeting or group subject to Part VIII Discipline and Conduct of Students of the Private Higher Educational Institutions Act 1996.

(e) the residential or recreational life of staff, students and/or visitors on any of the campus sites or the residential life of the community in areas adjacent to these sites and where students reside; and

(f) the pursuit of the expected standard of professional or vocational bodies awarding qualifications to students relating to the care, welfare and education of the public.

7.2.3.5 A student must not engage in conduct which obstructs or attempts to obstruct the free movement of staff, students or visitors from any building or premises of the Institution, or engage in conduct which might prejudice the freedom of speech of any individual.

7.2.3.6 A student must not assault, harass or discriminate against any person or engage in behaviour which may involve an offence or cause offence to any person.

7.2.3.7 A student must not engage in any form of offensive, threatening and/or abusive behaviour, including racist, sexist, homophobic or anti-disability behaviour or any form of behaviour which is likely to cause fear, distress or offence to others.
7.2.3.8 A student must not engage in any behaviour on or off Sunway University College premises which might bring the Institution or any member of the Institution into disrepute.

7.2.3.9 A student must not distribute or produce offensive literature or engage in behaviour which might constitute a breach of the Part VIII Discipline and Conduct of Students of the Private Higher Educational Institutions Act 1996.

7.2.3.10 A student must not deliberately misuse, damage, deface or misappropriate property belonging to or under the control of the Institution or any of its placement providers or the property of any student, member of staff or visitor.

7.2.3.11 A student must not cause any noise, nuisance or engage in any form of anti-social behaviour which affects students, staff or the local community.

7.2.3.12 A student must comply with all requirements as to safety and must not engage in any behaviour which might cause injury to or impair the safety of any person through any act or omission, including misuse of fire alarms and fire extinguishers.

7.2.3.13 A student must carry his/her Student Card at all times within the Institution and produce it when required. A levy will be imposed for the replacement of a lost student card.

7.2.3.14 A student must abide by the rules, policies, procedures and requirements of associated practice placements.

7.2.3.15 A student must comply with any reasonable request or instructions from any member of staff of the Institution.

7.2.3.16 A student must leave any premises of the Institution or the Student Union when reasonably required to do so.

7.2.3.17 A student must not invade or abuse or attempt to abuse the security, integrity or privacy of any files, confidential material or information, whether in eye readable or machine readable form.

7.2.3.18 A student must abide by the Institution's acceptable-use policy governing use of the network and all electronic media, including the sending of irresponsible e-mails and/or accessing pornographic or other offensive material from the internet.

7.2.3.19 A student must not leave any child or other person for whom the student is responsible, unaccompanied on the Institution's premises at any site.

7.2.3.20 A student must comply with the terms of any contractual agreement entered into with the Institution, including the Hostel Agreement for hostel accommodation.

7.2.3.21 A student must pay all fees and other money owing to the Institution in accordance with Sunway University College financial regulations.

7.2.3.22 A student must not misappropriate any funds or assets of the Institution, the Student Council or of any member of the Institution.

7.2.3.23 A student must not communicate information confidential to the Institution or to its members to anyone outside Sunway University College.
7.2.3.24 A student must not engage in conduct which constitutes a criminal offence.

7.2.3.25 A student must observe the terms of any disciplinary action sanctioned under the Student Disciplinary Procedures.

7.2.3.26 A student must not breach any of the publicised regulations of the Institution.

7.2.4 Definition of Misconduct
Any breach of the above rules of behaviour which are not exhaustive will be construed as misconduct.

7.2.5 Definition of Gross Misconduct
7.2.5.1 Any breach of behaviour which has the potential to be regarded as a breach of criminal law (e.g. theft, serious damage to property, fighting, assault, threatening behaviour, harassment, bullying, supplying drugs, sexual assault, fraudulent or dishonest acts in relation to the Institution or its staff or associated practice placements).

7.2.5.2 Any breach of behaviour relating to the pursuit of the expected standard of professional or vocational bodies awarding qualifications to students relating to the care, welfare and education of the public.

7.2.5.3 Any repeated or multiple acts of misconduct which have been proven.

7.2.5.4 Students on professional courses (e.g. courses allied to Psychology) should note that information relating to any breach of the Student Code of Behaviour which also constitutes a breach of professional standards may be reported to the relevant professional body under the requirements to ensure ‘fitness to practise’.

7.2.6 Misconduct That Is Also A Criminal Offence
7.2.6.1 Misconduct will usually be dealt with under the Institution's Student Disciplinary Procedures. Student behaviour which is in breach of the law and could constitute a serious criminal act would normally be reported to the police and dealt with under their procedures. The Institution cannot act as the police.

7.2.6.2 Sunway University College shall maintain a constructive relationship with the police, shall cooperate fully in any enquiry, and as appropriate, seek advice from the police as to the seriousness or otherwise of any behaviour which is also in breach of the law.

7.2.6.3 Students who are victims of criminal behaviour are positively encouraged to report incidents to the police for them to investigate. Some examples of behaviour requiring police investigation include: drug dealing, assault, rape and theft. However, this does not preclude the Institution from using its own Disciplinary Procedures in appropriate circumstances.

7.2.6.4 In cases where the alleged offence under criminal law is considered to be not serious, taking into account all the relevant circumstances, the Institution reserves the right to take action under this Code and Disciplinary Procedures but such action may be deferred, pending any police investigation or prosecution.
7.2.6.5 In the case of all other offences under the criminal law, no action, other than suspension or exclusion may be taken under this Code and Disciplinary Procedures unless the matter has been reported to the police and either prosecuted or a decision not to prosecute has been taken, at which time the Institution will decide whether disciplinary action under this Code should continue to be taken.

7.2.6.6 Where a finding of misconduct or gross misconduct is made and the student has also been sentenced by a criminal court in respect of the same facts, the court’s penalty shall be taken into consideration in determining any sanction applied under this Code.

7.3 Emergency Powers: Exclusion and Suspension

On receipt of a preliminary report to a designated officer in Student Services concerning an allegation of gross misconduct, a decision will be taken whether or not the Institution will exercise its rights to exclude or suspend any students pending the investigation of serious alleged misconduct.

7.3.1 Exclusion involves selective restriction on attendance at or access to Sunway University College premises, activities and associated practice placements.

This may include:

(a) The prohibition of a student from attendance at a specified event(s) for a specified time, and/or,

(b) The prohibition of a student from a specified activity(ies) for a specified time.

(c) The prohibition of a student from specified premises for a specified time.

(d) The prohibition of a student from attendance for the purposes of study.

Only the Vice-Chancellor or the Executive Director has the power to exclude students.

7.3.2 Suspension involves:

The total prohibition on attendance at or access to the Institution's premises, activities and associated practice placements, pending the investigation of serious alleged misconduct of the regulations.

Only the Vice-Chancellor or the Executive Director has the power to suspend students.

