School of Computing and Digital Technology

STUDENT HANDBOOK: SUNWAY INTERNATIONAL BUSINESS SCHOOL

Dear Student,

Welcome to the School of Computing and Digital Technology's BSc (Hons) Computer Science with Artificial Intelligence degree course delivered through our partner, Sunway International Business School, located at Maitidev, Kathmandu. I hope that you find your experience on this Course of great value to both your career development and personal life. The staff of the Computing and Digital Technology look forward to meeting you during your studies.

The Student Handbook provides you with the information you need to know about this Course at Sunway. However, if after you have read it carefully, you still have any questions please do feel free to ask for further guidance and assistance.

We want to help to make this an enjoyable and rewarding experience for you and I look forward to meeting you in the near future.

Yours sincerely,

Professor Hanifa Shah
PVC and Executive Dean
Faculty of Computing, Engineering and the Built Environment
Birmingham City University

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SECTION 1   Welcome

Welcome to Birmingham City University. You are now part of one of the largest Universities in the United Kingdom that attracts students from all backgrounds from across the region, the country and the rest of the world. With 25,000 students from 80 countries, Birmingham City University is a university with an international outlook.

The University also works in partnership with other higher education institutions and organisations not only in the United Kingdom but in countries around the world. These partnerships provide opportunities for students to study at a centre local to them on a course that leads to an award of the University.

You are studying for a Birmingham City University award through one of our partnerships. Throughout this Handbook we will refer to the place where you are studying i.e. Sunway International Business School, located at Maitidev, Kathmandu, as either the 'partner organisation' or as Sunway.

This Handbook is one of several important documents that you will receive during your time as a Birmingham City University student. We urge you to read this Handbook and to keep it as a reference tool for the duration of your studies.

Faculty of Computing, Engineering and the Built Environment (CEBE)

The Faculty of Computing, Engineering and The Built Environment was formed in early 2009. The Faculty comprises two schools: the School of Computing and Digital Technology and the School of Engineering and the Built Environment. Together as a Faculty we respond dynamically to the multiple modern technological challenges posed by fast-paced industries.

As a faculty, our vision is to create a powerful centre of technological excellence and innovation, to educate to the highest quality in technologies and engineering and to equip students with the technical skills to contribute to the workplace as well as to the wider industry.

School of Computing and Digital Technology (CDT)

The School of the Computing and Digital Technology is a major provider of professionally relevant courses for computing and digital industries. We are a modern, multi-disciplinary and diverse educational champion of the computing environment, offering courses dedicated to the teaching of future professionals.

Our core activity is educating professionals for a technical, ethical, economic, political and social world where the computer and data environment forms the context for human activity.

The success of our courses is due to our balanced approach to learning which incorporates research, scholarship and industry engagement, together with practice.

Our teaching and assessment are driven by a commitment to creating highly competent practitioners who can continue to develop not only themselves but the wider industry.

Problem solving, teamwork and wider appreciation are actively encouraged, with functional and procedural knowledge as a support.

SECTION 2   Getting Started

Induction and Enrolment

Sunway will arrange a welcome orientation session which will be followed by an induction session. Attendance is compulsory for all new students.

Welcome orientation sessions will provide you with important information about your course including the learning, teaching and assessment methods that will be used and what will be expected of you. You will receive an introduction to your institution, the facilities and the learning resources as well as meeting the members of the teaching and support staff and your fellow students.

You will also be required to enrol as a student of Sunway as well as Birmingham City University ('the University'). In order to enrol, you will need to provide the following:
- Original birth certificate or passport.
- Original certificate or official results notification of all qualifications that are listed on your application form.
- Payment for your fees or a sponsor letter confirming payment.

As part of the enrolment process, you will be asked by your partner institution to complete an enrolment form. You will be asked to provide details of your legal name, home and term time addresses and all previous qualifications. Other personal details will be required for statistical purposes.

Your partner institution will send your enrolment information to Birmingham City University so that we can then enrol you as a student of the University. Once we have set up an electronic record for you on our database, you will be issued with a unique identification number, a Birmingham City University Network ID and password and a personal Birmingham City University email account. This email address will be used by the University to communicate useful and official information. You will also need your password to access the online learning facilities on the University's intranet (called iCity) and Moodle.

