Student Handbook

June 2016
Important:
The College reserves the right to revise the information/rules and regulations in this handbook from time to time without any prior notice.

Welcome to Han Chiang College!

This is the beginning of a new journey for you and we truly hope you will find life at Han Chiang College interesting and challenging. This handbook contains important information on various aspects of student life on campus that will help you to explore the campus and ease your transition to a new environment.

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PERSONAL DATA PROTECTION AND PRIVACY POLICY (STUDENTS)

Personal Data Protection and Privacy policy of Han Chiang College explains how the College collects and handles your personal data in accordance with the Personal Data Protection Act 2010.

1.0 Personal data
Personal data collected may include but not limited to name, NRIC/Passport no, gender, religion, nationality, date of birth, race, marital status, address, telephone number, email address, name of next of kin, NRIC/Passport of next of kin, religion of next of kin, telephone number of next of kin, email of next of kin, academic qualifications, examination results, photographs, information in audio or video format or any other information deemed necessary or appropriate.

2.0 Sources of information
Your personal data will be obtained from the following sources or any other sources from time to time:
- A. information provided by you through the application form or resume.
- B. the use of the College website and any other information you post on the website, email or facebook.
- C. publicly available or publicly accessible information from seminars, workshops, school magazines, surveys etc.
- D. participation in competitions, tournaments, etc organised by the College or other institutions/organisations.
- E. any written documents or verbal communication between you and Han Chiang College.

3.0 Purposes of processing personal data
Your personal data will be processed for the following purposes:
- A. processing your application;
- B. verifying qualifications, educational background and / or examination results.
- C. supplying you with services such as taking attendance, monitoring your academic progress, providing counselling services, etc;
- D. billing you for the services provided;
- E. notifying or contacting you when necessary;
- F. processing scholarship/loan/bursary applications, if any;
- G. collecting outstanding fees from you or your guarantors;
- H. keeping your data in our internal records;
- I. monitoring any other academic and administrative services.

4.0 Incomplete personal data
It is necessary for you to provide your personal data to Han Chiang College to enable the College to process your application so that it can provide necessary services to you. Should you decline to provide such personal information, or if you later withdraw or withhold your consent for the College to process the data, the College may not be able to process your application/request or continue to provide services to you.
5.0 Disclosure of personal data
Personal data provided to the College will, generally be kept confidential but you hereby give consent and authorise the College to provide and / or disclose your personal data to the following parties (where applicable):

A. Relevant staff members of the college, eg. International office, Registration/Exam, accounts, student affairs, and human resource sections, Heads of School/Department, lecturers,, administrative staff members, librarians etc.
B. Ministry of Education
C. Malaysian Qualifications Agency (MQA)
D. Immigration Department
E. Organisations where you undergo your industrial training such as banks, hotels, production companies, press, radio and tv stations, factories, etc.
F. Partner universities when necessary. For example, when you apply for exemption for courses or further studies abroad.
G. Others such as EPF (Kumpulan Wang Simpanan Pekerja), SOCSO, providers of scholarships, prizes, sponsorships, insurance companies, etc when necessary.

6.0 Confidentiality
Han Chiang College shall keep and process your data in a secured manner. The College shall take necessary steps to ensure all information is kept confidential. Your personal data shall not be disclosed to any unauthorised third party.

By providing your information to Han Chiang College and signing the application forms, you hereby acknowledge that you have read and agreed to the "Personal Data Protection and Privacy" policy of the College.

We may retain your personal data for a reasonable period in accordance with the commercial requirements subject to prevailing legal requirements.

7.0 Right to access and correct/amend your personal data
The accuracy of your personal data depends largely on the information you provide to the College. Therefore, you may request to amend and / or update your personal data in our possession by contacting the Registry office or email hccexam@hju.edu.my.

8.0 Revision
Han Chiang College reserves the right to revise the "Personal Data Protection and Privacy Policy" from time to time in the event of amendments to the existing laws and regulations and you shall be deemed to have agreed to such revisions without objection during your tenure as a student of the College.
FEES PAYMENT / REFUND POLICY / OTHER CHARGES

1. Registration and other fees
Registration and other fees are not refundable.

2. Tuition Fees
Under normal circumstances, tuition fees are not refundable. However, if the students notify the College in writing of their decision to withdraw from the programme before the commencement of the course of study, the College will make a full refund on tuition fee. Semester payment must be made on or before the due date upon the commencement of each semester.

3. Library Deposit
The library deposit may only be refunded after the students have completed or withdrawn from their course of study at the College. Students are required to fill in the Request for Refund - Library Deposit form (Appendix 1) and submit together 1 copy of NRIC and the first page of bank book account or bank statement. The approval for refunding the deposit depends on the status of the students. The library deposit refund and academic transcript/certificate will be suspended if the students fail to return library materials that they have borrowed and fail to pay the outstanding payment.

4. Hostel Rental & Deposit
   a. Hostel fees are payable on a semester basis.
   b. The rental is inclusive of utilities.
   c. Tenants who fail to pay the required fees by the fixed date will be charged a penalty of RM5.00 per working day and shall be evicted from the hostel if his/her accounts remain outstanding three weeks after the new semester commences.
   d. The deposit will be refunded only after the hostel room has been vacated; the keys and the resident pass returned, no damage of property in the occupied room, all other monies due to the college have been cleared, and one month’s advance notice is given. Failure to provide the required notice will result in the deposit being forfeited.
   e. Tenants are required to complete a Hostel Deposit Refund Form which can be obtained from the hostel warden.

5. Fee payment
To prevent the risk of identity theft and cash deposit fraud, with effect from 9 June 2015, cash deposit receipts via bank tellers or cash deposit machines (CDM) will no longer be acceptable.

   Fee payments can be made by:
   a. Fund transfers through ATM / Interbank Giro or direct online transfer via: Maybank2u/Hong Leong Connect/ CIMB Clicks;
   b. Debit card / Credit Card (VISA & MASTER);
   c. Cheque / Banker’s cheque. (All cheques should be crossed);
   d. Cash payment to the Finance Section of Han Chiang College.

   PAYABLE TO: HJU INTERNATIONAL COLLEGE SDN BHD
   Hong Leong Bank Berhad a/c no. 11900005678
   Maybank a/c no. 507077409856

   (Students are required to submit a copy of the payment receipt to the Finance Section of Han Chiang College for verification purposes. Please write your name, student ID number and telephone number clearly at the back of every cheque or payment receipt)
6. Other charges

<table>
<thead>
<tr>
<th>LATE SUBMISSION</th>
<th>CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE REGISTRATION FORM</td>
<td>RM50.00</td>
</tr>
<tr>
<td>REPEAT/ RESIT FORM</td>
<td>RM50.00</td>
</tr>
<tr>
<td>ADD FORM / DROP FORM</td>
<td>RM50.00</td>
</tr>
<tr>
<td>HOSTEL RENTAL</td>
<td>RM5.00 per working day</td>
</tr>
<tr>
<td>TUITION FEES</td>
<td>RM3.00 per working day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LATE COLLECTION</th>
<th>CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAM SLIP</td>
<td>RM50.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REPRINT</th>
<th>CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAM RESULT SLIP</td>
<td>RM50.00</td>
</tr>
<tr>
<td>TRANSCRIPT</td>
<td>RM100.00</td>
</tr>
<tr>
<td>A CERTIFIED COPY OF GRADUATION CERTIFICATE (EXCLUDING DELIVERY CHARGES)</td>
<td>RM200.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHERS</th>
<th>CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPEATING A COURSE</td>
<td>RM900.00 per course</td>
</tr>
<tr>
<td>RESITTING EXAMS</td>
<td>RM300.00 per course</td>
</tr>
<tr>
<td>APPEAL FOR REVIEW OF EXAMINATION RESULTS</td>
<td>RM100.00</td>
</tr>
<tr>
<td>INAPPROPRIATE ATTIRE DURING EXAMINATION</td>
<td>RM50.00</td>
</tr>
<tr>
<td>STUDENT ID CARD REPLACEMENT</td>
<td>RM50.00</td>
</tr>
<tr>
<td>CREDIT TRANSFER</td>
<td>RM150.00</td>
</tr>
</tbody>
</table>

