

KOLEJ
IGS
BRUNEI
DARUSSALAM

كوليج قبح لبحر سفسوازه انكلا بعفسنا

Kolej Pengajian Siswazah Antarabangsa
Kolej International Graduate Studies

C.A.R.E.

"CENTRE OF ACHIEVEMENT AND REWARDING EXPERIENCE"



STUDENT HANDBOOK
11TH EDITION

KOLEJ IGS STUDENT HANDBOOK

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Cover Page: **'Kolej IGS Main Building'**

Courtesy of the Faculty of Multimedia and Broadcasting, Kolej International Graduate Studies.

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PREFACE

KIGS 2023 Student Handbook is a guide to the policies, procedures and requirements of the college including other useful information related to KIGS students. They need to declare that they understand and accept the rules and regulations of the Kolej by signing and submitting the form to the Registrar at the end of the Handbook. The Handbook contains information on faculties, curricula and the role of the students in KIGS.

For additional information or clarification, students should consult with respective faculty lecturers or other KIGS personnel who are available for assistance. The material in this edition of the Handbook is based on current policies, procedures, and requirements for the graduation of all students in KIGS.

This edition of the Student Handbook is available on KIGS's web site at <http://www.kolejigs.edu.bn/> or the Registrar's office.

MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

السلام عليكم ورحمة الله وبركاته



I would like to congratulate new students for being accepted to study at Kolej International Graduate Studies (KIGS). We hope that students will find the support given by KIGS staff helpful in the pursuit of their educational achievement and the activities lined up for them rewarding in enriching their personal experience. We also hope that the students will take their learning seriously as without that kind of attitude the acquisition of knowledge and skills will be greatly affected. They should take advantage of their presence at the college to interact with lecturers, industry representatives and their colleagues to get as much learning experience as possible so that KIGS plays its part by contributing to the nation's highly educated and skilful people as aspired by the Wawasan 2035.

Since its inception in 2004, KIGS has made a significant improvement in programme offering from merely running a few certificates level programmes awarded locally by the Brunei Darussalam National Accreditation Council to degree level programmes awarded by foreign institutions and recognised by Brunei such as Limkokwing University of Technology and the University of Malaysia Sabah (UMS). We are thankful to the previous CEO for bringing KIGS's level of achievement to a standard that is much to be proud off and certainly it has provided a strong foundation for KIGS to move ahead to the next level of achievement.

The academic year 2023/24 will see some changes in the emphasis given to institutional development activities to build the capacity of the institution to move forward in pursuit of excellence in the provision of educational services to the public. Internal quality assurance, staff development, industry collaboration and student's centric services are among the areas which will be given more focus in the coming years. The idea is to improve the employability of students by enhancing programme relevance as well as the development of 'values and characters' in our students. Extra efforts will be made to nurture students to be self-disciplined, to respect and care for others, to take up responsibilities and to internalise learning to learn through enrichment programmes and involvement in community service.

We wish all students to have a good and enjoying time with us and hope that they will be more than willing to take up the various challenges presented to them by the KIGS management for their personal and academic development. You are more than welcome to see us should you have any issues or problems needing our attention.

Dr. Haji Azaharaini Haji Mohd. Jamil

Chief Executive Officer

LIST OF PROGRAMMES in KOLEJ IGS

UNIVERSITI SABAH MALAYSIA PROGRAMMES			
Programme Name		Duration	Credit Hour
1	Certificate in Electronic Media Production	1 year (2 semesters)	60
2	Certificate in Arts and Design		

LIMKOKWING UNIVERSITY OF CREATIVE TECHNOLOGY PROGRAMMES			
Programme Name		Duration	Credit Hour
Foundation Programmes			
1	Foundation in Business	1 year (3 semesters)	70
2	Foundation in Information Technology		
3	Foundation in Design		
Degree Programmes			
1	Bachelor of Business Administration (Hons)	3 years (6 semesters) 2 semesters per year 14 weeks per semester	120
2	Bachelor of Business (Hons) in Accounting		
3	Bachelor of Science (Hons) in Information Technology		
4	Bachelor of Science (Hons) in Software Engineering with Multimedia		
5	Bachelor of Information Technology (Hons) in Technopreneurship		
6	Bachelor of Communications in Digital Media		
7	Bachelor of Design (Hons) in Professional Design (Visual Communication)		
Diploma Programmes			
1	Diploma in Animation and Multimedia Design	3 years (6 semesters) 2 semesters per year 14 weeks per semester	90
2	Diploma in Interactive and Multimedia Design		
3	Diploma in Graphic Design Technology		
4	Diploma in Multimedia Advertising and Broadcasting		

UNIVERSITI TEKNOLOGI BRUNEI			
Programme Name		Duration	Weeks
1	BriBUS – UTB Foundation Programme in Business	3 Months	14

IBTE PROGRAMMES			
Programme Name		Duration	Credit Value
1	Higher National Technical Education Certificate (HNtec) in Business (Business Management)	2 years (4 semesters)	135
2	Higher National Technical Education Certificate (HNtec) in Information Technology		150
3	Higher National Technical Education Certificate (HNtec) in Computer Networking		
4	Higher National Technical Education Certificate (HNTEC) in Construction & Draughting (Dual Tvet)		135
5	National Technical Education Certificate (Ntec) in Business Management		120
6	National Technical Education Certificate (Ntec) in Information Technology		

LIST OF PROGRAMMES in KOLEJ ACADEMIC FACULTY DIRECTORY

FACULTY OF INFORMATION TECHNOLOGY (FIT)		
NO	LECTURER	EMAIL
1	Siti Nasyroh binti Mat Nayan (Head of Faculty)	siti.n@igsbrunei.edu.bn
2	Edward Wong Leh Siong (Head of Management and Information System)	edward.w@igsbrunei.edu.bn
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4	Idiana binti Abdul Rahman (Head of Quality Assurance)	idiana.ar@igsbrunei.edu.bn
5	Hendro Ang (Co-ordinator Marketing Team)	hendro.ang@igsbrunei.edu.bn
6	Amalina `Azimah bte Hj Sanny (Co-ordinator ISO 1901)	azimah.s@igsbrunei.edu.bn
7	Muhammad Zaini Matondang (Learning Technologies and International Development)	zaini.m@igsbrunei.edu.bn
8	Rita Lajau	rita.l@igsbrunei.edu.bn
9	Jose Marie De Luna	jomar.d@igsbrunei.edu.bn
10	San Lynn Aung	san.lynn@igsbrunei.edu.bn

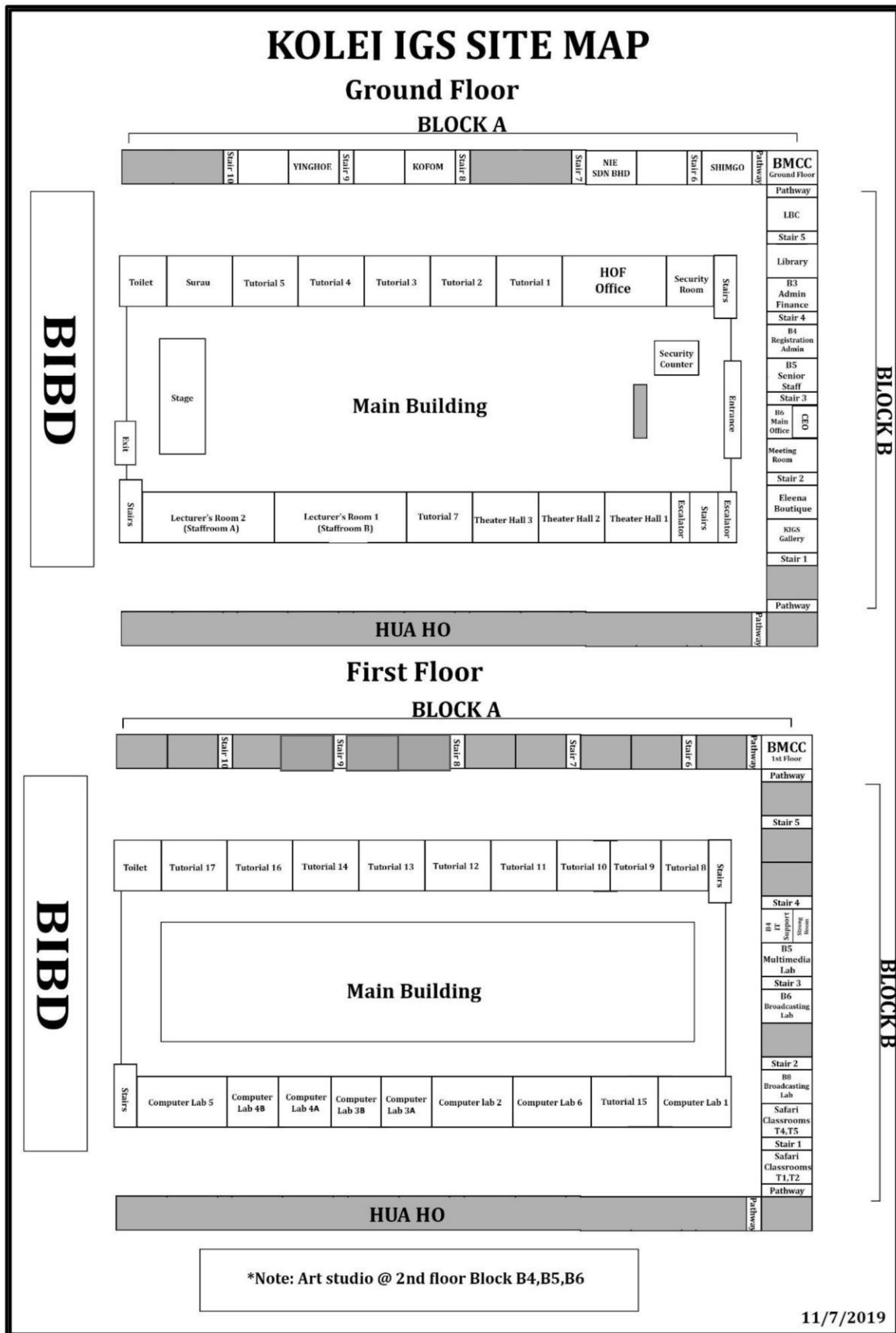
FACULTY OF BUSINESS (FOB)		
NO	LECTURER	EMAIL
1	Tasneem binti Farid (Head of Faculty)	tasneem.f@igsbrunei.edu.bn
2	Senthilkumar Muthusamy (Head of Research and Development)	kumar.s@igsbrunei.edu.bn
3	Hajah Azimah Hunaizah binti Hj Haji (Head of Examination)	hjh.azimah@igsbrunei.edu.bn
4	Jacqueline Jubang (Head of Academic)	jacqueline@igsbrunei.edu.bn
5	Hajah Norhafidah binti Jafaradin (Co-ordinator of KIGS Alumni)	norhafidah.jafaradin@igsbrunei.edu.bn
6	Gwendoline William	gwen.w@igsbrunei.edu.bn
7	Mohd Haminuddin bin Haji Hamdan	haminudin.hamdan@igsbrunei.edu.bn
8	Ummi Nazzimah Binti Abd Latif	ummi_nazzimah.a@igsbrunei.edu.bn

