

DISTED COLLEGE



INTERNATIONAL STUDENT HANDBOOK

Table of Contents

Welcome to Penang	1
Welcome to DISTED.....	1
International Student Unit.....	1
DMail (Student E-email Account)	2
DISTED Facebook.....	2
Advisory to International Students.....	2
Application Timing	2
English Proficiency Assessments	2
Health Status.....	3
Student Pass Requirement	3
Criteria for Obtaining Student Pass and Visa.....	3
MM2H Dependents.....	3
Overstaying in Malaysia	4
Upholding Malaysian Laws.....	4
Part-Time Work.....	4
Application for Student Pass.....	4
New Student Applying for 1 Year or Longer Course	4
New Student Applying for a Short Course of Less than 12 Months	5
Applying for Student Pass to Transfer from Another Institution in Malaysia to DISTED	5
Document Certification	6
Document Translation.....	6
Extension of Current Student Pass	6
Pre-Departure Arrangements	7
Acceptance of Admission Offer.....	7
Accommodation.....	7
Pre-Entry Endorsement at Malaysian Diplomatic Mission	7

Arrival Liaison	8
Arrival in Penang.....	8
Airport Reception	8
Calling Home	8
Medical Examination and Bank Account	8
Student Pass and Visa Endorsement	9
Medical Insurance Card.....	9
Registration with Diplomatic Mission.....	9
Settling Down Services.....	9
Living in Penang	9
Living Expenses.....	9
Electrical Goods.....	9
Cultural Adjustments.....	9
Some Etiquette and Customs	10
Climate and Clothing	10
GMT Time.....	10
Language	10
Food	10
Currency.....	10
Banking.....	11
Shopping	11
Public Transport	11
Driving	11
Telecommunications	11
Postal Services.....	11
Religion.....	11
Laws	11
Smoking and Drugs.....	11
Extramural Life in College	12
Student Representative Council	12
Clubs and Societies	12
Class Attendance	12

Transfer to Another Institution	12
Completion, Intermission and Course Discontinuation	12
Further Information on DISTED	12
Useful Contact Information	13
Emergency	13
Banks.....	13
EMGS Panel Clinics	13
Medical Insurance Helpdesk	13
Counselling Services	13

Welcome to Penang

Penang, known as "The Pearl of the Orient", is situated off the north-western coast of Peninsular Malaysia.

It consists of the island of Penang (also known as Pulau Pinang in Malay) and a coastal strip on the mainland known as Seberang Prai or Province Wellesley.

The island and mainland are linked by the 13.5km First Penang Bridge and the 24km Second Penang Bridge (the longest bridge in South-East Asia). Apart from this, a 24-hour ferry service plies the channel.

Penang is also supported by international airport facilities with worldwide destinations.

Its population of 1.7 million people is multi-racial consisting of Malays, Chinese, Indians and other minority ethnic groups. This harmonious blend of diverse ethnic groups and cultures makes Penangites a warm, tolerant and friendly people who are ever ready to welcome fellow Malaysians and foreigners.

Much of Penang's charm also lies in its famous golden beaches and calm warm seas.

This bustling and colourful cosmopolitan state is an ideal choice for higher education as it provides a safe, peaceful and conducive environment, an affordable cost of living as well as up-to-date amenities and facilities.

It is the hub of educational opportunities and learning excellence in northern Malaysia besides being a major manufacturing centre that boasts of a vibrant economy.

Penang is a safe, comfortable, conducive and exciting city in which to live, study and relax.

Welcome to DISTED

DISTED, a renowned non-profit college in Penang owned by the Wawasan Education Foundation, thrives on the confidence of the community and the strengths of its programmes, staff and student care.

As a premier college relevant to community and industry, DISTED provides an education experience that is excellent, relevant and complete for students to acquire well-rounded skills, knowledge and values for their future success in career and life.

The college offers an environment that gives young people safe and great opportunities to live and learn a life of adventure, creativity, independence and leadership as well as to thrive and achieve significance in knowledge for the service of society and mankind.

Through its INSPIRE, Community CONNECT, Let's Go Green and eLearn initiatives, DISTED simultaneously drives industry relevant education, creates community caring culture, inculcates strong environmental responsibility and leadership, and builds a mindset of life-long learning in students, staff and the community.