The amount of fees due will be stated on your enrolment form/payment schedule and you must honour your fee payment on or before enrolment deadline of each semester as stipulated by Sunway. It is a condition of enrolment that you accept full responsibility for the payment of all course fees and any other fees that you incur at your first registration as a student on the course. You may apply for late modules enrolment each semester by submission of relevant application form and pay relevant fees. Late applications being accepted are subject to approval. You are required to pay fees to Sunway as per the fee structure and payment schedule provided to you at the time of admission.

Campus Information

Sunway is located Behind Maitidevi Temple, Maitidevi, Kathmandu, Nepal. All classes will be conducted at this location. Students should refer to their respective timetable for the location of classes.

Key Contacts at Sunway

Students are required to contact Student Services Department should they need assistance on any topic. The queries will be assigned to concerned department by the Student Services Manager for further actions.

Student Services Manager

Mrs. Sabina Kasaju Joshi

studentservices@sunway.edu.np

Tel: 01-4531725, 4523736

Registry, Timetable and Examination Manager

Mrs. Aastha Lamsal

rtedept@sunway.edu.np

Tel: 01-4531725, 4523736

SECTION 3   Your Course

Course Specification
Every course offered by the University has a *course specification*. A course specification is a concise description of the knowledge, understanding and skills you should have gained on successful completion of the course as well as information about how you will be taught and how you will be assessed (for example by written examination or coursework assignment).

The course specification for your course can be viewed online [here.](#)

Module Specifications
Each course is broken down into a number of modules, where each module is a single unit of study. A *module specification* provides an overview of a module, including the aims of the module, learning outcomes, teaching methods, a list of the topics that will be taught, the assessment criteria and indicative reading (key texts).

Placement Year
You will complete two years of your programme before beginning a 9-12 month full-time placement in industry, where you will gain hands-on experience in a real-world work environment, before continuing with your course.
For your summative assessment, you must present evidence from real-work projects demonstrating the application of all the knowledge, skills, and behaviours outlined in the placement module specification.

Training Semesters
After the completion of Level 4 and Level 5, students are required to compulsorily undertake Training Semester 1 and Training Semester 2, respectively. These semesters consist of non-credit modules designed to bridge the gap between academic learning and industry requirements. The training modules are an integral part of the program, and successful completion of these courses is mandatory for all students to progress to next level of their academic journey. All the courses offered during these semesters are validated from BCU.

Course Timetable
A timetable will be issued to you by your partner institution during your induction.

Learning and Teaching Methods
Key concepts will be introduced through lectures and will be explored further during seminars, workshops, lectures from visiting speakers, in-class and forum debates and through self-directed/independent study. Case studies are used to explore concepts applied to real-world scenarios. Experiential learning is encouraged via project-based assignments.

Analysis, synthesis and evaluation are developed as themes throughout the course.

Information and discussion forums will be available on Moodle (see Section 5: *Resources*) for participants to provide a support network to complement lectures, seminars and workshops.

One of the key aspects of higher education study is self-directed/independent learning and you will be expected to undertake independent study outside of your timetabled lectures and seminars. Don't rely on your lecture notes for all the information you'll need for an assessment. It is really important that you do some independent research, for example, by reading through some of the additional textbooks suggested by your teaching team.

Language of Delivery and Assessment

All of your course will be taught and assessed through the medium of English. English language support sessions will be made available to any student seeking supplementary support. More information about the language support sessions is available from your Course Leader or tutor.

SECTION 4   Assessment Information

How You Will Be Assessed

A wide variety of assessment approaches are used throughout the course. These include structured tasks, presentations, practical work, academic writing (articles, business reports and academic papers), individual or group projects and examinations. Your tutor will issue you with assessment briefs that contain the specific details of individual assessments. The assessment briefs are changed annually and therefore cannot be published in the Handbook. More detailed information about how a particular module will be assessed can be found in the module specifications.

Assessment Regulations, Policies & Procedures

The University has a series of regulations, policies and procedures that govern your academic experience and all members of staff and all students are required to observe these during their time at the University. It is therefore important that you familiarise yourself with these regulations, policies and procedures. You can find the full set of University regulations, policies and procedures on the University intranet.

The way in which your work is assessed is covered by the University's Assessment Regulations. The regulations include information about:
- Modules, levels of modules and the credits which attach to them.
- Requirements for passing modules.
- Requirements for progression to the next level of your course.
- How to achieve an award with Commendation or Distinction and how degree classifications are calculated.
- What happens if you fail a module?

