



STUDENT HANDBOOK

DISCLAIMER

Synergy College strives to ensure the accuracy and reliability of the information contained in our student handbook. While every effort is made to verify the accuracy of information, Synergy College reserves the right to revise, amend, or change items set forth in this student handbook from time to time.

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SYNERGY COLLEGE

FOREWORD

Established in 2001, Synergy College is a significant contributor to the field of professional and skill education in Malaysia.

Currently, the college is offering various Skilled Vocational Diploma and International Professional Qualifications to local and international students. We are an accredited International College from JPK, Malaysia.

Students are eligible to apply government study loan through college. While delivering the government accredited skilled vocational program, we do prepare the students to sit for international professional examination. Most of our students are capable to obtain double qualifications.

All these programs are in the areas of high demand and are well recognized by local and international industries. Our students undergo a learning system that is holistic and equipping them with the skills and relevant knowledge that can keep them in good stead as they join the workforce.

WELCOME TO SYNERGY COMMUNITY

VISION

Synergy College will be a world leader in the integration of:

- Teaching and learning.
- Advancement of the knowledge base through research.
- Leadership in service and outreach.

OUR MISSION

The Mission of Synergy College is to provide career-focused quality education that caters to the intellectual, social and cultural needs of learners.

PROGRAMME AND CLASSES

DURATION OF STUDIES

Programmes offered by Synergy College vary in duration according to the type and level of the programme.

MALAYSIAN QUALIFICATIONS FRAMEWORK: QUALIFICATIONS AND LEVELS

MQF Levels	Sectors			Lifelong Learning
	Skills	Vocational and Technical	Higher Education	
8			Doctoral Degree	Accreditation of Prior Experiential Learning (APEL)
7			Masters Degree	
			Postgraduate Certificate & Diploma	
6			Bachelors Degree	
			Graduate Certificate & Diploma	
5	Advanced Diploma	Advanced Diploma	Advanced Diploma	
4	Diploma	Diploma	Diploma	
3	Skills Certificate 3	Vocational and Technical Certificate	Certificate	
2	Skills Certificate 2			
1	Skills Certificate 1			

COMMENCEMENT OF CLASSES

In each of the semester, there is an allocation of approximately two weeks of final examination at the end of the semester. Thus, in general, there are 2 semesters per year.

Students (new and existing) are required to attend the very first classes at the beginning of the semester to avoid missing important information that may affect lessons for the whole semester. The timetable is usually made available at the College system.

CLASSROOM CONDUCT

It is the right of each student to participate in his/her learning and it is the responsibility of each student not to interfere with the learning of other students. Policies governing the classroom will be provided in each course syllabus and students who violate one or more of these policies will be subjected to disciplinary action.

ATTENDANCE REQUIREMENT

The student is required to achieve 85% attendance for each subject undertaken. Students who are unable to meet the 85% attendance will be issued with a Poor Attendance/Absenteeism Letter and will subsequently be barred from sitting for the final examination by the lecturers and will be awarded with no marks, unless there is a written appeal/explanation with supporting documents (Examination barring is at the discretion of the Schools).

Students who are on medical leave must provide a certified Medical Certificate from a recognized Medical Practitioner immediately in the following class after his/her medical leave.

Besides medical reason, requests for any absences are to be apply in Students Leave Management System, indicating the reason and the duration of the requested leave. Supporting documents must be attached. The approval for leave of absence will be decided by the School.

COURSE STRUCTURE AND COMPONENTS

Each subject has a predefined structure/outline. Students are advised to obtain this structure/outline from the School if not already given. A subject may have several assessment components that aim to contribute towards the achievement of the learning outcomes of the subject. Students have to complete all components as prescribed for the subject.

Assessment components are spread over the entire semester for better assessment and evaluation of the learning outcomes at each and different points of time. The system is also aimed to enable students to gather marks throughout the semester instead of being evaluated on a concentrated 100% final examination.

WITHDRAWAL POLICY

Withdrawal from studies applies to circumstances when a student voluntarily wishes to leave the College permanently. Before making a decision to withdraw, students are strongly advised to meet with his/her Programme Leader / Academic Advisor / etc., to discuss the options available (e.g. deferment of studies, financial assistance).

ASSESSMENT & EXAMINATION

Assessment is essential as it helps students learn and also guide students in their development. It is an on-going process that helps to track and monitor the learning progress and measure the achievement of learning outcomes accurately.

The assessment tasks are directly related to the objectives of the registered subjects. The assessment modes adopted within the programme will be sufficiently varied to enable the student to develop the full range of knowledge and competencies. The coursework (e.g. tests, quizzes, assignments, projects and / or other course components) and examinations will serve as evaluation tools to assess the student's performance and the marks will be recorded at all stages. Students are required to attempt all the different assessment components in order to pass the subject.