FACULTY OF GENERAL STUDIES (FGS)		
No	LECTURER	EMAIL
1	Mohammad Syakirin Bin Suhaimi (Head of Faculty & ECA)	syakirin.s@igsbrunei.edu.bn
2	Muhammad Nazahar Shah Bin Zakaria (Co-ordinator of Health, Safety, Security and Environment HSSE)	m.nazahar@igsbrunei.edu.bn
3	Nordin bin Ajmain	nordin.a@igsbrunei.edu.bn
4	Saiful Adilin Bin Mohammed	saiful.adilin@igsbrunei.edu.bn
5	Md Adi Zulfadhli Bin Abd Rahman	adi_zulfadhli@igsbrunei.edu.bn
6	Siti Nur Atiqah Binti Haji Matnoor	nur_atiqah.m@igsbrunei.edu.bn
7	Hana Maisarah Binti Hj Johari (Head of Student Affairs Department)	hana@igsbrunei.edu.bn registrar@igsbrunei.edu.bn

FACULTY OF MULTIMEDIA & BROADCASTING (FMB)		
NO	LECTURER	EMAIL
1	Abdul Basyir Bin Haji Abdul Rahman (Head of Faculty)	basyir.h@igsbrunei.edu.bn
2	Haji Nor Hasnul bin Haji Mohd Hamdani (Public Relations and Publications)	hasnulhamdani@igsbrunei.edu.bn
3	Mohammed Hassanah Sirazroynie bin Harries (Co-ordinator of Social Media)	hassanal.h@igsbrunei.edu.bn
4	Fatmah binti Haji Sulaiman (Co-ordinator of Archiving)	fatmah.s@igsbrunei.edu.bn
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6	Diki Kurniawan	diki.k@igsbrunei.edu.bn
7	Mohammad Niq'matul Ghizalif bin Md Jinin	niq'matul_ghizalif@igsbrunei.edu.bn
8	Amirul Jazli bin Jali	amirul_jazli@igsbrunei.edu.bn

FACULTY OF ARTS & HUMANITIES (FAH)		
No	LECTURER	EMAIL
1	Norhafilah Amin binti Haji Amin (Head of Faculty)	norhafilah_amin@igsbrunei.edu.bn
2	Siti Kamilah binti Haji Mohd Azrae (Coordinator of Student Council)	kamilah.azrae@igsbrunei.edu.bn
3	Iffa Nadzirah Binti Haji Abdul Rahman	lffa.r@igsbrunei.edu.bn
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6	Muhammad Saifullah Al-Wa'ie bin Mat Jinin	saifullah.j@igsbrunei.edu.bn
7	Bazilah binti Haji Asli	bazilah.hjasli@igsbrunei.edu.bn
8	Ijjoji Bin Nordin	ijjoji.n@igsbrunei.edu.bn

KOLEJ IGS SITE MAP



FACILITIES



KIGS is located at the heart of the commercial area of Kiulap, Brunei Darussalam. It is easily accessed and is surrounded by amenities such as restaurants, banks, computer shops, a shopping mall, hotels and supermarkets. KIGS is housed in a large, two (2) storey building with twenty (20) rooms available for lectures and other academic activities. **The Lecture Theatre**, situated on the ground floor, can **accommodate up to two hundred fifty (250) people**. It is equipped with modern audio and video equipment and offers ideal facilities for public lectures, seminars and workshops.



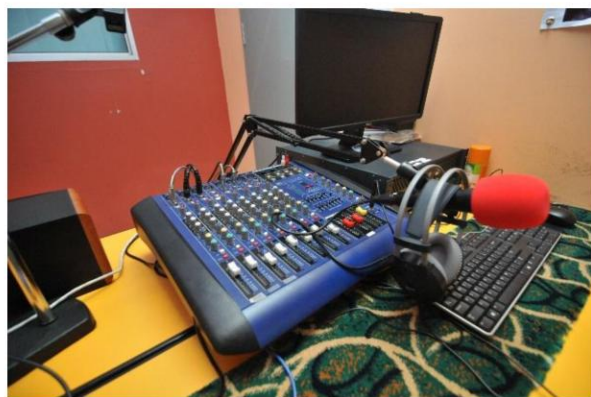
Besides the Lecture Theatre, **Tutorial Rooms** are also made available for lecture sessions and each **has up to twenty-five (25) tables** and chairs, equipped with a projector and a whiteboard. The rooms are fully air-conditioned with proper lighting to ensure a conducive learning environment.



The lobby is also used as a **general meeting place for students and lecturers to discuss academic matters outside the classroom**. Students can use the facilities to do assignments and revisions in a lively environment. It is also used for exhibitions, expos or other indoor activities and can accommodate up to eight hundred (800) seats.



Computer Labs, Media Studio, and Broadcasting Room are provided to ensure hands-on learning.



Art studios and an Exhibition Gallery have recently been added to cater to students undergoing one of our 6 creative programmes.



The Surau is available for both males and females where both muslim students and staff can perform their daily prayers in comfort. Surau is located at The Lobby for easy access.

LIBRARY GUIDELINES, FACILITIES & SERVICES



The main function of the KIGS Library is to support teaching and learning activities by providing reliable resources and information needed to develop students' skills and support their research. We also provide facilities and spaces for workshops, group discussions and presentations.

Opening Hours

Monday, Thursday & Saturday	8am – 4.45 pm
Break time	12pm – 1.30pm
Friday, Sunday & Public Holidays	Closed

Library Collection

KIGS Library's book collections encompass materials related to the courses offered. Among them are textbooks, magazines, journals, theses (IT students' Major Projects), newspapers, Brunei Collections and references (encyclopaedia & dictionaries).

Book Arrangement

Books are arranged according to the Library of Congress' classification scheme consisting of 21 broad categories, (labelled A – Z). Alphabets I, O, W, X, Y are **NOT** used. Broad categories are further divided by adding one or two additional alphabets and a set of numbers. The shelf ends are clearly marked to help guide you through the sequence.

Registration

All staff and students are entitled to register. As a student you will be registered during your enrolment. Your student ID card is also your library card and is used to enter the library and to borrow books.

Library Services

1. Lending services

KIGS Library lending services, located at the library counter, comprise of activities such as transaction of library materials, payment of fines/lost items and registration for membership. The loan period and books limit are:

Users categories	Entitle	Duration
SCT/DIP/HND and Foundation	2 books	2 weeks
Degree	4 books	2 weeks
Lecturers/staff	5 books	2 weeks

All borrowing renewal and book returning must be done at the library counter. Borrowed books must be returned on or before the return date. Books that are not on reserve for another user not on reserve for another user may be renewed for up to two weeks but can be applied once.

****NOTE:** Student ID card are required for checking out books.

i. Late fees

The rate for overdue books is **\$0.50 per day/book**. Users failed to return the books on time will be restricted from borrowing books until all books owed have been returned and fines paid in full. If a user fails to return the borrowed book in the next two weeks, the book will be considered lost and will be charged twice the price of the lost book.

ii. Damaged or Lost items

Library users are responsible to keep the condition of the book intact. Any damages or changes the value/quality of the books, the users shall be fined double the price of each lost/damaged book. All categories of borrowers are subjected to library fines.

2. Printing services

There are two printers available for use and provided with internet access to download and print materials from online resources. Charges for printing are:

Ink type	Paper size	Price (per page)
Black and white	A4	\$0.10
Black and white	A3	\$1.50
**Colour print	A4	\$1.00 below
**Colour print	A3	\$3.00 below

***Subject to the content of the paper*

3. Photocopying services

KIGS Library has 3 photocopying machines that produce Black and white A4 (cost \$0.05) copies, with reduction and enlargement facilities. Coloured A4 and A3 copies cost the same as printing.