The DISTED Yeap Chor Ee Campus on Macalister Road houses mixed modern and heritage buildings in a very green setting. It is equipped with modern teaching and learning facilities to help students to realize their aspirations.

International Student Office

DISTED International Student Office is dedicated to providing assistance to all international students. It strives to enhance their learning experience through providing appropriate support, guidance and

enrichment activities during their stay at the college.

The services provided include:

- Course counselling and guidance.
- Liaison with the Malaysian Immigration Department on matters relating to only the student pass for foreign tertiary students.
- Pre-arrival guidance, airport reception and assistance in settling down, accommodation, health insurance, medical screening and opening bank account.
- Pastoral care on academic progress, cultural adaptation and personal welfare.

International students are advised to check their DMail (college-provided student e-mail account) regularly for information and updates sent by the International Student Office on important matters such as:

- Changes in college policies and procedures.
- Updates and reminders on Malaysian Immigration Department policies, regulations and visa compliance.
- Student welfare and enrichment activities.

Contact Details

DISTED College
International Student Office
340 Macalister Road, 10350 Penang, Malaysia
Tel: +604-229 6579
Fax: +604-226 6403
E-mail: info@disted.edu.my
Website: disted.edu.my

DMail (Student E-mail Account)

DISTED assigns a college e-mail account known as DMail (e.g. DBS13109@dmail.disted.edu.my) to every student.

Please take note that all official e-mail communication from the college to students is through DMail, which is accessible from the DISTED homepage at www.disted.edu.my.

DISTED Facebook

DISTED posts notices, announcements, news and happenings on its official Facebook at www.fb.com/disted. There is also a Facebook catering to DISTED international students at www.fb.com/distedisu

All international students are requested to 'Like' the DISTED Facebook media mentioned above to keep abreast with postings by the college.

Advisory to International Students

Application Timing

International students should apply to DISTED at least 3 months before the intake commencement date to facilitate processing of admission application by the college and student pass application by the Malaysian Immigration Department, all of which may take up to 6 weeks or longer.

English Proficiency Assessments

Most of the courses in DISTED are conducted in English, so you need to show your English language competency is good enough for you to be able to participate fully in your course. This means that proficiency in English is a prerequisite for admission.

When DISTED International Student Office apply for a Visa Approval Letter (VAL) you must demonstrate that you have an acceptable level of English language proficiency.

The English Language tests which are accepted for Student Pass Application are:

- IELTS (International English Language Testing System),
- PTE- Academic (Pearson Test of English),

- TOEFL (Test of English as Foreign Language),
- CAE (Cambridge English: Advance),
- CPE (Cambridge English: Proficiency), and
- MUET (Malaysian University English Test)

Health Status

International students must be in good health to study and free of infectious diseases, illnesses that are debilitating and require costly or prolonged treatment, and substance addiction.

They should consult their doctors about recommended vaccinations and the necessary health precautions to take.

Student Pass Requirement

Foreign students are only allowed to commence their studies at DISTED after being granted a student pass by the Malaysian Immigration Department.

Conversion of an existing social pass to a student pass is strictly prohibited. A foreigner who is already in Malaysia on a social pass must leave the country (with exit stamp indicated on the passport) before applying for a student pass.

The student pass, usually issued on a yearly basis, is non-transferable and only permits the international student to study at DISTED in a specific course.

International students will need to apply for a new student pass when progressing to another level of studies, changing course within the same institution or switching to another institution.

Application for and renewal of student pass and visa are to be made through DISTED International Student Office, which will liaise with Education Malaysia Global Services

(EMGS), the agency appointed by the Malaysian Ministry of Education to coordinate applications of foreign students to study in Malaysia.

DISTED reserves the right to request for the cancellation of the student pass of any international student found to be contravening any rules and regulations of the college or the laws of Malaysia.

DISTED shall not be held responsible or liable in any way for any consequences to its international students that result from any changes in the Malaysian Immigration Department's policies and regulations that affect the student pass or immigration process for foreign students.

Criteria for Obtaining Student Pass and Visa

- Accepted for a full-time course of study at a Malaysian private higher education institution.
- Have the financial capability to pay the course fees and other expenses related to studying and living in Malaysia.
- In good health to study and of sound character.
- Stay in Malaysia is for education purpose only.

MM2H Dependents

International students who are Malaysia My Second Home (MM2H) dependents must apply for a student pass. Only diplomatic passport holders do not need a student pass.

