

Student Handbook

Administrative Guidelines
Rules & Regulations



MUHAMMADIYAH ISLAMIC COLLEGE
The Choice Islamic Tertiary Educational Institution

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1. GENERAL MATTERS

1.1. Operating Hours; Gate Opening Hours & Admin Office Opening Hours

Gate Opening Hours

Monday - Thursday: 7 AM - 6 PM

Friday & Saturday: 7 AM - 10 PM

Sunday: 7.30 AM - 7.30 PM

Admin Office Opening Hours

Monday - Thursday: 8 AM - 5.30 PM

Friday & Saturday: 8 AM - 9.30 PM

Sunday: 8 AM - 7 PM

1.2. Mode of Communication

- MIC's email address: mic@muhammadiyah.org.sg
- MIC's WhatsApp number: 84959803
- MIC will be communicating all important information with students via email
- Ensure that a valid email address is given
- MIC shall not be responsible for any communication failures due to non-provision of updated/latest information to the college
- When sending email to MIC, please clearly indicate your name, student number and course at the start of your email. Failing to do so will be an automatic rejection of email

1.3. Forms

The following forms are attainable from the admin office or downloadable on our website.

Kindly approach the admin office to request for one:

- 1) Change of Students Particulars
- 2) Course Deferment/Withdrawal
- 3) Transfer Credit (For Degree Program only)
- 4) NS Deferment Letter (For Full time students)
- 5) Graduation Form

1.4. Printing

Charges

Printing		Single Sided	Double Sided
A4 Size	Black & White	\$0.20	\$0.40
	Full Colour	\$0.30	\$0.60
A3 Size	Black & White	\$0.40	-
	Full Colour	\$0.50	-

Photocopy		Single Sided	Double Sided
A4 Size	Black & White	\$0.10	\$0.20
	Full Colour	\$0.20	\$0.40
A3 Size	Black & White	\$0.30	-
	Full Colour	\$0.40	-

Chargeable Documents

- College notes
- Printing of slides for students' presentation purposes
- Printing of assignment
- Printing of documents not more than 40 pages (double sided); 1 working day
- Printing of documents more than 40 pages (double sided); 3 working days
- Strictly no printing of personal items

Non-chargeable Documents

- Printing of students' body documents

1.5. Appointments

Appointment with Director/Dean/Admin/Faculty Members

- All appointments with the director/dean/admin/faculty members need to be scheduled at least 7 days in advanced
- All appointments must be made via email

Personnel	In-Charge
Director	Mr Sazali Bin Abdul Wahid
Dean	Dr. Saifuddin Amin
Head of Admin	Siti Zahidah Binte Samsudin
Admin Assistant	Abdullah Rubil
Head of Students' Affairs	Ust. Jafni Bin Rahman
Head of Academic Department	Ust. Zainal Abidin Bin Abdul Aziz
Head of Research Department	Ust. Mohamed Taufik Bin Mohamed Ramlan
Faculty Members	Ust. Shaik Huzaifah Bin Shaik Hussain

1.6. Lost & Found

All lost and found item(s) need to be reported to the admin office and the relevant forms are to be filled in. All unclaimed item(s) will be disposed after 21 days

2. STUDENTS' ADMINISTRATION

2.1. Fees*

Fees (Full Time Courses)

Course	Student Fee	
	Registration Fee	Course Fee
Certificate		
Arabic Language	\$101.65	\$2054.40
Pre-Diploma		
Arabic Language	\$101.65	\$2696.40
Diploma		
Arabic Language	\$101.65	\$6741

Fees (Part Time Courses)

Course	Student Fee	
	Registration Fee	Course Fee
Certificate		
Islamic Studies (Eng/Malay)	\$42.80	\$2054.40
Diploma		
Islamic Studies: Syariah Islamiah	\$101.65	\$6163.20
Islamic Studies: Tafsir & Hadith	\$101.65	\$6163.20

***All fees include GST**

2.2. Refer-a-friend Scheme

- Students are entitled to 5% discount per referral
- Discount is capped at 20%
- The referred student must completed 1 month of studies before the discount will take place
- If the referred student withdraws from the course, the discount will be void

