



**STUDENT HANDBOOK  
2016**

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## How to use this handbook

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### What is a handbook?

The handbook is an official publication and an essential guide for every student who studies at the Advance Tertiary College. It is an important source of enrolment information.

As a student at Advance Tertiary College you should also become familiar with the College's policies and faculty rules and regulations. This handbook supplies a lot of this information.

It will also point you to places and people around the college who can help with enquiries about academic and administrative queries, library facilities, loans, fees, places to stay, college activities, student organisations and much more.

### What new students need to know

- Academic timetable and examination periods
- Important contact details
- Rules and policies of the College
- What College services are available and where to find them
- Dress codes and discipline matters

### Timetables

Detailed timetables on lecture and tutorial schedules, mock examinations, commencement of revision courses, semester break, public holidays and festive breaks would be provided at the beginning of each course. **Daily timetables (KL Campus) can be accessed through the college's web portal at [www.atc2u.com](http://www.atc2u.com). Daily timetables (Penang Campus) would be placed on the college's notice board located on the 18<sup>th</sup> & 19<sup>th</sup> floor of Menara UMNO, Penang.**

A separate revision timetable would be provided at the commencement of revision courses.

### Accommodation

The college has no residential service. International and outstation students are required to make their own arrangements pertaining to this. A list of places suitable for student accommodation can be found at the end of this Student Handbook.

The College does not endorse any of these accommodations nor assumes any responsibility for them. The list provided in this handbook is not exhaustive and is merely for the convenience of the students.

### Handbook updates

The information in this handbook is current at the time of publication. All amendments and updates to this handbook would be notified to the students from time to time and would be posted on the college website at [www.atc2u.com](http://www.atc2u.com) and/or at the various notice boards on the college's premises.

## Welcome to Advance Tertiary College

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### About us

Advance Tertiary College, or ATC as we like to call it, was formed in 1987 to provide local educational opportunities for school-leavers and working adults. The emphasis at that time was to provide Malaysian students with access to professional and tertiary education.

In the last two decades, ATC has become the largest independent Law School in this region with two campuses in Malaysia (Kuala Lumpur and Penang), one in Singapore and a joint venture partnership in Hong Kong. Its Business School has also grown to offer a variety of Certificate and Diploma programmes that are contemporary and market-driven.

ATC's growth in the last two decades, particularly on the internal and external programmes can be credited to its strong commitment to excellence and academia. This is created in a manner that allows the adoption of teaching-learning methodologies and the provision of research facilities that are student-centric and geared towards enhancing and improving academic performance.

Our students' excellent world-class results on the external programmes every year are testament to this fact. With more than thousands of graduates who are currently involved in the legal arena, the corporate sector and media industries, amongst others, the ATC graduate is highly employable in both the local and international job sectors.

Credit for ATC's successes lies primarily in the cultural mindset of the people who make up this remarkable institution. It is their unfailing dedication and philosophy of continuous improvement of our institution and our students that has not only ensured our survival but also contributed to our excellent reputation, both locally and internationally.

Their sacrifices and integrity have imbued ATC with the reputation of being an exceedingly responsive college that provides a strong sense of direction to its students.

In addition, ATC has also established strong partnerships with several international organisations.

We were invited by Hong Kong Polytechnic University to also provide support for the University of London LL.B programme in Hong Kong.

Our sister college in Singapore, ITC School of Business and Laws which was established in 1997, has grown to become the largest private Law School in Singapore.

### Our mission

To equip our students with the best qualifications and abilities to ensure employability in their future.

### Our vision

To continuously set new standards in education.

## Message from our Principal and Chief Executive Officer



Greetings,

I would like to welcome you to the ATC family and assure you that this decision you have made to trust us with your education will be the best decision you could have made. Please take some time to peruse the contents of this handbook as it will undoubtedly contain information that you will find useful.

This handbook is designed to be a one stop document and it contains all the information that you may need and should be aware of as you begin your journey with us at ATC. I would like to extend my gratitude to Ms. Munita Kaur for spearheading this effort to compile and formulate this edition of our student handbook.

ATC was formed in 1987 to provide local educational opportunities for school leavers and working adults. Our aim is to provide students with access to tertiary and professional education that is affordable yet maintaining the highest level of academic standards.

In the last decade, ATC has become the largest private law school in this region with two campuses in Malaysia (Kuala Lumpur and Penang), one in Singapore and a joint venture partnership in Hong Kong with the Hong Kong Polytechnic University. Its Business School has also grown to offer a variety of certificate and diploma programmes that are contemporary and market-driven.

ATC's success lies in the progressive paradigm of our people who make up this remarkable institution. It is their unwavering dedication and philosophy of continuous improvement that have also contributed to our excellent reputation, both locally and internationally.

I speak for the entire faculty when I say that we would be more than happy to help you in any way we can to make your time in ATC a memorable one. Just walk up to any one of us and let us know how we can assist you.

***Dr Danny Choong***  
***Principal and Deputy CEO***  
***Advance Tertiary College***

## Opening Hours (Kuala Lumpur Campus)

The College Building operating hours are as follows:

Mondays – Saturdays : 8.30am to 9.30pm  
Sundays : 8.30am to 8.30pm

The Library is located on the 5<sup>th</sup> floor of Bangunan Tunas Utama and its operating hours are as follows:

Mondays - Fridays : 9.00am to 9.00pm  
Saturdays : 9.00am to 6.00pm  
Sundays : 9.00am to 4.00pm

Reception is located on the 5<sup>th</sup> floor Bangunan Tunas Utama. Marketing/Course counselling is also conducted on the 5<sup>th</sup> floor. The Reception/Marketing/Course counselling operating hours are as follows:

Mondays – Fridays : 9.00am – 8.00pm  
Saturdays : 9.00am – 4.00pm  
Sundays : 9.00am – 3.00pm

The Cashier is located on the 5<sup>th</sup> floor of Bangunan Tunas Utama and its operating hours are as follows:

Mondays – Fridays : 9.00am to 8.00pm  
Saturdays & Sundays : 9.00am to 4.00pm

The Finance Department is located on the 1<sup>st</sup> floor of Bangunan Tunas Utama and its operating hours are as follows:

Mondays – Sundays : 9.00am to 5.00pm

The college would be closed on public holidays unless the public holiday falls during the revision period in which case revision classes will be conducted as scheduled.