***Payment for printing and photocopy should be made at the library counter.*

4. Computers and Internet



There are 4 computers connected to the internet provided in the library and are intended for educational purposes. In no event that the available facilities (plugs, Ethernet cable etc) are used for personal laptops or other devices without prior permission. The library computers or components are allowed to be removed for any reason without permission. Anyone caught taking these items will incur a harsh penalty, including but not limited to expulsion from the library for a given time, and/or expulsion from Kolej IGS.

5. Laptop access to wireless

Students are now able to configure their own laptops and other compatible portable devices to access the Internet and other IT services via the wireless network. If advice or assistance is needed for configuration equipment to this service, please consult the librarian in charge.

6. References & Information services

If you are looking for more information, the KIGS library staff can point you in the right direction.

7. Binding services

The library also provides binding services for the convenience of the students. Stationaries such as binding rings, transparency, CD-R and folder files can be purchased at the library counter.



8. Electronic resources and collection

The library strives to diversify the reading materials by obtaining e-resources such as e-books, e-journal and CDs. All the moments, E-materials can be accessed on KIGS Learning Management System (LMS). Simply log-in to your account and search for **KIGSeLibrary**.

9. Study spaces

Group study rooms and individual study carrels are also available in the library. Usage is on a first come, first serve basis.

10. Borrower responsibilities

- Borrowers agree to abide by the rules and regulations of KIGS Library.
- Borrowers are required to present a valid student ID card for checkout material.
- Borrowers should note the time and date that material is due. Overdue notices are sent as a courtesy. Failure to receive notification does not relieve the borrower of the obligation to return materials when they are due or justify a reduction in fines.

DO & DON'TS
Mobile phones are allowed in the library if they are on silent mode.
No food, drinks, gum or smoking are allowed in the library.
All items such as bags, files, laptop cases are not allowed into the library. They should be stored at the provided storage area.
All library users are always expected to be silent. This is to allow students who need a quiet environment to do their projects, homework, assignments etc. Please respect these student's need to concentrate on their studies and revision.
Exceptions will be applied if they are in a group, doing school works or projects. In this case, a discussion will be allowed but they are expected to keep their voice low.
Please ensure that all your personal belonging is taken care in the library. The library will not be responsible for any items that are lost or damaged by the library user's negligence.

OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

A GENERAL WORKS

AF Encyclopedias (General)
AG Dictionaries (General)
AI Indexes
AM Museums
AP Periodicals (General)
AY Almanacs, Directories

B PHILOSOPHY AND RELIGION

BC Logic
BD Metaphysics, Cosmology
BF Psychology, Occult
BH Aesthetics
BJ Ethics, Etiquette
BL Mythology, History of religions
BM Judaism
BP Islam, Bahá'ism, Other beliefs
BQ Buddhism
BR Christianity
BS The Bible
BT Doctrinal theology
BV Practical theology
BX Christian denominations

C AUXILIARY SCIENCES OF HISTORY

CB History of civilization
CC Archaeology
CE Calendar
CJ Numismatics
CR Heraldry
CS Genealogy
CT Biography

D HISTORY (except America)

DA Great Britain
DB Austria-Hungary
DC France
DD Germany
DE Mediterranean, Greco-Roman world
DF Greece
DG Italy
DH Netherlands (Low Countries)
DJ Netherlands (Holland)
DK Russia/Soviet Union, Poland
DL Scandinavia
DP Spain and Portugal
DQ Switzerland
DR Turkey and the Balkan States
DS Asia, Arab countries, Israel
DT Africa
DU Australia, South Sea islands

E HISTORY - AMERICA

Indians of North America
United States (incl. ethnic groups)

F HISTORY - AMERICA

U. S. local history, Canada, Mexico, Central America, South America

G GEOGRAPHY AND MAPS

GA Cartography
GB Physical geography
GC Oceanography
GE Environmental sciences
GF Human ecology
GN Anthropology
GR Folklore, Manners & customs
GV Recreation, Sports, Games, Dancing

H SOCIAL SCIENCES

HA Statistics
HB Economics
HC Economic history
HE Transportation, Communications
HF Commerce, Business administration.
HG Finance
HM Sociology
HN Social problems and reform
HQ Family, Marriage, Women
HS Associations, Societies, Clubs
HT Communities, Classes, Races
HV Social welfare, Criminal justice
HX Socialism, Communism

J POLITICAL SCIENCE

JC Political theory, Nationalism
JF Constitutional gov. Political parties
JK United States
JL Other Americas
JN Europe
JQ Asia, Africa, Australia, Oceania
JS Local government
JV Emigration and immigration
JX International law
JZ International relations

K LAW

KD United Kingdom
KE Canada
KF United States
KG Latin America
KH South America
KJ Europe
KZ Law of nations

L EDUCATION

LA History of education
LB Teaching
LC Types of education
LD Colleges and universities
LJ Student fraternities & societies
LT Textbooks

M MUSIC

ML Literature of music
MT Instruction and study

N FINE ARTS

NA Architecture
NB Sculpture
NC Drawing
ND Painting
NE Print media
NK Decorative arts

P LANGUAGE AND LITERATURE

PA Classical language & literature
PB Modern languages, Celtic
PC Romance languages
PD Germanic languages
PE English language
PG Slavic
PH Basque, Finnish
PJ Oriental
PK Indo-Iranian
PL East Asia, Africa, Oceania
PM American Indian
PN Literary history, Poetry, Drama, Journalism.
PQ Romance literatures
PR British literature

PS American literature
PT Germanic literatures

Q SCIENCE

QA Mathematics, Computer science
QB Astronomy
QC Physics
QD Chemistry
QE Geology
QH Biology, Natural history
QK Botany
QL Zoology
QM Human anatomy
QP Physiology
QR Microbiology

R MEDICINE

RA Public health
RB Pathology
RC Internal medicine, Psychiatry
RD Surgery
RE Ophthalmology
RF Otorhinolaryngology
RG Gynecology, Obstetrics
RJ Pediatrics
RK Dentistry
RL Dermatology
RM Therapeutics, Pharmacology
RS Pharmacy
RT Nursing
RX Homeopathy
RZ Other systems of medicine

S AGRICULTURE

SB Plant culture
SD Forestry
SF Animal culture
SH Aquaculture
SK Hunting

T TECHNOLOGY

TA Engineering
TD Environmental technology
TE Highways
TF Railroads
TG Bridges
TH Buildings
TJ Mechanical engineering
TK Electrical engineering, Atomic power, Telecommunication
TL Motor vehicles, Aeronautics
TN Mining
TP Chemical engineering
TR Photography
TS Manufacturing
TT Handicrafts
TX Home economics

U MILITARY SCIENCE

UA Armies
UB Military administration
UF Artillery
UG Military engineering, Air forces

V NAVAL SCIENCE

VE Marines
VK Navigation
VM Shipbuilding

Z GENERAL BIBLIOGRAPHY AND LIBRARY SCIENCE

ZA Information resources

BUSINESS, MARKETING AND COMMUNICATION CENTRE (BMCC)



Business, Marketing and Communication Centre (BMCC) – in its bid to equip its alumni with entrepreneurial skills.

The new facility was designed to allow our students and former students to exercise their skills in managing their startup projects, practice media broadcasting prowess and showcase their products via expo or exhibitions.

The new incubation centre can also be used as a place to conduct meetings, seminars and conferences – which could help students to develop their products better.

Additionally, KIGS is planning to work together with alumni especially those who show strong potential to be pushed into the market, in terms of capital funding besides giving advice and consultations to students on their projects.



GENERAL CONDUCT

Student code aims to **guide students** and to ensure that when on campus **students adhere** to **KIGS rules and regulations**. Therefore, students are advised to **observe** the **general conduct** when in the **campus compound**.

Students are forbidden to:

1. Engage in any illicit activity or behaviour either on or off the campus.
2. Organise any unauthorised activity or form any society involving students and/or staff members which may harm public security and safety.
3. Incite acts of violence, chaos or rioting either on or off campus and organise an impediment against the KIGS.
4. Discourage other students from attending any academic sessions such as lectures and tutorials, or from participating in any extra-curricular activities.
5. Possess, consume, use or sell any substances defined as illegal by the Brunei Government that could harm students' psychological, mental or physical health either on or off campus.
6. Possess obscene and offensive materials on video cassettes, CDs, DVDs, or other digital storage devices, magazines, photographs or other printed material on campus.
7. Smoke inside any building and enclosed area on campus as well as in the surrounding areas around the college compound.
8. Carry out any activities against Islam and/or its teachings.
9. Remove and/or possess any property belonging to the KIGS without permission; cause damage to or deface (by means of, graffiti, or otherwise) any property belonging to the KIGS; litter the buildings and grounds of the KIGS.
10. Disobey or disregard official directives or instructions issued by authorized KIGS personnel.

DRESS CODE

The student dress code aims to **guide students** and ensure that when on campus they are **appropriately attired** at **all times**. This includes their presence on campus after office hours, during weekends and public holidays, semester breaks and during official KIGS functions. The right attire enhances one's image, instils a sense of **integrity** and **respect** and demonstrates the **MIB philosophy**. This is essential in promoting a **positive image** of KIGS and is an important step towards **propelling students** onto **successful careers**.

