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1. POLICE CASES

Students of President will find that most times the Police in Malaysia are friendly and helpful. They have a duty to protect all legal entities in Malaysia and students with a valid visa will also by extension enjoy the protection of the police and the peace of the country. All members of the police in Malaysia can be safely approached with proper manners and decorum. The police in Malaysia are committed to proper crime prevention and do work closely with President to promote safety and crime prevention.

1.1 Engagement with the police

We have, since 2015, begun an active engagement with the police. This means that we are in consistent contact with them and we want to assist them in weeding out student who abuse their visas and break the law. These engagements include:

- ✓ Talks by the police at President
- ✓ Registration of students with the closest police department
- ✓ Reporting of suspicious activity to the police
- ✓ Assisting and coordinating with the police on arrests and investigations

Our belief is that less than 3% of our students are engaged in illegal activities and the problem we have found is that the law breakers are also consistent with being good students. In fact, in most of the cases, we have encountered the students alleged to have broken the law is usually students with full attendance in class. It is easy for us to handle the few students who are truant because our strict discipline measures both before and after; deter students from truancy. But for students who are abiding by the policies of the college and use their time after class for such activities, it is tough for us to know or find out without the means and experience that the police have. Thus, we hope that the active management policies will bring us to a 0% illegal activity roster in President for the benefit of our students, brand and country.

1.1.1 Talks by the Police at President

We aim to hold this at least twice a year, in accommodating the new student arrivals, to try and ensure that all students attend the talk at least once. At the first talk, the following topics were covered for the students:

- ✓ Types of crimes most often associated to students in Malaysia
- ✓ Punishment for sample crimes
- ✓ What is an arrest?
- ✓ Rights in an arrest
- ✓ Records and statistics of crimes in Kuala Lumpur
- ✓ Case study on the computer crimes Act 1997

1.1.2 Registration with the police

We have begun a programme with the Sentul Police Station to register all students with them.



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This will benefit President and our students in the following way:

- ✓ Promotion of safety by knowledge sharing of student populations
- ✓ Protection of the students from unnecessary harm or potential harassment
- ✓ Increase in student discipline with active management with the police

Process

1. President will first write to the police for the opportunity of presenting them with the student data necessary for them to have a proper knowledge management of the students at President. Being cautious of the Data Protection Act 2010, we have decided to opt for a system in which we prompt the police to request the information which would make us more legally secure.
2. The police will respond with a letter requesting for the information of the students and in accordance to details of the students including intake, programmes and years of study.
3. President will send the information via hard copy and an accessible Google Drive for real time access.
4. The drive will be updated monthly whilst the hard copy will be updated every three months.

1.1.3 Assisting and coordinating with arrests and investigations

We encourage all our teams to keep an eye open policy with foreign students. Based on briefings by the police, there are several characteristics of students who may be involved in crimes. The following is a sample but not an exhaustive list of potential flags:

- ✓ Expensive jewellery and accessories [noting that many choose to wear fake goods]
- ✓ The cars they drive do not correlate to a student's life
- ✓ Addresses at expensive areas like Mont Kiara
- ✓ Boasts of business deals to other students
- ✓ Having multiple phones that constantly ring
- ✓ Having local companions that see to live above their means

It is vital to remember that we cannot discriminate the rich and there are many students who have very wealthy parents and would take offence to our characterization of them as suspected criminals. This is why any member of any department can launch a suspect review to SS/OKT who will request RG to conduct a base check which may be done at the discretion of SS/OKT including chatting with friends, checking the background of the parents from the forms provided or asking the student directly.

Where a firm suspicion is confirmed by the initial report, the SS/OKT team and confirmed by the head of ISO then the information can be passed to police officers known by the college. Information usually required for them is:

- ✓ Name of student and passport number
- ✓ Address



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Action will then be taken by the police in assessing the information allocating the suspicion and building a case where it is able to do so. The College will should usually be notified at the discretion of the police.

It is vital that this engagement not be used as in any manner that unjustly penalises, discriminates or used in a manner of revenge for this will severely tarnish the name of the school and the brand that is purported to be in such good service of students.



