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An Overview

INTI COLLEGE **SUBANG JAYA**

INTI College Subang Jaya is strategically located in Subang Jaya, which is 20 km away from Kuala Lumpur. Well accessed by public transport systems and surrounded by the country's best amenities, the Subang Jaya campus is indeed the City Campus among the INTI Group of Colleges.

The campus is located in SS15, Subang Jaya, a residential and commercial area that offers high quality urban living. Some of Kuala Lumpur's best shopping centres and tourist attractions are within 20 minutes drive from the campus. The campus life is enriched by its close proximity to the major institutions of the nation's capital city and the life style offers a stimulating environment for study.

The learning experience at INTI College Subang Jaya promises to be an enriching one. A wide range of extracurricular activities organised by the 30-odd student clubs and societies allows our students to pursue special interests and develop leadership skills. Students are taught by qualified and experienced lecturers. The campus has an excellent library collection and students enjoy state-of-the-art computing and multimedia facilities.

Being in a city campus, students have a wide variety of choices when it comes to selecting eateries, shopping complexes and recreational facilities. Campus accommodation is located a stone's throw away from the College.

STUDENT AFFAIRS OFFICE

The Student Affairs Office (SAO) assists in the total development of students and creates an ideal environment conducive to students' personal development. The SAO offers a range of support services. Students are advised to approach any SAO personnel if they face problems.

Location: Main campus

Tel : 03-56343244 Ext.: 220/232/240/241

E-mail : sao@inti.edu.my

Accommodation

· INTI Apartments

Apartments are available to both male and female students. The furnished apartments are just two minutes' walk from the College and the rooms are allotted on a three or two-sharing basis. Preference is given to outstation and international students. Application forms together with rental rates are available at the SAO.

· Off-Campus Accommodation

An off-campus accommodation list which is updated weekly is maintained by the SAO for students' reference. Students are advised to refer to the Accommodation Notice Board located in front of the SAO. Any correspondence/agreement with the landlord/house owner is entirely the responsibility of the student concerned. Students are strongly advised to read through the agreements thoroughly before signing them. SAO also handles advertisements for room-mates.

Services

· Health and Emergencies

In case of an emergency, students may approach an SAO personnel. Residents at INTI apartments are to contact the resident fellow for help after office hours.

· Notice Boards

Students are advised to refer to the notice boards for updated information.

· Lost and Found

Students who lose their belongings can contact the Lost and Found Section. A general proof of ownership is required to reclaim any lost items. Students are requested to hand over lost and found items to the SAO.

· Student Mail

Students may request their mail to be directed to INTI College Subang Jaya c/o the SAO. Collection of mail can be done during office hours. Students are required to produce their student ID cards when collecting their mail. Though the office takes precautionary measures to ensure that no student's mail is lost, it will not be responsible for any lost mail.

Names of students with registered mail, express mail, packages, facsimiles, telegrams etc. will be listed on the notice board outside the SAO.

· Locker Rental

Lockers are available for rent at RM 20.00 per semester. Application for this facility is open throughout the semester. A student using this facility has to ensure that his/her locker is emptied on the required date, failing which the student's items in the locker will be confiscated and he/she will be banned from using this facility the following semester.

· Piano Rental

Students may rent the piano located in Room 104 at an hourly charge of RM2.00 from 6:00 p.m. to 10:00 p.m. (Mondays to Fridays) and from 2:00 p.m. to 10:00 p.m. (on Saturdays). Bookings can be made at the SAO.

Student Services

· On-Campus Jobs

Students who are interested in working on campus may sign up with the SAO. Students working on campus are paid RM5.00 an hour (effective 1st January 2008). The relevant school/office will contact the student should there be any vacancy.

· Sports & Recreation Facilities

Basketball, volleyball, table tennis, and badminton are among the games INTI College students actively participate in. The College provides sports facilities and sports equipment, which are available at the SAO.

· Grievance Procedures

Students may report any non-academic grievance to the SAO. Students may file questions, complaints, or statements of grievance in person or in writing. Academic grievances should be directed to the respective Head of Programme.

Extra-Curricular Activities

INTIMA : INTI College Student Government

INTI College believes that education is a holistic merger of academic and co-curricular activities. INTIMA (Latin word meaning "innermost") is the student government of INTI College, which provides students with the option of joining the many societies and clubs in the college. All students of INTI College are part of INTIMA and their involvement and interest in INTIMA is crucial for its growth.

· INTIMA Executive Council (EXCO)

The INTIMA EXCO is made up of representatives from the different academic programmes in INTI College. The EXCO serves as the monitoring body for INTIMA, and oversees matters pertaining to overall services for students. It encourages feedback from students through their programme representatives .

The representatives are elected by students, once every three semesters. After the representatives have been elected by the students, a campus wide election is held to select the President, Vice President (Activities) and Vice President (Administration). An internal election is then held among the programme representatives to appoint the following office-bearers :

- * Secretary
- * Assistant Secretary
- * Treasurer
- * Assistant Treasurer
- * Auditors
- * Public Relations and Operations Officer

NOTE : The rest of the elected programme representatives will be INTIMA Committee members.

· INTIMA Council

INTIMA Council is made up of the elected programme representatives and all the chairpersons of the affiliates of INTIMA. INTIMA Council supports the role played by the EXCO and makes collective decisions based on the needs of and feedback from students of INTI College.

Clubs, Societies & Games

· Academic

- * A-Level Club
- * AUP Society
- * INTI Subang Engineering Society (ISES)
- * English Language Society
- * INTI Media Society
- * Science and Mathematics Society

· Cultural

- * Chinese Cultural Society
- * Indian Cultural Society
- * Malay Cultural Society

- Martial Arts

- * Taekwando Club

- Performing Arts

- * College Player
- * Music Club

- Religious

- * INTI Christian Fellowship (ICF)
- * Muslim Student Society

- Special Interests

- * Chess Club
- * Circle K International Club
- * Editorial Board (Ed-Board)
- * International Students' Society (ISS)
- * INTI IET Student Chapter (IISC)
- * INTI First Aid Society (IFAS)
- * Computer Club
- * Nature Club
- * Photography Club
- * Social Board
- * Student Action Club (STACT Club)
- * Rotaract Club
- * Art Club

- Sports

- * Badminton Club
- * Basketball Club
- * Football Club
- * Hockey Club
- * Netball Club
- * Table Tennis Club
- * Tennis Club
- * Volleyball Club

For further information on INTIMA, please visit us during our INTIMA Exhibition, or just drop by the INTIMA Office or the Student Affairs Office(SAO). Students are advised to look up the notice boards around campus for updates on student activities.

UNIVERSITY PLACEMENT OFFICE

The University Placement Office (UPO) assists INTI students who plan to continue their studies in the UK, Australia, New Zealand, the USA and Canada. The services offered are free for all INTI students. Students are encouraged to make use of them during their study at INTI.

Services Provided by UPO

- University Application

UPO assists students in all programmes in applying for a place to study in overseas universities (either partner or non-partner universities). University application forms are available at UPO.

- Advising / Counselling

UPO offers individual advising and assist American Degree Transfer Program (AUP) students on courses and selection of universities.

- University Accommodation Application & Airport Pick Up

Assistance on university accommodation application is also provided. Arrangement can be made so that students can be met by their university representatives and transported to their accommodation.

- Student Visa Application

UPO provides assistance and makes sure students have complete sets of documents required for student visa application.

- The University Placement Library (UPL)

The UPL houses an excellent collection of catalogues/prospectuses, handbooks, magazines, CD-ROMs from overseas universities, letters from alumni and other publications.

Student Services

· UPO Briefing

All students are required to attend one of the UPL briefings in their first semester. Students can sign up for one of these UPL briefings at the UPL counter.

UPO also organises pre-departure briefings, university talks, ticket booking seminars, university/visa application workshops and provides facilities for Internet surfing, e-mailing and photocopying.

· The University of the Month

One partner university each from the USA, Canada, the UK and Australia is highlighted every month. Facts and pictures of the universities are displayed on the designated boards outside Room 217. This is to keep students informed of the latest developments in our partner universities.

· UPO Notice Board

The notice boards are located outside The Center for American University Program and UPO Office. Latest information on workshops/seminars/talks, university visits, scholarships and the latest happenings at UPO are displayed on the boards.

Location : Main Campus
Tel : 03-5634 3244 Ext.: 292/295/269
E-mail : updb@inti.edu.my

SCHOLARSHIP UNIT

This unit handles all enquiries and provides information on scholarships/financial aids available to INTI College students.

There are three types of INTI Freshmen scholarships available to new students: Achievement Scholarship, Merit Scholarship and Sports/Special Talent Scholarship. The deadline for the Achievement Scholarship is two weeks after the release of SPM

results. The Merit Scholarship and Sports/Special Talent Scholarship are available every semester.

A number of American University, UK University and Australian University scholarships are also available to students who obtain excellent results, demonstrate leadership skills and who are actively involved in representing INTI College in inter-collegiate events. A scholarship workshop is conducted every semester. Students are briefed on the types of scholarships available and scholarship applications.

A study loan talk is also conducted every semester. The talk provides information on the various types of study loans available to students such as PTPTN loans, bank study loans, SOCSO study loans etc.

Location : Main Campus
Tel : 03-5634 3244 Ext.: 219
E-mail : scholar@inti.edu.my

ACADEMIC AFFAIRS OFFICE

The Academic Affairs Office (AAO), headed by the Academic Dean, ensures that all students are provided with quality learning support.

The Academic Affairs Office provides support to the students and monitors the needs of the students through various ways such as Student Evaluation of lecturers and INTIMA forum which are conducted every semester. Feedback provided by students is acted upon quickly as it is the main concern of the Academic Affairs Office to ensure that quality education is preserved at all times.

AAO overseas all schools to ensure that quality of teaching and learning is always at the peak.

Location: Main Campus
Tel : 03-56343244 Ext.: 236/243
E-mail : aaosj@inti.edu.my

EXAMINATIONS OFFICE

The Examinations Office oversees all examinations and the processing of students' examination grades after the Examinations Board meetings.

Vital information on examination time-tables (final, make-up and resits), quarantine schedules, guidelines on filling up multiple choice forms, last date to submit petitions for review of grades, etc. are displayed on the Examinations notice boards.

Students are advised to read the notices and announcements on the Examinations Notice Boards.

Please refer to Examination Regulations on page 17.

Location: Main campus

Tel : 03-56343244 Ext.: 207/209

E-mail : examsj@inti.edu.my

FINANCE OFFICE

Enrolment / Payment of Fees

All students must enrol and pay up the fees during the enrolment period as scheduled by the College.

All continuing students will be able to check their next semester fees online by logging-in to ERAMIS at : <http://ecampus.inti.edu.my/eramis>

For continuing students, a late enrolment fee will be charged if enrolment is made after the first week of the semester.

The late enrolment fee is as follow:

Second week RM100.00

Third week onwards RM150.00

All payments can be effected through any of the following methods:

- a) **Cheque or Bank Draft**
 - made payable to INTI COLLEGE.
 - POST-DATED CHEQUES ARE NOT ACCEPTABLE.**
- b) **Credit Card**
 - Any Visa or Master Card for a minimum amount of RM50.00 and above.
- c) **ATM (Bankcard)**
 - Any ATM Card issued by MEPS' Member Banks, for a minimum amount of RM50.00 and above.
- d) **Online Payment**
 - via www.rhbbank.com.my
- e) **Cash or Cheque Deposit or Direct Transfer via ATM Machine**
 - into INTI COLLEGE's account.
 - The bank account number can be obtained from the Finance Office.

Dropping of Courses

A student who has enrolled and is still continuing in his/her respective programme but would like to drop any subject/course later, will not be given a cash refund. Instead an appropriate portion of the tuition fee will be credited to the following semester as follows:

First week 100%credit

Second week 50%credit

Third week onwards 0%credit

A student who drops ALL subjects/courses is deemed to have withdrawn, hence the withdrawal rules apply.

Student Services

Inter-Campus and Programme Transfer

Students who wish to transfer from one programme to another will be charged a transfer fee of **RM100.00** for each transfer. Students are required to pay the **NEW** tuition fee of the programme.

For students who transfer to another campus and programme simultaneously, the releasing campus will charge a transfer fee of **RM100.00**. Students are required to pay the **NEW** tuition fee at the receiving campus.

Franchise Fee to Partner Universities

Students who are required to pay the non-refundable franchise fee must make their payment to the Finance Office upon enrolment.

Students **will not be deemed to have registered** with their chosen Universities if they have not paid the franchise fee as stated in the Enrolment Form.

Withdrawal from College

Students who wish to withdraw from the College should take note of the following:-

- a) The **Refund Expiry Date** - as stated in the Enrolment Form/Finance Office's notice board.
- b) There will be strictly **NO REFUND** of fees once the semester begins.
- c) Any notification of withdrawal must be in writing and the student must complete the Student Withdrawal Form (AR 8) and submit it to their Head of Programme.
- d) Failure to attend class is not equivalent to withdrawal. Students will not receive any adjustment of fees unless a duly completed Student Withdrawal Form (AR 8) is received

by the Finance Office on or before the refund expiry date, regardless of whether the student actually attended classes or sat for the examination.