Suspension is not a Sanction and is used in order that evidence germane to an instance of serious alleged misconduct is not prejudiced, on either side, or where the Sunway University College community or students involved in the disciplinary incident could be at risk pending further investigations.
7.3.3 The power to exclude or suspend under this provision is only used to protect members of Sunway University College community, in general, including members of associated practice placement communities and/or a particular member or members, and to allow any external investigation or criminal proceedings to be conducted prior to action being taken within the Institution. This power shall be used only where the Vice-Chancellor or the Executive Director is of the opinion that it is urgent and necessary to take such action. Written reasons for the decision shall be recorded and made available to the student. Upon taking this action the Vice-Chancellor/Executive Director will immediately notify the Chair of the Executive Committee.

7.3.4 Suspension will only be used where exclusion from specified activities or facilities is deemed to be inadequate or subsequently invoked where there is a further breach of the Student Code of Behaviour or where there is a breach of the exclusion notice.

7.3.5 An order of exclusion or suspension may include a requirement that the student should not have contact of any kind with a named person or persons.

7.3.6 A decision to exclude or suspend shall be subject to regular review by the Vice-Chancellor or the Executive Director. This shall take place every 30 days or sooner in the light of any developments or written representations made by the student or anyone else on his/her behalf.

7.4 Serious Criminal Offences

7.4.1 Where a member of staff witnesses or is made aware of misconduct that would constitute the commission of a serious criminal offence, it should be reported immediately, in confidence, to the Director of Student Services. In his/her absence the matter should be reported to the Directorate. The member of staff should advise the victim to seek help from Student Services. No further action should be taken by the member of staff. This is particularly important where the alleged offence is against a person such as rape (as distinct from offences against property, such as theft) where, in law, it is the victim’s choice to report the matter to the police. If there is evidence that a breach of the Institution’s regulations may constitute the commission of a serious criminal offence, the student being investigated may be summarily suspended by the Vice-Chancellor or the Executive Director. In the case of such suspension, she/he will inform the Chair of the Executive Committee of the action taken, pending the outcome of the police investigation.

7.4.2 If the Institution is informed that a student is under arrest for alleged criminal offences, the Vice-Chancellor or the Executive Director will consider suspending the student pending the outcome of police investigations.

7.4.3 The Vice-Chancellor or the Executive Director will inform the Chair of the Executive Committee of the action taken.

7.4.4 The matter may also constitute grounds for the instigation of disciplinary proceedings pending the outcome of the police investigation.

7.4.5 If the disciplinary procedures are invoked for an offence for which the student has already been prosecuted, the outcome and any sentence imposed by the court will be taken into account by the Disciplinary Panel.
7.4.6 In circumstances where Sunway University College is requested to provide information to the Police, this will be done only in accordance with the Institution’s protocols and on receipt of the necessary Data Protection authorisation papers from the Police.

7.5 **Policy on Referral to the Police**

7.5.1 Where an offence is committed against the Institution, the matter shall normally be reported to the police, whether or not the culprit has been identified.

7.5.2 Where the Institution becomes aware of any incident/offence being committed relating to controlled drugs, such matters will always be reported to the police.

7.5.3 Where there is another victim, but where the victim of the alleged crime does not wish the matter to be reported to the police, but the matter has come to the Institution’s attention, the Vice-Chancellor or the Executive Director shall be informed and the final decision to inform the police on behalf of the Institution will rest with him/her. Where the victim of an alleged serious offence has decided not to refer the matter to the police, only in exceptional circumstances, and after careful consideration, will the Institution report a matter to the police against the wishes of the victim. The Institution, however, reserves the right to do this.

7.5.4 Exceptional circumstances may arise when failure to report a matter to the police may be against the public interest or the interest of the Sunway University College community. For example, when significant violence has been used in an alleged crime which may subsequently put other Sunway University College members or the public at risk.

7.5.5 The Institution shall seek and maintain informal liaison with the police. Advice may be sought on whether a matter is considered by the police to be serious or not serious and whether there are compelling grounds for reporting a matter formally where the victim is opposed to such action.

7.5.6 In a serious matter under police investigation or awaiting trial, the Institution may consider taking immediate action itself under the Student Code of Behaviour and Disciplinary Procedures, for example, suspending or excluding a student until the outcome of police or court action is known.

7.6 **Records of Disciplinary Action**

7.6.1 Any finding of misconduct against a student which incurs a disciplinary sanction shall be notified to the Director of Student Services and recorded on the student’s personal file for the duration of the student's programme. Thereafter, records will be disposed of in line with the Registry’s Retention Schedule for Student Records. Any finding of misconduct will be taken into account in the event of any future misconduct arising, unless otherwise specified in the disciplinary sanction notice.

7.6.2 Sunway University College reserves the right to disclose to any third party, by whom a reference is sought, any matters on a student’s record which the Institution deems to be relevant. In such circumstances, the student will be informed that such a reference had been provided.
Appendix 1: Rules and Regulations for Progression and Classification of Awards

Diplomas

1. Progression
   1.1 A student who passes all subjects in a semester at the first attempt will progress to the following semester.
   1.2 A student who has accumulated failed subjects of up to 10 credit hours or 3 subjects will not be allowed to progress to the following semester.
   1.3 A student will be given a maximum of 3 attempts to pass a subject. Subsequent to failure at the first attempt, the student will be required to do a reassessment (if condition 2.1 is met) or a repeat at the first available opportunity.

2. Reassessment
   2.1 A student who fails marginally in any subject with marks between 30% and 39% will be given an opportunity of a reassessment.
   2.2 A reassessment can be in the form of written examination, coursework or both as deemed appropriate by the School Board of Examiners. The student will have to pay a RM200 fee for each subject reassessed. The marks awarded for the reassessment shall not exceed 40%.

3. Repeat
   3.1 A student who obtains less than 30% marks at the first attempt or who fails at the second attempt will be required to repeat the subject.
   3.2 For a repeat, the student will have to attend classes and take the failed subject/s in its entirety. The normal tuition fees as applicable to the subject/s will be charged.
   3.3 The student will be allowed to take additional subjects in the semester on top of the subject/s repeated on condition that the
      3.3.1 total credit hours taken in the semester does not exceed 18 for a full semester and 9 for a short semester.
      3.3.2 accumulated failed subjects do not exceed 10 credit hours or 3 subjects.
   3.4 The maximum mark allocated for a repeat will be 40%.

4. Condonement
   4.1 A student who fails a repeat but obtains between 35 and 39 marks may be given condonement for the said subject. The failed subject must be proposed to the School Board of Examiners for condonement. The maximum number of credit hours that can be condoned for the entire programme is 10, or 3 subjects.
   4.2 Condonement can only be applied where the student has obtained an average of 40% or above for all subjects taken (excluding MPW compulsory subjects).

* An exception can be made if the subjects to be repeated are not offered in the following semester whereby a maximum of 3 new subjects may be taken.
5. Exit

5.1 A student with outstanding failures after all opportunities of reassessment and repeat have been exhausted, and after the application of any condonement allowed, will be required to exit the programme.

5.2 A student who is required to exit is not permitted to be re-admitted to the same award before the expiry of at least one academic year, following the fail decision. However, the student may be permitted to re-register for an alternative programme at an appropriate point, subject to meeting the requirements for that programme.