(Effective 15 April 2016)
GENERAL RULES & REGULATIONS

1. Students must be properly attired at all times on campus.

**RECOMMENDED ATTIRE:**

<table>
<thead>
<tr>
<th>Male students</th>
<th>Female students</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Respectful and neat pair of jeans/slacks/long sleeved shirts/ suits/blazers.</td>
<td>● Respectful and neat blouses/blazers/jeans/slacks.</td>
</tr>
<tr>
<td>● Proper sports attire during physical exercise.</td>
<td>● Proper sports attire during physical exercise.</td>
</tr>
<tr>
<td>● College T-shirts during T-shirt day or College event. Formal attire with neck-tie during presentation/seminar/talk.</td>
<td>● College T-shirts during T-shirt day or College event.</td>
</tr>
</tbody>
</table>

**INAPPROPRIATE ATTIRE:**

- Students are advised not to wear sandals/slippers/short pants/halter tops/tank tops/tops with bare shoulders/wrinkled shirts/undershirts on campus.
- Male students are not allowed to put on earrings or studs.
- Male students are advised to ensure that their hair is always short and neat.
- Colored hair is not permitted.
- Female students are not allowed to wear mini skirts.

2. Students causing damages to College property will have to pay full compensation.
3. Should there be any changes to residential or permanent address, students are required to notify the College immediately.
4. No student is allowed to be absent from lectures, tutorials, practicals or examinations without approval or valid reasons.
5. Students furnishing false information or documents may be dismissed without prior warning.
6. For all matters pertaining to discipline and conduct, the decision of the Disciplinary Board is final.
7. Gambling and smoking are strictly prohibited within Han Chiang College premises.
8. Students driving cars or motorcycles into the campus must park their vehicles at designated “Students parking” lots only. All vehicles entering the College campus must have valid stickers on them. Students can obtain the vehicle stickers from the General Affairs & Maintenance Department.
9. Students must obtain official approval from the Student Affairs Section for the display of notices/posters/other promotional materials.
10. It is compulsory for students to buy their own insurance. Han Chiang College and its management will not be held responsible for any injuries to students caused by accidents, etc.
11. Students must observe the rules and regulations of the College in terms of payment of fees, attendance during lectures, tutorials, practicals, examinations and participation in industrial training.
12. The College shall not be responsible or liable for any damages to students’ properties or injuries to students caused by the misuse or unauthorised use of College equipment in the College premises.
## CAMPUS DIRECTORY

<table>
<thead>
<tr>
<th>BLOCK B Ground Floor</th>
<th>BLOCK D Ground Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>B101 Computer Lab 4</td>
<td>D101 Creative Media Centre</td>
</tr>
<tr>
<td>B102 Computer Lab 5</td>
<td>D104 Multi-Purpose Hall 1 (MPH 1)</td>
</tr>
<tr>
<td>B103 Computer Lab 6</td>
<td>1st Floor (Corporate Floor)</td>
</tr>
<tr>
<td>B104 Tutorial Room</td>
<td>D201 Management Office</td>
</tr>
<tr>
<td></td>
<td>D202 Pantry/Staff Lounge</td>
</tr>
<tr>
<td></td>
<td>D203 Interview Room</td>
</tr>
<tr>
<td></td>
<td>D204 Meeting Room</td>
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<tr>
<td></td>
<td>D205 Tutorial Room</td>
</tr>
<tr>
<td></td>
<td>D206 English Department</td>
</tr>
<tr>
<td></td>
<td>D207 Tutorial Room</td>
</tr>
<tr>
<td></td>
<td>D208 Tutorial Room</td>
</tr>
<tr>
<td></td>
<td>D209 Tutorial Room</td>
</tr>
<tr>
<td></td>
<td>D210 Tutorial Room</td>
</tr>
<tr>
<td>1st Floor</td>
<td>2nd Floor</td>
</tr>
<tr>
<td>B201 Utilities Room</td>
<td>D301 Discussion Room</td>
</tr>
<tr>
<td>B202 Information Technology Services Office</td>
<td>D302 Resource Room</td>
</tr>
<tr>
<td>B203 Server Room</td>
<td>D303 Studio Audio</td>
</tr>
<tr>
<td>B204 Computer Lab 1</td>
<td>D304 Tea Room</td>
</tr>
<tr>
<td>B205 Computer Lab 2</td>
<td>D305 Reading Room</td>
</tr>
<tr>
<td>B206 Computer Lab 3</td>
<td>D306 Library</td>
</tr>
<tr>
<td>B207 Computer Lab 4</td>
<td></td>
</tr>
<tr>
<td>B208 Systems Support Workshop</td>
<td></td>
</tr>
<tr>
<td>B209 Tutorial Room</td>
<td></td>
</tr>
<tr>
<td>B210 Archives</td>
<td></td>
</tr>
<tr>
<td>B211 Multimedia Studio 1</td>
<td></td>
</tr>
<tr>
<td>B212 Seminar Room</td>
<td></td>
</tr>
<tr>
<td>B213 Discussion Room</td>
<td></td>
</tr>
<tr>
<td>B214 Tutorial Room</td>
<td></td>
</tr>
<tr>
<td>B215 Multimedia Studio 2</td>
<td></td>
</tr>
<tr>
<td>B216 Tutorial Room</td>
<td></td>
</tr>
<tr>
<td>B217 Photography Studio</td>
<td></td>
</tr>
<tr>
<td>B218 Dark Room</td>
<td></td>
</tr>
<tr>
<td>BLOCK C Ground Floor</td>
<td>BLOCK E</td>
</tr>
<tr>
<td>C101 Administration Office</td>
<td>E101 Han Chiang News / TV Studio</td>
</tr>
<tr>
<td>C101-A International Office</td>
<td>E102 School of Applied Creative Arts &amp; Design</td>
</tr>
<tr>
<td>C101-B International Office</td>
<td>E103 School of Communication</td>
</tr>
<tr>
<td>C101-C Meeting Room</td>
<td></td>
</tr>
<tr>
<td>C101-D Finance Section</td>
<td></td>
</tr>
<tr>
<td>C102-General Office</td>
<td></td>
</tr>
<tr>
<td>C102-A Multi-Purpose Room</td>
<td></td>
</tr>
<tr>
<td>C102-B1 Lecturers' Office (School of BM)</td>
<td></td>
</tr>
<tr>
<td>C102-B2 Visiting Professor's Office</td>
<td></td>
</tr>
<tr>
<td>C103 Conference Room</td>
<td></td>
</tr>
<tr>
<td>C104 Surau (for female staff)</td>
<td></td>
</tr>
<tr>
<td>C105 Multi-Purpose Room</td>
<td></td>
</tr>
<tr>
<td>1st Floor</td>
<td>BLOCK F</td>
</tr>
<tr>
<td>C201 Counselling Unit 1</td>
<td>F01 School of Chinese Studies</td>
</tr>
<tr>
<td>C202 Registry front desk</td>
<td>F02 Utilities Room</td>
</tr>
<tr>
<td>C203 Regulatory &amp; Compliance Department</td>
<td>F03 Multi-Purpose Hall 2 (MPH 2)</td>
</tr>
<tr>
<td>C204 Registry Office</td>
<td>F04 Tutorial Room</td>
</tr>
<tr>
<td>C205 Training Room</td>
<td>F05 Tutorial Room</td>
</tr>
<tr>
<td>C206 Tutorial Room</td>
<td>F06 Sports Club/ International Student Lounge</td>
</tr>
<tr>
<td>C207 Tutorial Room</td>
<td>F07 Discussion Room 1</td>
</tr>
<tr>
<td>C2LT1 Lecture Theatre 1</td>
<td>F09 Reading Room</td>
</tr>
<tr>
<td>2nd Floor</td>
<td>F10 Chinese Heritage Centre</td>
</tr>
<tr>
<td>C301 Visiting Professor's Office</td>
<td>F11 Tutorial Room</td>
</tr>
<tr>
<td>C302 Tutorial Room</td>
<td>BLOCK G</td>
</tr>
<tr>
<td>C304 Tutorial Room</td>
<td>Continuing Education Centre (CEC)</td>
</tr>
<tr>
<td>C305 Tutorial Room</td>
<td>Workshop 1-4</td>
</tr>
<tr>
<td>C306 Tutorial Room</td>
<td>G01- Classroom</td>
</tr>
<tr>
<td>C3LT2 Lecture Theatre 2</td>
<td>G02- Classroom</td>
</tr>
</tbody>
</table>
## NOTICE BOARD DIRECTORY