MM2H dependents must cancel their MM2H dependent pass or MM2H social visit pass on their own at the nearest Malaysian Immigration Department before applying for the student pass.

Photocopies of parents' passports have to be submitted together when applying for the student pass. They have to enclose their parents' work permit validity where applicable.

When they have completed their studies at DISTED, they can apply on their own for the MM2H dependent pass or MM2H social visit pass again.

DISTED is not responsible for nor provide any service relating to the cancellation and re-application for the MM2H dependent pass or MM2H social visit pass.

Overstaying in Malaysia

In accordance to the Malaysian Immigration Department regulations, overstaying is a serious offence. Offenders could be fined RM10,000 and/or imprisoned for 2 years.

Upholding Malaysian Laws

Foreign students should not engage in any activity contravening any laws enforced in Malaysia. Any student found guilty of any criminal offence shall be subjected to Malaysian laws or be deported immediately.

Part-Time Work

International students are only permitted to work part-time with the approval of the Malaysian Immigration Department. Students working without permission will be in breach of their student pass and may have their student pass revoked. If granted permission, foreign students may only work part-time for a maximum of 20 hours per week during semester breaks or holidays of more than 7 days.

International students must inform DISTED International Student Office of any application to work part-time.

DISTED shall not be held responsible or liable in any way for any consequences to its international students resulting from their applying to work part-time or in the course of their working part-time.

Application for Student Pass

International students are required to submit the following to enable DISTED to process the application to obtain the student pass/visa approval letter (VAL) from the Malaysian Immigration Department through Education Malaysia Global Services (EMGS).

New Student Applying for 1 Year or Longer Course

1. Completed DISTED admission application form. All relevant sections of the application form must be completed and the declaration part signed and dated.
2. Effective from 1st June 2019, all International Students are no longer required to undergo the Pre-Arrival Medical Screening when applying for a student pass application to Malaysia.

However, all International student is required to submit "Health Declaration Form" in place of the Pre-Arrival Medical Screening Report.

Please note that if the student is diagnosed with a medical condition that is deemed unsuitable for studies in Malaysia when undergoing the compulsory Post-Arrival Medical Screening, they will be required to bear the cost of leaving Malaysia. The students are also required to exit Malaysia before the expiration of their current pass.

3. 4 sets of certified photocopied passport (all pages including cover, blank pages, special pass and/or exit stamp where applicable). The passport must be valid for at least 15 months from the expected date of entry.
4. 6 passport-sized colour photographs with white background (3.5cm x 5cm).

5. 4 sets of certified examination transcripts and academic certificates, with a translation copy in English if applicable.
6. 4 sets of certified high school leaving certificate, with a translation copy in English if applicable.
7. No Objection Certificate (NOC) for students from Sub-Saharan Africa.
8. Application fee (non-refundable) as stated in course fee schedule.
9. Registration fee (non-refundable) as stated in course fee schedule.
10. International student fee as stated in course fee schedule.
11. EMGS visa processing fee RM1,060.
12. Immigration fee RM80.00
13. eVAL fee RM159.00
14. Medical screening fee RM250.00
15. Annual medical insurance fee RM550.00
16. iKad (1-year) application fee RM60.00
17. Courier fee RM10.00

New Student Applying for a Short Course of Less than 12 Months

1. All the documents and payments stated in aforementioned items no. 1 to 10.
2. EMGS visa processing fee:
RM530 for a short course of less than 6 months; RM1,060 for a short course of 6 months or longer.
3. Medical screening fee RM250.
4. Annual medical insurance fee:
RM275 for a short course of less than 6

months; RM550 for a short course of 6 months or longer.

Applying for Student Pass to Transfer from Another Institution in Malaysia to DISTED

1. Completed DISTED admission application form. All relevant sections of the application form must be completed and the declaration part signed and dated.
2. A letter of clearance from the previous institution stating the course taken, academic performance and reason for leaving, which is signed by its chief executive officer.
3. An attendance report from the previous institution for the duration of current student pass validity period. At least 80% attendance is required.
4. 4 sets of academic transcripts for the duration of the current student pass validity period, which are certified by the previous institution.
5. 4 sets of certified photocopied passport (all pages including cover, blank pages, special pass and/or exit stamp where applicable). The passport must be valid for at least 12 months from the date of application.
6. 4 sets of certified special pass and/or passport page with exit stamps (where applicable).
7. 4 sets of certified passport page on the curtailed duration of the student pass effected by the previous institution. (Must request the previous institution to shorten existing student pass prior to applying for a new student pass to study at DISTED.)
8. 6 passport-sized colour photographs with blue background (3.5cm x 5cm).

