

Student Manual

Southern University College

南方大学学院 学生手册



校歌

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校史

南方大学学院的前身为南方学院，创立于1990年，为马来西亚第一所民办非营利学院。创院最初的宗旨为高中毕业生提供除远赴外国深造以外之升学管道，并于1975年成立宽柔专科部。1986年，宽中董事会正式向教育部申请于宽柔专科部的基础上成立一所民办学院。在华社人士的坚持和极力争取之下，终于在1990年获教育部批准创办南方学院，并借用宽中图书大楼作为临时校舍；同年9月28日，专科部的马来学系和商学系的在籍生转移到宽中图书楼上课，成为学院的第一批学生；10月间，分别成立第一届董事会及理事会。1991年5月20日，连同新开设的电脑系在内，共有281名学生参加历史性的开课典礼。



左起：曾振强名誉博士，黄复生名誉博士，丹斯里拿督刘南辉局绅，准拿督萧晚香，创院院长张瑞发博士，丹斯里拿督郭鹤尧局绅，陈燕鸣先生及吴惠明局绅。

1996年9月23日，当时的南方学院迁入现址，即慈善老人萧晚香先生之献地，坐落于柔佛新山士古来区，占地25英亩。其后，陆续开办新课程，成立马华文学馆、建教合作暨推广教育中心、华人族群与文化研究中心等学术单位，随着行政主楼、学生宿舍及专家楼的落成，学院稳健成长。我国前首相拿督斯里阿都拉巴达威在2000年10月15日莅临主持校园开幕仪式，从此，定每年10月15日为校庆日。南方大学学院发起人。

2005年，配合创校十五周年校庆，董事会决定采用《易经》里的“自强不息，厚德载物”作为校训。同时，亦推介《南院学报》以为南院升格大学奠好基础。为了增添人文校园色彩，在2006年推出“首届南方人文艺季”，并颁发“第一届南方人文精神奖”予多元艺术家陈瑞献先生。2007年，南方学院展望创立一所人文校园及升格成大学，“大学之道”系列活动紧接着推展。2008年，综合大楼开幕并在其内的智雅大礼堂举办第17届毕业典礼。

南院在2008年2月正式受邀到高教部进行第一次汇报，并获得正面的评价，升格大学规

划进展令人鼓舞和振奋。2010年8月，南院再次受邀前往高教部进行汇报，并于9月迎来高教部视察团的到访。2011年6月，南院董事长拿督张文强率团再次前往高教部会见高教部部长拿督斯里卡立诺汀，并获部长允诺可在一年内升格为大学学院。

在建校二十二周年之际，即2012年1月2日，迎来高教部部长亲自莅访南院，并颁发升格大学学院邀请函。新山全体华社皆为此消息感到雀跃不已，纷纷出席此盛会分享南院之喜悦。同年8月10日，高教部正式批准南方大学学院的注册，并于11月10日当天再次迎来高教部部长莅访，亲自宣布南方大学学院正式成立。

2013年9月15日，象征南方大学朝向国际知名大学学府的国际教育感恩大楼顺利举行联合动土大礼，共获得500多名热爱华教之华团与工商界领导出席观礼。南方大学的创建，标志兴学精神的再出发，浩浩然如长风万里；多年来的一切进展，都是在“众志成城”的信念下取得的成果，可说是华社的心血结晶。南方大学及全体华社在过去数年来的努力终于结果，掀开新篇章。期许在新的大学愿景中，南方大学能够成就东西教育典范。



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*学生手册于2021年8月更新

第一章：学生的责任

学生应遵守南方大学学院（“Southern UC”）的所有规章制度，并履行以下职责，以使南方大学学院更有效的管理和为社区提供高效的服务。

以下为学生的应尽的责任：

- 阅读并理解《学生手册》中的所有规定。
- 熟悉学术要求。
- 在指定的期限内完成并确认所选科目。
- 定期查阅学生电子邮件，大学学院的网站和校园网。
- 在规定的时间内缴付学杂费。
- 参与正课/辅导课/实践课/实习课以及其它校方指定活动。
- 遇到困难时，应主动寻求教务与入学注册处，学部主任，学院院长，讲师或从相关部门获得建议和指导。
- 对未能按照指南和规定所造成的后果，学生需自行承担全部责任。

第二章：入学注册及科系选择

经录取之新生，应于规定日期来校办理入学手续。逾期者，将被取消入学资格。

1. 新生所缴文件，皆须经签章认证与正本无误。文件如有伪造、虚假、涂改等情况，一经查明，即取消学籍；校方也将通知其家长或监护人。
2. 毕业后始被发现伪造证件者，本大学学院将撤回其毕业证书外，也将公告取消其毕业资格。
3. 学生若欲转系，可于规定期限内向教务与入学注册处提出申请，惟以一次申请为限。
4. 新生在依规定缴费和办理注册后，其学籍始予以承认。

第三章：选课

1. 学士课程：

1.1 课程分类：

No	课程分类*	说明
1	必修课	根据学术资格评鉴机构（MQA）的要求，系规定必修的科目
2	选修课	系开办的选修科目。各系规定修习科目不一，请依系上规定修习之。
3	通识教育科目（MPU课） 由通识教育中心（GSC）开办	高等教育部（MoHE）规定所有大专院校生必修的科目

*请查阅各系课程分类详情

1.2 凡必修科、MPU、校或系规定修习科目皆须修习并考获及格。

2. 专业文凭课程：

2.1 课程分类：

No	课程分类*	说明
1	必修课	根据学术资格评鉴机构（MQA）的要求，系规定必修的科目
2	选修课	系开办的选修科目。各系规定修习科目不一，请依系

		上规定修习之。
3	通识教育科目 (MPU课) 由通识教育中心(GSC) 开办	高等教育部(MoHE)规定所有大专院校生必修的科目

*请查阅各系课程分类详情

2.2 凡必修科、MPU、校或系规定修习科目皆须修习并考获及格。

3. 大学基础课程：

3.1 课程分类：

No	课程分类*	说明
1	必修课	根据学术资格评鉴机构 (MQA) 的要求，系规定必修的科目
2	选修课	系开办的选修科目。各系规定修习科目不一，请依系上规定修习之。

*请查阅各系课程分类详情

3.2 凡必修科、校或系规定修习科目皆须修习并考获及格。

4. 全体学生：

4.1 所有修习的科目均不得冲堂。

4.2 学生均一律须使用本校“校园网选课系统”进行选课。

4.3 选课后，学生必须在期限内使用本校“科目确认”确认选课单。若选课单有误，须立即通知教务与入学注册处并作出更正。逾期完成科目确认者将被禁止查阅成绩及选课。逾期者须缴付行政费，然后补做科目确认，方可查阅成绩。

4.4 学生可于教务与注册处所规定之条规与登记方式在校园网办理“加/退选课”手续。选课详情可向系主任咨询。

4.5 加/退选课的时限是在每学期开始之后的6到8个工作日。在选课期间，学生若遇到须替换或更改科目等问题，可于截止日期前填写加/退选课表格或自行在校园网处理“加/退选课”事宜。

4.6 若上课至学期中段时，自觉无法考取该科目之学分，学生可依教务与入学注册处所规定的期限内申请“退修”。而该科成绩将会以“W”(Withdrawn)呈现在成绩单上，惟该科目之学分费仍须缴交，本校将不予退费。学期平均学分积分点(GPA)及平均累积学分积分点(CGPA)将不会把已“退修”科目的学分计算在内。

4.7 学生被允许选择“重修”(retake)已考获及格的科目，以提高其平均累积学分积分点(CGPA)。

4.8 各学系学生须于规定时间内办理选课及加/退选手续。学生只有填妥“逾期选课表”并经系主任核准后，才被允许逾期选课。逾期选课者须缴付按校方规定的手续费。

4.9 学生每个学期须于指定时限内完成“学生修课意见调查表”。指定时限请参阅学生行事历。学生须于指定时限内完成网上填报问卷，否则将被禁止查阅成绩。逾期者须缴付行政费，然后补做填报问卷。

4.10 如有特殊情况，可个别向教务与入学注册处提出申请，教务与入学注册处将视实际情况作个案审核。

4.11 若学生选修的科目有违上述条规，教务与入学注册处有权取消该生的选课。

第四章：修业年限、学分、成绩及级别界定

1. 本校采用学年学分制。

课程	应修学分总数
博士	研究论文制
硕士	授课制/ 混合制/ 研究论文制
学士	至少 120 学分
专业文凭	至少 90 学分
大学基础	至少 50 学分

2. 应修学分总数，则按该课程规定为准则。在修业年限内无法修满应修学分者，得延长其修业年限。各课程修业年限如下：

课程	修业年限
	最短
博士	3 - 7 年*
硕士	1 - 5 年*
学士	3 - 5 年
专业文凭	2.25 - 2.67 年
大学基础	1 年

* 全职学生

3. 学生应依照本校课程规定修习科目与学分。未满足修业年限而已修毕学分者，仍须待修业年限期满后予毕业。凡在籍学生每学期至少皆需注册修习一门科目。
4. 本科课程成绩以一百分为满分，五十分或以上为及格分数。成绩及格者，即可取得该科目之学分；不及格者则不能取得该科目的学分。积分等级表(Grade Point)如下：

等级		分数界定	积分点
A	特优(Outstanding)	80-100	4.00
A-	优等(Excellent)	75-79	3.67
B+	极好(Very Good)	70-74	3.33
B	很好(Good)	65-69	3.00
B-	中上(Above Average)	60-64	2.67
C+	中等(Average)	55-59	2.33
C	满意(Satisfactory)	50-54	2.00
D	弱(Compensable Fail)	40-49	1.67
D-	差(Disqualifying Fail)	30-39	1.33
F	劣(Fail)	0-29	0.00
P	通过(Pass)	-	-
W	退修(Withdrawn)	-	-
I	未完成(Incomplete)	-	-
NCS	无学分科目(Non-Credit)	-	-

5. 学业成绩计算法

5.1 平均学分积分点 (GPA) 计算步骤:

- (a) 先将“分数”转换成“等级”
- (b) 将“等级”转换成“积分点”
- (c) $\text{积分点} \times \text{修习学分} = \text{该科目之积分点}$
$$\frac{\sum (\text{修习学分} \times \text{积分点})}{\text{学期总修习学分}}$$
- (d) $\text{平均学分积分点 (GPA)} =$

5.2 平均累积学分积分点 (CGPA) 计算步骤:

- (e) 先将“分数”转换成“等级”
- (a) 将“等级”转换成“积分点”
- (b) $\text{积分点} \times \text{修习学分} = \text{该科目之积分点}$
$$\frac{\sum (\text{修习学分} \times \text{积分点})}{\text{累积总修习学分}}$$
- (c) $\text{平均累积学分积分点 (CGPA)} =$

- 6. 学生成绩及格与否, 均会明列于成绩单。
- 7. 当学生重修某一科目, 会以该科目的最高修习成绩为计算平均累积学分积分点 (CGPA) 标准。
- 8. 学生可于教务与入学注册处规定的期限内通过校园网提出重审成绩申请。学生须依据校方规定金额缴付重审费。成绩经审查后, 分数若有修改, 成绩将会作调整。无论成绩修改否, 重审费用一律不退还。
- 9. 凡平均学分积分点 (GPA) 大于等于 (\geq) 2.00 者, 其于下学期之修课, 如属于长学期, 所修学分不得超过 21 个学分, 如属于短学期, 所修学分则不得超过 10 学分。
- 10. 凡平均学分积分点 (GPA) 少于 ($<$) 2.00 者, 其于下学期之修课, 如属于长学期, 所修学分不得超过 12 个学分, 如属于短学期, 所修学分则不得超过 6 学分。
- 11. 任何学期凡平均学分积分点 (GPA) 少过 2.00 者, 均当不及格论。教务与入学注册处将发出“提醒通知书”。
- 12. 连续两个学期平均学分积分点少过 2.00 者, 教务与入学注册处则会发出“警告通知书”。
- 13. 若连续三个平均学分积分点都少过 2.00, 同时平均累积学分积分点 (CGPA) 亦少于 2.00 者, 教务与入学注册处将终止有关学生学籍。
- 14. 学生之平均累积学分积分点 (CGPA) 必须达到 2.00 或以上, 方准予毕业。

第五章: 期末考试

- 1. 考生需携带学生证与准考证入场。
- 2. 迟到半小时或以上者, 不得进入考场参加考试, 而其相关科目之期末考卷将以零分计。
- 3. 迟入场者, 交卷时间与原班考生相同。
- 4. 凡旷考之学生, 其旷考科目之全学期成绩, 一概以零分计。
- 5. 学生因故而缺考期末考 (父母离世、学生患有严重疾病或住院), 需尽快通知教务与入学注册处并呈交相关文件。
- 6. 监考老师若怀疑考生的举动有作弊之嫌, 有权向有关学生作进一步了解。
- 7. 有关学术不端行为的政策和程序之详情可参阅第14章: 学术不端: 政策和程序。
- 8. 考生必须在考试进行一小时后方可交卷。此外, 考生不得于考试结束前一个小时离开考场。
- 9. 考生不得中途离开考场。
- 10. 逾期未缴学杂费且无办理延长缴费手续者, 不得参加期末考。
- 11. 凡课本、笔记、纸张、铅笔盒、手提电话电子字典等没有被允许的用具, 一概不得带入考场。

12. 考生穿著依校方公告之衣著准则为标准，违规者不得进入考场。而其该科目之期末考卷将以零分计。

第六章：重审

1. 通过网上申请。以个人密码登入校园网页之成绩查询，再点选并填具重审申请。
2. 重审费依据校方规定。申请重审者须在重审申请截止前缴付重审费。
3. 成绩公布方式：
 - (a) 网上查询：学生可直接进入个人成绩单查询；
4. 每科成绩只允许重审一次。
5. 重申只限于对期末考进行审查，审查范围不包括测验，期中考和作业。
6. 成绩经审查后，分数若有提高，则视为上诉成功。
7. 上诉并不意味着分数将会向上调整。若经二次审查后，证明给予的分数不正确，则可能会将分数降级。

第七章：补考

1. 申请资格

凡该科目不及格者皆可申请补考；除了：

 - 期末考试被禁考的学生
 - 期末考试作弊的学生
 - 期末考试缺考的学生

*修读电机与电子工程专业文凭和电子工程（荣誉）学士学位的学生其指定必修和选修科目的平时作业成绩必须获得至少50分方可申请补考。
2. 每门科目只能有两次补考机会。补考生必须在接下来的两个学期中申请并参加补考。补考科目无需上课。
3. 申请补考日期与补考时间表将在行事历公布。
4. 学生们必须在规定的期限内申请补考并缴费，若逾期将不受理。
5. 补考费用为每科RM150，所缴费用不得以任何理由要求退费。
6. 缺席补考者不得以任何理由要求再补考，除了有特殊原因的应届毕业生。
7. 补考成绩将在新学期加/退选截止日期之前通过校园网上公布。
8. 补考成绩为该科之总成绩计算，及格分数为50分，低于50分则不及格。惟补考及格者，无论成绩高或低，成绩单上只显示“C”；除了应届毕业生或许可以保留原有成绩计算法。
9. 补考考试范围将涵盖整个学期所教授之范围。
10. 补考不及格者不得对补考提出重审。
11. 平时的期末考试规则也完全适用于补考，成为补考的规则。
12. 补考为选择性。同学们可选择补考或重修。

第八章：请假及旷课

1. 共有四类请假类别：
 - (a) 病假-须由受认证的诊所发出
 - (b) 公假-由本校委派出席的活动（研讨会，比赛等）
 - (c) 丧假
 - (d) 事假

2. 各类别请假皆须附呈证明书；违例者，将不予批准。
3. 学生因故不能到校上课者（除了病假），皆须在事前或事后一个星期内呈交“请假申请表格”，表格可在网上下载。科任讲师必须在网上处理学生之请假。
4. 学生需将病假医生证明正版交予科任讲师处理。
5. 若病假医生证明被发现造假之嫌疑或于请假期限的一星期内未提出请假而缺课者，以旷课论。
6. 凡事假将被视为一半的旷课时数。举例，若学生申请3小时事假，将被作为1小时半的旷课。
7. 凡请事假者，其事假时数将与旷课时数合计超过该科目总上课时数之 30%，将不得参加该学期期末考，该试卷将以零分计，同时该科目总成绩获“F”等级。

第九章：转系

1. 转系是学生从原系转去新学系，并于新学期开始生效。
2. 转系申请需具备以下条件：
 - 2.1 符合原系的录取资格。
 - 2.2 符合新学系之入学要求。
 - 2.3 获得新学系院长/系主任的批准。
 - 2.4 获得原系院长/系主任的批准。
 - 2.5 获得教务与入学注册处的批准。
 - 2.6 转系申请须缴付行政费用。
3. “转系申请表格”可在教务与入学注册处网页的下载专区获取。转系申请须在新学期开始前的指定日期内完成申请手续。
4. 学生转系申请以一次为限。凡经核准转系者不得再请求转回原系。
5. 转系学生转入之年级、受承认之学分及应修读之科目，由转入学系之系主任核定。
6. 转系学生修业年限，以进入本校第一年开始计算。在修业年限内不能修满应修学分者，得延长其修业年限，惟学士课程总修业年限不得超过七年，专业文凭课程总修业年限不得超过五年，大学基础课程总修业年限则不得超过二年。

第十章：休学、复学、退学

1. 休学是指在特定时限内学生被批准无需到校上课。休学会造成延毕，若无必要，不建议学生申请休学。
2. 学生休学概以一学年为准，期满不复学者，以退学论。
3. 休学可通过填妥“休/退学表格”申请，经有关部门核准者后，将表格交至教务与入学注册处处理。
4. 休学学生在新学期开始前应按照程序办理复课手续。除了经批准的转系者，复学后学生应在原系继续学习。若在学期开始后中途休学的学生，复学后将被编入前一学期学年学习。
5. 获准休学学生，已修满之学期成绩，得以保留；复学时，可衔接下学期之课程。
6. 如以下情况发生，学生须退学：
 - 6.1 修业期满，而仍未修满应修之科目与学分者。
 - 6.2 经医生证明身体过于虚弱或患有严重疾病而不能继续学业者。
 - 6.3 休学逾期一学年未复学者。
 - 6.4 连续三个平均学分积分点（GPA）少过 2.0，同时平均累积学分积分点（CGPA）亦少于 2.0 者。
7. 欲申请退学者应到教务与入学注册处办理退学手续；若在校修满一学期以上，且具有成绩，得发予相关证明函件。无办理退学手续者，将不发给任何相关学业证明书。
8. 违反校规而被勒令退学之学生，不得重返本校肄业，亦不发给任何学业证明书。

第十一章：终止学籍

1. 学生如有任何违法或逾期逗留（国际学生）等行为，且该行为已影响社会安宁和破坏本校形象，该学生将被终止学籍。
2. 除上述行为之外，终止学籍也包括：
 - 2.1 连续三个平均学分积分点（GPA）少过2.0，同时平均累积学分积分点（CGPA）亦少于2.0者
 - 2.2 提交伪造/篡改之学历证件
 - 2.3 修业期满而仍未修满应修之科目与学分者。
 - 2.4 纪律问题

第十二章：毕业

1. 凡符合以下规定者，均准予毕业：
 - 1.1 修毕各系所规定的修习科目
 - 1.2 修毕各系所规定的毕业学分。
 - 1.3 平均累积学分积分点（CGPA）达2.0或以上。
 - 1.4 在本校规定之年限内完成学业。
 - 1.5 无拖欠校方任何费用和书籍。
2. 所有应届毕业生皆需在校方规定之期限内缴交毕业费用。逾期者，需缴付额外行政费。

第十三章：文件申请及学生证件补发

欲申请补发学生证件、或其它证明文件（MQA/KWSP），必须先向教务与入学注册处提出申请，再至财务处缴交相关手续费。而后持收据到教务与入学注册处办理相关手续。

第十四章：学术不端：政策和程序

1. 定义

学术不端是一种试图在学术上获取利益时而发生的违反学术规范、学术道德的欺骗行为。任何形式的学术不端被揭发及发现，本校将严厉看待，并给予惩处。

2. 范围

该政策适用于所有课程的学生。包含笔试、作业、口头或实践评估。

3. 种类

(a) 剽窃

剽窃他人作品而未标明出处（无论作品出版与否），或将他人作品据为己用。这也包括从网站复制文本而未表明引用来源，又或者仅更改其中的几个单词。

剽窃不仅针对文本，也包含在其他媒体上的抄袭，如图表、公式、编码、插图、或以作品方式呈现出的概念。还有，出版的文本，例如书籍和期刊；未出版的文本，例如手稿，和幻灯片，之前评估过的作品也包括在内。

各种剽窃的表现形式有：

- i) 未标明引用来源
- ii) 不恰当引用来源
- iii) 未经许可的数据或概念
- iv) 在未知会或经作者同意的情况下，复制或发表原创作品
- v) 将一人或多人合作的作品据为己用。
- vi) 更改或伪造实验数据和结果。

(b) 购买他人作品并据为己用

通过此形式来完成作品（意图诠释是正常且可被接受的做法）。

(c) 销售作品

任何形式的买卖交易，以协助作品的完成。

(d) 未注明注释

在学术参考和引用中，潜在剽窃或不恰当引用他人作品中的话语或句子。

(e) 抄袭或复制

未经允许下，抄袭和复制原创作品并将其重新提交，包括任何形式的考试与评估。

(f) 合谋

合谋意指涉及两个及以上的学生，在未经授权下，为了获得优势而共同创作或创作相似的作品，并将其作为个人创作呈交。

若被发现，经调查属实后，所有涉嫌学生都将受到同等责罚。

(g) 伪造数据

学生通过不正当手段获得的数据。

(h) 考试作弊

考试期间学生被发现使用未经许可的小抄、参考资料、电子设备等

作弊的表现形式有：

- i) 在测验或考试中，抄袭答案或得到他人帮助进行作答。
- ii) 在不允许使用计算器的考试中使用计算器。
- iii) 未经监考官许可下，在考试时与他人合谋进行作答。
- iv) 在考试期间使用任何通讯设备如未经授权的电子设备以及未关闭信号的手机。
- v) 从已参加考试的人那里获得考试题目。
- vi) 允许他人在考试中抄袭自己的答案。
- vii) 携带未经允许的参考资料如小抄等进入考场。

(i) 行为失当

各种试图以任何形式欺骗他人的行为，但以上并未具体指出。

4. 流程

- (a) 本校有权对学生的学术不端行为之指控进行调查，对已确定触犯上述行为的学生采取纪律处分。
- (b) 如有失当行为发生，监考官须填报“学生不当行为表格”，并附上所有证据，如下：
 - i) 剽窃：证明学生的作品剽窃的资料；查重检测（Turnitin）报告，资料来源副本，《学生手册》相关页面。
 - ii) 考试作弊：收集相关资料。
 - iii) 合谋：证明抄袭的学生作品副本，及《学生手册》相关页面。

证据正本必须一同交上。所有提交的证据均应以深色圆珠笔标记清楚。在调查过程中，若有新证据，均可提呈。

- (c) 如果作弊嫌疑，监考官可没收相关证据，并允许学生继续考试。监考官将保留没收的证据，直到考试结束，然后将其连同《学生失当行为表格》一起交至教务与入学注册处（“AARO”）。
- (d) 任何被指控涉嫌作弊的学生须出席学术不端行为听证会。该听证会将由学术副校长主持。教务长，讲师，系主任（“HOD”）和院长皆为纪律委员会的成员。若该行为与考试作弊有关，则监考官将受邀参与会议。
- (e) AARO将发出正式信函要求涉嫌学生出席听证会。学生应与大学充分合作。
- (f) 学生可携带一人（称之为支持者）陪同参加听证会。支持者为向学生提供道德和情感支持的朋友。但支持者不得在听证会过程中发言或表达立场。
- (g) 下表为惩罚准则：

类型	惩罚
第一次将违禁材料带到考场	不及格 且 须重修
第二次将违禁材料带到考场	不及格且须重修，及勒令停学一学期
第三次将违禁材料带到考场	不及格 且 开除学籍
冒名顶替考试	不及格 且 开除学籍

- (h) 纪律委员会主席会在学生在场的情况下宣布会议决定。聆讯后三（3）个工作日内，将会向学生发出正式信件。
- (i) 学生可以在收到信件后的14天内向听证会提出上诉。
- (j) 如果学生被判无罪，则主席可以驳回该案。
- (k) 如果学生未能如期参加听证会，委员会可继续进行听证会，惟听证会所做出的任何决定均为最终决定。学生不得提出任何上诉。
- (l) 听证会为本校内部聆讯，学生不允许委派法律代表参与。

第十五章：缴费规章

- 1. 选修费按各学期所设置之修习学分计算。课程之全年学、杂费一律分 3 学期缴费。
 - 1.1. 学生需于规定期限内缴付所有学、杂或相关欠费。
 - 1.2. 通过转账方式的同学必须尽快将佐证交到财务处(可通过电邮方式通知)，未能通知的同学，逾期缴费罚款将按系统计算。
 - 1.3. 持奖、助、贷学金或存有预付款项之学生需于每学期缴费截止日或之前，前往财务处领取正式收据，逾期者罚款将按系统计算。
 - 1.4. 申请转系之学生，学、杂费将按当学期收费制计算所需缴付之学、杂费。
 - 1.5. 办理休、退学前，学生需缴清所有欠费。
 - 1.6. 文件申请一律按当时收费制计算。
- 2. 欠费
 - 2.1. 缴费截止日隔日将开始征收 RM 50 之逾期缴费罚款。以此类推，每月 RM50 逾期缴费罚款将持续被征收直至所欠学、杂费缴清为止。于缴费日截止后3个月内仍未缴清学、杂费者，除勒令退学外，校方有权向家长或监护人索取学生所拖欠之学、杂费。
 - 2.2. 学生须于复习周前缴清所有学、杂费或相关欠费，否则将不获准参加期末考试。

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- 2.3. 未缴清学、杂费或相关欠费之学生，财务处有权不予处理任何其所申请之文件。
 - 2.4. 毕业生须于毕业前缴清所有学、杂费或相关欠费。如有欠费者，一概不获准参加毕业典礼；毕业文凭及成绩单亦将被保留至缴清所有欠费。
3. 延期缴费
 - 3.1. 家境有困难未能如期缴付学、杂费之学生可申请最长为期1个月的延期缴费宽限期。申请之学生须于缴费截止日期前亲自前往财务处办理且完成延期缴费手续，并提呈家长说明书，身份证副本及其他相关有力证明文件。
 - 3.2. 持 PTPN 贷款之学生欲申请延期缴费需附上 PTPN 贷款录取通知书且需经奖助学金组审核，并于缴费截止日期前提呈至财务处以完成延期缴费手续。
 - 3.3. 财务处有权拒绝任何资料、文件不俱全、不属实或申请原因过分牵强等之延期缴费申请。
4. 国际新生缴费与列印学费单
 - 4.1. 国际本科生
 - 4.1.1. 学生必须在第一学年的开学日前一次性缴付3个学期的课程费用，作为第1学期与预付第2和第3学期的课程费用。
 - 4.1.2. 从第二年开始，课程费用将按学期征收。
 - 4.1.3. 有预付款项之学生需于每学期缴费截止日或之前，通知或联络财务处列印学费单以避免逾期罚款。
 - 4.1.4. 实际收费按校园网缴费通知为准。
 - 4.2. 国际研究生
 - 4.2.1. 研究生必须在第一学年的开学日前一次性缴付3个学期的课程费用，作为第1学期与预付第2和第3学期的课程费用。
 - 4.2.2. 财务处有权在缴费期期间列印预付款的收据。
 - 4.2.3. 实际收费按校园网缴费通知为准。
5. 退费条款
 - 5.1. 退费程序
 - 5.1.1. 学生向财务处提出申请退费前须填妥《学生休学/退学申请表》并征得各相关学院、部门、单位正式签准方为有效。
 - 5.1.2. 仅学生本人或其授权人可领取退款。
 - 5.1.3. 所有退款以马币为货币计算单位并以支票退款。
 - 5.1.4. 退款的支票将通过电子邮件通知学生前来领取。
 - 5.1.5. 所有退款必须在被通知后的六个月内领取，否则该退款将被纳入教育基金并不再受理。
 - 5.2. 新生退费条款：
 - 5.2.1. 新生于学期开课前完成退学申请，获 80% 学、杂费退款；
 - 5.2.2. 新生于学期开课第 2 星期内完成退学申请，获 50%学、杂费退款；
 - 5.2.3. 新生于学期开课第 3 星期或以后方完成退学申请，一概不获任何退款；
 - 5.2.4. 新生已缴交之报名注册费、发展基金、学生总会会费和国际学生行政费，手续费和签证申请费（身体检查、学生保险及学生签证费用）一经缴费概不退款。