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>LOCATION</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block B</td>
<td>Block B (Ground Floor, B102)</td>
<td>Student Council, Club &amp; Society</td>
</tr>
<tr>
<td></td>
<td>Block B (Ground Floor, B103)</td>
<td>School of Business &amp; Management</td>
</tr>
<tr>
<td></td>
<td>Block B (Ground Floor, B104)</td>
<td>School of Communication</td>
</tr>
<tr>
<td></td>
<td>Block B (1st Floor, B203)</td>
<td>Information Technology Services</td>
</tr>
<tr>
<td>Block C</td>
<td>Block C (Ground Floor, Corridor)</td>
<td>College News &amp; Activities</td>
</tr>
<tr>
<td></td>
<td>Canteen</td>
<td>General Information &amp; News</td>
</tr>
<tr>
<td></td>
<td>Block C (1st Floor, C203)</td>
<td>Registry</td>
</tr>
<tr>
<td>Block F</td>
<td>School of Chinese Studies (F01)</td>
<td>School of Chinese Studies</td>
</tr>
<tr>
<td></td>
<td>Chinese Library (F06)</td>
<td>Chinese Library</td>
</tr>
</tbody>
</table>
Computer Laboratories Rules and Regulations

1. Students are advised to save the file into the USB drive or external hard disk.
2. No food or drinks are allowed.
3. No smoking is allowed.
4. No littering is allowed.
5. No games or movies are allowed.
6. All mobile phones must be switched off in the computer labs.
7. Students must show their respective student identification cards at all times.
8. No reservation of computers is allowed. The allocation of computers is on a First-Come-First-Served basis, unless stated otherwise by the ITS staff.
9. Students are responsible for ensuring that only licensed software is utilized and all files used are free from virus.
10. Only stationary, floppy diskettes and important personal belongings are allowed to be brought into the computer labs. The college shall not be responsible for any damage or loss of personal belongings left outside the computer labs.
11. Students must maintain good behavior at all times and bear the responsibility for any damage resulting from their behavior or action in the computer labs. Unethical behavior such as ‘spamming’, ‘nuking’ and actions with malicious intent will not be tolerated.
12. The use of additional computer peripherals or hardware such as zip drive or notebook is not allowed, unless prior permission is obtained from the college staff.
13. The computer labs will be opened to students for word processing or internet access according to the timetable set.
14. The last lab user of the day must ensure that all the power switches in the lab are off, including air-conditioning before leaving the lab.
15. Black and white and color printing services are provided to students at ITS center for coursework related purposes at minimal charges. Paper is also provided.
16. Authority is given to all appointed lab assistants to ensure that all users are abiding by the rules and regulations.

The college reserves the right to request users who do not adhere to the above rules & regulations to leave the computer labs, and take the necessary actions which may include suspension from the uses of computer lab services.
1. Operating Hours

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>9.00 a.m. – 6.00 p.m.</td>
</tr>
</tbody>
</table>

(The library is closed on Saturdays, Sundays and Public Holidays.)

2. General Rules and Regulations

2.1 Students MUST show their own Student Cards when using/borrowing the library materials.

2.2 Students are advised to wear proper attire while in the library. Smoking, eating, drinking, sleeping, making noise etc are not allowed inside the library.

2.3 Students are only permitted to bring in their notebooks, stationery and valuable items such as wallets, cameras and handsets (must be switched off while inside the library). Other items such as bags, files, helmets, umbrellas etc are to be deposited into the lockers the library.

2.4 Students are not allowed to shift chairs from one table to another and no reservation of seats is allowed. Students are required to push all chairs to their original positions before leaving the library.

2.5 Students are advised to leave the books which have been taken from the shelves on the trolley next to the library counter.

2.6 Students can borrow all the library collections except newspapers, magazines/journals, reference books, audio-visual materials and any other materials restricted by the library staff.

2.7 Students who deface and lose the library items will have to pay the price of the items as well as a fine.

2.8 Students who are found stealing the library items will face disciplinary action and will be suspended from using the library services for a period of time.

2.9 The library has the right to call back books lent out from library at anytime for stocktaking, book binding or other official purposes.

2.10 The library only open for the use of Han Chiang College staff and student.

3. Rules of Borrowing/ Returning Books

3.1 Library Membership

*(Please bring along your student card to the English library for membership registration during your first week in the College.)*
### 3.2 Borrowing Privileges

<table>
<thead>
<tr>
<th>User Category</th>
<th>Books</th>
<th>Periodical</th>
<th>Audio Visual</th>
<th>Renewal</th>
<th>Red Spot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation, Diploma &amp; Degree Students</td>
<td>14 days / 2 books (English) &amp; 4 books (Chinese)</td>
<td>For use inside the library only</td>
<td></td>
<td>Twice (if nobody reserves the items. After 2nd renewal, the items must be returned to the library and can be only borrowed again after 1 week’s lapse.)</td>
<td>5 items / same day – have to return back before 5.30 p.m.</td>
</tr>
</tbody>
</table>

### 3.2 Library Fine

3.2.1 Overdue: RM0.20 per day for each item (excluding Saturday, Sundays and Public Holidays)

**Reminder of overdue:**

1st Reminder (after the due date)

2nd Reminder (after the 1st Reminder)

Final Reminder (after the 2nd Reminder)

Blacklisted (1 month after the due date)

**Students who have been blacklisted cannot borrow any items for duration of 2 months starting from the date they return and pay the fine.**

3.2.2 Charges for lost and damaged library materials

Students need to report if the items lost or damaged and the compensation charges will be imposed on them. Students may purchase the replacement item for library or pay the current book price with an additional administration fee of **RM20.00** per item.

### 3.3 Library Web OPAC (http://hcclibrary.com.my/)

Online Public Access Catalogue (OPAC) is used to search materials available at Han Chiang College library. Materials could be searched by author, title, subject or keyword. Registered members can renew online, hold/reserve book, view loan history, check fine and create favorite book or materials list. At library Web OPAC the users also can view the rules and regulations for general library rules, Tea-Room and lockers facilities.
1. Registration Guidelines

1.1 Registration Procedure

Students must register online for courses at the beginning of each semester.

A duly completed registration form must be submitted to The Registry within 2 days after the commencement of the semester. A late processing fee of RM50.00 will be imposed on students who submit the registration form after the deadline but within 1 week (i.e. on the first Friday of the semester).

1.2 Adding a Course

Students who wish to add courses after submitting the registration forms must complete the Add Form, indicating the course(s) to be added. Approval for adding courses is subject to class size. Students will be given 2 weeks (long semester)/1 week (short semester) after the commencement of the semester to add courses for the semester. Students will not be allowed to take the exam of the course if they fail to submit the form within the stipulated time.

1.3 Dropping a Course

Students who wish to drop courses after submitting the registration forms must complete the Drop Form, indicating the course(s) to be dropped. They will be given 4 weeks (long semester)/ 2 weeks (short semester) after the commencement of the semester to drop courses for the semester. They will deem to have failed the course(s) if they do not submit the Drop Forms within the stipulated time.

1.4 Repeating a Course

Students are required to repeat courses if they obtained Grade F in core (C) and college (K) courses. For language courses (i.e. English, Mandarin/ English Pronunciation and Advanced Chinese etc), students are required to repeat if they obtain Grade C- and below except MPU subjects where students are required to repeat if they obtain Grade D and below. The fee for repeating courses is RM900.00 per course. The deadline for submitting Repeat Registration Forms is within 1 week after the commencement of the semester. A late processing fee of RM50.00 will be imposed on students who submit the Repeat Registration Forms after the deadline.