9. No Objection Certificate (NOC) for students from Sub-Saharan Africa.
10. Application fee (non-refundable) as stated in course fee schedule.
11. Registration fee (non-refundable) as stated in course fee schedule.
12. International student fee as stated in course fee schedule.
13. EMGS visa processing fee RM1,060.
14. Immigration fee RM80.00
15. eVAL fee RM159.00
16. Medical screening fee RM250. 00
17. Annual medical insurance fee RM550.00
18. iKad (1-year) application fee RM60.00
19. Courier fee RM10.00

Document Certification

Certification of true copies of documents is to be done by the institution issuing the document, a commissioner of oaths, notary public or lawyer.

A certified copy should carry a certificate, stamp or seal (with certifier's name, institution and designation), the certifier's signature and date of certification.

Photocopies must be legible.

Document Translation

Any document to support the international student's application that is not in English or Bahasa Malaysia must be accompanied by a full translation in English.

The original translation must contain:

1. Confirmation from the translator or translation company that it is an accurate

translation of the original document.

2. The date of the translation.
3. The full name and signature of the translator or of an authorized official of the translation company.
4. The translator or translation company's contact details.

Extension of Current Student Pass

It is the sole responsibility of all international students to submit the following documents to the International Student Office at least **3 months** prior to the date of expiry of their student pass in order to apply for further extension:

1. Original passport.
2. 2 sets of certified photocopied passport (all pages including cover, blank pages, special pass and/or exit stamp where applicable). The passport must be valid for at least 12 months from the date of application.
3. 2 sets of certified passport information page and pages with special pass and/or exit stamps (where applicable).
4. 2 sets of academic transcripts for the duration of the current student pass validity period.
5. 2 sets of attendance report for the duration of current student pass validity period.
6. Education Malaysia Global Services (EMGS) visa renewal processing fee RM140.
7. Annual medical insurance fee RM550.

8. iKad (1-year) application fee RM60.00
9. Courier fee RM10.00
10. Service Tax payable @6% RM8.40
11. Medical screening fee RM250 if required.
12. Student pass and visa fees applicable at the time of renewal.

International students who do not observe the above are personally liable for a compound fine or imprisonment for overstaying as imposed by the Malaysian Immigration Department.

Pre-Departure Arrangements

Acceptance of Admission Offer

To accept the offer of admission, please do the following:

- 1 Read through carefully the terms and conditions of admission in the letter of admission offer.
- 2 Pay the fees indicated in the letter of admission offer.

Payment by telegraphic transfer from home country

Company name:

DISTED Pulau Pinang Sdn Bhd

Company Account:

CIMB Bank Berhad

409, Jalan Burmah, 10350 Penang, Malaysia

Account No.: 800 395 6322

Swift Code: CIBBMYKL

Please fax the telegraphic transfer slip to +604-226 6403 or e-mail a scanned copy to info@disted.edu.my for the attention of the International Student Office with indication

of student's full name and passport number.

Payment at DISTED through proxy

Payment can be made at the Finance

Department:

Monday to Thursday, 9am to 5pm

Friday, 9am to 4pm

Please ensure that an official receipt is issued immediately upon making any payment at the counter.

Accommodation

Ensure that accommodation placement in Penang has already been arranged and confirmed in writing by DISTED International Student Office before departure.

DISTED provides foreign students with suitable college-managed accommodation in privately owned premises.

SPACE DISTED STUDENT RESIDENCE hostel rates per person per month are:
 from RM420 for quad/triple sharing room (double decker)
 from RM550 for single bed triple sharing room
 from RM650 single bed for twin sharing room

SPACE hostel has facilities for conducive living and studying that include furnished and air-conditioned bedrooms and free internet service. Daily transportation to the college is provided at no extra cost.

Pre-Entry Endorsement at Malaysian Diplomatic Mission

Education Malaysia Global Services (EMGS) will inform DISTED of the immigration approval of the student pass application and enclose a student pass/ electronic visa approval letter (eVAL) to be forwarded to the student.

The college will send the eVAL to the student via email.