6. Award Classification

6.1 Subject marks will be shown as percentages for award classification purposes. Marks for all subjects, taken from Semester 1 to Semester 7 (or Semester 8, if applicable), with the exception of MPW compulsory subjects, will be used.

6.2 The overall average mark will be calculated using subject marks weighted in accordance with their credit value and expressed to two decimal places. Marks recorded for condoned subjects are as achieved and count towards the average without amendment.

6.3 The overall average marks are ascribed to award classifications as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Diploma Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>70% - 100%</td>
<td>Distinction</td>
</tr>
<tr>
<td>60% - 69%</td>
<td>High Merit</td>
</tr>
<tr>
<td>50% - 59%</td>
<td>Merit</td>
</tr>
<tr>
<td>40% - 49%</td>
<td>Pass</td>
</tr>
<tr>
<td>&lt; 40%</td>
<td>Fail</td>
</tr>
</tbody>
</table>

6.4 The Diploma will awarded:

6.4.1 with Distinction where the overall average marks is 70% or above;

6.4.2 with High Merit where the overall average marks is between 60% and 69%;

6.4.3 with Merit where the overall average marks is between 50% and 59%; and

6.4.4 without classification where the overall average marks is between 40% and 49%
6.5 Example of diploma award calculation:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit Hours</th>
<th>Marks (%)</th>
<th>Grade</th>
<th>Marks x Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting I</td>
<td>4</td>
<td>60</td>
<td>B</td>
<td>240</td>
</tr>
<tr>
<td>Financial Accounting II</td>
<td>4</td>
<td>50</td>
<td>C</td>
<td>200</td>
</tr>
<tr>
<td>Cost Accounting</td>
<td>3</td>
<td>55</td>
<td>C</td>
<td>165</td>
</tr>
<tr>
<td>Financial Management</td>
<td>3</td>
<td>52</td>
<td>C</td>
<td>156</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3</td>
<td>45</td>
<td>D</td>
<td>135</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3</td>
<td>38</td>
<td>CF</td>
<td>114</td>
</tr>
<tr>
<td>Computer Applications</td>
<td>3</td>
<td>70</td>
<td>A</td>
<td>210</td>
</tr>
<tr>
<td>Electronic Commerce</td>
<td>3</td>
<td>58</td>
<td>C</td>
<td>174</td>
</tr>
<tr>
<td>Information Technology I</td>
<td>3</td>
<td>63</td>
<td>B</td>
<td>189</td>
</tr>
<tr>
<td>Information Technology II</td>
<td>3</td>
<td>60</td>
<td>B</td>
<td>180</td>
</tr>
<tr>
<td>Fundamental of Marketing</td>
<td>3</td>
<td>48</td>
<td>D</td>
<td>144</td>
</tr>
<tr>
<td>Marketing Research</td>
<td>3</td>
<td>52</td>
<td>C</td>
<td>156</td>
</tr>
<tr>
<td>Marketing Communications</td>
<td>3</td>
<td>45</td>
<td>D</td>
<td>135</td>
</tr>
<tr>
<td>Introduction to Business Law</td>
<td>3</td>
<td>47</td>
<td>D</td>
<td>141</td>
</tr>
<tr>
<td>Business Law</td>
<td>3</td>
<td>42</td>
<td>D</td>
<td>126</td>
</tr>
<tr>
<td>Business English I</td>
<td>4</td>
<td>56</td>
<td>C</td>
<td>224</td>
</tr>
<tr>
<td>Business English II</td>
<td>3</td>
<td>50</td>
<td>C</td>
<td>150</td>
</tr>
<tr>
<td>Academic Research Skills</td>
<td>3</td>
<td>53</td>
<td>C</td>
<td>159</td>
</tr>
<tr>
<td>Critical and Creative Thinking Skills</td>
<td>3</td>
<td>43</td>
<td>D</td>
<td>129</td>
</tr>
<tr>
<td>Business Communications</td>
<td>3</td>
<td>47</td>
<td>D</td>
<td>141</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>3</td>
<td>57</td>
<td>C</td>
<td>171</td>
</tr>
<tr>
<td>Management</td>
<td>3</td>
<td>55</td>
<td>C</td>
<td>165</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>3</td>
<td>42</td>
<td>D</td>
<td>126</td>
</tr>
<tr>
<td>Organisational Behaviour</td>
<td>3</td>
<td>49</td>
<td>D</td>
<td>147</td>
</tr>
<tr>
<td>Quantitative Methods I</td>
<td>3</td>
<td>68</td>
<td>B</td>
<td>204</td>
</tr>
<tr>
<td>Quantitative Methods II</td>
<td>3</td>
<td>66</td>
<td>B</td>
<td>198</td>
</tr>
<tr>
<td>Total</td>
<td>81</td>
<td></td>
<td></td>
<td>4279</td>
</tr>
</tbody>
</table>

Overall average mark = \( \frac{\text{Sum of (Marks x Credit Hours)}}{\text{Total Credit Hours}} = \frac{4279}{81} = 52.83\% \)

Classification of award is **Diploma with Merit**
Degree Programmes

1. Progression
   1.1 A student who passes all subjects in a semester at the first attempt will progress to the following semester.
   1.2 A student who has accumulated failed subjects of up to 10 credit hours or 3 subjects will not be allowed to progress to the following semester. However, an exception can be made if the failed subjects are not offered in the following semester whereby the student will be allowed to take up to a maximum of 3 new subjects in order to fulfil requirements for full-time study provided that the subjects failed are not pre-requisites to new subjects taken.
   1.3 A student will be given a maximum of 3 attempts to pass a subject. Subsequent to failure at the first attempt, the student will be required, at the first available opportunity, to go for a reassessment (if condition 2.1 is met) or repeat the subject.

2. Reassessment
   2.1 A student who fails marginally with marks between 30% and 39% will be given an opportunity of a reassessment.
   2.2 A reassessment can be in the form of written examination, coursework or both as deemed appropriate by the School Board of Examiners. The student will have to pay a RM200 fee for each subject reassessed. The marks awarded for the reassessment shall not exceed 40%.

3. Repeat
   3.1 A student who obtains less than 30% marks at the first attempt or who fails at the second attempt will be required to repeat the subject.
   3.2 For a repeat, the student will have to attend classes and take the failed subject in its entirety. The normal tuition fees as applicable to the subject will be charged.
   3.3 The student will be allowed to take additional subjects in the semester on top of the subject/s repeated on condition that the
      (a) total credit hours taken in the semester does not exceed 18 for a full semester and 9 for a short semester.
      (b) accumulated failed subjects do not exceed 10 credit hours or 3 subjects.
   3.4 The maximum mark allocated for a repeat will be 40%.

4. Condonement
   4.1 A student who fails a repeat but obtains between 35 and 39 marks may be given condonement for the said subject. The failed subject must be proposed to the School Board of Examiners for consideration. The maximum that can be condoned in Year 1, Year 2 and Year 3 is 10 credit hours or 3 subjects individually.
   4.2 Condonement can only be applied where the student has obtained an average of 40% or above for all subjects taken (excluding MPW compulsory subjects).
5. Exit

5.1 A student with outstanding failures after all opportunities of reassessment and repeat have been exhausted, and after the application of any condonement allowed, will be required to exit the programme.