- e) Deposit/Overpayment of fees (less any outstanding sum due to the college) will be refunded accordingly, as follows:
 - i) **Amount below RM1,000.00**
- to be deposited into students' bank account.
 - ii) **Amount above RM1,000.00**
- to be deposited into parents' bank account.

For International Students, all refunds will be directed to the students.

A student who leaves the College without formal withdrawal will be deemed to have withdrawn automatically, after one calendar year. The balance of money in his/her account will be transferred to the Registrar of Unclaimed Monies, if it is not claimed within seven (7) years from his/her last enrolment date with the College.

Location: Main campus
Tel : 03-56343244 Ext.: 213/215
E-mail : finance@inti.edu.my
Fax : 03-56360516

GENERAL OFFICE

General Office (GO) is responsible for providing general support services to students.

All students are welcome to make enquiries on all general college matters and other special services as mentioned below:

- Forms Distribution

Students can obtain various types of forms or make enquiries on the usage of these forms at the GO Counter.

· Classrooms Management

- * Classroom Booking
- * Class Postponement
- * Change of Classrooms
- * Cancellation and Replacement of Classes

The General Office manages all classrooms. Students are welcome to approach the Office for services such as classroom booking and other related matters.

All class postponements, replacements and cancellations are posted on Eramis for students' reference.

· Postal Service

- * Post Laju
- * Courier Services

Students who wish to send letters or documents are welcome to approach the General Office for such services.

· Transportation Service

- * Van & Bus Booking

Location : Main Campus, South Wing
Tel : 03 - 56343244 ext. 263/259
Email : goicsj@inti.edu.my

INTI BOOK CENTRE

INTI Book Centre specialises in the sale of College text and reference books. Books are sold at nett prices (after deducting the discount rates).

Location: Main Campus, South Wing
General Office (during enrolment period)

Tel : 06-798 2075 (during non-enrolment period)

E-mail : IBC@intimal.edu.my

PSYCHOLOGY AND LEARNING CENTER (PAL CENTER)

OUR OBJECTIVES:

1. Supporting Career Development

- To help students choose the suitable major and explore future career options.
- To assist students in choosing their careers that match their interests, abilities, values and personality.

2. Promoting Academic Success

- To guide students in understanding study skills, improving study habits and managing time to enhance academic success.

3. Improving Mental & Emotional Well Being

- To provide personal counselling to help students understand themselves better and to promote individual's personal well-being.

SERVICES

1. Counselling Services

- Personal Counselling: assists students with personal issues that may interfere with their academic performance and personal well-being such as relationships, family matters, financial and emotional concerns.
- Career Guidance: assists students in career exploration, planning and decision-making.
- Managing Academic Matters: assists students to improve their study skills, time management, memory, note-taking skills and so forth.
- Peer Counselling Programme: enhances students' personal effectiveness and ability to acquire knowledge and skills, so that they can help their fellow friends who are in need.

Student Services

2. Assessment Services

- Career and Personality Assessment: to help them discover their interests, abilities, values and personality that is related to career planning and career decision-making.
- Study Skills Assessment: to assist students in determining the adequacy of their personal study and learning habits, so that they can enhance their study habit.

3. Learning Enhancement and Support Services

- Personal Growth and College Skills Seminars, and Workshops: Students will greatly benefit from the various seminars and workshops organised each semester to acquire relevant knowledge and skills for academic success and personal well-being.
- Our PAL Center provides support in the learning requirements of all students who major in the Psychology programme offered by INTI.
- Our PAL Center also organises career camps and group workshops for students so that they can acquire vital information to enhance their personality, skills, knowledge, values and motives.

4. Job Searching Skills Services (JSS)

Graduating students can obtain valuable job searching skills by attending specific seminars and workshops that provide tips on handling interviews and grooming skills.

5. Mentor -Mentee Program (MMP)

This programme is designed for all new students. The main purpose of this program is to offer friendship to new students so as to build a supportive and nurturing environment. It is also to assist new students to become familiar with life at INTI Campus.

6. Reference Library

This library in our PAL center is well-stocked with books, audio materials and other resources concerning self-improvement, career reference, psychology and study skills.

Location : Main Campus

Tel : 03-56343244 Ext: 230/250

E-mail : palc@inti.edu.my

INTERNATIONAL OFFICE

The International Office is responsible for the welfare of international students.

The International Office :

- * Arranges on-arrival reception and assists new international students with initial enrolment.
- * Handles student pass-related matters.
- * Provides support services to international students throughout their studies at the College.
- * Organises co-curricular activities for international students.

- Attendance

To meet student visa regulations, international students must fulfill all course requirements. These include full-time enrolment and full attendance at all registered classes for each of the subjects enrolled in.

If a student is continuously absent from classes for three consecutive days, it is a mandatory requirement for the College to report the absenteeism to the Immigration Department, the Ministry of Home Affairs, the Ministry of Higher Education and the Bukit Aman Police Headquarters.

Location: Main Campus, South Wing

Tel : 03-5634 3244 ext.262/244

Fax : 03-5633 4350

E-mail : iosj@inti.edu.my

LIBRARY

INTI Subang Jaya Library provides a conducive and comfortable environment for study and research. A wealth of information can be retrieved not only from the scores of books, journals, magazines and newspaper clippings but also from online resources.

The Library subscribes to online databases for students to do research in business, management, engineering and computer information technology. Students and staff can gain access to online journals and other electronic resources.

The Library, which also houses the Multimedia and Information Services, uses the Integrated Library Management Utility (ILMU) software, which allows students access to library catalogues using WEB-OPAC (Online Public Access Catalogue). Students can also access library information through the Library homepage. Students can renew and reserve their books online via E-Quip system. The URL is "<http://icsjlibrary.inti.edu.my>"

• **Membership**

All INTI College staff, students and alumni, may borrow books and use the library facilities.

• **Student ID**

Student IDs are not transferable and must be produced upon request by the library staff. Members are responsible for reporting to the Library the loss of their IDs.

Operating hours

Mondays to Fridays : 8.30a.m to 9.00p.m

Saturdays : 9.00a.m to 1.00p.m

Please refer to the Library Rules and Regulations on Page 23. Students are advised to refer to the Library Guide Book which can be obtained from the Library.

Location: Lot 29, 31 and 33,
Jalan SS 15/8A, 47500 Subang Jaya
Tel : 03-56326024/56360496
E-mail : libsj@inti.edu.my

OFFICE OF ADMISSIONS AND RECORDS

The Office of Admissions and Records (OAR) is responsible for student admissions, record keeping and issuance of INTI transcripts, certificates and diplomas.

• **Enrolment**

- * The office is responsible for the issuance of offer letters and coordinates the enrolment of students for all programmes. New and continuing students must enrol every semester. Two types of enrolment exercises are conducted every semester; Advance Enrolment and Regular Enrolment. The Advance Enrolment is for American Degree Transfer Program students only. The Regular Enrolment is for all students; and is usually conducted one week before the new semester begins.
- * A student who enrolls late must fill up a Student's Appeal Form (AAO-12 Form). Students who are successful in their appeal will be allowed to enrol with a late enrollment fee.
- * A student who wishes to change a subject enrolled must complete an ADD/DROP Form (OAR11 Form) and submit it to OAR for processing.
- * A student who wishes to apply for leave of absence must apply for official approval and fill up a Leave of Absence Form (OAR13 Form).
- * A student who wishes to withdraw from College must complete the College Withdrawal Form (OAR8 Form).

It is the duty of the student to submit the OAR7 form to OAR if there are any changes in their address and telephone number.

Student Services

· Insurance

- * All International students must purchase the student insurance (Hospitalisation and Surgical Insurance) coverage.

For full policy and claims details, please refer to the OAR or Finance Office.

· Eligibility for Graduation

- * Students who have fulfilled the requirements of their respective programmes and have completed their studies are eligible for graduation as per the rules of their respective Schools and Associate Universities overseas.
- * Graduation ceremonies are conducted at INTI International University College in Putra Nilai.

· Application for Transcripts / Certificates & Diplomas

- * A student who wishes to apply for his/her INTI transcript must fill an Application for Official Transcript Form (UP3 Form). The collection of the transcript is at the place of application, that is either at OAR or the University Placement Office (UPO). The first two copies are issued free of charge while subsequent copies will cost RM5 each.
- * A student who wishes to apply for his/her FINAL transcript must officially withdraw from college.
- * A student must have successfully completed all the semesters and fulfilled all the prerequisites as stated in his/her respective programme to apply for a certificate or diploma (OAR10 Form). In addition, a student must satisfy the requirements set by LAN. A successful applicant will be issued the diploma or certificate no later than 5 working days.

· INTI Student ID Cards

- * The office of Admissions and Records (OAR) process and issue INTI Student ID Cards. Each student will be issued one card only. In the event that the card is lost, damaged, defaced and/or tampered, the student will have to pay RM30 for a replacement card.

Location: Main Campus

Tel : 03-56343244 Ext.: 254/255/263

E-mail : oaricsj@inti.edu.my

QUALITY ASSURANCE OFFICE

The College has implemented a comprehensive Quality Management System that results in constant improvement in the quality of teaching & learning, academic results, facilities and administrative services for students.

In 2002, the College obtained the ISO9001:2000 certification. The scope of registration since 1998 covers the provision of tertiary education at Certificate, Diploma and Bachelor degree level. This means that we have a quality system that conforms to specifications of an international standard.

The Quality Steering Committee reviews all customers' feedback reports, key performance indicators, and quality improvement matters so that the highest academic performance is maintained.

Students who wish to make suggestions to further improve the quality of academic or administrative services are welcome to fill up a Quality Improvement Form, or approach our staff at Quality Assurance Office.

Location: Block E, Lot 84, 3rd Floor
Jalan SS15/4D, 47500 Subang Jaya

Tel : 03-5637 1302

E-mail : qaosj@inti.edu.my

INDUSTRIAL PLACEMENT OFFICE

IPO provides career-related services with emphasis on enhancing students' employability and exploring career and internship opportunities, for both local and international students, thus to prepare the students to be more competitive and well-accepted in the job seeking market.

With more than 300 companies' contacts, inclusive of many prestigious companies local and international, IPO provides the latest information of career opportunities as well as career guidance in job searching. IPO organises Career Fair at yearly basis to provide INTI students a platform to meet up with potential employers. IPO invites companies to conduct career talks and recruitment session.

Students looking for job vacancies or internship opportunities, and wish to find out the IPO current activities, please pay attention to IPO notice boards (two notice boards are located at the canteen and one opposite the South Gate Guard House) or visit IPO at Student Services Department.

Location: Main Campus

Tel : 03-56343244 Ext: 234

E-mail : ipo@inti.edu.my

INTI College Subang Jaya (ICSJ) Alumni Association

The ICSJ Alumni Association was established to maintain communication among all graduates. In order to maintain such communication, the ICSJ Alumni Association has been organising activities for the alumni. Membership to ICSJ Alumni Association is open to all ICSJ graduates.

• Alumni Office

The Alumni Office acts as the liaison between the College, alumni members and students. The Alumni Office assists the ICSJ Alumni Association in its administrative work as well as assist with organising activities for alumni members.

The Office keeps in touch with all INTI alumni who are still studying or working locally/overseas and keeps them informed of the latest developments in ICSJ.

The Alumni Office also serves as a center where all INTI Alumni exchange or share job market and business information. The Alumni Office plays an important part in disseminating updated information which helps the Alumni to "keep in touch".

Location: Main Campus

Tel : 03-5634 3244 Ext:220

E-mail : alumni@inti.edu.my

Academic Information

CENTER FOR AMERICAN UNIVERSITY PROGRAM

The American Degree Transfer Program (AUP) at INTI College has established itself as the most popular American Degree Program in Malaysia since 1987. AUP is also accredited by LAN. AUP allows students to complete most of their General Education and Pre-Major requirements in Malaysia. Upon completion of 5 to 7 semesters at INTI College, students will transfer their credits to the US universities of their choice to complete their Bachelor's Degree.

There are over 287 U.S. universities and 11 Canadian universities that accept INTI's credits. 154 universities in the U.S. established Articulation Agreements and Equivalency Tables with INTI College. INTI AUP is also the recipient of the largest amount of Scholarships from U.S. universities each year. At INTI, we have a University Placement Office (UPO) to advise and counsel students on selection of courses and university matters. Peer tutorial services are also available at the AUP Office

Majors Available: Business, Engineering, Applied Science, Computer Science and Liberal Arts/Social Science

Location : Main Campus No.3, Jln. SS15/8,
Subang Jaya.