2.3. Payment of Fees

- Usage of Interbank GIRO is highly recommended unless otherwise advised by the admin office
- All GIRO deductions & cash payments need to be done by 6-9th of every month
- Giro processing may take about one month
- Unsuccessful deduction for the month will result to students having to pay the fees in NETS or bank transfer/PayNow
- Unsuccessful deductions for three consecutive months will lead to termination of GIRO account. Students will be required to resubmit the GIRO forms to MIC

2.4. Late Payment of Fees

- A first reminder email will be sent out if fees are not received by 1st week of the following month
- Failure to pay fees by the 3rd month will constitute of barring of examinations and even expulsion from MIC
- Students can make an appeal at any stage

2.5. Refund Policy

Requesting for a Refund

To expedite a student's request for refund of course fees, he/she is requested to write in to MIC with the following information:

- a. Student's full name
- b. Student card number
- c. Course enrolled into or applied for at MIC
- d. Copy of official receipt issued by MIC
- e. Reason(s) for requesting the refund

We will respond and revert to the request within **3 working days** after receiving the student's notice for refund.

% of (the amount of the fees)	If student's written notice of withdrawal is received
100%	More than <u>7 days</u> before the course commencement date
80%	<u>7 days</u> before the course commencement date
50%	Not more than <u>7 days</u> after the course commencement date
0%	<u>14 days</u> after course commencement date

No Refund

- a. A student's request to withdraw from a course for whatever reasons, 14 days after the course's commencement date shall not be eligible for any refund
- b. Registration fee is non-refundable
- c. A student's enrolment in the course which is cancelled and/or expelled from the course or MIC, for breaching MIC and/or government agencies/authorities rules and regulations and/or laws of Singapore, shall not be eligible for any refund

2.6. Class Attendance

Students are expected to attend all scheduled class which they are enrolled. There will be consequences for those who are frequently absent.

Students should arrive on time for classes and remain for the duration of the class. Late arrival and early departure from classes are disruptive, discourteous, unprofessional and unfair to other students and lecturers. Late-comers who arrived after **15 minutes** will be considered as **1-hour** absent for the module.

For Full Time Students

Failure to attend at least 75% of the total class hours in a course will automatically exclude students from the final examination in that course. They will receive a warning letter from the admin office before they are excluded from the examination.

For Part Time Students

Failure to attend classes will incur less marks acquire for the module. The total marks given for attendance is 10 for each module.

2.7. Course Materials

All notes that will be used in classes will be shared with students in soft copy format. The admin officer will share the softcopy via email.

Students may request for printed materials and students will bear the charges for printing cost.

2.8. Assignments

Submission of hard copy or soft copy assignments must be attached with a coversheet. The coversheet can be found on our website or admin office.

For hard copy assignments, students are required to submit to the admin office. A tray will be provided for submission. For soft copy submission, students are required to email to mic@muhammadiyah.org.sg, the subject heading must include the module's and lecturer's name.

All assignments **must** be received by the due date given.

2.9. Withdrawal

All requests for withdrawal from the course must be accompanied by the completed 'Course Deferment/Withdrawal' form and supporting documents **2 weeks** before the commencement of the semester. The form can be downloaded at MIC's website page and is obtainable at the admin office.

The form must include the following:

- a. A detailed explanation on why you are requesting to withdraw
- b. Any documentary evidence to support this request e.g. medical certificate, travel documents, etc.

Application submitted after the commencement of the semester will be subjected to approval. They need to clear all outstanding payments beforehand.

Students who are uncontactable and did not attend classes for a month without any valid reason will be automatically withdrawn from the course.

2.10. Deferment

All requests for deferment from the course must be accompanied by the completed 'Course Deferment/Withdrawal' form and supporting documents **2 weeks** before the commencement of the semester. The form can be downloaded at MIC's website page and is obtainable at the admin office.

The form must include the following:

- a. A detailed explanation on why you are requesting to defer
- b. Any documentary evidence to support this request e.g. medical certificate, travel documents etc.

Application submitted after the commencement of the semester will be subjected to approval. They need to clear all outstanding payments beforehand.

Students are allowed to defer up to a maximum period of one year, failing which he/she may be deemed to have withdrawn from the course and would have to re-apply as a new applicant if he/she wishes to register for the course again.

Students who wish to re-apply need to submit a new application and are subjected to new rules and regulations. Students who are granted deferment must follow the schedule the college has arranged for them upon resuming studies.