1.5 Resitting Exams

Students who obtain C-, D+ and D in all courses except language courses will be allowed to resit the courses. The maximum grade a student can obtain in a resit is C. The fee for resitting exam is RM300.00 per course. The deadline for submitting the Resit Registration Forms is within 1 week after the commencement of the semester. A late processing fee of RM50.00 will be imposed on students who submit the Resit Forms after the deadline.
1.6 Minimum/Maximum Credit Units Allowed for Registration

The minimum and maximum credit units that students can take per long semester (regardless of code classification, repeat, or resit courses) are 12 and 20 respectively and 3 and 10 respectively per short semester. The Head of School has the prerogative to allow a student to register a total number of credit units fewer than the minimum units if the student has fulfilled the minimum requirements for graduation.

All courses within a programme of study will contribute to the total credit units required for graduation.

1.7 Exemptions/Credit Transfer

Students who possess additional qualifications may apply for exemptions from taking certain courses in writing when they enrol in the first semester. Application for exemptions must be accompanied by relevant documents such as syllabus, course outline, notes, etc. The deadline to file for exemptions is within 2 weeks (long semester)/1 week (short semester) after the commencement of the first semester. The Head of School has the sole discretion whether or not to grant the exemptions. The decision of the Head of School is final and neither correspondence nor appeal will be entertained.

1.8 Change of Programme/Option

Accepted applicants who wish to apply for a change of programme/option must first register as students of the College in the programme they have been offered. The closing date for submission of the completed application form for change of programme/option is 2 weeks (long semester)/1 week (short semester) after the commencement of the semester. Approval for the change of programme/option is at the discretion of the Head of Schools concerned.

1.9 Classification of Courses

Students are allowed to register for courses specified by their respective Schools provided that they fulfil the necessary prerequisites, if any.

Courses are coded as follows:

<table>
<thead>
<tr>
<th>Classification Code</th>
<th>Type of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Core Course</td>
</tr>
<tr>
<td>R</td>
<td>Core-required Course</td>
</tr>
<tr>
<td>K</td>
<td>College Course</td>
</tr>
<tr>
<td>E</td>
<td>Elective</td>
</tr>
<tr>
<td>T</td>
<td>Industrial Training</td>
</tr>
</tbody>
</table>

Note: Industrial Training is Core (C) for students from the School of Communication.
1.10 Time Schedule and Courses Offered
The time schedule and list of courses offered will be made available to the students online by the respective Schools before registration begins. Students are not allowed to register for courses if there is a clash in lecture or tutorial hours.

Every effort will be made by the College to offer courses required for various programmes. However, student enrolment and School resources may affect course availability. In addition, some courses are offered only once a year or only upon sufficient demand as determined by the respective Head of School. Students are advised to adhere to the study plan of the programme. Otherwise, the College cannot guarantee that a student can complete all courses in order to graduate on schedule.

2. Student Attendance
Attendance in lectures, tutorials, laboratory and practical sessions will be recorded by the lecturers. A warning letter shall be issued to a student who is absent for four (4) hours of lectures, tutorials, laboratory, or practical sessions without valid reasons. If the student continues to miss another four (4) hours of lectures, tutorials, laboratory, or practical sessions, without valid reasons, a second warning letter will be issued. A final warning letter will be issued if he/she is absent for four (4) more hours.

A student who is present for less than 80% of the sessions of a course will be barred from taking the examination of that course unless the Examination Board is satisfied with the reasons for his/her absence and supported by valid documents. A student who is barred from the examination shall be deemed to have failed the course.

For 100% coursework-based courses, failure to meet the attendance requirement alone will result in failing the course.

3. Academic Misconduct
3.1 Definition

3.1.1 Plagiarism
All sources used in the preparation of assignment or projects must be cited and duly acknowledged in the List of References (LOR) or a bibliography at the end of the assignments. Failure to cite sources as they are used is regarded as plagiarism, which is one form of cheating.

3.1.2 Collusion
Students are encouraged to form groups to share ideas and assist one another in the development of assignments and projects. However, it is not acceptable for members of the group to submit identical answers to an individual assignment or project, by simply copying the work done as a group. The lecturer is entitled to consider identical layout, identical mistakes, identical argument, and identical presentation to be prima facie evidence of collusion.

3.1.3 Fabrication
Fabrication is defined as intentional and unauthorized falsifying or altering of information. Fabrication includes falsifying data and signatures on college or personal documents, etc.
3.2 Consequences
Where there is evidence that a student has plagiarized sources or other forms of cheating, one of the following actions may be taken by the lecturer in charge of the course:
  ● The students may fail the course.
  ● The students may fail the assignment.
  ● The lecturer may set a make-up assignment.
  ● The students may be allowed to redo the assignment.

Fabrication may result in disciplinary action on a student. be taken.

4. Examination and Evaluation System
The majority of the courses at Han Chiang College comprise coursework and examination components. Students taking such courses must fulfill the coursework requirements (see Section 4.1) before they are allowed to sit for the examination. The percentage of coursework and examination components approved by the Examination Board of the College may vary from course to course. The breakdown of the coursework and examination is indicated in the course outline.

4.1 Coursework Requirements
Coursework in the form of assignments, progress tests, quizzes, practicals, projects, tutorial participation, etc. shall contribute to the overall percentage of the marks depending on the specification of the particular course. In addition, students must have fulfilled satisfactory attendance (Refer to Student Attendance Section), have completed all coursework and settled all fees in order to sit for the examination. Failure to submit any piece of assessment and fulfill coursework requirements will result in the student being barred from the examination and be awarded an F grade.

4.2 Examination Requirements
Students will take the examination in the courses they have registered at the end of each semester. All fees must be settled and attendance requirements for lectures, tutorials, and practicals as well as other course requirements must be fulfilled before students are allowed to sit for the examination.

Students should check the examination timetable and venue online or through the college notice board. If there is a clash in timetable, the student affected must notify the Registry immediately. No changes can be made to the timetable once the final examination timetable is released.

5. Examination Regulations
The following examination regulations apply to all candidates sitting for the examination of all courses. Failure to observe the examination regulations may result in failing the course(s).

5.1 Exam Slips
Exam slips will be issued to candidates who have paid their course fee in full and have completed their teaching survey forms 2 weeks before the commencement of the examination. The deadline for collection is 2 working days before the commencement of the examination. A fine of RM50.00 will be imposed on candidates who do not collect the exam slips within the stipulated time.

5.2 Verification of Examination Documents
Candidates must produce their Exam Slips and Student Cards before entering the examination hall. Candidates who fail to produce either of these documents will be allowed to sit for the examination but have to pay a fine of RM50.00 per course to the Bursary after the examination. The College reserves the right to withhold the results of the candidates who fail to pay the fine.
5.3 Items Allowed in the Examination Hall
Candidates are only allowed to bring their stationery for writing purposes such as pens, pencils, rulers, and correction fluid into the examination hall. All pencil cases / boxes, are strictly prohibited in the examination hall. Mobile phones, pagers, PDA and other electronic means of communication and storage must be turned off.

Non-programmable calculators are allowed for certain courses on condition that such instruction is clearly stated on the Cover Page of the examination papers.

5.4 Examination Materials
Candidates are not allowed to remove any examination materials such as examination papers, answer sheets, writing paper, etc. from the examination hall.

5.5 Entry into and Exit from the Examination Hall
Candidates will not be admitted to the examination hall fifteen (15) minutes after the commencement of the examination.

Candidates may not leave the examination hall during the examination. However, a student who desires to leave the hall temporarily must obtain prior permission and be accompanied by an invigilator.

Candidates will not be allowed to leave the hall in the last fifteen (15) minutes of an examination.

5.6 Conduct and Attire in the Examination Hall
5.6.1 Candidates are not allowed to communicate with each other once they enter the examination hall.
5.6.2 Candidates must sit at the prearranged designated places.
5.6.3 Candidates should check that they have the correct question paper for the examination they are sitting.
5.6.4 Candidates must wait for the instruction from the Chief Invigilator before they start writing the answers.
5.6.5 Should a candidate desire to communicate with a supervisor or invigilator, he/she should raise his/her hand.
5.6.6 Candidates must wear attire suitable for examination purposes. Shorts, singlets, slippers and attire that is revealing are not allowed in the examination hall. Offenders may be barred from entering the examination hall and will be fined RM50.00.