Tel : 03- 56343244 Ext.288/294/295

Fax : 03-56346316

E-mail : intiaup@inti.edu.my (AUP)

SCHOOL OF BUSINESS

The School of Business (SOBIZ) offers a variety of business related courses for various levels such as:

- Certificate in Business Studies
- Diploma in Accounting
- Diploma in Business Administration

- Foundation Programme (Business)
- 3+0 University of Hertfordshire Degree
 - * B.A.(Hons) in Accounting
 - * B.A.(Hons) in Finance
 - * B.A.(Hons) in Business Administration
 - * B.A.(Hons) in Marketing
- 4+0 Northwood University Degree (Dual Major)
 - * Marketing and Management
- Professional Course
 - * Certified Accounting Technician (CAT)
 - * The Association of Chartered Certified Accountants (ACCA)

INTI College is an Associate College of University of Hertfordshire (UH), UK. The School conducts the UH degree programmes which can be completed in INTI College Subang Jaya. Students also have a choice to complete their degrees in the UK, the USA, Australia, Canada and New Zealand.

Students can choose from a wide variety of majors offered by the school under the degree programmes with the approval of partner universities and the Ministry of Education in Malaysia. All degree programmes are accredited by LAN.

The Certificate in Business Studies is an exit certificate which allows students to seek employment or continue with Diploma programmes in INTI.

The Foundation Programme (Business) is a foundation certificate course which enables students to apply directly to Degree programmes in INTI and to our overseas partner universities.

The Diploma in Business Administration is an exit certificate which allows students to seek employment or further their education into Degree programmes in INTI.

Students can also opt to pursue and complete an American Business Degree entirely at INTI College Subang Jaya (ICSJ).

Students who would like to obtain an American Business Degree and, at the same time, keep their options open, can choose to do our 4+0 Bachelor of Business Administration Program from Northwood University (NU), USA. With this flexible arrangement, students will still have the option to complete their Business degree at any of the Northwood campuses located in Michigan, Texas or Florida, or transfer to around 4,000 different colleges and universities in the U.S.

Furthermore, the collaboration between Northwood University (Business Specialty School) and INTI College allows visiting professors from Northwood University to come teach specialized subjects in their respective areas of expertise at the ICSJ campus. This allows students to experience cutting-edge American business education right here on Malaysian soil without having to leave the country.

Location : Block E, Lot 82 & 84,
1st & 2nd Floor, Jalan SS 15/ 4D,
47500 Subang Jaya
Tel : 03-56324852
E-mail : sobiz@inti.edu.my
susan@inti.edu.my (Northwood
Program)

SCHOOL OF COMPUTING AND ENGINEERING

The School of Computing and Engineering (SOCAE) offers a wide range of computing and engineering programmes to cater for everyone's needs.

Computing programmes:

- Foundation in Information and Communication Technology
- Diploma in Information and Communication Technology

- Diploma in Networking and Security
- BSc (Hons) Computer Science Degree*
- BSc (Hons) Business Information Technology*

* *INTI College is an Associate College of Coventry University (CU). The School conducts the above CU degree programmes which can be completed in INTI College Subang Jaya.*

Engineering programmes:

- Diploma in Mechanical Engineering
- Diploma in Electrical and Electronic Engineering
- Foundation Programme (Engineering/Science)

The Certificate in ICT/Engineering Foundation Programmes is designed for secondary school leavers interested in pursuing a career in IT and Engineering. These courses enable students to apply directly to related degree programmes offered by the School and other INTI campuses.

Upon completion of the Diploma courses, students are able to seek employment. The flexibility of our Diploma and Degree programmes have also made it possible for students to complete their degree studies overseas (United Kingdom/USA/Australia/Canada).

The School has dedicated and experienced lecturers to help students cultivate the necessary academic and technical expertise to meet the industry's demands, complemented by the latest facilities and technology in IT and Engineering.

The School has an agreement with SUN Microsystems for curriculum integration. This enables students to learn industry standard curriculum, which should enhance their employability.

The Computer Laboratories are situated at Block A and the Engineering Laboratories are situated in Block B.

Academic Information

Block A

Location: Lot 67,69 and 72

Jalan SS15/8A, 47500 Subang Jaya

Tel : 03-5632 0902

Email : socit@inti.edu.my

Block B

Location: Lot 37 & 39, 1st Floor,

Jalan SS15/8A, 47500 Subang Jaya

Tel : 03-5631 7355 / 5636 0498

Email : soeat@inti.edu.my

SCHOOL OF LANGUAGES AND LIBERAL ARTS

The School of Languages and Liberal Arts (SOLLA) offers an interesting range of courses as follows:

- English Improvement Program (EIP) specially geared for international students
- English Preparatory courses for TOEFL/IELTS/MUET
- Liberal Arts courses for the American Degree Transfer Program [History, Anthropology, French, Art, Political Science, Communication, Public Speaking, Music, Philosophy, Psychology, World Religions and Sociology]
- LAN course [Bahasa Malaysia, Malaysian Studies, Ugama or Islamic Studies and Moral Education]
- Diploma in Mass Communication

Our experienced lecturers combine interactive classroom teaching with group discussions, field trips, multi-media online teaching, language laboratory practice and language learning activities to reinforce and add variety to their teaching. We are fully committed to the goal of nurturing students to develop into balanced individuals intellectually,

socially and emotionally.

Location : Block A, Lot 61, 1st Floor,

Jalan SS 15/8A, 47500 Subang Jaya

Tel : 03-56378764/56378792

E-mail : solla@inti.edu.my

SCHOOL OF SCIENCE AND MATHEMATICS

The School of Science and Mathematics (SOSAM) strives for a high standard of teaching with the aim of equipping the students with the appropriate skills and knowledge. The school provides laboratory practices in science and mathematics for the various academic programmes offered at INTI College Subang Jaya.

In the science laboratories, students are exposed to standard practicals where they acquire hands-on training in basic scientific methodologies, computer simulations and computer - interfacing experiments.

The School conducts the prestigious and well-established Cambridge A-Level Programme, fully accredited by LAN, which offers subjects that allow students to further their studies in diverse fields, such as Accountancy, Engineering, Law, Medicine, Pharmacy, Computer Science & Biotechnology etc. This qualification provides entry into the first year of a degree programme in universities in Britain and selected universities around the world.

The School also offers the prestigious Higher School Certificate, a final year Australian Matriculation Programme which is awarded and issued by the Board of Studies, New South Wales. This programme is a University entrance qualification that is internationally recognised. It allows students to further their education in Engineering, Accountancy, Business Studies, Biotechnology, Medicine & Pharmacy, etc.

Location (SOSAM) : Block C, Lot 17,
Jalan SS15/8A,
47500 Subang Jaya
Tel : 03-56359354/56359376
E-mail : sosam@inti.edu.my

Location (A-Level & HSC Office): Main Campus
Tel : 03-56343244Ext:281/277
E-mail : alevel@inti.edu.my

ACADEMIC REGULATIONS

Academic Appeal Procedures for Students

1. Students are allowed to appeal on matters related to academic courses such as resit examinations, repeating courses, deferment of studies, re-admission, etc. The appeals must be made through the respective Head of Programme.
2. Appeals must be made by completing the Student Appeal Form (AAO-12) with all supporting documents/letters attached and submitted to respective Head of Programme before the deadline.
3. The decision of the Board of Appeal is final.

Academic Dishonesty Committed by Students

1. An act of suspected academic dishonesty is one where a student is suspected of cheating in a test, a project, an assignment, a final examination or a component of an assessment that contributes marks to a course evaluation.
2. Evidence of academic dishonesty in the final examination can be one or more of the following:
 - a) unauthorised material brought into the examinations venue by (or found on) the student;
 - b) data written on parts of the body such as the palm of the hand, etc.

- c) communicating with an unauthorised person; or
- d) participating in an act, that in the opinion of the officer-in-charge / supervisor / invigilator constitutes an act of academic dishonesty.

The student under suspicion, is allowed to complete the examination. However, no extra time will be given to the student concerned.

The suspected student is to contact the officer-in-charge of academic dishonesty, in the particular school (as per the examination paper) after the examinations, at the latest by the next working day.

3. A hearing will be called for student who committed the academic dishonesty. In the event a student is not present for the hearing, the Academic Dishonesty Committee will make the decision.
4. The decision of the Academic Dishonesty Appeal Committee is final.

Attendance

1. Students must be punctual for lectures. Lecturers have the right not to allow students to enter classes if they are late.
2. Attendance will be recorded in the attendance list for every lecture attended. Students are expected to attend all scheduled classes and laboratory sessions they have enrolled for.
3. In the event of power failure, students are required to wait for 30 minutes with their lecturers. Lecturers will decide to continue or postpone the class after 30 minutes.
4. Students will be barred from taking the final examinations if they do not meet the attendance requirements.

Rules and Regulations

Plagiarism

1. Plagiarism is considered an act of academic dishonesty because it involves a candidate copying the work of another person (including materials down-loaded from the Internet) in presenting his or her own dissertation, project essays or other submissions.
2. Plagiarism also includes the regurgitation of an author's work verbatim or near verbatim form in an examination without proper acknowledgement.
3. To avoid plagiarism, candidates are required to acknowledge the work of others through proper referencing and bibliographic notes.

Role of a Class Representative

1. A class representative is elected or appointed for each class by the second week of the semester.
2. The main responsibility of a class representative is to give feedback to the School on any related academic matter and to the Students Affairs Office on any non-academic matter.
3. A class representative can also give feedback to the management via the Quality Improvement Form (QIF) available at all schools and offices.

A class representative will be awarded a certificate after he/she has served as a class representative and attended the Programme Consultative Meeting. The Class Representative can apply for the certificate at the Academic Affairs Office.

EXAMINATION REGULATIONS FOR STUDENTS

Before the Examination

1. Thoroughly check through the examination time-table displayed on the notice board outside the Examinations Office and ascertain

your examination date, time and venue. Wrong reading of the time-table will not be accepted as a reason for absence from an examination.

2. REPORT TO THE EXAMINATIONS OFFICE ANY CLASHES (3 subjects in one day or 2 subjects at the same session) latest by the FIFTH week of the semester.
3. Candidates can only enter or leave the Examination Room with the permission of the Chief Invigilator.
4. Only materials permitted by the exam office will be allowed into the exam room. Pencil boxes, wallets, handphone/cellular phones, electronic dictionaries, programmable calculators or other written documents are not allowed into the examination venue.
5. Follow the instructions of the invigilator carefully in filling up the attendance slip and signing the declaration on the front page of the answer booklet.
6. A candidate who arrives more than half an hour late will not be allowed to sit for the examinations.

During the Examination

1. Candidates are to remain silent during the entire course of the examination.
2. If a candidate has any queries or questions concerning the examination, he or she should raise a hand to get the attention of the invigilator and tell him or her the problem.
3. If a candidate needs to use the washroom, he or she should raise a hand and inform the invigilator. The candidate will then be directed to a washroom.
4. Candidates are not allowed to leave the examination hall during the last half hour of the examination.

At the End of the Examination

1. When the invigilator announces the end of the examination, candidates MUST stop writing immediately and continue to observe

Rules and Regulations

silence.

2. Candidates should tie up the answer scripts and wait for them to be collected.
3. No unused examination materials or paper used for rough work should be taken out of the examination room.
4. Candidates should leave the Examination Room in an orderly manner after being released by the invigilator.

Absence from Final Examination

A student who did not sit for the final examinations may be given make-up examinations provided the following conditions are fulfilled:

1. The student has informed the Officer In Charge of the Examinations Office of his/her absence **WITHIN 72 HOURS** after the scheduled examinations for that particular subject.
2. For absence due to valid reasons such as serious illness or bereavement, etc. proper documents (medical certificate, etc) are to be presented to the Examinations Office before any make-up examinations is granted.
3. Students must fill up the make-up form and obtain approval from the lecturer of that particular subject. The form must be returned to the Examinations Office **WITHIN 72 HOURS** after the scheduled examinations.

The above regulations (1 and 2) also apply to students for the British Degree Programmes, Australian Degree Programme and New Zealand Degree Programme. For students from these programmes, the respective Head of Programme must approve the resit examination.

The list of students eligible for resit examinations will be displayed on the Examination Notice Board by the 11th week of the semester (Resit Examinations during Final Examinations) and 5 days before the commencement of the Resit Examinations.

Resit Examination

1. All dates of resit examinations are displayed on the Examination Notice Boards.
2. Students who have transferred from other INTI campuses **MUST** resit in the campus they are enrolled in.
3. Students who choose **NOT** to take the Resit subjects are given up to **ONE** day before the start of the Resit Examination to report to the Schools concerned that they are not going for the Resit Examination and that they will **REPEAT** the subject. A form will be given to the students to fill. One portion will be kept by the Schools and the other is to be detached and given to the Examinations Office by the student.
4. Students are encouraged to come to the Examinations Office if they have any queries.

Release of Final Examination Results

The Examinations Office is the sole authority for issuing and releasing examination grades. Lecturers will inform their students of the course work marks before the final exam. No telephone enquiry on the grades will be entertained.