5.2.5. 基于特殊情况无法如期入学之新生，已缴付之学费可视情况申请全额退款，唯学生须提供相关函件证明所属情况之真实性，方可提出全额退款之申请。如以下情况：

5.2.5.1. 无法获取国际学生签证（个人因素除外）

5.2.5.2. 病危或身亡（需提供相关、有力之书面证明）

5.3. 退学仅退未使用之选修费。

第十六章：学生社团

1. 学生社团成立暨管理指南

- 1.1. 为鼓励学生参与学生社团活动，藉以培养学生自治能力，从而联络感情、砥砺学生、提供正当休闲活动、研究文艺及推广社会服务等，特制定本指南。
- 1.2. 申请成立学生社团（以下简称社团）须经至少二十五位本校学生发起，造具发起人 名册及拟定社团章程草案，向学生事务处申请设立登记。
- 1.3. 社团章程草案应记载下列事项：
 - 1.3.1 名称；
 - 1.3.2 宗旨；
 - 1.3.3 会员入会、退会及除名之条件；
 - 1.3.4 会员之权利与义务；
 - 1.3.5 社团干部的权限及任免程序；
 - 1.3.6 会议召集及议决方式；
 - 1.3.7 经费及会计；
 - 1.3.8 章程之修改；
 - 1.3.9 订定章程的日期。
- 1.4. 学生事务处接到相关申请后，将召开面试会议，讨论及审核该项申请。
- 1.5. 若相关申请有以下情况，学务处将不予许可成立：
 - 1.5.1 违反校规或国家法律；
 - 1.5.2 宗旨不当；
 - 1.5.3 校内已有相同性质的社团。
- 1.6. 学务处会议审核通过后，呈校长核准成立。
- 1.7. 经核准筹设之社团，应在 15 日内召开成立大会，通过章程及选举社团理事，并邀请学生事务处派员监督。
- 1.8. 社团成立后的 10 日内，应提交以下资料至学生事务处以办理设立登记：
 - 1.8.1 社团章程；
 - 1.8.2 理事及会员名单；
 - 1.8.3 年度预算及工作计划。
- 1.9. 若未能完成1.7及1.8之规定者，学生事务处得解散社团。
- 1.10. 学生社团得照实际需要，延请教职员担任顾问或指导；唯有关教职员不得同时担任两个以上的社团顾问或指导。
- 1.11. 学生社团举行会员大会或特别会员大会时，倘有需要，顾问或指导可列席。
- 1.12. 学生社团须于每年第一学期结束前完成理事改选程序（大学基础学部学生会除外），并于第二学期开始后三星期内完成交接和开始新届理事任期。
- 1.13. 新届理事上任后两星期内，须呈交新届理事名单、工作计划及年度预算予学生事务处。
- 1.14. 学生社团若有违反法令、校规、公共秩序、与宗旨不符或长期冬眠（一年内无活动，或社团人数至少三个学期少于 10人者），可由学生事务处解散之。

2. 社团补助津贴指南

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- 2.1 学生社团办理以下活动，可向校方申请活动津贴；
 - 2.1.1 干部培训；
 - 2.1.2 知识活动：讲座、展览、校内比赛、校内表演或演出、研习班等；
 - 2.1.3 代表本校参与校外比赛、表演等；
 - 2.1.4 学生社团使用财物之维修或添置；
 - 2.1.5 其他符合社团宗旨之综合性活动。
 - 2.2 不予补助的事项如下：
 - 2.2.1 游览、参观等；
 - 2.2.2 纯属同学间的聚餐、茶会、舞会等；
 - 2.2.3 购物品赠予理事或会员作个人用途。
 - 2.2.4 常年活动、会员大会与迎新送旧活动。
 - 2.3 每年津贴额规定如下：
 - 2.3.1 学生总会～每年不超过 RM1,440.00。
 - 2.3.2 各系学生会～ 每年不超过 RM800.00。
 - 2.3.3 其他学生社团～每年不超过 RM 400.00。
 - 2.4 学生社团向本校申请补助津贴，均应于活动前提出预算及申请；活动结束后再申请者将不予补助。
 - 2.5 学生社团补助津贴申请经学生事务处批准，呈校长批示通过后即可执行。
 - 2.6 获批准补助津贴之社团，须在活动结束后 15日内，检具单据及账目报告，向学生事务处办理申报结领。
 - 2.7 学生团体未经校方许可，不得向外筹款。

3. 张贴海报及布告

- 3.1 为培养学生守纪的精神以达成言论自由的真谛，特定此条规。
- 3.2 所有海报及布告等须加盖社团会章。
- 3.3 若以个人名义张贴，请注明姓名、系级、学号，以示负责。
- 3.4 张贴前，请将海报、公告等送至学生事务处和庶务处加盖日期有效章。
- 3.5 海报/公告张贴日期以七天为限，事后请自行清除。
- 3.6 砖墙、柱及门板皆禁贴海报/布告。
- 3.7 请将海报/公告贴于布告板上（用图钉）。
- 3.8 请勿用双面胶纸张贴海报/布告，以免清除困难。

4. 行文（发公函）

- 4.1 学生社团对外公函需由主席签发，之前须经顾问或学生事务处过目。
- 4.2 所有对外公函须具副本呈交校长及学生事务处存档。

5. 活动场地/留宿

- 5.1 学生团体在筹办活动之前，应详填学生活动申请表，并交学生事务处主任核准。
- 5.2 倘需借用场地，应填具《借用场地申请表格》，并交由庶务处批准。
- 5.3 学生社团活动场地如与学校活动冲突，则以学校活动优先。
- 5.4 应爱惜借用之场地，不得破坏。
- 5.5 活动完毕，应将场地打扫干净，倘有物件损坏或遗失，应据实向庶务处报告并按市价赔偿。
- 5.6 未经校方许可，学生不准留宿学校。
- 5.7 倘需留宿，应填表申请，由学生事务处酌情处理。

6. 课外活动

6.1 若有校外学艺或体育团体邀请赛，在籍生有该项才华者，希望能接受委派为本校代表参加比赛。

6.2 有以私人身份参加校外任何形式比赛者，请预先通知学生事务处，以备查考。

7. 本指南经学务处会议通过后执行，修正时亦同。

第十七章：奖学金、贷学金及助学金管理办法

1. 为鼓励学行成绩优秀学生就读南方大学学院（以下简称本校），授权本校奖助学金委员会（以下简称委员会）订定《南方大学学院奖学金、助学金及贷学金管理办法》（以下简称本办法）。
2. 奖助贷学金颁予对象为经委员会审核录取之新生及在籍学生（以下简称受惠学生）。
3. 本校奖助贷学金种类包括新生奖学金、课外活动优异奖学金、独中奖学金、媒体奖学金、在籍生奖学金、助学金、贷学金及委员会订定的其他奖助学金。
4. 奖助贷学金金额包含学生在校学习规定时限内之部分或全部学费，除非特别指定者，否则不包括住宿费及杂费。
5. 奖助贷学金生效期间，受惠学生必须依照规定在校上课，如中途辍学、退学、转学者，本校将中止发放其奖助贷学金；与此同时，中途辍学、退学、转学者，必须全数缴回已享有之奖助学金或贷学金金额予本校（贷学金可按合约规定偿还）。
6. 若受惠学生申请休学，其奖助贷学金将被终止。若受惠学生已完成该学期课程并参加学期期末考（非学期中途办理休学），其无须全数缴回已享有之奖助贷学金金额予本校。凡休学后而复学者，得重新提出申请。
7. 奖助贷学金申请条件，请参阅“奖学金、助学金及贷学金申请资格”。
8. 奖助贷学金受惠者须认真求学，力争上游，于每一学年按委员会规定日期提出续领申请，方能继续享有第二年或以后之奖助贷学金；受奖助贷学金期间及续领申请皆需符合下列资格，否则将被取消奖助贷学金资格：
 - 8.1 学年累积学分积分（CGPA）达到规定要求（请参阅“奖学金、助学金及贷学金申请资格”）；成绩不达标者将获以下处分：
 - 8.1.1 任一学期学累积积分点学业成绩（CGPA）不达标者，将获书面警告；
 - 8.1.2 连续两个学期或该学年学积分点学业成绩（CGPA）不达标者，奖助贷学金资格将被取消。
 - 8.2 课外活动积极及无严重纪律疏失；
9. 领取奖助贷学金之大学基础课程受惠学生必须继续在本校升读学士课程，否则必须退还全数奖助贷学金金额。
10. 奖助贷学金受惠者未能依时毕业，或无法达到相关要求及规定者，其受奖资格将被取消。
11. 奖助贷学金受惠者，经查若有伪造或不实之事情，将撤销其获奖资格，已领取之奖助贷学金应予缴回。
12. 为落实饮水思源之精神，奖助贷学金受惠者需参与本校“回馈服务计划”（思源社），并在不影响课业的情况下，接受安排至各部门协助工作。（相关规定请参阅“回馈服务计划”规章）
13. 本办法由奖助贷学金委员会拟定及修订，经评议会议通过后实施。

第十八章：纪律

1. 学生违反任何学校规则或条例，或触犯下列各项者，均交由学生纪律委员会视事情之性质及轻重予惩处：
 - 1.1 诽谤、威胁、殴打、欺凌和骚扰同学或他人。
 - 1.2 蓄意损坏公物。
 - 1.3 盗窃或骗取本校之任何财物。

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- 1.4 抄袭作业或在考试、测验时作弊。
 - 1.5 伪造、篡改或冒用本校之任何文件或记录。
 - 1.6 违反条例或违背学校当局命令，足以妨害本校教学、学习、研究或行政。
 - 1.7 行为有损校誉或本校权益。
 - 1.8 经法庭判定犯有不道德招物议之可鄙行为。
 - 1.9 在提交本校之申请书或文件中作不实不尽或虚假之声明。
 - 1.10 在校内吸烟。
2. 触犯第一条各项者将视情况采取以下处分方式：
- 2.1 申诫。
 - 2.2 在指定时间内，停止享有部分或全部在校权益及/或停止使用部分或全部学校设备。
 - 2.3 记过（记过达 3 次者需退学）。
 - 2.4 指定期限内暂行休学。
 - 2.5 开除学籍。
- * 施行第(2.4)项或第(2.5)项处分需先经教务会议通过。
3. 学生于接获处罚通知之七日内，可具函向学生纪律委员会请求复判。
 4. 学生纪律委员会主席由学务长担任之。委员由教务长、总务长及各学院院长/各学部主任担任之。

第十九章：学生衣着准则

1. 为养成学生整齐朴实之良好生活习惯，并维护本校之形象，校方规定学生平日到校服装一律以整洁、端庄及大方，并符合大专生身份为原则。
2. 严禁暴露衣着、奇装异服，并一律不准穿着任何形式之拖鞋。
3. 凡衣着不符合以上规定或穿着拖鞋者，一概不准进入课室上课，并禁止进入讲师办公室请教功课。校内各行政部门，包括图书馆及电脑中心，一律不为穿着不合规定，尤其穿着拖鞋者提供服务。
4. 凡代表本校参加校外活动，或出席校内重要集会（如开课礼、毕业典礼等），学生穿着应以得体大方为主，或穿着该活动指定之服装。校内重要庆典主要穿着深色长裤、白色上衣、皮鞋，并以佩戴领带为佳，女生可选择深色裙子或长裤。

第二十章：学生辅导处规章

1. 宗旨：
 - 1.1 提供学生精神上的扶助以面对生活上的挑战。
 - 1.2 协助学生自我了解、增进问题解决之能力和人际关系，以成为独立自主。
2. 服务对象：本校学生
3. 服务时间：9:00am - 4:00pm，或者通过预约方式接受辅导。
4. 服务项目：
 - 4.1 生涯咨商
采取一对一晤谈或团体咨商方式，协助学生自我了解、自我成长，并在生活中得以适应及发展，以取得成功。
 - 4.2 心理测验
给学生提供适当的心理测验，让学生有更好的诊断和自我认识。
 - 4.3 心理或辅导讲座
邀请学者专家前来演讲或座谈，以增进同学们对内在自我或外在环境的认识，协助其身心发展、适应环境。

第二十一章：学生宿舍规章

1. 总则

- 1.1 本校为提倡宿舍生活教育，使之成为校园文化的基石，以及促使学生宿舍管理完善，特定本规章。
- 1.2 本校学生宿舍只供南方大学学院在籍生申请及住宿。
- 1.3 为规范宿舍生活，推行宿舍自治，由校方协助成立学生宿舍自治委员会（简称自治会），其编组及施行细则另订之。
- 1.4 本校设立宿舍与物业管理委员会，负责规章的订定及监督规章的执行。宿舍与物业管理委员会主席由董事会代表出任，成员包括：董理事会代表二名、校长与副校长、学生事务处主任、宿舍组主任、物产管理与庶务处主任、宿舍男女生活导师。
- 1.5 学生宿舍之事务由生活导师负责处理，并依循本规章执行职责。

2. 宿舍申请及分配

- 2.1 本校共有5栋学生宿舍，即——华光楼（A 栋）、鹤醒楼（B 栋）、振春楼（C 栋）、畹香楼（D 栋）及国际感恩教育大楼（E 栋）。
- 2.2 本校所有在籍生均可申请入住宿舍，须填妥住宿申请表同时需缴付押金。居住于外州的本校在籍生将优先审核入住宿舍申请，居住于柔佛州本校在籍生的入住申请审核将视空床位作出合理的分配及安排。
- 2.3 经核准住宿之学生，应于所规定之限期内到缴费处缴交住宿费。住宿生须依照宿舍组所指定的日期、时间及地点，向宿舍生活导师报到以办理入宿手续；若当日未暇报到，可以预先致电通知，另作安排。
- 2.4 入宿满一年者需重新申请，续住资格住宿，将视宿舍空位及个人素质而定；申请者需在规定时间内提出申请，经审核后必须在指定的时间缴费，逾期未申请者，视作弃权论。
- 2.5 申请表格之处理以先缴押金后审核为序，倘若因床位不敷而未能接纳全部申请者，家住远地者将享有优先权。
- 2.6 寝室及床位之分配由宿舍组办理，必要时可采抽签办法决定之。
- 2.7 宿舍组有权为住宿生安排室友。如房间有空缺，宿舍组有权安排其他住宿生入住或安排住宿生迁往其他房间。

3. 缴交与退还住宿费

- 3.1 住宿费以学期为计算单位。第一次入宿前，国内和国外学生至少需缴一个学期的住宿费。
- 3.2 每学期之住宿期限为上课日的第一天至学校假期结束的前十天。
- 3.3 国内学生需缴宿舍押金 RM300，国外学生则需缴宿舍押金 RM500。退宿时，若无需作任何赔偿或欠款，可全数领回押金。
- 3.4 半途退宿者不得要求退还宿舍费。唯新宿舍生，于开学后的两个星期内申请退宿，则可获半数退款。
- 3.5 拖欠住宿费者，在缴费期限而未缴交宿舍费，将被勒令退宿。
- 3.6 凡违规而被勒令退宿者，不得要求退费。在宿舍组规定的时间内必须将房内物品清空搬走，若在规定时间内无法完成，宿舍组有权处理房内物品，并将其收入储藏室，如

有损失恕不负责。

- 3.7 本校将在必要时以法律追究一切费用。
- 3.8 本校拥有调整宿舍收费的权力。
- 3.9 新宿舍生必须在入宿报道之前或当天缴宿舍押金和宿舍费，宿舍押金可提前缴付。如家境有困难未能如期缴付宿舍费之宿舍生可申请最长为期 1 个月的延期缴费宽限期。申请之宿舍生须于缴费截止日期前亲自前往宿舍组生活导师办公室，并提呈家长说明书及其他相关有力证明文件，待审核之后通过者得以延期缴付宿舍费，若不通过者则须于规定期限内缴付宿舍费。
- 3.10 在籍宿舍生必须在入住前或当天缴付宿舍费，如家境有困难未能如期缴付宿舍费之宿舍生可申请最长为期 1 个月的延期缴费宽限期。申请之宿舍生须于缴费截止日期前亲自前往宿舍组生活导师办公室，并提呈家长说明书及其他相关有力证明文件，待审核之后通过者得以延期缴付宿舍费，若不通过者则须于规定期限内缴付宿舍费。如没提交申请，宿舍组将有权勒令退宿。
- 3.11 若有任何欠费，宿舍组将有权向校方申请关闭成绩查阅。

4. 住宿需知

- 4.1 住宿生全权负责自己的财物。
- 4.2 午夜十二点过后，大厅关灯，唯宿舍走廊灯将开至天明。
- 4.3 寝室内生活作息以不妨碍他人为原则。若有问题，学生可向生活导师反映，俾便协调；必要时，生活导师在任何时刻有权进入寝室了解情况。
- 4.4 住宿生向宿舍组借用后备钥匙每人以二次为限，第三次则需缴付RM25、第四次为RM35以此类推；非上班时间一律RM50。生活导师不在时，将授权于宿舍自治委员会主席及副主席处理。
- 4.5 遗失房间钥匙/宿舍证或因个人疏忽而造成损坏，将须缴付RM20的申请费用（国际感恩大楼遗失房间钥匙须缴付RM100）。因特殊情况而需锁匠服务，须缴付RM100的额外费用。若钥匙或宿舍证被盗窃，请出示向警察局报案的报告副本，则可免除费用。
- 4.6 住宿于A、B、C和D栋的住宿生可另行加锁，唯需把加锁之后备钥匙交予宿舍组。宿舍组有权在必要时剪断未给予后备钥匙者之挂锁进行寝室检查，唯国际感恩教育大楼除外。
- 4.7 宿舍房间经安排后，不得私自调换，犯规者将累积一次口头警告。欲调换者须向宿舍组提出书面申请并给予充分理由。
- 4.8 除平日按照开放时间利用图书馆、电脑中心及运动场外，宿舍生若欲举办各项学艺活动、体育赛会、集会或其他而需借用讲堂、课室或球场等，需向本校相关部门（如学生事务处与物产管理与庶务处等）申请，俾便安排。
- 4.9 凡是午夜十二点之后，宿舍大门将上锁，不得再外出。住宿生外出与迟归必须自负安全责任。
- 4.10 一切书面申请需在生活导师工作时间内办理。

5. 学生宿舍刷卡门禁守则

- 5.1 住宿生需严格遵守『一人刷卡，一人进出』，未携带宿舍证的使用者，需填写“未携带宿舍证记录”后方可进入。

- 5.2 门禁为午夜12时至隔日早上6时,住宿生禁止在宵禁时间内进出宿舍范围(请参阅规章4.9)。门禁违规者之学生将被保安记录其姓名学号及夜归时间,其宿舍证将被保安没收。犯禁之学生须在第二个工作日亲自向生活导师解释违规原因方可领回宿舍证。无故迟归之学生将累积口头警告一次。
- 5.3 住宿生如需于门禁之后才回宿舍,必须事前向生活导师申请,否则视作违规论。第一次犯规为口头警告;第二次犯规为书面通知并将副本寄给家长、学生事务处及校长;第三次犯规将勒令退宿。
- 5.4 宿舍生不得将宿舍证与临时宿舍证借给他人使用。
- 5.5 遗失宿舍证或宿舍证损坏,请立即通知生活导师。若有补发临时宿舍证,需缴付RM20处理费,而旧证将失效。
- 5.6 非宿舍生及家长需出示身份证(或驾驶证、学生证)证明,经保安人员核实并记录后,发放访客通行证才得以进出。探访时间为早上九时至晚上九时。

6. 行为守则

为维护宿舍之安全与秩序,住宿生**不得**有下列各种行为:

- 6.1 住宿生不得进入异性宿舍或携带非宿舍生进入寝室范围内(家长与监护人除外)。
- 6.2 除了耗电量低的电器用品,如:剃须刀、整发器、桌灯、电风扇、迷你音响、个人电脑、电饭锅之外,其他耗电量高的电器用品,如:电水煲、电视机、烫斗、冰箱、烤箱、微波炉和冷风机等一律不准使用。经查证实属违纪者,将纪律处分,电器将被没收。
- 6.3 不得于宿舍范围内有过分亲昵举动,例如:亲吻、拥抱、搭肩。
- 6.4 不得赌博(无论涉及金钱与否)、酗酒闹事、喧闹、殴斗、抽烟(包括电子烟)、恐吓、欺骗或窃取他人财物。
- 6.5 储存危险物,易燃物或违禁品。
- 6.6 蓄意破坏公共设施(灭火器、饮水机、警铃等)。
- 6.7 擅自挪移或破坏宿舍范围内的一切资产。
- 6.8 引介商人进出宿舍范围内售卖与推销物品。
- 6.9 擅自搬迁、顶让或互换床位。
- 6.10 在宿舍内擅自停放自行车、摩托或汽车。
- 6.11 在宿舍或校园范围内禁止饲养及喂食动物。
- 6.12 在宿舍公共范围内的墙壁、门、窗等随意涂鸦,粘贴海报或布告
- 6.13 房间必须保持卫生整洁,房内物品必须摆放整齐,不得影响同寝室友。

注:

- I. 其他不在列名的不良行为、态度或状况,校方将依发生情形秉公处理。
- II. 住宿生若不顾个人安全的行为而导致事故发生,后果自行负责;若危及他人,校方有权以法律追究。
- III. 外出之宿舍生需自顾安全。若遭遇任何意外,本校一概不负任何责任。
- IV. 宿舍组将会安排每个学期不定时定期检查寝室是否有所破坏及违规。如有必要,校方有权突击检查。
- V. 根据2004年烟草管制法令11(1)条文,任何人都不获允许在教育机构或高等教育机构抽烟。违例者将面临不超过1万令吉或不超过两年的监禁刑罚。同时宿舍组将直接没收该房内所有住宿生之抵押金。
- VI. 第一次犯规为口头警告;第二次犯规为书面通知并将副本寄给家长、学生事务处及校长;第三次犯规将勒令退宿。

7. 修缮及清洁维护

- 7.1 宿舍及水电等维修事宜，由学生宿舍自治委员会或住宿生填写维修表格，俾便宿舍组安排维修员进行检查及修理。
- 7.2 厕所、浴室、温书室、走廊、梯阶及大厅等之整洁工作及宿舍环境卫生与花木维护，概由庶务处委派职工负责。
- 7.3 各寝室之门、窗、风扇、地板、墙壁及窗帘等所有设施之维护保养，概由住宿生负责。

8. 交谊厅与温书室守则

- 8.1 交谊厅与温书室内禁止大声喧哗，避免干扰其他人。
- 8.2 禁止随意移动桌椅、交谊厅家具。
- 8.3 禁止在温书室与交谊厅有不雅与亲昵举动。
- 8.4 个人物品不得留在温书室与共用室，一切损失宿舍组恕不负责。
- 8.5 在温书室内禁止饮食、霸占位子、打电动等。

9. 退宿程序

- 9.1 学期结束时，期满与应届毕业生宿舍生必须迁出宿舍，以方便宿舍组及庶务处清理宿舍。
- 9.2 住宿生、毕业生、休学、退学或被勒令退宿者，必须填写退宿表格，并在上班时间内办理手续。
- 9.3 迁出时，生活导师将检查寝室，以确保宿舍公物完整无损，房间清理妥当，私人物品完全搬离宿舍及归还钥匙。宿舍组将在 24 小时内注销退宿者的使用权限。
- 9.4 退宿时没交还钥匙者将扣除押金，钥匙必须亲自归还于生活导师。
- 9.5 退宿时，若经查明无退还钥匙或房内设备遭破坏，生活导师将记录在退宿者之退宿表格上，退宿者须按件赔偿。
- 9.6 申请退学或休学者需在教务处领取退学或休学表格，唯办完退宿手续后，生活导师才在退学或休学表格上盖章。
- 9.7 在籍寄宿生退宿手续完成后，于新学期（两个星期后），可到财务处领取押金。应届毕业生待毕业手续完成之后，押金以支票形式邮寄到住家。
- 9.8 如果押金在未退宿前已被扣完，宿舍组有权要求该住宿生再次补足余款。
- 9.9 如有欠款者，本校将在必要时扣留有关者的成绩或禁止有关者申请期末考试。
- 9.10 凡已退宿却未如期办理退宿手续者，其押金将自动被没收。
- 9.11 退宿时若房间脏乱或设备损坏，生活导师有权没收抵押金。
- 9.12 退宿需在期末考结束后的一个星期内办理，如未完成宿舍组有权进入房间清空物品。

10. 规章施行及增删

- 10.1 本规章若欠妥处，学生宿舍组有权增删之。
- 10.2 本规章经校园保安、美化与宿舍管理委员会（CSLHM）通过后施行，修正时亦同。

第二十二章：场地借用条规

1. 除教务与入学注册处编订之正课用途外，凡学生或社团于校园内举办任何形式之活动，都必须按正式手续向物产管理与庶务处（以下简称本处）申请借用场地。
2. 任何活动之举办均必须先征得相关单位之批准，物产管理与庶务处只负责批核场地之借用。如属于班级之活动，须获班主任签准；系上活动由系主任签名；与正课相关活动或补课请

授课讲师签名；学生社团活动则由学生事务主任审核。

3. 申请手续：向物产管理与庶务处索取“借用场地申请表”，经相关单位批准活动后，再将申请表格交回物产管理与庶务处视活动需要安排及登记场地。具函申请借用时，必须附上“社团活动签准表”，节目之内容与表演人数等，以便供本处存档。
4. 如有同日期租借本校场地者，以申请公函或申请表格较先呈交至本处者得之。
5. 活动结束后借用场地者须清理场内外自备物件与所遗留下的垃圾，所有物件不得置於场地内。清洁未尽完善者，本处有权不再租借场地于该借用者。
6. 凡有意借用运动设施者（羽球场、足球场、篮球场、排球场、网球场），须于活动三天前向本处申请，借用时必须阐明用途，借用时间为早上9时至傍晚6时。本处持借用与否最后决定权。
7. 各活动社团将不被允许使用强光灯于日常球队练习，除了特殊活动（如：运动会、各校交流赛等），唯必须于活动一星期前向本处申请。
8. 本校会议室只供学术、行政单位或校内大型活动使用，社团及班活动不得使用。
9. 凡借用场地者之车辆，必须停泊于所规定之停车位，务必确保校园交通顺畅。
10. 本处有权拒绝任何申请书而无须提出任何理由。
11. 未经校方批准，学生不准留宿校内。有特别原因需留宿者，则必须事先按第3条方式申请留宿场地。
12. 凡借用场地后如教具或设备遗失或损坏者，借用单位须负责并按市价赔偿。

第二十三章：物产管理与庶务处条规

1. 日常用品与工具
 - 1.1 本处备有日常用品及修缮工具，可供学生或学生社团索用或借用。
 - 1.2 凡借用本处用物之学生或学生团体，必须填写借用表格；物件若有损坏或遗失，必须按市价赔偿。
 - 1.3 本处用物不借予学生作为私人用途。
2. 课室管理
 - 2.1 课室内的教具和设备，应保持完整无损；任何学生损坏或遗失物品必须负责并照市价赔偿。
 - 2.2 课室内的教具或设备如有损坏，班长亦须从速向本处报告，由本处派人修理。

第二十四章：泊车条例

1. 凡学生将汽车或电单车停放在以下地点，皆被视为违规泊车：
 - 1.1 残障人士保留区
 - 1.2 教职员与摊位保留区
 - 1.3 无画停车位之地区
 - 1.4 双黄线区
 - 1.5 过道保留区
2. 处罚方式
 - 2.1 违规的汽车或电单车将被上锁及给于罚单。
 - 2.2 请违规车主领着罚单先到财务处（Room 103）缴付罚金，然后凭罚款收据到物产管理与庶务处请本处职员协助开锁。
 - 2.3 凡违规超过三次者，其汽车或电单车将被禁止驶入校园，为期一年。同时，校方也会将该车主之姓名与车号公布于布告栏，以示惩戒。
3. 每位学生只允许申请二张（家长）车辆通行证，收费标准为：

- 3.1 汽车 - 首张RM30.00, 第二张RM60.00。
- 3.2 电单车 - 首张RM10.00, 第二张RM20.00。
- 3.3 其余规请参阅新版本的泊车条例。

第二十五章：图书馆规章

1. 图书馆证件办理

- 1.1 凡本校学生持学生证, 教职员持教职员证, 校外会员持会员证, 可至本馆借书。
- 1.2 本校校友及校外人士, 须在本馆及出纳处申请临时阅览证, 在本馆参考室, 普通阅览室, 期刊区等阅览, 不能借阅图书资料及使用其他设备。
- 1.3 新进教职员及学生若在本馆电脑系统中无读者记录者, 请持教职员证或学生证至出纳柜台, 办理建档手续。
- 1.4 短期访问学者需办理短期阅览证, 供访问期间阅览之用途。(见短期访问学者借阅申请简则)

2. 借书数量及期限

研究生

<u>可外借资料类型</u>	<u>数量</u>	<u>期限</u>
总馆普通书	15 册	30天
马华文学馆普通书	8 册	30天
中医图书馆普通书	15 册	30天
书香楼馆藏室普通书	8 册	30天
爱薇儿童文学藏书	5 册	30天
魏维贤文库普通书	8 册	30天
单本过期期刊	5 册	3天
开架式视听资料	1种(光碟最多4片)	3天
指定参考书	1 册	押证暂借 2 小时

学生

<u>可外借资料类型</u>	<u>数量</u>	<u>期限</u>
总馆普通书	10册	14 天
马华文学馆普通书	5册	14 天
中医图书馆普通书	10册	14 天
书香楼馆藏室普通书	5册	14 天
爱薇儿童文学藏书	4册	14 天
魏维贤文库普通书	5册	14天
单本过期期刊	4册	3 天
开架式视听资料	1种(光碟最多4片)	3 天
指定参考书	1册	押证暂借 2 小时

教职员

<u>可外借资料类型</u>	<u>数量</u>	<u>期限</u>
总馆普通书	20册	60 天
马华文学馆普通书	10册	60 天
中医图书馆普通书	20册	60 天
中医图书馆参考书(不含工具书)	5册	7 天
中医图书馆指定参考书	8册	7 天

书香楼馆藏室普通书	10册	60 天
爱薇儿童文学藏书	6册	60 天
魏维贤文库普通书	10册	60天
单本过期期刊	8册	14 天
参考书(不含工具书)	5册	7 天
指定参考书	8册	7 天
闭架式视听资料	2种(光碟最多 8 片)	7 天
开架式视听资料	2种(光碟最多 8 片)	7 天
现期期刊		闭馆前半小时, 翌日开馆后 一小时内归还

兼职讲师

<u>可外借资料类型</u>	<u>数量</u>	<u>期限</u>
总馆普通书	15册	30天
马华文学馆普通书	8册	30天
中医图书馆普通书	15册	30天
中医图书馆参考书(不含工具书)	2册	7天
中医图书馆指定参考书	5册	7天
书香楼馆藏室普通书	8册	30天
爱薇儿童文学藏书	5册	30天
魏维贤文库普通书	8册	30天
单本过期期刊	5册	14天
参考书(不含工具书)	2册	7天
指定参考书	5册	7天
闭架式视听资料	2种(光碟最多8片)	7天
开架式视听资料	2种(光碟最多8片)	7天
现期期刊		闭馆前半小时, 翌日开馆后 一小时内归还

