

STUDENT HANDBOOK

The Student Hand Book provides general overview of policies, guidelines, standards, responsibilities in which the students are to be aware of. It's also provides information of services, assistance and support provided by the University.

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CHAPTER 1:

STUDENT CHARTER

1.1 Expectations of Swinburne

Students will be supported in their learning through:

- Course content, facilities, resources, educational technologies and learning activities that are up-to-date and relevant.
- Teaching staff who are well prepared and use appropriate methods and technologies to maximise opportunities for learning and scholarship.
- Academic support that gives feedback on progress, provides opportunities to improve academic performance and skills and helps students in difficulty.
- Access to the information needed for successful study
- Opportunities for industry, research, community and international experiences.
- Access to other student support services for personal and other difficulties.
- Timely, advance scheduling of teaching activities to allow students to plan their timetables for study and engagement in activities that support progression and complement their studies.
- Respect and courtesy to students.
- Opportunities to provide feedback on the student experience at Swinburne.

1.2 Expectations of Students

Students are expected to:

- Attend formal learning activities punctually, and participate actively and positively in their own learning.
- Engage with their studies, including all self-directed learning tasks, and meet assessment requirements and administrative deadlines.
- Monitor their own progress and use feedback from staff to improve learning.
- Be accountable for their own learning.
- Work responsibly and collaboratively to achieve study outcomes that require group activity, and avoid behaviour that interferes with the study experience of others.
- Be honest and respectful.
- Treat other students and staff with honesty, respect and courtesy in a safe manner, and refrain from harassing them or discriminating against them.
- Respect University property and facilities, including library, computing and laboratory resources, and recognise the right of others to use these facilities and services.
- Demonstrate professional behaviour while undertaking industry placements, projects or fieldwork, and respect the privacy of the client and any commercial information made available.

CHAPTER 2:

STUDENT BEHAVIOUR AND WELL BEING

Swinburne has a range of policies and procedures that govern how students are expected to conduct themselves throughout the course of their relationship with the University. These include statutory law and university policies on expected standards of behaviour and conduct which cover interaction with fellow students, staff and the wider University community, in addition to the health and safety requirements in the course of their studies and whilst using University facilities.

All students are expected to familiarise themselves with University regulations, policies and procedures and have an obligation to abide by the expected guidelines. These include:

2.1 University Policies and Regulations

- [People, Culture and Integrity Policy](#)
- [Student Misconduct Regulations](#)
- [Reviews and Appeals Regulations 2012](#)

Any student found to be in breach may be subject to relevant disciplinary processes.

2.2 Malaysian Laws and Legislations

Swinburne students are also required to be aware of and observe the Malaysia laws and legislations which are relevant to them while being a student in the country.

- [Malaysian Act 55: Private Higher Educational Institutions Act 1996](#)
- [Malaysian Act 234: Dangerous Drugs Act 1952 \(Revised 1980\)](#)
- [Immigration Act 1959/63 \(amended 2002\)](#)
- [Passports Act 1966](#)

2.3 Campus Regulations

- **NO SMOKING/NO VAPING/NO E-CIGARETTE**
Swinburne is a SMOKE Free CAMPUS since October 2014, so smoking/vaping/e-cigarette is PROHIBITED in Campus.
- **NO DRUGS AND ALCOHOL**
Drugs and alcohol are strictly prohibited on campus.
- **NO FIGHTING/QUARELLING/LOVER'S SPAT/ BULLYING**
Avoid conflict at all cost. Fighting, quarrelling and bullying are act of misconduct and is not an acceptable behaviours.
- **NO LITTERING/VANDALISM**
Help us make Swinburne campus clean and free from vandalism.
- **NO STEALING**
Stealing is a crime.

2.4 Privacy Collection Notice

Swinburne University of Technology Sarawak Campus (“Swinburne Sarawak”) only collects personal data that is necessary for, or directly related to, one or more of Swinburne Sarawak’s functions or activities. The term “you” or “your” in this Privacy Collection Notice extends to any individual whose personal data has been provided to Swinburne Sarawak that includes current students, prospective students, past students, job applicants, benefactors, research participants, external contractors/suppliers, and directors/shareholders of the external contractors/suppliers.