2.11. Course Feedback/Evaluation

Course feedback/evaluation is conducted at the end of every class. Classes will end **15 minutes** early to give time for the evaluation process. An admin officer will be present to assist students.

Students will be given a link that will be directed to Google Forms and all students are encouraged to participate. The principal purpose of the course evaluation is to improve course content and instructional practice in ways that enhance students' learning.

2.12. Graduation

To be recommended by respective department for graduation, students must have met the following conditions:

- 1) Students must successfully completed the required number of credits and all the courses required in their curriculum
- 2) Students must pass all credited subjects set by MIC
- 3) Students must satisfactorily meet any other conditions for graduation set by MIC
- 4) Students must complete 'Graduation' form in order to be considered for graduation
- 5) Students will be receiving letter of completion once they completed. Partial transcript is given upon request.
- 6) Official certificate and transcript will be given after graduation day which will be held every 2 years
- 7) Processing fee of **\$53.50** for the preparation of certificate and transcript must be settled before collection of the documents.
- 8) **Fees for graduation ceremony will be advised separately.**

3. STUDENTS' AFFAIRS

3.1. Student Code of Conduct

All students shall accept individual and collective responsibility for maintaining a healthy learning environment while observing proper Islamic conducts at all times within MIC's premises.

While students must practice good Islamic values, ethics and morals in general, the following codes of conducts are required to be observed while studying at MIC:

- 1) Students are not allowed to be involved in or bring any illegal items under the regulations of Singapore
- 2) Students are not to engage in any activity that will bring bad reputation to MIC
- 3) Students are to comply with all standing regulations including those that are issued from time to time
- 4) Students must not vandalize the college properties or cause damage to the college equipment
- 5) Smoking is prohibited in and around college premises
- 6) Students must adhere and be punctual to the lesson schedule for their classes
- 7) Students must not sleep during the lessons
- 8) Consumption of food and drinks are only allowed on level 1 (canteen)
- 9) The use of electronic devices are not allowed in class except when granted the permission to do so
- 10) Audio or video recording of lectures is strictly prohibited unless permitted by lecturer
- 11) Students are to switch off any appliances after usage
- 12) Staircase A is meant for ladies while Staircase B is meant for men

Students who violate the rules may have their items confiscated.

3.2. Dress Code

At MIC, much as in the professional world, clothing should match the circumstance or activity in which one is involved. We believe that what a person wears influences behavior and indicates a purpose. All MIC students are expected to dress in a neat and clean manner that reflects a responsible attitude towards the college community.

MIC students are expected to observe proper decorum (in behaviour, attire and hairstyle) that is befitting of an Islamic institution. The following daily dress codes are required to be observed by every student while studying at MIC:

