



Student **HANDBOOK**

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STUDENT HANDBOOK

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Welcome to Brickfields Asia College

You are about to embark on an interesting journey and rewarding learning experience. Your time with us is likely to turn out to be one of the most memorable periods of your life. Studying for a pre-tertiary qualification, diploma or degree is essential in today's world. Whether you will be pursuing a Business or Law degree, the next few years will play a crucial role in determining not only your future career but also perhaps your entire life.

At Brickfields Asia College, we have a team of dedicated full-time lecturers to help you prepare for a range of pre-tertiary to post graduate qualifications. Due to the rigorous academic standards set by universities, our team of lecturers are committed to do their best to encourage, motivate and help you in the years ahead.

However, we cannot do everything for you—we cannot sit the exams for you, for a start. Therefore, it is critical that you play your part, by making time to study, being committed to attending classes and consistently completing all coursework set by our team of dedicated lecturers.

In Brickfields Asia College, we view education not as an end in itself but as a means to achieving an end. Hence, we offer not only the academic preparation to get you ready for exams but also help towards a balanced approach to life. In the process, we will also attempt to instill a positive outlook in our students.

I hope that your time here with us will be beneficial, informative and satisfactory to you.

Once again, a warm welcome to you from the Brickfields Asia College team!

Best wishes,

Chief Executive Officer

Our background

When Brickfields Asia College first started in 1991 we set out to accomplish a vision - to offer the very best degree programmes. Over the years we have expanded our goals in line with our achievements. These goals have also been closely aligned with our vision.

At Brickfields Asia College, we have an absolute commitment to our students, ensuring that they receive the best education combined with first class service and support. We employ only qualified and dedicated professionals to cater for the diverse needs of all our students whether they are international or local, full time or part time. Our staff share the same philosophy and goal: to offer students the very best education possible. Our efforts to attain our vision have reaped outstanding rewards. At present, Brickfields Asia College has the privilege of being a leading provider of law programmes; we have the highest number of partners under our UK Transfer degrees.

Students are able to enjoy a broad range of facilities at Brickfields Asia College. Indeed, our facilities have been specially designed with students in mind. Our premises provide some of the most contemporary educational facilities available with computer labs, LCD projectors, and a well-stocked library with a good selection of relevant books and cubicles for private study. Each of the classrooms has been ergonomically designed for students with fully integrated teaching aids.

We take pride in being able to integrate both the best people and services to fulfil our promise to our students, from quality education to fast and efficient administrative support.

We also ensure that the classes are kept to a comfortable size to facilitate better interaction between lecturers and students.

We hope that the information in this handbook will help you, our students, during the course of your studies.

From all of us here, welcome to Brickfields Asia College!

Our Vision

To be the premier and preferred college providing international standards of education and to be recognised internationally as the top provider in education.

Our Mission

‘To be the leading and the most successful institution in fulfilling the education needs and aspirations of Malaysians and the international community.’

Our Dream

We have a dream, that one day there will be no discrimination based on nationality, colour, race or religion. We have yet to see a superior category of people either by nationality, colour, race or religion. Instead we dream of a truly superior category of people, who will arise not based on any of the above artificial categories but by a positive discrimination based on those with abilities against those without the necessary abilities. These abilities will come through the acquisition of true knowledge. We believe that knowledge is acquired by those who desire this, and to this extent we would like to create a desire for everyone to acquire knowledge irrespective of their backgrounds.

The acquisition of degrees, as a vision, represents the desire to develop this true knowledge within all of us.

BAC Phone Directory

DEPARTMENT	NAME	EXT	CONTACT NO
BAC 1 (KL CAMPUS) 03 2274 4165			
COO	MR.ARIA	111	
CEO	MR.MURALI	151	
CFO	BETTY	118	
COMPLIANCE ®ULATORY	HANOM	208	
FRONT DESK	PARDEEP	110	03 2274 4165
	MARY GEORGE PHILIP	159	
IT	CHANDRA	170	
REGISTRAR	ILYANI	128	
FINANCE	SHAZREEN	157	
	SUNDARI	144	
	KONG	133	
	ANU	109	
HR	DEVA	168	
	PATHMINI	167	
COLLECTION	GEETHA	149	
	VANAJA	152	
PTPTN	SHUHANA	140	
ADMINISTRATION	HALIYAH	209	
	SANGGARI	200	
	RICHARD	211	

COORDINATOR	KALYANI	158	
	HARJINDAR (UKT)	125	
	ANISAH (UOL)	116	
	SHAM (A -LEVELS)	142	
	PADMA (UKT BUSINESS/ CLP)	163	
	SHASTINI (UOL)	216	
MARKETING	BALJEET	113	
	REKHA	124	
	KEN	120	
	DAS	115	
	CHRISTINE	150	
	YAJES	164	
	BATUMALAI	215	
EXAMINATION	VINAYAGAM/SITI NOR ALIZA	210	
ACCOMMODATION	RAJ	171	
BRICKSTORE	RAGESH	139	
MAINTENANCE	MATHY		016 9475324
SHUTTLE BUS	MURUGAN		01133812466
	SHUKRI		0146434272
	JEFERUAN		0195190870
PRINTING	SEGAR		016 243 8464
BAC 2 (KL CAMPUS)			
LIBRARY	MAJDI/SRI/GUNA		03 2273 6155

