



International Student Service Unit

Under the Supervision of International Student Department of President
College

Enrollment

- Upon successful enrolment students are required to attend to Orientation Program.

Orientation Program

Designed to educate and keep students informed with;

- **Academic Procedure**
- **Semester Requirement**
- **Introduction to all the Department and its function in President College**
- **Introduction to Academic Staff**
- **Services that Students can obtain while they are still studying at President College**



President College Orientation Program

The Orientation Program Tentative includes with the following

- Students will required to go through few series of interactive activity to create the bonding and friendly approached (especially for students who came various nationality and background, culture)
- The Interactive activity will be conducted by Student Affairs Department. Types of activity which will be usually conducted are as such;
 1. Ice Breaking
 2. Group Introduction Activity
 3. Critics on Each Other
 4. Creative Slot (Talent Show)



President College Orientation Program

- Briefing Sessions will be filled right after the activity session.
- Briefing Session Divided into few areas as follow;
 1. General Academic Briefing
 2. Program Based Briefing
 3. Examination Unit Briefing
 4. Registry Department Briefing
 5. Student Services Briefing
 6. Disciplinary Unit Briefing
 7. International Student Office Briefing



General Academic Briefing

- General Academic Briefing will be conducted by the Academic Coordinator of President College.
- The session will include;
 - Introduction to all faculty, programs, and program coordinator
 - Small recap on students pre-requisite that enable them to successfully enter current program.
 - Background about the College eg; establishment information, number of alumni, professional recognition obtain and etc.
 - Communicating the College expectation from students to fulfill the academic requirement.



Program Based Briefing

- Students will be grouped according to program and placed in different venue.
- The program coordinator will provide the program based briefing.
- Generally the briefing include information as such;
 1. The Subject Registration Procedure
 2. The Academic Calendar- how to refer and utilize it.
 3. The Timetable- how to refer
 4. Total Subjects List presentation referencing to credit hour calculation
 5. Introduction to long and short semester
 6. Problems faced by previous international students and ways to no allow it to be repeated.
 7. Intro to Google classroom and its utilization.



Examination Unit Briefing

- The Exam Unit will conduct briefing to provide students with the following information,
 1. Attendance fulfillment throughout semester to be eligible for exam sittings.
 2. Semester Exam Barred List
 3. Continuous Assessments/ Formative Assessment
 - Assignment Requirement
 - Diagnostic Test
 - Quizzes
 - Projects/ Research Task
 4. Marks Calculation for Continuous Assessment
 5. Required standard/quality in completing assignments eg. references, format



Registry Department Briefing

- The registrar of President College will deliver a briefing that will cover the following subjects;
 - The issuance of Progress Report
 - The role of government regulating body while students studying in Malaysia
 - The issuance of Transcript
 - The issuance of Completion Certificate
 - The College role in International Students Documentation
 - The record keeping protocol for International Students



Students Service Briefing

- Students Service Unit operate under the supervision of International Students Office to provide necessary supporting services for International Students.
- Student Service Unit will conduct a briefing session covering the following subjects;
 - Issuance of i-Card
 - Issuance of Student ID- collection,
 - Insurance requirements
 - Traveling Advices and guidance
 - Supporting Letter for Bank Accounts
 - Reference for any legal requirement or police verification



Disciplinary Unit Briefing

- Students Disciplinary Unit plays vital role in ensuring academic procedures to implemented without any interruptions.
- Briefing session from Disciplinary will cover the following;
 - Students Attire within the vicinity of President College
 - Punctuality on attending for classes
 - Code of Ethics while at President College
 - Permitted Absences
 - Continuous Absences without any notification/ information.



International Student Office Briefing

- International Student Office will be last department that will complete the briefing session, with briefing on these area;
 - Document Submission for renewals
 - Finance Requirement for progressing into following year
 - Services provided by International Students Office



Subject Registration

- Subject Registration is one of main component of President College Orientation.
- Subject Registration being conducted by Academic Department to register students into particular intake and to update students contact information for the usage of academic department.
- This step will reoccur at the beginning of every semester to keep in touch with students engagement with the Management of Academic Department.
- Upon Completion of Subject Registration, students will be provided with academic calendar and time table.



Club Registration

- In accordance to develop students talents in multiple area, President College establish club and society to keep international students to be engaged with College apart from their classroom learning hour.
- There total 14 Club in President College from Sport activity based to hobby, and social engagement clubs.
- Involvement of students into club will improve international students social skills, and will help them to adapt into college life easily.
- Each club comes with advisor who will guide the students to lead the club and organize activity to achieve highlighted goals.