短期访问学者

<u>可外借资料类型</u>	<u>数量</u>	<u>期限</u>
总馆普通书或过期期刊	10册	1天
中医图书馆普通书	10册	1天
书香楼馆藏室普通书	5册	1天
魏维贤文库普通书	5册	1天

3. 续借

3.1 续借期限如下:

学生

总馆普通书	14 天
马华文学馆普通书	14 天
中医图书馆普通书	14 天
书香楼馆藏室普通书	14 天
爱薇儿童文学藏书	14 天
魏维贤文库普通书	14天

研究生

总馆普通书	30天
马华文学馆普通书	30天
中医图书馆普通书	30天
书香楼馆藏室普通书	30天
爱薇儿童文学藏书	30天
魏维贤文库普通书	30天

教职员

总馆普通书	60天
马华文学馆普通书	60天
中医图书馆普通书	60天
中医图书馆参考书(不含工具书)	7天
书香楼馆藏室普通书	60天
爱薇儿童文学藏书	60天
魏维贤文库普通书	60天
参考书(不含工具书)	7天
开架式视听资料	7天
闭架式视听资料	7天

兼职教职员

总馆普通书	30天
马华文学馆普通书	30天
中医图书馆普通书	30天
中医图书馆参考书(不含工具书)	7天
书香楼馆藏室普通书	30天
爱薇儿童文学藏书	30天
魏维贤文库普通书	30天
参考书(不含工具书)	7天
开架式视听资料	7天
闭架式视听资料	7天

- 3.2 读者所借之图书资料可续借一次，续借手续最迟于到期日当天办理。
- 3.3 读者必须自行在本馆线上查询系统办理续借手续。以下情况不能办理续借：
- 所要续借之图书资料已逾期
 - 所要续借之图书资料已有人预约
 - 借书者已被冻结借阅权
- 3.4 教职员如欲长期借出图书资料，可向图书馆申请长期借阅。(见长期借阅办法)

4. 逾期

凡借出之图书资料已逾期，该读者将被停止其借书权及续借权，直到该读者归还所有图书资料及罚款。

5. 催还

- 5.1 凡借出之图书资料已逾期，本馆将发出催还单。借阅者在接获通知后，应立即归还，逾期未还者将被罚款。(见第6罚款)

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- 5.2 提供外借之图书资料，如遇特殊情况需要，图书馆有权向读者进行催还。
6. 罚款
- 6.1 所有读者之逾期罚款，图书资料每日为 RM0.50，视听资料为 RM1.00；押证暂借每小时为 RM1.00。
- 6.2 逾期未还者必须缴清逾期罚款，本馆才会恢复其借阅权及续借。未缴清者，本馆有权采行任何适当的处理方式。
7. 遗失
- 7.1 所借之图书资料若遗失，请立即至本馆办理报失手续，避免因逾期而被停止借阅权。
- 7.2 报失时需缴交 RM5.00 手续费(恕不退还)；累积之逾期罚款需与图书馆赔偿金一并缴付。
- 7.3 赔书处理程序：
- 以赔原图书资料为原则，直接赔偿所遗失之图书资料，即可办理归还手续。
 - 无法赔原图书资料则赔同性质之最新版本，同时必须符合以下原则：
 - 本馆所未收藏者。
 - 具合法版权。
 - 版次、价格均不能低于原本。
 - 精装本不能赔平装本。
- 7.4 所赔偿图书资料须经本馆处理人员核可后，方可办理归还手续。
- 7.5 以现金赔偿见“第14条南方大学学院图书馆图书资料遗失赔偿计算标准”。
- 7.6 读者若欲自行购买新图书资料归还，本馆给予三周购买宽限期。若超过宽限期，则加上宽限期到期日至归还日之逾期罚款(以每日 RM1.00计算)。
8. 离校手续
- 8.1 凡毕业、退学、休学之学生，在离校前必须将所借图书资料悉数归还，如有逾期罚款情形必须缴清罚款，始得办理离校手续，毕业生方可领取其毕业文凭。
- 8.2 本馆在教职员离职前两周停止其借阅权，同时该教职员在离校前必须将所借之图书资料悉数归还。若未归还所有的图书资料，本馆将有权要求会计部缓发该教职员之薪金。
9. 若读者无法归还所借的图书资料，本馆有权采行任何适当的行动以处罚该读者。
10. 本条例经馆员会议通过呈请校长核定后实施，修正时亦同。
11. 严重违反图书馆之规章者，将导致其丧失使用图书馆的权力。以上规章如有未尽善处，本馆有权增删之。
12. 一般阅览规则
- 12.1 严禁在本馆范围内吸烟、使用手提电话、饮食、高谈阔论、乱丢垃圾，或在桌椅上涂写。
- 12.2 本馆人员有权将妨碍他人或损坏本馆图书资料或设备者请离本馆。
- 12.3 不得使用他人或转让学生证予他人使用。
- 12.4 读者应将书包，公事包存放于入口处。本馆仅允许读者携带笔记本及文具入馆。
- 12.5 贵重物品请随身携带，任何损失本馆概不负责。
- 12.6 衣衫不整，穿拖鞋或短裤者不得入馆。
- 12.7 读者偷书、撕书行为一经发现，本馆除停止其借阅权外，并交由校方纪律委员会严肃处理。
- 12.8 不得预占座位。
- 12.9 本馆之讨论室供三位或以上同学使用。

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- 12.10 本馆之研究室仅供教职员及研究生使用。
 - 12.11 以上两项设备的使用申请, 请向出纳柜台人员申请。
 - 12.12 凡违反图书馆规则者, 将依“南方大学学院图书馆读者违规处理办法”处理之。
 - 12.13 本条例经馆员会议通过呈请校长核定后实施, 修正时亦同。
13. 期刊借阅规则
 - 13.1 凡本校教职员及学生可持教职员证或学生证于流通柜台办理借阅。
 - 13.2 期刊合订本、马华文学馆期刊、报纸类、书况不佳及内容为学术类的期刊均不外借。
 - 13.3 借阅册数及期限:
 - 13.1.1 教职员以 8 册为限, 借期14天, 不得续借; 现期期刊仅可隔夜借阅, 即闭馆前半小时办理借阅, 隔日开馆后一小时内归还。
 - 13.1.2 学生以4册为限, 借期3天, 不得续借; 惟现期期刊不得外借。
 - 13.1.3 研究生以5册为限, 借期3天, 不得续借; 惟现期期刊不得外借。
 - 13.4 外借期刊可在总馆或中医图归还。
 - 13.5 逾期、催还、罚款、遗失及离校手续等条规, 请参阅图书馆规章第4、5、6、7、8条。
 - 13.6 期刊借出前, 读者应自行确认有无撕毁、缺页、圈点、评注或损坏, 若有损坏, 应先向流通柜台人员告知及登记。若期刊归还时, 经馆员检查有损坏状况, 一概由最后借阅的读者负责赔偿, 并依“南方大学学院图书馆图书资料遗失赔偿计算标准”办理。
 - 13.7 期刊之附件(CD、VCD、DVD 等视听媒体)可连同期刊借出, 惟不可单独外借。
 - 13.8 本条例经馆员会议通过呈请校长核定后实施, 修正时亦同。
 14. 图书馆图书资料遗失赔偿计算标准
 - 14.1 本标准为读者遗失图书资料, 无法购得原书赔偿时, 以现金赔书价之依据。
 - 14.2 读者若无法赔书, 一律按书价乘三倍计算。若书价低于底价(中文书RM30, 英文书RM70, 马来文书RM20), 依底价三倍计算。
 - 14.3 若该书非由本馆购买, 而经由交换、赠送而来, 如该书未标示定价则中文书每册一律以RM40, 英文书RM80, 马来文书RM30计价。
 - 14.4 若该书以外币定价者, 以当日汇率换算计价。
 - 14.5 遗失图书如套书或丛书之一册, 依前项方式计价, 但该书若无法零购时, 则以全套书或丛书计价赔偿。
 - 14.6 绝版书以定价十倍赔偿。
 - 14.7 特殊版本及印刷特殊之艺术画册等, 不适用以上计价标准, 遇有赔偿时专案处理。
 - 14.8 本标准亦适用于期刊资料。
 - 14.9 本标准经馆员会议通过, 呈请校长核定后实施。
 15. 南方大学学院图书馆读者违规处理办法
 - 15.1 本馆为保障入馆读者公平利用馆内资源设备之权益, 并维护在馆内阅览及查寻资料时宁静之气氛, 特订违规处理办法, 以为读者利用规范及工作人员执行公务依据。
 - 15.2 凡使用图书馆读者应凭本人有效证件借阅图书资料及使用图书馆设备, 如经发现, 本馆得保留该证件通知原持证人领回。
 - 15.3 读者在馆内应衣着整齐, 并不得有影响他人阅读之行为, 或擅入非开放空间。
 - 15.4 读者不得携带食品饮料或动物入内, 并不得吸烟及高声谈笑与朗诵; 行动电话, 呼叫器以及其他影响馆内宁静之通讯器材, 入馆后不得发出声响, 亦不得在馆内接听行动电话, 以维护室内环境之清洁与宁静。
 - 15.5 馆内供读者查询馆藏目录及资料库电脑, 不得连接网际网络服务; 馆内所有电脑不得浏览色情网站及玩电脑游戏等。
 - 15.6 读者不得任意移动桌椅及预占座位, 离馆时应将个人物品携走。前项未携走之物品, 本馆不负保管责任。

- 15.7 读者应爱护本馆图书资料及各项设备器材，不得有污损、破坏之行为，违者视同情节重大，同时必须依照本馆各项资料之遗失或污损赔偿规定处理。
- 15.8 本馆图书资料与各项设备器材未经借阅程序，不得擅自携离视听区及馆外，违者视同情节重大
- 15.9 违规记点方式，凡初犯者，由执勤人员将发生时间、地点，事件，当事人姓名及所属单位记录在〈图书馆违规行为处理记录〉簿上，并予口头告诫及提醒当事人相关注意事项，以免再犯。若再犯，经本馆同仁登记违规记点达二点者，除依下列方式处理外，并得在图书馆公布栏公告。
- 违规记点达二点者停止其借书权利三个月。
 - 违规记点达三点者停止其借书权利十二个月。
- 15.10 违反本办法规定事项情节重大者，除立即依前条方式处理外，将移送学生事务处处理，并告知所属系所主任，如有需要将移送南方大学学院纪律委员会处理；校外人士则报警处理。下列行为视为违规情节重大，包括：违规记点三点者、偷窃、污损破坏本馆图书资料和设备器材及其他本馆认定之重大违规情事者。
- 15.11 阅览组人员必须将案件处理经过及结果记录于〈图书馆违规行为处理记录簿〉上，以供日后参考备用。
- 15.12 本办法经馆员会议通过，呈请校长核定后实施，修正时亦同。

16. 学生讨论室借出办法

16.1 以先到先得之方式借出。

16.2 申请时须填写申请表连同学生证交本馆。

16.3 每间讨论室使用人数为 3 人或以上之团体，每间人数以该室最大容量为限。

412 I	412 G	412 K	412 C
3-4 位	3-7 位	3-7 位	3-10 位

16.4 讨论室借用时间以2小时为限。

16.5 使用规则：

- 借用人凭证件于流通柜台登记领取钥匙，开门后马上归还。超过1小时逾时归还钥匙者将罚款RM10.00，如有遗失者，罚款RM50.00。
- 如超过15分钟仍无人在室内，则自动取消其使用资格。
- 不可续借。
- 严禁携带饮料食品入室，违规者将依“南方大学学院图书馆读者违规处理办法”办理。
- 使用者不得于讨论室内进行与利用本馆馆藏、教学、学术研究或作业讨论无关的活动。
- 图书馆馆员有权在任何时间突击检查讨论室使用人数，如发现人数超出申请人数，该申请者将被停借讨论室 2 个月。
- 请勿擅自移动室外之椅子至讨论室。
- 使用者不得交换、转让或自行更改使用时间。
- 请小声讨论，不得喧哗或进行其他不当行为，违规者本馆将立即终止其使用。
- 使用讨论室时，请关门，但不得上锁。
- 讨论室使用完毕，请将桌面收拾干净、桌椅排列整齐、白板擦拭干净（如有）、电风扇插头插好，把木门反锁，并请在10分钟内离开讨论室至1楼柜台取回证件。逾时者将被停借讨论室2月。

16.6 开放时间：

星期一至星期五	8:30am-7pm
星期六	8:30am-11:45am

星期日及公共假期	不开放
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16.7 凡触犯以上规则之申请者，本馆将禁止其借用本馆设备。

16.8 以上规则如有未尽善处，本馆有权增删之。

备注：讨论室续借条件为，至少其余 2 间讨论室空置；延长时数为最多 1 小时。

17. 硕博研究室外借办法 (412B)

17.1 硕博研究室旨在为硕博研究生提供一个专题研究及论文撰写空间。

17.2 硕博研究室每次使用期限为 1 天。硕博生可于交还研究室钥匙时，提出隔天续借申请。

17.3 使用规则：

- 申请者凭学生证于流通柜台登记领取钥匙。
- 研究生可携带电脑进入研究室。
- 请保持环境清洁。
- 请勿擅自移动本室之桌椅。

17.4 研究室最高使用人数为 8 人。

17.5 研究室开放时间：

星期一至五	8:30am - 4.30pm
星期六、日及公共假日	不开放

17.6 以上规则如有未尽善处，本馆有权增删之。

18. 闭架式视听资料室申请使用办法

18.1 闭架式视听资料室（下称“本室”）采“团体预约”及“个人申请”二类方式申请使用

（详见“17.8 教学团体”或学生团体申请办法”及“17.9 个人申请办法”之条规）。

18.2 本室提供3种类型的视听资料供选择，即：录影带、录音带和光碟。

18.3 本室仅供使用本馆所提供的视听资料，禁止使用者携带个人的视听资料。

18.4 使用者不得擅自将视听器材携离本馆。

18.5 使用者不得擅自翻录本馆任何的视听资料。

18.6 使用者在使用过程中，若造成视听资料或视听器材有任何损坏，又或者蓄意破坏，使用者必须依该视听资料和视听器材市价的两倍进行偿还。

18.7 本区开放时间和适用对象：

星期一至星期五	8:30am - 12:30pm	12:30pm - 4:30pm
	教学团体 个人使用者	教学团体 学生团体 个人使用者
星期六	8:30am - 11:45am	
	教学团体 学生团体 个人使用者	
星期日及公共假期	不开放	

18.8 教学团体或学生团体申请办法：

- 本校教职员及学生得以教学需求，凭教职员证或学生证申请使用本区。
- 申请者须于预定使用日前至少 1 天，至本馆一楼柜台填写“团体视听室使用申请表”。
- 借用本区器材时，申请者必需抵押其教职员证或学生证。器材归还时，可退

还证件。

- 团体人数：3 至 10 人。
- 预约时段请见“本区开放时间和适用对象”。
- 无提前预约者，若该时段无使用者，方可接受现场申请。
- 以先到先得之借出方式。

18.9 个人申请办法：

- 本校教职员及学生可亲临本馆三楼柜台填写“教职员视听资料申请表格”或“学生视听资料申请表格”。
- 借用本区器材时，申请者必需抵押其教职员证或学生证。器材归还时，可退还证件。
- 采先到先得制，不得事先预约。
- 使用时段请见“本区开放时间和适用对象”。

18.10 本馆有权增删以上条规。

19. 书香楼馆藏室使用办法

19.1 借书数量及期限

资料类型	读者类型	数量	期限
普通图书	研究生	8	30
	学生	5	14
	教职员	10	60
	兼职讲师	8	30
	校外会员	2	14

19.2 书香楼馆藏调阅办法

- 凡本校学生持学生证，教职员持教职员证，校外会员持会员证，校外人士持身份证或驾照可申请本服务。
- 申请者可向总馆一楼流通柜台索取或从图书馆网页下载调阅表格。
- 填妥调阅表格交还流通柜台人员，并请于指定时间至流通柜台取书。
- 调阅资料类型：限书香楼的普通书、参考书及报章合订本。
- 取书时间：

星期一至星期五	10am、12pm、2pm 及 4pm
星期六、日及公共假期	不开放

- 取书时须暂押学生证、教职员证、校外会员证、身份证或驾照，归还图书资料时取回证件。
- 调阅的图书资料必须在当日闭馆前半小时归还。

20. 参考区光碟借阅办法

- 20.1 凡本校教职员、学生皆可借阅本区光碟。
- 20.2 本区光碟仅供馆内使用。
- 20.3 请凭教职员证/学生证借阅参考区光碟。
- 20.4 每次只可借出一种光碟资料。每种最多可借出四片。
- 20.5 参考区备有使用手册，如有疑问请洽柜台人员。

21. 图书馆置物柜使用规则

- 21.1 本馆为服务来馆读者，特设有锁置物柜。
- 21.2 本校读者得凭有效证件（教职员证、学生证）向出纳柜枱领取锁匙，自行存放物品，每人每次限用一柜。

- 21.3 读者存物不收费，但不得存放违禁物品、危险及易腐变质之物品等，贵重财物及证件请随身携带，所有存放物品如有遗失，本馆概不负责。
- 21.4 置物柜寄存时间以图书馆开放时间为限，读者最迟应于当日闭馆前取回，闭馆后馆员得开柜清查记录。屡犯者将不得再使用这服务。
- 21.5 存放物品限当日闭馆前取出，并缴回锁匙，逾期归还者，按每日 RM10 课以滞还金，至其归还锁匙为止。
- 21.6 读者应妥善保管锁匙，如有遗失应赔偿重新配锁匙所需用之三倍金额 RM30。毁损置物柜者，应赔偿订制置物柜所需费用。
- 21.7 本馆有权增删以上条例。
- 21.8 本规则经校长通过后实施，修正亦同。

22. 图书馆各区开放服务时间

开放时间 (闭馆前 15 分钟暂停柜台服务)

总馆 / 马华文学馆

星期一至星期五	8:30am- 9:00pm
星期六	8:30am-12:00pm
学校假期	8:30am- 7:00pm
星期日及公共假期	不开放

总馆：视听区

星期一至星期五	8:30am- 4:30pm
星期六	8:30am- 11:45am
星期日及公共假期	不开放

总馆：讨论室

星期一至星期五	8:30am- 7:00pm
星期六	8:30am- 11:45am
星期日及公共假期	不开放

总馆：研究室

星期一至星期五	8:30am- 8.30pm
星期六	8:30am- 11:45am
星期日及公共假期	不开放

总馆：硕博研究室

星期一至星期五	8:30am- 4.30pm
星期六、日及公共假期	不开放

书香楼馆藏室

星期一至星期五	不开放 (可向总馆申请调阅服务)
星期六、日及公共假期	不开放

中医图书馆

星期一至星期五	8:30am-5:15pm
星期六、日及公共假期	不开放

第二十六章：马华文学馆阅览规则

1. 凡本校教职员、学生、校外会员皆可持教职员证、学生证或校外会员证于一楼流通柜台办理借阅。
2. 本校校友及校外人士，皆可入馆阅览，唯不能外借本馆书籍。图书馆校外会员除外。
3. 本馆的期刊及复印本，皆不外借。
4. 本校教职员可外借本馆书籍 10 册、兼职教职员 8 册、研究生 8 册及学生 5 册，校外会员 2 册。
5. 催还、罚款、遗失等条规，请参阅图书馆规章第二十四章第 5、6 及 7 条。
6. 若因学术研究，读者需要参阅文学馆珍藏本室书籍或期刊，请填写“马华文学馆珍藏本室调阅服务申请表格”交予文学馆主任或相关负责人。一次最多提供 5 册为准。
7. 凡毕业、退学、休学之学生或离职之教职员离校前，须将所借图书悉数归还，逾期者须缴清罚款，始得办理离职离校手续，毕业生方可领取毕业文凭。
8. 本条例经马华文学馆发展委员会通过，呈请校长核定后实施，修正时亦同。
9. 严重违反本馆规章者，将丧失使用马华文学馆的权力。
10. 阅览时间如下：
星期一至五 : 8:30am - 9:00pm
星期六 : 8:30am - 12:00pm
学校假期 : 8:30am - 7:00pm
星期日及公共假期 : 不开放
11. 以上规章如有未尽善处，本馆有权增删之。

第二十七章：中医图书馆阅览规则

1. 馆藏借阅册数及期限

读者类型	资料类型	数量	借阅期限	续借期限
教职员	中医图普通书	20 册	60 天	60 天
	中医图参考书	5 册	7 天	7 天
	(不含工具书)			
	中医图指定参考书	8 册	7 天	
兼职教职员	中医图普通书	15 册	30 天	30 天
	中医图参考书	2 册	7 天	7 天
	(不含工具书)			
	中医图指定参考书	5 册	7 天	
研究生	中医图普通书	15 册	30 天	30 天
	中医图指定参考书	1 册	押证暂借 2 小时	
学生	中医图普通书	10 册	14 天	14 天
	中医图指定参考书	1 册	押证暂借 2 小时	
短期访问学者	中医图普通书	10 册	1 天	
校外会员	中医图普通书	2 册	14 天	14 天

2. 馆藏借还规则

- 2.1 图书续借等手续，请参阅图书馆规章第 3 条。
- 2.2 外借图书可在总馆或中医图归还。
- 2.3 逾期催还、罚款、遗失等条规，请参阅图书馆规章第二十四章第 4、5、6 及 7 条。
- 2.4 凡毕业、退学、休学之学生或离职之教职员离校前，须将所借图书悉数归还，逾期者须缴清罚款，始得办理离职离校手续，毕业生方可领取毕业文凭。

3. 一般阅览规则

- 3.1 凡校外人士进入中医图需在柜台登记姓名。
- 3.2 书籍馆藏以开架式陈列，读者可自行取阅，阅毕请归还原处。
- 3.3 凡工具书（书脊贴有橙色贴纸）及期刊，仅供馆内阅读。
- 3.4 严禁在本馆范围内吸烟、使用手提电话、饮食、高谈阔论、乱丢垃圾，或在桌椅上涂写。
- 3.5 衣衫不整，穿拖鞋或短裤者不得入馆。
- 3.6 本馆人员有权将妨碍他人或损坏本馆图书或设备者请离开本馆。
- 3.7 不得使用他人或转让学生证予他人使用。
- 3.8 读者应将书包，公事包存放于入口处置物柜。本馆仅允许读者携带笔记本及文具入馆。
- 3.9 贵重物品请随身携带，任何损失本馆概不负责。
- 3.10 读者偷书、撕书行为一经发现，本馆除停止其借阅权外，并交由校方纪律委员会严肃处理。
- 3.11 不得预占座位。
- 3.12 凡违反图书馆规则者，将依南方大学学院图书馆读者违规处理办法处理之。
- 3.13 阅览时间如下：

星期一至星期五	8:30am-5:15pm
星期六、日及公共假期	不开放

4. 以上规章如有未尽善处，本馆有权增删之

第二十八章：电脑中心规章

1. 帐号管理

- 1.1 帐号申请对象：全体同学，若没有提交个人电邮户口者，将无法登入和使用本校网络。
- 1.2 帐号申请方法（新进学生）：在您入学后，电脑中心会自动开设新帐号。
(Username: “学号”， Password: 密码) 帐号，密码将会与学生证一同发出帐号使用。
 - 1.2.1 以帐号与密码使用电脑和网络设备之登入。
 - 1.2.2 校园网各项表格及查询功能之登入。
- 1.3 帐号管理规范
 - 1.3.1 学生须自行拷备档案，电脑中心对任何学生档案遗失概不负责。
 - 1.3.2 使用者请自行携带外接式储存器如 Pendrive，脑中心将不会为任何资料之损坏负责。
 - 1.3.3 帐号不得借予他人，凡出借帐号者停止使用权三周；借用他人帐号者，则停止使用权一个月。
 - 1.3.4 若利用电脑中心帐号从事不法活动，处帐号停权使用外，须自负相关法律责任。
- 1.4 其他相关申请
密码申请：填写“密码申请单”再交由电脑中心办公室处理。（备注：请于三个工作天

后，到电脑中心领取。)

2. 网际网络使用管理办法

2.1 开放时间：24 小时

2.2 网际网络使用规范

2.2.1 网际网络服务之设立目的在于辅助教学以及提高学术研究之风气，故一切非学术性之使用将视为滥用，发现滥用网际网络者，将被罚款（每次罚金为：RM20）。以下为违例行为：

- a) 玩任何形式的电脑游戏。
- b) 以任何形式利用电脑设备来谋利。
- c) 滥用打印设施。

2.3 南方大学学院不会为网际网络使用者于网上之行为负责。

2.4 网络使用者不得任意或擅自修改电脑之 IP 网址，除非得到电脑中心网络管理员和宿舍导师的同意。

2.5 网络使用者不得自行架构网站，以免有意图者之滥用导致或影响网络速度。

3. 管理规则

3.1 电脑中心不提供任何个人或私用电脑之维修服务。

3.2 滥用他人账号者经查属实，停止使用本中心设备一个月。

3.3 在电脑上玩电脑游戏或阅览不堪入目之图片者，停止使用本中心设备一个月。

3.4 衣衫不整及穿着背心，拖鞋，凉鞋及短裤者一律不准进入电脑中心。

3.5 使用本中心电脑设备，遇有任何问题请知会本中心行政人员处理，任意搬动设备或折移电脑各周边设备者，将被取消本中心设备使用权。若因而造成设备损坏者，需负赔偿责任。

3.6 禁止携带食物和饮料进入电脑中心教室，违规者停止本中心所有设备使用权一周。

3.7 不得在电脑中心内吸烟，喧闹，违者停止使用权一周。

3.8 故意损坏或偷窃机器设备，除取消本中心设备权外，亦将报请有关单位议处。

3.9 请爱护中心内之设备，若因人为因素造成之损失，须照价赔偿。

3.10 累犯者加倍处罚，并视情况轻重决定是否在校园网络内公布违者名单。

3.11 拒绝工作人员处理者，停止使用权一个月并报请有关科系或相关部门议处。

3.12 任意改变系统设定者，停止使用权一个月。

3.13 以上之规定如有未尽善之处，电脑中心有权增减之。

4. 服务窗口

4.1 咨询服务：本中心办公室

4.2 服务电话：144

4.3 服务项目

4.3.1 协助使用者解决问题及电话咨询

4.3.2 建账号，改密码，失物招领

4.3.3 所有电脑及网路当机处理

4.4 开放时间

	开放时间
星期一至星期五	8:00am-6:00pm
星期六	8:30am-12:00pm
星期日	不开放

5. 严禁滥用电邮服务

5.1 滥发邮件即指大量发送邮件对他人造成干扰，滥发邮件包括：

5.1.1 连锁邮件

5.1.2 垃圾邮件

5.1.3 干扰性质邮件

5.1.4 大量发送或复制并发送邮件

5.1.5 播放性质之讯息例如：“聊天”的信息到其他电脑用户或用户。

5.1.6 张贴无关或不适当信息到公用文件夹。

5.1.7 大规模的发送电子邮件或散播到其他(内部或外部)的用户，如招聘广告上的产品或服务，尤其是那些牵涉到赚钱计划之类的非法广告。

5.2 电邮用户也必须责任分担和维持中心的电子邮件帐户和磁盘存储的资源分配。这项政策也适用于校内所有用户之电脑设施上。

5.3 若任何用户发现违反以上条规，将视乎问题的严重性而受罚（如：罚款和停用帐号等）。

第二十九章：国际学生须知

根据马来西亚高教部规定，国际学生务必遵守以下条例：

1. 必须为本校全职学生，且就读高教部认可之课程。

2. 必须持有国际学生签证。

2.1 国际学生只能以国际学生签证入境马来西亚就读。

2.2 国际学生申请签证前必须提交英语雅思成绩。（需考获相关要求）

2.2.1 若无法提交英语雅思成绩，则以“有条件录取”提出国际学生签证申请。

2.2.2 学生以有条件录取入境马来西亚后，必须於1年内提呈英语雅思成绩。

2.2.3 “有条件录取”期间，学生须在校修习英文雅思班，直至考获指定英语雅思成绩。

2.2.4 学生提呈英语雅思成绩后，方可修读相关专业课程。

2.2.5 若无法於1年内考获英语雅思成绩，学生则无法获得续签，继而将面临勒令退学且无法逗留马来西亚。

2.3 国际学生需每年办理续签。

2.3.1 国际学生签证到期前两个月，学生务必主动通过校内招生入学处国际组办理续签申请。

2.3.2 学生必须缴清所有学杂费及签证手续费。

2.3.3 国际学生签证为马来西亚移民厅签批，若被拒签则视为退学论。

3. 学生需按正式程序请假（详情参阅第七章）无故缺席超过三天者，名字将被提呈至马来西亚移民厅。

4. 争取优良学业表现，课程出席率至少需达百分之八十或以上。

5. 务必维持本校学籍之有效性。

6. 国际学生除了在校内工读以外，严禁在校外兼职。

7. 国际学生留马期间必须持有足够之学、杂费款额。

8. 国际学生休学、转学、停学、退学等相关改变学籍或终止修读之课程时，必须通过招生入学处国际学生组以办理相关马来西亚移民厅手续。

9. 国际生如欲申请校内转系，仅限于入读学校一年之内提出申请，且须符合所有入学条件及缴交相关手续费。此申请将交由马来西亚移民厅作最终批阅，且须符合国家最新条例而有所更动。
10. 必须拥有有关当局所承认的驾驶执照，方可在马来西亚驾驶。无照驾驶或酒后开车，皆违反马来西亚法律，并将被检控。若学生被发现无驾照驾驶或酒后开车，将面对法律问题及停学，并遣送回国。

