



**KPJ INTERNATIONAL COLLEGE
OF NURSING AND HEALTH SCIENCES
PENANG BRANCH**

(A Member of KPJ Healthcare Berhad Group)

ADMISSION GUIDELINES

(FOR DIPLOMA LEVEL)

**EDITION 2022
VERSION 6.0**



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ABOUT US : KPJIC Penang

(formerly known as Puteri Nursing COLLEGE) is a subsidiary of KPJ Healthcare Berhad, a key private healthcare services provider.

It is a private higher learning institution (IPTS) wholly owned by the Kumpulan Perubatan Johor (KPJ Healthcare Berhad). Puteri Nursing College started operating in 1991 as a college then in 2006, the location was moved to Kota Seriemas, Nilai, Negeri Sembilan with the name of KPJ International College of Nursing and Health Sciences . Subsequently, in May 2011 it was upgraded to University College with the name of KPJ Healthcare University College. In January 2013, the Ministry of Higher Education approved the opening of a new branch in Penang called KPJ International College of Nursing and Health Sciences Penang.

We has been right from the outset, a progressive and entrepreneurial institution of higher learning with an international vision, placing students at the core of the heart of everything it does. In Penang, We offer academic programmes through several academic schools namely;

- 1. School of Pharmacy
- 2. School of HealthSciences

www.kpjuc.edu.my

Congratulations! Selamat Datang! Welcome!

NOOR AIN HJ ABD HALIM
Admission and Financial Aid Services

PHILOSOPHY

Towards a healthy and informed society through integration of health education, research and comprehensive healthcare services

VISION

The preferred healthcare education provider of academic excellence

MISSION

Maintaining the highest professionalism in healthcare education

EDUCATIONAL GOALS

1. *To provide sustainable education in healthsciences which promotes the advancement of knowledge, critical and innovative thinking*
2. *To produce competent, caring, eloquent and ethical healthcare professionals*
3. *To inculcate leadership quality and ability to work as team members*
4. *To promote lifelong learning*

1.0 ADMISSION SERVICES

Students are required to ensure that all information in our either ONLINE or MANUAL applications are correct. Incorrect information may lead to a legal action taken against the student and dismissal from the University.

Students must send offer acceptance through online KPJIC Acceptance Form; The link address is https://bit.ly/EAcceptance_2022

ADMISSION REGULATIONS

1.1 HEALTH SCREENING

- a. Medical check-up is compulsory and health screening can be done at any KPJ Group of Hospitals. Since 1st January 2016, students are allowed to do their medical check-up at all government hospitals and “Klinik Kesihatan” (but the result may be released up to two or three months later).
- b. Please use the Medical Screening Form (with KPJIC Penang Logo). <https://bit.ly/MedicalExaminationForm2022>
- c. Medical check-up is compulsory and can be done at:
 - i. any KPJ Group of Hospitals.
 - ii. any government hospitals and
 - iii. any “Klinik Kesihatan” (that able to do all the tests listed in the form)
- d. Please bring the **original Medical Report** during the registration day and submit to the Admission and Financial Aid Services during stipulated period.
- e. All cost of health screening will be borne by students.
- f. **Please be informed that KPJIC Penang have the right to revoke the offer if the report declares that the student is not fit to further their study and this decision is final. However, both students and KPJIC may discuss on the suitable programme if necessary.**

1.2 REGISTRATION PROCESS

- a. **The registration is only valid to the intake session mention in the letter of offer.** Please ensure that all essential information is submitted prior to the Registration Day. New students must attend an **online registration** and briefing as per scheduled. The briefing online session is also recommended for parents and guardians.
- b. Admission & Financial Aid Services can be reached at @ 04-5382694 .
- c. Please ensure all of information required in the Online Acceptance is completed before the registration day. The documents required as stated in offer letter. Kindly bring the original copy of the document for verification. **Please call the Admission Services if you are planning to register later from the official date.**

1.3 CHANGE OF ACADEMIC PROGRAMME

Change of programme is allowed when the following conditions are fulfilled:

- i. Complete and submit Change of Programme Form”, available at the Admission and Financial Aid Services.
- ii. Meet the entry requirement of proposed academic programme.
- iii. Get approval from the current and proposed Dean of Schools/Programme Coordinator

1.4 WITHDRAWAL FROM THE PROGRAMME PROCESS

- i. Kindly discuss your intention to withdraw with the Programme Coordinator prior filling in the form. Incomplete form will not be processed.
- ii. Please complete and the Withdrawal Form, available at the Admission and Financial Aid Services. Attached with official letter for The Application to Withdraw. Submit the completed form and supporting document to Admission & Financial Services.
- iii. Please make settlement payment for all the outstanding fee.