2. CRIMES AGAINST STUDENTS

2.1 If a crime has been committed to a student

There are two types of crime scenarios that are possible active and inactive crimes. Active crimes are crime in progress that are still going on and inactive crimes are where the crime has already taken place. This follows the orientation briefs by RG for students.

2.1.1 Active crimes

The students here must call the civil emergency responders immediately since it is them who can best assist the students with haste. All students should have access [primarily via orientation] to the emergency numbers relevant to the problem and the general 999 number for all other problems.

Emergency Services Numbers	
Police & Ambulance	999
Fire Brigade	994
Civil Defence	991
St. John's Ambulance	03-92851576
Red Crescent Society	03-42578726
Accidents / Natural Disasters	991
Tourist Police Hotline/Enquiries	03-21496590/03-21496593
Customs	03-87872312
Bukit Aman	03-20319999

Students must be advised by first responders to call directly to these emergency services. Where possible, with and only with proper information, the Student Services Department, primary within the emergency services division [OKT group], can do a cover call or proceed to the closest station identified to the crime to follow up for the student.

Where active crimes have taken place, any immediate responses which are necessary in the eyes of Student Services, except where it hinders the law, may be taken free of checks and to the total temporary discretionary control of any staff handling the issue including emergency payments of up to RM500; reimbursable by the college without question. FN will check the occurrence and assistance provided for the student but



even if a dispute arises, it will effect by way of advice for the following case [where present] but not the existing payments out.

Active crimes are treated as inactive after the fact.

2.1.2 Inactive crimes

These are cases where the student has just gone through a crime. The following steps ought to be taken:

1. All first touch points are first responders

There is nothing to guide a student rationally when something like this happens to them. Usually, we are programmed to call the people we feel closest to. This could be anyone in the College from lecturers to ISO staffs. The rule we have in situations like these are, for whomever the student decides to call, to take the responsibility of being a first responder and holding responsibility of the case until it is over. For sure there will be more and better qualified staff to assist the student predominantly under SS but the staff first called will remain actively there for the student through the process with all HOD's taking cognisance, the role of the staff in their department. First Responders are to inform all qualified or concerned staff on the matter and ensure that due action is taken with haste and to, most importantly, be there for the student.

2. Student services responders

Student services has emergency responders which are active, on 24 hour shifts, holding an emergency phone line with number passes from staff to staff depending on whose responsibility it is on the day. This staffs are responsible for the primary care of the student in the emergency including getting the initial report, securing the student or property, preparing the student for report, logistics to the station, assistance in making the report, any form of assistance to the investigating officer, taking care of the students' needs post report. These responders have a discretionary emergency fund of RM 1000 per student without question.

3. Reports and leave of absences

SS must generate a report via email and send it to ISO, RG, AC, FN and QODIS for each department to take the appropriate action that concerns them including approved leave, where necessary, from classes, notifications in the student file and suspension of payments required from FN as well as QODIS seeing if any policy can be put in place to prevent further such situations for other students.

4. External communication

SS, as soon as able or once in possession of all the facts, should base also on the student's input inform family, friends and sponsors. At President, our policy is and has always been a primary responsibility to our students as prime concerns over and above all else. Thus, all external communication or blockages of communication must be made with consultation of the student. Where the student is not in a position



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to decide then a next of kin must be informed to take the decision making place of the student.



3. CRIMES BY STUDENTS

3.1 If a crime has been committed by a student

We take crimes by students very seriously at President. Students should come here only to study; period. Any student for any reason that engages in any activity remotely criminal will be taken to the harshest punishment. We deliver education and we do the best we can and we expect students who value this and the opportunity of education as well as the opportunity that education gives them. Thus, all departments are responsible for ensuring that none of our students engage in criminal activities and that every case or reasonable suspicion is immediately reported. The clear line of reason also results in every student engaged in criminal activities brought to our attention be treated with the severest punishments internally and subjected to externally.

3.2 Handling the cases

It is difficult for the College to decide how to handle the cases because we have no way of knowing if a student is guilty or innocent. We have the two policies below to guide our handling of the matter.