Students ID Card

- **Introduction**

Student ID from President College is personal identification document that acknowledge the particular person who hold the document and mentioned in the document recognized as a registered student of President College.

- **Issuance of Student ID**

Student ID for President College students will be issued by Student Service Department under the supervision of Student Affairs, upon successful enrollment of student into a programme under President **College**.



Students ID

- **The Validity of Student ID**

President College student ID comes with the validity period of 3 years upon date of issued. The expiry will be clearly printed in the Student ID for any referral.

- **The Ownership of the Student ID**

The Student ID will always remain as the property of President College and the College reserve the rights to retrieve it from the students at any point of time in the adjunct of necessity.



Students ID

Usage of Student ID

- The usage of **President College Student ID** is bounded under rules regulations set by Ministry of Higher Education.
- Students may use the Student ID to identify themselves as a student within the vicinity of President College facilities.
- The ID number printed in the Student ID designated for programme and registration identification for college internal usage.
- Students also may to use the Student ID to display it at any other places that they need to be recognized as students bound to necessity.



Students ID

- Student ID is an necessary documents to enable to students enjoy facilities provided by the President College such;
 - Students need to wear Student ID all the time while accessing the library and use the library service to borrow book and reference materials.
 - Students need to wear Student ID while accessing Computer Lab and other work station provided for student.
- Students need to present with Student ID while accessing to the sports facility such as badminton court, futsal court and others.



Students ID

- Students required to wear Student ID all the time while participation in any tour, educational activity out of the institution.
- Students required to report in during examination with Student ID and the Student ID must be placed in the table throughout the entire process of examination.
- Students may use Student ID for any purpose of registration and application of any membership that will provide better student life experience for students outside of the college. Provided that the organization or activity must be legal and comes under certain approval.
- Students may choose to use Student ID to obtain any discount or privileges that provided by third party service provider such as restaurants, book stores, purchase of computer gadgets and so on under self-monitored responsibility, since the college would not be responsible for any misconduct or misfortune that occurred during the period of transaction.



Student ID

Limitation of Student ID

- The Usage of Student ID only valid the student is still studying in President College.
- In the event of expulsion or act of withdraw from the College, the student required to return the student back to the College.
- Student ID does not carry any credit value (monetary value) shall not be used for any credit activity.
- Student ID shall not be transferable among students since it's comes with students individual information on it.
- The student ID will be completed invalid after the expiry date mentioned in the Student ID itself.



Academic Session

- Academic session in President College consist of tri-semester system.
 - Tri-Semester System- 3 Semester consists of 2 long semester and 1 short semester.
- Semester Arrangement
 - January –March : Short Semester
7 weeks Classes
 - April –July : Long Semester
14 weeks of Classes
 - August-December: Long Semester
14 weeks of Classes



Academic Session –Short Semester

- January to March –is the academic period scheduled for short semester.
- Short Semester Consist of 7 weeks of classes.
- International Students will be registered with maximum of 3 subjects where the credit hour will be 10 hours maximum.
- The arrangement of classes usually will occupy 3 to 4 days in a week.
- International Students required to participate in students activity on days where they are not occupied with class.
- Each subject consist of 3 hours of classes which will be repeated 2 times in a week.
- On average each international students will spend minimum of 18 hours a week in College for academic session only.



Academic Session –Short Semester

- 7 weeks of classes will be fully occupied for teachings.
- All the assignments will be assigned to student by second week of short semester and the dateline for submission will be on fifth week.
- All the diagnostic test will be conducted accordingly as per stated in academic calendar.
 - 2 Diagnostic test will be conducted during short semester
 - Diagnostic will be marked and will returned back to students for recap and revision purpose.
- The study break will take place on 8th week, usually lecturers are encouraged to conduct revision during this week.
- Week 9 will be scheduled for final examination, where students will be supplied with semester examination timetable one month before the exam date.



Academic Session- Long Semester

- April- July and August –December is the academic period scheduled for long semester.
- Long semester consist of 14 weeks of classes.
- International Students will be registered with maximum of 6 subjects, where the credit hour will be 20 maximum.
- The arrangement of classes usually will occupy 2 to 3 days in a week.
- International Students required to participate in students activity on days where they are not occupied with class.
- Each subject consist of 3 hours of classes, and will be conducted once in a week.
- On average each international students will spend minimum of 18 hours a week in College for academic session only.



