



INTI International
University & Colleges™

YOUR FUTURE BUILT TODAY

STUDENT HANDBOOK

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Academic Policies

Assessments

The student course evaluation consists of continuous assessments during the semester and one final written examination at the end of the semester.

The continuous assessments contribute **60%** of the total mark, while the final examinations contribute **40%** of the total final marks, which add up to **100%**.

The student is required to pass the total components with **fifty percentages** as stipulated on the course structures in order to pass the subject.

For IT and Computer Science - STUDENTS ARE REQUIRED TO “PASS” BOTH CONTINUOUS AND FINAL ASSESSMENT IN ORDER TO PASS THE SUBJECT.

Additional Information: A grade C or a pass mark of 50% can only be achieved when the student attempts both the coursework and final exams.

Grading Scale – DMEN / DQS / DITN / DCS / CIT		
GRADE	MARK RANGE	GRADE POINT
A+	90 – 100	4.00
A	80 – 89	4.00
A-	75 – 79	3.67
B+	70 – 79	3.33
B	65 – 69	3.00
B-	60 – 64	2.67
C+	55 – 59	2.33
C	50 – 54	2.00
C-	45 – 49	1.50
D	40 – 44	1.00
F	0 – 39	0.00



Academic Regulations

Direct Promotion to the next semester of studies

It is necessary for students to **pass all the registered courses** of the semester before they can be promoted to the following (higher) semester.

Partial Promotion to the next semester of studies

This refers to the situation where students, **GPA less than 2.00 for any one semester** (warning Status). For example, students who have enrolled for 4 subjects and have failed one or two subjects are required to repeat the failed subject/s.

Depending on the extent of the failures and the academic history of the students, these students may be recommended and required by the Examination Board or the Head of Programme to do only two, three or four subjects until they have improved in their academic performance. For students' GPA less than 2.00 for any two consecutive semesters will under Probation Status.

Please take note that once a student failed any subjects, he/she will no longer able to follow the study plan.

In this unfortunate event, students cannot request the school to change the timetable if there is any clashing of subjects due to repeating certain subjects.

If there is any clashing of timetable, student will not be allowed to enroll into that subject.

Study Plan may change from time to time depending on circumstances.

Students are not allowed to take more credit hours than amount allowed.

For long semester, maximum is 20 credit hours, for short semester is 10 credit hours.



Dismissal from the Programme

Students with GPA less than 2.00 for any three consecutive semesters will be advised to leave programme.

Failed a subject or semester for three times or more will also be asked to leave the programme.

They are not allowed to enrol for the following semester. They may appeal to the Head of Programme, Dean and Dean of Academic Office for readmission.

Suspension for one semester of studies

This is one of the punishments imposed by the College Disciplinary Committee to students caught cheating in examination or misbehaving in their classes or in the college grounds.

Dismissal from College

Students can be dismissed from the college under the following conditions:

- Directed by the Disciplinary Committee as a result of **misbehaviour** in the college or **cheating** during an **examination/test/assignment/incident**.

Absenteeism

INTI International College takes a very serious view of students' absenteeism from classes.

Students who are absent from **4 lectures** will be given **warning letter**.

The students will be **barred from taking the final examination** after being absent for the 9th times (or 20%)

However, students can appeal with the normal appeal procedures to sit for the final exam. But please bear in mind that these appeals are subject to the Head of Programme and Dean's approval.



Plagiarism, Cheating and Collusion

Plagiarism, cheating and collusion are regarded as very serious offences. Students will be asked to sign a declaration stating that they will not be plagiarised.

- **Plagiarism:** The representation of another person's work as the candidate's own work, either by extensive acknowledged quotation or paraphrasing or by direct copying of another person's work.
- **Cheating:** Attempting to gain unfair advantage during examinations or other assessments.
- **Collusion:** The representation by a candidate of work that he or she has undertaken jointly with one or more other person(s) as being his or her own work undertaken independently of the other person(s).



Honouring Excellence

Presidents' List

Certificates of Presidents' List are awarded to the top students who obtained a **GPA of 4.00** in the semester. The subjects should not be repeating subjects or which had been given exemptions during the period under consideration. The number of subjects must be at a minimum of 12 applicable credit hours.

Deans' List

Certificates of Deans' List are awarded to students who obtained **an average a GPA more than 3.50** in the semester. The subjects should not be repeating subjects or which had been given exemptions during the period under consideration. The number of subjects must be at a minimum of 12 applicable credit hours.

Award of Diploma

You will obtain a copy of **“transcript”** which consist of **all the subjects you have taken including those you have failed (if any).**

This **“transcript”** will also contain your **final CGPA** which would decide whether you are eligible to enter university or not.

Graduation Ceremony

Graduation ceremonies are held once every year to mark the successful completion of the students' studies at INTI.

Parents of graduands are invited to this graduation ceremony.



Receiving Your Credentials

Issuance of Diploma Certification

The Diploma Certificates are issued by the Office of Admissions & Records (OAR) to students who successfully complete the Programme.

Students can collect their certificates and transcript personally at OAR office or apply by post.

The OAR personnel will inform the graduands /applicant when the certificates would be issued. It is advisable to check with OAR if students have not received their certificates after the promised period; as these may have been lost in the mail.

Issuance of the Official Grade Transcripts

A transcript is a document indicating all the courses taken by the student and the corresponding grades achieved from semester 1 to semester 7 of the diploma programme. This document is also issued by the OAR.

Two copies of the Official Grade Transcripts are provided free of charge to students who are eligible to receive their Diploma certificates. A fee is chargeable for each additional set.



COVID-19 Guidelines

All lectures, tutorials and practical are to be conducted via physical/hybrid subjected to directions by Ministry of Higher Education (MOHE) and INTI International College Subang.

Please contact the lecturer in charge of your respective subjects for guidelines on joining online lectures/tutorials/practical.

All students are required to adhere to strict SOP set by the college.

Timetable can be accessed via ecampus.inti.edu.my.

Any queries can be directed to Head of Programmes and Dean directly.