5.2 A student who is required to exit is not permitted to be re-admitted to the same award before the expiry of at least one academic year, following the fail decision. However, the student may be permitted to re-register for an alternative programme at an appropriate point, subject to meeting the requirements for that programme.

Classification of Awards

6. Honours Degree

6.1 The contributing subjects for an Honours Degree are derived from Part II (Year 2 and Year 3) only. However, Sunway University College compulsory subjects will be included in the calculation, irrespective of year taken whereas MQA prescribed compulsory subjects (MPW) will not be included.

6.2 The percentage marks for the classification of awards, with honours, are as follows:

<table>
<thead>
<tr>
<th>Percentage Mark</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 – 100%</td>
<td>Class I</td>
</tr>
<tr>
<td>60 – 69%</td>
<td>Class II (1)</td>
</tr>
<tr>
<td>50 – 59%</td>
<td>Class II (2)</td>
</tr>
<tr>
<td>40 – 49%</td>
<td>Class III</td>
</tr>
</tbody>
</table>

6.3 The class of degree will be awarded when:
(a) at least half of the contributing subject credits, attain that class; and
(b) the average mark calculated from all contributing subject credits does not fall below the boundary for that class by more than 2%.

7. Pass Degree

A student who does not qualify for an Honours Degree may be awarded a Pass Degree when the following conditions are fulfilled:

(a) Complete successfully the minimum credit requirements for the award.

(b) The average of all subjects in Part II (Year 2 and Year 3) attains at least 38%.

Failure to Attain an Award

8. A student is deemed to have failed the programme when his/her attainment does not fulfill the conditions for an award as given in Sections 6 and 7 above.
9. Example of Degree Classification

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit Hours</th>
<th>Marks (%)</th>
<th>Grade</th>
<th>Marks x Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part 1 (Year 1)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UCS 1003 English for Psychology*</td>
<td>4</td>
<td>70</td>
<td>A</td>
<td>280</td>
</tr>
<tr>
<td>SPC 101 Introductory Psychology</td>
<td>4</td>
<td>85</td>
<td>A</td>
<td>Not counted</td>
</tr>
<tr>
<td>SPC 121 Introduction to Statistics</td>
<td>4</td>
<td>72</td>
<td>A</td>
<td>Not counted</td>
</tr>
<tr>
<td>SPC 122 Research Methods</td>
<td>4</td>
<td>65</td>
<td>B</td>
<td>Not counted</td>
</tr>
<tr>
<td>SPC 103 Developmental Psychology</td>
<td>4</td>
<td>50</td>
<td>C</td>
<td>Not counted</td>
</tr>
<tr>
<td>SPC 102 Social Psychology</td>
<td>4</td>
<td>68</td>
<td>B</td>
<td>Not counted</td>
</tr>
<tr>
<td>SPC 104 Organisational Psychology</td>
<td>4</td>
<td>45</td>
<td>D</td>
<td>Not counted</td>
</tr>
<tr>
<td>SPC 111 Cognition and Perception</td>
<td>4</td>
<td>55</td>
<td>C</td>
<td>Not counted</td>
</tr>
<tr>
<td>SPC 122 Motivation and Emotion</td>
<td>4</td>
<td>52</td>
<td>C</td>
<td>Not counted</td>
</tr>
<tr>
<td>SPE 101 Pet Behavioural Studies</td>
<td>3</td>
<td>76</td>
<td>A</td>
<td>Not counted</td>
</tr>
<tr>
<td>SPE 102 Community Mental Health</td>
<td>3</td>
<td>56</td>
<td>C</td>
<td>Not counted</td>
</tr>
<tr>
<td><strong>Total 68</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Average percentage mark</strong> = Sum of (Marks x Credit Hours) / Total Credit Hours = 4627 / 68 = 68.04%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Awarded First Class Honours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 2: Types of Academic Malpractice

Malpractice may be broadly defined as an attempt to gain an advantage over other students by the use of unfair and unacceptable methods. Common to all cases of malpractice is the attempt to affect by deceitful means an assessment of academic ability, standing or progress.

1.0 Cheating

Cheating is an infringement of the rules governing conduct in examinations or other time-constrained assessment. Cheating includes the following:-

(i) communicating with or copying from any other student during an examination, except in so far as the rubric may specifically permit e.g. in-group assessments.
(ii) communicating during an examination with any person other than a properly authorised invigilator or another authorised member of staff.
(iii) introducing any written or printed material into an examination room, unless expressly permitted by the regulations for the module or course assessment.
(iv) introducing any electronically stored information into an examination room unless expressly permitted by the regulators for the module or course assessment.
(v) gaining access to any unauthorised material relating to an examination during or before the specified time.
(vi) providing or helping to provide in any other way false evidence of knowledge or understanding in examinations.

2.0 Plagiarism

Plagiarism includes the following:-

(i) attempting to pass off work as one’s own, which is not one’s own. It includes the representation of work, written or otherwise, of any other person, including another student, or any institution, as the candidate’s own. It may take the form of:
(ii) verbatim copying or insertion of another person’s work (published or unpublished and including material freely available in electronic form) without appropriate acknowledgement
(iii) the close paraphrasing of another person’s work by simply changing a few words or altering the order of presentation, without appropriate acknowledgement
(iv) unacknowledged quotation of phrases from another person’s work
(v) the deliberate and detailed presentation of another person’s concept as one’s own.

3.0 Collusion

Collusion occurs where a student:-

(i) knowingly submits as entirely his/her own, work done in collaboration with another person; without official approval; or
(ii) collaborates with another student in the completion of work which he/she knows is intended to be submitted as that other student’s own unaided work; or
(iii) knowingly permits another student to copy all or part of his/her own work and to submit it as that student’s own unaided work.

4.0 Falsifying data or material in the presentation of data or material in laboratory reports; field work reports; projects; and work-based learning based on experimental or
5.0 Impersonation is the assumption by one person of the identity of another person with intent to deceive.

6.0 Other forms of dishonest practice not falling within the above definitions may also amount to malpractice. For example:-

(i) Attempting to obtain special consideration by offering or receiving inducements or favours.

(ii) Providing false information when submitting an exceptional mitigating circumstances claim.

(iii) Ensuring the non-availability of books or journal articles in the THOL by removing the relevant article or chapter from the material, or by deliberately misshelving them so that other students cannot find them.
Appendix 3: Admission Appeals and Misrepresentation in the Admission Process

1.0. Appeals against admission decisions may only be submitted on the following grounds:
   - Extenuating circumstances
   - Unfair or discriminatory practice
   - Maladministration which has disadvantaged the student or
   - The presentation of new evidence which was not available at the time of consideration of the application

2.0. Admission appeals, in writing, are directed to and considered by the Director of Undergraduate Studies and the relevant Head of School/Department. Appeals may not challenge academic judgement properly exercised.