BAC (PJ CAMPUS) 03 7960 0063			
FRONT DESK	HEMA	102	03 7960 0063
	PARVATHY	103	
CASHIER	DEVI	105	
PTPTN	RIDZWAN	203	
MARKETING	DAO MING	214	
	REUBEN	216	
	NICHOLAS	217	
	SUDESH	218	
	CHRISTINE	219	
COORDINATOR	GANDHI (UOL)	402	
	AMRIT (UKT)	407	
	LALITHA (A-LEVEL)	408	
	USHA (FIA)	406	
	JERAMY (UKT BUSINESS)	409	
	JERARD (UKT)	403	
LIBRARY	SAIFUL		03 7954 1791
EXAMINATION	AMY/SITI MASNOR		03 7931 5673
FACEBERRY COMMUNICATIONS & FACEBERRY PUBLICATIONS			
			03 7954 1769
MONSTER FIT (PJ CAMPUS) -GYM			
			03 7931 6120
ROCK ACADEMY (PJ CAMPUS)			
			03 7954 1752
PRODIGY ASIA (PJ CAMPUS)-TRAINING PROVIDER			
			03 7954 1793

LAST UPDATED ON THE 19TH OF DECEMBER 2016

Student Code of Conduct

The information provided in this Handbook applies to every student enrolled in Brickfields Asia College, unless specified otherwise.

Students are expected to:

- 1. Develop good habits, such as**
 - Attend college daily.
 - Arrive for classes punctually.
 - Work well independently.
 - Use appropriate language.
 - Maintain good health habits.

- 2. Assume responsibility for their actions by**
 - Keeping their parents informed of college activities, of credits earned and required, of supplies needed, and of communications sent home.
 - being self- disciplined.
 - making their own decisions despite peer pressure.
 - accepting the consequences of their actions including penalties for inappropriate behaviour.
 - using time wisely.
 - completing work on time.
 - having good study habits.
 - practicing neatness.
 - completing all assigned work.

- 3. Maintain a positive attitude by**
 - being proud of personal accomplishments.
 - being trustworthy.
 - having academic and personal integrity.

4. **Respect the rights of others by**
 - allowing others to concentrate on their work.
 - allowing others to assume responsibility for their own actions.
 - learning to resolve differences in appropriate ways.
 - realising that their behaviour will affect others.
 - respecting others' property.

5. **Treat others with respect by**
 - working and interacting well with others.
 - being courteous.
 - being polite and helpful.
 - caring for others.
 - displaying affection appropriately.
 - appreciating others' accomplishments.
 - expressing opinions and ideas in a respectful manner so as not to slander others.

6. **Treat teachers and college staff with respect by**
 - being operative.
 - being attentive.
 - being polite.

7. **Respect the authority of teachers and other college staff by**
 - listening to them.
 - following their directions.
 - asking lecturers and tutors questions in an appropriate manner.
 - seeking changes in college rules and policies in an appropriate and responsible manner through approved channels.

- 8. Obey all college and classroom rules and procedures, such as**
 - being seated and ready before the start of lectures and tutorials.
 - Paying attention instead of chatting or being on the phone
 - being prepared for each class with the relevant materials and assignments.

- 9. Participate in assigned academic activities, such as**
 - attending all classes.
 - bringing the required material for classroom work.
 - talking when it is appropriate.
 - following instructions.
 - completing all assignments.

- 10. Assume responsibility for maintaining the learning environment, such as**
 - coming to college well-groomed and dressed appropriately.
 - walking quietly in the college hallways.
 - staying in the classroom seat as required.

- 11. Take care of the college, such as**
 - helping to keep it clean.
 - prevent damage to property.
 - cooperate with college staff on vandalism cases.
 - helping to keep the college a safe environment.

- 12. Adhere to the College Dress Code**

The dress code is based on the concept that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only train students to learn self-control but also learn how to manage themselves in their future work environment.

The dress code plays a major role in instilling a sense of integrity and an appreciation for values and ethics. In addition, the objective of introducing the dress code is to create awareness that appropriate dress, appearance, and hygiene are conducive to one's personal well-being and the well-being of others.

Generally, common sense and good taste should prevail in matters of dress. Where in doubt, the following serves as a guideline for what may be deemed as inappropriate, for both genders:

- Tank tops, halter tops, tube tops, spaghetti straps or other see-through garments defined as skimpy and/or showing excessive amounts of skin.
- Bare midriffs, clothing which are skin-tight and/or very short revealing shorts.
- Low-waist jeans and excessively ripped jeans which are revealing.
- Flip-flops or slippers, thong sandals (sandals with tie back are allowed)

13. Prohibition of alcohol and the use of prohibited drugs and substances

All students are expected to abide by the civil laws regarding the use and possession of prohibited substances, such as marijuana, heroin, cocaine and other illegal recreational drugs. The illegal and irresponsible use of these substances violates the college policy.