## Opening Hours (Penang Campus)

The operating hours of the college are as follows:

Mondays – Saturdays : 9.00am to 5.00pm  
Sundays : CLOSED

The Library's operating hours are as follows:

Mondays – Fridays : 9.00am to 6.30pm  
Saturdays : 9.00am to 5.00pm  
Sundays\* : CLOSED

\* The Penang campus is routinely closed on Sundays. However at times special classes or tutorials are held on Sundays. Students would be informed of any such classes in advance by the Management.

## Keeping in Touch

It is essential that we are able to keep in touch with you. You should have entered your current home address and telephone number or numbers when you enrolled with us. It is also very helpful for us to have your mobile number as students are informed of timetable changes and other matters via a short-messaging system (SMS) blast. Students should also provide the College with contact details of their parents or guardians to facilitate communication in the event of an emergency.

Should any of these details change, please go to Reception and complete a 'change of personal details' form.

Additionally, to facilitate the ability staff to communicate important information to you, please make sure that you read the notices placed at the various notice boards throughout the college premise from time to time.

## Parking

The KL campus is ideally located in the midst of 3 public parking lots. There is also public parking available along the roads outside and opposite the college.

The Penang Campus is also ideally located in an area where there are ample public parking facilities. Parking is also available at the Menara UMNO building at RM130.00 per months.

## International Students

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### Introduction

ATC is a Private Institution of Higher Learning which is licensed and approved by the Government of Malaysia. ATC (KL campus only) welcomes applications from international students to undertake the various courses and programmes it offers.

Any foreign student intending to study in Malaysia is required to obtain Student Pass. Application to study at ATC and to obtain a Student Pass can be made DIRECTLY to the college.

### Documents required for foreign Students Application via EMGS

International Students who wish to enrol into ATC have to complete an application form (which can be obtained from the college) and attach to it the following documents:

- A certified true copy of his/her certificate / diploma
- A certified true copy of his/her academic transcripts
- Photocopy of his/her passport (all pages) – 2 sets
- 6 coloured passport sized photographs (50mm height x 35mm wide only with blue background)
- Release letter from previous University / College (for applicants who are currently studying at a different university / College in Malaysia only)
- Registration fee of RM 1000.00 (non-refundable)
- EMGS application fees RM 2,250 (inclusive of processing fee, insurance, health screening & student + visa; payable to ATC College KL)
- Bond fees ([www.educationmalaysia.gov.my](http://www.educationmalaysia.gov.my)) for issuing a personal bond on behalf of the student. This sum will be refunded to the student upon the student:-
  1. Completing his/her study
  2. Providing a copy of his/her return flight ticket or
  3. Providing an offer letter from another education institution in Malaysia
  4. Providing a letter to terminate his/her student visa.

Upon compilation of the above documents, the college will submit the application to EMGS (Education Malaysia Global Services). The students will be informed by the college directly on their application status.



## Rules and Regulations

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### Student Identification Card

All ATC students would be issued a Student Identification Card within one (1) week of enrolment. The Student Identification Card also acts as your Library Card and must be produced to access library facilities and content. It is mandatory for all students to swipe the Student Identification Card at the Guard Terminal on the ground floor of Bangunan Tunas Utama before entering the College premises. Failure to do so would result in the student being denied entry into the College premises. Students are required to display their Student Identification Card at all times while on College premises. Failure to do so would result in disciplinary action taken against them.

Student Identification Cards are issued free of charge to all students, however should a student lose or misplace his/her card, a replacement card would be issued to the student at a cost of RM5.00. If you lose your second card a further replacement fee of RM7.00 will be payable. Any subsequent cards will cost RM10.00 each. Students are required to report missing, lost or stolen Student Identification Cards immediately to the Registrar's office.

### Dress Code

The objective of the ATC Dress Code is to maintain a positive and smart image among its students in line with the college's image and reputation as Malaysia's Premier Law School. Therefore students are prohibited from wearing the following items of clothing and/or accessories:

#### Men

Singlet  
Shorts  
Bermuda pants  
Torn/Tattered Jeans  
Slippers/Sandals  
Caps/Hats  
Excessive accessories

#### Women

Spaghetti Strap T-shirt/Blouse  
Sleeveless T-Shirt/Blouse  
See-Through Tops  
Low Cut Tops  
Shorts/Bermuda Pants  
Torn/Tattered Jeans  
Mini Skirts (3 inches above the knee)  
Slippers (Ladies Sandals are allowed)

Students are to adhere to the above Dress Code at all times while on college premises. Failure to do so would result in disciplinary action taken against the student.

### Payment of fees

Students are to pay all college fees promptly at the Cashier located on the 5<sup>th</sup> floor of Bangunan Tunas Utama (KL campus) and 19<sup>th</sup> floor Menara UMNO (Penang campus). Students settling their college fee monthly are to pay their fees by the 7<sup>th</sup> of each month. Failure to do so would result in a fine of RM20.00 each day payment is delayed.

College fees can be paid in the following methods:

- cash
- cheque
- credit card
- standing instructions through banks
- credit into the college's account.

**All cheques should be made payable to MACRO SYSTEM CONSULTANCY SDN BHD.**

**The colleges account number – CIMB BANK BERHAD A/C No 1467-000026-05-8. A copy of the payment slip must be faxed (603-20310261) to or handed over to the Accounts Department located on the 1<sup>st</sup> floor of Bangunan Tunas Utama**

## Withdrawal from the course of study

The following procedure and rules apply to all students who choose to withdraw from their course of study with Advance Tertiary College:

1. A WRITTEN NOTICE of the student's intention to withdraw from his/her course of study MUST be addressed to the Registrar (KL Campus) or CEO (Penang campus) and a copy of it must be given to the Registrar and the Head of Department.
2. A student will only be officially considered to have withdrawn from his/her course upon the receipt of the notice by the Registrar and Head of Department.
3. The Head of Department and the Accounts Department would acknowledge the receipt of such notice in writing
4. All fees owing by the student up until the notice of withdrawal must be settled by the student.
5. Any fees paid in advance by the student will be refunded on a pro-rated basis based on the duration of the course and the date on which the notice of withdrawal is received by the Head of Department and the Accounts Department.
6. ONLY the course fee is subject to a refund. Registration and Resource fees are NOT REFUNDABLE.
7. The student will be informed in writing of any fees owed to the college or of any fees to be refunded to the student.
8. Any withdrawal from the course of study WITHOUT NOTICE will NOT be treated as a proper withdrawal and the student remains obliged and liable to pay all College fees due or owed.
9. Failure to settle any such fee is a debt owed to the College and would entitle the College to take legal proceedings to recover the same.