1.5 HEPATITIS B IMMUNIZATION SCHEDULE

Immunisation Dose	Schedule (Months)	Recommended
First	0	Within 1 st month upon Registration Day
Second	1	After a month of 1 st dose
Third	6	Six months after 1 st dose

- a) After the registration at KPJIC Penang, students must get the Hepatitis B vaccination as part of the immunization programme before going to clinical attachment at KPJ hospital. **The Programme Coordinator will advise the students when to plan for the vaccination.**
- b) Vaccination can be performed at :
 - Government Hospitals
 - Private Hospitals
 - Private Clinics
- c) Students must undergo 3 doses of HEP B vaccination as stated in schedule above. Minimum of two doses are mandatory before students go for clinical posting. **Remember to keep your receipt of vaccination and the immunization card must be presented to your Programme Coordinator (Prove of Vaccination)**
- d) The vaccination cost is to be borne by the students.


2.0 ACCOUNT SERVICES

The latest fee is available at our website www.kpjuc.edu.my.

2.1 METHOD OF PAYMENT

Our methods of payment are as follows:

- a) Internet/Online Banking – **JomPay from any local banks**

	Biller Code	60277
	Ref-1	Student IC No. (compulsory)
	Ref-2	Phone No. (option)

- b) Credit Card / Debit Card at the Finance Counter, KPJIC Penang at account counter at Ground Floor (Monday to Friday, 9.00am – 4.00pm).
- c) **KPJIC Penang do not accept any payment by cheque or cash.**
- d) Attach the payment slip as evidence of your payment and email to accpenang@kpjuc.edu.my

2.2 TUITION FEE

- a. Our tuition fee will be invoiced by semesterly basis.
- b. The fee should be paid before the final examination or Clinical posting of that particular semester.
- c. Students should show proof of payment within 3 days after the payment was made to the Account Services Student's account will only be updated once the proof of payment is received.
- d. Receipt will only be issued for all successful transactions. Please **keep your receipts for future reference.**

2.3 FINANCE POLICY

- a. Kindly forward sponsorship letters (if any) to the The Admission and Financial Aid Services /Finance Services for billing process to the sponsor party.
- b. All sponsored/ PTPTN loan students are responsible to bank in the fee's payment to college instantly if the payment credited directly into the students' accounts.
- c. Students are required to settle the outstanding tuition fees upon commencing of new semester.
- d. Failing which KPJUC has the right to;
1. Block students' registration for the next new semester, or/and
 2. Block students' access to the final examination result of current semester, or/and
 3. Block students from taking the final examination.
- e. There are cases where PTPTN holder students who also successfully secure scholarships from hospitals or from any other institutions. All payments that have been made by PTPTN will be reimbursed to the PTPTN account once the students are completed their study.
- f. Other payments:
- i. Student Activities Fee : **RM90.00 (one off)**
 - ii. Re-sit for examination : **RM100.00 per module**
 - iii. Repeat Module (after failed 2nd Re-sit) : **RM350 per credit hour per module**
 - iv. Re-print examination transcript : **RM50.00 per transcript**
 - v. Transcript Verification : **RM100.00**
 - vi. Re-print of payment receipt : **RM5.00 per receipt**
 - vii. Repeat Semester : **according to the fees of the semester**

Students are encouraged to contact the Account Services to discuss staggered payment of fee.

3.0 FINANCIAL AID

- i. Our Financial Aid Unit is always ready to help all needy students.
- ii. Students are encouraged to attend our Financial Aid briefing to understand the available scholarships.

3.1 PTPTN APPLICATION

How to Apply for PTPTN

- i. All online applications briefing will be held at KPJIC Penang during orientation week to avoid any errors.
- ii. PTPTN is not available for Foundation in Science or certificate level students.
- iii. All terms and conditions for PTPTN is available at www.ptptn.gov.my.