The use of these substances will not only impair students' physically but also psychologically. In addition to affecting the health of students, the use and abuse of alcohol, drugs or other prohibited substances can have a negative impact on one's integrity and character.

Strict disciplinary action will be taken against any student found using or being in possession of such substances. In worst case scenarios the College may report the matter to the police.

Cheating & Plagiarism

Cheating is any situation where a student attempts to obtain an unfair advantage when submitting or presenting assessed coursework or inappropriate conduct during an examination. This also applies to the theft of another student's work for submission as a portfolio, coursework or assignment.

It is the responsibility of the student not only to abstain from cheating but, in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat is as guilty of cheating as the student he or she assists.

It is the responsibility of the student not only to abstain from cheating but, in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat is as guilty of cheating as the student he or she assists.

Plagiarism is any situation where a student incorporates un-cited published material, or material produced by another student into his/her submitted work, without proper reference, therefore implying that it is their own original work. This also applies to the theft of another student's work for submission as a portfolio, coursework or assignment.

Disciplinary Measures

One or more of the following disciplinary measures may be imposed upon students found to have violated the Student Code of Conduct.

1. Expulsion (Permanent dismissal from the College).
2. Interim Suspension (Suspension from the College for up to 10 days). The College may assign an interim suspension to students whose conduct is determined to present a continuing threat to the college community (student, staff and faculty) or to

the academic process. The student will be officially notified of the interim suspension and the violation charges. The student will be provided an opportunity to refute the charges within the interim suspension period.

3. Suspension (not allowed to attend College for a specified period).

Administrator Responsibility

Administrators have the responsibility to:

- i. Establish a climate for learning which is conducive to good teacher performance and maximum student growth.
- ii. Provide appropriate support for teachers when dealing with students in cases of inappropriate behaviour.
- iii. Implement a curriculum to meet the needs of all students within the limits provided by the Ministry of Higher Education.
- iv. Promote effective training and discipline based upon fair and impartial treatment of all students using the Student Code of Conduct as a reference point.
- v. Encourage parents to maintain regular communication with the college and promote parental participation in parent-teacher conferences.
- vi. Develop a cooperative and supportive working relationship among staff and students.
- vii. Assist students by providing suitable support in learning self-discipline.
- viii. Assume responsibility and instructional leadership for discipline and for evaluation of the discipline management plan.
- ix. Ensure student safety through maintenance of the college grounds.

- x. Ensure that the physical surroundings are conducive to learning.
- xi. Manage human resources and physical amenities in a manner that supports the overall goals of the educational program.
- xii. Attend college in a well-groomed and appropriately dressed manner.

The Enrolment Procedure

The student enrollment process starts once a student submits a completed registration form, the required fee, personal identification details and copies of academic credentials.

A Student Profile will then be created on the CMS, following which the student will receive a Welcome Letter and an Introduction to the CMS letter. The student's enrolment is only finalised once the Student Profile is completed by uploading the required documents.

The student will receive an Offer Letter upon the completion of the procedure and provided with a Student Card from the College.

Academic Support

ACADEMIC CALENDAR & TIMETABLE

By now, you would have received your Induction schedule. You will receive your timetable from the Programme Coordinators on the first day of lesson.

Students will be informed whenever changes are made to the timetable. Changes may arise from the availability of lecturers or based on student feedback. Please take note of your term breaks and public holidays as indicated in the Academic Calendar.

Academic Calendar and Timetables are available at www.bac.edu.my. Please click on KL or PJ Daily Timetable, respectively. This information is also available in the CMS under your Student Profile section.

INDUCTION & ORIENTATION

Our students come from a wide range of backgrounds, each bringing with them unique experiences and knowledge.

Our pool of students include a good mix of local Malaysians and international students from all over the world - Vietnam, Malaysia, China, India, Indonesia, Myanmar, Australia, Nigeria, South Korea

and UK. They include fresh school-leavers, first degree holders, working adults, executives and professionals. This good mix produces a healthy and vibrant peer network where students interact and learn from each other's cultures and experiences.

They share a common objective – a desire to succeed. Students at Brickfields Asia College are expected to be fully committed to their studies: our best students are always those who are able to achieve their objective effectively by identifying their constraints and working around them. Successful students prepare for classes, contribute and participate in class discussions.

They also devote a large part of their time outside the classroom to self-study. Working in groups with other students is also very helpful to encourage collaborative learning and self-support.

BAC students will start their course of study with an Induction and Orientation programme. The objective of the programme is to introduce newcomers to the BAC culture. It is also an ice breaker session for all our new students. The programme provides the students with a macro perspective of the journey ahead of them. It facilitates students to identify their strengths, weaknesses and various potential obstacles in the course of their studies.

STUDY SKILLS

Throughout the year, a series of study skills programmes will be provided. These programmes are an essential support for your studies - especially for students returning to higher education after a break and for international students who may need to familiarise themselves with the demands of the programmes.

CONSULTATION WITH LECTURERS

Lecturers may be available for consultation before or after class. Students are advised to arrange for appointments with the lecturers by calling 03-2274 4165 (KL) or 03-7960 0063 (PJ).