## Classroom etiquette

**Attendance** – is compulsory. By enrolling in a course, a student tacitly accepts the responsibility of participating in the classroom educational experience. Actual physical presence (with any resulting verbal interaction between the lecturer/tutor and student) can be as necessary to understanding the course's subject matter as completing homework assignments. The attitude that "I paid my money -- I have the right to skip class if I want" betrays a "consumerism" approach to education rather than the cooperative, interactive process that education has traditionally seen to be.

There are many legitimate reasons for missing a class -- illness, family crisis, etc.... However, skipping class to study for a midterm in another class or to complete an assignment is a sign of poor time management and poor planning and would not be considered legitimate excuses. Students who have failed to attend a class **MUST** produce a letter from his/her parent or guardian or a medical certificate explaining his/her absence. All such letters shall be filed in the class attendance book and will form part of the College's records on the student. Repeated absenteeism without a valid excuse would result in disciplinary action.

**Punctuality** – students are to be punctual for all lectures, tutorials and special project classes as late arrivals can be distracting to the instructor and disruptive to the class. In the event of unavoidable delay, when you arrive at the classroom take the first seat available rather than hunt around for a "good" seat and do not unnecessarily distract or disrupt the on going class. Students who arrive late must provide the lecturer or tutor with an explanation. Students noted for habitually breaching the punctuality rule will face disciplinary action.

**Talking in class** – All conversation should cease upon the arrival of the lecturer or tutor and when it appears that the lecturer or tutor makes it clear that class is starting. There may be times when one needs to ask a question of a person sitting nearby. Brief, and quiet, comments along the lines of "What was that point?" or "Was that argument correct?" are certainly understandable. You should not, however, carry out conversations in class. This is true even if they happen to be related to the

topic. Even if such conversations are relatively quiet and do not seem to disturb anyone nearby, they can be distracting to the instructor, not to mention rude.

**Mobile phones and beepers** - These devices should be turned off if they cannot be set to a silent mode. (Some phones are pretty noisy even on vibrate.) You should **NOT** answer your cell phone during class. If you are expecting a really important call (e.g., wife going into labour, picked for the next *Survivor* series), then it might be a good idea to inform the instructor before class so it's less of a distraction if you leave the classroom to take the call (and sit near a door so you can make an unobtrusive exit). You should also refrain from sending or receiving a SMS or chat over Facebook or any social network on your mobile phone during class. Students found breaching these rules may find their mobile phones or beepers confiscated. Repeated offenders would face disciplinary action.

**Computers and recording equipment** – Students may use laptops as a means of taking down notes. Laptops should not be used for surfing the web or performing tasks other than taking class notes during class. Such activities are likely to be distracting to those around the student (e.g., those sitting behind who see something unrelated to the course on the computer screen) as well as the instructor. Students found flaunting this rule may be prohibited from using their laptops in class. Students may use portable recording equipment to record lectures and tutorials. However as a matter of courtesy, students are advised to first seek the consent of the lecturer or tutor concerned before recording his/her lecture or tutorial.

**Reading in class** – reading anything other than your lecture notes during class (e.g. magazines, newspapers etc..) is **VERY RUDE** behaviour and students should refrain from flaunting their boredom in such a way.

**Mr., Dr., or Prof.** - Addressing the teacher in a casual manner is not acceptable. This even applies for teachers who dress and behave casually. Avoid personal comments or questions about their manner of dressing or family. The teacher may be friendly, but he/she is not your buddy.

**Dominating classroom discussion** - Some students jump into classroom discussions so enthusiastically that they trample through the teacher's lecture interjecting comments, many of them less than insightful. This type of student not only upsets the teacher, but infuriates the other students.

**Eating and drinking in class** – Eating is **STRICTLY PROHIBITED** in classrooms, the library and the resource centre. Drinking is allowed in classrooms but **NOT** in the library and resource centre.

**End of class** - students sometimes try to hurry the end of class by beginning to gather books and rustling about a few minutes before the end of class. Again, this can be rude, particularly when others are trying to hear what the instructor is saying at the end of class.

**Leaving early** - like arriving late, sometimes one has to leave class early. Students are advised to let the lecturer or tutor know in advance.

**Assignments** – all written assignments set must be attempted and handed in on time. Failure to submit assignments may result in disciplinary action.

## Smoking

Smoking is **STRICTLY PROHIBITED** in College premises. College premises include the entrance and side of the College building, the lobby, classrooms, restrooms, stairways and basement. Students are also reminded that smoking on College premises is also prohibited under the laws of Malaysia.

As of 1<sup>st</sup> June 2010 private colleges, alongside universities and workplaces with a centralised air-conditioning system have been gazetted as non-smoking zones. Those found to be smoking in non-smoking zones could be slapped with fines of up to **RM10,000.00** or **two years' imprisonment**.

Students found smoking on college premises would face disciplinary action and the college would not hesitate in referring them to the relevant authorities.

## Membership of Societies and Clubs

ATC has a number of very active Societies and Clubs and students are generally encouraged to join and participate in the activities of these societies and clubs. However, students should bear in mind the following before considering membership of societies and clubs:

1. Students should not let society and club activities interfere with their academic progress.
2. Students found skipping classes, to concentrate on or participate in society or club activities, without the prior written permission of the Head of Department risk facing disciplinary action.
3. Only students with good academic achievement and good class attendance are allowed to stand for and hold a post in societies and clubs.
4. Students found to be falling back in their academic progress or on their class attendance would be barred from further participation in society and club activities.

## Facilities

### Library

The Library is often considered to be the lawyer's equivalent to a laboratory and within a few months of commencing your legal education at ATC you will appreciate the importance of the library in your studies. The ATC Libraries are located on the 5<sup>th</sup> floor of Bangunan Tunas Utama (KL Campus) and on the 19<sup>th</sup> floor of Menara UMNO (Penang Campus). The libraries are staffed by a Librarian who will assist you in accessing the library facilities. The Library contains law reports, statutes, periodicals, books and reference works and there are study places for you to work individually. The Library has a photocopier (KL campus) and is equipped with wireless internet. Computer terminals are located outside the Library for students to access electronic data. The college's web portal can be accessed at [www.atc2u.com](http://www.atc2u.com).

