

### 1.1 GENERAL

Students are expected to be familiar with adhere to regulations relating to specific areas of the college, including examination and assessment procedures, health and safety, computer, communication systems plus associated software and media and the use of laboratories, workshops and other specialized facilities.

Students are also required to be familiar with the rules and regulations stated herein and are required to follow them in letter and spirit. These rules may undergo changes from time to time (which will be notified). Students are required to read all notices and take note of changes or additions to the rules and regulations. Ignorance of rules and regulations is not considered a reason for non-conformance. Also, precedence of applicability or non-applicability in other cases is not admissible. In case of any ambiguity in the rules and regulations, the college reserves the right to interpret the rules and such interpretations are binding on all concerned.

### 1.2 ASSESSING CAMPUS GUIDELINES/DRESS CODE

Kasturi School of Accountancy, Malaysia is a professional establishment and students of the center are generally perceived as professional trainees. As such, their attitude must be compatible with the public image of Kasturi School of Accountancy, Malaysia. Students are expected to dress sensibly and discreetly and are to adhere to the following conditions and guidelines:-

- Students must be well dressed, wearing clothes that are smart and neat
- Sloppy, crumpled or provocative is not acceptable
- Slippers, flip-flops, open toes sandals, singlet, shorts, torn jeans, etc are not allowed
- Students must be polite at all times
- Female students are to dress modestly and discreetly at all times; see through materials are strictly prohibited
- Students must wear their Student ID Card prominently
- Any losses for ID card or lanyard will be charged RM5 each

### 1.3 ATTENDANCE & CLASS SCHEDULES

Being present at all lecturers, tutorials and practical sessions is mandatory. Attendance is monitored regularly. Students whose attendance falls below 85% will not be eligible for the taking of examinations. In case students are found to be irregular in their attendance, without notice, they should provide evidence in writing for reason of absenteeism. Students, who fail to do so, will have their parents notified via a formal letter. In the case of International students, their respective Embassies will be notified via a formal letter.

If there are any circumstance beyond the control of the student that has affected the academic performance of the student (medical, bereavement, etc), this should be informed in writing (Non-Attendance Form), as per the campus regulations.

#### 1.4 UPKEEP OF FACILITIES

Kasturi School of Accountancy endeavors to provide a comfortable, conducive and professional environment for all its students. Thus, we expect a high sense of responsibility from our students concerning the upkeep of our physical premises in the following manner.

- Students are requested not to enter restricted areas except when authorized by administrative or lecturing staff
- Students are expected to be considerate when using common facilities like toilets, lobby areas, lifts, corridors etc. Care should be taken to keep these areas clean and tidy. Excessive noise and horseplay in these areas are strictly prohibited
- Students are not permitted to receive visitors or telephone calls during classes, except in cases of genuine emergencies.
- Students found littering the premises (including all areas within and around the campus) are liable to be penalized. In addition, no equipment or furnishing may be tampered with, removed from or moved within the classroom or laboratories
- No eating or drinking is allowed in any area other than the cafeteria, inclusive of corridors and rooms
- Students wishing to make use of campus facilities for special functions e.g. parties, get-togethers, orientations, etc. must first seek authorization from the Student Service Manager and such functions shall be organized in accordance with the guidelines issued by Head of School or the Academic.

#### 1.5 BEHAVIOUR AND GENERAL CONDUCT

Kasturi School of Accountancy aims to produce graduates with a deep of self-respect, responsibility and professional etiquette. As such, students are to bear the following in mind at all times:

- Students are expected to be courteous and to behave with dignity and propriety
- Students are expected to comply with instructions given by the lecturing and or administrative staff
- Smoking is strictly prohibited. Vandalism is a public offences and is views very seriously
- Students are expected speak politely at all times

Students are expected to turn off personal mobile communication devices such as hand phone, while on campus (e.g. Lecture rooms, labs, library, reception, administration etc)

**1.6 TEACHING AND LEARNING**

Lecturers are authorized to conduct lectures/tutorials/laboratory sessions using processes and techniques which are deemed suitable for providing the learning experience acceptable at a higher education level. All students are required to follow the instruction of the lecturer in this regards and cooperate fully in implementing the activities suggested by the lecturer. Students are all called upon to realize their learning responsibilities as students of higher education.

Lecturers are not the center of learning, rather they are facilitators, and students are at self-learning under broad guidelines and directions of lecturers. As a consequence, a considerable part of topic may be included under Student-Centered Learning/Directed Self-study. Students not used to such learning style may find themselves struggling initially, but soon would realize that it is a rewarding experience. Tutorial sessions also might be designed in such a way to provide students with opportunity to research, discuss, experiment, critically analyze and requiring research and judgment and not covered in lectures directly. Examinations also carry some questions, which are aimed at testing skills/knowledge acquired through student-centered learning. In student centered learning, lecturers have a bigger responsibility as facilitators and guides, not merely information transmission agents.