Students can view their examination results in:
<http://ecampus.inti.edu.my/eramis>

Semester Grade Report

Student should go to the Examinations Office to obtain a copy of his/her semester grade report.

Petition to Review the Semester Final Grades

A student who wishes to have his/her final grade reviewed must file an official petition with the Examinations Office. There is a petition fee payable to the Finance Office. Students are advised to refer to the Examination Notice Boards for the last day for filing such a petition.

There is no review of make-up/resit grades.

Rules and Regulations

COMPUTER LAB RULES & REGULATIONS

1. Students in the computer lab are required to have their Smartcard ID with them at all times. Students without the smartcard ID or fees receipt could be denied entry in any of the computer lab.
2. Drinking, eating (including sweet and chewing gum), and smoking are strictly prohibited inside the computer lab.
3. The use of hand phones and music boxes that create noise or disruptions to others is not allowed inside the computer lab.
4. Students are not allowed to open, move or swap any computer or any equipment. Any problem must be reported to our System Support Staff or make a phone call to our Service Counter in the ground floor at 03-56318842 or by phone extension number 117 or 112.
5. Computer Laboratory schedules must be strictly observed. Students must vacate the computer lab after the scheduled laboratory class or upon the instruction of any System Support Staff.
6. Student bags or folders should be placed properly in the designated areas.
7. Students must at all the times, keep the computer laboratory clean and tidy and register in the Attendance Log Book provided and report any problems in the lab in the ICT Maintenance log book provided.
8. Students are required at all times to scan all their thumb drives or portable disk storage for any possible computer viruses before plugging them into any computers.
9. Copying of any software is strictly prohibited or installation of licensed or unlicensed software, shareware and freeware is not allowed. Students are not allowed to take any course materials such as manuals, posters, or any media or devices out of the computer laboratories. Such actions will be viewed as theft and subject to severe disciplinary action.
10. Any materials / items left behind and found in the computer laboratory must be promptly handed over to our System Support Staff or Service Counter. Students should obtain an acknowledgment note from the System Support Staff upon surrendering the loss and found item.
11. If students are caught pilfering peripherals from the computer lab or browsing obscene materials or jeopardizing the files from the computers, they will be sent to the Disciplinary Committee for disciplinary action and their user account in all online services will also be terminated.
12. Students who wanted to use the Network Printer can apply for an account at the Service Counter in the ground floor.
13. Students are strictly prohibited from speaking in other languages other than English.
14. Students are required to conform at all times with the college Dress code.
15. Students who bring their own notebook, computers and other peripherals are required to register in the service counter. Any staff and security guard are empowered to query or check any students who carry computers, notebook, computers and other peripherals within the college premises.

Rules and Regulations

16. All computer laboratories are normally open from 8:00am – 6:00pm from Monday to Friday and Saturday (Working Saturday) from 8:00am – 12:00noon. Computer laboratories are normally closed from: 2.00pm to 4.00pm of every Wednesday and 1:00pm to 3:00pm of every Friday. All computer laboratories are closed on Sundays and Public Holidays
17. All computer lab classes and computer laboratories will end normally on Week 8 for Short Semester session and on Week 14 for Long Semester session.
18. All students are required to read the news and announcement pertaining to the computer laboratory matters and class changes on every computer laboratory notice board.
19. All students are required to delete their personal files, log out from all online accounts, log out from Windows/Xerox user account and remove the thumb drive or diskette after using the computer. INTI College will not take any responsibility if your personal privacy is been abuse.

The College reserves the rights to make changes on the above Computer Laboratory Rules and Regulations.

ICT USAGE POLICY

Access and use of the College provided computers, network, e-mail, information systems, online web services, databases and use of Internet or World Wide Web through INTI's network gateway is governed by this INTI's ICT Usage Policy.

Students and guests (sometimes referred as "user" or "users") are to be familiar with the College procedures and policies specifically on this INTI's ICT Usage Policy that covers the use of its computers, network, e-mail, information systems, online web services, databases,

and use of Internet or World Wide Web and all other ICT services and facilities.

Be informed that the college has now **put in place a network monitoring, policing and tracking utility software** to enforce strictly INTI's ICT Usage Policy.

Students email and browsing activities in any websites or any illicit transaction made using INTI's network is now being **monitored, tracked, filtered and logged into our database**. This database will be used as a record of evidences against students committing violations or abuses against the ICT Usage Policy. The database report could be made available to the Management for legal inquiries, investigation, prosecution, and for reporting the misuse(s) of INTI's computers, network, e-mail, information systems, online web services, databases, and browsing of the Internet or World Wide Web.

It is not possible to guarantee that users will not be able to find Internet resources that are offensive, profane or otherwise violate our ICT Usage Policy. The ultimate responsibility for compliance lies with the user.

Following are the various sections in details in enforcing the ICT Usage Policy:

Section 1: Computer/Network/Server Account Usage

1. Students are NOT PERMITTED to:
 - a. Share their user Ids and Passwords.
 - b. Use the College provided computers and network accounts for unlawful or illegal purposes.
 - c. Keep any personal information or data in the College provided computers.
 - d. Erase, remove or destroy any information maintained in College provided computers' hard disk drives.
 - e. Violate system security or interfere with system performance or another users' use

Rules and Regulations

- of the College provided networks or systems.
 - f. Access other users' computer/network server accounts, files or password without the prior consent of the party concerned, whether intentionally or not.
 - g. Copy, modify, pilfer or tamper with any electronic files without authorization.
 - h. To make any direct connections via machines and/or unauthorized ports to the server which will enable the user to make modifications to the system like telnet.
2. The College ICT staff or any Management appointed staff have the full access privileges to student accounts for maintenance, upgrading, or correcting problems in College provided network, online services and computers.
 3. Students are responsible for all the information they access to, make available or distribute using the College provided computers, online services and network. The College cannot be held responsible for the contents of e-mails that were sent using the College's email account.
 4. Students are not to put up or make available (whether directly or indirectly) via College provided computers or network, any opinion, information or material that may be:
 - a. Inappropriate, profane, obscene, indecent, defamatory, derogatory or cause the discredit of any person or body in the eyes of the general public; or
 - b. Unlawful or that violates any applicable copyright, trademark, intellectual property or privacy laws.
 5. Any students who suspect that their computer/network/server accounts have been accessed without their permission are expected to change their passwords and are strongly

advised to report the suspected activity to the College's Software Development and Support Unit (SSU) or System and Network Unit (SNU).

Section 2: Electronic Mails

6. Students are responsible on the contents and the maintenance of their electronic mailboxes.
7. Students are advised to:
 - a. Ensure that their individual mailbox size is within the disk quota provided.
 - b. Delete unwanted email messages immediately.
8. Students are NOT PERMITTED to:
 - a. Send e-mail (with or without attachment files) exceeding 2MB via the College provided network and online services.
 - b. Send or disseminate to anyone via the College provided email accounts or online services (forums/chats/instant messaging), any messages or e-mail that contains or could be viewed as defamatory, threatening in nature, racially disturbing or political, or sexually harassing. Any student who is aware of or who receives such messages or email are to immediately notify the Head of the SSU.
 - c. Send or propagate chain letters via the College provided e-mail facilities.

Section 3: Software Copyrights and Downloads

9. Students are advised to:
 - a. Download file(s) which exceed 1MB from the Internet only during non-peak hours i.e. before 9:00am and after 5:00pm
 - b. Check for copyrights or licensing agreements on possible infringements when downloading a program or file from the Internet via College provided computer facilities.

Rules and Regulations

10. Students are not allowed to install pirated copies of software in the College provided computers.

Section 4: Virus and Malware Protection

11. Students are advised to activate virus scan program or virus scanner before opening any files from their diskettes, portable disk, thumb drives and any email attachments using the College provided computers or online services.
12. Students must report any virus-like activities in the College provided computers to ICT staff or SNU.

Section 5: INTI Websites

13. The College and INTI International Education Group provides certain official websites that are legally hosted and registered under its domain name for the convenience and access by students/public. Other web sites with different domain name associated to the College and INTI International Education Group or its campuses available in the cyberspace are beyond the control of the College and INTI International Education Group.
14. The College and INTI International Education Group does not permit its content to be copied or shown in any other web pages that doesn't belong to the College or its subsidiaries, nor does it permit any linkage with any third party materials that may give false impression of the College's association with the third party websites, services, products or any equivalent materials.

Section 6: Student Participation in Non-INTI Websites

15. The College does not stop students from participating or accessing other websites.
16. Any student with grievances/complaints/

likes to seek clarification from the College or INTI International Education Group regarding any grievances/complaints should follow the existing INTI procedures for such purposes.

17. As such, the College or INTI International Education Group takes a very stern view of any students who access other websites to post/ disseminate / make available unverified information / personal statements / material that:
 - a. Refers, identify or mentions INTI name or any of its staff/students in negative light; or
 - b. Derogate, defame or discredit the reputation or good standing of INTI or any of its staff / students, referred as "Damaging Material".

Section 7: Disciplinary Action

18. The College or INTI International Education Group will not hesitate to take:
 - a. Appropriate steps to identify students who wilfully post Damaging Material (as stated in items a and b of 17-Section 6) and to take necessary legal action against such students; and
 - b. Disciplinary action (which may include suspension and / or expulsion) against any student who violates the College network ICT Usage Policy and all other College regulations and policies.

The College reserves the rights to make changes on the above ICT Usage Policy.

Rules and Regulations

LIBRARY RULES AND REGULATIONS

Conduct of Members

1. Silence is to be observed in the Library at all times. All handphones must be switched off. Library staff have the right to ask any library user who is causing disturbance to leave the library.
2. Smoking and the consumption of food and drinks are not permitted in the Library.
3. No bags should be brought into the Library. The Library is not responsible for loss of any items left behind in the Library.
4. Reservation of seats is not permitted. Books and other articles left on tables or chairs will be removed by the library staff.
5. Students without student ID cards and students not properly attired are not allowed into the Library.
6. Students are not allowed to remove or change the arrangement of chairs or tables in the Library.
7. Students are requested to place the books on the trolleys once they have finished reading them in the Library.
8. When leaving the Library, all students are required to show their books and files (including personal belongings) at the checking counter.
9. Members caught mutilating books and committing theft will be referred to the Disciplinary Committee.
10. Students are prohibited from chatting online, playing computer games, downloading of MP3 or similar materials, and storing materials that are obscene in the computers.
11. Students must ensure that they delete all their personal files and LOG-OFF from the network before they leave their terminals to protect against other students from accessing their personal data in the computers.
12. Members found breaking Library Rules will

have their Library privileges suspended.

13. The Librarian may amend the Library Rules and Regulations as and when necessary.

GENERAL REGULATIONS

- Use of Facilities

Damaging or defacing College property is a serious offence and disciplinary action will be taken against students caught for such vandalism.

- Dress Code

Students must dress appropriately and are not allowed to wear "revealing" clothes like singlets, hot pants, mini-skirts and attire printed with offensive or obscene wordings. Slippers and sandals without heel straps are also not allowed.

- Student Identity Card

Students must wear their student identity cards at all times while on the College premises.

- Conduct

Involvement in political activities
In accordance with the Private Higher Education Institutions (PHEI) ACT 1996 (47) (1) (a), (b) and (c), students are strictly prohibited from becoming members/expressing support or sympathy for any political party, trade union, society, association organisation, body or group unless allowed by the Registrar General.

Any student who has contravened this regulation shall be guilty of an offence and shall on conviction, be dismissed from the College.

* Misrepresentation or falsification

Students shall be honest when completing any College records by providing true and accurate information on all matters.

Rules and Regulations

* **Drugs/Smoking/Alcohol**
The College is a non-smoking campus. Possession of alcohol and drugs within the College premises or at College organised events is strictly prohibited.

* **Lost & Found Items**
No student shall take or keep in possession items not belonging to him or her and any items found should be turned in to the Lost and Found Counter at the Student Affairs Office.

- **Disciplinary Action**

Disciplinary action will be taken against students who do not comply with the guidelines or violate the regulations.

Nothing in this document, rules and regulations resulting therefrom shall be construed in any way to deprive the Principal of the College of her responsibility and power to act as the final arbiter and authority in matters of discipline and conduct.

INTI SONG

1 C G
A_ cross the land and_ O cean young hearts

4 F G C F C
come from e very where we'll march forth with a mis sion proudly

8 Dm
pro clai ming where e ver we

9 G C D G
go a_ mem ra ble place for us all where there're

12 C F G C F G C
dreams for e very one hand in hand we'll join to ge ther and_

16 Dm G C C F C
stead fast we'll stand tall In_ ti In_ ti with one

20 G C G C F G
_ mind_ one heart one voice mar ching to wards the new ho ri_ zon

24 G C F C
with a clear vi sion In_ ti In_ ti with one_

28 G C G C F G Dm
_ mind_ one heart one voice mar ching to wards the new ho ri_ zon

32 G C
with a clear vi sion - - - -

An Overview

INTI COLLEGE SUBANG JAYA

INTI College Subang Jaya is strategically located in Subang Jaya, which is 20 km away from Kuala Lumpur. Well accessed by public transport systems and surrounded by the country's best amenities, the Subang Jaya campus is indeed the City Campus among the INTI Group of Colleges.