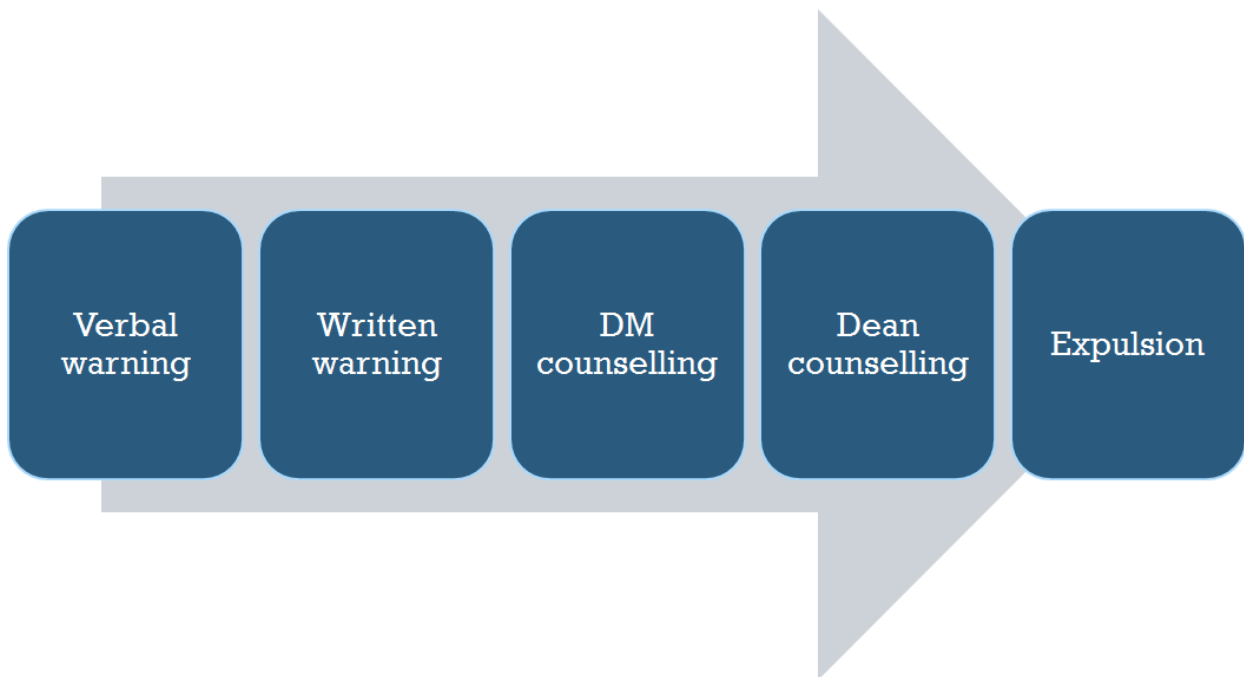
- 1) Hats and dark glasses should be removed upon entering the college campus**
- 2) Clothing must not have lettering of any kind. Only small insignias, logos and college T-shirts are permitted**
- 3) Men are to appear and wear Islamically**
 - a. Men are encouraged to put on Islamic clothing. Other options are either polo, turtleneck or collared shirt. T-shirts are not acceptable at MIC
 - b. Men are to keep their hair short
 - c. Bizarre hair colours or styles are not permissible
 - d. Facial hair, such as beard or mustache must be kept neat
 - e. Other bodily adornments such as visible permanent tattoos or body piercing must be concealed (if any)
- 4) Ladies must always cover their Aurah. Guidelines for covering Aurah are as follows:**
 - a. Clothing must cover the entire body. Only the hands and face may remain visible
 - b. The material must not be thin that one can see through it
 - c. The clothing must hang loose so that the shape of the body is not apparent
 - d. The clothing must not resemble mens' clothing
 - e. The design must not consist of bold designs which attract attention
 - f. No 'camel hump' to be worn at all times
 - g. Socks must be worn at all times
- 5) Slippers are not allowed to be worn, only covered shoes are allowed**

When a student arrives at MIC inappropriately dressed, the college reserves the right to direct the student to change. The dress code is in effect throughout the year, including exam periods.

Students may be sent home if fail to comply with any of the above-mentioned rules and regulations.

3.3. Disciplinary Actions

Students may be liable to disciplinary action for serious misconduct and/or breach of rules & regulations. The disciplinary flow would be as the following:



All students are to abide by the rules and regulations to avoid any action being taken upon them.

3.4. Dismissal of Student

This section describes situations that warrant disciplinary actions and the procedures of appeal against dismissal. A student's disagreement with the judgment of the disciplinary committee is not itself grounds for an appeal. A student's request for an appeal against disciplinary actions must have the support from either the head of the department or lecturer with strong mitigating reasons.

The following violation of MIC rules warrant dismissals:

- Cheating in an examination
- Committing plagiarism
- Misbehaving and being rude to lecturers and college staff despite advice and warnings from the college
- Students who instigate other students to cause disruption to the smooth running of the college
- Students who solicit and transfer fellow students to other schools
- Being absent for more than a month without obtaining a formal approval from the college
- Committing offence(s) against the law of Singapore and bringing the college into dispute
- Failing to pay school fees in a timely manner

3.5. CCA

3.5.1. CCA Schedule

Students will go through 16 weeks of CCA per semester.