STEP 1:	Purchase PTPTN Pin No. from Bank Simpanan Nasional (walk-in), or purchase PTPTN Pin no at PTPTN Website (online): http://www.ptptn.gov.my/ .
STEP 2:	Open an SSPN account at Bank Islam / Maybank / Agrobank / Bank Rakyat / RHB Bank (for students that doesn't have SSPN account only) OR Open an SSPN Prime account at: https://www.ptptn.gov.my/esmas-open-acc-web/#/openAccount <ol style="list-style-type: none">i. Log on to : https://www.ptptn.gov.my/esmas-open-acc-web/#/openAccountii. Select: SSPN Primeiii. Fill up all the details accordinglyiv. For segment "Pekerjaan" please put (Pelajar / Student)v. For segment "Pendapatan" please put RM10vi. For segment "KOD EKSEKUTIF PTPTN / ID EJEN" log in with Agent Id : 000003822vii. Please follow the step of the application process.viii. Please contact Mr. Amirul http://www.wasap.my/60173077492/AMIRULSSPN @ m_amirul@ptptn.gov.my for further assistance.
STEP 3:	Open a saving account at Bank Islam. (Bring along your Offer Letter, Driving Licence/ Birth Certificate)
STEP 4:	Communicate with Pn Noor Ain at 045382694 / 019-7500408

Opportunity to be sponsored by KPJ Group of Hospitals

All students have the opportunity to be fully or partially sponsored by our KPJ group of hospitals. The general terms and conditions are as follows:

- i. Received **1st** and **2nd** semester examination results
- ii. GPA 3.0 and above
- iii. No disciplinary record **AND**
- iv. The result of scholarship is solely under the discretion of the hospitals
- v. Students may contact the hospitals directly or through our Financial Aid Unit

In general, all successful students will be bonded with sponsored hospitals. Other terms and conditions are also depending on the hospitals sponsorship policy.

3.2 SCHOLARSHIP AND DERMASISWA

Qualified students will also enjoy various scholarship from KPJUC. Please visit our website for the details.

- a) <https://www.kpjuc.edu.my/scholarship/>
- b) <https://www.kpjuc.edu.my/dermasiswa/>
- c) For any inquiry, please contact:
 - Mrs Anis Aziela at 013-8482417

3. EDUCATION LOAN

- 1) Bank Rakyat offers i- Education loan up to RM 250,000.00

For further information please contact: Pn. Rohanita : 019-315 0877 / En. Rohizan : 013-3952395

- 2) Bank Affin Education financing-I

KPJ have a mutual agreement with Affin Islamic bank to provide alternative source of financing to the students. The Education Financing for students pursuing studies in higher education or professional courses worldwide. Application is open to all Foundation, Diploma, Degree and postgraduate programmes at KPJUC.

General Guidelines:

1. Age 18 – 45 years old
2. Applicable for new and existing, full-time and part-time students.
3. All level of programmes
4. Must have 2 co-applicants (age 21 and above) from immediate family members
5. Minimum annual income of RM 24,000. However, at least one of the joint applicants must be earning annual income of RM36,000.
6. High financing up to RM 400,000. (Note: Maximum financing amount of RM600,000 is eligible for Medical student only). Repayment period is between 5 to 15 years and the student will need to pay the financing profit during the study period.
7. Full monthly instalment will only be effective once completion of study.

Contact Affin Bank, Nilai branch at 06-7994114 & 06-7995836 or Call Centre at +603-8230 2222 or visit the nearest branches nationwide today.

4.0 STUDENT AFFAIRS SERVICES

4.1 STUDENT ACTIVITY FEE

The student activity Fee is one time fee for the new students before Registration Day.

Please pay The Student Activities Fee to the following bank details:

Account No	07052010017671
Account Name	TBG KEGIATAN PELAJAR KPJ INTERNATIONAL COLLEGE OF NURSING & HEALTH SCIENCES PG
Bank	BANK ISLAM MALAYSIA BERHAD (BIMB)
Reference 1	Student's IC No (compulsory)
Reference 2	Student's Tel no (compulsory)

- i. **Payable Amount : RM90.00 (For Diploma Level Student)**
- ii. If payment made using direct bank in to ATM, ensure to keep one copy of photocopied of the payment slip for the record.

***Note : Please Upload the Proof Of Payment to <https://bit.ly/TabungKegiatanPelajar>

4.1 INSURANCE

- i. KPJ Healthcare University College provides students with in-patient medical insurance.
- ii. The total coverage is RM5,000 per year and this amount is not inclusive of out-patient and follow-up cases.
- iii. The purpose of insurance is to ensure our students are medically covered during their studies and practical training. The insurance can be utilized at either private or public hospitals.
- iv. Student must follow the policy for in patient coverage and liaise with the Student Affairs Services before admission into any hospital.