Swinburne Sarawak will only collect personal data by lawful and fair means.

Swinburne Sarawak will generally collect personal data from you directly, unless:

- you consent to the collection of the information from the related individuals in which the individuals are also subjected to Privacy Collection Notice; or
- Swinburne Sarawak is required or authorised by, or under, a Malaysian law, or a court/tribunal order, to collect the information from someone else; or
- it is unreasonable or impracticable to get the information from you directly.

Swinburne Sarawak stores personal data in both electronic and hard copy forms, and must comply with the retention requirements of the University Personal Data Protection Policy and Procedure.

Swinburne Sarawak will not collect sensitive information unless:

- you consent to the collection, and the information is reasonably necessary for, or directly related to, one or more of Swinburne Sarawak’s functions or activities; or
- the collection of the information is required or authorised by or under a Malaysian law or a court/tribunal order; (e.g. when providing Government Student Support); or
- the information is necessary to provide health services to you; or
- the information is necessary to process your contract.

Some of the main reasons Swinburne Sarawak collects your information includes:

- to correspond with you;
- for administrative purposes;
- for the purposes of undertaking university-commissioned research;
- for the facilitation of student elections;
- to meet legal obligations;
- to inform you about your course or other university courses/ events;
- to confirm your entitlement to a scholarship;
- for government reports;
- to verify your internal/ external grants/ scholarships
- for performance management;
- to process your service proposal with Swinburne Sarawak (e.g. reference check);
- to track the provision of your goods and services entitled to us.

For more information, please go to <http://www.swinburne.edu.my/privacy/privacy-collection-notice>

2.5 Updating your Personal Details

It is important for the students to update their personal details such as new postal address, contact details and email in order for the University to provide updated information or to contact the students.

Shall you have changes in your personal details, please fill in the [Amendment to Personal Details form](#) which is available in Swinburne Sarawak website.

Completed form with required supporting documents can be submitted over the counter at Student Information Centre or alternatively the students can email it to sic@swinburne.edu.my.

CHAPTER 3:

ACADEMIC GUIDES

- ENROLMENT
- EXAMINATION & ASSESSMENT
- GRADUATION

3.1 Grade System

Final Examination mark/score will be presented with grade as below.

Additionally, a supplementary grading system of Grade Point Average (GPA) is also used by the University. GPA Value of 1.00 to 4.00 is set to differentiate Grade. Minimum passing percentage is 50 with a GPA value of 2.33.

Undergraduate and Postgraduate (by Coursework)

Grade	Code	Percentage	GPA value	Status
High distinction	HD	80 – 100	4.00	Pass
Distinction	D	70 – 79	3.67	Pass
Credit	C	60 – 69	3.00	Pass
Pass	P	50 – 59	2.33	Pass
Conceded Pass	CP	45 – 49	1.67	Pass
Fail	N	45 – 49	1.67	Fail
Fail	N	30 – 44	1.33	Fail
Fail	N	0 – 29	0.00	Fail
Passed Supplementary	SP	50	2.33	Pass
Failed Supplementary	SN	0 – 49	0.00	Fail

Postgraduate by Research

Grade	Description	Grade Value
P	Pass	–
N	Fail	–

3.2 Plagiarism, Misconduct and Academic Integrity

- Plagiarism is the practice of submitting or presenting the ideas, writing or other work of someone else, in whole or in part, as though it is your own work.
- It is also plagiarism if you submit or present work as exclusively your own when it has been prepared with another person, without acknowledging the source, even if it is with the knowledge or consent of the other person.
- Cheating in a unit's final examination venue includes possession and/or attempted use of unauthorised materials such as unauthorised notes (with or without writing) related and/or unrelated to the unit, possession and/or attempted use of a mobile phone, collusion and communication in final exam, and copying from another candidate.
- The sanctions for above academic misconducts include but are not limited to formal reprimand, zero mark for the final exam, zero mark for the unit, suspension up to one year, or exclusion.