3.0. The University College reserves the right to withdraw the offer of a place to applicants who falsify or misrepresent their application details in any aspect. Applicants in these circumstances will be given an opportunity to explain discrepancies or anomalies as appropriate.

4.0. Under the provisions of the Institution’s data protection registration, the University College reserves the right to inform appropriate external agencies of instances of misrepresentation.
Appendix 4: Appeals Against Examination Results

1. Principles

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

1.2 Appeals received outside the stated timescales, without good reason, will be ruled invalid.

1.3 Applications for appeals must be in writing and state the ground(s) for the appeal. The application must be accompanied by payment of the appropriate amount.

1.4 Students will not be disadvantaged in any way as a result of making an appeal, whatever the outcome, if that appeal has been made in good faith.

1.5 A student whose case is under consideration via an appeal shall have the right to continue with his/her programme (provided he/she is in good standing) until such time as a decision is reached. This right is designed solely to ensure that a student whose appeal is upheld is not academically disadvantaged and it shall not be interpreted as acceptance of a failed student on a subsequent stage of the programme.

2. Grounds for Appeal

2.1 Academic Appeals can be submitted on one or both of the following grounds:

(i) Material administrative error or irregularity in conduct of assessment in contravention of the assessment regulations or structures for the given award and/or:

(ii) Details of exceptional circumstances which were, for good reason, not previously available to the appropriate Boards of Examiners.

2.2 The following matters do not form grounds for an appeal:

(i) Disagreement with a mark or grade
(ii) Disagreement with a degree classification awarded
(iii) Challenges to academic judgements of examiners on an assessment outcome or the level of award recommended or granted.
(iv) Claims that academic performance was adversely affected by factors such as ill-health, where there is no independent, medical or other evidence
(v) Complaints against the delivery of teaching and methods of assessment. Students who have concerns with regard to the delivery of their course or any other matter should refer to the University College’s formal Complaints Procedures, details of which can be obtained from Student Services.

3. Process

3.1 All appeals are lodged with the Director of Student Administration, a representative of the Registrar, who will refer them to the appropriate Head of School.

3.2 The Head of School will authorise an initial investigation to establish whether there is a prima facie case or not. Where a case has been established, corrective action will be taken. Where the case relates to any component of a programme contributing to a final award, the view of the External Examiner will be sought.
3.3 The appeal and subsequent results will be forwarded to the School Board of Examiners who will then make a recommendation to the University College Board of Examiners.

3.4 The outcome will be made known to the student within two weeks of filing the appeal.

3.5 Students registered for a Lancaster award have a final right of appeal to the Vice-Chancellor of the University under Statute 21 of the Statutes of the University of Lancaster if he/she is required to leave without an award after the Appeals Procedure has been exhausted.
Appendix 5: Disciplinary Procedures for Students

1. Introduction

1.1 These procedures provide an impartial process for dealing with student misconduct. The Institution is committed to establishing good working relationships between students, staff and the wider community and the need for disciplinary action will hopefully be rare. The Institution is committed to giving support, advice and guidance to students to improve their conduct and behaviour and this may form part of any disciplinary action. In appropriate circumstances, professional internal and external advice will be sought as necessary.

1.2 These procedures apply to the breach of the Student Code of Behaviour, the Codes of individual Schools, Departments, Subjects or Service areas, to any Codes of Behaviour relevant to professional bodies associated with a programme, to any regulations governing use of the Institution's facilities, to the conduct of students engaged in the Institution's activities such as field trips or placements or such other occasions when the student represents the Institution externally, to all regulations in force including alterations and amendments made from time to time to these Codes and Regulations (hereafter collectively known as the Institution's Regulations).

1.3 These procedures do not apply to decisions to exclude students for academic reasons. Separate academic and professional procedures cover expulsion or exclusion resulting from academic failure, malpractice or failure to meet the professional requirements of the programme.

1.4 Any alleged misconduct by a student should be reported in writing to the relevant Head of School/Department, Head of Service Area, the Director of Student Services or the Residence Manager or a designated alternate. Any student alleged to have breached the Student Code of Behaviour will be informed of the nature of the allegation made against them formally in writing by the relevant authorities indicated earlier.

1.5 In all cases, information and outcomes from the disciplinary process should not be disclosed to third parties, including parents, relatives or friends without the necessary approval and authorization, except as required by the law. This is necessary to ensure the Institution meets the requirements of the Data Protection Act.

2. Informal Cautions

2.1 All staff are expected to take responsibility for student discipline. Most cases of alleged misconduct will be settled informally.

2.2 It is anticipated that a caution may be used for minor incidents in breach of the Institution's Codes of Behaviour and Regulations. Records of cautions administered will be kept by the members of staff concerned. If it is necessary to caution a student on more than one occasion for the same type of incident, then a member of staff may instigate formal procedures.

3. Participation by the Student Under Investigation

3.1 The disciplinary proceedings of the Institution will not be invalidated by reason of absence by the student from any meeting at any stage.

3.2 A student who is facing an allegation of misconduct may be accompanied by a friend (as defined within these procedures), at any stage of the disciplinary proceedings.
3.3 Formal legal representation is not permitted at any stage within Sunway University College’s Code of Behaviour and Disciplinary Procedures for Students.

3.4 Any student subject to investigation under these procedures shall be assured of the presumption of innocence unless and until found guilty of the breaches in question.

4. **Vexatious Intent**

4.1 If it is determined, at any stage, that false complaint has been initiated with vexatious or mischievous intent, Sunway University College shall pursue a formal investigation consistent with maintenance of its integrity. In the case of a malicious complaint notified by a member of the Institution, such action will be undertaken within the appropriate procedure.

5. **Stages of the Disciplinary Procedure**

There are three stages of enquiry in the Disciplinary Procedure:

(i) Preliminary Investigation

(ii) Stage 1 – Formal Interview

(iii) Stage 2 – Disciplinary Panel Hearing

5.1 Preliminary Investigation

5.1.1 The first stage is a Preliminary Investigation, conducted by the relevant Head of School/Department, Head of Service Area, the Residence Manager or their designated alternate. The process of enquiry will normally involve the consideration of evidence and consultation with key individuals. This preliminary investigation should normally be completed within 14 days of receipt of the allegation. On conclusion of the investigation, the relevant manager may determine one of the following outcomes:

- that there are no grounds for further investigation or;
- that the student concerned should be given an informal caution or;
- that the allegation should be dealt with formally under Stage 1 of the Disciplinary Procedures (formal interview) or;
- that the allegation should be dealt with formally under Stage 2 of the Disciplinary Procedures (Disciplinary Panel Hearing) and referred to the Registrar.

5.1.2 Formal procedures are to be used for:-
(a) repetition of minor acts of misconduct;
(b) where informal action has failed or is considered to be inappropriate; and
(c) for serious allegations, including gross misconduct.

5.2 Stage 1 – Formal Interview

5.2.1 If the Head of School/Department, Head of Service Area, the Residence Manager or their designated alternate deem that the alleged breach of the Code of Behaviour should be investigated, a formal interview will be conducted with the individuals concerned within Stage 1 of the Disciplinary Procedure. The process of enquiry will involve consideration of papers and consultation with key individuals as well as the interview.