5.7 Cheating
Students who are caught cheating during an examination are deemed to have failed the entire paper. Students found repeating the offence will be suspended for one (1) semester and will deem to have failed the entire examination of that semester. A student found guilty of cheating for two (2) times or more may be expelled from the College.

5.8 Absenteeism during the Examination
If a candidate is unable to be present at an examination, he/she will have to inform the Registry in writing within 24 hours of the examination day, justifying his/her absence and documentary evidence in support of his/her explanation must be attached. The Examination Board reserves the right to reject reasons for being absent which are deemed unacceptable.
5.9 Absent With Permission
Candidates will be considered absent with permission from the examination if they produce any of the following documents: Medical certificate and Medical Certificate Form (Han Chiang College) duly completed by the medical practitioner of a government clinic or hospital to be submitted to the College within 24 hours for outpatient treatment and within 7 working days for hospitalization cases. A letter and death certificate of parents or siblings to be submitted to the College within 72 hours. Candidates who are absent with permission are allowed to carry forward their coursework marks to the following semester when the course is offered and to sit for the examination only. Special arrangements will be made for final semester students in such cases.

5.10 Absent Without Permission
Candidates will be deemed to have failed the entire course if they are absent without permission.

6. Results, Grading System and Student’s Academic Status
Official examination results will be released before the beginning of the next semester. Students may check their results in one of the following ways:

By logging on to the College website
The College will notify students to collect their result slips once they are ready. Students are encouraged to check the College’s Notice Board/website for such announcements.

6.1 Appeal for Review of Examination Results
Students who are dissatisfied with their results may appeal for a review. Appeal for review of examination results must be made in writing and must reach the Registry not later than one (1) week after the official release of results. A fee of **RM100.00** per course will be charged. The fee shall be refunded if the application is successful.
6.2 Grading System
The grading of student performance is based on the Cumulative Grade Point Average (CGPA) System. The Grades and Point are as follows:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
<th>Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-100</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>75-79</td>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>70-74</td>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>65-69</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>60-64</td>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>55-59</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>50-54</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>45-49</td>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>40-44</td>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>35-39</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>0-34</td>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

6.3 Student’s Academic Status
Students will be given the official result slips after each examination that shows the grades obtained in every course and academic status of the students.

A student needs to score a minimum of 2.00 CGPA every semester to be considered “Active”. If a student’s CGPA is below 2.00, he/she will be placed on “Probation 1”. The student will be placed on “Probation 2” if he/she fails to obtain the minimum CGPA in the subsequent semester. The student will not be eligible to continue his/her studies at the College if his / her CGPA remains below 2.00 in the subsequent semester.

7. Completion Requirements For The Conferment Of Diploma
A student who has fulfilled the completion requirements listed below is eligible for the award of a Diploma for his /her programme of study. The student must have:

7.1 Satisfied the residential requirement of at least 7 semesters (5 long semesters and 2 short semesters) and not exceeding 9 semesters.

7.2 Accumulated at least 90 credit units.

7.3 Completed and passed all Core Courses (C) for the programme of study.

7.4 Completed the required College Courses (K) for the programme of study.

7.5 Completed and passed all Core-Required Courses (R) specified by the Ministry of Higher Education.

7.6 Obtained a minimum of CGPA 2.00.
STUDENT SERVICES

1. Student Affairs Services
Several student welfare officers are in charge of student affairs such as:
   a) Bursaries, scholarships and loans
   b) Accommodation
   c) Student GPA Insurance
   d) Student Societies

2. Academic Advisor Service
Each student will have an academic advisor for the entire period of his/her study. The advisor is responsible for giving academic as well as non-academic advice. Students should consult their academic advisors about the choice of courses and are required to obtain their signatures on the registration forms before submitting them to the Registry.

2.1 Counselling Service
Students who need guidance on personal matters and issues may seek help from the Student Counsellor, who also advises on career opportunities.

2.2 Further Studies Advisory Service
The Head of International Office advises students on further studies. Besides, the Heads of Schools assist students in obtaining information on universities for further education.

2.3 Industrial Training
The Schools concerned will make necessary arrangements for students’ industrial training to be carried out during the second year of their study.
ACCOMMODATION

1. Rules for Admission to Hostel
   1.1 For admission to the hostel, the students will have to apply on the prescribed application form, which can be obtained from the administration office of the College.
   1.2 The College authority is under no obligation to provide hostel accommodation for every student. However, new students will be given priority to stay in the hostel.
   1.3 Hostel fees have to be paid before students are admitted to the hostel.

2. Hostel facilities below are available:

| ● Basic Internet Access (for academic purposes only) | ● Security service | ● Air-conditioning (with timer) |
| ● CCTV | ● Double-decker | ● Tables & chairs |
| ● Washing machine | ● Water dispenser | ● Iron |
| ● Microwave oven | ● Transportation | ● Water heater |

The following items are not provided:

| ● Bed-sheet / Mattress | ● Blanket |
| ● Cup and spoon | ● Pail, Soap powder and clothes hanger |
| ● Pillow and pillowcase | ● Other daily necessities |

3. Hostel Rules & Regulations
   Please refer to Accommodation Handbook for further details.
LOANS/ SCHOLARSHIP/ BURSARIES

Han Chiang College offers scholarships & bursaries to needy and deserving students.

1) Han Chiang Education Fund

A) Scholarships
Han Chiang College is offering 14 full scholarships (valued at 100% tuition fees each) for SPM High Achievers. These 14 scholarships are contributed by Han Chiang College to the Nanyang Tertiary Education Fund 2016 and Sin Chew Daily Education Fund 2016. Seven (7) SPM High Achiever Scholarships will be awarded by Han Chiang College via each of these education funds.

Applicants may apply simultaneously for both the High Achiever Scholarship and any other bursaries offered by Han Chiang College. However, only one award (the one carrying the higher monetary value) will be granted.

B) Bursaries
The College provides a number of bursaries to students requiring financial aids. Students who wish to pursue their tertiary education but without the financial means to do so, will be considered for these bursaries:

<table>
<thead>
<tr>
<th>BURSARY AWARD</th>
<th>CRITERIA</th>
</tr>
</thead>
</table>
| Han Chiang Leadership Award | ● Excellent leadership skills through active participation in co-curricular activities and social services at school/ state/ national level.  
                             | ● Fulfil the minimum entry requirement of programme.                                                      |
| Han Chiang Talent Award     | ● Special and outstanding talent in creative digital art/ photography/ drawing/ broadcasting/ singing/ dancing/ musical instruments.  
                             | ● Fulfil the minimum entry requirement of programme.                                                      |
| Han Chiang Sport Award      | ● State sport athletes.                                                                                  
                             | ● National sport athletes.                                                                               
                             | ● Fulfil the minimum entry requirement of programme.                                                      |
| Han Chiang Special Bursary  | ● This special bursary is awarded solely to needy students from underprivileged and orphan background.  
                             | ● Fulfil the minimum entry requirement of programme.                                                      |

(Please refer to the Student Affairs Section for terms and conditions.)

2) Other Scholarships & Loans
The College will also assist students in applying for loans and scholarships offered by other organizations as stated below:

   a) Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN)  
   b) Koperasi Jayadiri Malaysia Berhad (KOJADI)  
   c) Penang Chinese Chamber of Commerce  
   d) The Teochew Association of Penang  
   e) The Hakka Association of Penang
STUDENT ACTIVITIES
Apart from focusing on academic life, Han Chiang College provides students with the opportunity to realise their full potential through activities organised by:

The Student Council, Societies & Clubs

<table>
<thead>
<tr>
<th>● Student Council</th>
<th>● Drama &amp; Dance Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Mass Communication Society</td>
<td>● Teen Frequency</td>
</tr>
<tr>
<td>● Business Management Society</td>
<td>● Off Angle Photography</td>
</tr>
<tr>
<td>● Multimedia &amp; Information Technologies Society</td>
<td>● Han Chiang News Media Team</td>
</tr>
<tr>
<td>● Chinese Studies Society</td>
<td>● Sports Club</td>
</tr>
<tr>
<td>● Wheels in Action (Skating Club)</td>
<td>● International Student Club</td>
</tr>
</tbody>
</table>

3. Sports & Recreational Activities
Students are encouraged to actively participate in sports and recreational activities. The following facilities are available:

1. Football field
2. Indoor stadium (basketball & volleyball)
3. Lim Lean Teng Hall (badminton, etc)
4. Gymnasium, table tennis, and games
5. Student centre (society meetings, etc)
6. Tea room
7. Discussion room

OTHER INFORMATION

Insurance Scheme
There are 2 types of Insurance Scheme available for Han Chiang College students:

1. Group Personal accident Insurance Scheme (for local students)
   a. The annual premium is RM10.00 per student. It is compulsory for all local students to take up this scheme.
   b. In case of leave of absence (students who take several months' break from study) or withdrawal (students who drop out of a programme), the PA insurance coverage and premium will cease.
   c. Students who resume their studies will have to pay an additional RM10.00 for Group Personal Accident Insurance Scheme.