Assignment Submission

You will be submitting several pieces of coursework work over the academic year and it is important that you keep the following in mind:

Specific submission instructions can be found on the Moodle page for the module for which you are submitting work. Your work may not be graded if you do not follow the instructions.

- You must submit a coversheet provided by the module tutor as the first page alongside any summative assessment submitted via Turnitin.
- It is your responsibility to ensure that the correct work is submitted. The file(s) electronically submitted at the deadline will be considered the final and complete submitted work, with no amendments or additions permitted after the deadline.
- You are responsible for ensuring that electronic files submitted are in one of the acceptable file formats and are not corrupted. Students should double-check files on the system after they have been submitted to ensure they are valid and correct.

When an assignment is successfully submitted through Turnitin, an email receipt is automatically sent to confirm the submission. Please keep all receipts, as they will be used to confirm successful submission in the unlikely event of a technical failure. If Turnitin reports an error while submitting, please make a note of it and notify the module tutor immediately.

Extenuating Circumstances/Mitigating Circumstances and Extensions to Deadlines

If you can't submit an assignment or attend an exam for valid reasons beyond your control (for example, if you are ill) you can apply under the University's procedures for the consideration of exceptional circumstances for either:

- A Review of Performance (which means that you will take the assessment at the next available opportunity).

OR

- A coursework extension of 10 working days from the coursework deadline.

You must make sure you submit your request, with evidence (i.e. a doctor's note if you are ill), at least 7 working days before the exam/assessment deadline. The full procedures are available on iCity.

Late Submission

If you do not have exceptional circumstances but submit your first attempt of an assessment *after* the published deadline, the following penalties will be applied:

- If a first attempt at an assessment is submitted between 1 and 24 hours after the published submission deadline, the mark will be reduced by 5%.
- If a first attempt at an assessment is submitted between 24 hours and one week (5 working days) after the published submission deadline the original mark awarded will be reduced by 10%.
- For a first attempt, work will not be accepted more than one week (5 working days) after the original deadline. A mark of 0 and a non-submission will be recorded.
- For a resubmission attempt, if a student submits more than 1 hour after the published deadline the student will be deemed to have failed the attempt and the assessment will be returned to the student unmarked

If you have longer term problems which you think are likely to last more than three weeks, you should ask your tutor whether you should apply for a Suspension of Studies (SOS) from the course. Further information is available in Section 7: *Frequently Asked Questions*.

Reassessment

If you have not passed a module at the first attempt, you may be eligible for re-assessment. If you do re-sit a module without extenuating circumstances, your mark will be capped at the pass mark i.e. the maximum mark that you can achieve will be the pass mark.

All fees, charges and payment schedule are posted at Sunway's reception for student easy reference.

Academic Misconduct

Academic Misconduct is often referred to as *'cheating'* or *'plagiarism'* and can take a variety of forms. Although it may be intentional or unintentional, the University takes allegations of academic misconduct very seriously.

Cheating is considered a disciplinary offence if a student attempts to gain or helps someone else to gain an unfair advantage over other students. Students who are suspected of cheating will have to attend a formal hearing to explain their case, and if found guilty of cheating the penalties can be severe, including the removal of academic credit or even your permanent expulsion from the University.

Some examples of academic misconduct are included below, but the list is not exhaustive and cheating in assessed work may take other forms:

Cheating in examinations:
- Attempting to access confidential information before an examination, including trying to get sight of the examination paper before it is published.
- Taking or attempting to take unauthorised material, including blank paper, electronic devices and mobile phones, into an examination room.
- Communicating or attempting to communicate in any way with another candidate or any other person (other than the invigilator) during an examination.
- Copying, or trying to copy, the work of another student.
- Allowing or assisting another student to copy.
- Impersonation – taking an assessment on behalf of, or pretending to be, another student, or allowing another person to take an assessment on behalf of a student.
- Attempting to remove script books, including blank script books, from an examination room.

Plagiarism:

This is the submission of an item of assessment, which all or in part, contains work produced by another person(s) in such a way that it could be assumed to be the student's own work. Plagiarism also includes a lack of 'in-text' referencing.

Collusion:

This is where there has been improper collaboration (or working together) in the production of a piece of work, which is then submitted as entirely the work of an individual. It is important to note that except where written instructions state that work for assessment may be produced jointly and submitted as the work of more than one student, (often referred to as 'group work'), students must not collaborate with other students to produce a piece of work jointly. Furthermore, students should not copy or share another student's work, lend their work to another student or allow another student to copy their work.