### Library rules and regulations

#### Conduct

1. Users must wear or bring their student's card when entering the library.
2. Silence is to be observed at all times in the library.
3. Smoking is STRICTLY PROHIBITED in the library.
4. Consumption of food and drink is not permitted in the library.
5. Students are to turn their mobile phone and beepers OFF or on SILENT mode while patronizing the library.
6. On leaving the library, all users are required to produce for inspection all books and items taken out of the library.
7. Reservation of seats is NOT PERMITTED. The librarian may remove books and other articles left for any length of time on chairs and tables.
8. An announcement will be made ten (10) minutes before closing time and all users must vacate the premise.
9. The librarian has the authority to maintain good order in the library and therefore has the right to request a student or students to leave the premises if he/she found to be violating any of the library rules.
10. Students are to treat the library environment with respect and the library staff with respect and courtesy. Should any incident be reported, the College reserves the right to investigate the matter and take appropriate action.

#### Personal Property of Students

1. No bags, umbrella, parcels, etc except files and books may be brought into the library.

2. Storage facilities are provided at the storage room located at the side of the library (KL campus) and outside the library (Penang campus)
3. The library will not accept responsibility for the loss and/or misplaced personal items.

### **Library Facilities**

1. The library bookshelves are open for access between 9.00am to 5.00pm. All bookshelves will be locked after 5.00pm but can be accessed upon request. (KL campus only). Library bookshelves at the Penang campus are opened during library hours.
2. Students are allowed to borrow books out of the library. ONLY books marked with a RED TAG are NOT allowed to be borrowed out.
3. Students must present their Student Identification Card to the librarian for purposes of borrowing books out of the library.
4. Students are allowed to borrow a maximum of two (2) books for a maximum period of three (3) days. Students can renew this on the same terms and conditions twice after which the books are to be returned to the library.
5. Delay charges of RM1.00 per book is payable for each day of delay.
6. The librarian is empowered to withhold library facilities for any infringement of these rules.

### **Care of books and other library material**

1. Students are responsible for all books and other library materials taken out in their names and good care must be taken of them. Annotation and marking of library materials is prohibited.
2. Lost or damaged material should be reported at once to the librarian. Students will be asked to refund to the College either the replacement cost or the cost of repair, as appropriate.
3. It is an offence to remove or to attempt to remove a book or any other publication or any part thereof including magazines, prospectuses, and newspapers from the ATC Libraries.
4. Appropriate action will be taken against any reader caught or found attempting to deface or vandalise any material belonging to the college.
5. Student who found vandalized any library property will be penalised.

The management reserve the right to amend the Library Rules and Regulations as and when necessary.

### **Resource center (KL campus only)**

The resource center is located on the 4<sup>th</sup> floor of Bangunan Tunas Utama (KL campus) and is equipped with computer and wireless internet connection. Student can access digital data and online research using these facilities. The college's web portal can be accessed at [www.atc2u.com](http://www.atc2u.com).

### **Rules and regulations**

1. Smoking is STRICTLY PROHIBITED in the resource center.
2. Consumption of food and drink is STRICTLY PROHIBITED in the resource center.
3. Students are to turn their mobile phone and beepers OFF or on SILENT mode their while patronizing the resource centre
4. Students should not use the computers in the resource center for personal use. Students are advised to use the computers in the Student Lounge located on the ground floor of Bangunan Tunas Utama for this purpose (KL Campus only).

### **Student lounge (KL Campus only)**

The Student lounge is located on the ground floor of Bangunan Tunas Utama and is equipped with computers and wireless internet.

### **Rules and regulations**

1. Students are at all times to maintain decent behaviour in the student lounge. NO CLOSE PROXIMITY between students is permitted.
2. Students may use the student lounge to relax, have a meal, chat or use the computers for personal use.
3. As the student lounge is located on the ground floor, students are prohibited from making excessive noise or act in a boisterous manner.
4. The security guards have the authority to maintain good order in the student lounge and therefore have the right to request a student or students to leave the premises if he/she found to be violating any of the rules.
5. Students are to treat the College staff with respect and courtesy. Should any incident be reported, the College reserves the right to investigate the matter and take appropriate action

### Cafeteria (KL Campus only)

The cafeteria is located on Basement 1 of Bangunan Tunas Utama. Basement 1 can be accessed through the Mezzanine floor.

#### **Rules and regulations**

1. Smoking is STRICTLY PROHIBITED in the cafeteria
2. Students are at all times to maintain decent behaviour in the cafeteria. NO CLOSE PROXIMITY between students is permitted.
3. The cafeteria is to be used solely for the purpose of having a meal as place is limited. Students who wish to relax or chat with friends should use the student lounge for this purpose.
4. Cafeteria staff have the authority to maintain good order in the cafeteria and therefore have the right to request a student or students to leave the premises if he/she found to be violating any of the rules.
5. Students are to treat the cafeteria staff with respect and courtesy. Should any incident be reported, the College reserves the right to investigate the matter and take appropriate action

## Student conduct and discipline

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### Disciplinary authority

**ALL STAFF** are empowered by the College to enforce discipline on college premises. Any staff who encounters any student committing a disciplinary offence has the authority to:

- reprimand the student for the offence
- demand for and make a copy of the student's Student Identification Card
- report the offence to the relevant Head of Department or the Registrar for further action

### Disciplinary Offences

Disciplinary offences include (but are not restricted to) the following:

1. Smoking on the College's premises, littering, improper and indecent dressing, acts of disturbance, fighting, failure to produce Student Identification Card.
2. Vandalism, destruction of or damage to College property or other property within the college's premises, theft, disrespectful behaviour and insubordination to lecturers and other staff of the College, non-compliance with or disobedience of orders made by the Principal or such other officer as may be authorised by or acting on behalf of the Principal.
3. Possession of dangerous weapons, the possession or consumption of drugs or alcohol or intoxicating substances, immoral or indecent behaviour, forging of documents or possession of forged documents.
4. Gambling or betting of any form, sale or distribution of prohibited material, forgery or misuse of documents belonging to the College.
5. Distribution of any leaflets or information from a competitor college or colleges or soliciting students for a competitor.
6. The breach of or non-compliance with or non-observance of such rules and regulations contained in this handbook and any rules and regulations as may be made from time to time by the College.
7. Such other acts, conduct or neglect that is prejudicial to good order and discipline of the College or likely to bring the College into disrepute as the Principal or the Authorised Person or the Disciplinary Committee may determine.