2. Health Insurance Scheme (for International students)
   a. All International students must be covered by a locally purchased Medical and Health Insurance ('Medical Insurance').
   b. An International student, through his/her Educational Institution, can opt to purchase Medical Insurance offered by Education Malaysia Global Services (EMGS).
   c. The current annual premium is approximately RM500.00 per person.

3. Please be informed that if a student fails to pay the insurance premium, the College or the Insurance Company will not be held responsible for any mishaps that may happen.

4. Vehicle Parking
   ● All vehicles parked within the campus are at the owner's risk.
   ● The College accepts no responsibility for thefts, damages or other misdemeanors occurring to the vehicles.
   ● Please refer to The Campus Services for terms and conditions apply.
STUDENT CODE OF CONDUCT

All students are required to adhere to the Code of Conduct set by Han Chiang College to ensure that they uphold the image and reputation of the College. Failure to do so may result in some form of disciplinary action.

1. Students' Responsibilities
   a) Achieve good results.
   b) Attend all lectures.
   c) Participate in lectures and activities.
   d) Complete all coursework assignments. For example, assessments, projects etc.
   e) Seek learning support from lecturers and counsellors when necessary.
   f) Treat fellow students and Han Chiang College staff with respect.
   g) Wear respectable, decent and clean attire.
   h) Behave well while participating in the College activities and refrain from any act that may result in damaging Han Chiang College property or unduly interfering with the comfort or privacy of others on campus.
   i) Refrain from disrupting or interfering with the teaching or learning on campus,
   j) Refrain from consuming food or drinking in classrooms.
   k) Keep all areas of Han Chiang College clean.
   l) Refrain from bringing banned/illegal substances, alcohol etc into Han Chiang College compound.
   m) Refrain from making defamatory comments in relation to staff or students of Han Chiang College.

2. Misconduct
   Misconduct of a student refers to his/her unacceptable behaviour. For example:
   a) Disrupting the learning of others;
   b) Preventing staff members from performing their duties;
   c) Endangering the health and safety of staff or students;
   d) Interfering with the operations of Han Chiang College.

   An instance of misconduct is a disciplinary offence which includes, but is not limited to:
   a) Wilfully obstructing or disrupting any official meeting, ceremony, activity, class or examination/assessment.
   b) Wilfully behaving in such a manner that may be detrimental to the health and safety of other students or staff.
   c) Any form of harassment.
   d) Wilfully damaging or wrongfully dealing with any Han Chiang College property, or the property of any person within Han Chiang College.
   e) Assaulting or attempting to assault any person.
   f) Drunken and/or disorderly behaviour on campus.
   g) Being under the influence of prohibited drugs and/or substances.
   h) Cheating and/or plagiarism.
   i) Trespassing or knowingly entering any place within the premises of the campus which is out of bounds for students.
   j) Making a false representation that may affect students' status, etc.
   k) Breaching of any rules related to conduct or assessment.
   l) Any indictable offence that impinges on Han Chiang College/campus operations.
   m) Possessing prohibited or dangerous articles.
   n) Unduly interfering with the comfort or peace of any person on campus.
   o) Using obscene language or swearing.
   p) Gambling or smoking in Han Chiang College.
   q) Possessing/ distributing/ selling/ purchasing of electronic cigarette and or vape.
   r) Theft
3. Disciplinary Action
If a student is found to have committed an act of misconduct, the following disciplinary actions may be imposed by the College; depending on the severity of the misconduct:

a. **Warning** - The student is officially warned in writing that he/she has committed an act of misconduct and further unacceptable behaviour will result in more serious disciplinary action.
b. **Probation** - The student is placed on probation for a specified period of time during which he/she is under the supervision of the committee members of the Board.
c. **Suspension** - When a student's behaviour is unacceptable to the extent that it has tarnished the image of the College and to the well-being of the students in the College, the student may be suspended from the College.
d. **Expulsion** - The student will be expelled from the College permanently.
e. **Additional Sanctions** - In addition to the actions stated above, any of the following may be included as a part of any action to be taken:
   - Reimbursement for damages;
   - Penalty
   - Banned from campus.

4. Disciplinary Procedure
a) Behavioural misconduct is reported to the Disciplinary Board of Han Chiang College.
b) The Disciplinary Officer of the Board investigates the allegations and then takes one of the following actions:
   i. Dismisses the allegations due to lack of evidence.
   ii. Refers the case to the Disciplinary Board.

5. The Disciplinary Board

![Disciplinary Board Diagram]

- a) The Disciplinary Board meeting can be held with the presence of Chairperson/Disciplinary officer, representative from the respective School and one other Board member.
- b) The Disciplinary Board will discuss and decide on the disciplinary action to be taken.

6. Appeals
A student who has been found guilty of violating Han Chiang College Code of Conduct may file an appeal to the Vice Principal. Appeals must be filed, in writing, within three (3) working days after a disciplinary decision is reached and delivered to the student(s).
OATH STATEMENTS

We, the students of Han Chiang College, hereby pledge that:

While pursuing our studies at Han Chiang College, we will always study wholeheartedly, respect our lecturers, maintain good conduct and manners, adhere to the rules and regulations of the College and uphold the good reputation and image of the College.

Even after graduation, we will always maintain good conduct and manners, contribute what we have studied to the society and will be useful citizens of our society and our nation.

宣誓词

我们，韩江学院新生谨此宣誓：

在韩江学院求学期间，我们将认真学习、尊敬师长、品行端正、待人有礼、遵守学院所规定的一切条规，并不惜一切维护学院的良好声誉及形象。

即使在毕业之后，也维持良好的行为举止，倾尽所学，贡献社会，作个对国家社会有用的人才。
COLLEGE STAFF

PRINCIPAL’S OFFICE

Chief Executive
● Dr Chow Yong Neng  
  BAgr (Hons), MSc, PhD (The Queen’s University of Belfast)

Vice Principal
● Dr James Beh Kok Hooi  
  BSc (Robert Gordon), MSc, PhD (De Montfort)

PA to Chief Executive & Vice Principal
● Ms Ng Li Leng  
  BA (Hons) Communication (UKM)

ADMINISTRATIVE STAFF

MEDIA RELATIONS SECTION
Head
● Ms Kek Phaik Yong  
  B Comm (Hons)(USM)

HUMAN RESOURCE SECTION
Assistant Manager
● Ms Tan Seok Kee  
  Dip BM(Han Chiang College), B Mgmt(Hons)(USM)

HR Executive
● Ms Eunice Law Mun Leng  
  Dip Executive Secretaryship (Raffles)

CONTINUING EDUCATION CENTRE
Head of Automotive
● Mr Ahmad Abi Wildan  
  Bin Marjan  
  SKM 1, 2 & 3 (JPK), V. T. O 3 (JPK)

Workshop Executive
● Mr Yeoh Seng Yuan  
  SKM 1, 2, 3 (JPK)

● Mr Ng Teng Fong

Automotive Instructors
● Mr Lim Shi Zhen  
  SKM 1, 2, 3 (JPK), V.T.O 3 (JPK)

● Mr Mohamad Adam  
  Bin Mohamad Noor  
  SKM 1, 2, 3 & Diploma Kemahiran Malaysia, V.T.O(JPK)