The campus is located in SS15, Subang Jaya, a residential and commercial area that offers high quality urban living. Some of Kuala Lumpur's best shopping centres and tourist attractions are within 20 minutes drive from the campus. The campus life is enriched by its close proximity to the major institutions of the nation's capital city and the life style offers a stimulating environment for study.

The learning experience at INTI College Subang Jaya promises to be an enriching one. A wide range of extracurricular activities organised by the 30-odd student clubs and societies allows our students to pursue special interests and develop leadership skills. Students are taught by qualified and experienced lecturers. The campus has an excellent library collection and students enjoy state-of-the-art computing and multimedia facilities.

Being in a city campus, students have a wide variety of choices when it comes to selecting eateries, shopping complexes and recreational facilities. Campus accommodation is located a stone's throw away from the College.

STUDENT AFFAIRS OFFICE

The Student Affairs Office (SAO) assists in the total development of students and creates an ideal environment conducive to students' personal development. The SAO offers a range of support services. Students are advised to approach any SAO personnel if they face problems.

Location: Main campus

Tel : 03-56343244 Ext.: 220/232/240/241

E-mail : sao@inti.edu.my

Accommodation

· INTI Apartments

Apartments are available to both male and female students. The furnished apartments are just two minutes' walk from the College and the rooms are allotted on a three or two-sharing basis. Preference is given to outstation and international students. Application forms together with rental rates are available at the SAO.

· Off-Campus Accommodation

An off-campus accommodation list which is updated weekly is maintained by the SAO for students' reference. Students are advised to refer to the Accommodation Notice Board located in front of the SAO. Any correspondence/agreement with the landlord/house owner is entirely the responsibility of the student concerned. Students are strongly advised to read through the agreements thoroughly before signing them. SAO also handles advertisements for room-mates.

Services

· Health and Emergencies

In case of an emergency, students may approach an SAO personnel. Residents at INTI apartments are to contact the resident fellow for help after office hours.

· Notice Boards

Students are advised to refer to the notice boards for updated information.

· Lost and Found

Students who lose their belongings can contact the Lost and Found Section. A general proof of ownership is required to reclaim any lost items. Students are requested to hand over lost and found items to the SAO.

· Student Mail

Students may request their mail to be directed to INTI College Subang Jaya c/o the SAO. Collection of mail can be done during office hours. Students are required to produce their student ID cards when collecting their mail. Though the office takes precautionary measures to ensure that no student's mail is lost, it will not be responsible for any lost mail.

Names of students with registered mail, express mail, packages, facsimiles, telegrams etc. will be listed on the notice board outside the SAO.

· Locker Rental

Lockers are available for rent at RM 20.00 per semester. Application for this facility is open throughout the semester. A student using this facility has to ensure that his/her locker is emptied on the required date, failing which the student's items in the locker will be confiscated and he/she will be banned from using this facility the following semester.

· Piano Rental

Students may rent the piano located in Room 104 at an hourly charge of RM2.00 from 6:00 p.m. to 10:00 p.m. (Mondays to Fridays) and from 2:00 p.m. to 10:00 p.m. (on Saturdays). Bookings can be made at the SAO.

Student Services

· On-Campus Jobs

Students who are interested in working on campus may sign up with the SAO. Students working on campus are paid RM5.00 an hour (effective 1st January 2008). The relevant school/office will contact the student should there be any vacancy.

· Sports & Recreation Facilities

Basketball, volleyball, table tennis, and badminton are among the games INTI College students actively participate in. The College provides sports facilities and sports equipment, which are available at the SAO.

· Grievance Procedures

Students may report any non-academic grievance to the SAO. Students may file questions, complaints, or statements of grievance in person or in writing. Academic grievances should be directed to the respective Head of Programme.

Extra-Curricular Activities

INTIMA : INTI College Student Government

INTI College believes that education is a holistic merger of academic and co-curricular activities. INTIMA (Latin word meaning "innermost") is the student government of INTI College, which provides students with the option of joining the many societies and clubs in the college. All students of INTI College are part of INTIMA and their involvement and interest in INTIMA is crucial for its growth.

· INTIMA Executive Council (EXCO)

The INTIMA EXCO is made up of representatives from the different academic programmes in INTI College. The EXCO serves as the monitoring body for INTIMA, and oversees matters pertaining to overall services for students. It encourages feedback from students through their programme representatives .

The representatives are elected by students, once every three semesters. After the representatives have been elected by the students, a campus wide election is held to select the President, Vice President (Activities) and Vice President (Administration). An internal election is then held among the programme representatives to appoint the following office-bearers :

- * Secretary
- * Assistant Secretary
- * Treasurer
- * Assistant Treasurer
- * Auditors
- * Public Relations and Operations Officer

NOTE : The rest of the elected programme representatives will be INTIMA Committee members.

· INTIMA Council

INTIMA Council is made up of the elected programme representatives and all the chairpersons of the affiliates of INTIMA. INTIMA Council supports the role played by the EXCO and makes collective decisions based on the needs of and feedback from students of INTI College.

Clubs, Societies & Games

· Academic

- * A-Level Club
- * AUP Society
- * INTI Subang Engineering Society (ISES)
- * English Language Society
- * INTI Media Society
- * Science and Mathematics Society

· Cultural

- * Chinese Cultural Society
- * Indian Cultural Society
- * Malay Cultural Society

- **Martial Arts**
 - * Taekwando Club

- **Performing Arts**
 - * College Player
 - * Music Club

- **Religious**
 - * INTI Christian Fellowship (ICF)
 - * Muslim Student Society

- **Special Interests**
 - * Chess Club
 - * Circle K International Club
 - * Editorial Board (Ed-Board)
 - * International Students' Society (ISS)
 - * INTI IET Student Chapter (IISC)
 - * INTI First Aid Society (IFAS)
 - * Computer Club
 - * Nature Club
 - * Photography Club
 - * Social Board
 - * Student Action Club (STACT Club)
 - * Rotaract Club
 - * Art Club

- **Sports**
 - * Badminton Club
 - * Basketball Club
 - * Football Club
 - * Hockey Club
 - * Netball Club
 - * Table Tennis Club
 - * Tennis Club
 - * Volleyball Club

For further information on INTIMA, please visit us during our INTIMA Exhibition, or just drop by the INTIMA Office or the Student Affairs Office(SAO). Students are advised to look up the notice boards around campus for updates on student activities.

UNIVERSITY PLACEMENT OFFICE

The University Placement Office (UPO) assists INTI students who plan to continue their studies in the UK, Australia, New Zealand, the USA and Canada. The services offered are free for all INTI students. Students are encouraged to make use of them during their study at INTI.

Services Provided by UPO

- **University Application**

UPO assists students in all programmes in applying for a place to study in overseas universities (either partner or non-partner universities). University application forms are available at UPO.

- **Advising / Counselling**

UPO offers individual advising and assist American Degree Transfer Program (AUP) students on courses and selection of universities.

- **University Accommodation Application & Airport Pick Up**

Assistance on university accommodation application is also provided. Arrangement can be made so that students can be met by their university representatives and transported to their accommodation.

- **Student Visa Application**

UPO provides assistance and makes sure students have complete sets of documents required for student visa application.

- **The University Placement Library (UPL)**

The UPL houses an excellent collection of catalogues/prospectuses, handbooks, magazines, CD-ROMs from overseas universities, letters from alumni and other publications.

Student Services

· UPO Briefing

All students are required to attend one of the UPL briefings in their first semester. Students can sign up for one of these UPL briefings at the UPL counter.

UPO also organises pre-departure briefings, university talks, ticket booking seminars, university/visa application workshops and provides facilities for Internet surfing, e-mailing and photocopying.

· The University of the Month

One partner university each from the USA, Canada, the UK and Australia is highlighted every month. Facts and pictures of the universities are displayed on the designated boards outside Room 217. This is to keep students informed of the latest developments in our partner universities.

· UPO Notice Board

The notice boards are located outside The Center for American University Program and UPO Office. Latest information on workshops/seminars/talks, university visits, scholarships and the latest happenings at UPO are displayed on the boards.

Location : Main Campus
Tel : 03-5634 3244 Ext.: 292/295/269
E-mail : updb@inti.edu.my

SCHOLARSHIP UNIT

This unit handles all enquiries and provides information on scholarships/financial aids available to INTI College students.

There are three types of INTI Freshmen scholarships available to new students: Achievement Scholarship, Merit Scholarship and Sports/Special Talent Scholarship. The deadline for the Achievement Scholarship is two weeks after the release of SPM

results. The Merit Scholarship and Sports/Special Talent Scholarship are available every semester.

A number of American University, UK University and Australian University scholarships are also available to students who obtain excellent results, demonstrate leadership skills and who are actively involved in representing INTI College in inter-collegiate events. A scholarship workshop is conducted every semester. Students are briefed on the types of scholarships available and scholarship applications.

A study loan talk is also conducted every semester. The talk provides information on the various types of study loans available to students such as PTPTN loans, bank study loans, SOCSO study loans etc.

Location : Main Campus
Tel : 03-5634 3244 Ext.: 219
E-mail : scholar@inti.edu.my

ACADEMIC AFFAIRS OFFICE

The Academic Affairs Office (AAO), headed by the Academic Dean, ensures that all students are provided with quality learning support.

The Academic Affairs Office provides support to the students and monitors the needs of the students through various ways such as Student Evaluation of lecturers and INTIMA forum which are conducted every semester. Feedback provided by students is acted upon quickly as it is the main concern of the Academic Affairs Office to ensure that quality education is preserved at all times.

AAO overseas all schools to ensure that quality of teaching and learning is always at the peak.

Location: Main Campus
Tel : 03-56343244 Ext.: 236/243
E-mail : aaosj@inti.edu.my

EXAMINATIONS OFFICE

The Examinations Office oversees all examinations and the processing of students' examination grades after the Examinations Board meetings.

Vital information on examination time-tables (final, make-up and resits), quarantine schedules, guidelines on filling up multiple choice forms, last date to submit petitions for review of grades, etc. are displayed on the Examinations notice boards.

Students are advised to read the notices and announcements on the Examinations Notice Boards.

Please refer to Examination Regulations on page 17.

Location: Main campus

Tel : 03-56343244 Ext.: 207/209

E-mail : examsj@inti.edu.my

FINANCE OFFICE

Enrolment / Payment of Fees

All students must enrol and pay up the fees during the enrolment period as scheduled by the College.

All continuing students will be able to check their next semester fees online by logging-in to ERAMIS at : <http://ecampus.inti.edu.my/eramis>

For continuing students, a late enrolment fee will be charged if enrolment is made after the first week of the semester.

The late enrolment fee is as follow:

Second week RM100.00

Third week onwards RM150.00

All payments can be effected through any of the following methods:

- a) **Cheque or Bank Draft**
 - made payable to INTI COLLEGE.
 - POST-DATED CHEQUES ARE NOT ACCEPTABLE.**
- b) **Credit Card**
 - Any Visa or Master Card for a minimum amount of RM50.00 and above.
- c) **ATM (Bankcard)**
 - Any ATM Card issued by MEPS' Member Banks, for a minimum amount of RM50.00 and above.
- d) **Online Payment**
 - via www.rhbbank.com.my
- e) **Cash or Cheque Deposit or Direct Transfer via ATM Machine**
 - into INTI COLLEGE's account.
 - The bank account number can be obtained from the Finance Office.

Dropping of Courses

A student who has enrolled and is still continuing in his/her respective programme but would like to drop any subject/course later, will not be given a cash refund. Instead an appropriate portion of the tuition fee will be credited to the following semester as follows:

First week 100%credit

Second week 50%credit

Third week onwards 0%credit

A student who drops ALL subjects/courses is deemed to have withdrawn, hence the withdrawal rules apply.

Student Services

Inter-Campus and Programme Transfer

Students who wish to transfer from one programme to another will be charged a transfer fee of **RM100.00** for each transfer. Students are required to pay the **NEW** tuition fee of the programme.

For students who transfer to another campus and programme simultaneously, the releasing campus will charge a transfer fee of **RM100.00**. Students are required to pay the **NEW** tuition fee at the receiving campus.

Franchise Fee to Partner Universities

Students who are required to pay the non-refundable franchise fee must make their payment to the Finance Office upon enrolment.

Students **will not be deemed to have registered** with their chosen Universities if they have not paid the franchise fee as stated in the Enrolment Form.

Withdrawal from College

Students who wish to withdraw from the College should take note of the following:-

- a) The **Refund Expiry Date** - as stated in the Enrolment Form/Finance Office's notice board.
- b) There will be strictly **NO REFUND** of fees once the semester begins.
- c) Any notification of withdrawal must be in writing and the student must complete the Student Withdrawal Form (AR 8) and submit it to their Head of Programme.
- d) Failure to attend class is not equivalent to withdrawal. Students will not receive any adjustment of fees unless a duly completed Student Withdrawal Form (AR 8) is received

by the Finance Office on or before the refund expiry date, regardless of whether the student actually attended classes or sat for the examination.