### Disciplinary Procedure (KL Campus)

Students found guilty of any disciplinary offence would be referred to their respective Head of Department.

The Head of Department would:

**In the event of a serious breach of discipline** (e.g. fighting, theft, destruction of College property etc..) - refer the matter immediately to the Student Welfare and Disciplinary Committee for immediate disciplinary action. The student's parents/guardians would be informed in writing of the student's offence and of the disciplinary proceedings against him/her. Students risk immediate expulsion for serious breach of discipline.

**In the event of a non-serious breach of discipline** (e.g. attendance, dress-code etc..) – issue the student a warning. Such a warning would be recorded in the student's personal file with the College and form part of the College's records of the student. A student who has been issued two (2) warnings for indiscipline would immediately be referred to the Student Welfare and Disciplinary Committee for disciplinary action. The student's parents/guardians would be informed in writing of the student's offence and of the disciplinary proceedings against him/her.

## Disciplinary Procedure (Penang Campus)

Students found guilty of any disciplinary offence would be referred to Ms. Vaani Nadarajah who would:

**In the event of a serious breach of discipline** (e.g. fighting, theft, destruction of college property etc..) - refer the matter immediately to the Principal of the Penang campus for immediate disciplinary action. The student's parents/guardians would be informed in writing of the student's offence and of the disciplinary proceedings against him/her. Students risk immediate expulsion for serious breach of discipline.

**In the event of a non-serious breach of discipline** (e.g. attendance, dress-code etc..) – issue the student a warning. Such a warning would be recorded in the student's personal file with the college and form part of the college's records of the student. A student who has been issued two (2) warnings for indiscipline would immediately be referred to the Principal of the Penang campus for disciplinary action. The student's parents/guardians would be informed in writing of the student's offence and of the disciplinary proceedings against him/her.

## Student Welfare and Disciplinary Committee (SWDC) (KL Campus)

### What is the SWDC?

The SWDC is an official committee of the college entrusted with the task of looking into matters concerning student welfare and discipline.

### Composition of the SWDC

Chairperson	: Ms Munita Kaur
Committee Members	: Mr Reuben de Rozario – Chief Operating Officer : Ms Betty Chin – Registrar : Mr Daniel Abishegam – Head of Department (LL.B) : Mr Gunaseelan Panersilowan - Head of Department (A-Levels & Business Programmes) : Mr Sevakumar Batumalai – Head of School of Business & Management : Ms Charlene Singh – Head of Department (CLP) : Ms Norshila Nan – Head of Human Resource & Student Affairs

### Powers of the SWDC

The SWDC has the following powers:

- To enforce discipline among students.
- To summon students for indiscipline.
- To conduct enquiries into student indiscipline and decide on appropriate punishment.
- To suspend a student or students if and when necessary
- To look into issues concerning student welfare at the College. Student welfare includes all matters that would make ATC a better environment for the students in which to pursue their academic studies.



## Student Support System

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### Counselling and advising

#### Academic advising

Students are encouraged to consult faculty members with expertise in the student's area of interest as well as their respective Head of Departments (KL Campus) or Ms. Vanni Nadarajah/Ms Linda Felix (Penang Campus) about academic choices or concerns.

#### Personal counselling

##### Career advice

Students seeking career advice should contact their respective Head of Departments (KL Campus) or Ms. Vanni Nadarajah/Ms Linda Felix (Penang Campus)

##### Personal problems

For problems affecting school work, attendance, classes or classmates please refer the matter to your respective Head of Departments (KL Campus) or Ms. Vanni Nadarajah/Ms Linda Felix (Penang Campus)

##### Other personal problems

The Head of Department (KL Campus) or Ms. Vanni Nadarajah/Ms Linda Felix (Penang Campus) can be students' first stop for these issues as well. Although he/she does not provide long-term counselling, he/she can direct students to outside service providers to help them resolve their concerns.

List of resources for crisis intervention and problem solving:

All Women Action Society	:	603-78774221
Befrienders	:	603-79568144
Rape Crisis UH	:	603-79564422

### Financial assistance scheme

Students with financial problems are advised to raise the matter with either their Head of Department or the Registrar. There are a number of financial aid options available to students.

#### **PTPTN Loans**

The National Higher Education Fund (PTPTN) was established under the National Higher Education Act 1997 (Act 566), with the main objectives to provide loans to eligible students at higher learning institutions, to provide saving schemes and to manage funds for higher education.

#### **Terms of Loan**

Students are eligible to apply for education loans if they fulfil the following conditions:

- The student is a Malaysian citizens;
- The student must be below the age of 45 on date of application;
- The student must have passed the Malaysia Certificate of Education (SPM) with a minimum of 3 credits (any subjects);
- Private Institute of Higher Learning students must obtain the Accreditation Certificate from the Malaysian Qualifications Agency (MQA). The course and Accreditation Certificate approval period must still be valid on the date of application;

- The student must satisfy the entry requirements determined by the Ministry of Higher Education to pursue the course. For students with qualifications that differ from those stipulated, please refer to Ms Shila on the 6<sup>th</sup> floor Bangunan Tunas Utama.
- The remaining period of study upon application must exceed one year;
- PTPTN loans require two (2) guarantors that must consist of the biological father and mother of student regardless of the parents age and income;
- The student must have no other sponsor;

### Application method

Applications must be made through on-line: <http://www.ptptn.gov.my>. However before making an application the student is required to:

- open a personal savings bank account at Bank Muamalat
- obtain a PIN number.

Applicants can obtain their PIN number through any Bank Simpanan Nasional ATM machines or service counters. The PIN number cost RM5.00. The PIN number is valid for 6 months from the date of the first application.

Applications will be open throughout the year and the date lines are as follows: - **15 June, 15 July, 15 Oct & 15 Nov**

- submit to ATC a printed copy of the online application made by them with ONE (1) CERTIFIED TRUE COPY of the following supporting documents:-
  1. Applicant's identity card
  2. Offer letter from Private Institute of Higher Learning
  3. SPM certificate (a copy of the SPM examination result transcript will only be accepted if the application is made within two (2) years of the applicant having passed the SPM examinations)
  4. Other qualification certificates. Example: STPM/diploma/matriculation
  5. Personal Savings Account Number of their Bank Muamalat account.
  6. Pay slip or Government Pensioner's Card or J/EA/EC/BA Form or Income of the guarantors or of the applicant's guardian and spouse of the guardian.
  7. Identity card of the guarantors or of the applicant's guardian and spouse of the guardian.