[Click here for more details](#)

3.3 Student Progress

Students are expected to maintain a satisfactory level of academic performance. At the end of each semester, students' academic performance will be reviewed and classified according to "At Risk", "Unsatisfactory" or "Show Cause" status. The following information is a guide to assist in what you have to do when you received our letter / notification.

STATUS	GROUND / REASONS	ACTIONS TO BE TAKEN
AT RISK	Failed 50% or more of the enrolled units in the semester OR Failed the same unit for the 2 nd time	At Risk Letter will be issued by the University Student to attend meeting or any support programs required by the University
UNSATISFACTORY	Failed 50% or more (including 100%) for the 2 nd or 3 rd time consecutively	Unsatisfactory Notification Letter will be issued by the University Student to attend meeting or any support programs required by the University
SHOW CAUSE	Failed 50% or more (including 100%) for the 4th time consecutively OR Failed the same unit for the 3rd time	Notification Letter will be issued by the University Student to submit Show Cause Submission Form to explain why s/he should not be excluded Submission after due date will not be entertained and automatically excluded Student might be required to attend Student Progress Review Interview

3.3.1 Supplementary Assessment (Last to Complete)

Requirements:

- Only applicable to Final Year Students and left with ONE unit to complete.
- Final Marks obtained is within 40 – 49 only.
- Application submission is within 5 working days from the result publication date.
- [Apply to Supplementary Assessment](#)

3.3.2 Conceded Pass (CP Grade)

Requirements:

- Applicable for Degree (except for Engineering outcome units) and Diploma Students ONLY.
- Final Marks obtained is within 45 – 49 only and NOT applicable for results after Supplementary Assessment (Last to Complete).
- Application submission within 5 working days from the result publication date.
- [Apply to Conceded Pass](#)

Both of the above can only be utilised ONCE throughout their program of study.

Fail to meet the requirements may cause your application not to be considered.

3.3.3 Misreading of Examination Timetable

Misreading of the examination timetable will not be accepted as a reason for failing to attend an examination.

3.3.4 Application for Special Consideration (including Special Examination)

As part of supports for students who are hampered by any unforeseen conditions during their study. It is an application and the approval is not automatic.

Types	Example
Equitable Assessment Arrangement	Disability or long term medical condition
Alternate Assessment Arrangement	Culture or Religious commitment
Extension	Illness or unavoidable circumstances beyond students control
Special Consideration	Hospital admission or bereavement

To apply, click [here](#). Further details can be obtained [here](#).

3.3.5. Graduation Processes

Students need to apply to graduate from their course and to receive their award certificate. Even if you have successfully completed all your subjects, you have not officially graduated and cannot call yourself a graduate – until you have been through the graduation process.

[Applying to graduate is available here.](#)