3.5.2. CCA Cycle

Following diagram shows the CCA cycle:



3.5.3. CCA Hours

Generally CCA Hours are Divided into Two Periods:

1. TAJAMMU (student assembly) : 8.30 AM – 9 AM
2. CCA : 2PM – 4 PM

3.5.4. CCA Category

There are Five Types of CCAs:

- a. Sports and recreational
- b. Academic programs
- c. Ad-Hoc programs
- d. One day no lesson
- e. TAJAMMU (student assembly)

3.5.5. Attendance Policy

a. For Full Time Students

- Students are made **compulsory** to attend all CCAs except with valid reasons
- Students may be dismissed during the ad-hoc week if there is no particular event or program during the CCA hours

b. For Part Time Students

- Students are highly encouraged to join **upon invitation** to participate

3.5.6. Absence Policy

a. For Full Time Students

- If a student fails to commit to CCAs without any valid reasons, it will constitute an immediate counselling session
- Absence may result in attaining an overall lower CCA grade
- Students with valid excuses will need to inform the admin executive via email **or** unit of their absence **at least 3 days** before the CCA day and present their absence slip on the next schooling day the head of CCA

b. Valid Reasons Include

- Medical leave
- Government appointment
- Reservist

c. Exceptional Cases

- Exceptional students will be dealt case by case

3.5.7. CCA Grade Assessment

The following table shows how CCA grade is assessed:

GRADE A (Excellent)	GRADE B (Very Good)	GRADE C (Good)	GRADE D (Satisfactory)
Involvement in 7-8 CCA	Involvement in 5-6 CCA	Involvement in 3-4 CCAs	Involvement in 1-2 CCA(s)
Participating in Public Speaking at least twice	Participating in Public Speaking at least twice	Participating in Public Speaking at least once	Participating in Public Speaking at least once
At least one voluntary work	At least one voluntary work	At least one voluntary work	At least one voluntary work

3.6. Testimonial

Good Conduct Letter

A good conduct letter can be provided upon request once a student completes their course and officially graduates.

Personalized Recommendation Letter

Students who wish to request for a personalized recommendation letter may do so directly with an individual MIC Lecturer.

4. EXAMINATIONS ADMINISTRATION

4.1. Rules & Regulations

Students who breach any examination rules during examination will be penalized. They may be debarred from the examination and deemed to have failed the course or the entire programme or be terminated from their studies.

- Students are required to report to the examination room at **least 15 minutes** before the examination
- No students are allowed to enter an examination room **later than 30 minutes** and henceforth, refer to the admin office for permission
- Students must place their student card at the right-hand corner of their examination desk at the commencement of each examination
- Students are only allowed to turn over the question paper or start reading and writing when told to do so by the invigilators
- Students must not have in their possession any unauthorized notes, dictionaries and Qur'an (both in book or electronic form) in the examination room
- Students must not have in their possession any electronic, communication and entertainment devices in the examination room
- Students may use a non-programmable calculator. No lending or borrowing of calculators will be allowed during the examination. Students must ensure that their calculators are in good working condition. Request for replacement during the examination will not be allowed
- Students are not allowed to take toilet breaks unless in an unavoidable situation by which, permission by the invigilator is required
- Students are allowed to bring their own water bottles inside the examination room
- Students who wish to submit or request extra answer sheets must remain seated and raise their hand
- Students need to ensure they have filled in all their particulars on the cover page
- Students are not allowed to remove any examination material such as the question paper, cover page or unused answer sheet
- Students are only allowed to leave the examination room after half of the time assigned for a particular paper has past by which, permission by the invigilator is required

Cheating in Examination

Cheating in examinations is a very serious offence and will lead to automatic dismissal. Students who commit or attempt to cheat during the examinations will be asked to leave the examination hall immediately. Disciplinary actions will be instituted on students who are involved in cheating.

4.2. Eligibility to Sit for Exams

- A student shall be deemed to be eligible to sit for an examination for a module if he/she complies with the regulations and have completed all tasks assigned by the lecturer
- For students to sit for the semestral examinations, they must satisfy at least 75% of the aggregated attendance for lectures (for full time students)
- Students must pay up all fees due to MIC and have not been barred from sitting for any exam

4.3. Plagiarism

Plagiarism is tantamount to theft and dishonesty. Any student found to have committed plagiarism would be dealt with in the same manner as a student caught cheating in an examination. Other specific guidelines depending on the examining bodies and institutions will be given to the students at the time of registration for exams.

4.4. Grading

The following grading scale is used in evaluating a student's performance. Students are evaluated based on credit hour, grade and grade points. The lowest passing grade will be D.