3.2.1 Presumption of innocence

All who are caught or charged have a presumption of innocence in law. Our point of view at the College is that, this must be earned. If the student is guilty of a previous breaking of rule that is consistent to the crime then such a privilege must be qualified. However, if a student has not shown any propensity in the past and has a good record then the presumption may be accorded to the student. In our experience, in most cases, the students themselves will know whether they are guilty and when caught. Those guilty, will have little challenge to the fact as the police are usually very effective in their arrest and will, for serious cases, ensure that there is substantial evidence for prosecution prior to taking action. There are cases, though, where students are on the fringes of the crime e.g. running away from a police led crime scene, being in the vicinity of a raid and, without guilt, get caught up the case because of fear or ignorance. In these cases, the student usually will plead innocence and in most cases they are and will be released by the police. In these cases, although some form of assistance may be given the students, they are still subject to the same regulations as if the arrest is valid because the decision of guilt is not in our hands and will only be decided upon later.

3.2.2 Types of crimes

There are crimes on Malaysia of various severities. We take all crimes seriously. The following is a sample list of serious crimes to which immediate suspension will be the penalty; pending investigations. There are also crimes in Malaysia, such as being found without a valid document, to which we will treat seriously but discretionarily take some steps to advocate for the student. However, at all times, all crimes are serious and will face the same stiff actions and penalties as the law may hold.



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Crimes against persons

- ✓ Assault
- ✓ Intimidation
- ✓ Rape
- ✓ Kidnapping
- ✓ Murder
- ✓ Manslaughter

Crimes against property

- ✓ Damage of property
- ✓ Burglary
- ✓ Arson
- ✓ Forgery
- ✓ Shoplifting
- ✓ Fraud / swindle / love scam / scams
- ✓ Credit card fraud
- ✓ Embezzlement
- ✓ Impersonation
- ✓ Snatching
- ✓ Extortion / blackmail
- ✓ Bribery

Crimes against society

- ✓ Drugs / Narcotics
- ✓ Weapons
- ✓ Drunkenness
- ✓ Vagrancy
- ✓ Betting
- ✓ Prostitution



4. POLICY FOR CRIMES BY STUDENTS

The College must advocate for students until and unless the students commit a crime and then the bad decision is on them to face the punishment. We broadly interpret three stages to a crime being confirmed and our policy as well as actions as stated below:

Arrest	Presumption of innocence	Temporary suspension
Charge	Balance of probabilities	Suspension
Verdict of guilty	Beyond a doubt	Expulsion

4.1 Arrest stage 1 - presumption of innocence - temporary suspension

Since we do not know if the student is innocent, the College will do the following:

- ✓ Treat all students the same; giving assistance and access to assistance except where the infraction is a serious crime. Here, the College must not get in the way of police investigations, though from time to time, can follow up on the case with the IO [SS/OKT] and provide updates to family or sponsors where applicable.
- ✓ Once a student is caught, SS through the first responder must send a report out to all the departments AC, RG, ISO, FN, SS and QODIS for relevant action.

4.1.1 Checklist for suspension & expulsion

Proper reasons for suspension or expulsion

Suspension before an investigation or a hearing is not used as a penalty. The power to suspend is to protect the College community or a particular member or members, or members of the general public.

Temporary suspension is used only where it is urgent and necessary to take such action. However, a full suspension and expulsion must go through the proper evaluation for merit.

A temporary suspension is justified in the following events:

- ✓ who is a danger to him or herself or others;
- ✓ who is the subject of a misconduct allegation;
- ✓ against whom a criminal charge is pending;
- ✓ who is the subject of a police investigation.

The letter of suspension or expulsion must contain the following:

- ✓ written confirmation of the suspension;



- ✓ the reasons for the decision;
- ✓ the nature of the suspension; and
- ✓ information about the student's opportunity to make representations.