- e) Deposit/Overpayment of fees (less any outstanding sum due to the college) will be refunded accordingly, as follows:
 - i) **Amount below RM1,000.00**
- to be deposited into students' bank account.
 - ii) **Amount above RM1,000.00**
- to be deposited into parents' bank account.

For International Students, all refunds will be directed to the students.

A student who leaves the College without formal withdrawal will be deemed to have withdrawn automatically, after one calendar year. The balance of money in his/her account will be transferred to the Registrar of Unclaimed Monies, if it is not claimed within seven (7) years from his/her last enrolment date with the College.

Location: Main campus
Tel : 03-56343244 Ext.: 213/215
E-mail : finance@inti.edu.my
Fax : 03-56360516

GENERAL OFFICE

General Office (GO) is responsible for providing general support services to students.

All students are welcome to make enquiries on all general college matters and other special services as mentioned below:

- Forms Distribution

Students can obtain various types of forms or make enquiries on the usage of these forms at the GO Counter.

· Classrooms Management

- * Classroom Booking
- * Class Postponement
- * Change of Classrooms
- * Cancellation and Replacement of Classes

The General Office manages all classrooms. Students are welcome to approach the Office for services such as classroom booking and other related matters.

All class postponements, replacements and cancellations are posted on Eramis for students' reference.

· Postal Service

- * Post Laju
- * Courier Services

Students who wish to send letters or documents are welcome to approach the General Office for such services.

· Transportation Service

- * Van & Bus Booking

Location : Main Campus, South Wing
Tel : 03 - 56343244 ext. 263/259
Email : goicsj@inti.edu.my

INTI BOOK CENTRE

INTI Book Centre specialises in the sale of College text and reference books. Books are sold at nett prices (after deducting the discount rates).

Location: Main Campus, South Wing
General Office (during enrolment period)

Tel : 06-798 2075 (during non-enrolment period)

E-mail : IBC@intimal.edu.my

PSYCHOLOGY AND LEARNING CENTER (PAL CENTER)

OUR OBJECTIVES:

1. Supporting Career Development

- To help students choose the suitable major and explore future career options.
- To assist students in choosing their careers that match their interests, abilities, values and personality.

2. Promoting Academic Success

- To guide students in understanding study skills, improving study habits and managing time to enhance academic success.

3. Improving Mental & Emotional Well Being

- To provide personal counselling to help students understand themselves better and to promote individual's personal well-being.

SERVICES

1. Counselling Services

- Personal Counselling: assists students with personal issues that may interfere with their academic performance and personal well-being such as relationships, family matters, financial and emotional concerns.
- Career Guidance: assists students in career exploration, planning and decision-making.
- Managing Academic Matters: assists students to improve their study skills, time management, memory, note-taking skills and so forth.
- Peer Counselling Programme: enhances students' personal effectiveness and ability to acquire knowledge and skills, so that they can help their fellow friends who are in need.

Student Services

2. Assessment Services

- Career and Personality Assessment: to help them discover their interests, abilities, values and personality that is related to career planning and career decision-making.
- Study Skills Assessment: to assist students in determining the adequacy of their personal study and learning habits, so that they can enhance their study habit.

3. Learning Enhancement and Support Services

- Personal Growth and College Skills Seminars, and Workshops: Students will greatly benefit from the various seminars and workshops organised each semester to acquire relevant knowledge and skills for academic success and personal well-being.
- Our PAL Center provides support in the learning requirements of all students who major in the Psychology programme offered by INTI.
- Our PAL Center also organises career camps and group workshops for students so that they can acquire vital information to enhance their personality, skills, knowledge, values and motives.

4. Job Searching Skills Services (JSS)

Graduating students can obtain valuable job searching skills by attending specific seminars and workshops that provide tips on handling interviews and grooming skills.

5. Mentor -Mentee Program (MMP)

This programme is designed for all new students. The main purpose of this program is to offer friendship to new students so as to build a supportive and nurturing environment. It is also to assist new students to become familiar with life at INTI Campus.

6. Reference Library

This library in our PAL center is well-stocked with books, audio materials and other resources concerning self-improvement, career reference, psychology and study skills.

Location : Main Campus

Tel : 03-56343244 Ext: 230/250

E-mail : palc@inti.edu.my

INTERNATIONAL OFFICE

The International Office is responsible for the welfare of international students.

The International Office :

- * Arranges on-arrival reception and assists new international students with initial enrolment.
- * Handles student pass-related matters.
- * Provides support services to international students throughout their studies at the College.
- * Organises co-curricular activities for international students.

- Attendance

To meet student visa regulations, international students must fulfill all course requirements. These include full-time enrolment and full attendance at all registered classes for each of the subjects enrolled in.

If a student is continuously absent from classes for three consecutive days, it is a mandatory requirement for the College to report the absenteeism to the Immigration Department, the Ministry of Home Affairs, the Ministry of Higher Education and the Bukit Aman Police Headquarters.

Location: Main Campus, South Wing

Tel : 03-5634 3244 ext.262/244

Fax : 03-5633 4350

E-mail : iosj@inti.edu.my

LIBRARY

INTI Subang Jaya Library provides a conducive and comfortable environment for study and research. A wealth of information can be retrieved not only from the scores of books, journals, magazines and newspaper clippings but also from online resources.

The Library subscribes to online databases for students to do research in business, management, engineering and computer information technology. Students and staff can gain access to online journals and other electronic resources.

The Library, which also houses the Multimedia and Information Services, uses the Integrated Library Management Utility (ILMU) software, which allows students access to library catalogues using WEB-OPAC (Online Public Access Catalogue). Students can also access library information through the Library homepage. Students can renew and reserve their books online via E-Quip system. The URL is "<http://icsjlibrary.inti.edu.my>"

• **Membership**

All INTI College staff, students and alumni, may borrow books and use the library facilities.

• **Student ID**

Student IDs are not transferable and must be produced upon request by the library staff. Members are responsible for reporting to the Library the loss of their IDs.

Operating hours

Mondays to Fridays : 8.30a.m to 9.00p.m

Saturdays : 9.00a.m to 1.00p.m

Please refer to the Library Rules and Regulations on Page 23. Students are advised to refer to the Library Guide Book which can be obtained from the Library.

Location: Lot 29, 31 and 33,
Jalan SS 15/8A, 47500 Subang Jaya
Tel : 03-56326024/56360496
E-mail : libsj@inti.edu.my

OFFICE OF ADMISSIONS AND RECORDS

The Office of Admissions and Records (OAR) is responsible for student admissions, record keeping and issuance of INTI transcripts, certificates and diplomas.

• **Enrolment**

- * The office is responsible for the issuance of offer letters and coordinates the enrolment of students for all programmes. New and continuing students must enrol every semester. Two types of enrolment exercises are conducted every semester; Advance Enrolment and Regular Enrolment. The Advance Enrolment is for American Degree Transfer Program students only. The Regular Enrolment is for all students; and is usually conducted one week before the new semester begins.
- * A student who enrolls late must fill up a Student's Appeal Form (AAO-12 Form). Students who are successful in their appeal will be allowed to enrol with a late enrollment fee.
- * A student who wishes to change a subject enrolled must complete an ADD/DROP Form (OAR11 Form) and submit it to OAR for processing.
- * A student who wishes to apply for leave of absence must apply for official approval and fill up a Leave of Absence Form (OAR13 Form).
- * A student who wishes to withdraw from College must complete the College Withdrawal Form (OAR8 Form).

It is the duty of the student to submit the OAR7 form to OAR if there are any changes in their address and telephone number.

Student Services

· Insurance

- * All International students must purchase the student insurance (Hospitalisation and Surgical Insurance) coverage.

For full policy and claims details, please refer to the OAR or Finance Office.

· Eligibility for Graduation

- * Students who have fulfilled the requirements of their respective programmes and have completed their studies are eligible for graduation as per the rules of their respective Schools and Associate Universities overseas.
- * Graduation ceremonies are conducted at INTI International University College in Putra Nilai.

· Application for Transcripts / Certificates & Diplomas

- * A student who wishes to apply for his/her INTI transcript must fill an Application for Official Transcript Form (UP3 Form). The collection of the transcript is at the place of application, that is either at OAR or the University Placement Office (UPO). The first two copies are issued free of charge while subsequent copies will cost RM5 each.
- * A student who wishes to apply for his/her FINAL transcript must officially withdraw from college.
- * A student must have successfully completed all the semesters and fulfilled all the prerequisites as stated in his/her respective programme to apply for a certificate or diploma (OAR10 Form). In addition, a student must satisfy the requirements set by LAN. A successful applicant will be issued the diploma or certificate no later than 5 working days.

· INTI Student ID Cards

- * The office of Admissions and Records (OAR) process and issue INTI Student ID Cards. Each student will be issued one card only. In the event that the card is lost, damaged, defaced and/or tampered, the student will have to pay RM30 for a replacement card.

Location: Main Campus

Tel : 03-56343244 Ext.: 254/255/263

E-mail : oaricsj@inti.edu.my

QUALITY ASSURANCE OFFICE

The College has implemented a comprehensive Quality Management System that results in constant improvement in the quality of teaching & learning, academic results, facilities and administrative services for students.

In 2002, the College obtained the ISO9001:2000 certification. The scope of registration since 1998 covers the provision of tertiary education at Certificate, Diploma and Bachelor degree level. This means that we have a quality system that conforms to specifications of an international standard.

The Quality Steering Committee reviews all customers' feedback reports, key performance indicators, and quality improvement matters so that the highest academic performance is maintained.

Students who wish to make suggestions to further improve the quality of academic or administrative services are welcome to fill up a Quality Improvement Form, or approach our staff at Quality Assurance Office.

Location: Block E, Lot 84, 3rd Floor

Jalan SS15/4D, 47500 Subang Jaya

Tel : 03-5637 1302

E-mail : qaosj@inti.edu.my

INDUSTRIAL PLACEMENT OFFICE

IPO provides career-related services with emphasis on enhancing students' employability and exploring career and internship opportunities, for both local and international students, thus to prepare the students to be more competitive and well-accepted in the job seeking market.

With more than 300 companies' contacts, inclusive of many prestigious companies local and international, IPO provides the latest information of career opportunities as well as career guidance in job searching. IPO organises Career Fair at yearly basis to provide INTI students a platform to meet up with potential employers. IPO invites companies to conduct career talks and recruitment session.

Students looking for job vacancies or internship opportunities, and wish to find out the IPO current activities, please pay attention to IPO notice boards (two notice boards are located at the canteen and one opposite the South Gate Guard House) or visit IPO at Student Services Department.

Location: Main Campus

Tel : 03-56343244 Ext: 234

E-mail : ipo@inti.edu.my

INTI College Subang Jaya (ICSJ) Alumni Association

The ICSJ Alumni Association was established to maintain communication among all graduates. In order to maintain such communication, the ICSJ Alumni Association has been organising activities for the alumni. Membership to ICSJ Alumni Association is open to all ICSJ graduates.

• Alumni Office

The Alumni Office acts as the liaison between the College, alumni members and students. The Alumni Office assists the ICSJ Alumni Association in its administrative work as well as assist with organising activities for alumni members.

The Office keeps in touch with all INTI alumni who are still studying or working locally/overseas and keeps them informed of the latest developments in ICSJ.

The Alumni Office also serves as a center where all INTI Alumni exchange or share job market and business information. The Alumni Office plays an important part in disseminating updated information which helps the Alumni to "keep in touch".

Location: Main Campus

Tel : 03-5634 3244 Ext:220

E-mail : alumni@inti.edu.my

Academic Information

CENTER FOR AMERICAN UNIVERSITY PROGRAM

The American Degree Transfer Program (AUP) at INTI College has established itself as the most popular American Degree Program in Malaysia since 1987. AUP is also accredited by LAN. AUP allows students to complete most of their General Education and Pre-Major requirements in Malaysia. Upon completion of 5 to 7 semesters at INTI College, students will transfer their credits to the US universities of their choice to complete their Bachelor's Degree.

There are over 287 U.S. universities and 11 Canadian universities that accept INTI's credits. 154 universities in the U.S. established Articulation Agreements and Equivalency Tables with INTI College. INTI AUP is also the recipient of the largest amount of Scholarships from U.S. universities each year. At INTI, we have a University Placement Office (UPO) to advise and counsel students on selection of courses and university matters. Peer tutorial services are also available at the AUP Office

Majors Available: Business, Engineering, Applied Science, Computer Science and Liberal Arts/Social Science

Location : Main Campus No.3, Jln. SS15/8,
Subang Jaya.