INTENSIVE REVISION

Brickfields Asia College provides intensive revision seminars in the final run-up to the examinations held in April/May/December of every year. Our team of full-time lecturers ensure expert guidance on revision techniques applicable to the respective subjects in each programme.

PROJECT/ COURSEWORK SUPPORT

BAC's lecturers provide project support to students who are required to submit projects or coursework. Some programmes require the students to submit assignments and projects as part of their coursework. Other programmes do not have any coursework requirements unless changes are made to the course by the universities concerned.

STUDENT PERFORMANCE

ATTENDANCE

All pre-tertiary, Degree both Local and International students are required to maintain a minimum of 90% attendance. For example, if there are eight lessons per term, a student cannot miss more than one lesson so that he/she can maintain the 90% attendance requirement.

It is the student's responsibility to sign the attendance sheet for every lecture and tutorial. Failure to do so can result in a "poor" attendance record and will adversely affect your eligibility to sit for examinations. International students are required to spend at least six hours in the College every day, even if they do not have classes for the day.

All Degree students who do not meet this attendance requirement will not be allowed to sit for the final examinations.

International students who do not meet this requirement may have their student visa cancelled. Anyone who has to return to his or her home country should notify the Admissions Office first either through the CMS or personally at the BAC office. They must surrender their

Passport for Student Visa cancellation, produce a flight ticket home and pay the cancellation fee.

CERTIFICATE OF ATTENDANCE

As there are many students attending Brickfields Asia College for the purpose of gaining knowledge and exposure to a particular area, we can (upon request) issue a Certificate of Attendance to those who have achieved at least 90% attendance. To request for a Certificate of Attendance, students are required to submit a Student Request Form personally at the Reception counter.

ASSIGNMENTS

Assignments are compulsory for all students. All assignments must be completed, otherwise, you may be prevented from sitting for the final examinations. Degree students are also encouraged to complete all assignments and where possible, to submit attempts of past year examination questions. Practising essay writing is the key to success.

MOCK EXAMINATIONS

Mock examinations are held every year in March, July or December. They are of the same format, length and academic standard as the real examination which the candidates will face shortly thereafter. The grading of the respective programmes are also in the same manner.

Cheating in any form is expressly forbidden. Any student who cheats, attempts to cheat - or is deemed by invigilators to have cheated or to have attempted to cheat - shall be disqualified from the examination. This disqualification will be immediately reported to the Academic Director who may consider the expulsion of the candidate.

Examination Registration

Students will be notified of their respective examination registration dates. For example, students intending to sit for the examinations in May will be notified of the examination registration exercise by March. The actual examination registration exercise will be conducted by the LPM for UOL examinations and the College for internal examinations.

Examination schedules and locations of exam halls will also be released one month before the actual examination dates.

You will receive your exam entry proof in late April or early May if you have registered for it. Please note that students who do not complete their registration with UOL or the College will not be permitted to sit for the examinations.

Students are advised to check with the College on their eligibility to sit for their examination. Students who are barred from the examinations are advised that if they proceed to register for the examinations, the college will make no refund of fees.

Students are further advised to check the course regulations and pre-requisites to ensure that they are able to enter the examinations for their selected module. The College will not be responsible for incorrect or incomplete entries.

Study Tips

Success in your studies depends very much on your approach. Our best students are highly organised and are able to plan ahead. This level of planning and self-organisation has reaped rewards in the form of First class honours.

Here are some tips to get you started.

Time Management

One of the most common student complaint is “... *I don't have time!*” Issues relating to time management are especially important for part-time students who need to balance studies with the demands of work.

To be successful, you have to recognise that you are in charge of your time, not the other way around. You can do this by:

- Identifying regular time slots for your studies and sticking to them
- Drawing up a timetable and allocating specific slots for different subjects
- Not wasting time on needless activities and being able to prioritise

Seek Advice

Lecturers are here to help you. If you are unsure about something or don't understand what's going on in class, don't just worry or be embarrassed about it - ask your lecturers. All lecturers have consultation hours when students can approach them outside their class time.

Don't leave it for the last minute - don't wait until the end of the term to ask for help. Always clarify any doubts you have to ensure you are clear on the relevant concepts and objectives throughout the course.

Group Study

Remember you are not alone! Seek the support of your classmates as a learning resource. Everyone brings their own expertise to the class. It makes sense to help each other by forming study groups. During your time with Brickfields Asia College, you will be introduced to the idea of study groups or collaborative learning. Make the most of them.

Working Students

If you are a working student, approach your employer in advance to obtain at least THREE weeks leave prior to the examinations. This provides you with an opportunity to concentrate on preparation and revision for examinations.

Be Open-Minded

Be prepared to try different learning styles and techniques. The skills you have developed in your education to date may not be the only ones that can help you at undergraduate level. Be FLEXIBLE enough to try out new ideas and work practices introduced throughout the course.

Enjoy Your Studies

At Brickfields Asia College, students are encouraged to participate in our 'campus environment' styled around city campuses in the U.K. They are especially encouraged to take part in student activities and to learn to relax and enjoy their studies. This is a time when you will make new friends and learn many new things, so make the most of the opportunities and enjoy the experience.

Examination Tips

Our lecturers recommend the following practical tips:

What are the examiners looking for?