3.4 Enrolment and re-enrolment matters

MATTERS	DETAILS						
<p>RE-ENROLMENT FOR CONTINUING STUDENTS</p>	<p>The submission is via online through BlackBoard.</p> <p>Announcement on guidelines and any related matters will be published in all Swinburne available channels prior to the start date.</p> <p>Any late submission will be charged with Late Enrolment Penalty amounting RM200.00.</p> <p>Click here for enrolment related Important Dates.</p>						
<p>AMENDMENT TO ENROLMENT</p>	<p>The application is for adding and withdrawing of units of your current program as per below deadlines:</p> <table border="1" data-bbox="767 869 1430 1265"> <thead> <tr> <th>Process</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>Addition of units</td> <td>Friday of the 1st week of classes for 12 weeks OR 1st day of 6 week term</td> </tr> <tr> <td>Withdrawn of units</td> <td>Friday of week 4 for 12 weeks OR Friday of week 2 for 6 weeks term</td> </tr> </tbody> </table> <p>Failed to meet the deadline is liable for both Academic (Grade WF which is equivalent to Fail) and Financial Penalty (full fee forfeiture).</p> <p>The submission is via online through BlackBoard.</p>	Process	Deadline	Addition of units	Friday of the 1 st week of classes for 12 weeks OR 1 st day of 6 week term	Withdrawn of units	Friday of week 4 for 12 weeks OR Friday of week 2 for 6 weeks term
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Addition of units	Friday of the 1 st week of classes for 12 weeks OR 1 st day of 6 week term						
Withdrawn of units	Friday of week 4 for 12 weeks OR Friday of week 2 for 6 weeks term						
<p>ALLOCATE+</p>	<p>Allocate+ is a web based class allocation system. Students are able to indicate their preferred timeslots for the units they are enrolled in, or place themselves in a class.</p> <p>Allocate+ modes:</p> <table border="1" data-bbox="767 1771 1430 1964"> <tbody> <tr> <td>Preference Entry</td> <td>Allows students to nominate their preferred class times. Students are not guaranteed their first</td> </tr> </tbody> </table>	Preference Entry	Allows students to nominate their preferred class times. Students are not guaranteed their first				
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MATTERS	DETAILS	
		<p>preferences (not first come first serve).</p> <p>Opens three (3) weeks before class commencement for long semester. Preference mode is not applicable during short term.</p>
	<p>Allocation Adjustment</p>	<p>Allows students to make minor adjustment to their allocations where possible (on first come, first served basis).</p> <p>Open one (1) week before class commencement for long semester and two (2) weeks before class commencement for short term.</p>
	<p>Click here for more information on Allocate+.</p>	
<p><u>INTERNAL COURSE TRANSFER</u></p>	<p>All applications will be considered by the Program Coordinator.</p> <p>Offers will be dependent on places being available in the program for which you are applying.</p> <p>Credit for units of study successfully completed in the original program will be granted on a case by case basis in accordance with the University's credit transfer policy.</p> <p>You will be advised on the outcome of this application after the publication of results for the current teaching period.</p> <p>You may wish to submit certified copies of previous studies/results to support your application.</p>	

MATTERS	DETAILS
	<p>Transfers are subject to the following conditions being met:</p> <ul style="list-style-type: none"> ▪ You must meet the prerequisites for the program for which you are applying. ▪ You must meet entry requirements for admission to the program. ▪ You require a credit average or better to be considered for selection. ▪ Individual Faculty have specific selection requirement. (Contact the appropriate Faculty to check these requirements). <p>Students who do not meet these criteria for selection must submit a letter to support their application, including their reasons for wishing to transfer along with a copy of results. These applications will be considered on a case by case basis.</p>
<p>AUTO-DROP DUE TO OUTSTANDING FEE</p>	<p>Student who fails to settle their fees within the timeframe will cause them Auto-drop from all units enrolled in that semester.</p> <p>Consequences: Students' access to Computer Lab, Swinburne Gym, Classrooms and etc. will be blocked.</p> <p>Student is restricted to attend any classes and attempting all assessments including Final Examinations.</p> <p>Blocked from next semester enrolment including for short semester.</p> <p>For International student, they will be reported to the Immigration Department and their visa will be cancelled.</p> <p>Re-enrolment will be done after full payment is made.</p>
<p><u>LEAVE OF ABSENCE</u></p>	<p>Student may apply for Leave of Absence for a minimum of one (1) semester and a maximum of one (1) year.</p>

MATTERS	DETAILS
	<p>Applications received after Week 4 (long semester) or Week 2 (short semester) of class commencement is liable for both Academic (Grade WF which is equivalent to Fail) and Financial Penalty (full fee forfeiture).</p> <p>As the approval for Leave of Absence is not automatic, student is required to attach documentary evidence such as medical certificate, counsellor's letter or a statutory declaration.</p> <p>International Student who wishes to apply must seek advice from the International Students Services office prior to the submission of the application.</p> <p>Outcome notifications will be emailed to your Swinburne Student Webmail.</p>
<u>WITHDRAWAL</u>	<p>Applications received after Week 4 (long semester) or Week 2 (short semester) of class commencement is liable for both Academic (Grade WF which is equivalent to Fail) and Financial Penalty (full fee forfeiture).</p> <p>International Student who wishes to apply must seek advice from the International Students Officer prior to the submission of the application.</p> <p>Outcome notifications will be emailed to your Swinburne Student Webmail.</p>

CHAPTER 4:

STUDENT SUPPORT & SERVICES

4.1 Counselling Services

What is Counselling?