● Mr Wan Mohd Adnin  
  Bin Wan Azizul Hassan  
  SKM 1, 2, 3 & Diploma Kemahiran Malaysia, Dip Automotive 
  Technology (ADTEC)

Admin Executive & Marketing
● Ms Chan Ee Ching  
  Dip Business Studies, B Commerce (Hons)(Utar)

HAN CHIANG NEWS
Manager
● Ms Kristina Khoo May Li  
  Dip Multimedia, Advertising & Broadcasting (Limkokwing), 
  BA(Hons) Advertising & PR (Thames Valley), MA Int. Journalism 
  (Brunel)

Head of Journalism
● Ms Kek Phaik Yong  
  B Comm (Hons)(USM)

Head of Broadcasting
● Mr Lee Kean Wei  
  B Economics(UUM), M Comm(Screen Studies)(USM)

Webmaster & Technical Support
● Mr Ng Yew Boon  
  BIT(Multimedia Studies)(UKM)

Broadcast Journalist
● Ms Goh Boon Ping  
  Dip Mass Comm(Han Chiang College), B Comm(USQ)
CHINESE HERITAGE CENTRE
Head
● Ms Yap Geng Jin BA, MA (Fudan)
Deputy
● Ms Tan Gaik Suan BA (Hons)(UM)
Admin Executive
● Ms Jamie Hor Sook Mun Dip Chinese Studies (Han Chiang College)

REGULATORY & COMPLIANCE DEPARTMENT
Head
● Ms Lee Saw Sim BBA (Hons)(UKM)
Assistant
● Ms Nadzirah Binti Mohd Sarjudin BBA (Hons) (UUM)

REGISTRY
Registrar
● Mr Chum Choon Hua Dip in Marketing (POLIMAS), B Tech. Management (Hons)(UUM)
Executive
● Ms Wong Mei Ling BA (Hons) Translation and Interpretation (USM)
Assistant
● Ms Chow Yeng Nee Dip LCCI (IPG)
● Ms Nadzirah Binti Mohd Sarjudin BBA (Hons) (UUM)

FINANCE SECTION
Head
● Ms Beh Kah Jin Cert. Bus Studies(Inst. Simyong), MBA (Paramount Univ. of Technology)
Assistant
● Ms Tan Phaik Har LCCI (PTPL)
● Ms Yong Pei Joe CAT (IPG)

STUDENT RECRUITMENT & MARKETING DEPARTMENT
Senior Manager
● Mr Ng Yew Boon BIT(Multimedia Studies)(UKM)
Head
● Mr Gary Tye Lee Chang Advanced Dip in BM (Open University)
Assistant Head
● Ms Choong Ai Lean Dip Mass Comm (PR), Adv Dip Mass Comm (TAR)
Executive
● Ms Tan Pei Yong Dip in Hotel Management (ATIC)

STUDENT SERVICES SECTION
Executive
● Ms Chuah Shu Ning Dip in Hospitality Management (TARC)
INTERNATIONAL OFFICE
Head
● Mr Lim Chun Woei  
  Dip Graphic Design (De Montfort), B Comp. Graphic Design (Waikato), M Creative Visual Arts & Design(USM), PhD(USM)(current)

Assistant Manager
● Ms Gan Pei Wen  
  Dip Mass Comm (Han Chiang College), B Comm (USQ)

COUNSELLING UNIT
● Mr Lim Wooi Chin  
  BBA(Hons), MBA (UUM), M Counselling (USM)

INFORMATION TECHNOLOGY SERVICES
Officer
● Mr Khoo Kah Ban  
  Dip IT (Han Chiang College)

Assistants
● Mr Ng Hong Chiang  
  Dip in Network-Centred Computing (NIIT)
● Ms Ng Siew Hoon  
  Dip Computing Info Systems (Stamford College), Higher Dip Comp Sc(Institut Latihan FTMS-ICL)

FRONT DESK
● Ms Teoh Mei Tze  
  Dip Business Studies, B Commerce (Hons)(Utar)

LIBRARY
Librarian cum Islamic Affairs Coordinator
● Mr. Mohd Jafri Bin Abdul Wahab  
  BA (Hons) Info Studies (Library & Information Management)(UiTM)

Assistant Librarian
● Ms Tan Gaik Suan  
  BA (Hons)(UM)
● Mr Hisomuddin Bin Abdullah  
  Dip in Info Mgmt, BA (Hons) Info Science (Resource Centre Management) (UiTM)

CAMPUS SERVICES SECTION
Manager
● Mr Khoo Kah Ban  
  Dip IT (Han Chiang College)

Technician
● Mr Lim Sin Kim  
  Dip BM (Han Chiang College)

General Workers
● Mr Yokentiran A/L V. Veeran
● Mr Vicneswaren A/L Balakrishnam
● Mr Ibrahim Bin Abdullah

HOSTEL
Head Warden
● Mr Lim Sin Kim  
  Dip BM (Han Chiang College)

Warden
● Ms Ang Poh Yip (Judy)
● Mr Lai Wan Chee
ACADEMIC STAFF

ACADEMIC DIRECTOR

Academic Director
- Ms Jenny Khoo Gim Hoon  
  BA (Hons) in Comm (UKM), MA in Comm (USM)

Deputy Academic Director
- Mr Lim Chun Woei  
  Dip Graphic Design (De Montfort), B Comp. Graphic Design (Waikato), M Creative Visual Arts & Design(USM), PhD(USM)(current)

Assistant
Ms Vanessa Ch’ng Chee Khee  
Dip Bus Studies (TAFE,NSW), B Comm(Deakin)

ENGLISH LANGUAGE DEPARTMENT

Head
- Mr Jonathan Yee Sin Foong  
  B Commerce(Deakin), Cert TESOL(MyTESOL), MEd(OUM)(current)

Lecturers
- Ms Cheah Wui Jia  
  Bachelor of Arts Hons (Monash University)  
  M.A. in TESOL (Nottingham University)
- Ms Cynthia Ng Yi Xyann  
  Dip Business Studies(Disted), BA(Hons)Int. Business(Staffordshire), Dip TESOL (MyTESOL), MEd(OUM)
- Mr Prakash A/L Velloo  
  BA Ed (Hons), MA in Applied Linguistics (USM)

SCHOOL OF CHINESE STUDIES

Head
- Dr Ooi Bee Peng  
  BA(Hons)(UM), MA, PhD (Fudan)

Lecturers
- Ms Lin Chia Hui  
  BA (Chinese Lit. & Ling)(Nat. Tsing Hua), MA(Sheffield)
- Ms Tan Tze Chia  
  Dip Chinese Studies (Han Chiang College), BA, MA(Nanjing)
- Ms Yap Geng Jin  
  BA, MA(Fudan)

Admin Executive
- Ms Jamie Hor Sook Mun  
  Dip Chinese Studies (Han Chiang College)

SCHOOL OF BUSINESS AND MANAGEMENT

Head
- Mr Ten Seng Tatt  
  Dip. Bus. Management(Swansea Inst. Of Higher Edu.), B of Business (Monash), MBA(Supply Chain Management)(UUM)

Lecturers
- Dr Chong Yee Joan  
  BCom (Otago), MSc(Lincoln), PhD (USM)
- Mr Fong Hoe Cheng  
  CA(M), ACCA, BSc Acc(Hons)(Oxford Brookes), B.Econ(Hons), MBA(UUM)
- Ms Liew Su Yee  
  Bachelor of Economics (Honours) (UUM)  
  Master of Economics Management (USM)
- Mr Lim Wooi Chin  
  BBA(Hons), MBA (UUM), M Counselling (USM)

Admin Executive:
- Ms Tong Siew Fong  
  BA (Hons) (UM)
**SCHOOL OF APPLIED CREATIVE ARTS AND DESIGN**

**Head**
- Mr Lim Chun Woei  
  Dip Graphic Design (De Montfort), B Comp. Graphic Design (Waikato), M Creative Visual Arts & Design(USM), PhD(USM)(current)