Generally, **student attire must adhere to the MIB principles** and the **following attire is permitted on campus**.

1. Business type attire such as tailored shirts / trousers can be worn.
2. For female students, the business attire must abide by MIB principles.
3. Shirts and trousers must be loose fitting; shirts must have long sleeves and must be of the appropriate length to cover the back area ("menutup aurat").
4. Messages, designs or motifs on any clothing, including footwear must not be derogatory, offensive or lewd either in words or pictures.
5. T-shirts should have collars. For female students, rule (ii) applies.
6. Male students are encouraged to wear the "Songkok" (Malay headdress).
7. Female students are encouraged to wear the "Baju Kurung".
8. Muslim female students are required to wear the "tudung" (head scarf).
9. Any jewelry worn must comply with the MIB principles.
10. Sneakers should be decent.
11. Appropriate sports attire is allowed during sporting events or sessions.

The following attire/ appearance is not permitted on campus.

1. Collar-less T-shirts, singlet, shorts.
2. Footwear such as slippers, flip-flops.
3. Bright unnatural hair colours such as pink, purple or blonde (when not naturally blonde).
4. Caps or other headwear deemed inappropriate and sunglasses
5. Leggings, tight trousers, faded and/or torn jeans.
6. For male students: Long hair - hair length must not go beyond the shirt collar.

ALLOWED



NOT ALLOWED



STUDENT ATTENDANCE

Students are required to attend all lectures, tutorials, and workshop sessions. Any other specific attendance requirements will be specified in the module and programme specifications. Below are the attendance requirements according to the programme.

Student Attendance by Programme	
UMS Certificate Programmes	Students must maintain a minimum attendance of 80% at any time during the programme.
LUCT Foundation Programmes	
LUCT Degree & Diploma Programmes	Students are required to attend all sessions. Any other specific attendance requirements will be specified (e.g Tutorial /Consultation and etc) in the module and programme specifications. Students must maintain a minimum attendance of 80% at any time during the programme.
IBTE Programmes	Students must maintain a minimum attendance of 85% at any time during the programme.
Students are not encouraged to take a leave of absence during semesters. Students are themselves responsible for any such absence taken including but not limited to failing the examination.	

UNOFFICIAL TRANSCRIPT

Students who have successfully completed their semesters may request for an unofficial transcript from the Registrar's Office.

Generally, unofficial transcripts will only be issued after the endorsement from the Academic Board and will still be the subject of moderation (internally and externally).

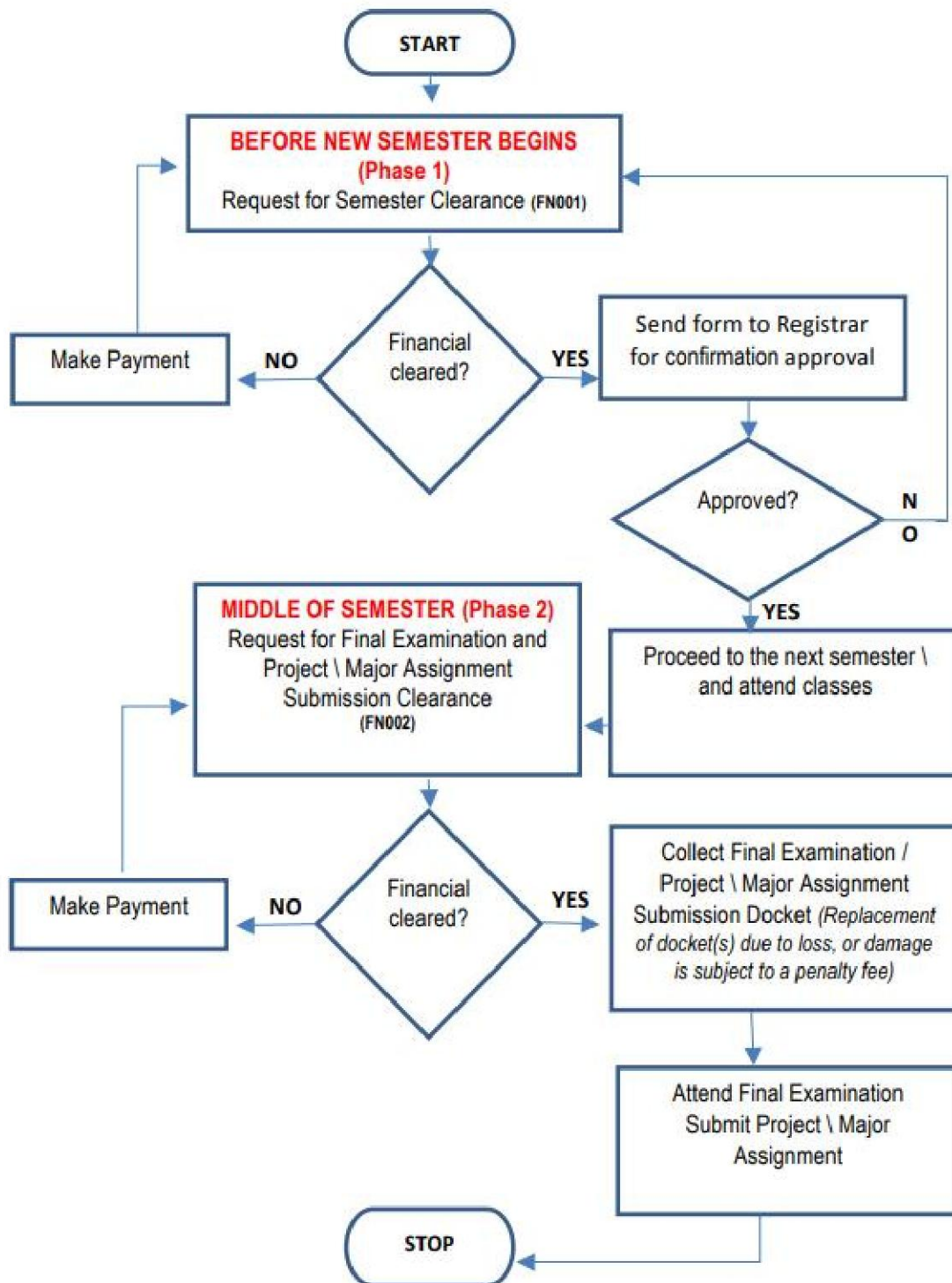
GUIDELINES AND REGULATIONS FOR STUDENTS

Effective this semester, all students are required to go through Semester Clearance before proceeding to the new Semester. Students are responsible for making arrangements to ensure that their fees and other payments are paid. Students are advised to settle any prior semester's unpaid fees with the Finance Section (Bursary), and may pay the succeeding semester fee bills as due. Books borrowed from the library must also be returned and any late fines are to be settled. Only students with clearance from the Department of Finance, are able to proceed to the following semesters. Any payments received will be automatically allocated against the oldest balance on the account. Students are also required to obtain financial clearance before the final examination, and before submitting final projects. Dockets (final examinations and projects submission) will be issued to the students who have received clearance. The dockets enable students to attend their final examination, as well as to submit their projects and allow the projects to receive grading.

The clearance process for the academic term of April 2023 will start from March 1, 2023 until March 31, 2023. Thus, all students are advised to complete their financial status within that period. Clearance forms are available at the offices of the Department of Finance and Registry, or can be downloaded from LMS.

The College will also charge penalties (late fee payment) or apply other sanctions (withdrawal of academic services, exclusion from graduation, withholding of academic awards and results) to students who are not paying. If a student missed the final examination due to unpaid outstanding, the student would be considered absent from the final examination and therefore, the marks awarded would be zero. If a student did not receive financial clearance when submitting projects, the student project component would also be awarded zero marks.

Process Flowchart



MONTHS	FORM TO BE USE	DESCRIPTION
March	FN001	Students' are to be settle prior outstanding balance before progressing to the next semester, the deadline for clearance is 31 March 2023 .
June	FN002	Students are to be settle outstanding balance before filling up the form to collect the docketts (either for the final examination, project submission or both). Note for exam start: - Foundation (LUCT) -29 May 2023. - Bribus - 19 June 2023. - IBTE (NTec) - 25 August 2023. - IBTE (HNTec) – 10 July 2023. - Degree\ Diploma \ Certificate – 24 July 2023. Only Students with Final Examination Docketts are allowed to attend and sit for the final examination. *The deadline for clearance is 28 June 2023.
September	FN001	Students' are to be settle prior outstanding balance before progressing to the next semester, the deadline for clearance is 30 September 2023 .
December 2023 – January 2024	FN002	Students are to be settle outstanding balance before filling up the form to collect the docketts (either for the final examination, project submission or both). - Only Students with Final Examination Docketts are allowed to attend and sit for the final examination. *The deadline for clearance is 31 January 2024.