- Evidence of understanding the syllabus
- An ability to shape a structured response to a question
- Application of theories to a problem
- Analytical skills

How do examiners mark and grade?

- Some questions are very 'tightly marked'
- Some questions are open ended (many interpretations)
- Higher marks will be scored if the answer addresses the issues
- They look for quality not quantity

How to answer a question?

- Understand the question by identifying what the question is NOT ASKING
- Always plan your answer
- Mind maps can be very useful
- Write down key words and concepts
- Always write your thoughts down
- Give structure to your answer
- What to do during examinations?
- Read questions carefully
- Re-read the questions carefully
- Interpret questions

- Give answer that fits your interpretation
- Practise past years' examination questions. Past years' papers will help you in understanding the format and style of the examination

How to score good grades for essay-type questions

- Make yourself understood by the examiner
- Demonstrate an ability to read around the subject areas
- Demonstrate an awareness of recent literature
- You will be marked based on your knowledge and ability in the subject and not on your style of English. However, English is important and you must make your answers clear. If your statements are confusing, examiners cannot second-guess you!
- Provide references to support your claims. For example, after providing a definition of what "law" given by an author, say Marx in his 2002 book, you must write down Marx as a reference.

Before your examinations ...

- Timing is essential for examinations. Focus on timing not just during the examination but also prior to the actual exam.
- What time should I arrive? About thirty minutes before the examination starts is the best time to arrive.
- Leaving the examination room: Do not leave early.
- The night before: Get an early night. Staying up very late will make you tired and sleepy during the examination.
- Time management during the examination: Divide your time accurately between the questions.

Malaysian Qualifications Agency (MQA) Requirements

Introduction

The Private Education Act 1996 lays out the requirement to offer a number of compulsory subjects in addition to the subjects which form part of the foundation, diploma and degree programmes. With effect from September 1, 2013 all Malaysian and International students enrolling for post-secondary programmes in private higher institutions or colleges are required to take the MPU (Mata Pelajaran Pengajian Umum) subjects, in addition to their enrolled programme.

Required MPU subjects for Malaysian and International students

MPU for Undergraduate Degree

NO	SUBJECT	CREDIT HOURS	MALAYSIAN STUDENTS	INTERNATIONAL STUDENTS
MPU1	Hubungan Etnik	2	√	
	Tamadun Islam dan Tamadun Asia (TITAS)	2	√	
	Bahasa Melayu Komunikasi 2	2		√
	Pengajian Malaysia 3 (Malaysian Studies)	2		√
MPU2	# Bahasa Kebangsaan A	2	√	
	Critical Thinking Skills		√	√
MPU3	Ethics of Communication	2	√	√
MPU4	Community Service	2	√	√

for local students who do not have credit in Bahasa Malaysia in Sijil Pelajaran Malaysia (SPM) level, it is COMPULSORY to take Bahasa Kebangsaan A.

MPU for Foundation

COMPONENT	CREDIT HOURS	SUBJECTS
U1 : Appreciating philosophy, values and history	2	Pengajian Malaysia 1
U2 : Mastering soft skills	2	One subject in the component – related area such as leadership and interpersonal skills, writing skills, thinking skills and entrepreneurship or Bahasa Kebangsaan A, if without credit in SPM Bahasa Melayu
U3 : Broadening knowledge about Malaysia	2	One subject in the component – related area such as Malaysian economics, Malaysian government and public policy and Malaysian banking & finance

MPU Assessment

COURSEWORK	FINAL EXAM
60%	40%

Programme Classification Scheme

UK TRANSFER LAW

MARKS		CLASSIFICATION
70% and above (Distinction)	1	First
60% - 69% (Merit)	2.1	Upper Second
50% - 59% (Credit)	2.2	Lower Second
40% - 49%	3	Third
39% & below	Fail	

UNIVERSITY OF LONDON (UOL)

MARKS		CLASSIFICATION
70% and above (Distinction)	1	First
60% - 69% (Merit)	2.1	Upper Second
50% - 59% (Credit)	2.2	Lower Second
40% - 49%	3	Third
39% & below	Fail	

UK TRANSFER BUSINESS

MARKS		CLASSIFICATION
70% and above (Distinction)	1	First
60% - 69% (Merit)	2.1	Upper Second
50% - 59% (Credit)	2.2	Lower Second
40% - 49%	3	Third
39% & below	Fail	

FOUNDATION IN ARTS

MARKS	GRADE POINT	GRADE	LEVEL
80-100	4.00	A	PASS
75-79	3.67	A-	PASS
70-74	3.33	B+	PASS
65-69	3.00	B	PASS
60-64	2.67	B-	PASS
55-59	2.33	C+	PASS
50-54	2.00	C	PASS
47-49	1.67	D	FAIL
44-46	1.33	D-	FAIL
40-43	1.00	E+	FAIL
30-39	0.67	E	FAIL
20-29	0.33	E-	FAIL
0-19	0.00	F	FAIL

Brickfields Asia College Merit Scholarships

Every year, Brickfields Asia College awards Merit Scholarships to deserving students who excel in their studies. Students on the scholarship programme will have their tuition fee for the academic year waived.

