



STUDENT HANDBOOK
2018/2019

Message from our 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. I believe that our track record speaks for itself, in cultivating excellent graduates and with experienced faculty members; and you will be able to achieve an unparalleled academic excellence.

Besides academic achievements, I would also advocate you to pick up all the necessary soft skills through extra-curricular activities' participation for instance communications and leadership skills which are seriously lacking in current graduates; as these skills are often looked for by employers.

The student-lecturer relationship is one of academic and professional virtues which are inculcated throughout one's stay here in ATC. 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 hope you will take this opportunity to maximise your learning while you are in college to strengthen these skills, and when you walk out of this institution after graduation, you must be the, the candidate of preference in the employment world.

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 **5th 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 **Ground Floor** Bangunan Tunas Utama. Marketing/Course counselling is conducted on the **5th floor**.

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

Mondays – Fridays: 9.00am to 7.00pm
Saturdays & Sundays: 9.00am to 5.00pm

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

Mondays – Fridays: 9.00am to 6.00pm

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 must enter 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 2 public parking lots. There is also public parking available along the roads surrounding 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

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) 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

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
Slippers
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 (3 inches above the knee)
Torn/Tattered Jeans
Mini Skirts (3 inches above the knee)

*(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 5th floor of Bangunan Tunas Utama (KL campus) and No.49, Jalan Zainal Abidin (Penang campus). Students settling their college fee monthly are to pay their fees by the 7th of each month.

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 1st floor of Bangunan Tunas Utama

Withdrawal or Deferment from the course of study;

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

1. Students are firstly advised to speak to the relevant Head of Department or Head of Student Services regarding any deferment or withdrawal.
2. A WRITTEN NOTICE of the student's intention to withdraw OR defer from his/her course of study MUST be addressed to the Registrar's Office and a copy of it must be given to the relevant Head of Department.
3. A student will only be officially considered to have withdrawn or deferred from his/her course upon the receipt of the notice by the Registrar and Head of Department.
4. The Head of Department and the Finance Department would acknowledge the receipt of such notice in writing.
5. All fees owing by the student up until the notice of withdrawal or deferment must be settled by the student.
6. 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 Registrar's Office
7. ONLY the course fee is subject to a refund. Registration and Resource fees are NOT REFUNDABLE.
8. The student will be informed in writing of any fees owed to the college or of any fees to be refunded to the student.

9. Any withdrawal & deferment 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.
10. 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 **lecturer** 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 **lecturer**, 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 **lecturer** 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 **lecturer**. 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 **lecturer** in a casual manner is not acceptable. This even applies for **lecturers** who dress and behave casually. Avoid personal comments or questions about their manner of dressing or family. The **lecturer** 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 **lecturer's** lecture interjecting comments, many of them less than insightful. This type of student not only upsets the **lecturer**, 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 **lecturer** 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 1st 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 are 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 5th floor of Bangunan Tunas Utama (KL Campus) and on the 19th 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.

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. Consumption of food and drink is not permitted in the library.
4. Students are to turn their mobile phone and beepers OFF or on SILENT mode their while patronizing the library.
5. On leaving the library, all users are required to produce for inspection all books and items taken out of the library.
6. Reservation of seats is NOT PERMITTED. The librarian may remove books and other articles left for any length of time on chairs and tables.
7. An announcement will be made ten (10) minutes before closing time and all users must vacate the premise.
8. 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.
9. 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 4th 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.edu.my.

Rules and regulations

1. Consumption of food and drink is STRICTLY PROHIBITED in the resource center.
2. Students are to turn their mobile phone and beepers OFF or on SILENT mode their while patronizing the resource centre
3. Students should not use the computers in the resource center for personal use.

Student lounge (KL Campus only)

The Student lounge is located on the Mezzanine Floor of Bangunan Tunas Utama and is equipped with chairs and tables 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, study or chat at a reasonable volume.
3. As the student lounge is located on the **Mezzanine 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 the **Ground Floor** of Bangunan Tunas Utama.

