

REGULATIONS FOR INTERNATIONAL STUDENT MANAGEMENT

1) Enrollment and Registration

- New students are required to register at Twintech International University College of Technology and complete enrollment procedures on the specified date with their passport.

- International students must present their passport during registration.

- Students who are unable to register on time for any reason must apply for leave from Twintech International University College of Technology at least 3 working days in advance. Students who fail to apply for leave or whose leave is not approved and do not register on time will be treated as absent. Students who fail to register without valid reason for more than two weeks will be considered to have voluntarily withdrawn, and the university will cancel their enrolment in accordance with regulations.

2) Attendance and Assessment

- International students are required to attend classes according to the course timetable set by the university. If they are unable to attend due to any reason, they must complete the “International Student Leave Application Form” in advance and submit it to Twintech International University College of Technology and the relevant department office. Students who do not apply for leave or whose leave is not approved will be treated as absent without permission, and the university will take appropriate action according to regulations. Students whose attendance rate is below 85% will not be allowed to take the course examination and will be required to retake the course.

- Academic results are graded on a 100-point scale and calculated using the Grade Point Average (GPA) system. For detailed assessment regulations for undergraduate students, please refer to the “Twintech International University College of Technology Student Handbook”. All Master’s and PhD students must complete the required credits within the prescribed period of study, participate in designated academic activities, achieve required research outputs/publications, and complete a thesis and pass the defense in order to be eligible for graduation.

3) School Rules

- International students must strictly abide by the university regulations (please refer to the “Twintech International University College of Technology Student Handbook”).

- Students who seriously violate university regulations will be subject to enrolment cancellation by the university.

4) Intellectual Property Protection

- Students are not allowed to record, edit, or distribute lecture videos without the lecturer’s permission. All lecture recordings are strictly limited to private revision use by students enrolled in the course and must not be shared publicly. Any violation of this rule may result in severe disciplinary action, including expulsion. Students are encouraged to contact the faculty for assistance if they encounter any learning difficulties, or to communicate directly with lecturers for proper resolution. Students are strongly advised not to violate Malaysian education laws and regulations.

5) Interstate Travel and Departure

- During their study period, international students who need to travel outside the Klang Valley for any reason, or who need to leave Malaysia, must complete the “International Student Leave Request/Departure Notification Form.”

- International students are allowed to travel within Malaysia or

return to their home country/other countries during holidays, provided they complete the “International Student Leave Request/Departure Notification Form.”

- Students are required to return to the university on time and report back to the faculty. Those who fail to return and report for two weeks or more will receive a warning letter, and repeated violations may result in enrolment cancellation.

- Students who are on leave of absence, withdraw, or graduate must apply through the faculty and complete all required procedures, including submission of all relevant documents. If a student leaves the country without approval from the university, the following actions will be taken:

- (1) An email will be issued instructing the international student to respond within the specified deadline and to submit relevant entry and exit (immigration/travel) supporting documents to Twintech International University College of Technology.

- (2) If no response is received within the specified deadline, Twintech International University College of Technology will issue a second notice, providing a second opportunity to respond.

- (3) If Twintech International University College of Technology has not received any response from the student, the university will proceed in accordance with Immigration Department and Ministry of Education regulations by submitting the student’s identification documents and scanned copies of their passport to the Royal Malaysia Police for further handling. The case may be treated as a missing person report, and the Malaysian police may contact the student’s home country police authorities for follow-up, in order to ensure the student’s personal safety. If any issues related to the student’s personal integrity arise, the student concerned shall bear full responsibility for the consequences.

- For students who decide to take a leave of absence or return to their home country without prior approval, the most severe disciplinary

action is expulsion from the university.

This management policy has been effective since May 2024, and Twintech International University College of Technology reserves the right to amend or revise the policy at any time.

I have carefully read and fully understood this International Student Management Policy and agree to comply with all its terms and conditions.

I have read, understood, and agree to the above terms and conditions.

Name :

Passport No.:

Date :