**All supporting documents that must be enclosed are to be photocopied on A4 size paper.**

### Officers eligible to certify documents are as follows:

- People's Representatives (e.g. MPs, Councillors etc...)
- government officers in the management and professional group
- legal practitioners
- commissioners for oaths
- justices of the peace
- principals, school heads (government schools only)
- police officers of the rank of ASP and above
- military officers of the rank of captain or equivalent and above
- *penghulu*, village heads, *penggawa*, *tuai rumah*, accredited ethnic group or sub-district chiefs.

### Loan offer

The education loan will be offered if the applicant fulfils the conditions and meets the specified loan application procedure.

A second loan offer will only be considered in the following circumstances:

- The student meets conditions and loan application procedure.
- The student is applying for a loan to undertake a course at a higher level of study than that previously undertaken, provided the previous loan amount has been settled.

- The student is applying for another course of study not having completed the previous course for which the loan was granted, provided the previous loan amount has been settled.
- Sufficient funds are available.

The loan period will commence from the date the application for the loan is made, i.e. when the complete application is received by PTPTN.

The loan offer is valid for only 1 month from the date of approval. Should the loan agreement not be completed within this period, the offer will lapse.

The loan agreement will be deemed complete only if the document is sealed with a revenue stamp. Please ensure you obtain two (2) revenue stamps of RM10.00 each to be affixed on the document.

The loan offer will be cancelled or withdrawn in the event of a mistake or falsification of information.

### **Insurance**

All students who receive the PTPTN loan must take insurance coverage. The appointment of an insurance company and payment of premium (deducted from the loan total) will be handled by PTPTN. The payment of student premium will be deducted ONLY ONCE from the student loan received.

### **Suspension of loan payment**

The payment of loans will be suspended for a particular semester for the following reasons:

- A student obtains a GPA of less than 2.0.
- A student defers his/her studies

### **Termination of loan**

Loan payment will be terminated if a student fails to continue his/her studies. Students are required to repay the amount obtained from PTPTN for the duration of their studies as specified in the loan agreement. Any appeal to defer payment or re-scheduling must be directed to PTPTN.

**For further enquiries please refer to Ms Noor Shila – 6<sup>th</sup> floor Bangunan Tunas Utama or email at [shila@atc2u.com](mailto:shila@atc2u.com)**

### **Employees Provident Fund (Account II) Withdrawal Scheme for Education**

This scheme allows Employees Provident Fund (EPF) members to make a withdraw from their EPF account (Account II) to pay for course or examination fees for their children or for themselves for the purposes of undertaking further studies in local or foreign institutions.

**Eligibility Criteria** - Eligible EPF members may withdraw the maximum an amount equivalent to the entire fee amount or the entire amount in Account II, whichever is lower. Members may apply for withdrawal in each academic year provided that there are funds available in their Account II.

**How to Apply** - Before applying for withdrawal under this scheme, EPF members are required to check the balance in Account II and obtain a letter from EPF that specifies the amount that can be withdrawn. Members can apply for this scheme by completing the KWSP 9H (AHL) form together with relevant supporting documents.

For further information please contact:

Employees Provident Fund  
Bangunan KWSP  
Jalan Raja Laut  
50350 Kuala Lumpur

## Scholarships

### Advance Tertiary College Scholarships

The Law School has various scholarship schemes such as the Tun Abdul Hamid Scholarship Fund, the PDRM Scholarship Fund. Scholarships based on academic merit. Students interested in applying for any of these scholarships are advised to contact Mr. Reuben de Rozario, the Chief Operating Officer of the College.

The Tan Sri Othman Merican Scholarship for the Business School is a merit based scholarship offered to Business School students. For eligibility criteria and more information please refer to the Head of the Business School.

### Malaysian Law Scholarship

#### King's College London & the University of London International Programmes

The University of London International Programmes and King's College London have established a scholarship which is awarded annually to an LL.B External student who is a citizen of Malaysia, living and studying in Malaysia. This scholarship was awarded for the first time in 1995. Funding for the scholarship comes from International Programmes and the successful applicant enters King's College London to complete Part I and II of their degree.

#### Who may apply?

The scholarship is open to students sitting for the Intermediate examination under LL.B Scheme A. Applicants must be Malaysian citizens that have undertaken their secondary education in Malaysia. The scholarship will be offered to the applicant who achieves the highest marks in the Intermediate examination provided that he or she is taking the examination for the first time and that his or her application is otherwise satisfactory.

#### Making an application

Details of how to apply are given in the University of London Student Handbook sent to all registered students.

#### What is the scholarship worth?

The successful student receives a scholarship worth approximately £17,500 each year. Further details are provided in the application form.

### The Jim Stephens Memorial Scholarship

The Jim Stephens Memorial Scholarship may be awarded at the discretion of the Board of Examiners to the student who achieved the best results at the LL.B Intermediate Scheme A examination. The value of the scholarship will cover the continuing registration fee and examination fees for Scheme A Part 1 or Scheme B Year 2, and a further £250 towards the cost of books

## Billing

Billing queries should be directed to the Finance Department at (603) 203-10266, extension 38/31.

## Attachment and Chambering Positions

As the premier law college in Malaysia, top academic performers from ATC are well sought after by prestigious law firms in Malaysia. Many ATC graduates are currently employed with these law firms and this places the College in a unique and enviable relationship with these firms. The College annually invites top law firms to hold career fairs at its premises to give its students the opportunity to present themselves to these law firms with the aim of securing attachment and chambering positions.

Shearn Delamore & Co, one of Malaysia's leading law firms provides annual scholarships to ATC's top students to pursue the Certificate in Legal Practice course and thereafter, either a chambering position or a chambering position and subsequent employment with its firm.

## Internships @ ATC

The Diploma in Management/Marketing at ATC offers internships to all its students. Finding work can be a real challenge, especially if you don't have any experience - yet to get experience you must first find a job. It's a nasty catch that can be difficult to get around, but an internship is a good way to do it.

Internships provide work experience opportunities to university students, recent graduates, and people considering career changes. Employers are willing to hire interns with little or no experience, especially if the intern is willing to accept little or no monetary compensation. However, the benefits of doing an internship go far beyond your pay cheque.

### Gain valuable work experience

An internship provides an opportunity to gain hands-on work experience that you just can't get in the classroom. First time job-seekers and career-changers aren't usually desirable candidates, but companies are willing to train them as interns and give them the experience they would need to get a job.