5.2.2 The relevant manager shall inform the individuals concerned in writing of the nature of any allegations made against them and give them the opportunity to produce a written reply to any allegation and to give details of any witnesses to the alleged incident.
5.2.3 The relevant manager shall interview the individual(s) concerned, review all the evidence presented and make his/her decision.

5.2.4 On conclusion of the formal interview under Stage 1, the manager concerned may determine that:

   (i) the case should be dismissed as vexatious, trivial or lacking in evidence;
   (ii) the student should be given a formal verbal warning and confirmation of the possible consequences of further allegations of misconduct; or
   (iii) the student should be required to provide a written apology and a written undertaking that the Code of Behaviour will be properly observed for the remainder of his/her studies at the Institution; and/or
   (iv) the student should be reprimanded formally in writing, through a formal written warning; or
   (v) the student should be required to make good, in whole or in part, any loss or damage to the Institution premises, or to the property of any member of the Institution, found to have been caused by the student and which formed part of the allegation against him/her, or to make restitution for any additional expense caused to the Institution as a result of the misconduct;
   (vi) the case cannot be resolved and recommend to the Registrar that a Disciplinary Panel Hearing be convened under Stage 2 of this procedure.

5.2.5 The Manager concerned must notify the student in writing of the outcome of the disciplinary proceedings, normally within 7 days of the conclusion of the formal enquiry. This notice must include a statement of the facts identified through the evidence available, and give the reasons for the decision and for the penalty, if any to be imposed. The notice shall be copied to the Registrar.

5.2.6 Disciplinary Sanctions Which May Be Imposed Under Stage 1 of the Disciplinary Procedure

On conclusion of the formal interview and investigation under Stage 1, the relevant manager may determine that one or more of the following sanctions may be imposed:

(a) Requirement to Pay a Fine

   The student be required to pay a fine in breach of the Code of Behaviour and Hostel Agreement relating to noise, vandalism, nuisance or other inappropriate behaviour.

(b) Requirement to Produce a Formal Written Apology

   The student be required to provide a written apology for his/her behaviour.

(c) Requirement to Make Financial Restitution

   The student be required to make good, in whole or in part, any loss or damage to the Institution premises or property or to the premises or property of any member of the Institution, or to make restitution for any additional costs incurred by the Institution or by an individual as a result of the misconduct.

(d) Requirement to Carry Out Service

   The student be required to undertake a specified number of hours of service for the benefit of the complainant, the Institution or the local community.

(e) Formal Verbal or Written Warnings

   If the Head of School/Department and Head of Service Area judge a formal warning to be appropriate, then the student should be informed, in writing, of the following:
   • the date, time and venue for the warning to be administered;
• a clear specification of the breach of discipline; this should specify precisely the terms of the Student Code of Behaviour which have been breached; and
• their right to be accompanied by a fellow student or Student Council representative.

When administering the warning, the member of staff should detail the following:
• a clear specification of the breach of discipline;
• the period of tenure of the warning;
• stipulation of the remedial action required within the period of tenure, and advice as to how this will be achieved;
• confirmation of the implications of receiving the written warning; and
• the student’s right to appeal to the Registrar.

The disciplinary warning form for either verbal or written warnings should then be completed, signed by both parties and returned to the Registrar.

NB: If the student refuses to sign, through disputing the facts of the incident, then it should be explained that his/her signature does not imply agreement to the facts of the incident, merely that the warning was administered. The student should be advised that the appropriate avenue for recourse is the appeal process. Where a student refuses to sign for any reasons, this fact should be noted on the form and this witnessed by an independent third party.

The records of disciplinary procedures shall remain on the student’s file unless the case is dismissed. If the case is not dismissed and a penalty is imposed, any further misdemeanour shall normally warrant a Stage 2 Disciplinary Panel Hearing.

The student(s) concerned may submit an appeal in writing to the Registrar with reasons for the appeal, within 5 days of the notification of the decision. The Registrar will review the allegation, the evidence and the reason for the appeal and determine one of the following outcomes:
• that a lesser sanction be imposed;
• that the original decision be confirmed;
• that a Stage 2 Disciplinary Panel be convened to hear the case formally.

In the case of any appeal against the outcome of Stage 1 Formal Interview, the decision of the Registrar shall be final.

5.2.7 Notification of Serious / Gross Misconduct

(i) Heads of Schools/Departments, Course Coordinators or their designated alternate may refer serious misconduct immediately to the Registrar or her designated alternate, normally the Director of Student Services. This would always be done in instances of gross misconduct where warnings would be inappropriately lenient, and/or where the misconduct constitutes the commission of a criminal offence. Heads of Schools/Departments, Course Coordinators or their designated alternate may also refer repeated instances of misconduct to the Registrar or his/her designated alternate. In all such cases, the Institution reserves the right to suspend or exclude, pending the outcome of a disciplinary investigation and / or hearing or a trial or the conclusion of legal proceedings.

(ii) The Registrar, or his/her designated alternate, after establishing the facts, may impose any one or more of the disciplinary sanctions under Stage 1 of the procedures, or he/she may evict the student from the halls of residence or he/she may recommend to the Vice-Chancellor that the allegation of misconduct should be reviewed by a Disciplinary Panel if he/she judges the individual breach sufficiently serious so as to warrant the convening of a Disciplinary Panel.
5.2.8 Recommendation to Convene a Disciplinary Panel

On receipt of a recommendation to proceed to Disciplinary Panel, the Registrar will meet with the Secretary to the Disciplinary Panel and the Director of Student Services to review the nature of the alleged misconduct and disciplinary record of the student, and determine any one or more of the following recommendations to the Vice-Chancellor that:

(i) a Disciplinary Panel is convened;
(ii) a student or students be summarily excluded or suspended pending further investigation.

If the Registrar or his/her designated alternate judges that there are insufficient grounds to convene a Disciplinary Panel, she/he may take one of the following actions:

(a) progress the matter no further;
(b) refer the matter back to the Heads of School/Department, the Course Coordinator or Head of Service or his/her designated alternate for appropriate action;
(c) refer the matter to an appropriate Professional Committee.

5.3 Stage 2 – Disciplinary Panel Hearing

5.3.1 In cases where it is determined that the allegation of misconduct should be investigated by a Disciplinary Panel, the Registrar, his/her designated alternate, or the Director of Student Services, will convene a hearing of the Panel as soon as possible and normally within 21 days following receipt of the report.

5.3.2 The report and any associated papers forwarded to the Secretary of the Panel by the manager concerned will constitute evidence for the hearing. The Secretary to the Disciplinary Panel may also call for such other papers and conduct whatever other investigations may be deemed appropriate.

6. Disciplinary Panel

6.1 The Disciplinary Panel will be made up of:-

(i) The Registrar or his/her designated alternate, or the Director of Student Services.