Tel : 03- 56343244 Ext.288/294/295

Fax : 03-56346316

E-mail : intiaup@inti.edu.my (AUP)

SCHOOL OF BUSINESS

The School of Business (SOBIZ) offers a variety of business related courses for various levels such as:

- Certificate in Business Studies
- Diploma in Accounting
- Diploma in Business Administration

- Foundation Programme (Business)
- 3+0 University of Hertfordshire Degree
 - * B.A.(Hons) in Accounting
 - * B.A.(Hons) in Finance
 - * B.A.(Hons) in Business Administration
 - * B.A.(Hons) in Marketing
- 4+0 Northwood University Degree (Dual Major)
 - * Marketing and Management
- Professional Course
 - * Certified Accounting Technician (CAT)
 - * The Association of Chartered Certified Accountants (ACCA)

INTI College is an Associate College of University of Hertfordshire (UH), UK. The School conducts the UH degree programmes which can be completed in INTI College Subang Jaya. Students also have a choice to complete their degrees in the UK, the USA, Australia, Canada and New Zealand.

Students can choose from a wide variety of majors offered by the school under the degree programmes with the approval of partner universities and the Ministry of Education in Malaysia. All degree programmes are accredited by LAN.

The Certificate in Business Studies is an exit certificate which allows students to seek employment or continue with Diploma programmes in INTI.

The Foundation Programme (Business) is a foundation certificate course which enables students to apply directly to Degree programmes in INTI and to our overseas partner universities.

The Diploma in Business Administration is an exit certificate which allows students to seek employment or further their education into Degree programmes in INTI.

Students can also opt to pursue and complete an American Business Degree entirely at INTI College Subang Jaya (ICSJ).

Students who would like to obtain an American Business Degree and, at the same time, keep their options open, can choose to do our 4+0 Bachelor of Business Administration Program from Northwood University (NU), USA. With this flexible arrangement, students will still have the option to complete their Business degree at any of the Northwood campuses located in Michigan, Texas or Florida, or transfer to around 4,000 different colleges and universities in the U.S.

Furthermore, the collaboration between Northwood University (Business Specialty School) and INTI College allows visiting professors from Northwood University to come teach specialized subjects in their respective areas of expertise at the ICSJ campus. This allows students to experience cutting-edge American business education right here on Malaysian soil without having to leave the country.

Location : Block E, Lot 82 & 84,
1st & 2nd Floor, Jalan SS 15/ 4D,
47500 Subang Jaya
Tel : 03-56324852
E-mail : sobiz@inti.edu.my
susan@inti.edu.my (Northwood
Program)

SCHOOL OF COMPUTING AND ENGINEERING

The School of Computing and Engineering (SOCAE) offers a wide range of computing and engineering programmes to cater for everyone's needs.

Computing programmes:

- Foundation in Information and Communication Technology
- Diploma in Information and Communication Technology

- Diploma in Networking and Security
- BSc (Hons) Computer Science Degree*
- BSc (Hons) Business Information Technology*

* *INTI College is an Associate College of Coventry University (CU). The School conducts the above CU degree programmes which can be completed in INTI College Subang Jaya.*

Engineering programmes:

- Diploma in Mechanical Engineering
- Diploma in Electrical and Electronic Engineering
- Foundation Programme (Engineering/Science)

The Certificate in ICT/Engineering Foundation Programmes is designed for secondary school leavers interested in pursuing a career in IT and Engineering. These courses enable students to apply directly to related degree programmes offered by the School and other INTI campuses.

Upon completion of the Diploma courses, students are able to seek employment. The flexibility of our Diploma and Degree programmes have also made it possible for students to complete their degree studies overseas (United Kingdom/USA/Australia/Canada).

The School has dedicated and experienced lecturers to help students cultivate the necessary academic and technical expertise to meet the industry's demands, complemented by the latest facilities and technology in IT and Engineering.

The School has an agreement with SUN Microsystems for curriculum integration. This enables students to learn industry standard curriculum, which should enhance their employability.

The Computer Laboratories are situated at Block A and the Engineering Laboratories are situated in Block B.

Academic Information

Block A

Location: Lot 67,69 and 72

Jalan SS15/8A, 47500 Subang Jaya

Tel : 03-5632 0902

Email : socit@inti.edu.my

Block B

Location: Lot 37 & 39, 1st Floor,

Jalan SS15/8A, 47500 Subang Jaya

Tel : 03-5631 7355 / 5636 0498

Email : soeat@inti.edu.my

SCHOOL OF LANGUAGES AND LIBERAL ARTS

The School of Languages and Liberal Arts (SOLLA) offers an interesting range of courses as follows:

- English Improvement Program (EIP) specially geared for international students
- English Preparatory courses for TOEFL/IELTS/MUET
- Liberal Arts courses for the American Degree Transfer Program [History, Anthropology, French, Art, Political Science, Communication, Public Speaking, Music, Philosophy, Psychology, World Religions and Sociology]
- LAN course [Bahasa Malaysia, Malaysian Studies, Ugama or Islamic Studies and Moral Education]
- Diploma in Mass Communication

Our experienced lecturers combine interactive classroom teaching with group discussions, field trips, multi-media online teaching, language laboratory practice and language learning activities to reinforce and add variety to their teaching. We are fully committed to the goal of nurturing students to develop into balanced individuals intellectually,

socially and emotionally.

Location : Block A, Lot 61, 1st Floor,
Jalan SS 15/8A, 47500 Subang Jaya

Tel : 03-56378764/56378792

E-mail : solla@inti.edu.my

SCHOOL OF SCIENCE AND MATHEMATICS

The School of Science and Mathematics (SOSAM) strives for a high standard of teaching with the aim of equipping the students with the appropriate skills and knowledge. The school provides laboratory practices in science and mathematics for the various academic programmes offered at INTI College Subang Jaya.

In the science laboratories, students are exposed to standard practicals where they acquire hands-on training in basic scientific methodologies, computer simulations and computer - interfacing experiments.

The School conducts the prestigious and well-established Cambridge A-Level Programme, fully accredited by LAN, which offers subjects that allow students to further their studies in diverse fields, such as Accountancy, Engineering, Law, Medicine, Pharmacy, Computer Science & Biotechnology etc. This qualification provides entry into the first year of a degree programme in universities in Britain and selected universities around the world.

The School also offers the prestigious Higher School Certificate, a final year Australian Matriculation Programme which is awarded and issued by the Board of Studies, New South Wales. This programme is a University entrance qualification that is internationally recognised. It allows students to further their education in Engineering, Accountancy, Business Studies, Biotechnology, Medicine & Pharmacy, etc.

Location (SOSAM) : Block C, Lot 17,
Jalan SS15/8A,
47500 Subang Jaya
Tel : 03-56359354/56359376
E-mail : sosam@inti.edu.my

Location (A-Level & HSC Office): Main Campus
Tel : 03-56343244Ext:281/277
E-mail : alevel@inti.edu.my

ACADEMIC REGULATIONS

Academic Appeal Procedures for Students

1. Students are allowed to appeal on matters related to academic courses such as resit examinations, repeating courses, deferment of studies, re-admission, etc. The appeals must be made through the respective Head of Programme.
2. Appeals must be made by completing the Student Appeal Form (AAO-12) with all supporting documents/letters attached and submitted to respective Head of Programme before the deadline.
3. The decision of the Board of Appeal is final.

Academic Dishonesty Committed by Students

1. An act of suspected academic dishonesty is one where a student is suspected of cheating in a test, a project, an assignment, a final examination or a component of an assessment that contributes marks to a course evaluation.
2. Evidence of academic dishonesty in the final examination can be one or more of the following:
 - a) unauthorised material brought into the examinations venue by (or found on) the student;
 - b) data written on parts of the body such as the palm of the hand, etc.

- c) communicating with an unauthorised person; or
- d) participating in an act, that in the opinion of the officer-in-charge / supervisor / invigilator constitutes an act of academic dishonesty.

The student under suspicion, is allowed to complete the examination. However, no extra time will be given to the student concerned.

The suspected student is to contact the officer-in-charge of academic dishonesty, in the particular school (as per the examination paper) after the examinations, at the latest by the next working day.

3. A hearing will be called for student who committed the academic dishonesty. In the event a student is not present for the hearing, the Academic Dishonesty Committee will make the decision.
4. The decision of the Academic Dishonesty Appeal Committee is final.

Attendance

1. Students must be punctual for lectures. Lecturers have the right not to allow students to enter classes if they are late.
2. Attendance will be recorded in the attendance list for every lecture attended. Students are expected to attend all scheduled classes and laboratory sessions they have enrolled for.
3. In the event of power failure, students are required to wait for 30 minutes with their lecturers. Lecturers will decide to continue or postpone the class after 30 minutes.
4. Students will be barred from taking the final examinations if they do not meet the attendance requirements.

Rules and Regulations

Plagiarism

1. Plagiarism is considered an act of academic dishonesty because it involves a candidate copying the work of another person (including materials down-loaded from the Internet) in presenting his or her own dissertation, project essays or other submissions.
2. Plagiarism also includes the regurgitation of an author's work verbatim or near verbatim form in an examination without proper acknowledgement.
3. To avoid plagiarism, candidates are required to acknowledge the work of others through proper referencing and bibliographic notes.

Role of a Class Representative

1. A class representative is elected or appointed for each class by the second week of the semester.
2. The main responsibility of a class representative is to give feedback to the School on any related academic matter and to the Students Affairs Office on any non-academic matter.
3. A class representative can also give feedback to the management via the Quality Improvement Form (QIF) available at all schools and offices.

A class representative will be awarded a certificate after he/she has served as a class representative and attended the Programme Consultative Meeting. The Class Representative can apply for the certificate at the Academic Affairs Office.

EXAMINATION REGULATIONS FOR STUDENTS

Before the Examination

1. Thoroughly check through the examination time-table displayed on the notice board outside the Examinations Office and ascertain

your examination date, time and venue. Wrong reading of the time-table will not be accepted as a reason for absence from an examination.

2. REPORT TO THE EXAMINATIONS OFFICE ANY CLASHES (3 subjects in one day or 2 subjects at the same session) latest by the FIFTH week of the semester.
3. Candidates can only enter or leave the Examination Room with the permission of the Chief Invigilator.
4. Only materials permitted by the exam office will be allowed into the exam room. Pencil boxes, wallets, handphone/cellular phones, electronic dictionaries, programmable calculators or other written documents are not allowed into the examination venue.
5. Follow the instructions of the invigilator carefully in filling up the attendance slip and signing the declaration on the front page of the answer booklet.
6. A candidate who arrives more than half an hour late will not be allowed to sit for the examinations.

During the Examination

1. Candidates are to remain silent during the entire course of the examination.
2. If a candidate has any queries or questions concerning the examination, he or she should raise a hand to get the attention of the invigilator and tell him or her the problem.
3. If a candidate needs to use the washroom, he or she should raise a hand and inform the invigilator. The candidate will then be directed to a washroom.
4. Candidates are not allowed to leave the examination hall during the last half hour of the examination.

At the End of the Examination

1. When the invigilator announces the end of the examination, candidates MUST stop writing immediately and continue to observe

Rules and Regulations

silence.

2. Candidates should tie up the answer scripts and wait for them to be collected.
3. No unused examination materials or paper used for rough work should be taken out of the examination room.
4. Candidates should leave the Examination Room in an orderly manner after being released by the invigilator.

Absence from Final Examination

A student who did not sit for the final examinations may be given make-up examinations provided the following conditions are fulfilled:

1. The student has informed the Officer In Charge of the Examinations Office of his/her absence **WITHIN 72 HOURS** after the scheduled examinations for that particular subject.
2. For absence due to valid reasons such as serious illness or bereavement, etc. proper documents (medical certificate, etc) are to be presented to the Examinations Office before any make-up examinations is granted.
3. Students must fill up the make-up form and obtain approval from the lecturer of that particular subject. The form must be returned to the Examinations Office **WITHIN 72 HOURS** after the scheduled examinations.

The above regulations (1 and 2) also apply to students for the British Degree Programmes, Australian Degree Programme and New Zealand Degree Programme. For students from these programmes, the respective Head of Programme must approve the resit examination.

The list of students eligible for resit examinations will be displayed on the Examination Notice Board by the 11th week of the semester (Resit Examinations during Final Examinations) and 5 days before the commencement of the Resit Examinations.

Resit Examination

1. All dates of resit examinations are displayed on the Examination Notice Boards.
2. Students who have transferred from other INTI campuses **MUST** resit in the campus they are enrolled in.
3. Students who choose **NOT** to take the Resit subjects are given up to **ONE** day before the start of the Resit Examination to report to the Schools concerned that they are not going for the Resit Examination and that they will **REPEAT** the subject. A form will be given to the students to fill. One portion will be kept by the Schools and the other is to be detached and given to the Examinations Office by the student.
4. Students are encouraged to come to the Examinations Office if they have any queries.

Release of Final Examination Results

The Examinations Office is the sole authority for issuing and releasing examination grades. Lecturers will inform their students of the course work marks before the final exam. No telephone enquiry on the grades will be entertained.