For all queries regarding the financial status and clearance, please contact the Department of Finance

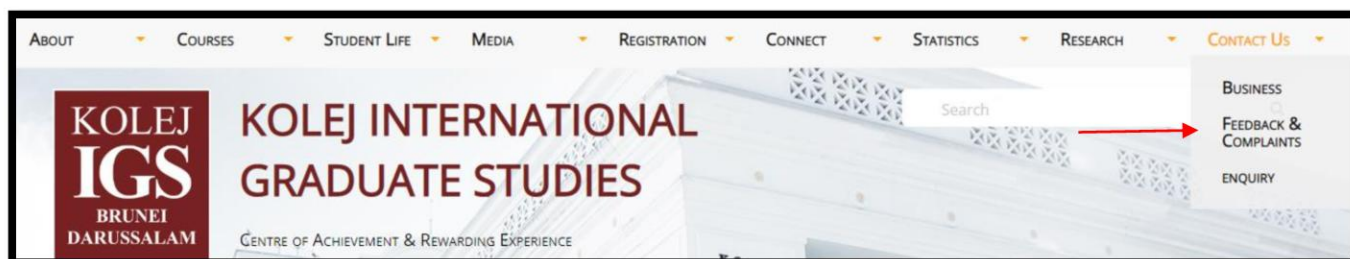
Tel number: +673 2238701

Time: 9:00am – 3:00pm (lunch time open)

Email: finance@igsbrunei.edu.bn

FEEDBACK & COMPLAINTS

A manual on Complaints Handling Mechanism is needed by the Kolej to provide the



stakeholders with a complaint resolution mechanism that is clear, flexible, fair, consistent, quick, efficient, courteous and respects confidentiality. It aims to provide guidance for filing complaints as well as for resolving complaints in the best interest of all parties involved in the conflict through <http://www.kolejigs.edu.bn/> website by clicking submit feedback / complaints form.

The members of the public, KIGS BOD members, parents/guardians, staff and students are encouraged to come forward with their concerns and grievances directly to the designated office for voicing complaints or indirectly through the relevant Complaints Managers or through any staff members of the Kolej.

The Kolej values the feedback given by stakeholders and it is committed to resolving their issues in the manner that the Kolej deems as appropriate and lawful through its designated office for voicing complaints. The Kolej will acknowledge the receipt of the complaints filed by the stakeholders and inform them of the resolutions taken within a reasonable time-frame.

Complaints received by the Kolej are handled through one (1) or/and two (2) processes contributing to the overall complaints handling mechanism of the Kolej, namely: the Informal Complaints Handling process and the Formal Complaints Handling process. The personnel receiving the complaints (front-liner/Complaints Manager/any staff member) should attempt informal complaints handling procedures through discussion (written or verbal) before moving into the formal complaint process (if it is appropriate to do so).

USING KIGS'S LEARNING MANAGEMENT SYSTEM (KIGS LMS)



KIGS LMS is a system, that allows the development and delivery of educational courses using the Internet as a delivery engine. You can use KIGS-LMS to submit attendance, read lecture notes, participate in discussion forums, submit assignments, take quizzes, check grades, and communicate with your lecturer, your classmates, or anyone in our academic community.

LOGGING INTO YOUR MOODLE COURSE

The very first time you access KIGS LMS you will need to follow the below instructions:

Step 1 - Open your Internet Browser (eg: Chrome, Internet Explorer) and type in the KIGS LMS address (lms.kolejigs.com)

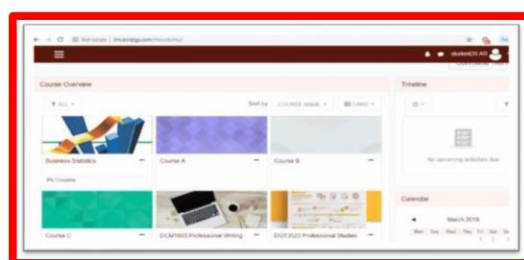
Step 2 - Enter your username and password and click 'Login'.

The screenshot shows a login form with a dark red background. The title is 'Login into your account'. There are two input fields: 'Username / email' and 'Password'. To the right of the password field is a 'LOG IN' button. Below the input fields is a link 'Forgotten your username or password?' and a checkbox 'Remember username'. At the bottom is a 'LOG IN AS A GUEST' button.

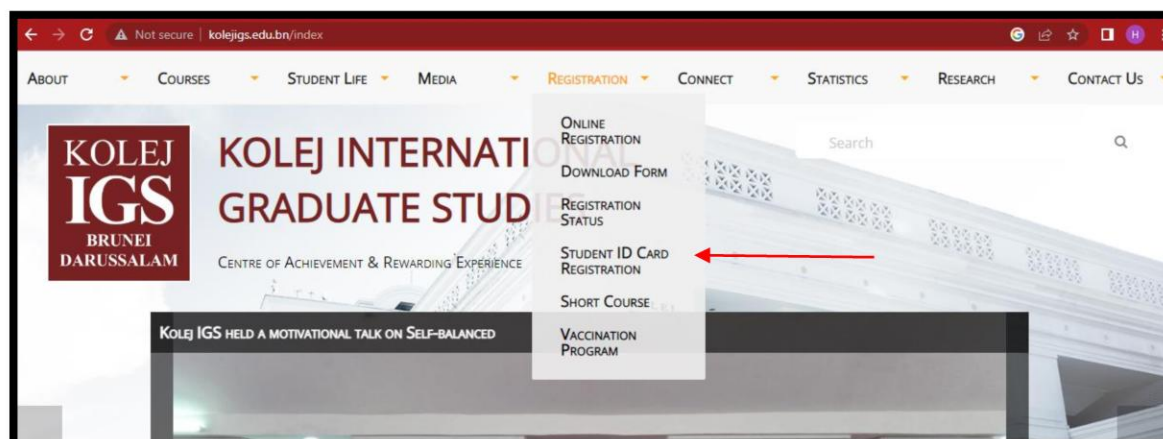
Step 3 - When you log in, you will be asked to change your password. You need to type in the current password and new password. Click 'Save' and 'Continue'.

NAVIGATING AROUND KIGS-LMS

Every time you do a log in, you will be directed to your 'Dashboard'. Your dashboard links to all of the courses that you are enrolled in within the site.



STUDENT ID CARD



KIGS Student ID Card Registration

Registration for KIGS Student ID Card

hana@igsbrunei.edu.bn [Switch account](#)

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Your email is not part of your response.
Any files that are uploaded will be shared outside of the organization they belong to.

* Required

IC Number *

Your answer

Name *

Your answer

Batch code *

Your answer

Mobile Phone No

Your answer

Passport Size Photo *

[Add file](#)

[Submit](#) [Clear form](#)

Request student ID card through <http://www.kolejigs.edu.bn/> website. Under registration, then select student ID card Registration by filling up an online form.

once complete, students may collect it at Block A first floor IT support above KIGS administration office.

EXAMINATION RULES AND REGULATIONS

Students at all-time must **adhere** to **rules and regulations** during the **examination** as follows:

1. A candidate who failed to follow the examination **dress code** will not be allowed to sit for their examination.
2. Electrical devices are **completely prohibited** inside the examination hall.
3. Candidates are required to **show all their necessary stationaries** to the invigilators prior to entering the examination hall.
4. Candidates are advice to be **responsible for their own personal belongings**. The college **will not be responsible** for lost and stolen items.
5. **Student's Identity Card (I.D)** must be placed on the desk, top right during the exam time.
6. **No borrowing** of stationaries and calculator is allowed.
7. All Candidates **must** comply exam room regulation procedures:

Day	Evening	Tasks
8.30	18.30	Students are allowed to enter exam room.
		No candidates are allowed to enter the examination hall 30 minutes after the examination has started.
		Recite Doa.
8.50	18.50	Reading time.
		'During the 10 minutes reading time' No candidates will be allowed to enter or exit the examination hall.
9.00	19.00	Exam starts.
11.30	21.30	Students will not be allowed to leave the examination hall during the last 30 minutes of the examination.
12.00	22.00	Exam ends.

8. Candidates are **not allowed to communicate** with each other the examination has started.
9. **No additional time will be given to latecomers.**
10. Candidates are **prohibited** from bringing out any examination materials outside of the examination room.

11. **Disciplinary action will be taken** against the candidates who are caught cheating. If caught cheating, the candidate will automatically fail the module and be required to repeat.

12. During the examination a candidate **may rise his/her hand** for the following purposes:

- To communicate with the invigilator
- To request additional papers
- To request permission to use the restroom
- To request the collection of their papers

Failure to comply will result in the student being **penalised** and will be recorded officially. Forms of **common penalties** include being **disqualified from sitting in the examination** resulting in **failing the assessment immediately**. A possible **mark deduction up to 10%** from the **assessment weightage** depending on the offences committed. The consequence of **repetitive offences** will lead to **suspension** or **being expelled** from with **KIGS discretion**. Students who **fail** the examination will have to **re-sit** the examination again in order to be **reassessed**. However, only **passing marks of not more than 50% will be awarded**.

APPEAL FOR ASSESSMENT RESULTS

Lecturers must ensure that students **comply** with the **module requirements** as stated in the programme. **Without finishing the assessment set by the programme**, a student **will not be qualified to graduate or to receive any certification**. Therefore, **students must pass each component of the module assessment**. **Failing one component of the module assessment** would require students to **re-sit or repeat the semester again**.