(ii) A senior manager not previously involved with the alleged breach of the Code of Behaviour and/or other Regulations being investigated. A list of Sunway University College staff who may be called upon to join a Disciplinary Panel shall be drawn up by the Director of Undergraduate Studies. The Disciplinary Panel list shall include wide representation across the academic community to provide sufficient expertise as may be required in any individual case.

(iii) The co-option of an appropriate professional where the Chair of the Panel considers this appropriate.

6.2 The Registrar shall determine the precise membership of any Disciplinary Panel and he/she will Chair the Panel, except where this authority has been delegated to his/her designated alternate. The Director of Undergraduate Studies shall nominate a Secretary to the Panel.

7. Preparation for the Disciplinary Panel
7.1 Secretary to the Panel

On confirmation of the need to convene a disciplinary panel, the Secretary to the Panel will submit a formal letter of notification to the student. The student will normally be given no less than 7 days notice of the hearing. In exceptional circumstances, a student may request a change of time/date. This will be considered, providing the rescheduled hearing takes place within 14 days of the date of notification.

The letter will detail:

(a) a clear specification of the breach of the Code of Behaviour and all relevant supporting documentation;
(b) the time, date and place fixed for the hearing, and confirm the requirement to be present at the hearing;
(c) the right to be accompanied by a friend. The role of the friend is to offer support to the student;
(d) the right to inform the Secretary of the Disciplinary Panel of the names of any witnesses they wish to be called and the right to call those witnesses at the hearing;
(e) confirmation that it is the student’s responsibility to contact any witness who wishes to provide evidence and to be called at the hearing;
(f) confirmation that all witness statements must be presented to the Secretary of the Panel.

Along with the letter will be sent a further copy of the Code of Behaviour and Disciplinary Procedures.

7.2 Following notification of the panel hearing, the student should advise the Secretary to the Panel of the names of any witnesses he/she wishes to be called. The student should make arrangements for the preparation of witness statements and for the attendance of such witnesses at the Panel Hearing.

7.3 The Secretary to the Panel should collate all the witness statements and the documentary evidence for the panel, and submit full copies to the student and members of the Panel in advance of the hearing.

8. Guidelines for the Processing of Statements / Giving Evidence

8.1 All staff, witnesses and students, should prepare their statements in the light of the following guidelines.

Statements should include:

(i) a clear factual description of the day, time, place and details of the alleged incident;
(ii) a confirmation of the status of the description as either:
(a) a report – if so, details of who gave the report must be presented;
(b) a witness statement – i.e. the result of their own direct observation.
(iii) statements should be restricted (as far as possible) to the factual accounts of behaviours and their consequences, and should include details of the behaviours of all parties;
(iv) statements should focus on incidents seen or heard and not focus on opinion or conjecture as if they were facts;
(v) care should be taken to ensure that statements are phrased appropriately;
(vi) each statement should include a declaration that the author has read the statement and declares that to the best of his/her knowledge it is an accurate representation of the truth.

9. Conduct of Disciplinary Panel

9.1 The student will be required to attend the meeting of the Disciplinary Panel and may be accompanied by a friend. The role of the friend is to offer support to the student and not to make presentations on behalf of the student. The Disciplinary Panel proceedings will not be invalidated by reason of absence by the student at any stage. However, if the student is prevented from attending through ill health or other exceptional circumstances, the Panel will adjourn its proceedings until a later date.

9.2 All parties have the right to see all documentary evidence presented to the Panel.

9.3 The Panel, through the Chair, has absolute discretion to regulate its own procedures but will normally conduct its hearing as follows:

(i) The allegations will be read out to the student by the Chair of the Panel and he/she will be asked whether he or she admits to each allegation in turn.

(ii) If the student does admit to the allegations, she/he will normally be invited to offer evidence in mitigation and the panel will normally proceed to consider the evidence.

(iii) A Presenting Officer will present all pertinent evidence assimilated in the investigation of the alleged breach of the regulations.

(iv) If the student does not admit all of the breaches, the Panel shall proceed to consider the evidence, oral and written documents.

(v) Both the Presenting Officer and the student will have the right to call witnesses and, where appropriate, cross-examine them.

(vi) The student will be given the opportunity to speak to present their case and to challenge the evidence presented.

(vii) If the breach of the Institution’s regulations is admitted by the student or found to be substantiated, the student may put forward any mitigating circumstances before a final decision is reached.

(viii) The panel will ask questions of the student and any other individual called to present information and evidence.

(ix) The student and, at the discretion of the Chair, his/her friend will answer questions for the Panel.

(x) The Panel will deliberate in private.

(xi) The Registrar, his/her designate alternate or the Director of Student Services will confirm the conclusions and decision of the Panel, and the Secretary to the Panel will forward the decisions to the student in writing normally within 7 days of the Hearing. Where possible, the Chair of the Panel will confirm the conclusions and decision of the Panel verbally to the student.

(xii) In certain circumstances, the Panel, through the Chair, may determine the exact conduct of the panel.

(xiii) The Disciplinary Panel may decide to postpone taking a decision pending clarification of evidence or conduct of further internal or external investigations.
Any decision to postpone a panel will normally be reviewed every 21 days.

9.4 If the Hearing is concluded, the Panel may decide to recommend any one or more of the following actions:

(a) dismiss the allegation and recommend that no further action is to be taken;

(b) impose any one or more of the disciplinary sanctions which may be imposed under Stage 1 of the Disciplinary Procedures;

(c) evict the student from the hostels in accordance with the terms of the licence agreement;

(d) require the student to pay a fine as determined by the Disciplinary Panel;

(e) impose a curfew or exclusion from use of some or all of the Institution’s facilities, the period to be specified by the Panel. Any period of curfew or exclusion would be reviewed in accordance with the period specified by the Panel;

(f) refer the student to an appropriate professional individual or organisation within or outside the Institution;

(g) require the student to undertake appropriate training or counselling specified by the panel;

(h) require the student to intercalate the period to be specified by the Panel;

(i) refer the student to the appropriate Professional Committee;

(j) recommend to the Vice-Chancellor that the student be expelled: that is the permanent exclusion of a student from all of the Institution’s activities and premises. It constitutes the termination of the student’s programme of study; and

(k) any other sanction deemed appropriate by the Panel.

9.5 The decision will be communicated in writing to the student normally within 7 days and published if deemed appropriate by the Panel.

9.6 Any sanctions will be permanently noted on the student’s record.

9.7 The Secretary to the Disciplinary Panel will maintain a record of proceedings which, except for the decision, are confidential. A report form will be completed by the Secretary of the Disciplinary Panel and signed by the Chair and lodged in departmental records.

9.8 All documentation relevant to the above disciplinary procedures are confidential and should only be used for the purposes of the disciplinary procedures and/or other associated professional procedures. Students are not entitled to retain papers associated with disciplinary procedures.

10. **The Standard of Proof to Be Satisfied in Respect of Allegations of Student Misconduct**

10.1 Under the Institution’s Student Code of Behaviour and Disciplinary Procedures, an investigation into the allegations of misconduct is conducted to find either what those allegations are, or are not, proved and, if they be proved, to decide what action the Institution should take.