Falsification of data or artefacts:

This is where students invent data or change their material in order to support an argument. Examples of such behaviour include inventing false responses to questionnaires and interviews and amending test results/figures.

Duplication:

This is the submission of a piece of work in whole or in part that has already been submitted for assessment elsewhere, including concurrent submissions.

To find out how you can avoid allegations of cheating, it is strongly suggested that you visit our assessment guide, which is available on iCity.

To help you understand how to reference correctly, please seek advice from your tutors or familiarise yourself with information on avoiding plagiarism provided by the University.

Here are a few simple principles to follow to avoid allegations of cheating:

In exams:
- Don't attempt to see the paper before it is published.
- Don't ask another student for help during the exam or copy another student's work.
- Don't let another student copy your work.
- Don't take unauthorised materials into the exam room.

- Make sure you know what equipment/materials you can use in the exam (i.e. calculator) and make sure the permitted materials are clear of your additional notes and other recorded information.

In coursework:
- Don't pass off someone else's work as your own. This is plagiarism and is viewed very seriously by the University.
- Acknowledge all sources that you have used in your assignment or project. For advice on referencing contact the [Centre for Academic Success](#).
- Use quotation marks if you are using the exact words of another person.
- Don't submit a piece of work that has already been submitted in whole or in part for an assessment elsewhere. This is called duplication and, like plagiarism, is viewed very seriously by the University.
- Check with your course team whether you can work with others on your coursework, and if so, be sure about what you should be doing on your own.
- Don't allow others to copy your work or lend your work to other students.
- Don't make up data to prove your point.

Assessment Results and Examination Boards

At the end of your academic year and when you have completed all your assessments, an Examination Board meeting will be held. The Board is made up of staff from your institution, the University as well as the External Examiner (see below). The purpose of the meeting is to endorse the marks awarded to assessment. It is only after the Examination Board has confirmed your marks that you will receive confirmation of your results.

Marking, Feedback and the External Examiner

When you hand in your work or sit an exam, your work will be marked as quickly as possible by the teaching team. Their marking will then be moderated within the Department or Faculty, to ensure that marks have been awarded fairly. Marking is carried out anonymously, wherever possible, so don't worry, personal feelings are never taken into account when your work is being graded.

To make sure that you are assessed fairly in relation to other students on the same course and to ensure the quality and standards of our courses are comparable to similar courses in other Universities, the University employs an External Examiner. An External Examiner is a qualified subject specialist who works in a UK university other than Birmingham City University. External examiners won't be marking your work, but they will see a sample of assessed work to check the appropriateness of the standards and the marks awarded.

The External Examiner will visit your centre at least once a year and you will have the opportunity to talk to them about your experience – good and bad! - on the course. The visit may be on-site or virtual. Following the visit, the External Examiner will write a report that tells the University about the good practices at your centre and of any concerns they might have. External Examiner reports are made available to students and you can request a copy from your Course Leader.

You'll get feedback on your assessments, so make sure you go and collect your work once it's been marked. Feedback is really useful as it includes the markers' constructive comments on your assessment, including aspects of your work that could be improved, and it can also provide guidance and advice for future assessments. Please note that when you collect your work, you will receive an indication of how well you have done in your assessment and you may receive a mark for the work. However, remember that the mark is only indicative and is subject to change. You will receive the final mark after the meeting of the Examination Board.

Grading criteria

Statements of grading criteria for each of the assessment criteria describe performance associated with the assessment criteria. The grading criteria are the basis upon which marks are accorded. Grading criteria for each module assessment are provided in the relevant assignment briefs.

Error in the Conduct of an Assessment or an Examination Board

If you consider that there has been an error or irregularity in an assessment, or at an examination board, you may submit a claim under the "Procedure for considering Claims of Error in the conduct of Assessment Processes". To submit a claim you should complete a form called "Claim of an Error in the Conduct of Assessment Processes" which is available on iCity. at https://icity.bcu.ac.uk/academic-services/information-for-students.

If you wish to make a claim you must do so within 15 working days of the publication of your results. If, for good reason, you cannot submit a claim within this timescale you should speak to your Tutor or Course Leader.

Classification of Honours Degree (applicable for undergraduate courses only)

- First Class (1st): 70% or above
- Second Upper (2:1): 60-69%
- Second Lower (2:2): 50-59%
- Third Class (3rd): 40-49%

The calculation method is the average marks of all modules, which the "Honours Research Project" count as double module, i.e. 2 modules.