Rules and regulations

1. Students are at all times to maintain decent behaviour in the cafeteria. NO CLOSE PROXIMITY between students is permitted.
2. 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.
3. Cafeteria staff **has** 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.
4. 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

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 Head of Student Services so that the issue can be escalated and looked into.

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, and 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 the Head of Student Services;

The Head of Student Services 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:	Mr Kevin Leong (KE)
Committee Members:	Mr Gunaseelan Panersilowan – CEO & Registrar
	: Mr Roobanesan Thanakodi – Sales & Marketing Dept.
	: Ms Charlene Singh – Head of Department (LL.B)
	: Mr Saravanan Rajandran - Head of Department (ALevels)
	: Ms Anna Matthew – Head of School of Business & Management
	Ms Kashmirjit Kaur – Head of Department (CLP)
	Ms Felicia Ann – Head of Student Services

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

ADVANCE TERTIARY COLLEGE (ATC) - STUDENT COUNCIL

The Student Council of ATC is one of the most prominent elements of students' self-governance as well as governing others within the permitted ambit of the college. The participation and involvement in Student Council activities offers students excellent ways to get involved in the inner workings of the institution. Students who participate are privy to a range of personal and professional benefits, and they can be exposed to a variety of opportunities in college and beyond. Hearing from students who have gone through it before and gaining a little background information on student government structures, roles, benefits and challenges can help ATC students to decide whether student government is the perfect addition to their personal and academic pursuits.

OBJECTIVES OF THE STUDENT COUNCIL

- i. To create, in cooperation with the Academic Management Council of ATC KL (herein known as The Management of ATC KL), staff and students, a holistic life for the students of our college.
- ii. To provide students with opportunities for leadership and to develop in all students a sense of responsibility.
- iii. To encourage the students in the school to become more aware of how the school is run and to constructively identify and express their needs.
- iv. To act as liaison where appropriate between the students, teaching staff and management.

ROLE OF THE STUDENT COUNCIL OF ATC KL

- i. To represent the student population on issues related to ATC College.

- ii. To assist in promoting the policies determined by ATC College and to be a resource in working in partnership with The Management.
- iii. To assist in organising activities and events related to ATC College
- iv. To oversee all matters in relation to the activities of the Clubs & Societies in ATC College.

MEMBERSHIP & DUES

ELIGIBILITY

Membership shall be open to all students with an active registration status with ATC College.

STRUCTURE OF THE STUDENT COUNCIL OF ATC COLLEGE

ADVISOR

- i. The Advisor of the Student Council of ATC KL shall be the Head of Student Services.
- ii. The Advisor shall monitor and supervise all activities, issues and events that are presented by the elected and appointed members of the Student Council of ATC.
- iii. The Advisor will assist the Student Council of ATC in presenting all matters and issues to The Management.

OFFICE BEARERS

The Student Council will consist of;

- President
- Vice President
- Honorary Secretary
- Honorary Treasurer
- Communications Director
- Social & Sports Activities Director
- Course Representatives (A'Level, LLB, CLP & School of Business Management)

Committee Members (a minimum of 5)

ELIGIBILITY

Office bearers of the Student Council of ATC KL must be full time students of ATC College.

ELECTED POSITIONS

The following positions shall be elected by majority vote via balloting during the Election Period;

President and Vice President

A'Level, LLB, CLP & Business Representative Officers

Communications Director

Social Activities & Sports Director

POSITIONS BY APPOINTMENT

The following positions shall be appointed by the Academic Management Council of ATC KL and may be based on the recommendations made by the President;

Honorary Secretary

Honorary Treasurer

TERM OF OFFICE

The office bearers shall serve for one academic year from the date of Election until the last day of the month of October/ November. The powers and duties of the committee, after the end of the term served will then be transferred to the newly installed council members of the new term.