Students must have fulfilled the requirements of the Continuing Enrolment to qualify (refer to the “Continuing Your Studies with Brickfields Asia College” section of this handbook).

The scholarships are awarded to students who maintain outstanding leadership abilities and academic excellence. Students who excel in the UOL examinations may also be awarded with special prizes and letters of commendation by the University.

The scholarship covers the full tuition fees at Brickfields Asia College for the academic year and specifically excludes international fees or any other fees that the scholarship student has to pay to the UOL or Brickfields Asia College. It also excludes expenses for textbooks and other incidental costs.

Student Support

College Management System (CMS)

Brickfields Asia College is pleased to announce the use of the College Management System (CMS) to enhance our level of service to you. This system is designed to provide faster and more efficient service.

The information available in the system include:

1. E-resources

Allows remote access and enables online research without having to head to the library.

- Westlaw
- LexisNexis
- Mylibrary
- Ebrary
- Proquest

2. Librarika

Access our onsite library system and check for books which are available in both the KL and PJ campuses.

3. Fees

This section provides the latest updated information on your payments.

4. Helpdesk

This section enables you to submit a request for help. We encourage you to use the CMS Helpdesk to raise any queries or request for any assistance you may need. The CMS will automatically direct your request to the attention of the relevant BAC staff.

5. Class attendance and daily timetable.

Class attendance will be taken by respective lecturers via the CMS. Students can also access their daily timetable in their CMS profile/account.

Uploading of Information on CMS

It is very important that you upload the following information for the purposes of due processing and effective communication:

1. Passport size photograph.
2. SPM Certificate or equivalent. Please enter your details e.g. 10 A's / & 7 A's 3 B's.
3. STPM / A-Levels or equivalent. Please enter details.
4. Your diploma (if applicable).
5. Your degree (if applicable).
6. Any other relevant qualifications, if you do not have the above.

Please be assured that BAC complies with the Personal Data Protection Act.

Kindly login at <http://cms.bac.edu.my/site/login>. The username and password is the same as your email address. Please contact us at helpdesk@bacs.edu.my if you face any problem logging in to the system.

Change of Contact Details/Particulars

We strongly advise students to update their personal information and contact details via the CMS, should there be any changes.

Students should notify both Brickfields Asia College and the UK University with which they are registered. Please note that this is very important as from time to time, both institutions will be contacting you directly or sending you important documents such as receipts, letters, forms, study materials or reminders.

Student Cards

All Brickfields Asia College students are required to hold a valid Student Card issued annually by the College based on the academic year. International students should note that this card is different from the Student Visa issued by the Immigration and Checkpoints Authority.

Student Cards must be carried at all times while in the college. Students will be required to produce their cards when entering the library and in relation to all other student matters. Brickfields Asia College conducts

occasional spot-checks and any person found without a valid student card will be asked to leave the class until such time when a card is shown.

All students are required to upload their current passport-size photograph via the CMS when registering at the College. Students who do not do so at the time are requested to upload the photograph as soon as possible to enable their card to be issued. Student cards can be collected from the Admissions Office approximately three to four weeks from the submission of the photographs.

There will be an admin fee of RM50 for the replacement of lost Student Card/ Library Card. Students are required to submit a request for replacement via the CMS.

Feedback

The Management welcomes feedback from all students. Feedback may be submitted via email at feedback@bac.edu.my or the COMMUNICATION section in the CMS.

Evaluation

Evaluations on Lecturers and Classes are conducted regularly. We also conduct broader surveys on student admissions and college facilities. These evaluations are intended to encourage continual improvement in our services. Students are also encouraged to provide feedback via our student feedback system.

Noticeboards and Newsletters

Students are advised to read the notice boards on a weekly basis to keep updated on current issues pertaining to the college. The plasma screens located next to the lift lobbies of the KL and PJ campuses display up-to-date notifications on daily classes and locations.

Students can also access the calendar of events, timetables and academic calendar via the College website www.bac.edu.my or CMS.

Counselling Services

BAC has in-house Registered Counsellors to assist students who, from time to time, may require some help with handling the stresses of student life. Counselling is offered in a private and confidential setting to explore the difficulties faced by an individual student, referred to as the client. The counsellor does not provide an instant or magical solution. Instead, the counsellor and client seek to understand the situation or issue together and come up with possible solutions. In this context, counselling is defined as 'helping people to help themselves'.

The counsellor will also be able to provide emotional support by allowing you to express your feelings and fears. The counsellor will not tell you what to do, but may help you see things from a different point of view and find your own way through a difficult patch.

Contrary to popular belief, needing counselling does not mean 'You're losing it'. It simply means you are taking responsibility for your situation and trying to make things better, which is seen as a sign of maturity and healthy development.

Please feel free to approach the Front Desk (KL/PJ) to enquire about this service.

College Facilities

Library & Resource Centre

The Brickfields Asia College library in both KL and PJ campuses are available to all current students who hold a valid Brickfields Asia College student card. Students will be required to leave their student cards at the library counter upon entry.