除了以上数项外，国际学生均必须遵守南方大学学院学生手册中其他既定之相关条例。

第三十章：国际教育与交流

1. 简介

国际教育与交流为南方大学学院的一个行政服务。推动国际学术交流活动，期盼通过大学与对外院校的联系与合作，扩展本校的国际视野，提升本校的国际竞争力。

宗旨：

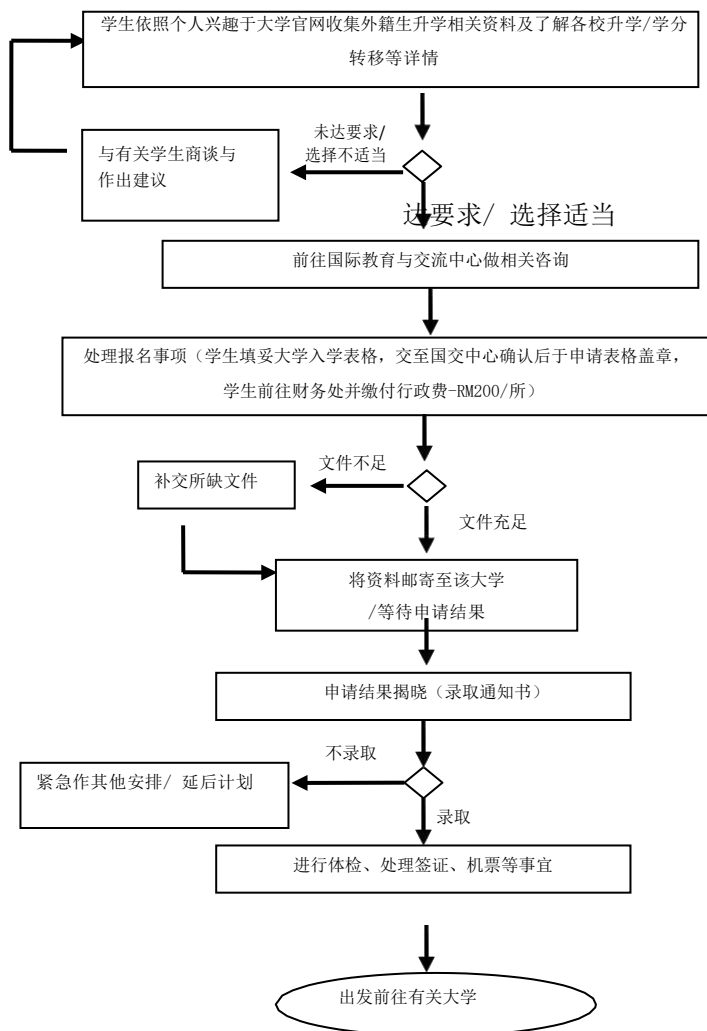
- 1.1 拓展南方大学学院与海外大专院校、学术机构之联系。
- 1.2 提升南方大学学院国际化形象，以及落实国际化理想。
- 1.3 推动教职员参与海外交流事项与活动以提升专业水平。
- 1.4 建立交换生机制。

持续与海外大专院校交流与探讨合作项目，以达成国际教育与交流使命。目前本校已与中国、英国、台湾、香港、澳洲、纽西兰、美国、日本及新加坡等超过八十所大专院校取得联系。

2. 业务执掌

- 2.1 国际交流与合作
- 2.2 大学来访接待工作
- 2.3 毕业生海外升学
- 2.4 国际生短期课程
- 2.5 国际交换生事务

3. 南方大学学院毕业生出国升学安排流程图



第三十一章：南方技职学院学生管理条例

1. 上课时间以星期一至五上午九时至下午五时为原则，间中午休时间以一小时为原则。
2. 学生在校期间须随时携带学生证。
3. 学生应准时与认真上课，不可擅自离开学校、无故早退或扰乱教室秩序。否则将面对纪律处分。
4. 学生不得无故缺席，若有事或请病假，须提前或于当天早上通知老师。并于隔天或回校上课日提交请假文件，否则将以旷课论。
5. 学生须按时呈交作业。迟交或缺交作业者，南方技职学院将进行处分。情况严重者，学生须面对退学处分，且不发予修业证书。
6. 学生须在规定时间内完成指定课程的实习，无法完成实习者，南方技职学院将不发予修业证书。
7. 学生上课出席率须超过75%，若低于75%，学生将不被允许参加考试或将面对退学处分。南方技职学院也不发予修业证书。

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8. 学生须考过指定课程的校外考试，或提呈指定的报告寻求校外考试单位通过，才能获得校外证书。
 9. 学生平日上课穿着一律以整洁与端庄为原则。
 10. 学生须尊敬师长并虚心接受教诲。
 11. 学生须保持教室及实训室的整洁与卫生，
 12. 学生不得蓄意涂污或损坏教室及实训室里的用具用品，否则须按价赔偿。
 13. 学生须按时缴交学杂与住宿等费用。否则须承担相关条例产生的罚款。
 14. 学生须遵守法律与校规，并尊重他人，严禁吸烟、盗窃与暴力行为。
 15. 关于宿舍、泊车、场地使用、社团、图书馆、电脑中心等条例与规章，皆与南方大学学院《学生手册》制定之规章相同。
 16. 若有未尽善处，南方技职学院有权随时增删之。

南方大学学院电话分机号码表

电话： 07-558 6605 传真： 07-556 3306

网页： <http://www.southern.edu.my>

行政单位	分机
教务与入学注册处	117/127/179
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附件 1：如何上网查询课程表？

第一步：前往校园网 http://www.sc.edu.my/sccn_dev/login.php

南方學院校園網
Southern College Campus Network

登入校園網 Login@Campus Network

帐号: User ID
密码: Password

登入 LOGIN

欢迎使用南方学院校园网
Welcome using Southern College Campus Network

如果您是学生, 学号为您的帐号 (以学生证为准), 教职员或讲师, 编号为您的帐号。
Students, please use your Student ID (refer to Student Identity Card) as User ID to login. Staffs and lecturers, please use your Staff ID or Lecturer ID as User ID to login.

若有任何疑问, 请联络电脑中心, 分机号码为 144 或电邮致 cc@sc.edu.my
For any inquiries, please contact Computer Center at extension 144 or at cc@sc.edu.my

图书馆网页 Library Home Page
马华文学馆网页 Mahua Literature Centre Home Page
课程名单 Subject Name List
学生电子邮件 Student Email

Develop By:
Southern College Computer Center Development Team

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This site is best viewed with IE 5.0+ or Netscape 5.0+ in 800x600 and above screen resolution.

第二步：输入你得帐号与密码（例如：User ID=QB1234567890；Password=xxxxxxx）

南方學院校園網
Southern College Campus Network

登入校園網 Login@Campus Network

帐号: User ID
密码: Password

登入 LOGIN

欢迎使用南方学院校园网
Welcome using Southern College Campus Network

如果您是学生, 学号为您的帐号 (以学生证为准), 教职员或讲师, 编号为您的帐号。
Students, please use your Student ID (refer to Student Identity Card) as User ID to login. Staffs and lecturers, please use your Staff ID or Lecturer ID as User ID to login.

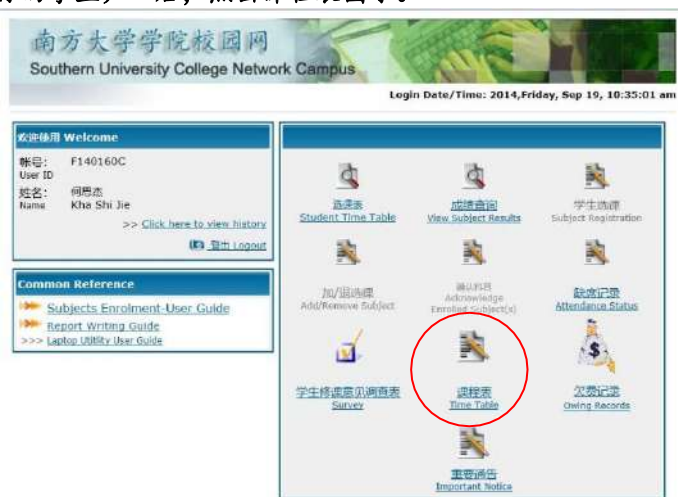
若有任何疑问, 请联络电脑中心, 分机号码为 144 或电邮致 cc@sc.edu.my
For any inquiries, please contact Computer Center at extension 144 or at cc@sc.edu.my

图书馆网页 Library Home Page
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This site is best viewed with IE 5.0+ or Netscape 5.0+ in 800x600 and above screen resolution.

第三步：进入你的学生户口后，点击课程表图示。



第四步：课程表将会显示在荧幕上。

附件 2：生命二十（MPU2412，2 学分） / 生命三十（LMPU3412，2 学分）

学习生涯包括了聆听、阅读、服务以及其他。因此我们推介“生命二十 / 三十”以加强学生的生活品质。

- a. 演讲 / 座谈会等：
 - 为了让学生接触更多不同的学术观点和人生观。
 - 每一位出席演讲 / 座谈会等的学生，在得到负责老师的确认后，将获得一个点数。
- b. 名著阅读：
 - 为了培养独立学习，以发展学生的洞察力，思想、思维能力和好学的习惯。
 - 学生在阅读经典或名著后，须与相关的老师展开讨论或进行简单的测试，就可获得三个点数。
- c. 社会服务：
 - 为了训练我们的学生愿意为他人服务并随时愿意献出服务，也真正了解服务的意涵，我们鼓励学生们积极参与校外的社区服务活动。
 - 社会服务每次最少四小时，超过四小时以每小时计算，服务一小时获一点数。例如：服务四小时获四点数；连续服务 6 小时获 6 点数，以此类推。
 - 社会服务必须以群组方式进行。每组至少四人，行前需交上计划书到通识中心以获批准，活动后亦需缴交活动报告书。
- d. 交换与学习计划：

凡参与由学校或学院所批准之交换与学习计划之学生，为期半学期者可获 8 点数，为期一学期者可获得 15 点数。

备注：

1. 学生必须在最后一个学期选修生命二十 / 三十，并在该学期的规定期限内缴交生命二十 / 三十护照到通识教育中心。
2. 从演讲/讲座、名著阅读、社会服务和交换与学习计划中累计 10 或 15 个点数，将获得一个学分。
3. 所累计的点数必须包括演讲/讲座、名著阅读和社会服务领域。
4. 学生必须在毕业前完成生命二十 / 三十的 2 个学分。
5. 从本校文凭班毕业，直接进入第二年的学生同样需完成生命二十 / 三十的 2 个学分，学生也需遵守备注 1 及备注 2 之条规。

点数计算例子：

类别	点数
8 场研讨会、座谈会、讲习会等	8
2 本名著	6
16 小时社会服务	16
总点数	30
所获学分 (30/15)	2 学分

* 详细资料，请到本校通识中心网站下载通识教育手册。

附件 3：国家高等教育基金贷款申请

申请前

- 1) 在 CIMB Bank 开设一个个人储蓄户口
- 2) 在马来亚银行开设SSPN-i (Skim Simpanan Pendidikan Nasional) 账户或在PTPTN网站在线申请 (最低储蓄额为20令吉)
<https://www.ptptn.gov.my/esmas-open-acc-web/#/>
- 3) 在Bank Simpanan Nasional (BSN) 购买PTPTN PIN, 或在PTPTN网站上在线购买 (5.00令吉)
<https://www.ptptn.gov.my/elmas-pin-purchase-web/#/register>。
- 4) 购买两 (2) 张印花税 (Setem Hasil) (RM10.00 x 2 = RM20.00) 。

学生事务处说明会

- 1) 学生可以参加由SAO举办的PTPTN说明会。
- 2) 通过www.ptptn.gov.my 在线申请。共有四个时间表。

Month	Start	End
April	1/4	30/4
May	1/5	31/5
September	1/9	30/9
October	1/10	31/10

贷款合约

- 3) 当国家高等教育基金贷款批准申请后, 学生必须从PTPTN网站下载 PTPTN 贷款合约, 打印成两份以及相关文件
- 4) 将PTPTN贷款合约的硬拷贝提交给SAO或直接邮寄至吉隆坡 PTPTN 总部。
- 5) 贷款存入学生账户后, 学生必须妥善保管从PTPTN寄回的PTPTN贷款合约的硬拷贝。

完成



附件 4：学生团体保险

学生保险（本地生）

自 2014 年第二学期开始，所有南方大学学院在籍学生都在美国友邦保险集团（大马）之团体个人保险保障计划中获得保障。每位学生每年将付马币 30 令吉的保费，以获得保障。保障范围、赔偿数额以及申请理赔程序如下：

No	权益	理赔数额 (RM)
1	意外死亡与永久伤残	30,000
2	永久伤残额外开销	20,000
3	公共交通意外死亡额外开销	30,000
4	校园内意外死亡	30,000
5	攫夺意外死亡	30,000
6	意外医疗开销：	最高 2,000
	a) 口腔治疗	最高 750
	b) 中医	最高 300
	c) 一般内科	最高 200
	d) 医疗报告	最高 100
7	每日住院收入（最高 120 天）	每日 50
8	救护车费用	最高 1,000
9	骨痛溢血热症	500
10	意外烧伤	最高 3,000
11	家属探望	最高 1,500
12	缩短修业	最高 5,000
13	葬礼开销	3,000
14	遣送遗体	马来西亚境内不限
15	运输开销	最高 5,000
16	强奸创伤	3,000
17	攫夺	200
18	教育津贴	20,000
19	校园事件	涵盖
20	骨痛溢血热症死亡	10,000
21	亚太地区 24 小时旅游保障	涵盖

（注：所有条款以保单契约内容为准）

申请意外与病痛理赔程序

在意外与病痛事件中，学生 / 家长 / 直系亲属应：

- 尽快通知南方大学学生事务处；
- 超过马币 500 令吉的个人意外理赔需付上医生报告及医疗护理证明。
- 提呈一切所需与相关文件，否则将不予与接受申请
- 用 A4 纸影印所有由专业人士（医生）验证之相关文件，最后在意外与病痛发生日期的一个月内向学生事务处提出保险理赔

申请死亡理赔程序

在病痛死亡或意外死亡事件中，家长 / 直系亲属应该：

- 根据上述申请意外与病痛理赔程序提出理赔，并且死亡理赔请使用相同的申请表格，并提呈下列文件：
 1. 完整的理赔通知表格
 2. 正本或经验证影本之死亡证明与丧葬许可
 3. 正本或经验证影本之验尸证明（如有）
 4. 警方提供之意外事故报告
 5. 双亲与学生身分证影本
 6. 双亲结婚证书
 7. 意外事故之新闻剪报（如有）

联络方式

学生事务处

电话：+607 5586605 （分机 110/156）

传真：+607 5563306

附件 5：图书馆电子资源

除了纸本馆藏，本校师生也可使用本馆订阅的电子资源或网上其它可免费使用的开放式电子资源。

查阅资料库列表

- 步骤 1：打开图书馆网页 <http://library.sc.edu.my/>
- 步骤 2：点击“电子资源”（E-Resources）里的“电子资料库”（Databases）以查看资料库列表。步骤 3：您可依据资料库名字（By Title）或适用科系（By Subject）的排列来浏览。
- “3+0纲要”是专门为“Teesside”和“Wales纲要”的讲师和学生提供的。



图书馆订阅/自建资料库简介

	名字	内容	备注
1.	CNKI 中国知网	1. 期刊（文学/历史/哲学；医药/卫生） http://gb.oversea.cnki.net/ 2. 硕博论文（文学/历史/哲学） http://gb.oversea.cnki.net/	校内使用；同时在线人数为 5 人，即同一时间如有第 6 人登录会被拒绝。
2.	ProQuest Ebook Central (formerly known as Ebrary)	提供超过 140,000 种全文与各学科电子书。 http://site.ebrary.com/lib/sclib/	校内外皆可使用；校外通过网上学习系统登录。

3.	ProQuest Research Library	<p>涵盖主题：人文、商业、健康与医学、历史、文学与语言、科学与技术、社会科学等等。收录自 1971 年以来超过 6000 种刊物（全文超过 5000 种）。类型包括各类学术期刊、杂志及报刊。</p> <p>http://search.proquest.com/index</p>	校内外皆可使用；校外通过网上学习系统登录。
4.	Southern UC Digital Archive 南方大学学院数位典藏系统	<p>包含 4 个自建资料库：马华文学论文索引资料库，南方大学学院剪报资料库，校园植物图鉴资料库及南方沙龙资料库。马华文学论文索引资料库及南方大学学院剪报资料库提供马华文学相关的剪报与期刊论文及本校相关新闻的剪报资料。</p> <p>http://xsystem.sc.edu.my/</p>	校内使用。

欲询问进一步详情请联络图书馆馆员或电邮至 libref@sc.edu.my。

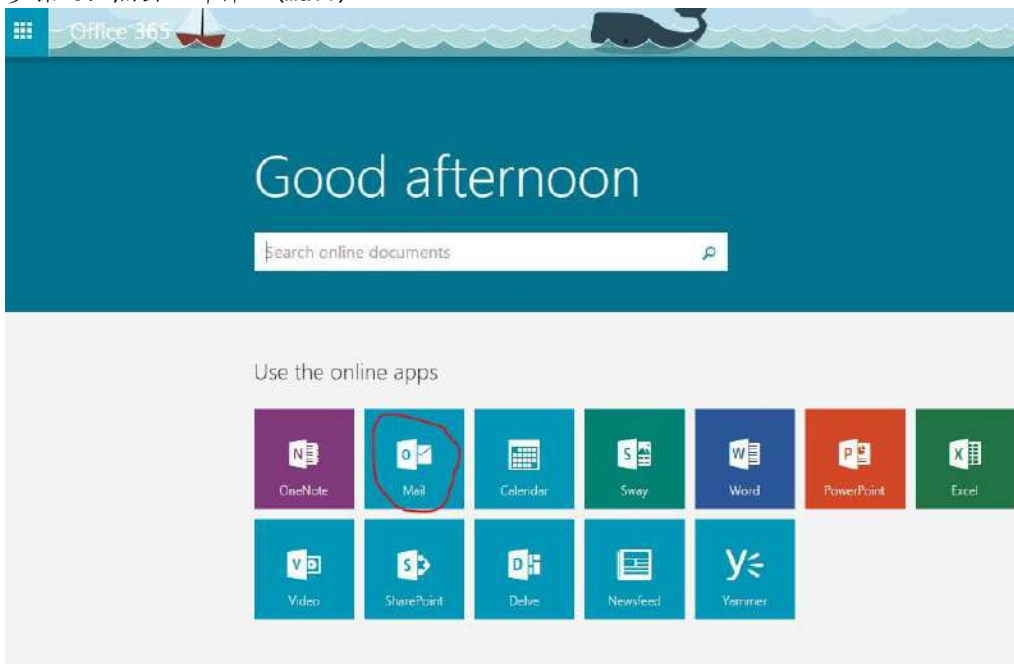
附件 6: 登入 Office 365 电子邮箱的步骤

步骤 1: 打开网页 <https://login.microsoftonline.com/>

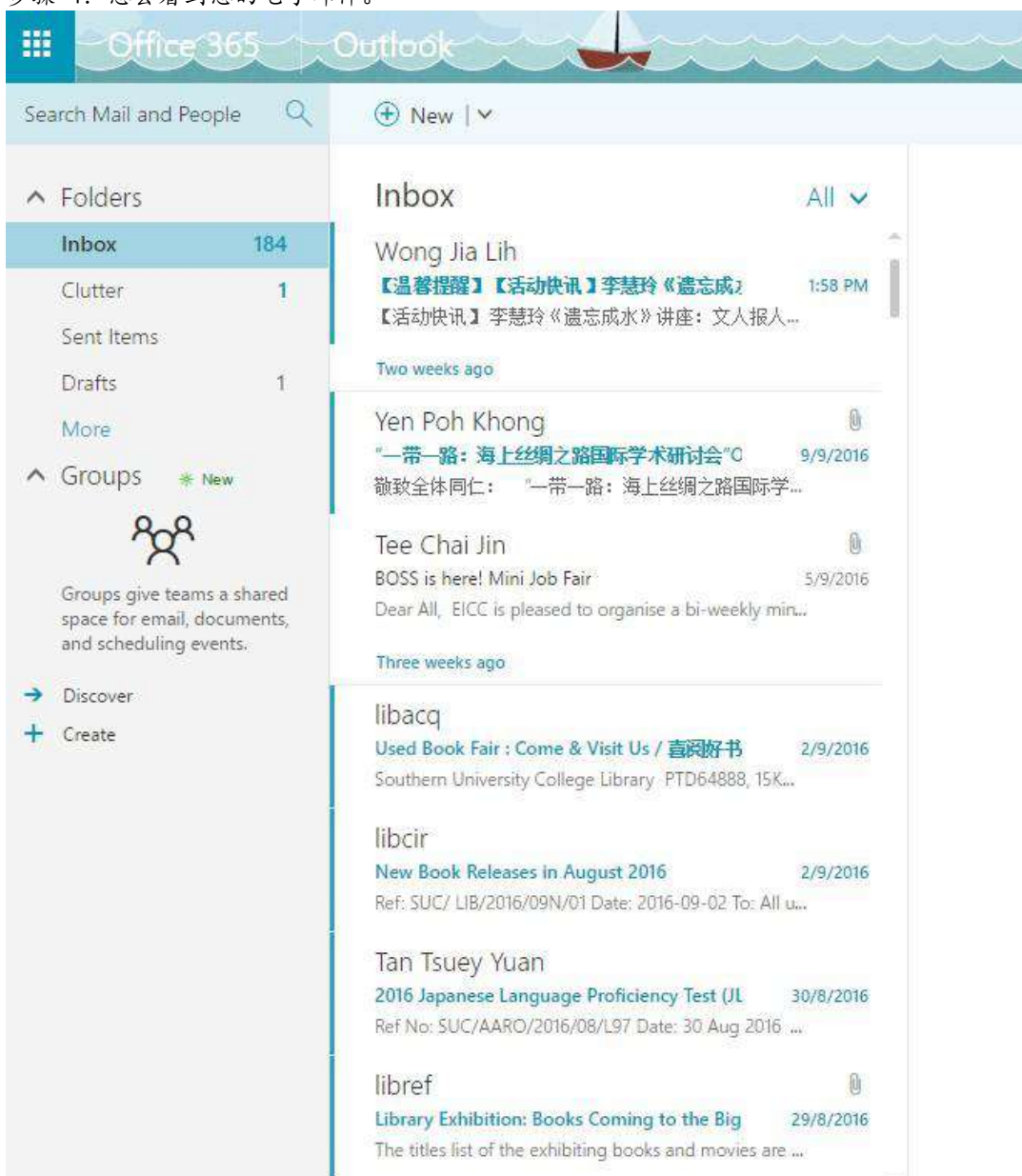
步骤 2: 用您的用户名与密码登入。



步骤 3: 点击“邮件”(Mail)



步骤 4: 您会看到您的电子邮件。



附件 7：学生校园服装仪容



在校园内出席课堂，课业辅导，考试，工作坊或任何学术活动时，学生应该穿着整齐。



当你在校园时，请记得时时保持你的服装仪容整齐

穿着不得体之学生将可能被禁止进入校园内之各种场所。

附件 8：校园安全与交通条规

- 1. 本校园仅开放给拥有“南方大学学院汽车通行证”之车辆进入。
[线上申请：校园网→输入学号 / 密码→点选 “汽车通行证”]
- 2. 无通行证之车辆或校外访客须出示有效证件并在保安亭进行登记，方能进入校园。
- 3. 所有车辆必须遵守校内交通标志、标线之指示、规定行驶速度及停车地点。
- 4. 违规停放之车辆将上锁，开锁费为 RM30。请到“财务处”(ROOM 103) 进行缴费，然后到“物产管理与庶务处”(ROOM 105) 处理开锁事宜。
- 5. 车辆在校园内限速 30 KM/H。
- 6. “C”区停车场将于每日傍晚 7 时 30 分至次日上午 6 时正关闭。请在傍晚 7 时 30 分之前将车移至主楼区停车处。
- 7. 请把您的车辆锁好及避免将任何贵重物件置于车内。任何遗失、损失、意外事件或偷窃事件，本校管理层将一概不承担任何责任。
- 8. 如有蓄意破坏或过失而造成任何破坏，肇事者必须承担责任及对相关损失做出赔偿。
- 9. 本校管理层人员或保安有权截查任何可疑车辆。车主及乘客务必全力配合。
- 10. 条例若有不尽善之处，得由本校管理层随时修订。**大学接驳车时间表**

国光小学对面 PETRON 油站↔南方大学学院食堂前	
时间	上车地点
早上 7:30	国光小学对面 PETRON 油站
早上 9:30	国光小学对面 PETRON 油站
中午 12:30	南方大学学院食堂前
下午 3:30	南方大学学院食堂前
下午 5:00	南方大学学院食堂前

注：

- 1. 校车号码：JJV336 (KIA)
- 2. 每名学生每趟的收费为 RM1.20，并以固本缴费。固本可到会计与财务处 Room 103 购买。

The History of Southern University College

Southern University College was previously known as Southern College, established in 1990 – the first non-profit and non-governmental college in Malaysia. The aim of establishment was to provide the high school graduates with a channel for acquiring professional knowledge. In 1975, Foon Yew High School established its own Advanced Studies Programme. In 1986, the Board of Directors of Foon Yew High School officially made an application to the Ministry of Education for setting up a non-governmental college based on the Foon Yew Advanced Studies Programme. With persistence and hard work of those who were concerned with Chinese education, the pursuit of setting up a college carried on, and the Ministry of Education in 1990 approved this College to conduct classes in the library of Foon Yew High School. On 28th September 1990, students from the Department of Malay Studies and Department of Commerce commenced their classes in the said library and became the first batch of Southern College students. In October 1990, the first batch of Board of Directors and Board of Governors were formed. On the 20th May 1991, 281 students, including those from Computer Science Department, attended the historical commencement ceremony of Southern College.

The land of Southern College campus was donated by the philanthropist Mr. Siow Wan Heong; it is located at Skudai area of Johor Bahru, with an area of 25 acres. Southern College officially moved in to the new campus on 23rd September 1996. Since that time, many new courses have been launched. Following the completion of the Main Building, Student Dormitory and Staff Dormitory, many academic units such as the Mahua Literature Collection Centre, the Continuing Education Centre, the Research Centre for Chinese Ethnic Community and Culture have been established, all of which demonstrated that our College was steadily growing. On 15th October 2000, Southern College was honored to have our former Prime Minister Dato' Seri Abdullah Ahmad Badawi as Guest of Honor to officiate the opening ceremony of the College. This day has been set as the College's anniversary date.



The pioneers of Southern University College, from left are Dr. (Honorary) Cheng Chean Chiang, Dr. (Honorary) Huang Fu Seng, Tan Sri Dato' Low Nan Hui JP, Mr. Siow Wan Heong SMJ, Dr. Chong Swee Huat (the first President of the Southern College), Tan Sri Datuk Kuok Ho Yao JP, Mr. Chern Yen Ming and Mr. Goh Hui Beng JP

In 2005, to celebrate the 15th College Anniversary, the Board of Directors decided to adopt the “Self-Renewal. Virtue. Nature” from *Yi Jing* as the college motto, and launched the *Southern College Academic Journal* as groundwork on the path to upgrading the college to a university. To enhance the humanistic campus, we launched “The Inaugural Southern Humanities Festival” in 2006 and presented “The 1st Southern Humanities Spirit Award” to artisan Tan Swie Hian. In the following year, we decided to set up a cultured campus and launched our university upgrading plan, and “The Great Learning College” was inaugurated. Then, in 2008, the Multi-Purpose Hall was used for the 17th Convocation Ceremony, held inside the Dato’ Seri Joseph Chong Hall.

Southern College was invited to the Ministry of Higher Education (MOHE) in February 2008 to make the first presentation of preparation for upgrading to University College. Positive comments were given by the MOHE and this inspired each and everyone in the College. Southern College was once again invited to MOHE to make the second presentation in August 2010, and the inspection team from MOHE visited Southern College. A team formed from the College’s top management led by Datuk Teo Ah Kiang, the Chairman of Board of Directors, made a visitation to MOHE and met with Dato’ Seri Mohamed Khaled bin Nordin, the Minister of Higher Education. The Minister of Higher Education gave his promise to upgrade Southern College into a University College within one year.

At the moment of celebrating our 22nd anniversary, Y.B. Dato' Seri Khalid Bin Nordin, the Minister of Higher Education visited Southern College on 2nd January 2012, and presented the invitation letter for upgrading to University College. The Chinese community was excited and a lot of them attended this grand event to share the happiness. On 10th August, the Ministry of Higher Education approved the registration of Southern University College, and the Minister of Higher Education once again visited Southern University College on 10th November 2012 to officiate the Ceremony of Upgrading to Southern University College, symbolizes the spirit of countering storms and perseverance.

On 15th September 2013, the Grand Ground Breaking Ceremony of the 11-storey high International Education Thanksgiving Building was held successfully and received sizeable support from the nationwide and Johor Bahru Chinese community. The development of this University College depends very much on those who care about it. Its success is considered the result of hard work and persistence of the Chinese community. With the vision of an educational paradigm of East and West, Southern University College will move on to realize its dreams.



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***Student manual is updated in August 2021**

Chapter 1: Student's Responsibility

Students are to abide by all the rules and regulations of Southern University College ("Southern UC") and to observe the following responsibilities in order to enable Southern UC effectively manage and deliver efficient services to the community.

It is students' responsibility to:

- Read and understand all the regulations stipulated in this Student Manual.
- Familiarize themselves with academic requirements.
- Complete and validate the course registration with the specified registration access periods.
- Check student's email, University College's website and Student Portal on a regular basis.
- Pay the University College's tuition fees within the stipulated time.
- Attend lectures / tutorials / practical / industrial training and other assigned activities by the University College.
- Be proactive in obtaining advice and guidance from Academic Affairs, Admission and Registration Office Officers, Head of Departments, Deans, Lecturers and administrative staff when faced with any difficulties.
- Be fully responsible for all the consequence(s) of failing to act according to the stipulated guide and regulations.