Marks	Grade	Remarks	Grade Points
85 – 100	A	Excellent	4.00
71 – 84	B	Very Good	3.00
61 – 70	C	Good	2.00
50 – 60	D	Satisfactory	1.00
0 – 49	E	Fail	0.00
-	W	Waived	3.00
-	TH	Absents	-
-	DL	Barred	-

4.5. Assessment Method

Each module/subject will be assessed by the following:

For Full Time		For Part Time	
70%	Examination	60%	Examination
30%	Assignment	30%	Continuous Assessment
		10%	Attendance

4.6. Repeat Policy

- Students who fail 3 or more subjects must repeat the whole semester (Full time)
- Students who fail will be allowed for a resit examination by which the highest attainable grade is C. Students who fail in the resit must re-module the subject(s) once available.
- No provision of supplementary class unless sufficient number of students register for a particular subject. Hence, students will have to wait for the next available class

4.7. Retake Policy

- Students who failed at the first attempt will be able to retake their examinations at **no charges**
- Students who are absent without valid reason are allowed to retake at a fee of **\$53.50 by which the highest attainable grade is C**

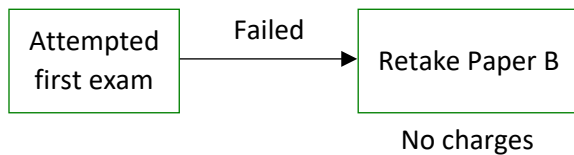
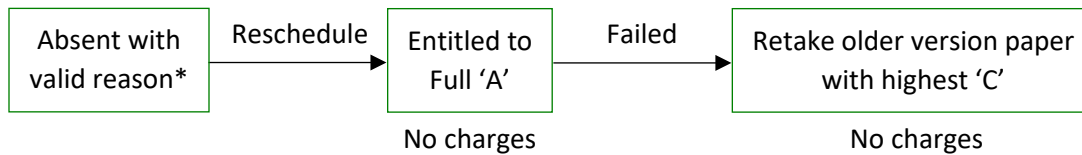
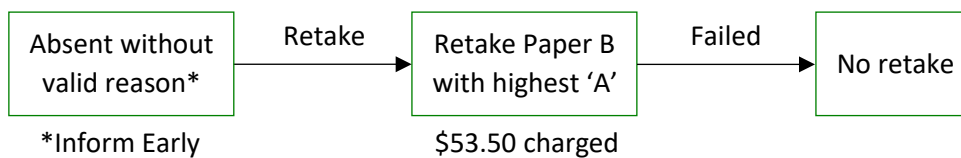
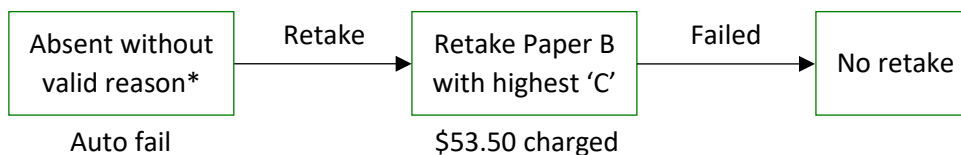
4.8. Reschedule

- 1) Students are required to inform the admin office **1 month prior** to the examination if they have a valid reason such as prearranged matters to not sit for the examination
- 2) In an unexpected situation, students must inform MIC on the same day of examinations
- 3) Proof of the aforementioned points must be produced. Failure to do so will be considered as absent without valid reason by which the retake policy will be enacted

4) *Valid Reasons

- a. Reservist
- b. Work
- c. Medical Reasons (Hospitalization, Scheduled operations, Accident, etc.)
- d. Hajj
- e. MC
- f. Death of a direct relative

5) Students will be eligible to reschedule and are entitled to full grade A

Scenario 1**Scenario 2****Scenario 3****Scenario 4**

4.9. Remodule

Students are required to re-module when they:

- a. are absent from classes with **less than 75% attendance** with no valid reason and supporting documents (for full time students)
- b. have failed the retake examination paper
- c. are absent from actual, retake and reschedule examination paper without informing

Time

Schedule for re-module will be given based on the availability of new classes of the programme.

Re-module Fee

\$53.50 per module/per month (Maximum fee is capped at monthly school fees).