Counselling is a professional helping process between a qualified counsellor and an individual or a group of individuals.

Our Services

- Individual counselling and consultation
- Group counselling
- AccessAbility Services
- Student development programs
- Swin-eCounselling

Counselling Services

We care for students' personal wellbeing, mental health, and academic performance. Should you have any concerns and need to talk to someone, we are with a listening ear and to help you in your needs.

Confidentiality

The counselling service is confidential. This means that everything discussed with the counsellor will not be disclosed to any other parties except when a referral is necessary especially if you are at risk to yourself or to others, and you are unable to take responsibility for your actions.

AccessAbility Services

Swinburne's *AccessAbility* Services work with students living with a disability. We negotiate a range of reasonable adjustments to ensure equal opportunity to access and participate in education at Swinburne Sarawak.

Student Development Programs

Counselling Services welcomes all students to join our student development programs. We offer students both personal and academic based workshops to enhance students' study skills and also soft skills. Students will be notified via email on the upcoming programs.

Swin-eCounselling

Swin-eCounselling is an online counselling service made available for individuals whom do not feel comfortable meeting a counsellor face-to-face.

Students can express their concerns to counsellor via email. Counsellors on duty will respond to the email within 3 working days to guide the students through the issue.

Swin-eCounsellors can be reached at ecounselling@swinburne.edu.my. All information shared in the emails will be regarded as confidential.

Contacts and Appointments

To see a counsellor, you can phone us or drop in to arrange a suitable appointment time.

Our Counsellors

Our counsellors are registered and licensed with The Board of Counsellors Malaysia, and a member of the Association of Counsellors Malaysia.

Evelyn Liew Hui Yann
Tel: +60 82 260 789
Email:
hyliew@swinburne.edu.my

Chloe Liang Siau Wui
Tel: +60 82 260 932
Email:
swliang@swinburne.edu.my

Fazlia Azhari
Tel: +60 82 260 873
Email:
fAzhari@swinburne.edu.my

4.2 Student Activities

Student activities run all year round to provide fun and enrichment to your on-campus experience as well as external events, handled by Student Experience and Activities (SEA). We want you to leave Swinburne Sarawak at the end of your course with some of the best memories. You can find more about the upcoming events on the SEA calendar in Swinburne Sarawak website or via our Facebook Page: [Student Experience and Activities Swinburne Sarawak](#).

4.2.1 Clubs and Activities

Being a student at Swinburne Sarawak is not all about studying; it is also about joining the awesome clubs and societies. We have heaps of great clubs and societies to choose from.

All our student clubs and societies are self-governed, under the supervision and support of their Advisor (s) and the SSSC.

Benefits of Clubs and Societies

- Meet like-minded people
- Pursue your interests in addition to your studies
- Gain experience to include on your resume

How to know more about the clubs and societies, and join them?

Be sure to attend the Club Recruitment Drive (CRD) held twice yearly, where you can get to know more about the Student Clubs and Societies and even sign up on the spot!

For more information of Clubs and Activities, please visit [Student Clubs & Societies](#).

4.2.2 List of Clubs and Societies

Academic

- Engineers Australia Swinburne Sarawak Student Section (EASSSS)
- Swinburne Sarawak Robotics & Automation Club
- Swinburne Sarawak IET on Campus (SSIET)
- Swinburne Sarawak Biotechnology Club
- Swinburne Debater's Club
- Swinburne University Sarawak – CPA Australia Student Chapter
- Swinburne Sarawak Civil Engineering Club (SSCEC)

Recreational

- Swinburne Cookery Club
- Swinburne Sarawak Korean Club
- Swinburne Charity Cruiser Club
- Swinburne International Students' Club
- Swinburne Japanese Language Club
- Swinburne Green Club
- Swinburne Dance Club
- Swinburne Theatre Club
- Swinburne Rotaract Club
- Swinburne Music Club
- Swinburne Book Club