WEIGHT OF ASSESSMENT UNITS

BIL	COMPONENT	ELEMENT	WEIGHT OF ASSESSMENT UNITS		
			LEVEL 1 & 2	LEVEL 3	LEVEL 4
1.	EVALUATION OF COURSE WORK (PKK)	KNOWLEDGE ASSESSMENT	21	21	24
		PERFORMANCE ASSESSMENT	49	49	36
		TOTAL	70	70	60
2.	FINAL EVALUATION	KNOWLEDGE ASSESSMENT	9	9	16
		PERFORMANCE ASSESSMENT	21	21	24
		TOTAL	30	30	40
	TOTAL		100	100	100
3.	FINAL PROJECT				100
4.	ON JOB TRAINING			100	

SYSTEM GRADING AND MARKING

Grade	Value Credit	Score Range	Skill Level
A	4.00	95.00 – 100.00	Excellent Skills
A-	3.70	90.00 – 94.99	
B+	3.30	85.00 – 89.99	Well Skilled
B	3.00	80.00 – 84.99	
B-	2.70	75.00 – 79.99	
C+	2.30	70.00 – 74.99	Competent
C	2.00	60.00 – 69.99	
F	0	0 – 59.99	Not Competent

FINAL EXAMINATION RULES & REGULATIONS

Final examination normally contributes 60% of overall assessment weightage. Hence, it is important for students to understand the Final Examination Rules & Regulations clearly. Students are required to check with the Examination Department if he/she has any inquiries regarding the rules and regulations.

Operating Hours

The operating hours of the **Examination Department** are:

Location: Operation Hours:
Synergy College 8:00a.m. – 05:00p.m.

STUDENT & ALUMNI CENTRE

Student & Alumni Centre (SAC) is the point where the dedicated service team renders diligent service to students in terms of pastoral care, student activities, clubs and societies, and in the provision of a whole range of events that support and promote students personal development and quality campus life.

SAC exists to support Synergy College's effort in providing students a holistic, pragmatic learning experience and fun campus life.

STUDENT LIFE & SERVICES

Synergy offers a variety of co-curricular activities that aim to provide students with opportunities for personal development and in engaging in social interaction. Along with the pursuit of academic excellence, student co-curricular activities serve as a platform to equip students with essential soft skills to enter the workforce through hands-on experience gained through involvement in student activities including but not limited to skills such as leadership, interpersonal skills, team work, and problem solving skills.

CAREER AND COUNSELLING

Designated staff will facilitate students' career development and transition from high school into college/university and from college/university into employment by providing career planning and counselling services. Counselling services provided are free and are held in confidence.

Services and Programmes Rendered

- Career Development
- Personal Development
- Individual and Group Counselling
- Outreach (Mental Health Awareness Programs)
- Peer 2 Peer
- Private & Confidential

GLOBAL CAREER PLACEMENT SERVICES

Through our close relationship with our partner universities, we are able to provide you with lots of information on what to expect so you can be fully prepared for your trip.

Job Placement

Our main objective is to **conduct job placement/internship** for our students and alumni to their relevant industries.

We also run **Careers Fairs, Employment Events, industry visits and talks** to provide the opportunities listed below:

- Learn more about different industries and organisations, and find out where your degree can take you
- Meet potential employers face to face
- Find out more about internships, vacation work, final year and graduate positions
- A platform for alumni to meet current students for employment
- Employer campus presentations
- Career workshops and interview training

HEALTH AND WELLNESS CENTRE

Synergy is dedicated to ensuring the health and safety of its students. It includes the provision of:

- Prescribes stat dose medication only for mild illness (Fever, cough, gastric and headache)
- Dressing for minor cuts and bleeding
- Check up for blood pressure and glucose monitoring
- Health and safety awareness as well as outreach programmes

Operation hours : 8:30a.m. – 5:30p.m. (*Monday-Friday*)

SYNERGY Medical Emergency Contact No: +6012 – 4346 832

GENERAL RULES & REGULATIONS

1. **Students must be properly attired at all times on campus.**

RECOMMENDED ATTIRE:

<u>Male students</u>	<u>Female students</u>
<ul style="list-style-type: none">• Respectful and neat pair of jeans/slacks/long sleeved shirts/ suits/ blazers.• Proper sports attire during physical exercise.• College T-shirts during T-shirt day or College event. Formal attire with neck-tie during presentation/seminar/talk.	<ul style="list-style-type: none">• Respectful and neat blouses/blazers/ jeans/slacks.• Proper sports attire during physical exercise.• College T-shirts during T-shirt day or College event.