Academic Session- Long Semester

- 14 weeks of classes will be fully occupied for teaching.
- There will be multiple assignments assigned to students for each subject throughout the semester.
- All the diagnostic tests will be conducted accordingly as per stated in the academic calendar.
 - 3 Diagnostic tests will be conducted during the long semester
 - Diagnostic tests will be marked and returned back to students for recap and revision purposes.
- The study break will take place on 15th week, usually lecturers are encouraged to conduct revision during this week.
- Week 16 will be scheduled for final examination, where students will be supplied with the semester examination timetable one month before the exam date.



Mid Semester Break

- Mid Semester break usual fall after week 3 during short semester and week 7 during long semester.
- Usually this is time period most of the clubs and society will be conducting their major project or activity.
- International Students are compulsory to participate in those activities and gain points for participation in Co-Curricular in order to gain certificate.
- International are encouraged to collect as much as certificate as possible throughout their study period, in order to build their profile.



Progress Report

- Progress Report is document generated by the Academic Department for International Students.
- There are 2 sections in progress report namely;
 - Marks/ Score for Diagnostic test
 - Cumulative attendance record until progress report time.
- Two progress report will be produced during short semester for students.
- Three progress report will be produced during long semester.
- Progress report will serve as reporting documents for International Students during any legal requirements.



Progress Report

- Progress Report will be attached together with semester results to be submitted with other documents during renewals.
- Marks/Scores in progress report will be adjusted to 100 percent despite the actual marks for each progress report is over 10, this is to make the rating to be more understandable for parents who will be viewing the report to know students performance.
- Overall in year, an International Students should have total of 8 progress report.



Attendance Recording Procedures

- President College Procedures for Recording and Monitoring Students Attendance are intended to assist students to achieve their learning potential. Regular attendance at classes and examination is expected of all students.
- All students are required to be present in classroom throughout the lecturer period as per stated in time table.
- Students are strictly prohibited from leaving the class before the lecture end, for those who did so, will be counted as absent for the whole lecture.



Attendance Recording Procedures

- Students are required to reach at least 80 percent of total attendance for each subject to be eligible to sit for final exam.
- Students who failed to meet the attendance requirement will be barred from sitting for final examination.
- Student who absent for 3 (three) contacts or lectures without any authorization (medical or other emergency) will be given a warning through email and phone call.
- The Final Exam barred list will be published on the 13th week of the semester in notice boards around campus.



Attendance Recording Procedures

- Only those students who permitted to sit for final examination will be provided with exam docket.
- Students who failed to meet the attendance requirement may attempt to appeal to Academic Department and Examination Department of President College by writing a letter to be allowed to sit for final examination.
- Consideration will be given to those students who absences supported with medical related reasons. Students require to attach doctor references letter or any other related evidence.
- Students who have been barred need to redo the subjects in the upcoming semester, all the charges involve for extension of study period will be borne by the students themselves.



Action Taken Against Poor Attendance

- **Counselling**

This can be done by SS or ISO or AC depending on who has get a better nexus with the student.

This is done in a friendly manner to encourage the student to class and find out why the student may have missed the class as well as to point the student to the benefits missed.

The counselling session are meant to foster the family friendly environment we want to encourage at President.



Action Taken Against Poor Attendance

- **Positive peer pressure**

Through Student Services and the student council names of students within this range can be provided to encourage good students to befriend and talk to these students to bring them to a better frame of mind before their behavior degenerates.

- **Reminders from teachers in class**

This ought not to be targeted to specific students but given to students at large within a class where there are some students who fit within these criteria. This could be done via initiatives between SS and AC.



Action Taken Against Poor Attendance

- **Long form written reasons**

Written reasons obtained from students, parents or guardians explaining the absence. If the reasons are not valid or cannot be backed up by cogent evidence then the student is automatically raised to a high grade action.

- **Phone intervention programme**

This is where a member of SS calls the students who are in this category to remind them:

- of the need for attendance
- the next class necessary for them
- The number of classes necessary to be barred from examinations or warrant further action
- Record any reasons that the student may have for non-attendance



Action Taken Against Poor Attendance

- **Reports to the police or other relevant authorities / out of the police list**

Students can also be taken out of the police list that is given to Balai Polis Sentul as the closest police station on record showing the list of our students. proof

- **Reports made to the respective embassies**

Not all embassies are proactive to care for the welfare of their students to the point of attendance. no need



Action Taken Against Poor Attendance

- **Warning letters**

These letters and severity is at the discretion of SS, AC or RG without including suspensions or expulsions which are solely within the purview of the RG.

- **Suspension letters**

These letters are issued to students where there is a breach of attendance resulting in the student failing to adhere to the rules of the college [unexcused three absences in a row]



Student Travelling

President College students are allowed to travel for certain reason.