Repeats and Progression

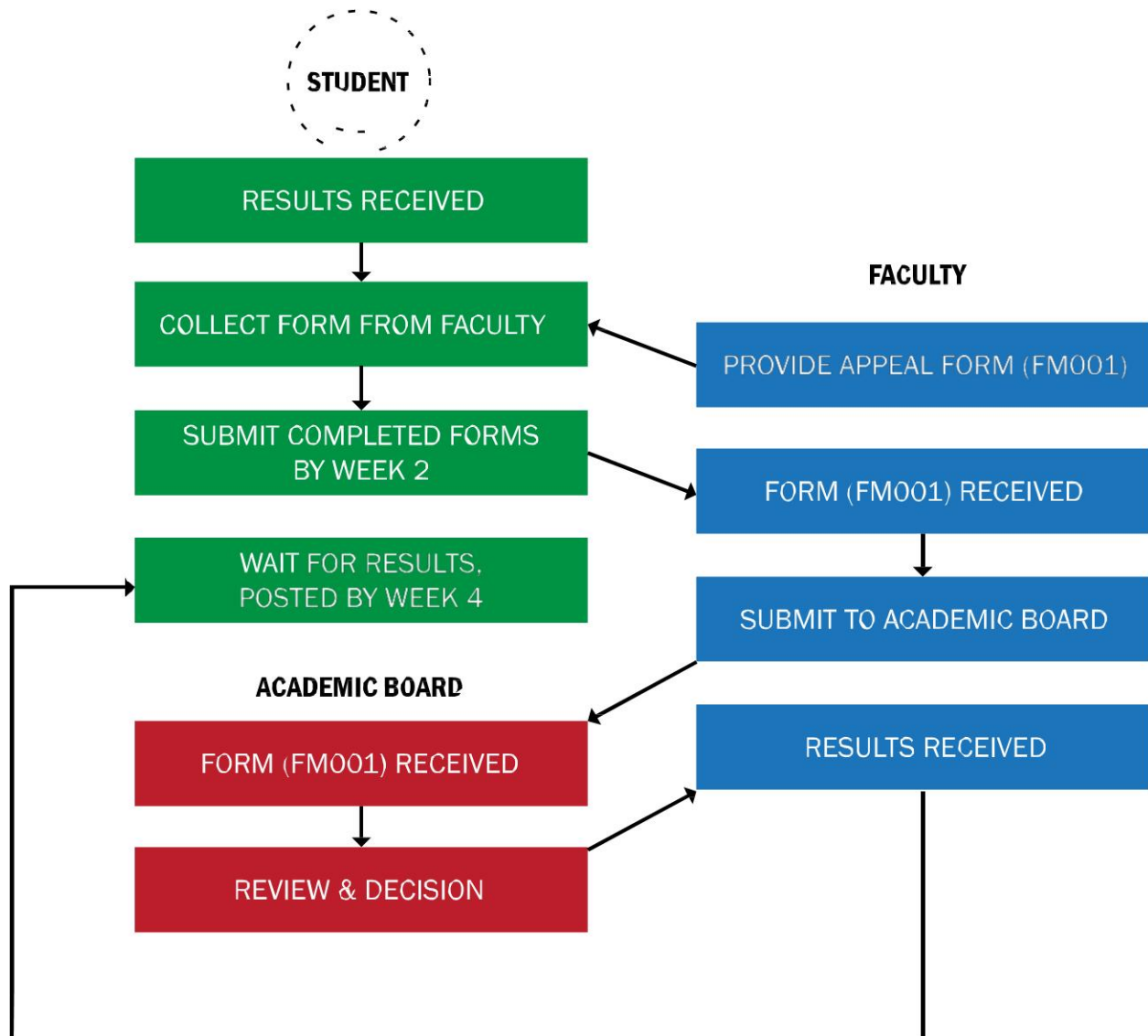
Most **modules** carry **pre-requisites**; therefore prior to advancing into the next semester, students **must fulfil the lower level pre-requisite module**

Appeal For Assessment Results Process			
Student	Faculty (Head Of Faculty) or (Assistance Head Of Faculty)	Faculty (Head Of Faculty) or (Assistance Head Of Faculty)	Form/ Item
1. Collect the forms from Faculty. 2. Submit the completed form within the first two weeks of the new academic semester to the Faculty	1. Provide the form. 2. Accept any complete application. 3. The result of the appeal will be posted within Week 4 of the semester. 4. All decisions from the Board of Appeal are final and no further appeal is allowed.	1. The Academic Board decides whether the appeal is genuine for review. 2. The Board can/may request to see all the works that had been done by the student during the undertaking of the module from the faculty.	(FM001) Application for Appeal or Assessment Reconsideration

The table above exhibits the process that the students need to adhere to upon appealing.

The flow chart below illustrates the guideline for student to make an appeal.

Process of appealing for assessment result



KIGS FINANCE AND ASSET MANAGEMENT

School Fees and Educational allowances.

1. Student fees payment.
2. Education Allowance from the Government.

STUDENT FEES PAYMENT.

- School fees payment is to be made monthly, by the end of every month.
- CASH, CHEQUE or bank transfer (BIBD) only
- Certificates and Transcripts will be put on HOLD if there are still any outstanding fees.

Additional charges will be made if there are any Repeated or Failed modules in each semester

BANK TRANSFER (BIBD)

- In order to make payment through bank transfer, please email us at finance@igsbrunei.edu.bn to proceed.
- Further acknowledgement regarding payment will be informed by the KIGS Finance Department.

EDUCATIONAL ALLOWANCE FROM THE GOVERNMENT.

1. Documents needed from Kolej IGS for students who are eligible to apply for government educational allowances:
 - I. **Original receipt of payment**
 - II. **Offer letter**
 - III. **Quotation of payment per year**

2. Students who are still eligible to apply the educational allowance scheme need to **RENEW their application yearly** as this allowance is only applicable for one year (12 months). **(I.E. REQUEST QUOTATION YEARLY)**

Student A should request their quotation from the KIGS Finance Department towards the end of March.

The Quotation will then be handed in to MoFE/respective government department along with the original receipt.

Quotation should be requested yearly

- Year 1 , 1st and 2nd semester (Apr 2023 – Mar 2024)
- Year 2 , 3rd and 4th semester (Apr 2024 – Mar 2025)
- Year 3 , 5th and 6th semester (Apr 2025 – Mar 2026)

*for second intake 21/02 quotation should be requested towards the end of September.

FEES FOR REPEAT MODULES

Repeating students are subjected to charges incurred for repeated modules. The charges vary according to the number of failed subject and the programme. Charges for repeating vary according to the number of failed subject and the programme.

The table below shows the charges for each module/subject at various programme levels:

<u>Programmes</u>	<u>Charges (\$BND)</u>
Degree	500
Diploma	400
Foundation	200
Certificate	100

If a student **fails pre-requisite modules**, the student's **advancement** to the **next semester** will be **considered on a case by case basis depending on the advice** given by the **Academic Board**.

GLOBAL CLASSROOM

A module named Global Campus/Classroom is present in all Limkokwing University of Creative Technology's degree programme structures and it carries 6 credit hours to contribute to a total of 120 credit hours for course completion. This module is designed for students to escape the confines of a classroom for 4 to 8 weeks of intensive industry-linked projects and site visits that culminate into a final ad-hoc project that must be completed at the end of the Global Campus module. There are only two Limkokwing campuses, namely: Kuala Lumpur and London.

The Brunei Global classroom is now an option to support and aid students who are not able to attend Kuala Lumpur or London due to work responsibilities or not having the financial means. The Brunei Global Classroom must go through some certification and quality assurance procedures involving moderation and approval by the Senate of the Limkokwing university. This means that not only all grades and marks earned by students must be reviewed by Limkokwing University during their moderation visits, the design and format of certificates to be granted to students will also have to be approved by them. It is, therefore, only appropriate for all certificates of completion for Global Classroom Brunei to be awarded after the convocation, together with official academic transcripts and degree certification.

Fees for Global Classroom are based on the location of the activities. Normally, in London it was £1,500 and Kuala Lumpur was RM2,800 respectively. For Global Classroom Brunei Darussalam it was charged BND100 to cover the administration costs, human resource, and facilities. However, the charge for Brunei Global Classroom now is BND \$300 to include accommodation, transportation, and other activities. This amount is only estimation. The actual amount chargeable may be less and the extra money will be returned to the students equally.

INTERNSHIP PROGRAMME

Internship programme is mandatory for the Limkokwing University of Creative Technology (LUCT) students. Students who have fulfilled all courses requirement are qualified to undergo the internship.

Degree programme **12 weeks** and **maximum 3 months** after completed semester 6.

Diploma programme **8 weeks** and **maximum 2 months** in semester 5.

HNTec programme **6 months** in semester 4.

Ntec programme **6 months** in semester 4.

The Internship Programme booklet will help students to understand the importance of this Internship and helps to clarify any ambiguities related to the programme.

PERKHIDMANTAN PSIKOLOGI KLINIKAL (KEMENTERIAN KESIHATAN)

APA ITU BULI?



Buli adalah satu kejadian apabila seseorang ataupun ramai orang, melakukan atau mengatakan perkara yang bertujuan untuk menyakiti. Ia biasanya berlaku lebih dari sekali.

Perkhidmatan Psikologi Klinikal

Kementerian Kesihatan

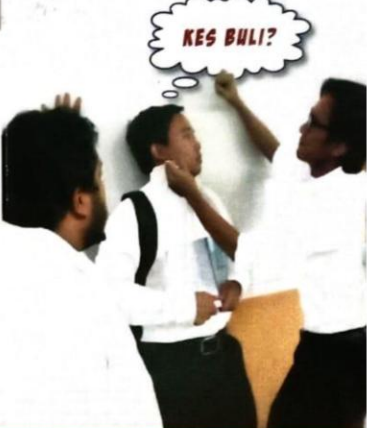
2nd Floor, Block 6
(Old Nursing Hostel)
RIPAS Hospital, BA1710
Bandar Seri Begawan
Brunei Darussalam.