Sports

- Swinburne Sarawak Running Club

- Ultimate Frisbee Club
- Swinburne Aikido Club
- Swinburne Badminton Club
- Swinburne Chess Club
- Swinburne Taekwondo Club
- Swinburne Kendo Club
- Swinburne Sarawak Basketball Club
- Swinburne Sarawak Cycling Club
- Swinburne Cricket Association (Sarawak)
- Swinburne Rowing Club
- Swinburne Football Club

For more information, visit [Student Clubs & Societies](#) or email to Student Experience and Activities at sea@swinburne.edu.my.

4.2.3 Swinburne Emerging Leaders Award Program (SELA)

Swinburne Emerging Leaders Award Program recognises the valuable skills you develop through activities you undertake alongside your studies (i.e. Part-time job, volunteer work, club or society participation, overseas study tours and careers workshops). The awards recognise many of the activities you are already involved in and encourage you to expand your experiences into new areas.

You can register for any of the seven awards categories listed below. To be eligible to be recognised as a Swinburne Emerging Leader, you need to complete the Career Development Award plus three other awards. In addition, you need to demonstrate you have enhanced your skills in 6 of the 8 skills categories.

To register and find out more about Swinburne Emerging Leaders Award Program, please visit [Swinburne Emerging Leaders Award Program](#).

4.2.4 Swinburne Leadership and Volunteer Program (SLVP)

SLVP aims to provide students with the opportunity to get involved with Swinburne and with the broader community. It's the chance to get more than a degree while at university. Volunteering is a fantastic way to make new friends and enhance practical experience alongside your studies. SLVP offers a range of other benefits, including free training (First Aid, Food Handling, Coffee-making, photography courses etc.), reference letters and social activities.

Swinburne Leadership and Volunteer Program include Knowing Week (Orientation), Community Engagement Projects, On-Campus and Off-Campus events, Sports Events and many more.

To register and find out more about Swinburne Emerging Leaders Program, please visit [Swinburne Leadership and Volunteer Program](#).

4.2.5 Swinburne Sarawak Student Council (SSSC)

The SSSC functions as the voice of students in Swinburne Sarawak by reaching out to students and get feedback to the management so that student experience on campus is improved.

SSSC members are also volunteers apart from assisting events and activities organised by the management and clubs. SSSC plans as well as organizes our own events such as Prom Night, Swinburne Carnival, Cultural Night and many more.

Function

- Improve students' experience by promoting common interests of students studying in Swinburne Sarawak and coordinating activities of student clubs.
- Build a sense of pride, identity and unity amongst student community, and promote togetherness regardless of race, religion and culture.
- Be recognised representative channel between students and the University and any other internal or external body as provided for by the University.

The Election of the Student Council

All registered and enrolled students of Swinburne Sarawak can stand for the Student Council positions but must fulfil the following requirements:

- a) EXCO: CGPA minimum 2.5 and no disciplinary record.
- b) COUNCILLORS: CGPA minimum 2.2 and no disciplinary record.
- c) Adhere to Act 555, Private Higher Education Act 1996; Part VII Discipline and Conduct of students' sub-section 46 – 50.
- d) The student must be free from all forms of debt to the University.
- e) Must be able to serve for a period of 12 months from the date of their oath.
- f) Students who will be in their final year during their 'period of service' are strictly not eligible to run for candidacy.
- g) First year students are also not eligible to run for the election.
- h) Only students who are in their 2nd year (for the three years' program) or 2nd and 3rd (for the 4 years' program) are eligible.

Rules and Procedures for the Electoral Process

- a) All registered and enrolled students are entitled to vote.
- b) The Election Committee must appoint returning officers and provide ballot boxes and voting papers.
- c) Voting papers must be numbered and state the names of the candidates and the maximum number of votes that each voter may cast.
- d) Each student may cast only one ballot.
- e) No voting by proxy will be allowed.