4.1.2 Relevant Actions

RG

1. Information on an arrest may be made known in the following manner [not an exhaustive list]:
 - a) First responders
 - b) Friends make it known to ISO or AC
 - c) Sudden lack of attendance
 - d) Embassy
 - e) Police themselves request for information
2. Information will first be passed as follows:
 - a) First responder
 - b) ISO/OKT
 - c) RG
 - d) All departments
3. RG will confirm the arrest and hold all decisions until a charge or reasonable suspicion of a charge is obtained directly from the IO.
4. When a charge is simple in nature, for example loitering with improper documents, based on the merits of the student's, ISO/OKT will be dispatched to assist the students. If the release is done or made known to be imminent then a basic warning may suffice for the student; where it is not serious [honest reasonable mistake], the warnings can be made by SS either orally or in writing but where more serious, by RG via a discipline warning either with or without cc to parents. This is discretionary for the best merits of guidance to the student.
5. Where a charge is made of a serious crime, as exemplified above, then action must be made for an immediate temporary suspension of the student.
6. RG will come out with a letter of temporary suspension. This is a declaratory letter where there is no need for acknowledgement from the student. Acknowledgement comes from a general notice in a few manner of ways:
 - ✓ Copy given to the student directly or via the IO
 - ✓ Notice placed in general notice areas and ISO
 - ✓ Copy of the letter sent to parents
7. RG will inform all the departments and circulate the notice of the temporary suspension AC, ISO, FN and QODIS.



8. RG will follow up on the case to consider if the next steps of a full suspension and expulsion may be taken or assisting the student for re-entry as the case may be.
9. RG should also obtain consistent status of the case from the IO/PO via ISO/OKT for updates to the departments as follows:
 - ✓ Arrest - not serious - SS assistance
 - ✓ Arrest - serious - RG temporary suspension
 - ✓ Charge - suspension
 - ✓ No bail - suspension continues
 - ✓ Bail - suspension with attendance requirements
 - ✓ Verdict guilty - suspension - shorten - check out memo
 - ✓ Verdict not guilty - overstay clearance by student - withdrawal / expulsion - shorten - check out memo or re-entry process

AC

1. A temporary suspension notice will be given by RG to the AC HOD for action.
2. AC will take action to suspend the student's credit hour progression, attendance, examinations and other academic activities pursuant to the programme.
3. Suspension here will cause the student to be suspended from the programme and continuing the credit hours that have been completed. The student's status will be held in abeyance pending the decision of the authorities
4. When the RG notification is received, AC will communicate the information to the lecturers and students as well as update it on the system for attendance, credit hour and examination purposes.
5. We choose to inform all students of all arrests as a deterrent for students except where the law disallows such communication or police advice against it.
6. The RG notification also applies the information to the general systems including Barracuda.
7. If the student is released then RG will study the case and decide whether the student has breached any rules and behaviour policies of the college leading to expulsion and advice AC accordingly.
8. If the student is cleared of all charges and accepted for re-entry by RG then such a note must be made along with the status of the student in re-entry and the conditions if any for progress.
9. AC will follow the decision and admit the student at the soonest possible time and when doing so, update RG on the progress.



10. Students on bail even though not subject to credit hours and SLT will have their attendance unofficially recorded and sent to RG.

FN

1. Upon a temporary suspension notice from RG, the payments to be paid or pending by students will be suspended.
2. Students' non-academic payments will have to go on as per their existing arrangements such as lifestyle and, where applicable, hostel payments.
3. If this notice leads to an eventual expulsion then the normal fee refund policies will apply and where the students get to re-enter the programme, the fees will unfreeze and continue with no penalty or interest imposed on the students.
4. The policy here is to facilitate students, who are ultimately found not guilty or not charged, so that they are not penalised further than necessary.

ISO

1. Upon receipt of the temporary notice of suspension, ISO will update the status of the student to the master list of Barracuda.
2. ISO will maintain and monitor the status of the student; yellow flagging the case if there is a renewal or SP expiring soon.
3. Students, whose visa expires during remand, must be noted but nothing can be done until the completion of the investigations or verdict. ISO needs to contact the IO for advice on what can be done for the students visa but in most cases the investigations and trial will go on regardless of the student's status and a proclamation order done at the end of clearance of the students overstay and with a special pass which will allow the student to re-enter or to make arrangements to leave.
4. If clearance is obtained from the police then ISO will proceed to provide a special pass for the student pending judgement.

QODIS

1. Here, QODIS is more concerned that such cases do not occur anymore.
2. Consultation will be done by the police on how we can or could prevent the case for future cases.
3. QODIS will work with AC to ensure that the information of the student is used as a deterrent for others.