SECTION 5   Student Resources

Birmingham City University Network

The Information and Communications Technology team is responsible for the data network, email and access to the Internet. To be able to access these you **require a Network ID and password.** These will be issued to you after you have been enrolled on university systems.

When you have access to the network you will have a personal email address (account) available to you. This email address will be used by the University to communicate useful and official information. You will also need your password to make use of and access the online learning facilities, including Moodle.

You can access this email address from anywhere on the internet. **You should check this email account on a frequent basis as this is where you will receive important updates about your course**.

When you access you University systems for the first time, you will be prompted to register for Multi-Factor Authentication (MFA.
Multi Factor Authentication (MFA) is the process of using two or more independent factors to verify a user's identity for a login, and to access secure data.

- The first factor is something known only to you - your BCU password.
- The second factor is a single use code sent to your personal device OR a message sent asking for confirmation that you are attempting to log in.

MFA means that you can reset your password yourself and helps to keep the University secure against cyber attacks.

Moodle

Moodle is a Virtual Learning Environment for all University students and staff and is the place to look for information to help you with your course. Not only are there useful links to key resources and websites, but it also brings together different forms of e-learning to enhance your learning experience. This includes quizzes, forums that enable you to ask tutors questions or to share experiences with fellow students as well as glossaries to explain complex terms. Other features include blogs which are personal spaces that allow you to reflect upon your own learning privately, Wikis which allow you to work collaboratively with other students and workshops which allow students to review each other's work.

Most modules are supported by Moodle; this means that Moodle will provide access to all sorts of resources such as lecture notes, PowerPoint presentations and, where available, video lectures and multimedia scenarios.

Moodle is available 24 hours a day, 365 days a year and from anywhere in the world. You can access Moodle through the main Moodle website (link below). You will need your network ID and password to log into Moodle.

Library Resources

As a student of the University you have access to a range of resources and learning support from the University's Library and Learning Resources Team. You will have access to an extensive range of electronic information sources. You will again need your network ID and password to access the resources which are available here.

Library and Information Literacy Skills

A wide range of study guides is available giving advice on academic writing, study skills, math and statistics, and grammar. These can be accessed [here](#).

My Assignment Planner (MAP)

Being faced with your first assignment at University can be a daunting task. The University has put together an on-line easy step by step guide to help you plan your assignment. There are 11 straightforward steps to follow, which will allow you to plan your time effectively. This is available [here](#).

SECTION 6 Getting Involved

It is important to us that you have the best student experience possible whilst studying for a Birmingham City University award. There are a number of ways you can express your opinion about your time on your course. You can speak directly to your course team or you can ask the Student Representative (see below) on your course to raise issues on your behalf at meetings that they attend with the course team throughout the year. You will also be given the opportunity to comment on the modules you have taken during the year.

Student Representation

Student Representatives (or Student Reps) are elected by students. They gather opinions from their fellow students, represent their views at meetings and feedback the outcome of these meetings to students to improve the quality of their experience. Student Representatives will be invited to attend the Board of Studies. This is a meeting that is held at least once per year and is attended by your Course Leader, teaching staff and administrative staff. It will provide you with the opportunity to discuss issues about your course and to make sure that your voice is heard.

Students' Union

As a Birmingham City University student, you are automatically a member of your Students' Union, unless you choose to opt out.

The Students' Union is independent from the University and is committed to enhancing the student experience and ensuring that you get the most out of your time at the University.

More information about the Students' Union can be found at [their website](#) or you can email them at students.union@bcu.ac.uk.

Birmingham City University Alumni Association

The Alumni Association was established in 2004 and the University now has over 100,000 members worldwide, with more joining every day. The Association provides support to former students by celebrating their achievements and keeping them connected to the University, its students and fellow alumni.

Your relationship with Birmingham City University does not end when you leave us. We want to hear from you, so please do stay in touch.

Membership benefits include:
- Free subscription to *aspire*, the Alumni Association magazine, and regular e-newsletters that keep you up to date with news of the University, its students, and your fellow alumni.
- Access to the Find a Friend Service and Message Board, helping you reconnect with old friends.
- Exclusive discounts on services including car hire, hotels, and theme parks.
- Social and professional networking opportunities through our reunions and events
- Information on alumni networks and groups.

You can find out more about join the Alumni Association [here](#).