If you have further inquiries or feedback for SSSC, do email to studentcouncil@swinburne.edu.my or drop by their office at Chillin' Crib.

4.3 Safer Community

The Safer Community Program is your one-stop shop for all student welfare support and campus security services. Safer Community aims to encourage students and staff to play a significant part in campus safety by looking out for one another.

4.3.1 Safe@Swin iPhone and Android app

Safe@Swin is the official app of the Safer Community Program for students and staff to access contact details for campus security guards, student support services, information on reporting emergencies and safety issues, personal safety tools and advice, campus maps and a range of services to make Swinburne a safer place for everyone.

Download Safe@Swin App



4.3.2 Safety Tips

DON'T LEAVE PERSONAL BELONGINGS UNATTENDED

Have you check if your wallet, bags, mobile phones, laptops, keys etc. are with you? We are not responsible for self-negligence of leaving your personal belongings unattended. Please double check before you leave.

DON'T DRIVE THE WRONG WAY

Straight roads do not make skilful drivers, so does driving the wrong way. Prevention is better than cure. Stay safe.

DON'T WALK ALONE OUTSIDE CAMPUS

If possible, don't walk alone during night time, especially when you are outside the campus. Do walk in groups.

4.4 Behavioural Risk Assessment & Management (BRAM)

BRAM is a central point of enquiry for assistance, investigation, assessment and management of the distressed, difficult, defiant and detached. BRAM focuses in preventing incidents that affects health and wellbeing of the Campus community.

When should you refer a case to BRAM? When the cases involve:

- Disrespectful or hateful content (e.g. Sexist, racist, homophobic, objectifying)
- Harassment or bullying (e.g. repeated unwanted contact, unreasonable complaining)
- Property damage (e.g. Fire-settings, door slamming)
- Misuse of technology (e.g. Viewing pornography, victimising others via social media, hacking, fraud)
- Fixation or possession of weapons or illicit drugs on campus
- Physical violence (including self-injurious behaviours)
- Non-physical violence (e.g. Threatening to harm self or others, yelling, swearing, issuing demands, exposing others to content that would reasonably cause fear)
- Stalking

BRAM Team is contactable via email at bram@swinburne.edu.my.

4.5 Careers and Employment

At the Careers and Employment, our focus is on providing current Swinburne students and recent graduates with the skills and resources needed to succeed in today's competitive labour market and proactively manage and develop their careers into the future.

Our services assist you to both plan your career and also build a body of experience and skills outside the classroom which give you an advantage in the job application process. Our services provide you with many useful resources relevant to employment and employability. Throughout the year we run a range of seminars, workshops and conferences to give you access to the latest trends and an edge in your job applications. We also offer one-to-one career counselling for your more specific or detailed queries.

Career Advisory Services

Students will be guided on preparing effective resume and practising confident presentation skills for any job interviews.

Career Counselling

Students will be guided by a career counsellor to develop career management plan based on individual skills, interests and values.

Career Fair

Annual fun and formal meet and greet session with employers looking for talented employees. Dressing professionally and winning resume connect students with potential employers.

Career and Internship Opportunities

A wide array of career and internship opportunities are shared with students through social media, e-mails and Blackboard. Internship gets students ready for career development through application of various learned theories in industrial settings.

Career Personality Test

Students will discover their suitable Swinburne course based on their own personalities to get ready for future work skills and career.

Employability Events

A variety of employability events are organised in a semester to meet current student professional development in areas such as networking and personal branding, assessment centre, work ethics, and job search.

Please contact Careers and Employment at +6082260786 or e-mail studentcareers@swinburne.edu.my. Careers and Employment is located at studentHQ (sHQ), Level G, Building A.

4.6 International and Non-Sarawakian Students

Under the Immigration Regulations 1963, all International and Non-Sarawakian students are required to have a valid Student Visa/Pass.

4.6.1 Visa / Pass Renewal

A Malaysian Student Visa/Pass is only valid for one year.

Students must renew their Student Pass at least 60 days (2 months) before the expiry date for advice.