4.2 Charge stage 2 - balance of probabilities - suspension

RG

1. RG will keep in close contact with ISO/OKT to get updates for the case. When it is prompted that a charge has been levied after remand and the student taken to court and formally charged, then RG should be prompted to advance the case at hand with a full suspension.
2. Between an arrest to a charge, many students may be released for the following reasons:
 - ✓ Wrong place at the wrong time
 - ✓ Improper reaction such as running away in a raid
 - ✓ Too afraid of answering questions properly
 - ✓ Shifty disposition
 - ✓ Improper documentation
 - ✓ Guilty of a lesser charge at the same location
3. However, when the arrest turns to a charge, that would indicate that the police do have sufficient evidence to prosecute and they do not do this lightly.
4. Thus, it can be justified on a balance of probabilities that the student should be suspended.
5. The effect of suspension is a continuation of the temporary suspension, in that, all progress for the course ceases but the student is still required to attend classes or action will be taken to expel the student:
 - ✓ An explanation of this must be presented in or with the notice of expulsion
 - ✓ RG will inform the other relevant departments of the full suspension and update the general notice of such

4.3 Verdict stage 3.1 - beyond a doubt - acquittal [innocent]

If the trial ends with an acquittal or discharge, not amounting to an acquittal, then the student is free to continue their studies at President.

Here, the student will get their discharge papers and a special pass made for the student to resume their studies where the pass has expired.

Otherwise, the student will be treated as a deferred student.

RG

1. Notice to the departments to introduce the student to the programme.
2. Analysis done as to whether the student can resume in the same intake or a more suitable intake is preferred.
3. Notice to re-join given to the student.



4. Student details placed back into general systems and Barracuda.
5. Credit hour calculation resumes for the student.

AC

1. Student placed back into academic cycle based on RG decision.
2. Student resumes credit calculation and attendance and work resumes to be computed.
3. Student will be given one to one sessions to be counselled, tutored where necessary and rehabilitated back into the programme.
4. Students on bail, who have participated in classes, will have to resume their progress and in all probability into another intake with none of their work given value.

FN

1. Meets the student to resume obligations and where necessary create a payment plan for sums owing.

SS

1. Student arranged for counselling for rehabilitation and considerations of barriers to progress e.g. stigma.
2. Students briefed into activities that were necessary that may have been missed.
3. Student given the support and guidance to re-join the cohort.

QODIS

1. Makes a note of the case and its features for acquittal.

ISO

1. Checks the student's status.
2. Ensures the case culminates in a valid visa.
3. Engages EMGS for time lost on the visa [where applicable].

4.4 Verdict stage 3.2 - beyond a doubt - expulsion [guilty]

If the trail ends with guilty verdict then it is usually accompanied with a sentence.

The immediate effect will be the expulsion of the student as the laws of the country supersede the validity of the student's freedom gained under the visa.



The student will have to serve the sentence as meted down by the judge.

RG

1. Notice to the departments to expel the student due to a guilty verdict.
2. Notice to expel given to the student or via the lawyer.
3. Student details placed out of the general systems and Barracuda under expulsion.
4. Report, together with ISO report, to be sent to KPT, JIM [where applicable] and EMGS.

AC

1. Student placed out of the academic cycle based on RG decision.

FN

1. All due payments ceased and money will be refunded as per fee refund policy where applicable. Money can be paid to next of kin or lawyer as instructed and where applicable.

SS

1. Reports for future counselling to be produced with case study in hand.

QODIS

1. Analysis done as to whether such as case can be prevented in the future.
2. Notice is placed for other students to be deterred of such actions.

ISO

1. Shortens the visa.
2. Information to be relayed to the embassy.
3. KPT and EMGS to be informed, via report, via RG.

4.5 If the crime occurs internally

We take all abuses are vital to President because it sets the tone and stage for the quality of students we have. It is vital for us to enforce a safe environment for education for all our students and this enforcement is both based on the laws as well as the policies of our College.

The discipline levels we set for President are as follows. At any point, though, these levels may escalate to a civil law case and students should be told as such of the circumstances at any point warrant it to be filed or reported to the police.