Students can view their examination results in:
<http://ecampus.inti.edu.my/eramis>

Semester Grade Report

Student should go to the Examinations Office to obtain a copy of his/her semester grade report.

Petition to Review the Semester Final Grades

A student who wishes to have his/her final grade reviewed must file an official petition with the Examinations Office. There is a petition fee payable to the Finance Office. Students are advised to refer to the Examination Notice Boards for the last day for filing such a petition.

There is no review of make-up/resit grades.

Rules and Regulations

COMPUTER LAB RULES & REGULATIONS

1. Students in the computer lab are required to have their Smartcard ID with them at all times. Students without the smartcard ID or fees receipt could be denied entry in any of the computer lab.
2. Drinking, eating (including sweet and chewing gum), and smoking are strictly prohibited inside the computer lab.
3. The use of hand phones and music boxes that create noise or disruptions to others is not allowed inside the computer lab.
4. Students are not allowed to open, move or swap any computer or any equipment. Any problem must be reported to our System Support Staff or make a phone call to our Service Counter in the ground floor at 03-56318842 or by phone extension number 117 or 112.
5. Computer Laboratory schedules must be strictly observed. Students must vacate the computer lab after the scheduled laboratory class or upon the instruction of any System Support Staff.
6. Student bags or folders should be placed properly in the designated areas.
7. Students must at all the times, keep the computer laboratory clean and tidy and register in the Attendance Log Book provided and report any problems in the lab in the ICT Maintenance log book provided.
8. Students are required at all times to scan all their thumb drives or portable disk storage for any possible computer viruses before plugging them into any computers.
9. Copying of any software is strictly prohibited or installation of licensed or unlicensed software, shareware and freeware is not allowed. Students are not allowed to take any course materials such as manuals, posters, or any media or devices out of the computer laboratories. Such actions will be viewed as theft and subject to severe disciplinary action.
10. Any materials / items left behind and found in the computer laboratory must be promptly handed over to our System Support Staff or Service Counter. Students should obtain an acknowledgment note from the System Support Staff upon surrendering the loss and found item.
11. If students are caught pilfering peripherals from the computer lab or browsing obscene materials or jeopardizing the files from the computers, they will be sent to the Disciplinary Committee for disciplinary action and their user account in all online services will also be terminated.
12. Students who wanted to use the Network Printer can apply for an account at the Service Counter in the ground floor.
13. Students are strictly prohibited from speaking in other languages other than English.
14. Students are required to conform at all times with the college Dress code.
15. Students who bring their own notebook, computers and other peripherals are required to register in the service counter. Any staff and security guard are empowered to query or check any students who carry computers, notebook, computers and other peripherals within the college premises.

Rules and Regulations

16. All computer laboratories are normally open from 8:00am – 6:00pm from Monday to Friday and Saturday (Working Saturday) from 8:00am – 12:00noon. Computer laboratories are normally closed from: 2.00pm to 4.00pm of every Wednesday and 1:00pm to 3:00pm of every Friday. All computer laboratories are closed on Sundays and Public Holidays
17. All computer lab classes and computer laboratories will end normally on Week 8 for Short Semester session and on Week 14 for Long Semester session.
18. All students are required to read the news and announcement pertaining to the computer laboratory matters and class changes on every computer laboratory notice board.
19. All students are required to delete their personal files, log out from all online accounts, log out from Windows/Xerox user account and remove the thumb drive or diskette after using the computer. INTI College will not take any responsibility if your personal privacy is been abuse.

The College reserves the rights to make changes on the above Computer Laboratory Rules and Regulations.

ICT USAGE POLICY

Access and use of the College provided computers, network, e-mail, information systems, online web services, databases and use of Internet or World Wide Web through INTI's network gateway is governed by this INTI's ICT Usage Policy.

Students and guests (sometimes referred as "user" or "users") are to be familiar with the College procedures and policies specifically on this INTI's ICT Usage Policy that covers the use of its computers, network, e-mail, information systems, online web services, databases,

and use of Internet or World Wide Web and all other ICT services and facilities.

Be informed that the college has now **put in place a network monitoring, policing and tracking utility software** to enforce strictly INTI's ICT Usage Policy.

Students email and browsing activities in any websites or any illicit transaction made using INTI's network is now being **monitored, tracked, filtered and logged into our database**. This database will be used as a record of evidences against students committing violations or abuses against the ICT Usage Policy. The database report could be made available to the Management for legal inquiries, investigation, prosecution, and for reporting the misuse(s) of INTI's computers, network, e-mail, information systems, online web services, databases, and browsing of the Internet or World Wide Web.

It is not possible to guarantee that users will not be able to find Internet resources that are offensive, profane or otherwise violate our ICT Usage Policy. The ultimate responsibility for compliance lies with the user.

Following are the various sections in details in enforcing the ICT Usage Policy:

Section 1: Computer/Network/Server Account Usage

1. Students are NOT PERMITTED to:
 - a. Share their user Ids and Passwords.
 - b. Use the College provided computers and network accounts for unlawful or illegal purposes.
 - c. Keep any personal information or data in the College provided computers.
 - d. Erase, remove or destroy any information maintained in College provided computers' hard disk drives.
 - e. Violate system security or interfere with system performance or another users' use

Rules and Regulations

- of the College provided networks or systems.
 - f. Access other users' computer/network server accounts, files or password without the prior consent of the party concerned, whether intentionally or not.
 - g. Copy, modify, pilfer or tamper with any electronic files without authorization.
 - h. To make any direct connections via machines and/or unauthorized ports to the server which will enable the user to make modifications to the system like telnet.
2. The College ICT staff or any Management appointed staff have the full access privileges to student accounts for maintenance, upgrading, or correcting problems in College provided network, online services and computers.
 3. Students are responsible for all the information they access to, make available or distribute using the College provided computers, online services and network. The College cannot be held responsible for the contents of e-mails that were sent using the College's email account.
 4. Students are not to put up or make available (whether directly or indirectly) via College provided computers or network, any opinion, information or material that may be:
 - a. Inappropriate, profane, obscene, indecent, defamatory, derogatory or cause the discredit of any person or body in the eyes of the general public; or
 - b. Unlawful or that violates any applicable copyright, trademark, intellectual property or privacy laws.
 5. Any students who suspect that their computer/network/server accounts have been accessed without their permission are expected to change their passwords and are strongly

advised to report the suspected activity to the College's Software Development and Support Unit (SSU) or System and Network Unit (SNU).

Section 2: Electronic Mails

6. Students are responsible on the contents and the maintenance of their electronic mailboxes.
7. Students are advised to:
 - a. Ensure that their individual mailbox size is within the disk quota provided.
 - b. Delete unwanted email messages immediately.
8. Students are NOT PERMITTED to:
 - a. Send e-mail (with or without attachment files) exceeding 2MB via the College provided network and online services.
 - b. Send or disseminate to anyone via the College provided email accounts or online services (forums/chats/instant messaging), any messages or e-mail that contains or could be viewed as defamatory, threatening in nature, racially disturbing or political, or sexually harassing. Any student who is aware of or who receives such messages or email are to immediately notify the Head of the SSU.
 - c. Send or propagate chain letters via the College provided e-mail facilities.

Section 3: Software Copyrights and Downloads

9. Students are advised to:
 - a. Download file(s) which exceed 1MB from the Internet only during non-peak hours i.e. before 9:00am and after 5:00pm
 - b. Check for copyrights or licensing agreements on possible infringements when downloading a program or file from the Internet via College provided computer facilities.

Rules and Regulations

10. Students are not allowed to install pirated copies of software in the College provided computers.

Section 4: Virus and Malware Protection

11. Students are advised to activate virus scan program or virus scanner before opening any files from their diskettes, portable disk, thumb drives and any email attachments using the College provided computers or online services.
12. Students must report any virus-like activities in the College provided computers to ICT staff or SNU.

Section 5: INTI Websites

13. The College and INTI International Education Group provides certain official websites that are legally hosted and registered under its domain name for the convenience and access by students/public. Other web sites with different domain name associated to the College and INTI International Education Group or its campuses available in the cyberspace are beyond the control of the College and INTI International Education Group.
14. The College and INTI International Education Group does not permit its content to be copied or shown in any other web pages that doesn't belong to the College or its subsidiaries, nor does it permit any linkage with any third party materials that may give false impression of the College's association with the third party websites, services, products or any equivalent materials.

Section 6: Student Participation in Non-INTI Websites

15. The College does not stop students from participating or accessing other websites.
16. Any student with grievances/complaints/

likes to seek clarification from the College or INTI International Education Group regarding any grievances/complaints should follow the existing INTI procedures for such purposes.

17. As such, the College or INTI International Education Group takes a very stern view of any students who access other websites to post/ disseminate / make available unverified information / personal statements / material that:
 - a. Refers, identify or mentions INTI name or any of its staff/students in negative light; or
 - b. Derogate, defame or discredit the reputation or good standing of INTI or any of its staff / students, referred as "Damaging Material".

Section 7: Disciplinary Action

18. The College or INTI International Education Group will not hesitate to take:
 - a. Appropriate steps to identify students who wilfully post Damaging Material (as stated in items a and b of 17-Section 6) and to take necessary legal action against such students; and
 - b. Disciplinary action (which may include suspension and / or expulsion) against any student who violates the College network ICT Usage Policy and all other College regulations and policies.

The College reserves the rights to make changes on the above ICT Usage Policy.

Rules and Regulations

LIBRARY RULES AND REGULATIONS

Conduct of Members

1. Silence is to be observed in the Library at all times. All handphones must be switched off. Library staff have the right to ask any library user who is causing disturbance to leave the library.
2. Smoking and the consumption of food and drinks are not permitted in the Library.
3. No bags should be brought into the Library. The Library is not responsible for loss of any items left behind in the Library.
4. Reservation of seats is not permitted. Books and other articles left on tables or chairs will be removed by the library staff.
5. Students without student ID cards and students not properly attired are not allowed into the Library.
6. Students are not allowed to remove or change the arrangement of chairs or tables in the Library.
7. Students are requested to place the books on the trolleys once they have finished reading them in the Library.
8. When leaving the Library, all students are required to show their books and files (including personal belongings) at the checking counter.
9. Members caught mutilating books and committing theft will be referred to the Disciplinary Committee.
10. Students are prohibited from chatting online, playing computer games, downloading of MP3 or similar materials, and storing materials that are obscene in the computers.
11. Students must ensure that they delete all their personal files and LOG-OFF from the network before they leave their terminals to protect against other students from accessing their personal data in the computers.
12. Members found breaking Library Rules will

have their Library privileges suspended.

13. The Librarian may amend the Library Rules and Regulations as and when necessary.

GENERAL REGULATIONS

- Use of Facilities

Damaging or defacing College property is a serious offence and disciplinary action will be taken against students caught for such vandalism.

- Dress Code

Students must dress appropriately and are not allowed to wear "revealing" clothes like singlets, hot pants, mini-skirts and attire printed with offensive or obscene wordings. Slippers and sandals without heel straps are also not allowed.

- Student Identity Card

Students must wear their student identity cards at all times while on the College premises.

- Conduct

Involvement in political activities
In accordance with the Private Higher Education Institutions (PHEI) ACT 1996 (47) (1) (a), (b) and (c), students are strictly prohibited from becoming members/expressing support or sympathy for any political party, trade union, society, association organisation, body or group unless allowed by the Registrar General.

Any student who has contravened this regulation shall be guilty of an offence and shall on conviction, be dismissed from the College.

* Misrepresentation or falsification

Students shall be honest when completing any College records by providing true and accurate information on all matters.

Rules and Regulations

* **Drugs/Smoking/Alcohol**

The College is a non-smoking campus. Possession of alcohol and drugs within the College premises or at College organised events is strictly prohibited.

* **Lost & Found Items**

No student shall take or keep in possession items not belonging to him or her and any items found should be turned in to the Lost and Found Counter at the Student Affairs Office.

- **Disciplinary Action**

Disciplinary action will be taken against students who do not comply with the guidelines or violate the regulations.

Nothing in this document, rules and regulations resulting therefrom shall be construed in any way to deprive the Principal of the College of her responsibility and power to act as the final arbiter and authority in matters of discipline and conduct.

INTI SONG

1 C G
A_ cross the land and_ O cean young hearts

4 F G C F C
come from e very where we'll march forth with a mis sion proudly

8 Dm
pro clai ming where e ver we

9 G C D G
go a_ mem ra ble place for us all where there're

12 C F G C F G C
dreams for e very one hand in hand we'll join to ge ther and_

16 Dm G C C F C
stead fast we'll stand tall In_ ti In_ ti with one

20 G C G C F G
_ mind_ one heart one voice mar ching to wards the new ho ri_ zon

24 G C F C
with a clear vi sion In_ ti In_ ti with one_

28 G C G C F G Dm
_ mind_ one heart one voice mar ching to wards the new ho ri_ zon

32 G C
with a clear vi sion - - - -