OPENING HOURS

KL Library

Mondays to Fridays	9:00 am – 8.00 pm
Saturdays	9.00 am – 1.00 pm
<i>Sundays and Public Holidays</i>	<i>Closed</i>
Reading Area	7 am to midnight

PJ Library

Monday - Friday	9.00 am - 8.00 pm
Saturday	9.00 am - 1.00 pm
<i>Public Holidays & Sundays</i>	<i>Closed</i>
Reading Area	Open 24/7

Library Rules & Regulations

- Students must submit their student cards to the librarian in order to enter the library.
- Students are allowed to borrow one book with the library card, for a maximum of 7 days (including Sundays).
- Please note that all overdue books incur a fine of RM1 per book per day.
- Students are to observe silence in the library at all times
- Bags, food and drinks are not allowed into the library.
- Phones should be turned off or switched to silent mode. Students should leave the library to make or answer calls.
- Personal books and materials brought into the library will have to be signed in at the library counter before entry. The college will not be responsible for bags and other personal items left on the bag-rack.
- The College reserves the right to conduct random spot checks. All students are expected to have a valid Brickfields Asia College student card.
- Internet usage is restricted to 45 minutes per student. Checking of personal email is allowed, however, please note that we discourage sending personal emails from the library Internet terminals.
- The computers must not be used for accessing any inappropriate materials.
- Students caught breaking any of the above rules may be barred from using the College's facilities, and may have their student cards confiscated.

Discussion Rooms

Discussion rooms are available for group learning. Students are reminded to maintain a sense of decorum and propriety during discussions and behave with respect and consideration towards others in the library. Bookings should be made at the Reception Counter.

Other Services

- Accommodation
- Shuttle bus
- Free Gym Facilities
- Dance Floor
- Cafeteria
- Pool tables
- Swimming pool (PJ campus)
- Outdoor sport activities

BAC Centre for Student Development

The Centre for Student Development (CSD) is dedicated to provide a total and holistic co-curricular student experience. There are currently 23 student clubs in BAC, which can be accessed via <http://www.bac.edu.my/clubsnsocietiesbac>

The Centre's three areas of focus are as follows:

Co-Curricular Record – managing clubs, organisations and all other BAC functions in relation to engaging students in co-curricular activities which will be reflected in their co-curricular transcript.

Orientation Week – managing all activities for new students in relation to their engagement with the clubs and organisations on campus.

Community Engagement and Volunteering – helping students to engage with the available community engagement to enhance civic mindedness among students. The Make It Right Movement is currently spearheading community outreach. Further information on this movement may be obtained via <http://www.bac.edu.my/clubs-societies-bac/599-make-it-right-movement-club>

Fee Payments & Refunds

FEE PAYMENTS

All students pursuing the UOL programme should note that there are various components in their fee structure:

- Fees payable to Brickfields Asia College in terms of tuition fees, registration fees, international student fees and other miscellaneous fees, including Student Insurance Student Protection Scheme fees applicable to international students
- Fees payable to UOL such as initial application fee, initial registration fee, continuing registration fee, examination registration fee
- Fees payable to Education Malaysia Global Services (EGMS) in terms of single-journey entry visa, multiple-entry visa, and Student Visa (applicable for international students only)

All **INTERNATIONAL STUDENTS** should make full payment of tuition fees to Brickfields Asia College prior to commencement of their course. **LOCAL STUDENTS** have an option to pay either in full or by instalments. Students paying by instalment should note that the instalments are due every 30th of the month, even during term breaks when there are no classes during some months. Students who pay after the due date will automatically incur late fees of RM100.00 per installment per month.

(Students should make payments only at the Admissions Office. Payments can be made by cash, VISA, Master, Telegraphic Transfer or cheque made payable to “Brickfields Asia College”.) All payments must be made in Ringgit Malaysia only. Students should ask for a receipt for all payments made and keep all receipts issued for future verification.

In the event that a student is not able to make the payments personally, they can either send a representative or send a cheque made payable to “Brickfields Asia College” and post it to the college address.

Fees payable to UOL, Lembaga Peperiksaan Malaysia (LPM) and EGMS are to be paid in full as required and as stated by the respective authority or institution.

Refunds

For refunds of tuition fees, please refer to our Refund Policy as stated in the respective application forms appended below or in our website at www.bac.edu.my

Refund Policy

Course Fees

Students will be eligible for a maximum refund of 20% of full course fees payable if they withdraw at least 14 days prior to the commencement of the course. Refund requests received after this period will not be entertained.

Notice of withdrawal must be made in writing and will take effect from the date it is received by the Registrar's Office. Verbal requests will not be considered. Official e-mails will be considered as valid notice. In the event the payment of fees is lower, the college is entitled to seek the balance due from the student.

The commencement date of the course shall be the first date when the student is required to have started the course. Deferments will be accepted provided notice is given within a 30-day period but shall not be taken into consideration under such refunds.

Refunds will usually take FOUR weeks to process and the refund payment will be made to the student only via a cheque drawn on a Malaysian bank.

Please refer to the table below for eligibility of refund.