INAPPROPRIATE ATTIRE:

- ❖ Students are advised not to wear sandals/slippers/ short pants/ halter tops/ tank tops/ tops with bare shoulders/ wrinkled shirts/ undershirts on campus.
- ❖ Male students are not allowed to put on earrings or studs.
- ❖ Male students are advised to ensure that their hair is always short and neat.
- ❖ Colored hair is not permitted.
- ❖ Female students are not allowed to wear mini skirts.



2. Students causing damages to College property will have to pay full compensation.
3. Should there be any changes to residential or permanent address, students are required to notify the College immediately.
4. No student is allowed to be absent from lectures, tutorials, practicals or examinations without approval or valid reasons.
5. Students furnishing false information or documents may be dismissed without prior warning.
6. For all matters pertaining to discipline and conduct, the decision of the Disciplinary Board is final.
7. Gambling and smoking are strictly prohibited within Han Chiang College premises.
8. Synergy – Smoke Free Zone
The NO SMOKING policy does include all student rooms. Residents who do smoke must do so outside of the residence halls. Smoking in stairwells or in close proximity to student rooms is not permitted. Those concerned with the effects of second hand smoke will appreciate your consideration. Persons interested in assistance to quit smoking will find useful programs and information available at Health and Wellness Centre.
9. Students must obtain official approval from the Student Affairs Section for the display of notices/posters/other promotional materials.
10. It is compulsory for students to buy their own insurance. Synergy College and its management will not be held responsible for any injuries to students caused by accidents, etc.
11. Students must observe the rules and regulations of the College in terms of payment of fees, attendance during lectures, tutorials, practicals, examinations and participation in industrial training.
12. The College shall not be responsible or liable for any damages to students' properties or injuries to students caused by the misuse or unauthorised use of College equipment in the College premises.

STUDENT IDENTIFICATION CARD

The Student Identification Card will be issued to students once the first semester fees. The Student Identification Card is issued at the Admissions Department from Monday to Friday between 10.30 am - 12.00 pm and 2.30 pm - 4.00 pm. Students are required to display their ID cards at all times while on-campus.

- Access to Library and Computer Labs
- Bookstore
- Photocopy Service
- Hostel residents
- All students related events/activities bookings

SAFETY TIPS

- These are some basic precautions that students should follow no matter what city or country they are visiting. These precautions include:
- Walk with a friend as much as possible. At night, wait for buses with other people. If in doubt, call for a taxicab. Never hitch-hike or get into a car with someone you don't know.
- If you drive, never give a ride to a stranger. Park your car in well-lighted parking structures or on streets where there are many people. Lock your car and use an alarm system. If you feel uneasy, particularly at night, ask someone to walk with you to your car.
- Look at the map and decide on your directions before you start walking in an unfamiliar city. If you need directions, ask someone in a store or restaurant. Avoid asking strangers on the street for directions.
- Leave your passport at home. Take a copy with you if you need it. Take only as much money as you need.
- If you are sick and cannot come to class, ask a friend or an International Office staff to inform your lecturers. If you are taking a trip, let your roommate or friend know where you are going. If you will be gone for more than two days, call your parents and tell them where they can reach you.
- Avoid using outdoor ATM machines, particularly at night.
- Keep your apartment or room door locked at all times, and do not give anyone your key. Ask for identification if someone says they need to enter your room, and then tell them to come back later if you are alone. Do not let anyone stay overnight in your apartment unless they are a close friend or relative.
- Avoid arguments with strangers. If you feel someone is verbally or physically abusing you, get away and seek someone with authority.
- Enjoy group activities with your friends but if you think something the group wants to do is wrong, don't be afraid to say no. If you feel uneasy, tell your friends you have to go home.

EMERGENCY SERVICES CONTACT NUMBERS

Police Stations:	Balai Polis Prai	(04-3902373)
Fire Brigades:	Balai Bomba Prai	(04-398 4444)
Any kind of emergencies		999
24 Hour Synergy Hotline		019-5720999

OATH STATEMENTS

We, the students of Synergy College, hereby pledge that: While pursuing our studies at Synergy College, we will always study wholeheartedly, respect our lecturers, maintain good conduct and manners, adhere to the rules and regulations of the College and uphold the good reputation and image of the College. Even after graduation, we will always maintain good conduct and manners, contribute what we have studied to the society and will be useful citizens of our society and our nation.

This Student Handbook Belongs to:

(Name)

(Student ID)

(Programme / Year / Group)

1) Postal Address	KOLEJ SYNERGY NO 32 & 34, JALAN PERAI JAYA 4, BANDAR PERAI JAYA, 13600 PERAI, PENANG
2) Telephone	: 04- 3984787
3) Fax	: 04- 3984787
4) E-mail	: support@synergycollege.edu.my
5) Website	: www.synergycollege.edu.my