These levels are merely guides and all infractions may be placed within these guides as per policy or discretion, of those and with those who are responsible, according to proper set procedure.

4.5.1 Level Zero - is there a case to be answered

This initial assessment is merely to determine if there is a case to answer. The initial investigation will involve an analysis of any evidence gathered from assignments, text matching software or information gathered from other students or staff.

Any interview with the students involved, should be done in accordance with the rules of natural justice. This means that the student is entitled to:

- a) be given notice of the complaint and the process to be used;
- b) be given the opportunity to respond to the complaint;
- c) the decision-maker(s) must act impartially, honestly and without bias at all times;
- d) have the right to representation, including legal representation

4.5.2 Discipline Level One

Level One (I) disciplinary infractions are those infractions that are to be addressed by the teacher or staff member responsible for supervision of the student(s) when the infraction(s) occur. Disciplinary action, intervention, or prevention shall be optional.

Abusive / intimidating language / gestures	The use of intimidating language, foul language or gestures that are meant to threaten, harass, harm, embarrass or bully another student
Campus misconduct	Inappropriate conduct on school property or at a President event, that includes but is not limited to; hallway misconduct, cafeteria misconduct, inappropriate public displays of affection
Classroom misconduct	Inappropriate conduct during an academic class that includes, but is not limited to; off task behaviour, behaviour that disrupts the learning environment, general horseplay
Dishonesty	Giving false information to a staff member or teacher; includes academic dishonesty or scholastic dishonesty which includes but is not limited to; submitting another's work as one's own, using crib notes on a test, making a false allegation regarding the conduct of another student or committing plagiarism, regardless of means
Inappropriate dressing	Wearing clothes that are unacceptable for school or President sponsored events; appearing at President in a manner that disrupts the learning environment; violation of district dress code



Inappropriate use of an electronic personal device	Inappropriate use of a personal electronic device, to include but not limited to; cell phones, MP3 players or video games, that, regardless of means, is disruptive to the classroom or learning environment
Insubordination	Refusing a reasonable request from a staff member
Unexcused tardiness	Being late to class or school activities without permission; unaccounted for during portions of a marking period
Unexcused absence	Being absent from class, designated marking periods or school activities without an excuse

Responses to Level One breaches

- ✓ Teach and re-teach expectations
- ✓ Verbal warning
- ✓ Teacher student conference
- ✓ Loss of College privileges
- ✓ Loss of academic credits [subject to AC and RG]
- ✓ Detention
- ✓ College based community services
- ✓ Behaviour plans or contracts
- ✓ Peer mediation
- ✓ Time - out
- ✓ Added assignments
- ✓ Compensation
- ✓ Confiscation
- ✓ Warning letters
- ✓ Public shaming

4.5.3 Discipline Level Two

Level Two (II) disciplinary infractions are those infractions that are to be addressed by a department head or senior supervisor. Disciplinary action, intervention, or prevention shall be optional but warning letters will be a must.

Abusive language	The use of foul language to another student or staff
Altering records	Altering official College records, to include but not limited to: attendance, academic work, academic grades, attendance phone calls
Campus misconduct	Inappropriate conduct on school property or at a school event, to include but not limited to: hallway misconduct, class misconduct, and/or inappropriate public displays of affection
Continued level (I) infractions	Second offences from level one



Fighting	Physical contact between two or more students that does not result in serious injury or hospitalization
Harassment	Behaviour by a student or group of students aimed at tormenting, embarrassing or confusing, by continual persistent attacks, questions, or pestering, another student or group of students
Insubordination	Wilful disobedience or open and persistent defiance of proper authority
Improper use of personal electronic device	Inappropriate use of a personal electronic device, to include but not limited to: cell phones, MP3 players, or video games, that, regardless of means, is harmful to other students, staff and/or is detrimental or disruptive to the learning environment
Mistreatment of other students	The physical mistreatment of another student, on College grounds or at school-sponsored events, that does not warrant fighting, bullying, Level (III) violent acts, or violent acts prohibited by law.
Unauthorized absences	A repetitive pattern of being absent from class or school activities without an excuse
Use of tobacco on campus	The unlawful possession or use of tobacco or nicotine delivery devices on College property or at College sponsored events
Violation of acceptable use agreements	Where a student has abused policies set out in the college leading to a serious abuse
Theft	Wilfully taking property of another without permission
Weapons possession	The inadvertent carrying or possessing of a standard weapon on College grounds, College property, or at College events
Defacing College property	Damage or abuse to College property
Possession and or distribution of obscene materials	The possession or distribution of materials, on College grounds or at College-sponsored events, which slanders, defames, harms another or is obscene to the educational environment