Student travel involves:

- (a) International students travel back to his/her home country during study period;
- (b) Visiting 3rd country (not student's own country. E.g. Nigerian Student visit Australia); and
- (c) Students participating at International events in foreign countries.



Student Travelling

- Any requirement for clearance from a particular embassy of traveling country need to be attended by the student personally.
- The College or its officer doesn't provide any consultation on embassy matters except will provide Student Confirmation Letter to a particular embassy (if required).
- Students may request Student Confirmation Letter from Students Service Department.



Students Travelling

- **Student travelers are responsible for:**

Seek advice from Student Services Centre on best traveling dates to ensure the travel period doesn't affect the study period;

- **Advice seeking must be prior to student purchasing the flight ticket,**

to ensure the dates of travel has been consulted and meet others aspect of the student's status;

Students are free to purchase flight ticket from any of the airline providers;



Students Travelling

- Active students (non-graduating) who are nearing expiry of his/her student visa must renew the student visa prior to travel;
- Ensure that relevant visas and immunizations are secured prior to undertaking travel;
- **Student MUST report back to Student Services Centre after return from the travel and duly complete Student Reporting Form;**



Students Travelling

- Failure to return on the approved date and reporting to the Student Services Centre, students will be subject to disciplinary action.
- Any changes of the Travel Approval, especially returning date must be notified to the Student Services Centre via email to studentservices@president.edu.my



Students Traveling

- **Travel Authorization Officers/ Student Service are responsible for:**
- Provide advice and consultation on students' travel planning request;
- Ensuring students are aware of the requirements of these procedures and complete the Travel Out Request Form;
- Approve travel out based on travel purposes; suitable travel duration that not affect study period and other important dates; and
- Advise students if the travel could translate into deferment of study due to long travel duration that affect a particular semester.



Deferment of Semester

Deferment of Semester

- As a registered student of President College, students are allowed to defer for maximum duration of three consecutive semester within one academic year.
- Generally President College would not encourage student to defer their semester as it will drag program completion date.
- A student who has been diagnosed and confirmed having a certain health issue/illness by authorized medical officer of any government or private hospital is entitled to request for deferment of semester.



Deferment of Semester

- This entitlement is applicable for the maximum period of 2 semester and will not be counted as part of the total semester life of the student at President College. However, if the student requires more than 2 semester, the case will be referred to Provost depending on the severity.
- A student can also request for deferment of semester for other reason approved by the Academic Coordinator.
- A student may submit the application for semester deferment for upcoming semester or for current semester to Academic Department not later than the 4th week of the semester.



Deferment of Semester

- For the students who is deferred by the President College due to poor discipline conduct, or other misconduct. The deferment period will be counted as part of the students total semester life.
- The Academic Coordinator may approve a further semester deferment (after reaching maximum of 3 consecutive) if the students apply for further deferment, subject to the case and circumstances. The maximum duration of study does not include the period which the student is given deferment.



Progression Into Year 2 and Year 3

- International Students need fulfill the following requirement successfully in order to continue to progress into following year.
 1. Complete 3 semester in a year successfully
 2. No semester deferment took place in between
 3. Pass all semesters with minimum of 2.00 GPA
 4. Pass all subjects with clearing all re-sits if there is any.
 5. No pending payment, clear finance record.
 6. Granted with Students pass for following year by EMGS.



Completion Of Studies

- Students who Have completed all subjects as per-listed during enrollment are entitle to receive completion certificate.
- Fulfill the credit hour requirement for all the course
- Pass all subjects with clearing re-sit if there is any
- Completed with final projects/ internship report being submitted and results marked.
- Students will be asked to bring all semester result for cross verification before issuance of transcript.



Graduation

- Once all study requirements have been met, the student may, after the Academic Department have verified that all statutory conditions for graduation have been met,
- Students may apply for the graduation documents to be issued.
- The assessment by the Study Services should take place one semester prior to registration for graduation.
- Students may choose not to attend the graduation ceremony (depends on visa period left)
- Students may apply for visa extension to attend graduation ceremony.



Graduation Ceremony

- **Graduation** is getting a diploma or academic degree or the ceremony that is sometimes associated with it, in which students become graduates.
- Information on graduation ceremony will be shared with everyone, followed by arrangement process involved all the member of President College family including lecturers, students representative councils, Club and Society members and the board of governors.
- Students required to go through intense preparation for the graduation ceremony.



Progressing into Further Studies

- President College will provide necessary assistance and alumni support for students upon graduation.
- Supporting and recommendation letter for qualified students who intent to pursue further studies in any institutions will be provided upon request.
- The College will open to cooperate to response for any quarries in regards students studies, achievement, academic results and so on.