4.2 HOSTEL ACCOMODATION

- i. Accommodation will be provided during:
 - a. theoretical study
 - b. practical training
- ii. Diploma students are compulsory to stay in the hostel throughout their study. Students may apply to stay outside campus with permission from the Student Affair Services.
- iii. Basic facilities which include bed and mattress, wardrobe, study table and chair are provided.
- iv. Students are required to bring their own pillow, blanket, bed sheets and other personal items.
- v. Cooking is not allowed for safety reasons.
- vi. Please refer to the hostel's rules and regulations regularly. A comprehensive hostel regulation will be distributed during orientation week.

Student Affairs can be reach at 04-5382694(En Zulkifli Azami)

4.3 ORIENTATION WEEK

Attending the Orientation Week, which is normally organized after the Registration Day, is COMPULSORY.

Attire

Male	Female
To wear short/long sleeve office-shirts, slack pants, neck tie, OR sports attire and sports shoes.	To wear 'baju kurung', head cover/'tudung', OR sports attire and sports shoes. For Non- muslim , please wear neat and decent attire . (Smart Casual)

Note: All form of attire should be neat and proper.

4.4 DRESS CODE AND ETHICS

Uniform

Students under certain academic programmes will be required to wear an official uniform. Students will be provided with 2 set of uniforms during their first year of study and 1 set each year after that. This uniform must be worn during their practical training. An additional uniform can be ordered at the Purchasing Services with an additional cost.

RIGHT TO WITHDRAW THE OFFER

1. College management reserves the right to withdraw this offer if you do not meet the above conditions particularly on the health status or providing any false information.

FREQUENTLY ASKED QUESTIONS

ITEMS	IMPORTANT NOTES FOR STUDENTS) (The details are available at the Admission Guidelines - www.kpjuc.edu.my/download-forms/)
1. Acceptance of Study	<ul style="list-style-type: none"> Complete your information and acceptance in KPJIC Acceptance and Registration Form (Online Acceptance) https://bit.ly/EAcceptance_2022
2. Bank Rakyat Loan	<ul style="list-style-type: none"> Bank Rakyat offers i-Education Loan up to RM250,000.00. Call Pn. Rohanita : 019-315 0877 / En. Rohizan : 013-3952395 for further information.
3. Tuition Fees	<ul style="list-style-type: none"> Please call the Finance Services, at 04-5372693 for all inquiries about fees.
4. Medical Check-up	<ul style="list-style-type: none"> The charge is between RM99.00 - RM 240.00 and must be either at KPJ group of hospitals, government hospitals or Klinik Kesihatan.
5. Student Activity Fees	<ul style="list-style-type: none"> RM90.00 for the whole duration of studies and to be paid during the Registration Day .
6. Hostel	<ul style="list-style-type: none"> Walking distance. Cooking is not allowed Hostel is provided for Diploma students for the whole duration of studies (no additional charge)
7. ATM Machine	<ul style="list-style-type: none"> ±3km @Mydin Bukit Mertajam ± 1km @Econsave Bukit Mertajam ± 2km Padang Lalang
8. Change of Programme	<ul style="list-style-type: none"> Is allowed but subject to approval by the Principal and its entry requirement.
9. Emergency Call	<ul style="list-style-type: none"> Warden: 04-5382694 (office hours) After office hours : Please refer to the “Emergency Contact List” at every hostel units. Our service is 24 hours.
10. Transport Terminal	<ul style="list-style-type: none"> Bus and Komuter Terminal is at the Pekan Bukit Mertajam / Jalan Padang Lalang (±1km)
11. Working opportunity at KPJ group of hospitals	<ul style="list-style-type: none"> Students should always contact the Human Resource Management of the hospitals to look for the vacancies offered at the interested hospitals.

DOCUMENT CHECKLIST

Please complete and arrange **the copy of the following documents** according to the checklist:

Please Tick	ITEM	REMARKS
	STUDENT PERSONAL DATA FORM (or Can be downloaded at https://bit.ly/StudentPersonalDataForm2022	Please submit Completed Original Form to College during registration
	Offer letter	
	Accept letter (page 3 only)	
	SPM Result	Student are required to present original copy.
	Student MyKad	Student are required to present original copy.
	Parent MyKad	
	Birth Certificate	
	Leaving School Certificate	
	MEDICAL EXAMINATION REPORT (or Can be downloaded at https://bit.ly/MedicalExaminationForm2022 *if the examination is done at any KPJ hospitals, advisable to download Cover letter to Medical Officer. https://bit.ly/LETTER_TO_KPJ_MO	Please submit Original Report to College during registration
	FINANCIAL AID ACKNOWLEDGEMENT FORM (or Can be downloaded at https://bit.ly/FinancialAidAcknowledgmentPenang	Student are required to submit Completed Original Form to College during registration.
	4 Passport Sized Photo	