**Manager**
- Mr Lim Thong Soon  
  B Multimedia(Hons)(UUM), M Instructional Multimedia (USM)(current)

**Lecturers**
- Mr Chuah Chin Guan  
  BSc (Hons)(Software Engineering with Multimedia)(LimKokWing), M Multimedia(USM)
- Ms Goh Beng Fong  
  BEd (Hons), Grad Dip IT (USM), MSc (IT) (USM), PhD(Multimedia)(USM) (current)
- Mr Ho Rhu Pin  
  BA(Hons)(Graphic Design & Multimedia)(UTAR), M Visual Art and Design (USM)
- Mr Mohd Eswandy Bin Asre  
  B Fine Arts(Hons), M Comm(Screen Studies)(USM)
- Ms Siti Sarah bt Md Rahim  
  Dip CompSc (MARA), Bsc CompSc (Hons)(Coventry), MSc IT (UTM)

**Admin Assistant**
- Ms Kang Tick Kim  
  Cert in Business Studies(CYMA)

**SCHOOL OF COMMUNICATION**

**Head**
- Ms Jenny Khoo Gim Hoon  
  BA (Hons) in Comm (UKM), MA in Comm(USM)

**Manager**
- Ms Heran Niruba a/p Gunasekaran  
  B Tech (Hons), M Comm(USM)

**Programme Manager**

**3+0 Bachelor of Communication, University of Southern Queensland**
- Ms Nadia bt Jefri  
  B Comm(Hons), MA(Comm)(USM)

**Lecturers**
- Mr Chuah Chin Guan  
  BSc (Hons)(Software Engineering with Multimedia), (Limkokwing Univ), M Multimedia (USM)
- Mr Ho Rhu Pin  
  BA(Hons)(Graphic Design & Multimedia)(UTAR), M Visual Art and Design (USM)
- Ms Kek Phaik Yong  
  B Comm (Hons)(USM)
- Ms Kristina Khoo May Li  
  Dip Multimedia, Advertising & Broadcasting (Limkokwing), BA(Hons) Advertising & PR (Thames Valley), MA Int. Journalism (Brunel)
- Mr Lee Kean Wei  
  B Economics(UUM), M Comm(Screen Studies)(USM)
- Mr Lim Chun Woei  
  Dip Graphic Design (De Montfort), B Comp. Graphic Design (Waikato), M Creative Visual Arts & Design(USM), PhD(USM)(current)
- Mr Mohd Eswandy Bin Asre  
  B Fine Arts(Hons), M Comm(Screen Studies)(USM)
- Mr Chiang Chee Keat  
  B Comm (Hons) Journalism (UTAR), M Philosophy (Social Science) (UTAR) (Current)
- Ms Wahida Asrani Binti Ahmad  
  Dip Comm & Media Studies, B Mass Comm (Hons)(UTM), M Corporate Comm (UPM), PhD (UPM) (current)
- Mr Muhammad Su’ud Zhariff Bin Zaharin  
  B Comm (Hons) (USIM), M Comm (USM) (current)
- Mr Afeez Nawfal Bin Mohd Isa  
  B Comm (Honours) (Broadcasting & Film) (USM)
- Mr Eric Shaun Seaton  
  M Comm (Screen Studies), PhD (UUM) (current)
  Dip Mass Comm (Han Chiang College), Bsc (Hons)(Northumbria University)
Student Handbook (Diploma)

- Ms Ooi Li Fang  
  Dip Mass Comm(Han Chiang College), B Comm(USQ)

- Ms Lam Yat Kuan  
  B Comm (Hons) Journalism (UTAR), MA (USM)

Admin Executive
- Ms Vanessa Ch’ng Chee Khee  
  Dip Bus Studies (TAFE,NSW), B Comm(Deakin)

GENERAL STUDIES

Lecturers
- Mr Koh Chin Seng  
  BEd TESL(UPM), MEd (TESOL)(USM)

- Dr Tang Lai Chan  
  BA (Hons) Chinese Studies & Malay Studies (UM), MA, PhD(USM)

Admin Assistant
- Ms Kang Tick Kim  
  Cert in Business Studies (CYMA)
<table>
<thead>
<tr>
<th>Academic Calendar 2016</th>
</tr>
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<tbody>
<tr>
<td><strong>Diploma Programmes</strong></td>
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<tr>
<td>11/1 - Beginning of semester/Registration (1st intake)</td>
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<tr>
<td>8/2 to 14/2 - Semester Break</td>
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<tr>
<td><strong>1/3 to 31/3 - Open Days</strong></td>
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<tr>
<td>7/3 to 9/3 - Exam</td>
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<tr>
<td>14/3 to 20/3 Break</td>
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<tr>
<td>21/3 to 27/3 - Break</td>
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<tr>
<td>28/3 to 3/4 - Break</td>
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<tr>
<td>4/4 - Beginning of semester/Registration (2nd intake)</td>
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<tr>
<td>23/5 to 29/5 - Semester Break</td>
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<tr>
<td>27/6 Registration (3rd intake)</td>
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<tr>
<td>18/7 to 24/7 - Revision week (except 3rd intake)</td>
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<tr>
<td>25/7 to 29/7 - Exam (except 3rd intake)</td>
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<tr>
<td>1/8 to 7/8 - Break (except 3rd intake)</td>
</tr>
<tr>
<td>8/8 to 14/8 - Break (except 3rd intake)</td>
</tr>
<tr>
<td>15/8 to 21/8 - Break, 15/8 - 3rd intake examination, 17/8 - Exam Board Meeting, 19/8 - Release of exam results</td>
</tr>
<tr>
<td>22/8 - Beginning of semester/Registration (4th intake)</td>
</tr>
<tr>
<td>29/9 - Graduation Ceremony (am) &amp; Golden Achievement Awards (pm)</td>
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<tr>
<td>10/10 to 16/10 - Semester Break</td>
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<tr>
<td>17/10 - Registration (5th intake)</td>
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<td>7/11 to 13/11 - Semester Break (5th intake only)</td>
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<tr>
<td>5/12 to 8/12 - Revision (Except 5th intake), 9/12 - Exam (Except 5th intake)</td>
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<tr>
<td>13/12 to 16/12 - Exam</td>
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<tr>
<td>19/12 to 25/12 - Break</td>
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<tr>
<td>26/12 to 1/1 - Break</td>
</tr>
<tr>
<td>2/1 to 8/1 - Break, 4/1 - Exam Board Meeting, 6/1 - Release of exam results</td>
</tr>
</tbody>
</table>
APPENDIX 1 - REQUEST FOR REFUND – LIBRARY DEPOSIT

REQUEST FOR REFUND – LIBRARY DEPOSIT

Full Name (Bank Account Owner):  

NRIC / Passport No.:  

Student ID No.:  

Bank Account No.:  

Contact No.:  

Bank Name:  

Email:  

Date:  

Address:  

Signature of Applicant:  

Reason for Refund: Graduated / Withdrawn / Termination of Study / Others:  

*PLEASE ATTACH PHOTOCOPY OF: NRIC AND FIRST PAGE BANK BOOK ACCOUNT OR BANK STATEMENT

FOR OFFICE USE ONLY

I confirm that the above student:

(1) Has returned / not returned all the library materials upon completion of his/her study.
(2) Has damaged / not damaged any property of the library.

........................................
Signature of Library Staff
Name:
Date:

I hereby approve / do not approve the refund of Library Deposit to the student.

........................................
Vice Principal
Date:

FINANCE SECTION

Date of Payment:  

Amount in RM:  

Receipt No.:  

Signature of Finance Department:  

Name:  

Date:  

* The student has / has no outstanding payment due to Han Chiang College.

Revised Date: 30th May 2016
Lib/F/02/Rev. (05)
This Student Handbook Belongs to:

___________________________________
(Name)

___________________________________
(Student ID)

___________________________________
(Programme / Year / Group)

| 1) Postal Address | Han Chiang College, Lim Lean Teng Road, 11600 Penang, Malaysia |
| 2) Telephone      | 604-2831088                                                   |
| 3) Fax            | 604-2829325                                                   |
| 4) E-mail         | enquiry@hcu.edu.my                                            |
| 5) Website        | http://hcu.edu.my/                                            |
| 6) Facebook       | http://www.facebook.com/HanChiangCollege                      |