5. FACILITIES & RESOURCES

5.1. Library

MIC's library is located at level 6. Students are required to approach the admin office should they wish to borrow books. They are required to fill in their details and the details of the book(s) borrowed in the form provided at admin office.

5.1.1 Borrowing & Returning Procedure

i. Borrowing

- Only non-reference books are allowed to be borrowed
- All reference books are not allowed to be borrowed

ii. Loan Quota

- Max 4 books per borrowing

iii. Loan Duration

- Max 21 days

iv. Borrowing Procedure

- All borrowing must be done through Admin Office
- Students are to return the books to Admin Office after which the Admin Officer will shelve the books accordingly

5.1.2 Browsing Of Reference Books

- All reference books are indicated with an orange sticker
- Reference books are only allowed to be browsed in the library
- Students are to return the reference books to a dedicated corner

5.1.3 Browsing Of Students' Thesis

- Students have to make a request to the Admin Office to browse students' thesis
- No borrowing is allowed
- Students are to return the thesis to the Admin Office on the same day after usage

Library Operating Hours

MIC Library will operate as per Admin Office opening hours.

Monday-Thursday: 8am-5.30pm

Friday & Sat: 8am-9.30pm

Sunday: 8am-7pm

*Closed during school holidays



5.2. Prayer Room

MIC's prayer room is located at level 6. There is segregation between Men and Ladies prayer rooms. Ablution can be made inside the washrooms available on every floor.

- **Men's Washrooms**
Levels 2, 5 & 6
- **Ladies' Washrooms**
Levels 3 & 4



5.3. Notice Board

Notice boards are located at levels 1, 3 and 5. Important announcements for students are posted onto the notice boards located at levels 3 and 5. Students are advised to check regularly for any updates.

General announcements for external or internal events are posted at level 1. Students may use the notice board to post any events with the approval from MIC.

5.4. Swimming Pool

The swimming pool is located at level 8. It is for ladies only and booking is required. Take note that there will be no lifeguard on duty. The depth of the pool is 1.4M. For booking, kindly contact Mdm Masita at 90475384.

5.5. Getting to MIC

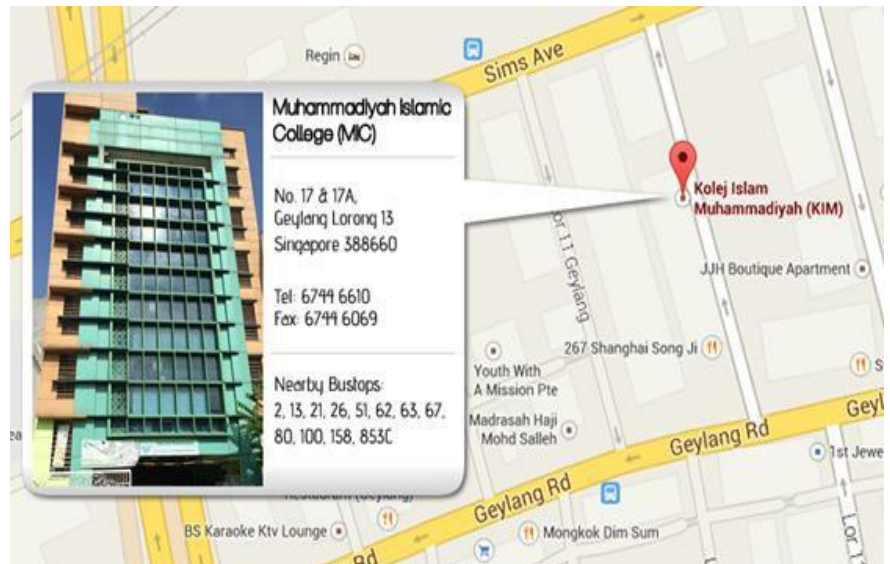
By MRT

MIC campus is located between **Aljunied** and **Kallang** MRT station. It is a short walking distance from either of the two MRT stations.

By Bus

From Kallang MRT: 2, 100, 51, 63, 80, 13, 67

From Aljunied MRT: 62, 63, 100, 158



Car Park

The indoor car park is strictly for staffs and lecturers only. Students and the public can park their vehicle located outside MIC along the road or at the open car park nearby.



MUHAMMADIYAH ISLAMIC COLLEGE
The Choice Islamic Tertiary Educational Institution



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