After receiving the eVAL, the student must apply for an entry endorsement or visa at the nearest Malaysian embassy, high commission or consulate (bring along the eVAL, DISTED Offer Letter and other travel documents) **before** travelling to Malaysia.

Note:

- The student eVAL is only valid for 3 months.
- Upon receiving the eVAL, it is the responsibility of international students to check with the Malaysian embassy, high commission or consulate in their home country whether they are required to apply for a Single Entry Visa (which is a different application from the student pass) to enter Malaysia.

Arrival Liaison

Before making travel plans, the student must liaise with DISTED International Student Office on the date, time and flight of intended arrival at the Penang International Airport.

Flight must be arranged for **direct entry into Penang International Airport** without transit disembarkation at other Malaysian airports.

The student is required to provide the International Student Office with the arrival details (date, time, airline and flight number) at least 14 working days prior to arrival date.

The Malaysian Immigration Department requires a DISTED personnel to meet the student at the airport. The student may not be allowed to enter Malaysia if no authorized college personnel is present to receive the student at the airport of entry.

The International Student Office needs to inform EMGS ahead of the student's arrival so that the medical insurance cover can commence from the date of entry into Penang.

It is advisable to carry an amount of Malaysian Ringgit (say RM2,000) to cover the first few weeks together with a larger amount in travellers' cheques or bank drafts for the initial period of stay in Penang.

Immigration Clearance

Upon arrival at the Penang International Airport, the student has to present the eVAL and DISTED Offer Letter to the immigration officer to enable a temporary special pass to be stamped on the passport.

Arrival in Penang

Airport Reception

DISTED representative will meet the student at the Penang International Airport and transport will be arranged to the accommodation place.

Please note that the college does not provide cargo (i.e. unaccompanied luggage) collection service from the airport cargo terminal or from cargo agents.

Calling Home

After checking into accommodation, the student is advised to contact family or relatives to advise them that the student has arrived safely. To make international telephone calls from Penang, dial 00 (international access code) followed by country and area codes and phone number.

Medical Examination and Bank Account

The student must undergo a medical screening to certify health status and open a bank account within 7 working days of arrival in Malaysia.

Opening a bank account requires a letter of reference issued by DISTED Admissions Officer, passport and a minimum deposit of RM500.

Student Pass and Visa Endorsement

The college personnel will assist the student to obtain the “Sticker Pass” (student pass and multiple entry visa endorsement) at the Penang Immigration Department.

Documents required for the purpose include passport, EMGS medical examination report and medical insurance cover note.

Student pass, visa fees and physical iKad applicable at the time of endorsement are borne by the student.

Medical Insurance Card

The student will be provided with the insurance card within 14 working days of EMGS receiving confirmation of the student’s entry into the country from DISTED.

Details on medical insurance coverage and benefits, underwritten by AXA Affin General Insurance Berhad, are available from the International Student Unit and EMGS website at www.educationmalaysia.gov.my.

Registration with Diplomatic Mission

It is advisable to register yourself at your own embassy or consulate in Malaysia after arriving in Penang.

Settling Down Services

The International Student Office will assist foreign students to adapt to the new living milieu in Penang and the environment at the college through orientation agenda that may encompass:

- General information briefing such as on public transportation and shopping for essentials.
- Briefings on academic matters, learning facilities, student services and support, college rules and regulations and extramural activities.
- English Placement Test
- Penang and campus familiarization tours.

Living in Penang

Living Expenses

The estimated average monthly living expenses in Penang are RM850 to RM1,500 as follows:

Rent

Single room in a private home or shared apartment: RM300 - RM650

Twin sharing room in a private home or shared apartment: RM350 – RM550

Food

Eating out for 3 meals a day: RM600 (RM20 x 30 days)

Local transport, entertainment and personal expenses
RM250 - RM400

The amount quoted above is an average and does not include air fares and tuition fees. Your lifestyle, interests and the type of accommodation preferred will affect the actual amount of money that you require.

Electrical Goods

Malaysia's voltage is 220 - 240 volts AC at 50 cycles per second and you should ensure that any electrical equipment you bring along can be adapted for use safely on this voltage.

If available, bring along the receipts for electrical goods you are taking to Penang in case the customs officers require them.

Cultural Adjustments

Useful tips in adapting to local cultural setting:

- Be positive, flexible and prepared to adapt to a new environment.
- Meet as many people as possible. Make friends and become involved in social activities on-campus and off-campus.
- Listen and observe the methods of behaviour and communication of others. If you do not understand, ask questions.