### Have an edge in the job market

Employers are usually more concerned with your work experience than your qualifications, and internships are often the only way to get the work experience you need to secure a job, so they're a vital part of your resume. Many employers prefer or require applicants who have done an internship or have relevant work experience and in many of the more competitive job markets, it is essential to set you apart from the others.

### Transition

Employers see interns as prospective employees. Many finish their **internships** and continue working with the company full-time. Internships are the number one way for employers to find new staff in the US. Think of it as a really long interview, after which you've proved that you are a capable and hardworking employee. Just as you're giving the industry and the company a trial run, they're doing the same for you.

### Decide if this is the right career for you

If you're not sure if this is the right career for you, doing an internship is a great way to try it out. **Internships** are generally short-term, so you can test your future career without committing and find out if it is a career that will satisfy you.

### Networking opportunities

Internships are a great way to meet people in your field. Even if you have experience, knowing people never hurts. An internship allows you to meet people who might help you land a job later on and give you the contacts in the industry you're trying to break into. Furthermore, references from people in the industry will really add weight to your application.

**Apply classroom knowledge**

An internship can be seen as the pinnacle of your undergraduate education and give you the chance to use the skills you've learned in the classroom in a real-world setting. It's a chance to prove the worth of your qualifications and to show that you can perform in the role you have been given.

**Gain confidence**

Getting experience is a great way to build your confidence. In addition to that, if you have an impressive resume, you will be more confident in your chances of securing a job.

**Employment**

Advance Tertiary College also invites applicants to join its teaching faculty. A large number of the college's teaching faculty were once students at the college and ATC takes great pride in maintaining this tradition every year.

## General Information

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### Notices

Notices are periodically placed on College notice boards located on each floor of the college building. Students are expected to read the notice boards regularly; it is your responsibility to know about all notices that appear on the notice boards.

Students are on occasion notified via the college's short-messaging system (SMS). Students are therefore under an obligation to provide the college with their mobile phone number to facilitate this method of disseminating information.

### Copy machine and copy services

Copy machines are available in the Library and in the college production room located on the 1<sup>st</sup> floor of Bangunan Tunas Utama (KL Campus). Students are required to pay in cash for any material photocopied in either location.

### Lost and found

Any lost or found items should be reported at the reception desk located on the 5<sup>th</sup> floor of Bangunan Tunas Utama (KL campus) and the 19<sup>th</sup> floor of Menara UMNO (Penang campus)

### Student Organisations (KL Campus)

#### Student Representative Council (SRC)

The Student Representative Council (SRC) is the official student representative body of ATC. The SRC is responsible for coordinating the college's extra-co-curriculum activities such as the Moot Competition, the Sports Carnival and the Student Ball. Elections are held every year after a vigorous period of campaigning to choose office bearers. The SRC is headed by Mr Inderjeet Singh, Deputy Head of Law and Head of Student Services.

#### Other societies and clubs

##### **ATC Business Club**

The ATC Business Club (ABC) was established with the objective of exposing our students to the business world as well as to create an understanding of how a business runs and qualities possessed by a business person. There are many fun activities lined up such as the business challenge trophy. This is a challenge where groups are formed and each group is given RM30 as start-up cash and they are given 3 days to market their product. The winner will be determined by the group that attains the highest profit. During the Business Board Game week, a number of board games are provided equipping players with money management and trading skills. We also have an excursion to a factory. The knowledge of a business operation may help students in their studies.

##### **ATC Christian Fellowship**

Christian Fellowship (CF) is a gathering of mostly Christians that meet every Saturday from 10am – 12 noon at the 4th floor, room Q. The CF welcomes everyone to join regardless of their race or religion. We sing, learn, share, and promote fellowship amongst each other. Christmas is our major event each year, inclusive of caroling at the college lobby and appreciating the meaning of Christmas.

The CF invites speakers from various churches, organisations, lecturers, and students. Our aim is to learn the meaning of life and share it with others.

### **The Music Club of ATC**

The Music Club is ATC's very own music club which plays pop, rock, metal, jazz, funk, and much more. It aims to form ATC's very own band. They are constantly looking out for Drummers, Guitarists, Keyboardists, Bassists, Percussionists, String Instrumentalists and the noblest position of all... Vocalists.

### **ATC Rotaract Club**

Rotaract is an international youth movement for young adults aged 18 to 30. This non-political and secular organisation operates under the umbrella of Rotary International. It provides an opportunity to young adults to enhance their knowledge and skills that will assist them in personal development, address the physical and social needs of their communities, and promote better relations between all people worldwide through a framework of friendship and service.

Advance Tertiary College (ATC)'s own chapter of the Rotaract Club was formed through the initiatives of several likeminded students in the college who are committed to serving the community and also developing themselves professionally, while expanding their network of friends. The club received its charter on 20th October 2007 from the Rotary International Headquarters in Evanston, Illinois and is sponsored by the Rotary Club of Ampang.

The club has adopted a foster home as our Community Service project. This has become a flagship project for our club, where we have agreed to establish a long-term partnership with the Trinity Children Centre in helping out the children. We consistently visit the Home and provide them with daily necessities, improving the conditions of the Home and spending quality time with the children to assist them in their emotional growth. In the near future, we plan to organise special classes and tuitions for them to help them in their studies.

We have also organised an attachment programme for the college students in two esteemed legal firm, Lee Hishammuddin Allen & Gledhill and Bodipalar Ponnudurai Nathan as our Professional Development project. The purpose of this programme is to provide students with better understanding of the legal field and also to give them early exposure to the mechanisms involved in the legal community, while equipping them with personal and professional development skills.

The club has already garnered glowing praises from many people during the early stage of its operation itself. We have obtained the District Rotaract Representative Citation, a highly prized recognition for any Rotaract Clubs in the District. In addition, we have also fulfilled the Rotary International Presidential Citation which is highly respectable in the Rotary Community. Hence, although the club is still in its infancy, one can clearly see that it has a lot of potential for growth and it is indeed serving its purpose in the community.

### **Asian Law Students' Association**

ALSA (Asian Law Students' Association) is an association that unites law students of Asia via the creation of an awareness of justice and social responsibility. ALSA ATC seeks to enhance the quality of students and expand their horizons by encouraging them to become internationally-minded individuals equipped with highly-prized legal skills. Join us to understand and appreciate the diversity of ideals and perceptions concerning various legal problems faced by members of society through interactions among fellow Asian law students.