Chapter 2: Registration and Selection of Courses

1. A student who has been accepted is required to register by the specified deadline; otherwise, the admission status will be withdrawn.
2. The documents to be submitted must be officially certified true copies. An applicant whose documents are found forged, false or modified will have his/her admission status revoked. His/her parents or guardians will also be notified.
3. If a graduate whose earlier admission documents are found to be forged, his/her degree certificates shall be revoked, and a public notification will be made.
4. Students who wish to change his/her programme of study shall apply through the Academic Affairs, Admission & Registration Office within the period given, and it is limited for once.
5. The registration procedure is not considered complete until all fees have been paid and all official documents have been submitted.

Chapter 3: Selection of Subjects

1. For Degree level:

1.1 Classification of subjects

No	Classification of Subjects*	Remarks
1	Core Subject	Required by the individual department; compulsory subject based on the requirement by the Malaysian Qualifications Agency (MQA)
2	Electives Subject	Offered for students of the individual department, on an optional basis
3	Mata Pelajaran Umum (MPU) Subject offers under the General Studies Centre (GSC)	Required by the Ministry of Higher Education (MoHE)

*Kindly refer each Faculties for more classification of subjects

- 1.2 Students are required to pass all core subjects, MPU, University College or department required subjects.

2. For Diploma level:

2.1 Classification of subjects

No	Classification of Subjects*	Remarks
1	Core Subject	Required by the individual department; compulsory subject based on the requirement by the Malaysian Qualifications Agency (MQA)

2	Electives Subject	Offered for students of the individual department, on an optional basis
3	Mata Pelajaran Umum (MPU) Subject offers under the General Studies Centre (GSC)	Required by the Ministry of Higher Education (MoHE)

*Kindly refer each Faculties for more classification of subjects

2.2 Students are required to pass all core subjects, MPU, University College or department required subjects.

3. For Foundation level :

3.1 Classification of subjects

No	Classification of Subjects	Remarks
1	Core Subject	Required by the individual department; compulsory subject based on the requirement by the Malaysian Qualifications Agency (MQA)
2	Electives Subject	Offered for students of the individual department, on an optional basis

*Kindly refer each Faculties for more classification of subjects

3.2 Students are required to pass all core subjects, University College or department required subjects.

4. Applicable for all students :

4.1 Time-table for each subject taken shall not clash with other subjects.

4.2 All students must enroll in their subjects through the **Online Registration System**.

4.3 After the student has enrolled all the subjects he/she wishes to take, student has to acknowledge the subjects enrolled on line (Subject Acknowledgement). Any discrepancy in the subjects' enrolment must be referred to the Academic Affairs, Admission & Registration Office immediately for correction. Students have to complete the subject acknowledgement by the specified due date, or they will not be able to access their examination results and subject registration. An administrative fee will be imposed to open the system for access to the subject acknowledgement.

4.4 Students may add or drop subjects via Student Portal by following the procedures stipulated by the Academic Affairs, Admission and Registration Office. Please consult with the Head of Department or Dean for advice.

4.5 The timeframe for adding or dropping subject is 6 to 8 working days from the start date of each semester. After the enrolment period, if there any difficulties arise whereby a subject change or substitution is required, a student may complete the **Add / Drop Form** or correct the subjects registration via Student Portal to add or drop a subject according to the specified deadline.

4.6 A student can choose to withdraw officially from a subject according the specified deadline if he/she is uncertain to earn credit for the particular subject. The record will show a "W" (Withdrawal) and no refundable tuition fee for the subject. The credit hour(s) of the subject marked with "W" will not be calculated in the GPA and CGPA.

4.7 Students are allowed to retake subjects that they have passed to improve their CGPA.

4.8 Students shall enroll in all their subjects by the specified deadline. Late enrolment can only be permitted if students complete a Subject Enrolment Deferment form and approved by the Department Head. A processing fee will be imposed on students for late enrolment.

4.9 Students are required to complete an online academic survey (Student Feedback) for the subjects that they had enrolled. This survey is conducted on semester basis. The dates when the survey begins and ends are specified in the Student's Academic Calendar. An administrative fee will be imposed on students if they exceeded the specified time frame. Students have to complete the feedback by the specified due date, or they will not be able to access their examination results and subject registration.

4.10 Exceptional circumstances will be dealt with by the Academic Affairs, Admission & Registration Office on a particular basis.

4.11 The Academic Affairs, Admission & Registration Office reserves the right to forfeit a student's enrolment in a subject if the student is found breaching the above-stated rules and regulations.

Chapter 4: Duration of Study, Credit Hours, Academic Results and Grade Point Average

1. The University College is implementing the academic year credit hours system:

Level of Study	Total Credit Hours for entire Programme
PhD	Full Research
Master	Course Work / Mixed-mode/ Full Research
Degree	Minimum 120 credits
Diploma	Minimum 90 credits
Foundation	Minimum 50 credits

2. The total credit hours needed to complete a programme are vary according to the requirements of the Faculties. Students are allowed to extend their length of study if they fail to meet the credit hour requirements of their individual department. The duration for completing a programme are as follows:

Level of Study	Duration of Study
PhD	3 years – 7 years *
Master	1 year – 5 years *
Degree	3 – 5 years
Diploma	2.25 – 2.67 years
Foundation	1. year

* Full time students

3. Students are advised to enroll according to the study plan as per designed by the Faculties. Students who have earned enough credits are not allowed to graduate earlier than the specified length of study. Students must register for at least one (1) subject each semester upon fulfilling the specified study term.
4. For all undergraduate programmes, one hundred (100) is the full mark whereas fifty (50) or above is the passing mark. Students with a pass in a subject shall earn the credit(s) and those who score below 50, i.e., who fail in their subjects shall not earn any credit. The conversion table of grades and grade points are as follows:

Letter Grade	Description	Marks	Grade Point
A	Outstanding	80-100	4.00
A-	Excellent	75-79	3.67
B+	Very Good	70-74	3.33
B	Good	65-69	3.00
B-	Above Average	60-64	2.67
C+	Average	55-59	2.33
C	Satisfactory	50-54	2.00
D	Compensable Fail	40-49	1.67
D-	Disqualifying Fail	30-39	1.33
F	Fail	0-29	0.00
P	Pass	-	-
W	Withdrawn	-	-
I	Incomplete	-	-
NCS	Non-Credit	-	-

5. The conversion of final grades is as follows:

5.1 The conversion steps of the grade point average (GPA) of a semester:

- Convert the total average mark of a subject into a grade
- Convert the grade into a grade point

(c) The grade point x the credit(s) earned of the subject = the cumulative points of the subject

(d)
$$\text{GPA} = \frac{\sum(\text{the credits earned} \times \text{the grade point})}{\text{The total credits taken in the semester}}$$

The total credits taken in the semester

5.2 The conversion steps of the cumulative grade point average (CGPA) for all semesters:

(a) Convert the total average mark of a subject into a grade

(b) Convert the grade into a grade point

(c) The grade point x the credit(s) earned of the subject = the cumulative points of the subject

(d)
$$\text{CGPA} = \frac{\sum(\text{the credits earned of the subject} \times \text{the grade point})}{\text{The total credits taken in all semesters}}$$

The total credits taken in all semesters

6. All the passes and fails shall be listed on the academic transcript.
7. For retake subjects, only the highest grade will be used in the calculation of CGPA.
8. Students contemplating an appeal against a grade for a subject shall apply through the Southern University College Campus Network and pay the prescribed fee. After revision, if there are any changes to the students' result, the final grade will be adjusted. Appeal fee is not refundable if your marks and grade are remained unchanged after the appeal.
9. Students who obtain a GPA of 2.0 and above are allowed to register not more than 21 credit hours in a long semester and 10 credit hours in a short semester respectively.
10. Students who obtain a GPA less than 2.0 are allowed to register not more than 12 credit hours in a long semester and 6 credit hours in a short semester respectively.
11. Students who obtain a GPA below 2.0 in any semester are considered failed. Southern UC will serve a reminder letter to the student.
12. Students who obtained a GPA below 2.00 for two (2) consecutive semesters will be served a warning letter.
13. Students who obtained a GPA below 2.00 for 3 consecutive semesters and with the CGPA of below 2.00 in an academic year will have their student status terminated.
14. Students shall graduate with a CGPA of 2.0 and above.

Chapter 5: Final Examinations

1. Candidates shall bring along their student identification cards and exam docket into the examination hall.
2. Candidates who are late by half an hour or more shall not be allowed to sit for the examination. Their examination will be graded zero ('0')
3. Candidates on late arrival to the examination hall shall submit their examination papers at the same designated time.
4. Candidates who do not attend the examination will be graded 'F' as the final grade of the semester.
5. If candidate unable to turn up for the final examination due to extenuating circumstances (such as bereavement, serious illness or hospitalization of candidates), he/she has to apply for the leave of absence during the examination and they must inform the AARO with supporting documents as soon as possible.
6. An invigilator, who suspects that a candidate is cheating, has the right to approach him or her for verification.
7. Policy and procedures on the Academic Misconduct will be detailed out in the **Chapter 14: Academic Misconduct: Policy & Procedures**
8. Candidates shall not submit their examination papers and leave the examination hall until the examination has proceeded for at least one hour.
9. Candidates are not allowed to leave the examination hall when the examination is in progress.
10. Candidates who have not paid the tuition and miscellaneous fees without applying for a late payment will not be allowed to take the final examination.
11. Textbooks, notes, paper, pencil cases, hand-phone, electronic dictionary and/or other irrelevant items are not allowed to be brought into the examination hall.

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12. Candidates shall follow the announced dress code of the University College, in violation of which they will not be allowed to enter the examination hall and they will be graded nil zero ("0") for the examination

Chapter 6: Appeal for Remarking

1. Student may apply for appeal via online application.
2. The appeal fee is based on the current rate as determined by the University College and shall be paid before the application closing date.
3. Student may check the final examination result via Student Portal
4. Only one appeal for remarking is allowed for each subject.
5. Appeal can only be made to review the final examination result. Marks obtained in tests, quizzes, mid-term test, assignment or other subject components will not be entertained.
6. An appeal is considered successful if the new awarded mark is higher than the previous one given.
7. Students are reminded that the appeal does not in any way mean that the marks will be adjusted upwards. There may be instances where the second examiner may downgrade the marks if proven that the marks had been incorrectly given.

Chapter 7: Resit Examination

1. Eligibility of Candidates for Resit Examination

Candidates who have failed any subject in the main / final Examination; except for:

- students who are barred from sitting the main / final examination,
- students who are caught due to cheating in the examination or plagiarism, or
- students who are absent from the main / final examination.

* Students studying Diploma in Electrical and Electronic Engineering, Bachelor of Electronic Engineering with Honours, and Bachelor of Engineering (Honours) in Electronic Engineering are required to score at least 50% of the coursework marks for designated core subjects and departmental elective subjects to be eligible for the resit examination.

2. The resit examination is allowed to be taken only two times for every subject. Candidates have to sit for the resit examination for the subject concern within the following two semesters. No normal class attendance or directed study is required.
3. Details of the resit examination application and resit examination timetable will be released according to the date stated in the Academic Calendar.
4. Students who are eligible for resit examination should apply and pay the fees before the stipulated deadline. Students who failed to follow the application procedure and failed to make payment on time will not be considered for the resit examination.
5. Resit examination fee is RM150.00 per subject and is not refundable.
6. Request from candidates who are absent for the resit examination will not be entertained except for the graduating students in their final semester under extenuating circumstances.
7. The results for resit examination will be announced in the new semester before the due date of add/drop subject.
8. The grade obtained will be capped at "C" for those who passed the resit examination (50 marks and above) or a 'Fail' (below 50 marks) based solely on the resit examination marks, except for the graduating students in their final semester under extenuating circumstances where the student may be able to retain the grade.
9. The content of the resit examination paper shall cover all subject materials studied for the whole semester.
10. Students who failed the resit examination will not be allowed to request for a review of the examination paper.

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11. The rules and regulations of the final semester examination shall be applied for the resit examination.
 12. Resit examination is optional. Students may choose either to sit for resit examination or retake the subject whenever the subject is offered in the following semester.

Chapter 8: Leave of Absence and Absence from Class

1. There are four (4) types of leaves:
 - a. Sick leave – certified by a licensed medical practitioner
 - b. Official leave – under the directive of University College (seminar, competition, workshop and etc.)
 - c. Compassionate leave
 - d. Incident leave.
2. Any leave application shall be attached with relevant documental proof. Students found in violation of the rule shall not have their leave application approved.
3. Students who have to be absent from class shall apply for leave (except on medical certificate). The form is obtainable from Southern UC's website, and it has to be submitted within one week before or after the absence to the subject lecturers for attendance update and record. The original leave application form with the subject lecturers' signatures is to be submitted to the Academic Affairs, Admission & Registration Office for record and filing.
4. Students on sick leave must produce a medical certificate. The duplicate copy shall be certified by the Academic Affairs, Admission & Registration Office and a copy will be given to the subject's lecturers for attendance record and update. The original medical certificate will be kept by the Academic Affairs, Admission & Registration Office for filing and reference.
5. Student's leave application will not be approved if the medical certificate was found suspicious. Late submission of leave application will not be entertained and student will be marked as absent.
6. Any incident leave will be considered as being 50% absent for the total class hours. For instance, a student on incident leave for a 3- hour class will be recorded as being absent for 1.5 hours.
7. For students on incident leave, the total hours of incident leave together with their unapproved absence shall not exceed 30% of the total hours for the subject conducted in the semester. Students shall not be allowed to take the final examination if they breach this rule. They will be given a naught for the subject and a fail 'F' in their final grade.

Chapter 9: Changing of Programmes of Study

1. A transfer of programme is defined as a switch from an existing programme of study to a new programme, effective in the next semester.
2. To initiate a transfer of programme, a student shall possess the following:
 - 2.1 Full acceptance into an existing programme.
 - 2.2 Meeting of the entry requirements of the programme intended to transfer to.
 - 2.3 Approval from the Dean of the accepting Faculty.
 - 2.4 Approval from the Dean of the departing Faculty.
 - 2.5 Approval from the Academic Affairs, Admission & Registration Office.
 - 2.6 Administrative fee will be imposed to any student that wish to apply for change of programme.
3. The application form is obtainable from the Academic Affairs, Admission & Registration Office or from AARO website. It must be processed before the beginning of the University College semester.
4. Students are allowed to apply for change of programme. Only **ONE** time of application is allowed during the entire studies period. Students are not allowed to apply transferring back to the previous programme once the change of programme has been approved.
5. For the new programme of studies, the student's year of academic studies, approved credits and courses to be taken shall be approved by the new Head of Department.

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6. The length of study for students who change the program of studies is counted from the date of their admission into the University College. Students who are unable to earn enough credits to graduate can prolong their length of study not exceeding seven (7) years for a degree, five (5) years for a diploma, and two (2) years for a foundation.

Chapter 10: Deferment, Resumption of Studies, Withdrawal

1. Deferment of Studies may be defined as the approved period of non-study requested by a student. You are strongly discouraged to defer your studies on tolerable grounds, as it will prolong your length of studies.
2. Students are allowed to apply for deferment for up to one (1) year. Students who do not resume their studies after the period of deferment shall be deemed as leaving the University College.
3. The request for deferment must be accompanied by a duly completed **Deferment/Withdrawal Form**. You must seek approval from the relevant Departments/Faculties/Schools as stated in the form before submitting the duly completed form to the Academic Affairs, Admission & Registration Office.
4. Deferred student shall follow the resumption procedures before beginning their new semester. Except for those who are approved of changing their programmes of study, students upon resumption of their studies, shall proceed to their year of academic study in their previous departments. Those who have left the University College halfway through a semester shall enter the previous year of academic study upon resumption of their studies.
5. Deferred student can retain the final grades of the subjects taken in the semester. Upon resumption, they can proceed to take the subjects of the following semester.
6. Students shall leave the University College in any of the following conditions:
 - 6.1 Failing to take all the subjects and credits required for the maximum length of the study period.
 - 6.2 Being medically proven to be unable to continue studies for the reasons of ill health or serious illnesses.
 - 6.3 Failing to resume studies after the duration of deferment.
 - 6.4 Having obtained GPA below 2.0 for 3 semesters continuously and with the CGPA of below 2.0 in an academic year.
7. Students who leave the University College on their own shall complete withdrawal procedure through Academic Affairs, Admission & Registration Office. Students who have completed their studies for one or more semesters and have had the final grades will be issued letters of proof. No documents shall be issued to students who do not follow the University College's withdrawal procedures.
8. Students who are expelled from the University College for violation of any of the University College rules and regulations are not allowed to return to the University College for studies. No documents of any kind shall be issued to those who have been expelled or who have forged documents of their studies causing them to be expelled from the University College.

Chapter 11: Termination of Studies

1. Student, if found guilty of any serious disciplinary offences and your prolonged stay in the country (international students) affects the peace of the country or tarnished the Image of the University College, your studies will be expelled immediately.
2. Apart from the above, termination of studies may include any one or a combination of the following:
 - 2.1 Poor academic performance for three (3) consecutive semesters.
 - 2.2 Submitting forged/tampered documents.
 - 2.3 Exceeding maximum duration allowed to complete a programme.
 - 2.4 Disciplinary issues.

Chapter 12: Graduation

1. Students shall graduate upon fulfillment of the following stipulations:
 - 1.1 Completed and passed all the subjects required by their Department;
 - 1.2 Completed all credit hours for graduation required by their Department;
 - 1.3 Obtained CGPA 2.0 or above.
 - 1.4 Completed studies within the normal duration of the programme of study;

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- 1.5 No outstanding fees and returned all overdue library books.
2. All graduates should pay the fees for graduation within the period announced by the University College. After its due date will have to pay an extra administrative fee.

Chapter 13: Application for Students' Identification and Reissuing Documents

For issuing and reissuing of students' identification documents and other documents that relevant to the external bodies requirement such as MQA and/or KWSP, an application shall first be made at the the Academic Affairs, Admission & Registration Office and payment of procedural fees done at the Department of Account and Finance. With the receipt, proceed to Academic Affairs, Admission & Registration Office for further processing.

Chapter 14: Academic Misconduct: Policy & Procedures

1. Definition

Academic misconduct is a form of cheating that occurs when a student tries to obtain or obtains an unfair academic advantage. The University will not accept academic misconduct in any form and the seriousness with which cheating is viewed will be reflected in penalties which are imposed.

2. Scope

This policy applies to all students enrolled on undergraduate and Foundation programmes at the Southern University College only. It covers academic misconduct in any form of assessment including written examinations, assessed coursework (regardless in what kind the coursework might take) and oral/practical assessments.

3. Types of Academic Misconduct

(a) Plagiarism

Work that has been copied from that of another person (whether published or not) without attribution, or the presentation of another's work as if it were his/her own. This includes copying text from a website without acknowledgement or simply changing a few words in an assignment, without referencing.

Plagiarism applies not only to text, but to other media such as graphics, tables, formulae, computer code, illustrations or any representation of ideas in print, electronic or any other media. It applies to published text such as books and journals and unpublished text such as lecture slides and handouts, other students' work and a student's own previously assessed work.

Examples of plagiarism include:

- i) Using quotes without the use of quotation marks.
- ii) Close paraphrasing with a failure to reference.
- iii) Using data or ideas without acknowledgement.
- iv) Copying, summarising or paraphrasing the work of another student or graduate with or without the permission of the originator and without acknowledgment.
- v) Representation of work produced in collaboration with another person or persons as the work of a single student.
- vi) Presentation of laboratory work or projects based on work claimed to have been carried out by the student but which has been invented, altered or otherwise falsified.

(b) Purchasing Material/Work Undertaken by Others and Presenting as Own Work

The use of services to produce student work for assessment (such services may try to persuade students that this is an entirely normal and acceptable practice).

(c) Selling Material

Selling or offering to sell, by whatever means, material or using other inducements, to assist a student in producing work for assessment.

(d) Failure to Reference

The inclusion of several sentences or more from another person's work which have not been reference in accordance with the University's required conventions in academic referencing and citation. This may be intentional or unintentional, for example as the result of poor referencing or study skills.

(e) Self-plagiarism or Duplication

Copying and reproducing work that was originally completed and submitted by the student and resubmitted for another purpose, including examinations, without acknowledgement of this, unless resubmission was permitted.

(f) Collusion

Collusion is defined as involving two or more students working together in order to gain an unfair advantage without prior authorisation from the programme leader or lecturers to produce the same or similar piece of work and then attempting to present this work entirely as their own.

All students involved in an incident of collusion will be treated equally. Where alleged collusion is identified, all students involved will be subject to the same investigation process as detailed in this document.

(g) Falsifying Data

That is where a student presents data based on work which a student claims to have carried out but which he or she has invented or obtained by unfair means.

(h) Examination Misconduct

Unauthorised materials being in the vicinity of a student during an examination or the use of such materials, the use of electronic devices not permitted during an examination, or any other conduct not permitted under the policies and procedures on examinations.

Examples of cheating include but are not limited to:

- i) Copying from another student's examination or time constrained assessment paper or receiving unauthorised assistance from another student during an academic test, examination or exercise or in the submission of academic material.
- ii) Using a calculator during an academic test, examination or exercise when its use is not allowed.
- iii) Collaborating with another student or students during an academic test, examination or exercise without the consent of the invigilator.
- iv) Talking or using any communication device during an examination. This includes the possession of unauthorised electronic equipment and the possession of a mobile phone or similar device which has not been switched off.
- v) Obtaining the examination questions from someone who has already taken the examination.
- vi) Allowing another person to copy one's answers in an examination.
- vii) Taking unauthorised materials into an examination such as revision notes.

(i) Dishonest Practice

This covers any form of practice which attempts to deceive others but which is not specifically identified by the above.

4. Misconduct Procedures

- (a) The University shall have the right to investigate any allegation of academic misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that an academic misconduct (as defined above) has been committed.
- (b) In cases of alleged academic misconduct, **Student Misconduct Form** must be used and all required evidence and documentation must be included with the submission. Examples of evidence and documentation are as follows:
 - i) Plagiarism: the student's work showing plagiarised material; the Turnitin report, copies of sources of material, relevant pages of the Student Manual.
 - ii) Examination Misconduct: examination script(s) and confiscated material.
 - iii) Collusion: copy of student's works showing relevant material, work alleged to have been copied, relevant pages of the Student Manual.

Original evidence should be submitted. All evidences submitted should be clearly referenced with relevant extracts marked in dark ink. Additional evidences may be sought at any stage during the process of consideration of an alleged breach of discipline.

- (c) Where an examination irregularity occurs, the Invigilator shall seize any unauthorised material from the student and student is permitted to continue with the examination. The Invigilator will retain the confiscated material until the examination end and return it to Academic Affairs, Admission & Registration Office ("AARO") with the Student Misconduct Form.
- (d) Any student against whom an allegation is being made will be calling for an Academic Misconduct Penalty hearing which will be chaired by Vice President Academic, Registrar, Lecturer, Head of Department ("HOD"), and Dean will be the committee members of the Academic Misconduct Penalty. Invigilator or Head of Invigilator that caught student during the examination will be called if the academic misconduct is related to examination cheating.
- (e) An official letter will be issued by AARO to call for Academic Misconduct Penalty hearing and student should fully co-operate with the University during the entire hearing.
- (f) Students attending an Academic Misconduct Penalty hearing are entitled to be accompanied by another person to act as a supporter. A supporter is defined as a friend to provide moral and emotional to the student. A supporter is not expected to speak or take any formal part in the proceedings.
- (g) The appended table provides the penalties for academic deceit that the committee may consider as a guide.

Types of Offence (s)	Penalties
1 st time offender by bringing banned material to exam hall	Fail & Re-take
2 nd time offender by bringing banned material to exam hall	Fail, Re-take & Suspension for one semester
3 rd time offender by bringing banned material to exam hall	Fail & Termination to Expulsion
Sending imposter to take exam	Fail & Termination to Expulsion

- (h) Chairman shall pronounce its decision in the presence of the student. An official letter will be given to the student within three (3) working days after the hearing.
- (i) The student may appeal against the punishment to the Chairman within 14 days from the receipt of the decision letter.
- (j) If student is not found guilty, Chairman may dismiss the case.
- (k) If student fail to attend the hearing as scheduled, the Committee may proceed with the hearing in and any decision made during the hearing is **FINAL**. Student is not allowed to make any appeal.

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- (l) The University does not allow formal legal representation as part of its internal process.

Chapter 15: University College Fees Payment

1. Tuition Fees are calculated based on accumulated credit hours per semester. Tuition and miscellaneous fees shall be paid by 3 semesters each year.
 - 1.1. Students should pay the tuition and miscellaneous fees before or on the stipulated date.
 - 1.2. Student who paid by online banking etc. (not at AFO counter) must email banking receipt to Account & Finance Office (AFO) once payment is made. Penalty may be imposed if student did not inform AFO regarding online payment by stipulated date.
 - 1.3. Students with scholarship/ bursary/ study loan/ prepaid should approach AFO to generate the official receipt. Penalty may be imposed if student failed to do so by stipulated date.
 - 1.4. Tuition and miscellaneous fees will be charged based on current rate for those students who opted for a change in major.
 - 1.5. For deferred students who resume their studies and upon changing of programme, the tuition and miscellaneous fees will be charged based on prevailing rate.
 - 1.6. Students who opted for deferment or withdrawal must settle all the outstanding fees.
 - 1.7. Application fees for other documents are charged based on prevailing rate.
2. Outstanding Fees
 - 2.1. Penalty of RM50 will be imposed effective on the 1st day after payment due date. Additional penalty of RM50 per month will be charged on the subsequent month until the outstanding school fee is fully settled. Students who do not make payment within 3 months after the stipulated date will be dismissed and the University College reserves the right to demand the payment of outstanding school fee and miscellaneous charges from their parents or guardians.
 - 2.2. Students must settle the outstanding school fee and other charges before study week; or they will be prohibited from sitting the final examination.
 - 2.3. University College reserves the right not to process any documents requested by students who have outstanding school fee and other charges.
 - 2.4. Students must settle all outstanding school fee and other charges before graduation; or they will not be allowed to partake in the graduation ceremony. In addition, their certificates and examination results will be withheld.
3. Deferment of Payment
 - 3.1. Students who are not able to pay before or on the stipulated date due to financial difficulties may apply for extension of payment maximum for 1 month. Application Form for deferment of school fee payment together with the parent's letter, copy of IC and supporting documents need to be submitted to AFO personally before stipulated date.
 - 3.2. For PTPTN applicant, offer letter from PTPTN need to be submitted to AFO along with verification from Scholarship and Study Grant Unit before stipulated date.
 - 3.3. AFO reserves the right to reject the application for deferment of school fee payment if the application documents are incomplete or the reason for applying is not acceptable.
4. Fees collection for New International Students and Authority to Generate Receipt
 - 4.1. Undergraduate
 - 4.1.1. Students are required to pay all the 3 semesters programme fees prior to the commencement date of the first academic year. (Programme fees for 1st semester; prepaid fees for 2nd and 3rd semester).
 - 4.1.2. Programme fees for the second and subsequent years will be charged on semester basis.
 - 4.1.3. Students with overpayment are required to notify and obtain official receipt from Account & Finance Office (AFO) prior to the payment due date of each semester to avoid penalty.

4.1.4. The final amount is subject to the payment notice posted on Student Portal.

4.2. Postgraduate

4.2.1. Postgraduate candidates are required to pay all the 3 semesters programme fees prior to the commencement date of the first academic year. (Programme fees for 1st semester; prepaid fees for 2nd and 3rd semester).

4.2.2. AFO has the authority to generate receipt for advance payment.

4.2.3. The final amount is subject to the payment notice posted on Student Portal.

5. Refund Policy

5.1. Refund Procedure

5.1.1. Application Form “Deferment / Withdrawal Application” needs to be completed and duly signed by respective Department/Office before AFO proceed with the refund.

5.1.2. Only student himself/herself or authorized person is allowed to collect the refund.

5.1.3. All refunds are in Ringgit Malaysia and will be issued by cheque payment.

5.1.4. Upon approval and issuance of cheque, students will be notified by email.

5.1.5. Refund must be collected within 6 months from the date of notification. Uncollected fund will be donated to Student Grant Fund and no further refund will be entertained.

5.2. Refund policy for new students withdrawal:

5.2.1. Application of new students’ withdrawal submitted before commencement of semester will be entitled to a refund of 80% tuition and miscellaneous fee;

5.2.2. Application of new students’ withdrawal submitted on the 2nd week of the academic semester will be entitled to a refund of 50% of tuition and miscellaneous fee.

5.2.3. Application of new students’ withdrawal submitted on the 3rd week and onwards after commencement of semester will NOT be entitled to any refund.

5.2.4. Application & registration fee, development fee, student union and international student administration fee, processing fee and visa processing fee (medical screening fee, insurance & student pass) are NOT entitled for refund regardless of the application date of the withdrawal.

5.2.5. Students who are not able to join the university college as per schedule due to special reasons may apply for refund of tuition fees based on the following conditions:

5.2.5.1. Failure to obtain international student visa (personal reason not acceptable);

5.2.5.2. Critical illness or death; with valid document to support the application for a refund, will be entitled to a full refund.

5.3. Students who opted for a withdrawal shall only entitled to a refund of the unutilized tuition fee.

Chapter 16: Rules and Regulations of Student Societies

1. Formation and the Management of Student Society

1.1 This section is created to nurture student’s self-discipline, forge fellowship among students, as well as provide appropriate recreational activities, culture and arts research, and to promote social service through participation in student societies.

1.2 At least 25 students are needed to form a student society. Application for a new society should be made at Student Affairs Office with the list of initiators and a draft of society constitution.