- Recognize that you may initially feel lonely and uncomfortable but over time, you will get used to the new environment and overcome your adjustment problems.
- If your adjustment problems become severe, talk to and seek advice from the International Student Unit.

Some Etiquette and Customs

- Shaking hands is the customary form of greeting for both men and women. However, some Muslim ladies may acknowledge an introduction to a gentleman with a nod of her head and smile. A handshake is only reciprocated if the lady offers her hand first.
- Do remove your shoes when entering a Malay home, mosque or a Chinese or Hindu temple.
- It is polite to telephone before visiting a home.
- The right hand is always used when eating with one's hand or when giving and receiving objects.

Climate and Clothing

Penang has an equatorial climate that is uniformly warm and humid throughout the year. The average minimum and maximum temperature range from 23C to 32C. There are no recognizable hot or cold seasons as such and the mean annual rainfall of approximately 267cm is evenly distributed throughout the year, although September to November may be considered the wettest months.

Light, cool clothing is most suitable. Everyday wear for students at the college is comfortable and casually smart attire.

For more formal occasions, jacket and tie or long sleeved shirt or batik for men and dresses for women.

It is also important to respect the dress code requirements when visiting places of worship.

GMT Time

Penang (and Malaysia) is 8 hours ahead of GMT (+0800) and 16 hours ahead of the US Pacific Standard Time (PST).

Language

Bahasa Malaysia (or Malay) is the national language. As such, all correspondence and dealings with government offices and institutions must be in Malay.

English is widely spoken and understood and is taught in all schools.

Food

Penang is a gourmet's paradise with countless Chinese, Indian, Malay and Indian Muslim as well as Western food outlets and delectable variety of exotic dishes.

Food is easily available at street stalls, coffee shops, restaurants and shopping malls.

Penang is particularly famous for its sumptuous street foods that tease your taste buds insatiably.

For those who cook, meat, fish and vegetables can be purchased at wet markets at a reasonable price.

Currency

Malaysian currency follows a decimal system based on 100 sen (cents) with the Ringgit (RM) or Malaysian Dollar as the basic unit of exchange.

Paper notes: RM1, RM5, RM10, RM20, RM50 and RM100

Coins: 5 sen, 10 sen, 20 sen and 50 sen

Credit cards and debit cards are widely accepted by commercial and entertainment outlets.

Banking

There are many local banks such as Maybank and CIMB Bank and some international banking groups such HSBC Bank, Standard Chartered Bank and Citibank.

The normal trading hours are 9.30am to 4.30 pm, Monday to Friday.

Automated Teller Machines (ATMs) are available for withdrawals at all banks and major shopping centres.

Major Banks and moneychangers provide foreign currency exchange service.

Shopping

Groceries are readily available at convenience or sundry shops and markets.

Shopping centres are open throughout the week usually from 10am to 10pm where goods sold at fixed prices. Bazaars and night markets sell a variety of goods where prices differs from various stores.

Public Transport

The public transport system in Penang comprises buses and taxis. Buses follow a set route and only allow passengers to get on and off at designated bus stops.

Always have sufficient coins for the required fare before boarding as the buses use automated fare collection system.

Metered taxis can be pre-booked by phone or hired at taxi stands or in the street. Extra charge is imposed after midnight.

Driving

You need a licence to drive cars and ride motorbikes in Malaysia. Malaysians drive on the left side of the road, and all cars are right-hand drive.

Telecommunications

Prepaid and postpaid services for mobile phones and broadband internet providers ranging from a number of telecommunication providers including Maxis, DiGi and Celcom and are readily obtainable from mobile phone and computer shops in shopping complexes.

Postal Services

Pos Malaysia provides postal services. There is at least one post office in each major district in Penang. Post offices also provide payment services for electricity, water, telephone and some other bills.

Religion

Islam is the official state religion but the Malaysian constitution permits freedom of worship. Other major religions widely practised are Buddhism, Christianity, Hinduism and Taoism.

All religions are represented in the many ethnic groups and worship places include churches of many denominations, mosques, and Chinese, Hindu and Sikh temples.

Laws

As an international student studying in Penang, you are subject to all Malaysian state and federal laws and has equal treatment with any other Malaysian citizen or permanent resident.

International students should not engage in any activity contravening any law enforced in Malaysia.