10.2 There is often confusion as to the standard of proof an investigating office or panel should apply when considering an allegation of misconduct proved.
10.3 The correct standard of proof to apply is the balance of probabilities test which is a lower standard than that required in the courts. The officer or panel is required to consider whether, looking at all the evidence objectively, it is possible to say that it is more probable than not that the allegation is correct.

10.4 It is inappropriate for the panel to apply the beyond reasonable doubt test; in other words, to ask itself whether it is “sure” that the allegation is proved. This is the case even if the allegation might of itself constitute a criminal offence. The panel is neither a criminal court nor does it have the power to apply criminal sanctions.

11. Appeals

11.1 Appeals Against Verbal and Written Warnings

11.1.1 If a student wishes to challenge a disciplinary decision to issue a Verbal or Written Warning, they may do so by appeal to the Registrar.

All appeals must be made in writing, stating clearly the grounds for appeal, to the Registrar within 5 days of being informed of the disciplinary decision.

The Registrar or his/her designated alternate will review the allegation, the evidence and the reason for the appeal and determine one of the following outcomes:

- that a lesser sanction be imposed;
- that the original decision be confirmed; and
- that a Stage 2 Disciplinary Panel be convened to hear the case formally.

In the case of any appeal against the outcome of Stage 1 Formal Interview, the decision of the Registrar or his/her alternate shall be final.

11.1.2 The following are the only grounds for appeal:-

1. The emergence of significant additional evidence, not presented at previous disciplinary proceedings, of sufficient significance that it calls into question the fairness of the decision and/or sanctions.

2. The emergence of evidence of significant external mitigating circumstances which, for good reason, were not made known at the time.

3. The emergence of significant additional evidence that there has been mal-administration in the conduct of previous disciplinary proceedings related to the specific incidence of an alleged breach of the regulations.

4. If there is reasonable cause to consider that the disciplinary decision was unreasonable in all circumstances.

5. If there is reasonable cause to consider that the sanctions enacted were too severe in relation to the breach of the regulations.

11.2 Appeals against a Disciplinary Panel Decision

11.2.1 A student shall have the right to appeal against any decision of a Disciplinary Panel or a decision of the Vice-Chancellor which involves suspension or expulsion (but not eviction from a hall of residence which is covered under the licence agreement). All appeals must be made in writing, stating clearly the grounds for appeal to the Vice-Chancellor and the Executive Director within ten days of being informed of the disciplinary decision.

11.2.2 An appeal may only be based on:

(i) the emergence of substantial additional evidence or new evidence not presented or not available at the previous Disciplinary Panel;
(ii) the emergence of evidence of significant external mitigating circumstances which, for good reason, were not made known at the time;

(iii) evidence that there has been mal-administration in the conduct of the Disciplinary Panel and/or its procedure relating to the specific incident of an alleged breach of the regulations;

(iv) a claim that the disciplinary decision was unreasonable in all circumstances;

(v) a claim that the penalty was excessively severe in relation to the nature of the offence.

The grounds for appeal must be made clear in the letter to the Vice-Chancellor and the Executive Director.

11.2.3 The decision of the Vice-Chancellor and the Executive Director shall be final.
Appendix 6: The Student Code of Behaviour and Disciplinary Procedures – Definition of Terms

In the Student Code of Behaviour and Disciplinary Procedures for students of Sunway University College, the following definitions apply:

<table>
<thead>
<tr>
<th>Definition</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Authorised Officer of Sunway University College</td>
<td>Any member of staff of Sunway University College whose post encompasses the requisite responsibilities or who has been authorised by the relevant post holder for the purposes of specific duties.</td>
</tr>
<tr>
<td>Authorised visitors of Sunway University College</td>
<td>Any individual who is neither a member of staff nor a student of Sunway University College but who has been invited to visit Sunway University College by an authorised officer of the Institution for a specific purpose, including the conduct of work under contract.</td>
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<tr>
<td>Caution</td>
<td>An advisory and explanatory warning that a specific act or course of action should not be undertaken or repeated.</td>
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<tr>
<td>Designated Alternate</td>
<td>A person nominated by a person having responsibility within the procedures to act on his/her behalf in respect of this area of responsibility.</td>
</tr>
<tr>
<td>Sunway University College Hostels</td>
<td>Any residences managed by Sunway University College staff or by staff engaged under a contract for which Sunway University College takes responsibility for the placement of students and the collection of rentals.</td>
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<tr>
<td>Exclusion</td>
<td>Exclusion involves selective restriction on attendance at or access to Sunway University College. This may include:</td>
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<td></td>
<td>(i) The prohibition of a student from attendance at a specified event(s) for a specified time, and/or,</td>
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<td></td>
<td>(ii) The prohibition of a student from a specified activity(ies) for a specified time;</td>
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<td></td>
<td>(iii) The prohibition of a student from a specified premise(s) for a specified time;</td>
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<td></td>
<td>(iv) The prohibition of a student from attendance for the purposes of study.</td>
</tr>
<tr>
<td>Only the Vice-Chancellor or Executive Director has the power to exclude students.</td>
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<tr>
<td>Expulsion</td>
<td>Expulsion is the permanent exclusion of a student from all of the Institution's activities and premises. It constitutes the termination of the student’s programme.</td>
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<td></td>
<td>Only the Vice-Chancellor or Executive Director has the power to expel/exclude students.</td>
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**Gross Misconduct**  
Any breach of behaviour which has the potential to be regarded as a breach of criminal law.

Any breach of behaviour relating to the pursuit of the expected standard of professional or vocational bodies awarding qualifications to students relating to the care, welfare and education of the public.

Any repeated acts of misconduct which have been proven.

**Institution**  
Defined as Sunway University College and shall encompass all activities, property and assets under the formal authority of the Board of Directors.

**Manager**  
Any Head of School/Department, Subject Coordinators or the Hostel Manager for Sunway University College Halls of Residence, or other senior member of Sunway University College staff nominated by the Vice-Chancellor to conduct enquiries within the Student Code of Behaviour and Disciplinary Procedures. Any incident within Sunway University College hostels will be dealt with by the Hostel Manager in the first instance.

**Members of Sunway University College staff**  
Any full-time or part-time member of staff of Sunway University College.

**Misconduct**  
Any breach of the rules of behaviour outlined in the Student Code of Behaviour will be construed as misconduct. The rules of behaviour outlined are not exhaustive.

**Premises**  
Any premises owned, occupied or managed by Sunway University College, including Sunway University College’s residential hostels and associated placement premises.

**Sanction**  
A penalty or course of action imposed under the procedures.

**Student**  
Any registered student of Sunway University College.

**Suspension**  
Suspension involves the total prohibition on attendance at or access to the Institution's premises and activities, pending the investigation of serious alleged misconduct of the regulations.

Only the Vice-Chancellor or Executive Director has the power to suspend students.

*Suspension is not a Sanction and is used in order that evidence germane to an instance of serious alleged misconduct is not prejudiced, on either side, or where the Sunway University College community or students involved in the disciplinary incident could be at risk pending further investigations.*