Conditions must be fulfilled for renewal:

- Minimum 3 units enrolled in current/following semester
- CGPA at least 2.0
- valid insurance card
- attendance record more than 80%

4.6.2 Overstaying

Overstaying is a serious offence and shall be referred to Immigration Enforcement Unit.

Punishment imposed will be FINE not exceeding RM10,000.00 or to imprisonment for a term not exceeding 5 years or to both (immigration Act 1959/63 pind.2002 section 15(1)(c))

4.6.3 Visa / Pass Cancellation

Malaysian Student Visa/Pass shall be cancelled when:

- You withdraw from the course
- You wish to transfer to another institution
- You have completed the course
- You obtain a work permit

4.6.4 Visa / Pass Withdrawal Process

- Proceed to the International Office and submit:
 - Your Passport
 - Flight Itinerary to leave Kuching & Malaysia
 - New Institution/ College Offer Letter (for student transferred to other institution)
- Complete and submit:
 - [Withdrawal From Program](#)
 - [Refund Request form](#)
 - [Exit Interview form](#)
 - Scanned copy of your passport profile page
 - Scanned copy of your passport page showing immigration exit stamp out of Malaysia
 - Scanned copy of your bank details (if local bank)

4.6.5 Passport Renewal

- Passport renewal is the responsibility of the passport holder (student), and University will not be responsible for any charges incurred in the procedure.
- You are advised to renew your passport before your Student Visa expires and it can be done at your country's Consulate or Embassy in Malaysia
- Documents needed for passport renewal:
 - Student confirmation Letter from the University
 - Current Passport

4.6.6 Attendance

The Malaysian Ministry of Higher Education (MOHE) has directed all higher education institutions to monitor international students' attendance.

- International students who missed classes for more than 3 times per week or overall attendance below 80% will be issued a show cause letter by International Student Office.
- International students who failed to reply or did not give valid reason will be referred to Immigration Department & MOHE for further actions.

4.6.7 Health Insurance (for International Students only)

As an international student you are required to be covered by comprehensive Group Hospitalization & Surgical Insurance Plan which is arranged by the University.

Your plan includes the following services and coverage:

1. Hospitalisation & Surgical
2. Out-Patient Clinical
3. Group Term Life

Students are to seek treatment at panel clinics and hospitals. The complete list of panel clinics and hospitals, are available in the website.

For more information, please [visit our webpage available here](#).

4.6.8 Insurance Claim

Submission of claims must be accompanied by Claim form, available at International Student Office, for each medical bill/receipt. Claim is subjected to insurance company approval.

4.6.9 Student Banking (for International Students only)

Please approach International Student Office for assistance and advice on all matter related to your visa, student pass renewal, Insurance and banking needs.

4.6.10 Embassies Contact Details

For embassies contact details, [please visit our webpage](#).

4.7 Evaluation Services

The University constantly strive for high quality deliverance of its services towards the students. Therefore, the University introduced a series of surveys to gather student's feedback and further gain insight that would contribute to better quality assurance and continuous improvement to serve the students better. All feedback provided is confidential and anonymous.

Among others, the following are the list of surveys for students:

- Student Feedback on Unit (SFU)

Student Feedback on Unit (SFU) gathers feedback of student's assessment and satisfaction of the delivery and structure of individual units of study in which they enrol in a given semester/term. The SFU covers assessment relating to the overall quality of the unit in regards to unit organization and assessment process.

- Student Feedback on Teaching (SFT)

Conducted concurrently with SFU, Student Feedback on Teaching (SFT) provides the platform for students to evaluate the lecturers/tutors in which they've engaged throughout a given semester/term. This evaluation provides input for teaching staff to reflect and evaluate their teaching approaches and thus enables them to identify areas that requires further improvement.

- Check-In Survey

A short early warning survey specifically targeting first year student, the survey aims to collect feedback on the student satisfaction on the delivery of the unit and gain insight of whether the student can cope with studying the unit.

Students can read more on the University surveys and its corresponding timelines via [Evaluation Services | Swinburne University, Sarawak, Malaysia](#)