1.3 The rules and regulations of the new student society shall include:

1.3.1 Name;

1.3.2 Objective;

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- 1.3.3 Condition for enrolment, withdrawal, and dismissal;
 - 1.3.4 Members' rights and obligations;
 - 1.3.5 Committee power, setup, and dismissal procedure;
 - 1.3.6 Holding of meeting and decision-making method;
 - 1.3.7 Funds and account;
 - 1.3.8 Amendments of constitution;
 - 1.3.9 Date of the first constitution draft.
 - 1.4 An interview meeting will be held to discuss and verify the application received at Student Affairs Office.
 - 1.5 Application will be rejected if any of the following issues are found:
 - 1.5.1 In violation of the University College and Malaysian Law;
 - 1.5.2 Inappropriate objective;
 - 1.5.3 Society with similar nature already exist in the University College.
 - 1.6 After the application is approved in Student Affairs meeting, it will be sent to the President for final approval.
 - 1.7 After getting the approval to set up student society, a general meeting should be held within 15 days to approve the constitution and elect the committees. A representative from Student Affairs Office shall be invited to supervise the process.
 - 1.8 Within 10 days of the formation, the following documents shall be sent to Student Affairs Office for registration:
 - 1.8.1 Approved society constitution;
 - 1.8.2 Committee and general members list;
 - 1.8.3 Annual budget and action plan.
 - 1.9 If clause 1.7 and 1.8 are not fulfilled, the student society may be dismissed upon discretion of Student Affairs Office.
 - 1.10 The student society may invite a staff or lecturer to be the advisor or instructor as needed, on condition that he/she is not in charge of more than 2 societies.
 - 1.11 The advisor or instructor may sit in the general meetings if needed.
 - 1.12 All student societies shall complete the re-election procedure before the end of the first semester of the year (except Student Society of School of Foundation Studies), and all handover procedure to be completed within three weeks after the second semester starts to commence the new committee's office term.
 - 1.13 Within two weeks after the term of the new committee commences, the list of new committee members, action plan and annual budget shall be submitted to Student Affairs Office.
 - 1.14 Student society that has violated the University College or Malaysian law, disrupted public order, not congruent with objectives of the society, or in long-term hibernation (no activity in a year, or has less than 10 members for at least three semesters), Student Affairs Office may dissolve it upon its discretion.
 - 2. Student Society Subsidy Guideline
 - 2.1 Student society may apply for subsidy from Student Affairs Office for the following activities:
 - 2.1.1 Training for committee;
 - 2.1.2 Knowledge activities: talk, exhibition, on-campus competition, performance, study group, etc;
 - 2.1.3 Representing Southern University College in competition, performance, etc;
 - 2.1.4 Maintenance or procurement of student society assets;
 - 2.1.5 Other activities that matches the student society's objective.
 - 2.2 Subsidies are not provided on the following conditions:
 - 2.2.1 Tour, visitation, etc;
 - 2.2.2 Students' gathering, party, ball, etc;
 - 2.2.3 Gifts for committee or members;

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- 2.2.4 Annual activities including General Meetings, welcome and farewell party.
 - 2.3 Annual subsidy allocation is as follows:
 - 2.3.1 The Student Union of Southern University College – not more than RM1,440.00 per annum.
 - 2.3.2 Society of various departments of Southern University College – not more than RM800.00 per annum.
 - 2.3.3 Other student societies – not more than RM400.00 per annum.
 - 2.4 Student society shall apply for subsidies from the University College by submitting budget and the application before any activity is held. Subsidies applied after the activity will not be considered.
 - 2.5 Application of subsidy is subject to approval by Student Affairs Office and endorsement by the President.
 - 2.6 Student society that has been approved of the subsidy shall submit receipt and financial report within 15 days after the end of the activity to collect subsidy from Student Affairs Office.
 - 2.7 Student society shall not conduct off-campus fundraising drive without explicit permission from the University College.
 - 3. Placement of Poster and Notice
 - 3.1 This section is set to cultivate discipline and practice freedom of speech among students.
 - 3.2 All posters and notices must have the society's official stamp.
 - 3.3 If it is a personal notice, the name, class and student ID must be written for personal responsibility.
 - 3.4 Before the placement, the said poster or notice shall be submitted to Student Affairs Office and Asset Management & General Affairs Office to stamp the effective date.
 - 3.5 The period given for the placement of the poster or notice is 7 days. Remove it after the period.
 - 3.6 Posters or notices are not allowed on any walls, pillars, and doors in the University College. Instead, place the poster or notice on the notice board (using thumbtacks).
 - 3.7 Do not use double sided tape to paste the poster or notice to avoid difficulty of removal.
 - 4. Formal Letter Sending
 - 4.1 Letter to any external party must be reviewed by the advisor or Student Affairs Office before it is signed and sent out by the chairperson.
 - 4.2 Copy of the formal letter shall be submitted to the President of University College and Student Affairs Office respectively.
 - 5. Venue of Activity/ Overnight Stay
 - 5.1 Before organising an activity, society-in-charge shall fill in a detailed activity application form and submit to the Director of Student Affairs Office for approval.
 - 5.2 If there is a need to book a venue, society-in-charge shall also fill in 'Venue Approval Form', and submit to Asset Management and General Affairs Office for approval.
 - 5.3 If the venue of student society's activity clashes with the venue of University College's activity, priority will be given to University College's activity.
 - 5.4 Students should take good care of the venue and its properties.
 - 5.5 At the end of the activity, students are required to clean up the venue. Students are to report any missing or damaged items to Asset Management and General Affairs Office and compensate for the damages.
 - 5.6 Students are not allowed to stay overnight in University College without permission of the University College.
 - 5.7 If there is a need to stay overnight, students shall apply through Student Affairs Office to acquire approval.
 - 6. Extra-curricular activities
 - 6.1 Students are expected to represent the University College in academic or sports tournaments.
 - 6.2 Students who participate in any external competitions in the name of themselves, shall notify Student Affairs Office prior to the event for record purpose.
 - 7. This guideline is executed upon approval at Student Affairs Meeting. Any amendments shall be executed in the same manner.

Chapter 17: Scholarship, Bursary and Education Loan Scheme

1. To allow students with both academic achievement and good behavior to gain admission to Southern University College (hereinafter referred to as “Southern UC”), the Scholarship Committee (hereinafter referred to as “the Committee”), with authorization from Southern UC, hereby sets the “Southern University College Scholarship, Bursary and Education Loan Management” scheme (hereinafter referred to as “this Scheme”).
2. The target recipient of Scholarships, Bursary and Education Loans are selected for new and current students determined by the committee.
3. The types of scholarships offered are New Student Scholarship, Co-curriculum Excellent Scholarship, Media Scholarship, Education Loan and other scholarships or Bursary set by the Committee.
4. The scholarships, Bursary and Education Loans offered covers partial or full tuition fee within a specified study term, excluding hostel and miscellaneous fees unless otherwise specified.
5. During the effective period of scholarship offers, the recipient shall complete the studies of the school term. If midway discontinuation, withdrawal, dismissal, or transferring of study occurs, the Scholarship will be terminated and such recipients shall return the fund received to Southern UC in full.
6. The scholarships, Bursary and Education Loans shall be terminated should the recipient temporarily discontinue the study. If the recipient has not completed the academic weeks on any semester, such a student needs to reimburse the tuition fees disbursed on that semester. Such students shall reapply for the scholarship during readmission.
7. The eligibility criteria for the scholarships, Bursary and Education Loans may be found in “Criteria of Scholarship, Bursary and Education Loan application”.
8. The recipient must comply with the following terms to continue receiving the scholarship on the following year:
 - 8.1 Maintaining CGPA at the required level (please refer to “Criteria of Scholarship application”). Failure to maintain CGPA will result in:
 - 8.1.1 Suspension of scholarship for non-compliance of semesters.
9. Recipients of scholarship or Bursary who are unable to graduate on time, or fail to meet the above requirements shall be disqualified from the scholarship or Bursary.
10. Recipients of scholarship and Bursary who are found to have provided forged or inaccurate information shall be disqualified and required to reimburse the total fund received.
11. This scheme has been approved by the Scholarship Committee, which reserves the right to make any amendments or improvements from time to time, whenever necessary, after acquiring approval in Senate Meeting.

Chapter 18: Disciplines

1. Students who disobey University College rules and regulations, or violate the following regulations as shown below will be dealt with by the Student Disciplinary Committee:
 - 1.1 Defaming, threatening, bullying, harassing or assaulting fellow student or others
 - 1.2 Deliberately vandalizing university college property
 - 1.3 Cheating or stealing University College property
 - 1.4 Plagiarizing or cheating during tests or examinations.
 - 1.5 Falsifying, altering or misusing University College official documents or records.
 - 1.6 Breaking rules or violating instructions of University College authority, affecting the teaching, learning, research or administration.
 - 1.7 Behavioral misconducts which mar the University College reputation or right.
 - 1.8 Performing criminal acts.

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- 1.9 Deliberately putting false information in the application forms or other official documents of the University College.
 - 1.10 Smoking in University College compound.
 2. Who violate any of the clauses stated in Section 17.1 of this Chapter will be dealt with according to the following types of punishment:
 - 2.1 Brief warning
 - 2.2 Deterred from having part or all of the University College privileges or using University College facilities, within a specified period.
 - 2.3 A demerit (students will be expelled from the University College upon receiving 3 demerits).
 - 2.4 Temporarily suspended from the University College for a specified period.
 - 2.5 Expulsion from the University College.Execution of punishment 2.4 and 2.5 requires the approval of the Committee of Academic Affairs.
 3. Students who receive the notice of punishment may make an appeal to the Student Disciplinary Board within 7 days from the date of notice.
 4. The Student Disciplinary Board shall be chaired by the Director of Student Affairs Office, and consists of the Registrar, Director of Asset Management & General Affairs Office and Deans/Director of Faculties/School.
 5. If any of the Clauses in this Chapter conflicts with another Chapter, the conflicting Chapter shall prevail.

Chapter 19 Student's Dress Code

1. To preserve prudence and tidiness of students and University College's image, students shall wear clean and proper attire.
2. Students are strictly forbidden to wear exposing clothing, exotic costumes and slippers to attend classes.
3. Anyone who does not abide by the clause above shall not be allowed to enter the classroom or office. Administrative offices including library and Computer Centre may refuse to provide any services for those wearing slippers and with improper dress code.
4. Students who represent the University College for activities or attending important event (such as opening ceremony, graduation ceremony and etc.), are required to wear formal clothing or any clothing designated by the organiser. For University College's important ceremony, main attires are dark coloured long pants, white shirt, leather shoes and necktie. Female student may wear dark skirt or long formal pants.

Chapter 20: Student Counseling

1. Objectives:
 - 1.1 To provide emotional support to students facing challenges in life.
 - 1.2 To enhance students' self understanding, problem-solving ability and interpersonal relationship to become independent.
2. Target Group: Students of Southern University College
3. Consultation Hours: 9:00am - 4:00pm (Students are encouraged to make appointments in advance)
4. Services:
 - 4.1 Life planning
Provide individual and group counseling to facilitate students to achieve self growth and understanding of life.
 - 4.2 Psychology Test
Provide students with certain Psychology Test and inventories for better diagnoses and self understanding.
 - 4.3 Seminars & Workshops
Guest speakers/motivators to give talks and sharing of experiences with students. This will help the students to

enhance their self-understanding and external environment, improving their physical and mental development to adapt with the environment.

Chapter 21: Rules and Regulations for Student Residence

1. General Rules

- 1.1 The Rules & Regulations of Student Residence is prescribed to build the foundation for a positive campus culture and manage the Student Residence efficiently.
- 1.2 The Student Residence is to accommodate existing students of Southern University College ONLY.
- 1.3 The Boarding Self-Regulatory Committee is formed with the support of the University College to promote self-discipline and enhance the residential life experience.
- 1.4 The Student Residence and Property Management Committee is formed to formulate the Rules & Regulations of Student Residence and to supervise its implementation. The chairman of the Student Residence and Property Management is represented by the Board of Directors. The committee members include two representatives from the Board of Directors, Director of Student Affairs Office, Director of Asset Management and General Affairs Office, Student Residence Unit Representative(s).
- 1.5 Residential Advisors (RAs) are responsible for the management of the Student Residence and the implementation of the Rules & Regulations.

2. Application and Room Assignment

- 2.1 The Student Residence comprises FIVE blocks of buildings (Student Residence Block A, B, C, D & International Education Building- Block E).
- 2.2 All students of Southern University College are eligible for Student Residence application. Students shall fill in the Student Residence Application Form and pay a deposit to apply for a room in Student Residence. When determining room assignments, students from other states (except Johor) will be given priority while rooms for students from Johor state shall be assigned upon availability.
- 2.3 Successful applicants are required to pay rental and deposit within the assigned period. Students should check-in according to the stipulated date, time and venue by Student Residence Unit. If a student wishes to check-in on a day or time other than the scheduled time, student should contact Residential Advisors before their arrival to facilitate the necessary arrangements.
- 2.4 Maximum tenancy for a resident is for total of (12) months, and subject to availability and other terms and conditions to extend beyond the twelve (12) months tenancy. Re-application must be done within the renewal period and rental should be paid upon approval. Overdue application will not be entertained.
- 2.5 All applications will be processed after deposit is paid. In the case of high demand, priority will be given to students from far places.
- 2.6 Rooms and beds are assigned by Student Residence Unit and drawing lots method may be used if necessary.
- 2.7 Student Residence Unit shall reserve the right to assign roommate(s) for the resident(s) or to move resident(s) to other units if there is a necessity.

3. Rental and Deposit

- 3.1 Residents are required to pay their rental on a semester basis. All residents (either local or international students) are required to pay one semester rental upon checking-in to Student Residence.
- 3.2 The staying period for each semester is starting from the 1st Day until 10th Day before the end of semester break.
- 3.3 A refundable deposit of RM300 (Local Student) or RM500 (International Student) should be paid along with the first rental payment. The deposit will be refunded upon the completion of check-out procedure.
- 3.4 Rental paid is non-refundable if residents terminate the tenancy before the end of the rental term. If the new student decides to withdraw from his/her accommodation within TWO (2) weeks after the commencement of semester, rental will be refunded in prorated basis.
- 3.5 Resident who fails to pay rental within the stipulated time will be evicted from the Student Residence.
- 3.6 The resident expelled from the Student Residence due to violation of Rules and Regulations shall not be entitled to claim rental paid or any balance of the rental paid. The resident shall vacate the room (remove items

belonging to the resident) within the time given by Student Residence Unit. If the resident shall not restore the room to its original condition in the time given, Student Residence Unit reserves the right to enter the room and remove all items belonging to the resident and keep them in the store room. Student Residence Unit or any Southern UC authorised persons shall not be responsible for any loss.

- 3.7 The University College may take legal action against outstanding payment if necessary.
- 3.8 Southern University College reserves the right to adjust Student Residence Fees.
- 3.9 New residents must pay the hostel deposit and hostel fee before or on the day of the check-in. The hostel deposit can be paid in advance. Who are unable to pay the hostel fees due to family difficulties can apply for a grace period for deferred payment of up to one month. Who apply must go to the Student Residence Unit before the deadline for payment, and submit a parent's letter and other relevant supporting documents. Those who pass the review can postpone the payment of the hostel fees. If not, need to pay the hostel fee within the time limit.
- 3.10 Residents must pay the hostel fee before or on the day they move in. Who are unable to pay the hostel fees due to family difficulties can apply for a grace period for deferred payment of up to one month. Who apply must go to the Student Residence Unit before the deadline for payment, and submit a parent's letter and other relevant supporting documents. Those who pass the review can postpone the payment of the hostel fees. If the application is not submitted, Student Residence Unit will have the right to order to withdraw from the hostel.
- 3.11 If the resident is in arrears with his/her payment, Student Residence Unit reserves the right to request the management to bar the resident from viewing the academic results.

4. Reminders

- 4.1 Residents are solely responsible for the safety of their own valuables.
- 4.2 The lights in the living hall will be switched off after 12.00am. The corridor lights will be switched on during night time.
- 4.3 Residents are expected to behave themselves without disturbing others. Should any issue arise, residents may seek assistance from Residential Advisors. Residential Advisors reserves the right to conduct spot checks on the residential bedrooms without giving any prior notice to the residents.
- 4.4 A fine of RM25 will be imposed on the resident who has borrowed his/her room's spare key from the Student Residence Unit for the third time, RM35 for forth time and so on. RM50 will be imposed if such request is made during non-working hours. If Residential Advisor(s) is not available, president and vice president of The Boarding Self-Regulatory Committee have the rights to take charge.
- 4.5 There will be a RM20 charge for lost or damaged key/pass due to student resident's negligence (RM100 for IEB keys). Additional charge of RM100 may be imposed if there is a need for Locksmith service. If the key or pass was stolen, the replacement fee will be waived as long as a copy of the police report is attached to the application form.
- 4.6 Block A, B, C or D residents are allowed to secure doors with additional padlock (Except Block E Residents). A duplicate key of the padlock to the room door should be given to the Student Residence Unit. The Residential Advisors reserves the right to cut the padlock without giving any prior notice to the resident who fails to submit the duplicate key.
- 4.7 Exchanging of room or staying overnight in other room is deemed as breaching the regulations. A verbal warning will be given for violator and written explanation is required to justify such action.
- 4.8 Besides the normal opening hours of the University College, residents who want to use any facility or venue for academic activities, sports day, gathering, etc. will need to apply through the relevant departments such as Students Affairs Office and Asset Management and General Affairs Office.
- 4.9 Residence gates will be locked after 12.00 midnight, so the residents are not allowed to leave the hostel. Residents come back or go out at their own risk after 12am.
- 4.10 All written application must be applied during Residential Advisors working hours.

5. Resident Access Card:

- 5.1 Each card-scanning only allows for one entry/exit. Students who do not bring the Student Residence Pass need to fill out the form before entering.
- 5.2 Residents are not allowed to enter/leave the Student Residence during curfew hour that is between 12.00 midnight and 6.00am without prior approval from Residential Advisors. Student Residence Pass will be

confiscated from the residents come back after 12am for record purposes. Confiscated Student Residence Pass can only be collected during office hours with valid written reason given, otherwise result in a verbal warning.

- 5.3 For late returns due to special reasons, applications can be made to the Residential Advisors. Residents return/leave hostel during curfew time without proper application is considered as a misconduct, which results in a verbal warning for first offense, warning letter on second offense and eviction for the third offense.
- 5.4 Residents are prohibited to borrow/lend the Student Residence Pass to/from anyone under any circumstances.
- 5.5 Any loss or damage to the Student Residence Pass should be reported to and replaced at the Student Residence Unit and an administrative fee of RM20 will be charged for the replacement pass.
- 5.6 All visitors, (including parents and non-residents) must register at the Residence Guard House and provide all details and documents (NRIC, driver license or student card) to the security. Visiting hours for Student Residence are from 9.00am to 9.00pm.

6. Code of Conduct:

Breaching any of the rules stated below is deemed to be serious offense:

- 6.1 Residents are prohibited to enter the bedroom of opposite gender at any time for whatever reason. Non-residents are not allowed to enter the bedroom (except for parents or guardian).
- 6.2 Electrical appliances with low wattage are allowed in the residence include electrical-shaver, hair dryer, table lamp, electric fan, mini speaker, laptop/desktop computers and rice cooker. Electrical appliances such as electric kettle, television, iron, refrigerator, microwave, oven, air cooler and any high power consumption electrical appliances are prohibited in the room. Violator will lead to disciplinary action and the unauthorized electrical appliances will be confiscated.
- 6.3 Residents are forbidden to have any level of intimacies in the Student Residence.
- 6.4 No gambling, drunk, making excessive noise, fighting, smoking(including Vape), threatening, cheating and stealing.
- 6.5 Do not possess of any items or materials which are considered dangerous, inflammable and illegal.
- 6.6 Do not vandalize properties belonging to Student Residence (such as fire extinguisher, water dispenser, fire alarm etc)
- 6.7 Do not cause damage or remove any Student Residence properties.
- 6.8 Do not invite outsiders to promote any products or conduct commercial activities in the Student Residence areas.
- 6.9 Any relocation, swapping beds, transferring room to others without permission are strictly prohibited
- 6.10 Do not park any vehicles in Student Residence areas without permission.
- 6.11 Do not keep or feed any pets in the Student Residence areas or Campus areas.
- 6.12 No posters or deface in any manner are allowed on the wall, door and window.
- 6.13 The residents shall keep the room clean and tidy and place their items neatly or in any manner that shall not disturb or cause discomfort to their roommates.

Notes:

- I. For any other behavior and action breaching the rules and order of the Student Residence which are not listed in the rules and regulations above, the penalty will be decided by University College on case-by-case basis.**
- II. Residents should be held responsible for their own actions. The University College reserves the right to take legal action against those actions which endanger others.**
- III. Residents are solely responsible for own safety if they are off campus. The University College shall not be held liable for any incidents outside the campus**
- IV. A regular inspection will be spot check by Residential Advisors for safety and maintenance purposes.**
- V. According to Section 11(1) of the 2004 Tobacco Control Act, no one is allowed to smoke in educational institutions or higher education institutions. Violators will face a jail sentence of not more than RM10,000 or not more than two years. At the same time, Student Resident Unit will directly confiscate the deposits of all the students in the room.**

VI. A verbal warning for first offense, warning letter on second offense and eviction for the third offense.

7. Repair, Cleaning and Maintenance
 - 7.1 Residents or the Boarding Self-Regulatory Committee should fill out Repair Request Form pertaining to any repairing and maintenance issues.
 - 7.2 Cleaning and maintenance services are provided by Asset Management and General Affairs Office which are limited to common areas such as washroom, bathroom, study room, corridors, staircases, and living hall.
 - 7.3 Residents will be responsible for the maintenance, cleanliness and proper usage of room facilities such as door, window, fan, floor, wall, curtain etc.
8. Living Hall and Study Room
 - 8.1 Noise level must be kept low to avoid disturbance.
 - 8.2 Do not simply move the furniture in the living hall and study room.
 - 8.3 Physical contact is strictly prohibited in the study room and living hall
 - 8.4 Personal belonging should not be left in the common area. Student Residence Unit is not responsible for any loss or damage.
 - 8.5 No food and drinks, occupying seats or play electronic games are allowed into study room.
9. Check-out Process
 - 9.1 Resident must check-out from Student Residence upon the expiry of tenancy or graduation.
 - 9.2 Resident must submit "Student Residence Withdrawal Application Form" during office hour either they are withdrawn, temporarily discontinued from the course, end of tenancy or eviction.
 - 9.3 Room inspection will be done by Residential Advisors and the residential status will be cancelled within 24 hours upon check-out.
 - 9.4 Room key(s) must be returned to Residential Advisors. The deposit will be forfeited if the resident fails to return the key(s) upon check-out.
 - 9.5 All kind of damaged or loss of key(s) will be remarked in the "Student Residence Withdrawal Application Form" and the fine will be charged accordingly.
 - 9.6 Withdrawal or temporary discontinuation of the courses should be applied through Academic Affairs, Admission & Registration Office.
 - 9.7 Refund of deposit will take approximately two (2) weeks to process from the date the room key(s) and pass are returned to the Student Residence Unit. The refund of deposit by cheque will be issued and mailed to graduates.
 - 9.8 In the event the deposit is insufficient to cover the cost, the resident will be held liable for the balance of the cost.
 - 9.9 For defaulters, the University College may detain the particular student's results or barred the student from final exam if necessary.
 - 9.10 Should the resident fail to complete the check-out process within stipulated date and time, the deposit will be forfeited.
 - 9.11 If the room is dirty or the equipment is damaged during check-out, Residential Advisor has the right to confiscate the deposit.
 - 9.12 The check-out must be processed within one week after the end of the final exam. If it is not completed within the specified time limit, the Student Residence Unit has the right to enter the room to clean the items.
10. Revision of Rules and Regulations
 - 10.1 The Student Residence Management Committee reserves the right to add, amend, or revise the rules and regulations of Student Residence from time to time.
 - 10.2 The revised Rules and Regulations will be effective immediately upon approval of Campus Safety, Security, Landscaping, Facilities and Hostel Management (CSLHM).

Chapter 22: Rules and Regulations of Venue Booking

1. Classrooms besides being used by Academic Affairs, Admission & Registration Office for arranging classes, they can also be used by students or societies to hold activities. However the student or society must first apply for the venue following certain procedures with Asset Management & General Affairs Office.
2. Before an activity is held, the party has to obtain the permission from the relevant unit. The Asset Management & General Affairs Office will only approve the application. Class activity should be endorsed by the class monitor and department activity by the head of the department.

Class activity relating to lecture or replacement class should be endorsed by the lecturer. Activity by the Student's

Society should be endorsed by the Director of the Student Affairs Office.

3. Venue booking application procedure: Obtain Venue Approval Form from the Asset Management & General Affairs Office. After an activity is endorsed by the relevant unit, the Venue Application Form should be passed to Asset Management & General Affairs Office for arrangements to be made in accordance with the situational requirement. The Society Activities Approval Form, programme schedule and number of stage performers should be attached with the Venue Application Form for filing purpose.
4. Approval of the venue booking shall be based on First Come First Serve basis in the case that there is more than one application requesting for the same venue on the same date.
5. Students are responsible for clearing and cleaning up the decorating materials and garbage after the activities end. They must ensure that there is no left over material in University College premises otherwise Asset Management & General Affairs Office reserves the right to reject future application by the same group.
6. Application for using of badminton courts, football field, basketball court, volley ball and tennis courts must be made 3 days in advance, the venue booking hours is 9am to 6pm and the reason for using the facility must be stated.
7. All societies are not allowed to switch on spot lights while doing the daily practice except on Sports Day or competition with other University College. Application of using the spot lights must be made 1 week in advance.
8. The meeting rooms of the University College are for academic purpose, administrative units or large-scale activities of campus only, not for society or class activities.
9. All participants should park their vehicles in the allocated parking spaces. This is to ensure smooth traffic flow in the University College premise.
10. Asset Management & General Affairs Office reserves the right to reject applications without giving any explanation.
11. Students are not allowed to stay overnight in the University College without approval from University College authorities. However, students with particular reason to stay should apply following Venue Booking application procedure.
12. Should any teaching materials or equipment are found missing or damaged, the borrower should compensate according to the market price.

Chapter 23: Rules and Regulations of Asset Management and General Affairs Office

1. Lending Tools and Equipment
 - 1.1 Asset Management & General Affairs Office lends tools and equipment to students or student clubs and societies.
 - 1.2 Students or student clubs and societies are required to fill up tools borrowing form before borrowing any items. Any items found damaged or lost should be compensated according to the market price.
 - 1.3 Students are not allowed to borrow any items for personal use.
2. Classroom Management
 - 2.1 Teaching tools and equipment in the classroom should be kept intact. Any items found damaged or lost should be compensated according to the market price.
 - 2.2 Class monitor shall report cases of damaged items to Asset Management & General Affairs Office for repairs.

Chapter 24: Parking Rules in University College

1. Motor vehicles parked by students at the following areas is considered as illegal parking:
 - 1.1 Reserved parking lots for OKU
 - 1.2 Reserved parking lots for Staff and Tenants
 - 1.3 Spaces without parking lines
 - 1.4 Double yellow lines

- 1.5 Reserved area (yellow box)
2. Penalty:
 - 2.1 Illegal parked vehicles will be locked and fined.
 - 2.2 To unlock the vehicle, the owner of the vehicle shall pay a fine of RM30.00 at the Account and Finance Office (Room 103) and then go to the Asset Management & General Affairs Office to unlock the vehicle.
 - 2.3 Students who break the rules for over three times will be prohibited from driving their vehicles into the campus for 1 year. Meanwhile, the University College will place the owner's name and plate number onto the notice board as a warning.
3. Each student is allowed to apply for 2 Vehicle Pass (Parents). The fees are as below:
 - 3.1 Car - First car pass sticker RM30.00, second car pass sticker RM60.00.
 - 3.2 Motor - First motor vehicle sticker RM10.00, second motor vehicle sticker RM20.00.
 - 3.3 The regulations refer to the new version of the Parking Policies.