SECTION 7 Frequently Asked Questions

What if I want to change or leave my course?
If you think you want to leave your course, it's a good idea to talk it through with your Tutor or Course Leader before making any final decisions. They can discuss your options with you. It is important that if you intend to withdraw from your course after enrolment you inform your Course Leader. You should state in writing that you wish to withdraw and you should indicate your last date of attendance.

What if I want to take some time out from the course?
Taking time out is called a Suspension of Studies (SOS), which is an approved leave of absence from all study and may be taken for a number of reasons e.g. health, financial, academic or personal.   If you're thinking about taking a Suspension of Studies, you should talk to Tutor or Course Leader first before completing the necessary paperwork and forms. It is your responsibility to inform the University if you intend to take a Suspension of Studies.

You can apply for a Suspension of Studies for a maximum period of 12 months subject to the approval of the University. When you are due to return to your course after your Suspension of Studies, you need to contact your tutor. If you do not return at the end of your Suspension of studies, you will need to apply for another Suspension of Studies (subject to approval) or be permanently withdrawn from the course. If a Permanently Withdrawn student wishes to reapply for their course, credits achieved before the approved Suspension of Studies may not be carried forward to the new registered study course subject to the approval of the University.

How do I make a complaint?
If you're unhappy about any aspects of your experience as a Birmingham City University student, we want to know about it so talk to your Tutor or Course Leader. In many cases, they will be the best person to help you but if they are unable to resolve matters for you, you may need to refer to the University's formal complaints [procedure](#).

What should I do if I change my name during my time at University?
If you change your name during your studies and would like your new name to be used on your University records and award certificates, you must make a formal request to your Course Leader. **You must make the request before you finish your course.** No changes can be made to your student record after the final examination board for your course has met.

You must provide evidence of your change of name. Acceptable forms of evidence are:
- Passport
- Marriage certificate
- Birth certificate (original birth certificate issued within 12 months of birth)
- Divorce decree absolute.

Please note that your student number will remain the same throughout your course, even if you change your name.

SECTION 8   Refund policy (applicable in Nepal)

Refund process and mechanism.
1. A student who leaves the college without the approval of the Office of Academic Services is not entitled to a refund.
2. For approved or required leaves, withdrawals, suspensions or dismissals, the date of departure will be considered to be that which is approved by the Office of Academic Services.
3. All requests for refunds must be in writing and are subject to review and final approval by the Office of Student Financial Services.
4. Refund money will be in account payee cheque.
5. Refund money will be provided within maximum of one month working period of the time the refund application form has been submitted.

Provisional Admission Refund conditions:
The following refund conditions apply for a student who takes admission provisionally without the submission of complete admission documents:
1. In case a student does not meet the eligibility criteria set by the university, he/she will be entitled for a full refund upon the verification of the admission documents by the admission office.
2. In case he/she fails to submit the admission documents to the admission department before the university registration date, he/she will not be entitled to a refund.

Fee Refund conditions:
1. Admission fee, University Fee, Semester Fee and Other Fees (Library Fees / ECA/CCA Fees / Registration Fees/ TDS/Bank Charges / Annual Fee / EPT Fee etc.) once paid is non-refundable in any cases.
2. Security Deposit is refundable only upon the graduation of the student. The security deposit is not refundable if the student wishes to withdraw before the completion of the degree.

SECTION 9   Tuition Fee Submission (applicable in Nepal)

You are requested to submit tuition fee in accordance with the schedule stipulated in the 'Payment Schedule', which was provided to you together with the 'Offer Letter' on your first day of enrolment.

If you pay the tuition fee after the published deadline, you will need to do **late module enrolment** accordingly. You must complete a 'Late Module Enrolment Form' in order to secure your seat for the next semester and pay late module enrolment fee of NRs. 5,000 per module.

Important Notice: If you have failed to submit the tuition fee and do the late module enrolment after the published deadline, you will be compulsory withdrawn from the course without further notice.

SECTION 10   Fee for Re-sit Assessment (applicable in Nepal)

If you have failed a module, you will need to re-sit the module during the next immediate re-sit opportunity. The fee for re-sit assessment is NRs. 5,000 per single module and NRs. 10,000 per double module (i.e. Honour Research Project and Dissertation).

SECTION 11   Rules and Regulations (applicable in Nepal)

All students who have been accepted by Sunway International Business School will be bound to follow the following rules and regulations:

Admission Requirements

1. **Accurate Information:** All details provided in your Admission Form are taken in good faith. Any false information is unacceptable and may lead to consequences.