Level 1, 830, Simpang 32-37
Anggerek Desa Flats, Berakas
BB3713 Brunei Darussalam.

WAKTU KLINIK:
Isnin hingga Khamis dan Sabtu
8:00 pagi hingga 12 tengah hari
1.30 petang hingga 4.00 petang

TALIAN HUBUNGAN:
2240162 / 7212697 (RIPASH)
2333214 / 8699614 (Anggerek)

BRUNEI BEBAS BULI



KES BULI?



كementerian Kesihatan

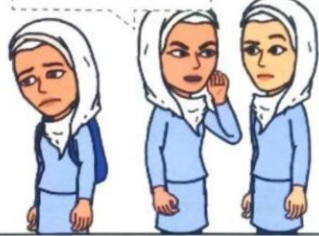
KEMENTERIAN KESIHATAN

MINISTRY OF HEALTH



PERNAHKAH AWDA MENGALAMI KEJADIAN INI?

APA YANG PATUT SAYA LAKUKAN SEKIRANYA KEJADIAN BULI BERLAKU?

BULI FIZIKAL  LAJUTAN BETUMBUK!	BULI PSIKOLOGI / SOSIAL  JANGAN KAU BEKAWAN SAMA IA.	LAPORKAN KEJADIAN BULI KEPADA ORANG DEWASA YANG BERTANGGUNGJAWAB  SEPERTI IBUBAPA, GURU, ADIK BERADIK ATAU KAWAN.
BULI SIBER  MENGAPA DIORANG SUKA UCAP-UCAP AKU ANI.	BULI VERBAL  AWAS KAU AH!	MEMBERI BANTUAN KEPADA MANGSA BULI.  BERLAKU BAIK KEPADA MEREKA SEPERTI MENGAJAK MEREKA BERJUAL DAN MENGAMBIL BERAT TENTANG APA YANG BERLAKU.

The Kolej takes seriously any forms of bullying. As such appropriate actions will be taken without hesitation if students are found guilty of the offence.

EXTRA CURRICULAR ACTIVITIES (E.C.A)

Extracurricular activities can form a vital part of students' experience at KIGS, creating unique opportunities for friendship and learning.

Athletic Activities

Getting involved in sports will drive the student to have a competitive side, and in any career/industry—business especially—that is a great quality to exhibit.

Clubs
Futsal (only applicable for male students)
Badminton
Netball
Paintball
Ping-Pong
Touch Rugby

Talent-Related Activities

For students who have specific talents and want to practice or share that skill, be sure to join one of the clubs that KIGS offers.

Clubs
Art
Broadcasting (College Radio)
Gaming
Gulingtangan
Performing Arts (Drama pentas)
Photography

THOSE ASSIGNED TO BE IN CHARGE OF THE RESPECTIVE CLUB WILL BE PUBLISHED ON A SEMESTER BASIS BY THE ECA COORDINATOR IN CHARGE.

Volunteer work activities

With busy lives, it can be hard to find time to volunteer. However, the benefits of volunteering are enormous in giving back to the community. The right match can help students find friends, reach out to the community and learn new skills while developing their own self-satisfaction. Volunteering can also help nurture students' mental and physical health. Students will have a choice of:

Clubs	Lecturer in charge
Scouts	-
Red Crescent (Bulan Sabit Merah)	Ms Siti Nasyroh binti Mat Nayan

STUDENT COUNCIL

KIGS encourages students' participation in the college through the **Student Council**. The following regulations shall apply to the **Student Councils** to be in line with the KIGS's mission and regulation.

OVERALL DUTIES AND PURPOSES OF THE STUDENT COUNCIL

Students may engage in the decision-making process in order to improve the quality of life within KIGS. To achieve such purpose, students shall **choose a representative body** known as the **Student Council**, which shall have the following duties:

1. Freely, professionally, and ethically express their opinion and recommendations related to the problems faced by students and the general college community to the appropriate college officials.
2. Help provide a suitable intellectual environment that promotes the inner development of students.
3. Select a student representative who shall participate in several Ad hoc or permanent institutional committees.
4. Keep a detailed register of all meetings through minutes.
5. Each time the Council submits any type of request to the Administration, said request shall have attached a certified copy of the minutes that register the approved motion.
6. Instruct students about their rights and duties.
7. Aid in promoting and maintaining an institutional order pursuant to institutional rules and policies.
8. Encourage a free exchange of ideas in an environment that promotes personal, intellectual, and professional development among students.
9. Be a forum to the student council for the discussion and objective analysis of problems affecting the college community and to contribute to the search for solutions to such problems.
10. Keep the Registrar and Head of Academic informed of its activities and furnish all information requested by KIGS.

ELEGIBILITY

1. To be eligible, students must **be enrolled in a minimum of six (6) credits in the semester** in which the election takes place and maintain this academic load throughout their term in office, and have a **minimum of nine (9) credits approved** with a **cumulative GPA of 3.0 (for President & Vice President) and 2.5 or more (for other Positions in the Council)** at the moment of appointment.
2. **Nominations** must be **notified** to the **Registrar and Head of Academic** for their verification and certification of eligibility for **not less than two weeks prior to the elections**.
3. Students in **academic or disciplinary probation**, in summary or temporary **suspension** from the institution, or who have an **unpaid balance** with the **Finance Office** or the **Library** are **not eligible to hold office in the Student Council**. In the event that a student is **elected as a candidate** and has a **pending disciplinary action** that may **result in suspension or expulsion** from the institution, or is in **disciplinary or academic probation**, said member shall be **immediately removed from office by the Registrar**.
4. Any member of the Student Council who **fails to meet the above-mentioned minimum requirements** of eligibility for any position within the Student Council should be **immediately removed from office**. The position shall be **automatically declared vacant** and he/she shall be **replaced accordingly**.
5. Students may **begin** their **electoral campaign for the Student Council** when the **Registrar** issues **approval**. Campaigns related to the participation and election of other student associations shall be carried out **according** to the **statutes or resolutions** of their **governing bodies**, insofar as they are compatible with college regulations and institutional order.

IMPORTANT (LAWS OF BRUNEI ON STUDENTS' COUNCIL)

Kolej International Graduate Studies (KIGS) as a private higher educational institution within Brunei Darussalam is thus under the **Ministry of Education (MOE), Brunei Darussalam**.

As such, it is important that the Students' Council at all times are abiding and not breaking any of the following clauses 47, 49 and 50 stated under Laws of Brunei and as extracted,

Prohibition against any political involvement.

47. (1) No person shall, whilst being a pupil in a higher educational institution —

(a) be a member of or associate with any political party or workers' union within or outside Brunei Darussalam;

(b) be a member of or associate with any organisation, body or group within or outside Brunei Darussalam that is in contravention of the Constitution of the country or which in the opinion of the Minister is undesirable and unsuitable to the philosophy of the Malay Islamic Monarchy; or

(c) be a member of a student body or student organisation that is associated with or affiliated to or has any other involvement with any political party or workers' union or any other organisation, body or group of persons within or outside Brunei Darussalam which in the opinion of the Minister is undesirable or unsuitable to the philosophy of the Malay Islamic Monarchy.

(2) No person shall, whilst being a pupil in a higher educational institution, behave in a manner that represents support and sympathy for the causes and objectives of any political party or workers' union or any other organisation, body or group of persons referred to in subsection (1).

(3) Any person who contravenes subsection (1) or (2) is guilty of an offence and liable on conviction to a fine not exceeding \$1,000.

Power of Registrar General to direct suspension or dissolution of student body or organisation.

49. (1) The Registrar General may direct the chief executive of a higher educational institution to suspend or order the dissolution of a student body or organisation if it is shown that the student body or organisation —

(a) is being conducted in a manner detrimental to the interests of —

- (i) Brunei Darussalam;
- (ii) public order; or
- (iii) the pupils of that institution; or

(b) is in contravention of any provisions of any written law.

(2) Notwithstanding subsection (1), the Registrar General shall only issue such direction if, after giving the student body or organisation the opportunity to make a representation to the contrary, he is satisfied that a suspension or a dissolution is justified under subsection (1).

Duty of chief executive to execute direction under section 49.

50. (1) It shall be the duty of the chief executive —

(a) to immediately suspend or dissolve a student body or organisation upon receiving from the Registrar General a direction under section 49; and

(b) to inform the Registrar General of the execution of that direction within a period of 3 weeks of its receipt.

(2) Failure to execute his duties under subsection (1) may result in the cancellation of the chief executive's registration.

*The excerpts above had been obtained and extracted from the Laws of Brunei.

(2011). Chapter 210: Education, Part V: HIGHER EDUCATION, pp33-34.