Chapter 25: Rules and Regulations of Library

1. Application of Library Cards
 - 1.1 All users must show their valid Southern University College Identification Card (as library card) when entering the Library.
 - 1.2 Alumni and visitors can apply for temporary Visitor's Card at the Circulation Counter for reading reference books, general books and periodicals in the Library without checking the materials out.
 - 1.3 "Friend of Library" must show their valid cards when entering the Library (refer to Friend of Library's Rules).
 - 1.4 Visiting scholars can apply for Visiting Scholar's Card (refer to Visiting Scholar's Rules).
2. Borrowing Privileges

Category	Type of Materials	Item	Loan Period	Renewal Period
Lecturer and Staff	Library general books	20	60 days	60 days
	MCL general books	10	60 days	60 days
	TCM general books	20	60 days	60 days
	TCM reference books	5	7 days	7 days
	TCM reserve books	8	7 days	Not allowed
	Shuxianglou general books	10	60 days	60 days
	Ai-Wei general books	6	60 days	60 days
	Gwee Yee Hean general books	10	60 days	60 days
	Periodicals (back issue)	8	14 days	Not allowed
	Reference books	5	7 days	7 days
	Reserve books	8	7 days	Not allowed
	Closed stack AV materials	2 (max. 8 copies)	7 days	7 days
	Open stack AV materials	2 (max. 8 copies)	7 days	7 days
	Current periodicals	Borrow within 30 minutes before the library closes and return within 1 hour after the library opens on the following day		
Part Time Lecturer and Staff	Library general books	15	30 days	30 days
	MCL general books	8	30 days	30 days
	TCM general books	15	30 days	30 days
	TCM reference books	2	7 days	7 days
	TCM reserve books	5	7 days	Not allowed
	Shuxianglou general books	8	30 days	30 days
	Ai-Wei general books	5	30 days	30 days
	Gwee Yee Hean general books	8	30 days	30 days

	Periodicals (back issue)	5	14 days	Not allowed
	Reference books	2	7 days	7 days
	Reserve books	5	7 days	Not allowed
	Closed stack AV materials	2 (max. 8 copies)	7 days	7 days
	Open stack AV materials	2 (max. 8 copies)	7 days	7 days
	Current periodicals	Borrow within 30 minutes before the library closes and return within 1 hour after the library opens on the following day.		
Post-graduate	Library general books	15	30 days	30 days
	MCL general books	8	30 days	30 days
	TCM general books	15	30 days	30 days
	Shuxianglou general books	8	30 days	30 days
	Ai-Wei general books	5	30 days	30 days
	Gwee Yee Hean general books	8	30 days	30 days
	Periodicals (back issue)	5	3 days	Not allowed
	Open stack AV materials	1 (max. 4 copies)	3 days	Not allowed
	Reserve books	1	2 hours with ID deposit	Not allowed
Student	Library general books	10	14 days	14 days
	MCL general books	5	14 days	14 days
	TCM general books	10	14 days	14 days
	Shuxianglou general books	5	14 days	14 days
	Ai-Wei general books	4	14 days	14 days
	Gwee Yee Hean general books	5	14 days	14 days
	Periodicals (back issue)	4	3 days	Not allowed
	Open stack AV materials	1 (max. 4 copies)	3 days	Not allowed
	Reserve books	1	2 hours with ID deposit	Not allowed
Visiting Scholar	Library general books or periodicals (back issue)	10	1 day	Not allowed
	TCM general books	10	1 day	Not allowed
	Shuxianglou general books	5	1 day	Not allowed
	Gwee Yee Hean general books	5	1 day	Not allowed

3. Renewal

3.1 Renewal period:

Category	Type of Materials	Renewal Period
Student	Library general books	14 days
	MCL general books	14 days
	TCM general books	14 days
	Shuxianglou general books	14 days
	Ai-Wei general books	14 days
	Gwee Yee Hean general books	14 days
Post-graduate	Library general books	30 days
	MCL general books	30 days
	TCM general books	30 days
	Shuxianglou general books	30 days
	Ai-Wei general books	30 days
	Gwee Yee Hean general books	30 days
Lecturer and Staff	Library general books	60 days
	MCL general books	60 days
	TCM general books	60 days
	TCM reference books	7 days

	Shuxianglou general books	60 days
	Ai-Wei general books	60 days
	Gwee Yee Hean general books	60 days
	Reference books	7 days
	Open stack AV materials	7 days
	Closed stack AV materials	7 days
Part Time Lecturer	Library general books	30 days
	MCL general books	30 days
	TCM general books	30 days
	TCM reference books	7 days
	Shuxianglou general books	30 days
	Ai-Wei general books	30 days
	Gwee Yee Hean general books	30 days
	Reference books	7 days
	Open stack AV materials	7 days
	Closed stack AV materials	7 days

- 3.2 Users can renew the items for one time. Renewal must be made before or on the last day of the loan period.
- 3.3 All users have to renew their checked-out items via the Library online system.
- 3.4 All users have to renew their checked-out items via the Library online system. Renewal action will be denied if:
 - 3.4.1 The item to be renewed is already overdue.
 - 3.4.2 The item has been reserved.
 - 3.4.3 Loan Privileges have been suspended.
- 3.5 Teaching staff can apply for Long Term Loan (refer to Long Term Loan).

4. Overdue

When the loan period of a checked-out item expires, the user's Loan Privileges will be suspended until the user returns the item with a fine for overdue.
5. Overdue Notice
 - 5.1 The responsibility of returning books on time lies with the borrower. When the loan period expires, an overdue notice will be sent to the borrower (refer to Fine).
 - 5.2 Under specific circumstances, the Library reserves the right to recall the checked-out items from the borrower.
6. Fine
 - 6.1 Borrowers with overdue items are subjected to a fine of RM0.50/ book per day and RM1.00/ audio visual copy per day. The fine for each overdue item of temporary ID deposit borrowing is RM1.00 per hour.
 - 6.2 Loan Privileges will be withheld until the fine is settled. The Library reserves the right to take appropriate punitive action against the debtor.
7. Lost books
 - 7.1 Borrowers who fail to return any checked-out items must report to the Library immediately and make a payment of RM5.00 (non-returnable) as processing fee.
 - 7.2 Accumulated fines have to be paid together with the cost for compensation.
 - 7.3 Book replacement :
 - 7.3.1 Replace the lost book with the same book.
 - 7.3.2 If a borrower fails to replace it with the same book, a similar subject would be acceptable, by ensuring that the conditions below are met:
 - a) It is not in the Library's collections
 - b) Has legal copyright
 - c) For latest edition, the price must not be lower than the lost item
 - d) Hard cover cannot be replaced by soft cover
 - 7.4 All replacement books must be approved by the librarian before they are accepted.
 - 7.5 For cash compensation, refer to 'Charges for Lost Material'.

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- 7.6 A borrower will be given three weeks' grace period to buy a replacement book. After this period, the borrower will be charged with the accumulated fines (RM 1.00 per day) counting from the end of the grace period until the day of replacing.
 8. School leavers
 - 8.1 Students who are leaving the school have to return all the checked-out items and settle the accumulated fines before leaving. Otherwise, their certificates will be withheld.
 - 8.2 The Loan Privileges for a leaving staff will be terminated two weeks before their resignation date. All the checked-out items must be returned before leaving. The Library reserves the right to request the Department of Account and Finance to withhold their salary until all the items are returned.
 9. If a borrower fails to return a checked-out item, the Library reserves the right to take appropriate punitive action against the borrower.
 10. The rules and regulations (including amendments) are valid and approved by the President.
 11. Users who infringe the rules and regulations will lose their Library Privileges. The Library reserves the right to amend these rules from time to time.
 12. General rules
 - 12.1 Eating, drinking, smoking, using cell phones, uproarious talking and laughing are strictly prohibited in the Library. All library materials must be kept clean. Vandalism or mutilation of library materials is a serious offence.
 - 12.2 Users who cause disturbance to others or spoil the books and equipment will be asked to leave the Library.
 - 12.3 Southern University College Identification Cards are non-transferable.
 - 12.4 Bags, briefcases, helmets, umbrellas etc. should be kept in the lockers at the entrance. Only notebook and stationery are allowed to bring into the Library.
 - 12.5 Users are to carry their own personal belongings with them. The Library will not be responsible for any losses.
 - 12.6 All users are to be properly attired as specified by the school. Slippers and short pants are prohibited.
 - 12.7 Users who are found stealing or tearing the books will be forfeited their library privileges and are subjected to penalty.
 - 12.8 Reservation of seats is not permitted.
 - 12.9 Library's discussion rooms can be used for 3 persons or above.
 - 12.10 Library's research room is only for staff and, lecturers and master students.
 - 12.11 Application for the above-mentioned 2 types of rooms can be made at the circulation counter.
 - 12.12 Users who offend the rules are subjected to penalty.
 - 12.13 The rules and regulations (including amendments) are valid and approved by the President.
 13. Rules and Regulations for Periodicals Circulation
 - 13.1 All users must show their valid Southern University College Identification Cards when checking out materials at the circulation counter.
 - 13.2 Bound periodicals, periodicals of Malaysian Chinese Literature Collection, newspapers, soiled books, academic journals and bulletins are non-circulating.
 - 13.3 Borrowing privileges:
 - 13.3.1 Lecturers and staff may borrow 8 back issues for 14 days and are not renewable. Current Periodicals can be checked out within 30 minutes before the Library closes and need to be returned within 1 hour after the Library opens on the following day.
 - 13.3.2 Students may borrow 4 back issues for 3 days and are not renewable. Current periodicals are non-circulating.
 - 13.3.3 Postgraduates may borrow 5 back issues for 3 days and they are not renewable. Current periodicals are non-circulating.
 - 13.4 Checked-out materials can be returned to the Main Library or TCM Library.
 - 13.5 For detailed rules of overdue and overdue notice, fine, lost and school leavers, refer to 4, 5, 6, 7 and 8 of the "Rules and Regulations of Library".

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- 13.6 Users are accountable for material checked out with their cards and should report noticeable damage before checking out at the circulation counter. If an item is damaged when returning, the user is liable for charges incurred to repair or replace the item according to the "Charges for Lost Materials".
 - 13.7 Accompanying materials (AV materials such as CD, VCD, and DVD) are to be checked out together with the periodical and not separately.
 - 13.8 The rules and regulations (including amendments) are valid and approved by the President.
14. Charges for Lost Materials
- 14.1 The user shall compensate to the Library for any lost materials, by replacing with new book or by cash according to book price compensation charges.
 - 14.2 The Library will charge 3 times the cost of the lost item. If the original price is lower than the base prices (RM30 for Chinese book, RM70 for English books, RM20 for Malay books), the Library will charge triple the base price.
 - 14.3 If the lost item is a complimentary item or by exchange without any prices, users will be charged for the replacement cost: Chinese materials at RM40 per item, English materials at RM80 per item, Malay materials at RM30 per item.
 - 14.4 If the item's original price is in foreign currency, compensation is to be made based on the current foreign exchange rate.
 - 14.5 If a lost item is one of the copy of a series of books (Books in set), compensation has to be made according to the above methods. If the item cannot be purchased individually, compensation shall be made based on the original price of the whole series of books.
 - 14.6 If the item is an out-of-print material, compensation is at ten times the original price.
 - 14.7 Lost books of special edition or specially printed art work will be subjected to particular compensation.
 - 14.8 The same rules apply to lost periodicals.
 - 14.9 The rules and regulations (including amendments) are valid and approved by the President.
15. Codes of Conduct
- 15.1 The codes of conduct are outlined to protect the users' rights and privileges. Offenders are subjected to loss of library privileges according to the demerit system.
 - 15.2 Users should be accountable for their own ID cards as to borrow library's materials and use the facilities. If an ID card is found, its owner will be informed to collect it on his/ her own behalf.
 - 15.3 Users should be on proper attire and behave properly. Users are not allowed to enter non-open area.
 - 15.4 Food, drinks and pets are not allowed to be brought into the Library. Silence must be observed. Mobile phones should be switched to silent mode.
 - 15.5 Some library's computers are provided for library users to access library's network information and cannot be used for other Internet connection. All the computers shall not be used to access pornographic websites and to play computer games.
 - 15.6 Users shall not remove or reserve the seats. Users are to take away their belongings. The Library is not responsible for any losses.
 - 15.7 Library's materials and equipment should be maintained in good condition. Any damages found shall be compensated according to relevant rules of the Library.
 - 15.8 Library's materials and resources should not be removed from the audiovisual area and the Library without following the borrowing procedure.
 - 15.9 Demerit system: First offender's name will be recorded in the Library Record Book, demerit 1 point and be given verbal warning. Besides the punishment below, the repeat offender's name will be shown on the Library's notice board.
 - 15.9.1 If the offender has 2 demerit points, their borrowing privileges will be suspended for 3 months.
 - 15.9.2 If the offender has 3 demerit points, their borrowing privileges will be suspended for 12 months.
 - 15.10 Besides the above punishment, a serious offender, who has had 3 demerit points, or is found stealing, damaging books and facilities of the Library, will be reported to Student Affairs Office, their Head of Department and Student Disciplinary Committee, if necessary. If the offender is an outsider, he/ she will be reported to the police.
 - 15.11 The librarians shall record all the misconducts and the dealings in the "Violation of Rules in Library" record book for future reference.
 - 15.12 The rules and regulations (including amendments) are valid and approved by the President.

16. Guidelines for using Group Discussion Room

16.1 Rooms are provided on 'first come, first served' basis.

16.2 Applicants can register with Student Identity Cards (ID) and fill up an application form at the circulation counter.

16.3 A minimum of 3 students to a maximum of 10 students is a prerequisite for certain room.

412 I	412 G	412 K	412 C
3-4 people	3-7 people	3-7 people	3-10 people

16.4 Rooms can be occupied for not exceeding 2 hours.

16.5 Regulations:

16.5.1 Applicants need to deposit their ID cards at the circulation counter. Once open the door the key has to be returned to the circulation counter. Late return of key is subjected to a fine of RM10.00 after 1 hour. Lost key is subjected to a fine of RM 50.00.

16.5.2 Groups which do not show up within the first 15 minutes will have their reservation forfeited.

16.5.3 Reservation hour cannot be extended.

16.5.4 Eating or drinking are strictly prohibited in the room (refer to Codes of Conduct).

16.5.5 Discussion rooms are for the use of students for academic purposes only, e.g. working on group projects or group presentations.

16.5.6 Please note that library staff may conduct spot checks and if any wrong information or the understating of the number of users are found, the users may be barred from applying for 2 months.

16.5.7 Under all circumstances, chairs must not be taken from the reading area or from one room to another.

16.5.8 Users cannot exchange, transfer or change the time reserved.

16.5.9 Discussion Rooms users must maintain a moderate noise level. Offenders will be asked to leave the room.

16.5.10 While using the room, the door should be closed but not locked.

16.5.11 It is expected that the room and its equipment are left in good and clean condition after use (e.g. table is cleaned; furniture is arranged appropriately; white board is cleaned (if have); equipment wire is plugged in; door is locked.) Please leave the room within 10 min and collect the ID cards at the circulation counter, otherwise the users may be barred from applying for 2 months.

16.6 Opening hours:

Monday to Friday	8:30am – 7pm
Saturday	8:30am – 11:45am
Sunday & Public Holiday	Closed

16.7 User who infringes any of the above regulations will have the library privileges forfeited.

16.8 Any amendments deemed appropriate will be made from time to time.

Remark: Application for extended hour will only be accepted when there are at least 2 rooms are available and the extension should not exceed 1 hour.

17. Guidelines for Using Postgraduate Research Room (412B)

17.1 The Postgraduate Research Room is reserved for postgraduate candidates to conduct their research projects.

17.2 The reservation of Postgraduate Research Room is limited to one day only. Candidates may continue to reserve it for the next day when returning the room key at the circulation counter.

17.3 Rules and regulations:

17.3.1 Applicants need to deposit their ID cards at the circulation counter for collecting the key.

17.3.2 Laptops or notebooks are allowed to be brought into the room for research purpose.

17.3.3 No littering is allowed.

17.3.4 Do not move the facilities in the room without permission.

17.4 The maximum number of users: 8 users.

17.5 Opening hours:

Monday to Friday	8:30am – 4.30pm
Saturday, Sunday & Public Holiday	Closed

The Library reserves the right to amend these rules from time to time.

18. Guidelines for using Audio Visual Room

- 18.1 Audio Visual Room (AV Room) accepts 2 kinds of applications for using the AV Room which are "Group Reservation" and "Individual Application" (please refer to 28.16.8 and 28.16.9 for details).
- 18.2 AV Collection includes video recording, sound recording, CD-ROM, VCD and DVD.
- 18.3 Bringing in and viewing outside audio visual materials in the AV Room is not permitted.
- 18.4 AV facilities are non-circulating.
- 18.5 Reproduction or duplication of audio-visual materials or computer software is strictly prohibited.
- 18.6 Users are responsible for the replacement of lost or damaged materials and facilities, and are required to pay double the price as compensation.
- 18.7 Opening hours and eligible users:

Monday to Friday	8:30am – 12:30pm	12:30pm – 4:30pm
	1. Teaching Group 2. Individual	1. Teaching Group 2. Student Group 3. Individual
Saturday	8:30am – 11:45am	
	1. Teaching Group 2. Student Group 3. Individual	
Sunday & Public Holiday	Closed	

18.8 Group Reservation (Teaching Group or Student Group)

- 18.8.1 Lecturers, staff and students are available to apply for the AV Room for course-related purposes by using their staff/student cards.
- 18.8.2 Reservation must be made at least 1 working day earlier in person at the Circulation Counter on the 1st floor by filling in the "AV Collection Application Form for Group".
- 18.8.3 Applicants are required to deposit their staff/student cards while using the AV materials and facilities.
- 18.8.4 Group size: a minimum of 3 users to a maximum of 10 users per session.
- 18.8.5 For booking time slots, please refer to the "Opening hours and Eligible Users".
- 18.8.6 Walk-in booking is allowed only if the AV Room is available.
- 18.8.7 Reservations are made on a first come, first served basis.

18.9 Individual Application

- 18.9.1 Lecturers, staff and students should fill in the "Application Form for Lecturers and Staff" or "Application Form for Student" at the AV Room's counter on the library's 3rd floor.
- 18.9.2 Users are required to deposit their staff/student cards while using the AV materials and facilities.
- 18.9.3 The AV materials and facilities are available on a first come, first served basis, reservations are not accepted.
- 18.9.4 For choosing time slots, please refer to the "Opening hours and Eligible Users".

18.10 The Library reserves the right to amend these rules from time to time.

19. Guidelines for using Shuxianglou Collection Room

19.1 Borrowing Privileges:

Type of Material	Type of User	Item	Period (days)
General books	Postgraduate	8	30
	Student	5	14
	Lecturer and Staff	10	60
	Part-time lecturer	8	30
	Membership	2	14

19.2 Closed Stack Item Request Service

- 19.2.1 Students, staff, lecturers and external members with Southern University College ID cards may apply for Closed Stack Item Request Service.
- 19.2.2 Request form is available at the Library circulation counter or can be downloaded from the Library website.
- 19.2.3 Fill up the request form and submit it to the Library circulation counter. The requested item(s) can be

collected at the counter at the stated time.

19.2.4 Requested items are confined to Shuxianglou collection: General books, reference books and bound newspapers.

19.2.5 Schedule for the Closed Stack Item Request Service:

	Times for collection
Monday- Friday	10am, 12pm, 2pm, 4pm
Saturday, Sunday and Public Holiday	Closed

19.2.6 Deposit Southern University College ID card when collecting the item. Collect the ID card on returning the item.

19.2.7 The item must be returned 30 minutes before the Library closes.

20. Guidelines for Using Reference CD-ROM

20.1 The service is provided to all registered students and academic or administrative staff of Southern University College.

20.2 All Reference CDs can only be used in the Library.

20.3 Users must show their Southern University College Identification Cards to borrow Reference CD.

20.4 Users can borrow only one title of CD each time. Users shall not borrow above 4 pieces of CD for each title.

20.5 User's manuals are available at the reference area. Contact the librarian at the reference desk or circulation counter for further enquiries.

21. Rules and Regulations for using the Lockers

21.1 Southern University College Library provides lockers for all users' convenience to store personal belongings.

21.2 Users must deposit valid Southern University College Identification Cards to obtain the keys of lockers from the circulation counter before storing personal belongings. Each user is limited to use one locker.

21.3 It is free of charge to keep your personal belongings (but NOT illegal contrabands, dangerous goods, valuable items and perishable food). The Library is not responsible for the loss of any items stored in the locker.

21.4 Users may keep their belongings in the lockers while the Library is open and remove them before the Library closes. Any user who violates this rule shall have the locker privilege terminated.

21.5 All lockers should be emptied every day before the Library closes and the keys should be returned to the circulation counter. Late return will incur fines of RM10.00 per day.

21.6 Users are responsible for keeping the keys. If the key is lost, the user shall pay three times (RM30) the amount of money to replace the lock. If the locker is damaged, the user shall pay for the repairs.

21.7 The Library reserves the right to amend the rules from time to time.

21.8 The rules and regulations (including amendments) are valid and approved by the President.

22. Library Opening Hours

Opening Hours (Counter closes 15 minutes before the closing time)

Main Library / Malaysian Chinese Literature Centre

Monday to Friday 8:30am - 9:00pm

Saturday 8:30am - 12:00pm

School Holiday 8:30am - 7:00pm

Sunday and Public Holiday Closed

Main Library : Audio Visual Room

Monday to Friday 8:30am - 4:30pm

Saturday 8:30am - 11:45am

Sunday and Public Holiday Closed

Main Library : Discussion Room

Monday to Friday 8:30am - 7:00pm

Saturday 8:30am - 11:45am

Sunday and Public Holiday Closed

Main Library : Research Room

Monday to Friday 8:30am - 8:30pm

Saturday	8:30am - 11:45am
Sunday and Public Holiday	Closed

Main Library : Postgraduate Research Room

Monday to Friday	8:30am – 4:30pm
Saturday, Sunday and Public Holiday	Closed

ShuXiangLou Collection Room

Monday to Friday	Closed (Closed Stack Item Request Service)
Saturday, Sunday and Public Holiday	Closed

TCM Library

Monday to Friday	8:30am – 5:15 pm
Saturday, Sunday and Public Holiday	Closed

Chapter 26: Rules and Regulations of Malaysian Chinese Literature Centre

1. All users must present their Southern University College Identification Cards when borrowing materials at the circulation counter.
2. Admission to the Library will be permitted for alumni and external users without borrowing the books.
3. Periodicals and photocopied books are non-circulating materials.
4. Southern University College lecturers and staff may borrow 10 items, part time lecturers 8 items, postgraduates 8 items, students 5 items and external members 2 items.
5. For lost materials, fines for overdue, please refer to “Library rules at 28.5, 28.6 and 28.7”.
6. MCL Centre closed stack collections can be requested for use in the reading room. This service is only available for those who are engaged in academic research with proposed research topics or plans. Applicants must fill in the request form and submit it to the Head of the MCL Centre or the Executive of MCL Centre. A maximum of 5 items can be requested at any one time.
7. Final year students or resigning staff members who fail to clear their fines or return materials borrowed from the Library will have their certificates or salaries suspended.
8. The rules and regulations have been approved by the Development Committee of MCL Centre and the President of Southern University College.
9. Users who infringe the rules and regulations will have their Centre privileges terminated.
10. Opening Hours:

Monday to Friday	8:30am-9:00pm
Saturday	8:30am-12:00pm
School Holiday	8.30am -7:00pm
Sunday & Public Holiday	Closed

11. The Centre reserves the right to amend these rules from time to time.

Chapter 27: Rules and Regulations of Traditional Chinese Medicine Library

1. Borrowing Privileges

Category	Type of Material	Item	Loan Period	Renewal Period
Lecturer and Staff	TCM general books	20	60 days	60 days
	TCM reference books	5	7 days	7 days
	TCM reserve books	8	7 days	Not allowed
Part Time Lecturer and Staff	TCM general books	15	30 days	30 days
	TCM reference books	2	7 days	Not allowed
	TCM reserve books	5	7 days	7 days
	TCM general books	15	14 days	30 days

Post-graduate	TCM reserve books	1	2 hours with ID deposit	Not allowed
Student	TCM general books	10	14 days	14 days
	TCM reserve books	1	2 hours with ID deposit	Not allowed
Visiting Scholar	TCM general books	10	1 days	Not allowed
External Member	TCM general books	2	14 days	14 days

2. Library Circulation Rules

- 2.1 Procedures for renewal, please refer to “Library Rules and Regulations Section 3”.
- 2.2 Checked-out materials can be returned to the Main Library or TCM Library.
- 2.3 Overdue, fine and lost books, please refer to “Library Rules and Regulations Section 4,5,6 and 7”.
- 2.4 Students who are leaving the school have to return all the checked-out items and settle the accumulated fines before leaving. Otherwise, their certificates will be withheld. The Loan Privileges for a leaving staff will be terminated two weeks before their resignation date. All the checked-out items must be returned before leaving. The Library reserves the right to request the Department of Account and Finance to withhold their salary until all the checked-out items are returned.

3. General Rules

- 3.1 Outsiders must register their names at the counter before entering the TCM Library.
- 3.2 The Library collections are displayed for all users as open stack, the users should return the materials to their original places after using.
- 3.3 Reference books (with orange sticker) and periodicals can be used in the TCM Library only.
- 3.4 Eating, drinking, smoking, using cell phones and uproarious talking and laughing are strictly prohibited in the Library. All library materials must be kept clean. Vandalism or mutilation of library materials is a serious offence.
- 3.5 Users are to be properly attired as specified by Southern University College. Slippers and short pants are prohibited.
- 3.6 Users who cause disturbance to others or spoil the books and equipment will be asked to leave the Library.
- 3.7 Southern University College Identification Cards are non-transferable.
- 3.8 Bags, briefcases, helmets, umbrellas etc. should be kept in the lockers at the entrance. Only notebook and stationery are allowed to be brought into the Library.
- 3.9 Users are to carry their own personal belongings with them. The Library will not be responsible for any loss.
- 3.10 Users who are found stealing or tearing the books will be forfeited their library privileges and are subjected to penalty.
- 3.11 Reservation of seat is not permitted.
- 3.12 Users who offend the rules are subjected to penalty.
- 3.13 Opening hours:

Monday to Friday	8:30am-5:15pm
Saturday, Sunday & Public Holiday	Closed

4. The Library reserves the right to amend these rules from time to time.

Chapter 28: Rules of Computer Centre

1. User Account

- 1.1 Target applicant: All Students. Students need to present their correspondence email and contact number to Academic Affairs, Admission & Registration Office.
- 1.2 Application procedure: Computer Centre will create the user account to every applicant after they commence studying. (User Name “Your Student ID” and Password) The User Name and Password will be provided together with your Student ID Card by Academic Affairs, Admission & Registration Office.
 - 1.2.1 Log in to self-service portal, intranet and internet services.
 - 1.2.2 Enquire and search for respective information through the campus management system.

-
- 1.3 ICT Resources Guideline:
 - 1.3.1 Applicant needs to prepare their own portal device such as pendrive for storing their own data file or programme.
 - 1.3.2 Computer Centre is not responsible for the loss of user's data files or programme.
 - 1.3.3 Accessing rights would be prohibited for 1 month if one uses other user's account; the borrower of the user's account will be prohibited for 3 weeks.
 - 1.3.4 User committing illegal activity will have the account retracted and is accountable for legal charges.
 - 1.4 Others Application

Password Application: Fill in 'Password Application Form' and give to computer centre for further action.
(Remark: Please claim the password in computer centre after 3 working days.)
 - 2. Intranet and Internet
 - 2.1 Operation hour: 24 hours
 - 2.2 Regulations of Internet surfing
 - 2.1.1 User will be fined RM20 each time if he/ she abuses the above resources such as:
 - a) Playing computer games
 - b) Misusing facilities to earn income in any form
 - c) Misusing printing facilities
 - 2.3 Southern University College shall not be held accountable for user's misconduct on Internet surfing.
 - 2.4 Internet users shall not arbitrarily change computer IP address, without permission from Computer Centre network administrator or residential advisor.
 - 2.5 Internet users shall not misuse and slow down the speed of the network.
 - 3. Regulations
 - 3.1 Computer Centre does not provide any maintenance service upon user's own PC problem.
 - 3.2 Users will be prohibited from using Computer Centre for 1 month if found misusing other user's account.
 - 3.3 Users will be prohibited from using Computer Centre for 1 month if found playing computer game or accessing erotic resources.
 - 3.4 No entry for those without proper attire, e.g. singlet, slipper and short pants to Computer Centre.
 - 3.5 Whoever damages the facility of Computer Centre shall compensate for the damages. Please inform Computer Centre if help is needed.
 - 3.6 Users who bring food and beverage into computer laboratory will be prohibited from using Computer Centre for 1 week.
 - 3.7 Users who smoke or make noise will be prohibited from using Computer Centre for 1 week.
 - 3.8 Users will be reported to respective party and the user's right be cancelled if found stealing or intentionally damaging the equipment.
 - 3.9 Users are to compensate for damage or lost equipment.
 - 3.10 Double punishment shall apply to those who repeatedly violate the rules of Computer Centre. The user may be announced in the campus intranet.
 - 3.11 Users who do not obey the arrangement of Computer Centre will be prohibited from using Computer Centre for 1 month.
 - 3.12 Users who modify the setting of system without the permission will be prohibited from using Computer Centre for 1 month.
 - 3.13 Computer Centre has the right to make amendments to the rules at any time if necessary.
 - 4. Help Desk

4.1 Consultation Service: Service desk

4.2 Phone Service: 144

4.3 Services:

4.3.1 Helping user solve problem and providing phone consultation

4.3.2 Creating user account, changing password, returning lost items

4.3.3 Troubleshooting all computer and network issue

4.4 Opening Hours

	Operating Hours
Monday to Friday	8:00am – 6:00pm
Saturday	8:30am – 12:00pm
Sunday & Public Holiday	Closed

5. Spam Policy

5.1 This policy is intended to promote responsible usage of Southern University College electronic communication (e-mail) system and the University College will not tolerate with any employees (academic and non-academic), guests and students (collectively known as the community) who engage in spamming, neither do we allow the community to be victimised by external users. Spamming is sending multiple or mass copies of either unsolicited or inappropriate messages, like

5.1.1 Chain mails

5.1.2 Junk mails

5.1.3 Unsolicited e-mail

5.1.4 E-mail sent out in bulk

5.1.5 Broadcasting messages, e.g. “chat” message(s) to other computer users or users.

5.1.6 Posting irrelevant or inappropriate message to public folder.

5.1.7 Sending massive e-mail broadcasts to other internal or external) users that advertise a product or service, especially those advertising illegal money-making schemes.

5.2 It is the user’s responsibility to maintain the email account and the disk storage once the resource is allocated to them. This policy applies to all users of University College’s computing facilities.

5.3 User who violates this policy will be fined depending on the severity of the problem.

Chapter 29: Rules to Remember (For International Students Only)

International students are required to comply with the rules & regulations set by the Ministry of Higher Education (MOHE) Malaysia:

1. Students must study in full-time mode, and the course must be recognized by Malaysian Qualification Agency (MQA).

2. Students are advised to keep updating with ISO

3. Students must obtained a valid international student pass.

3.1. Students are allowed to entry Malaysia for studies by valid student visa.

3.2. Students must fulfill and submit English IELTS minimum required result before applying any student visa.

3.2.1. Students are offered a “conditional offer” upon student visa application if the IELTS result doesn’t meet the minimum entry requirements.

3.2.2. Students are required to obtain English IELTS result within 1 year before student visa expired.

3.2.3. Students are required to attend and sit for IELTS exam during the conditional offer period.

3.2.4. Students are allowed to start with their registered programme upon fulfill the IELTS result.

3.2.5. Students are required to withdraw from Southern UC without renewing the student visa, should the student failed to provide the minimum IELTS result within a year time.