2. **Update Contact Information:** You must promptly inform the management of any changes to your address or contact number(s).

3. **Course and Fee Commitment:** By enrolling, you agree to follow your chosen course and pay all required fees on time.

4. **Withdrawal Notification:** If you're unable to join or continue your course, you must inform the college management in writing for official record-keeping.

Attendance Policy

1. **Punctuality:** Arrive on time for all classes, tutor sessions, and lab sessions. If you're unavoidably late, enter with minimal disruption during a break, and provide an explanation and supporting evidence to the Student Service Department.

2. **Attendance Tracking:** Attendance will be recorded at the beginning of each session.

3. **Minimum Attendance:** You must maintain at least **80% attendance** in each semester.

Behavior Guidelines

1. **Courteous Conduct:** You are expected to act courteously, sensitively, considerately, and orderly at all times during college activities, including off-campus events. The college administration reserves the right to take appropriate action for any misbehavior or misconduct.

2. **Respectful Environment:** Behavior that hinders others' academic progress or work performance is not acceptable. Violence, intimidation, and harassment are strictly prohibited as they are inconsistent with a safe and supportive learning environment.

3. **Respect for Others:** You are responsible for respecting the rights, differences, diversity, privacy, and confidentiality of others.

4. **Health and Safety:** You must take reasonable care to protect your own health and safety, as well as the health and safety of others involved in college programs or activities within all learning environments, including off-campus activities.

5. **Right to Professional Conduct:** You have the right to expect professional behavior from all individuals acting on behalf of the college.

6. **Prohibited Items:** Chewing gum and tobacco use are strictly prohibited on college premises.

7. **Mobile Phone Etiquette:** Mobile phones must be kept on silent mode in all learning environments.

8. **Leaving Class:** You are not permitted to leave class during a session unless there are unavoidable circumstances.

Ethical and Professional Conduct

Students are expected to uphold ethical and professional behavior in all interactions on campus.

Romantic Relationships:

Romantic relationships between students (including between seniors and juniors) are strongly discouraged. Should such a relationship develop, the following rules apply:

- **Discretion is Key:** The relationship must remain completely discreet.

- **No Public Displays of Affection:** Public displays of affection or uncomfortable proximity are not permitted in classrooms, corridors, or any college premises.

- **Avoid Distraction:** Such relationships must not become a source of distraction, discomfort, or gossip among peers.

- **Parental Concerns:** Any parental concern or complaint regarding their child engaging in a romantic relationship on campus will be taken seriously. While the college bears no personal responsibility for students' private decisions in this regard, it reserves the right to initiate strict disciplinary actions if such matters negatively affect the academic environment or the institution's reputation.

- **Prioritize Academics:** Students must ensure that personal relationships do not interfere with academic responsibilities or professional conduct. All members of the student community are expected to maintain dignity, mutual respect, and appropriate decorum at all times.

- **College Non-Liability:** Furthermore, Sunway College shall not be held liable or responsible for any legal claims, demands, or actions initiated by any parent, guardian, or third party in connection with students' personal decisions or conduct in this matter.

Disciplinary Procedures

The college administration will take appropriate action for misbehavior or misconduct. Disciplinary actions may range from warnings to suspension or expulsion, depending on the severity of the offense. Students will be informed of the disciplinary process and have the right to appeal decisions as outlined in the Student Handbook.

Academic Integrity

Maintaining academic integrity is paramount. Any form of academic dishonesty, including but not limited to **plagiarism**, **unauthorized collaboration**, and **falsification of data or documents**, is strictly prohibited. Students found engaging in such activities will face serious disciplinary consequences.

Use of College Resources and Property

Students are expected to use all college resources and property responsibly. This includes:

- **IT Resources:** Prohibited activities include unauthorized software installation, hacking, or misuse of network resources.

- **Facilities:** Keep common areas clean, do not deface property, and dispose of waste properly in designated bins.

- **Equipment:** Handle all college equipment with care and report any damage immediately.

Non-Discrimination Policy

Sunway International Business School is committed to fostering an inclusive and respectful environment. We uphold a strict **non-discrimination policy**, ensuring that all members of our community are treated fairly, regardless of their race, religion, gender, ethnicity, disability, or any other protected characteristic.

Policy Review and Updates

Sunway International Business School reserves the right to review and update these rules and regulations as needed. Any changes will be communicated to students in a timely and appropriate manner.