Depending on the offence committed, breaking the law could result in your student visa and pass being cancelled and deportation.

Smoking and Drugs

Smoking is prohibited in all institutions of learning, hospitals, public buses and public air-conditioned places such as cinemas. Offenders are liable to a fine.

Malaysia's anti-drug laws are severe and carry the death penalty.

Extramural Life in College

Student Representative Council

The DISTED Students' Representative Council (SRC) represents the students' interests and its principal role is to encourage students to participate fully in social, cultural, sporting and recreational activities as well as community awareness programmes.

Clubs and Societies

Students are encouraged to be actively involved in co-curricular activities through the numerous clubs and societies in the college for the development of leadership, social, people and organizational skills as well as community responsibilities, which will give them an edge when seeking employment. They may initiate new clubs and societies, and activity projects under the aegis of the Student Services Department.

Class Attendance

All international students at DISTED are required to attain a 95% class attendance report for the duration of the current student pass with a valid period.

Students unable to attend classes must substantiate their absence with supporting medical evidence or equivalent.

The college is required to report to the Malaysian Immigration Department and the Malaysian Ministry of Education if an international student is absent from class for more than 3 days without any appropriate notice or acceptable reasons.

Transfer to Another Institution

In the event an international student wishes to study at another institution after arriving in

Penang, then the student pass applicable to DISTED will be cancelled immediately and the student will be sent home to the country of origin.

In the case of an international student who has commenced studies at DISTED and then wishes to transfer to another educational institution in Malaysia, the student must produce a copy of the letter of admission offer from the other institution before a clearance (release) letter can be issued and the process of shortening the student pass be initiated by DISTED.

Completion, Intermission and Course Discontinuation

All international students must report to the International Student Office when they have completed their course of study, apply for an intermission or decide to discontinue their studies at DISTED.

The notification must be tendered at least 14 working days before leaving Malaysia to facilitate the process of shortening the student pass; failure to do so will affect student pass or visa application in future.

Further Information on DISTED

Details on DISTED policies, rules and regulations, guidelines on conduct and behavior, academic calendars, and facilities and support services are available in the **DISTED Student Handbook**, compiled by the Student Services Department, which is given out during the orientation for new students.

Rules and regulations on college-managed student accommodation are contained in the **DISTED Hostel Handbook**, prepared by the Hostel Office of the Student Services Department, which is provided to all hostel residents.

Useful Contact Information

Emergency

Police, Ambulance, Rescue	999
Police Stations	
Penang Headquarters	04-222 1522
Pulau Tikus	04-228 0422
Lebuh Pantai	04-264 1628
Pattani Road (Traffic)	04-218 8884
Telephone directory	103
Telephone enquiries/faults	100
International operator	101

Banks

Malayan Banking Berhad (Maybank)
Ground Floor, Canton Square
56, Cantonment Road, 10250 Penang
Tel: 04-226 2270 / 226 2476

CIMB Bank Berhad
409 Burmah Road, 10350 Penang
Tel: 04-227 1579

Public Bank Berhad
58, Cantonment Road, 10250 Penang
Tel: 04-228 6017

Citibank Berhad
24, Sultan Ahmad Shah Road, 10050 Penang
Tel: 04-296 0000

EMGS Panel Clinics

Koe Clinic
289 Burmah Road, 10350 Penang
Tel: 04-227 0404

IMA Clinic
Ground Floor, Logan Heritage
4E, Beach Street, 10300 Penang
Tel: 04-261 2967

Medical Insurance Helpdesk

AXA Affin General Insurance Berhad
MediExpress hotline: 1300 80 0020

Counselling Services

CCAT Student Counselling Service
DISTED Yeap Chor Ee Campus (Room 12)

Tel: 016 490 4688

Befrienders Penang
Tel: 04-281 5161 / 281 1108

help4u
www.help4u.org.my

While the information published in this handbook was accurate at the time of publication, the College reserves the right to alter, amend or delete details of course offerings listed and other information published in this handbook without prior notice.

Published September 2020



DISTED College

YCE Heritage Campus (Main Campus)
340, Macalister Road, 10350 Penang, Malaysia

Tel: 604-229 6579 Fax: 604- 226 6403

Email: info@disted.edu.my Website: www.disted.edu.my

DISTED Pulau Pinang Sdn. Bhd. (435576 U)

MOHE Registration NO DK 187(P)