CONTRACT OF BEHAVIOUR

All members of the Student Council once elected must sign a Member's Contract once it has been reviewed and amended where appropriate.

ELECTION

Elections will be democratic and by secret ballot.

RUNNING FOR ELECTIONS

Potential candidates running for elections;

- i. must register themselves.
- ii. can be recommended by faculty members of ATC College that are not part of the Election Committee.
- iii. MUST have a record of good grades/results.
- iv. MUST have a record of good attendance.
- v. MUST have a positive attitude and good decorum during the election period.

vi. Must NOT display inappropriate behaviour or language that may cause offense to any person/s of the general population of the Student Body as well to the Management and staff of ATC College.

i. All candidate profiles will be vetted by the Management. Any changes are at the discretion of the Management. Candidates that do not meet the abovementioned criteria may be subjected to further evaluation or be disqualified.

DISCIPLINE AND REMOVAL OF STUDENT COUNCIL MEMBERS

Members of the Student Council may be required to step down if;

- Contract or code of conduct is broken (appeal may be heard).
- Non-attendance at three consecutive meetings or five during the year without a valid reason.
- Regular non-involvement in Student Council activities with no valid reasons.
- If a council member leaves the college.
- If a council member is suspended.
- If a council member has disciplinary issues or complaints from other members/faculty of ATC College (an investigation will be carried out and only with proper evidence shall the council member face dismissal)
- If a member acts inappropriately in any meeting/event/activity or uses his/her council membership inappropriately

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 the Head of Student Services or your respective Head of Departments (KL Campus) or Ms. Vanni Nadarajah/Ms Linda Felix (Penang Campus)

Other personal problems

Head of Student Services, 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. Azlia or Ms. Norlaila** on the 6th 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 sponsors;

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 **CIMB Bank**
- obtain a PIN number.

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

- Submit to ATC a printed copy of the online application made with 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 **CIMB Bank 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.

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

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 **14 days** 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 **or pass two subjects.**
- 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. Norlaila** – 6th floor Bangunan Tunas Utama or email at norlaila@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 (**only for police personnel**). 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 Degree programs at ATC offer 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

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 1st 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 5th floor of Bangunan Tunas Utama (KL campus) and the 19th floor of Menara UMNO (Penang campus)

Student Organisations (KL Campus)

Student Council of ATC

The **Student Council of ATC KL (SC of ATC)** is the official student representative body of ATC KL. The SC of ATC KL is formed to;

- i. assist in promoting the policies determined by ATC College and to be a resource in working in partnership with The Management.
- ii. assist in organising activities and events related to ATC College which includes the annual Sports Day, Orientation, and Prom Night.
- iii. oversee all matters in relation to the activities of the Clubs & Societies in ATC College.

Elections are held every year after a vigorous period of office and campaigning to choose office bearers. The SC of ATC is headed by Ms Felicia Ann Renuka (Head of Student Services & Deputy Head of A'Level Department)

Clubs & Societies of ATC KL

Young Entrepreneur Club of ATC

The Young Entrepreneur Club of ATC 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 and a number of board games are provided equipping students with money management and trading skills. The club also organises charity events and excursions. 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 once a week to have discussions and fellowship. The CF welcomes everyone to join regardless of their race or religion. The students sing, learn, share, and promote fellowship amongst each other. Christmas is a major event each year that includes activities such as

caroling at the college lobby and appreciating the meaning of Christmas. The CF invites speakers from various churches, organisations, lecturers, and students. Their aim is to learn the meaning of life and share it with others.

Rotaract Club of ATC

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.

The club has already garnered glowing praises from many people during the early stage of its operation itself. The club has 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.

Asian Law Students' Association (ALSA)

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. The club aims 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.

Student Organisations (Penang Campus)

ATC Penang Student Representative Council

The Penang SRC is the peak body representing students in college. The club exists to empower all student voices to be valued in every aspect of education.

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.

Student Activities

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.

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.