ELECTION PARTICIPATION KOLEJ IGS STUDENT COUNCIL REGULATIONS

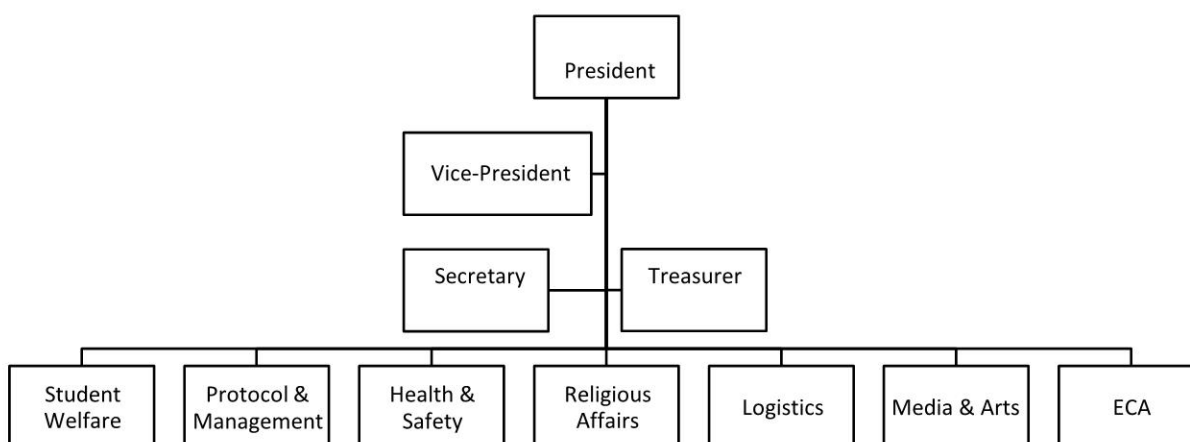
1. Students enrolled in the semester in which elections take place, as well as students in clinical practice, internships, or dissertations may **vote to elect the members of the Council**.
2. **Elections** shall be carried out through a **secret vote**.
3. The **Registrar** shall **notify the Student Body** regarding the **approval of eligibility of candidates**.
4. At the **end of the election process**, the **Registrar** shall **certify the recently elected Council** and shall submit a report to the **Principal within five (5) business days following the elections**.
5. Elections shall be **determined** by a simple majority vote.

ELECTIONS

Student Council elections shall be **carried once every two years** under the **supervision of the Student Council Liaison Lecturer**. If elections **cannot be carried out** as mentioned above, the **Registrar** shall **reprogram the election period**.

POSITIONS OF THE COUNCIL

The Student Council shall be composed of the following officials, who will hold office for the academic year they were elected:



MEMBER DUTIES

President

- Head of Student Association
- To act as the first approver for any documents including events, budgets, proposals and claims.
- The authority to approve the issuance of petty cash in the absence of Treasurer
- To conduct and chair any formal meeting and discussion with the Student Association
- The right to initiate meetings and make decisions where necessary
- The right to attend any meeting regarding the Student Association and its respective committees.
- The right to make any formal declaration related to the Student Association.

Vice-President

- To represent and carry out the duties of the President in the absence of the President.
- To act as a liaison between the Student Association and the administration of KIGS.
- To act as an advisor to the President for approval for any documents including events, budgets, proposals and claims.
- Has the authority to approve the issuance of petty cash in the absence of the Treasurer and the President.
- The right to attend any meeting regarding the Student Association and its respective committees.
- To assist in developing plans for the Student Association during the term of the service.
- To represent the Student Association in any and all situations in the absence of the President.
- To assist in ensuring all Student Association committee members perform their duties.

Secretary

- Responsible for keeping all records and minutes of meetings.
- To arrange all correspondence letters for all Student Association committees.
- To keep a record of all Student Association members.
- To issue notice of meetings to all committees.
- To prepare all the minutes and distribute them to all Heads of Student Association committees.
- To organise and arrange meetings as initiated by the President.
- To prepare annual reports on behalf of out-going Heads of Committees.

Treasurer

- To monitor the cash flow of the Student Association
- To prepare an annual budget for the Student Association
- To keep and handle all financial records from sponsors, contributions and funds raised.
- To keep all budget proposals, claims and financial reports of all Student Association events.
- To advise on all and any financial matters to the President, Vice President and Heads of Committees.
- To prepare post-event financial reports for any and all Student Association events and activities.

Head of Student Welfare

- To provide assistance and information to new student intakes, prospective students as well as the general public.
- To provide assistance to members who are having issues that will affect their academic performance.
- To coordinate with welfare personnel and professionals to address student's needs.
- To record and report complaints, suggestions and feedback from the student body.

Head of Protocol & Management

- To provide assistance to members of the Student Association in all formal matters.
- To ensure that the procedures and protocols are fully developed and revised every term.
- To set goals for the students studying within the college.
- To manage activities and work as facilitators during events.
- To organizes events that involve international relations. By sending invitations and arranges to receive visitors, while planning for their parking and seating positions.
- During official college ceremonies, he/she review ranks, positions and relationships of visitors when doing seating planning to avoid placements that cause discomfort or conflict during the ceremony. He/she also arranges briefs for the staff on their respective roles during ceremonies.

Head of Health & Safety

- To carry out risk assessments and considering how risks could be reduced.
- To prepare and provide information to the Student Association regarding health and safety issues and risks.
- To record incidents and accidents and producing reports as necessary.
- To ensure the safe installation of equipment during Student Association events and activities.

Head of Logistics

- To organise transportation and movement of equipment as well as Student Association members for any events and activities.
- To liaise with vendors in regards to the provision of services during events and activities.

Head of Media & Arts

- Responsible for preparing publicity materials whenever required.
- To check and approve any publicity materials before being approved by the President.

- To prepare design and layout proposals for any Student Association events and activities.
- To prepare and execute designs as required by the Student Association and its Committees.

Head of Extracurricular Activities (ECA)

- Responsible for any and all ECAs.
- To conduct and organise ECAs for the Student Association and its members.
- To ensure that all ECA venues are prepared as required by the various ECAs.
- To publicise ECAs to new and prospective intakes.
- To ensure that the Student Association members benefit by learning skills and knowledge through ECAs.

Head of Religious Affairs

- Responsible for all and any religious and spiritual activities.
- To conduct religious talks and activities for the Student Association members.
- To perform and lead religious rites where necessary.

VACANCIES

1. The Council shall notify the registrar of any position vacancy.
2. A council member shall fill any vacancy by the secret majority vote of the Council. However, if the vacancy is the position of the Council President, the Vice President elect shall assume the office of the President for the remainder of the term. A member elected by secret majority vote shall assume the office of the Vice President.
3. The Council Secretary shall inform in writing the names of the new office holders to the Registrar prior to filling the vacancy and within three (3) workdays after the election.

TERM OF OFFICE

Under no circumstances shall the members of the Student Council serve for a term greater than that for which they were elected, unless the Provost extends said term due to extraordinary circumstances.

REMOVAL OF A COUNCIL MEMBER

Any Student Council member may be removed from office before the end of his/her term for any of the following reasons:

- i. When a student officially becomes a member of the Student Council, he/she commits to inform the Council President of any cause for removal from office in compliance with this Section. Failure to inform the Council President is considered a violation of the Code of Conduct and; the student shall be referred by the Student Council Liaison Lecturer to a Quality Assurance Committee for a serious violation. In the case of the Council President, said president or a council member shall inform the Registrar when a reason for removal arises in compliance with this Section.
- ii. If after following the regulation procedure, it is found that he/she committed a violation or violations against this Regulation or against the institution's Code of Conduct.
- iii. If without a reasonable excuse, he/she fails to attend to the four (4) ordinary general student council meetings called pursuant to this Regulation.
- iv. If he/she illegally represents the Council or makes any declaration in the name of the Council without proper authorization.
- v. If the student fails to meet the Institutional Standards of Academic Progress.

The removal of a member shall be discussed in a council meeting for such purposes. The member in question shall be clearly notified by the official letter of the following:

- i. Cause for removal.
- ii. Date, time, and place of the meeting.

A Council member may only be removed with two thirds (2/3) majority consensus of the Council member votes.

The Registrar and Head of Academic shall be invited to the meeting as an observer.

The Council shall submit to the Provost a report certified by the highest-ranking officer. The Council's resolution may not be appealed and the council member shall be notified in writing thereof.

STUDENT COUNCIL LIAISON LECTURER

Student Council will be **advised** and **consulted** if **needed** by the **Student Council Liaison Lecturers**. There can be a **minimum of two (2)** and a **maximum of three (3) Liaison Lecturers to supervise the Student Council**.

Roles of the Student Council Liaison Lecturer:

- To promote the interests of the Student Council.
- To assist and advise the Student Council.
- To be the link between Student Council and Lecturers and Management.

Responsibilities of the Student Council Liaison Lecturer:

- Attending Student Council meetings and providing guidance advice and information if requested.
- Providing training and team development activities for the Student Council.
- Assisting the Student Council in liaising with management.
- Liaising between the Student Council and staff by putting Student Council issues on the agenda at staff meetings.
- Encouraging staff to invite members of the Student Council to attend staff meetings and encouraging the Student Council to invite staff members to their meetings if needed.
- Helping to raise the profile of the Student Council while monitoring and evaluating the development of the Student Council with student members.
- Student Council becomes a part of the structure of the school and that it is involved in all aspects of College life.

CONCLUSION

This Student Handbook serves as a reference guide for students enrolling in KIGS programmes. Therefore, students are advised to observe KIGS rules and regulations at all times during their candidature.

**KIGS RESERVED THE RIGHTS TO AMMEND THE CONTENT OF HANDBOOK WITHOUT NOTIFYING THE STUDENTS UNDER THE COLLEGE DISCRETION*

STUDENT ACKNOWLEDGMENT

I have read, understood and accepted the rules and regulations outlined in
the Student Handbook.

Name: _____

IC No: _____

Programme: _____

Date: _____

Signature: _____

KOLEJ IGS

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