-
- 3.3. Students are required to renew the student visa in yearly basis.
 - 3.3.1. Students are required to inform International Student Office to renew their student visa 2 months before the expiry date.
 - 3.3.2. Students are required to clear any outstanding tuition fees before applying for visa renewal.
 - 3.3.3. The immigration has the utmost rights in student visa renewal application status. For any rejected cases, it is considered a dropout.
 4. Adhere to University College procedures when applying for leave. (refer Chapter 7) If you are absent without official leave for more than three days, you will be reported to the Malaysian Immigration Office.
 5. Satisfy course requirements by attending at least 80 percent of all scheduled classes and achieve a record of satisfactory academic performance.
 6. Maintain a valid enrolment at Southern University College.
 7. Have sufficient funds to cover your tuition fees and expenses while in Malaysia.
 8. Students are not allowed to work in Malaysia, unless allowed to work in campus only.
 9. Inform the Malaysian Immigration Office through the International Student Office if you change your student status, transfer to another educational institution, or withdraw from the course that you have enrolled.
 10. Course Variation within SUC can only be applied within first year of admission. Student must meet the entry requirement for the applied course and bear the variation fees incurred. Immigration Malaysia will have the final say on the approval. This might vary and shall abide to the latest rulings from Immigration.
 11. Possess a valid driving license and recognized by our authorities for driving in Malaysia. Driving without a valid license or under the influence of alcohol is a severe offence under the Malaysian law and may be prosecuted. Students who are caught driving without a valid license or under the influence of alcohol will be surrendered to the authority and suspended from study and, may be subjected to deportation back to their home country.

Besides the above, students must abide by all other rules stated in the Student Manual.

Chapter 30: International Education and Exchange

1. Introduction

Through the close association and cooperation with foreign universities it enhances our international standing and competitiveness.

The Missions:

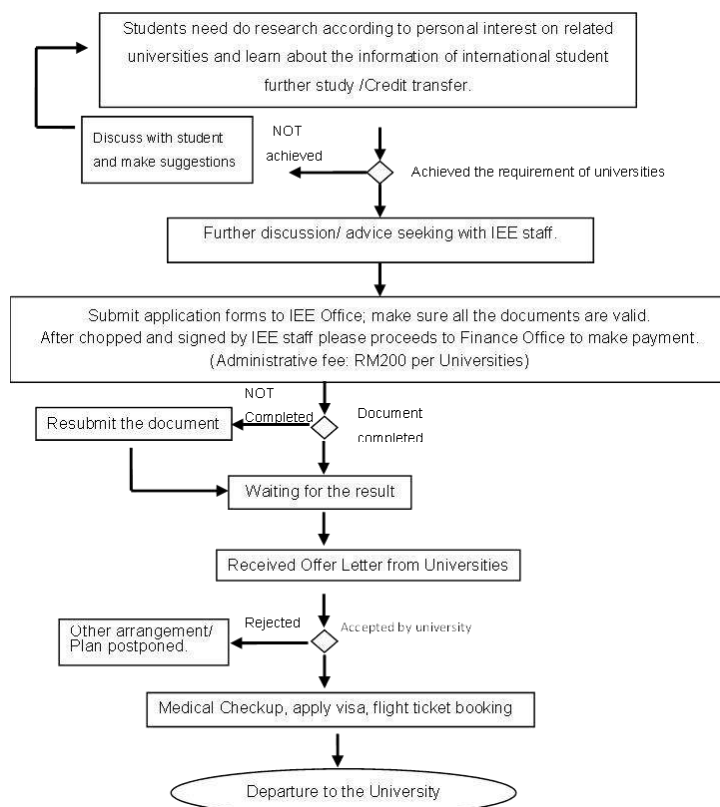
- 1.1 To extend the connection of Southern University College with foreign universities and academic institutions.
- 1.2 To improve the image of Southern University College as an international higher education institute.
- 1.3 To promote international academic collaboration and communication with partner institutions.
- 1.4 Build up Student Exchange Mechanism.

Exchange and looking for cooperation with partners institution to achieve her mission. Nowadays, established partnership with more than 80 universities all over the world which included Universities of China, Taiwan, Hong Kong, Australia, New Zealand, United Kingdom, USA, Japan and Singapore.

2. Job scope

- 2.1 International Collaboration and Exchange
- 2.2 Reception guests from foreign universities
- 2.3 Graduates overseas studies
- 2.4 Short-term international programs
- 2.5 International Student Exchange

3. Further Studies Flowchart



Chapter 31: Southern Institute of Technical Education (SITE) Rules and Regulations

1. The study period starts from 9am to 5pm (every Monday to Friday); one hour allocated for lunch break.
2. Students must carry along student ID cards on campus.
3. Students shall attend classes punctually and paying full attention in class. Early dismissal without any permission or disorder the classroom discipline are prohibited.
4. Students shall apply leave or notify the lecturer in the morning of the absent day. Students are required to submit the leave form after return back to campus, or else absent is considered in the attendance record.
5. Students are required to submit homework on scheduled time. Any late or zero submission, besides the punishment, the student will face withdrawal if a serious violation occurred, and not allowed to grant any certificate issued.
6. Students are required to complete the internship (if applicable) within the specific period. Any incomplete of internship programme will cause no certificate issued.
7. The attendance rate of students must exceed 75%, otherwise, students are not allowed to sit for examination or caused withdrawal from the programme. Besides, students are not allowed to grant any certificate issued.
8. Students are required to pass the external examination by the programme (if applicable) and required to submit relevant reports before receiving any external certificate by third party.
9. Students shall wear clean and properly attire in campus.
10. Students must respect and follow the guidance from lectures and administrators.
11. Students shall take care of the environmental hygienic and make sure all study equipment shall keep in place after use.
12. Students shall not vandalize assets and tools deliberately, or else, students shall pay the compensation accordingly.
13. Students are required to pay the tuition fees or accommodation fees before deadline, or else, penalty will be incurred in the upcoming bill.
14. Students shall abide the law of Malaysia and Rules and Regulations of Southern UC. Respect each other, meanwhile smoking on campus, stealing and involved in violence are prohibited.
15. Students are required get further information from the Southern UC Student Manual concerning to the Rules and Regulations regarding dormitories, parking, venue, clubs, libraries, computer center and others.
16. Southern Institute of Technical Education (SITE) has the right to add on or delete any rules and regulations at any time.

SouthernUC Phone Numbers and Extension Line Numbers

Tel: 07-5586605

Fax: 07-5563306

Administration Unit	Academic Unit	Ext. Line
Academic Affairs, Admission & Registration Office (AARO)		117/127/179
Account and Finance Office (AFO)		123/228/258
Asset Management and General Affairs Office (AGO)		133/134/145/273
Computer Centre (CCO)		144
Human Resource Office (HRO)		202
Infrastructure Planning, Safety & Security Office (IPSSO)		133/145
Institute of Graduate Studies & Research (IGSR)		215
International Student Office (ISO)		226
Library (Lib)		120
Museum & Art Gallery		165
Planning, Development, Accreditation and Quality Assurance Office (PDAQ)		199/259
Secretariat Office (SEC)		141/157/225
Secretary of Board of Directors		201
Public Relations and Corporate Communication		141
Southern New Media Centre		124
Student Affairs Office/Counselling Unit (SAO)		110/156
Student Recruitment Office (SRO)		121/162/203/229
Direct line		07-5543466
Student Residence Unit-Residential Advisor (SRU)(Female)		137
Student Residence Unit-Residential Advisor (SRU) (Male)		139
Student Residence Unit-Residential Advisor (SRU) (IEB Building)		267
Academic Unit		Ext. Line
Faculty of Business and Management (FBM)		161
Faculty of Humanities and Social Sciences (FHSS)		114/160
Faculty of Engineering and Information Technology (FEIT)		159
Faculty of Art and Design (FAD)		109
Faculty of Education & Psychology (FEP)		234
Faculty of Chinese Medicine (FCM)		152
School of Foundation Studies (SFS)		237
School of Professional & Continuing Education (SPACE)		172/174
Southern Institute of Technical Education (SITE)		173/175
Traditional Chinese Medicine Centre		Ext. Line
Traditional Chinese Medicine Centre (TCM)		207

Freshman Guide

Appendix 1: How to check the timetable for every semester?

Step 1: Go to http://www.sc.edu.my/scen_dev/login.php



南方學院校園網
Southern College Campus Network

登入校園網 Login@Campus Network

帐号: User ID
密码: Password

登入 LOGIN

欢迎使用南方学院校园网
Welcome using Southern College Campus Network

如果您是学生, 学号为您的帐号(以学生证为准)。教职员或讲师, 编号为您的帐号。
Students, please use your Student ID (refer to Student Identity Card) as User ID to login. Staffs and Lecturers, please use your Staff ID or Lecturer ID as User ID to login.

若有任何疑问, 请联络电脑中心, 分机号码为144或电邮致 cc@sc.edu.my
For any inquiries, please contact Computer Center at extension 144 or at cc@sc.edu.my

图书馆网站 Library Home Page
马华文学馆网站 Mahua Literature Centre Home Page
课程名单 Subject Name List
学生电子邮件 Student Email

Develop By:
Southern College Computer Center Development Team.

Step 2: Key in your User ID and Password. (example: User ID=QB1234567890; Password=xxxxxxx)



南方學院校園網
Southern College Campus Network

登入校園網 Login@Campus Network

帐号: User ID
密码: Password

登入 LOGIN

欢迎使用南方学院校园网
Welcome using Southern College Campus Network

如果您是学生, 学号为您的帐号(以学生证为准)。教职员或讲师, 编号为您的帐号。
Students, please use your Student ID (refer to Student Identity Card) as User ID to login. Staffs and Lecturers, please use your Staff ID or Lecturer ID as User ID to login.

若有任何疑问, 请联络电脑中心, 分机号码为144或电邮致 cc@sc.edu.my
For any inquiries, please contact Computer Center at extension 144 or at cc@sc.edu.my

图书馆网站 Library Home Page
马华文学馆网站 Mahua Literature Centre Home Page
课程名单 Subject Name List
学生电子邮件 Student Email

Develop By:
Southern College Computer Center Development Team.

Step 3: After logged into your student account, please click the icon



Step 4: The timetable will be shown in the screen.

Appendix 2: Life 20 (MPU 2412, 2 Credits) / Life 30 (LMPU 3412, 2 Credits)

Learning life should listen, read, and do services and more. So we launch “Life 20/30” to enhance the student’s quality of life.

- a. Seminar:
 - To encourage students to explore different types of academic view and value of life.
 - Every student who attends a seminar will earn 1 point after approval by lecturer in charge.
- b. Classical Books Reading:
 - To promote independent learning and to develop the student’s insight, penetration of an idea, thoughtful consideration and studious reflection.
 - Every book read and the completion of a report or oral discussion with the related lecturer will earn 3 points.
- c. Voluntary Work:
 - To train our students to become people who are willing to work and are always welcome to bring additional value to an organization’s work and understand the significance of “work”, we would like to encourage participation in off-campus community service activities.
 - Voluntary work is minimum 4 hours for each time, more than 4 hours points are accumulated according to the number of hours, 1 hour eligible for 1 point. For instance, 4 hours of service earn 4 points; 6 hours service continuously will earn 6 points, and so on.
 - Voluntary work should be conducted in group. At least four students in each group. A proposal should be submitted to General Studies Centre for approval before the activity. A report should also be submitted after the activity.
- d. Student Exchange and Learning Programme:
 - Students, who participate in foreign student exchange and learning programme which is approved by the School and College for half semester will earn 8 points, for those who participate for one semester, they will earn 15 points.

Remarks:

1. Students should register life 20/30 course in the last semester and submit the life 20/30 passport to GSC before the due date.
2. With every 10 or 15 points accumulated from field 1-4, students will earn 1 credit.
3. Points obtained must include points earned from the area 1, 2 and 3.
4. Students must get 2 credits before they can graduate.
5. Students entering as second year transfers still need to complete 2 credits of Life 20/30, students

are also required to comply with rules 1 and 2.

Example of calculation for Life 30:

Activities	Score
8 Seminars	8
2 Classical Text Reading	6
16 hours Voluntary Service	16
Total Points Earned	30 Points
Total Credit Earned (30/15)	2 Credits

* For more details, please download the General Studies Handbook for GSC website.

Appendix 3: PTPTN Loan Application

BEFORE APPLICATION

- 1) Open personal saving account at CIMB bank
- 2) Open an SSPN-i (Skim Simpanan Pendidikan Nasional) account at Maybank or apply online at the PTPTN website (minimum savings of RM20.00)
<https://www.ptptn.gov.my/esmas-open-acc-web/#/>
- 3) Buy a PTPTN PIN at Bank Simpanan Nasional (BSN) or buy online at the PTPTN website (RM5.00)
<https://www.ptptn.gov.my/elmas-pin-purchase-web/#/register>.
- 4) Buy Two (2) pieces of Stamp Duty (Setem Hasil) (RM 10.00 x 2 = RM20.00)



BRIEFING BY STUDENT AFFAIRS OFFICE (SAO)

- 1) Students may attend the PTPTN briefing sessions conducted by the SAO.
- 2) Apply online via www.ptptn.gov.my. There have four schedules.

Month	Start	End
April	1/4	30/4
May	1/5	31/5
September	1/9	30/9
October	1/10	31/10



AGREEMENT

- 1) After PTPTN is approved, students must download PTPTN Agreements from PTPTN Website and print out 2 sets of PTPTN Agreements and relevant documents.
- 2) Submit the hard copy of the PTPTN Agreement to either SAO or send it to PTPTN KL HQ directly.
- 3) After the loan is credited to the student's account, students must safekeeping the hard copy of the PTPTN agreement that returns from the PTPTN.



END

Appendix 4: Insurance

Student Insurance (Local Students)



All registered students of the Southern University College, are under the protection of the Group PA AIG Malaysia Insurance Berhad Plan. Each student is charged an amount of RM30.00 a year to obtain insurance cover that is arranged by the Southern University College. The Southern University College has a contract with AIG Malaysia Insurance Berhad for the duration from B Semester 2014 onward. The scope and amount covered and also the insurance claiming procedure are as follows:

No	Benefits	Sum Insured (RM)
1	Accident Death and permanent Disablement	30,000
2	Additional Payout for Permanent Total Disablement	20,000
3	Additional Payout for Accident Death on a common carrier	30,000
4	Accident Death on College Premises	30,000
5	Accident Death on Snatch Protection	30,000
6	Accident Medical Reimbursement subject to the sub limits as follows:	Up to 2,000
	e) Accidental Dental Treatment	Up to 750
	f) Traditional Medicine	Up to 300
	g) Physician Benefits	Up to 200
	h) Medical Report fees	Up to 100
7	Daily Hospital Income (up to 120 days)	50 per day
8	Ambulance Fee	Up to 1,000
9	Dengue Recuperation	500
10	Accidental Burns	Up to 3,000
11	Compassionate Visit	Up to 1,500
12	Study Curtailment	Up to 5,000
13	Funeral Expenses	3,000
14	Repatriation of Mortal Remain	Unlimited within Malaysia
15	Mobility Expenses	Up to 5,000
16	Rape Trauma	3,000
17	Snatch Theft	200
18	Education allowance	20,000
19	College/University Event Cover	Included
20	Death due to Dengue	10,000
21	24 hours Travel Guard Asia Pacific Services	Included

***IMPORTANT NOTICE: ALL TERMS AND CONDITIONS SUBJECT TO POLICY CONTRACT**

Claiming Procedure Due To Accident And Illness

- In the event of an accident or illness, a student or parent/next of kin shall:
- notify the Student Affairs Office, Southern University College as soon as possible;
- For personal accident claim more than RM500 and need doctor report, attached herewith certificate of medical attendance form to be fill up by doctor.

-
- provide information based on the checklist and attach any relevant supporting documents. Forms which are incomplete or without relevant supporting documents will not be considered;
 - make copies of the supporting documents using A4-sized paper and certified by an officer from the Professional & Management Group (Doctor); and
 - Forward the insurance claim to the Student Affairs Office within one (1) months from the date of accident or illness.

Claiming Procedure Due To Death

In the event of Natural Death (Illness) or Death (**due to accidental causes**), a parent/next of kin shall:

- make the claim in accordance with the Procedure for Claim due to Accident or Illness in paragraph (b) above; and
- For death claim, please use the same claim form and please submit requirements as below:
 1. Fully Completed Claim Notification Form
 2. Original or certified true copy of death certificate and burial/cremation permit
 3. Original or Certified True copy of detailed post mortem / autopsy report where (applicable)
 4. Police Report on the alleged accident
 5. Both parents photocopy IC and student photocopy IC
 6. Parents' marriage certificate
 7. Newspaper cutting about the accident if applicable

Contact information:

Student Affairs Office

General Line: +607 5586605 (EXT: 110)

Fax: +607 5563306

Appendix 5: Library E-Resources

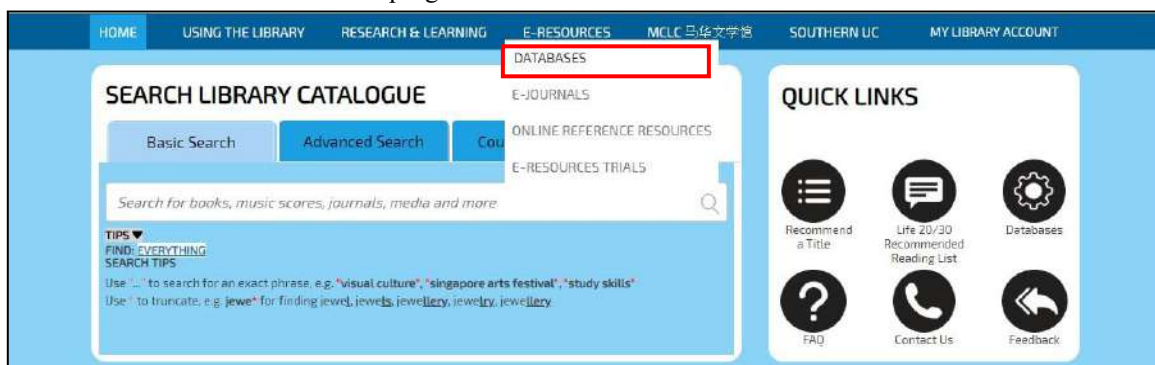
Besides the collection in the library, students, faculty and staff can access to the E-resources that the library subscribes, or other good E-resources that are freely available on the internet.

How To Access

Step 1: Go to the library homepage <http://library.sc.edu.my/>

Step 2: Click on “Databases” under the heading of “E-Resources”.

Step 3: You can explore the databases by title or by subject. “3+0 Programme” is exclusively for lecturers and students of Teesside and Wales programmes.



Introduction of Library Subscribed / Self-Developed Databases

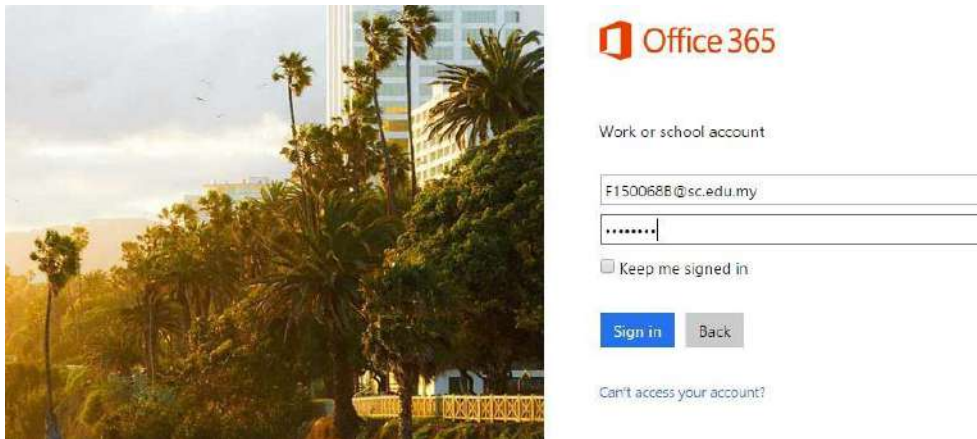
	Database Titles	Contents	Remarks
1	CNKI	<ol style="list-style-type: none"> Journals (Literature/History/Philosophy; Medicine/Health) http://gb.oversea.cnki.net/ Masters' Theses & Doctoral Dissertations (Literature/History/Philosophy) http://gb.oversea.cnki.net/ 	Free on-campus access; 5 concurrent users, i.e. the 6 th user will be rejected to access.

2 ·	ProQuest Ebook Central (formerly known as Ebrary)	It offers more than 140,000 Full Text & multi-discipline E-Books collection. http://ebookcentral.proquest.com/lib/sclib-ebooks	Free on-campus access; Access through E-Learning while off-campus.
3 ·	ProQuest Research Library	The best coverage of the most used popular subjects: Arts, Business, Health & Medicine, History, Literature & Language, Sciences & Technology, Social Science. It provides more than 6,000 titles – over 5,000 in full text – from 1971 forward. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. http://search.proquest.com/index	Free on-campus access; Access through E-Learning while off-campus.
4 ·	Southern UC Digital Archive	It includes 4 self-developed databases: Malaysian Chinese Literature Database, Southern UC Newspaper Clipping Database, Campus Plant Databases, and NanFang Salon Database. http://xsystem.sc.edu.my/	On-campus access.

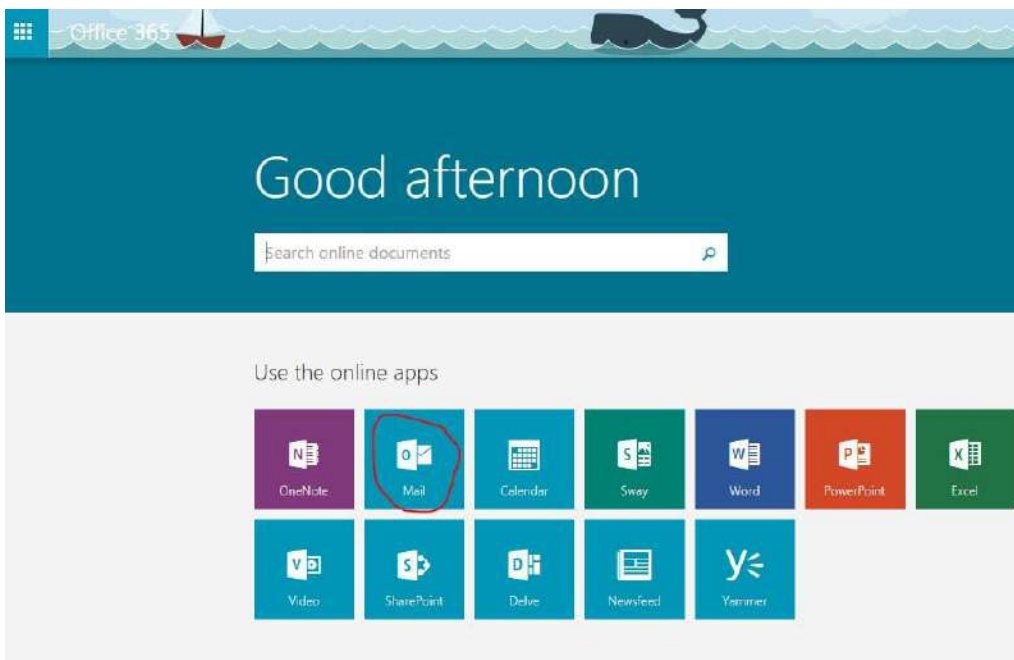
➡ Please contact the Reference Librarian or E-mail libref@sc.edu.my for further information.

Appendix 6: Step for Login Office 365 Email account

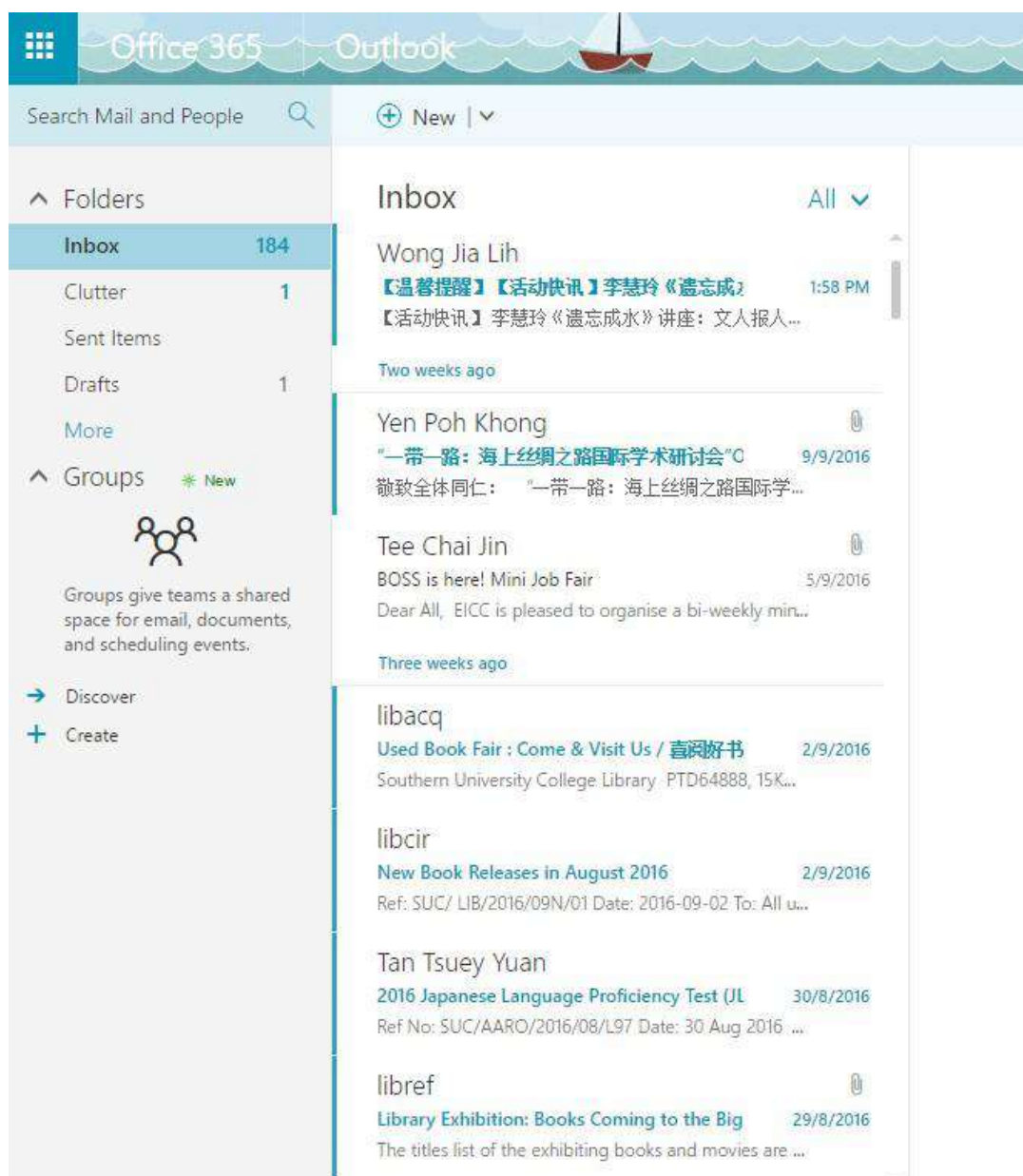
1. Go to <https://login.microsoftonline.com/>
2. Login with your username and password



3. Choice the “Mail”



4. Then you will see your email



Appendix 7: Campus Dress Code for Students



Students should be decently dressed while attending lectures, tutorials, examinations, workshops or any other activities while in campus



Please be reminded to comply with the dress code when you are in campus at all times.

Students who do not dress appropriately may be barred from entering the university premises.

Appendix 8: Campus Security and Traffic Rules

1. Only open to vehicles that with “Southern UC Car Pass Sticker” to enter the campus. [Online Application: Campus Network→Enter Student ID/Password→Choose “Car Pass Sticker”]
2. Vehicles and visitors without Southern UC car pass sticker must have to register at Security Guardhouse before enter the campus.
3. All vehicles must follow to campus traffic directions, road lines, speed limit and legal parking areas.
4. Any illegal parked vehicle is subject to a fine of RM30 to be paid at the Account and Finance Office (Room 123) then present the receipt to Asset Management & General Affairs Office (Room 105) staff to unlock the vehicle.
5. Speed limit in campus is 30 KM/H.
6. The Car Park “C” will be closed from 7:30pm to 6:00am every day. Please move your vehicle to the Main Building parking areas before 7:30pm.
7. Please lock your vehicle and do not put any valuable belongings inside the car. The Campus Management will not responsible for any loss, damage, accident or theft.
8. If vandalism or negligence of any damages, the perpetrators have to bear all the damage costs.
9. The Campus Management or Security Officers / Rela have the right to stop and search any suspicious vehicles, drivers and passengers. Please fully co-operate.
10. The Campus Management reserves all the rights to amend all rules and regulations that are not adequate.

University Shuttle Van Timetable

Petron Bus Station opposite to Guo Guang Primary School↔ Southern UC Main Building Canteen	
Time	Waiting Place
7:30am	Petron Bus Station
9:30am	Petron Bus Station
12:30pm	Southern UC Main Building Canteen
3:30pm	Southern UC Main Building Canteen
5:00pm	Southern UC Main Building Canteen

Notes:

1. SUC Van number is JJV336 (KIA)
2. The fare is RM 1.20 per trip. You may buy the coupons from Account and Finance Office Room 123.
3. Shuttle Van Timetable is subject to change depends on the Academic Calendar. Any changes of the shuttle van timetable will be announced separately.



 www.southern.edu.my |  Southern University College |  +607-5586605



Jalan Selatan Utama, Off Jalan Skudai,
81300 Skudai, Johor



SOUTHERN
UNIVERSITY COLLEGE
南方大學學院