### **The Film Club of ATC**

Nothing can be more uniting than unwinding to your favourite movie with people who share the same interest and intention. A fresh and rising club, The ATC Film Club has three main desires;

- 1)Socially, to unite people who are devoted to film.
- 2)Culturally, to expose members to unique and captivating films.
- 3)Educationally, to encourage open discussions on the quality of artistic productions as well as to create new aesthetic sense among the students.



On a monthly (and sometimes weekly) basis, the ATC Film Club conducts screenings of vintage as well as modern film. Students will be exposed to the richness and variety of National as well as International Cinema. In the past, the club has organised several movie screening events that is followed by hearty as well as intense discussions on the structure, plot and content. Students are invited to share their viewpoints, expand their analytical skills and appreciate the diverse genres of film that exist. The club will also be organising several outdoor activities such as the "ATC Outdoor Movie Screening Experience". Trips to visit cinemas as well as participate in film festivals are also in the making

### **The ATC Sikh Society**

A progressive religion well ahead of its time when it was founded over 500 years ago, the Sikh religion today has a following of over 20 million people worldwide and is ranked as the world's 5th largest religion. Sikhism preaches a message of devotion and remembrance of God at all times, truthful living, equality of mankind and denounces superstitions and blind rituals. Sikhism is open to all through the teachings of its 10 Gurus enshrined in the Sikh Holy Book and Living Guru, Sri Guru Granth Sahib.

Flowing from the above teachings, the Sikh Society of ATC (previously known as the Sikh Society of Kemayan ATC) has been in existence for many years and was initiated by students who felt that they needed to be active to promote unity amongst themselves and others who wanted to take part in a positive and friendly community spirit in tune with the Sikh teachings. It comprises of all Sikh students studying in ATC. The Sikh Society has as its main objectives, *inter alia*, the organizing of two annual Thanks giving Prayers that are held before and after each examination term(s) and the assistance of various charitable homes and organizations. To date, the Sikh Society of ATC have without fail organised its annual Thanksgiving Prayers every year. The gathering of the Sikh Society in attending to these prayers enables spiritual cleansing and acts as a platform where the Sikhs in ATC get to interact with one another on a religious note.

Over the years, the Sikh Society has conducted activities such as Rehraas sessions (evening prayers), the Sikh Society Mingle with other religious programs at Gurdwaras, the Cultural Week, Vasakhi prayers and the Sales of Sweets. Sikh Society of ATC had also arranged religious talks in the college addressing various issues on the Sikh religion and the Sikh decorum.

The Sikh Society of ATC often invites other Sikh oriented groups such as the Sikh Naujawan Sabha Malaysia (SNSM) and the NIKETAN group at religious get-togethers to give insight on the Sikh way of life, Sikh Human Rights, and other areas related to religious teachings. We have ongoing continuous support from these groups and they help to organise and raise awareness about different projects and fundraising activities throughout the year.

The Sikh Society of ATC is looking into broadening its scope of activities to include inter-collegiate football tournaments. Fortnightly Sikh Society Mingles, Bhangra night, trips to other Gurdwaras and the annual Sikh inter-collegiate Games that are proposed to be conducted during the semester break.

## **Student Organisations (Penang Campus)**

### **Christian Fellowship**

The ATC Christian Fellowship is not a society *per se*, but a gathering of people with like-minded convictions; it is a gathering of Christians of various denominations, Catholics, Pentecostals, etc, that they may share the struggles and joys of their faith. Since such gatherings were only done recently, our numbers are small; but we seek to increase the numbers as the days go by.

The activities of the Christian Fellowship would include prayer (where students gather and pray), praise and worship (where students sing their hearts out to God), the sharing of Sacred Scripture (where students would learn more and more about their faith), and also other social activities that would enable the college to be a more conducive and comfortable place of study. For example, the Christian fellowship recently organised an event known as 'Tea-time with the Lecturers' in appreciation of the lecturers who dedicate their lives to teaching.

## College Publication

### **The ReLex**

The ReLex is the official KL campus monthly publication. Students are encouraged to contribute towards the publication. Students should contact either Ms. Felicia or Ms. Michelle for this.

### **The Gavel**

The Gavel is the name of the newsletter issued by the Editorial Board of ATC Penang. The gavel is a small mallet used by the presiding officer or a judge to signal for attention or order. It is also usually seen as a symbol of definition. Hence, the name is befitting because the spirit of the newsletter reflects the very definition of the gavel itself. The committee comprises of a team of dedicated students from both the A-Level and Bachelor of Laws programme. This team comes together to give students a platform to speak and be heard. This is to emulate The Gavel's motto, "Rise and be heard". Everyone in the Penang campus is given a voice. Students especially, are invited to comment on current issues at campus and national level, or even on academic related issues. The objective is to encourage students to verbalize their thoughts into words. The Gavel is a mouthpiece for the students. A voice is of no use unless heard.

## The Moot Competition

A Moot Competition (Mooting as it is commonly referred to) is where law students are given a fictional set of facts and are required to present the best possible case for the parties they are representing. This is intended to simulate the courtroom experience and to cultivate advocacy skills among the students in general.

ATC has had a long tradition of mooting and this can be seen in the organizing of the Tun Hamid Omar Moot Competition on a yearly basis, bearing testament to the pedigree and prestige attached to this competition. All students are encouraged to participate.

Champion mooters are spotted during this competition and given further training to represent the college in competitions. Advance Tertiary College is the proud winner of various national and international moot competitions and there are too many to list here.

You may be the next moot champion emerging from Advance Tertiary College. Join the Tun Hamid Omar Moot Competition this year.

### **The Penang Campus Moot & Debate Society**

The Moot Society was established with a primary purpose: to be able to instil in the students the skills suitable and necessary for a legal practitioner. This aim would be achieved by forming teams to participate in debating competitions held at college or inter-collegiate levels. These activities would be able to inculcate students with the basic skills necessary to participate in a Moot Court. This would allow the students to enhance their oratory and rhetorical skills, as well as legal insight and professionalism.

This allows students to experience a legal education that is holistic: not only would they learn about the substance of various areas of law, but they would also be prepared with the practical skills required to be in the legal profession; theory and practice would be then be combined.

### **Disclaimer**

All information published in this handbook is correct at the time of publication. Information contained in this handbook is subject to change from time to time. Students would be informed of all changes made.