Responses to Level Two breaches

- ✓ Teach and re-teach expectations
- ✓ Verbal warning
- ✓ Teacher student conference
- ✓ Loss of College privileges
- ✓ Loss of academic credits [subject to AC and RG]



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- ✓ Detention
- ✓ College based community services
- ✓ Behaviour plans or contracts
- ✓ Peer mediation
- ✓ Time - out
- ✓ Added assignments
- ✓ Compensation
- ✓ Confiscation
- ✓ Warning letters
- ✓ Public shaming
- ✓ Temporary suspension

4.5.4 Discipline Level Three

Level Three (III) disciplinary infractions are those infractions that are to be addressed by a department head or senior supervisor or where the case may be appropriate an interdepartmental committee. From this point, coinciding legal action is optional.

Prohibited act of policy or legal minor offences	Behaviour that violates national, state, or local law, including but not limited to; false alarms, malicious mischief, traffic violations or minor offences occurring on College property, any type of direct or implied threat to secure money or any favour from a fellow student (extortion), use of weapons no matter how minor, initiation of underclass students, hazing or interference with staff and faculty.
Alcohol	The possession, purchase, use, or distribution of substances that contain any amount of alcohol on College grounds or during College sponsored events.
Assault	The commission of an act by a student that would be third degree assault, if committed by an adult; when a person knowingly or recklessly causes bodily injury to another person
Level (III) Infractions	These are same or similar infractions to level (I) or (II) but of a more serious nature
False allegations	False allegations of a serious nature or consequence
Harassment	A pattern or repeated harassment that is or is borderline criminal
Habitually disruptive student	Any student who causes a material and substantial disruption on College grounds or at a school activity or sanctioned event three or more times during an academic year.



Responses to Level Three breaches

- ✓ Suspension
- ✓ Civil charges
- ✓ Police report
- ✓ Extreme discipline protocol
- ✓ Report to embassy
- ✓ Parent or guardian letter
- ✓ Final warning prior to expulsion
- ✓ Expulsion [where appropriate]
- ✓ Compensation
- ✓ Remedial discipline plan [RDP]
- ✓ Exclusion

4.5.5 Discipline Level Four

Level Four (IV) disciplinary infractions are those infractions that are to be addressed by a department and information must be relayed to the Chief Executive or Registrar. From this point, coinciding legal action is practical.

First or second degree assault	The commission of an act by a student that would be first or second degree assault, if committed by an adult; when one, with intent to cause serious bodily injury to another person, causes serious bodily injury to any person by means of a deadly weapon, or with intent to cause bodily injury to another person, causes such injury to any person by means of a deadly weapon
Firearm	The possession of a firearm operable or inoperable
Drug offences	The possession, purchase, use, distribution, sale of any amount of any controlled substances
Possession of confidential information	The possession of confidential information related to the college, academics or staff
Robbery	The commission of robbery

Responses to Level Four breaches

- ✓ Suspension
- ✓ Civil charges
- ✓ Police report
- ✓ Extreme discipline protocol
- ✓ Report to embassy
- ✓ Parent or guardian letter
- ✓ Final warning with direct expulsion
- ✓ Expulsion [where appropriate]
- ✓ Compensation
- ✓ Exclusion



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4.6 Review of actions towards students

A student has five [5] working days to respond to any action taken towards the student. Except in cases of arrest and legal issues, where students are incarcerated, student have the chance to defend their position to an appointed member of a staff or committee to present their case against action.

Once the review is done a written notice of decision will be presented to the students.

Students will have seven [7] working days to reply the notice of decision in writing.

A final decision of confirmation or amendment will be made and sent to the student and cc'ed to all departments.