SCENARIO	AMOUNT REFUNDABLE
Application for student visa rejected	100% of Course Fee
Course cancelled by the college prior to commencement of class	100% of Course Fee
If written withdrawal notice is received more than 14 working days from student prior to the commencement of class	100% of Course Fee
If written withdrawal notice received less than 14 working days prior to the commencement of class	No refund of Course Fee
If written withdrawal notice received after the commencement of the class	No refund of Course Fee
Request to add subjects after 14 days	Any difference in course fees must be paid
Request to reduce subjects within 14 days	No reduction in Course Fee
Request to reduce subjects after 14 days	No refund in Course Fee
Student transferred to another college	No refund in Course Fee
Student suspended or expelled due to misconduct	No refund in Course Fee
Student Visa renewal rejected by EMGS	No refund of renewal fee
Student Visa cancelled by EMGS	No refund of cancellation fee
New application of Student Visa rejected by EMGS	No refund of application fee

Continuing Your Studies With Brickfields Asia College

Continuing Enrolment

Brickfields Asia College conducts a Continuing Enrolment exercise for students who wish to continue their studies with Brickfields Asia College for the following academic year.

Students who wish to continue their studies with Brickfields Asia College in the following academic year should re-enroll in order to continue their studies the subsequent year. An initial payment, known as the Continuing Enrolment Fee, is required. Please note that the Continuing Enrolment Fee is non-refundable, non-transferable and only valid for the next academic year.

The Continuing Enrolment Subject Confirmation form together with the balance payment of tuition fees must be submitted after the release of the examination results, sometime in August or in January. Changes to optional subjects are allowed until September 1st by submitting a Student Request Form.

For advice on subjects, please consult your lecturers, the Heads of Departments or the Registrar.

Changing Your Mode Of Study

Brickfields Asia College students may switch between full-time and part-time before the start of the subsequent academic year. Students should notify the College by submitting a Student Request Form.

Transfer of Studies

Students may transfer their course of study provided they satisfy the requirements for the degree to which they intend to transfer. Students should seek the advice of their subject Lecturers and the Academic Director prior to making a decision to transfer. If you have decided to transfer, inform the Admissions Staff or submit a Student Request Form notifying the College about the change in degree. The Admissions Office will review the request and notify the student on the status.

Taking a Break From Your Studies

Although we encourage students to complete their studies within the minimum time frame, some students do take a break from their studies. A demanding work schedule, overseas assignment, pregnancy, or financial difficulties are some of the reasons why students may take a temporary break from their studies. Please note that students who wish to temporarily postpone their studies, for whatever reason, are still liable to fulfill the terms and conditions of their enrolment and settle their tuition fees for the academic year.

Students who wish to defer their studies must submit a Student Request Form, stating their reasons for the break. The relevant Admissions staff will respond to your request and notify you when your request is approved. You are welcome to continue your studies with Brickfields Asia College again.

Your tuition fees will be based on the fees published in the Brickfields Asia College prospectus in the year you wish to re-join Brickfields Asia College.

Withdrawal/Discontinuance of Studies

Students who wish to permanently withdraw from the course or transfer to another college should notify the Admissions Office. Students will be required to go through an exit interview to formalise the request.

Please refer to the College's refund policy at www.bac.edu.my

What to do When You Experience Difficulties

We understand that you may encounter difficulties in the course of your studies. It is common for students to experience stress due to the demanding nature of the various programmes. Some may experience distressing circumstances such as family problems, loss of a loved one, problems with friends or financial difficulties.

When such problems and difficulties affect your studies, we encourage students to be forthcoming and approach any of the Admissions Staff to notify the College of your situation. We will endeavour to assist you to the best of our capabilities. College staff may also be able to provide you with alternative options to consider and where necessary refer you to our Registered Counsellor.

Your Graduation

The graduation ceremony is one thing that every student looks forward to. This is a day to remember, which marks the culmination of many years of hard work. It is the day when your effort and sacrifice are recognised by family, lecturers and friends.

The college will organise an annual graduation ceremony towards the end of the year. This is largely to cater for the students who graduate from the UOL programme.

International Students

Requirements for International Students

All international students holding a valid Student Visa are required to obey the rules and regulations set out by the **Immigration and Checkpoints Authority (ICA) and Malaysian government**. These rules and regulations include:

- Maintaining at least 90% attendance
- Not engaging in any form of work, paid or unpaid
- Observing all the laws, rules and regulations of Malaysia
- Observing the conditions stipulated in the Student Visa and Disembarkation/ Embarkation Card
- Students are permitted to only attend the course stated in the Student's Pass
- Students are required to surrender the Student Pass card and Disembarkation/Embarkation card for cancellation within seven (7) days of the termination of studies

Please note that the College closely monitors the attendance of international students. International students should personally sign in and sign out in the Attendance File during their scheduled classes. Students caught signing in/out on behalf of friends will be dealt with severely.

Going on Vacation

International Students are required to notify the College prior to going on vacation. They must submit details such as, flight details, duration, etc.

It is the College's responsibility to inform EMGS if an international student fails to attend classes for a period of 7 consecutive days or more without valid reason; where the attendance of a student falls below 90% in any month of the course without valid reason; and if the student has completed the course or wishes to terminate his/her studies.

International Students

12 Easy Steps for a Foreign Student to get admission and Student Visa in Malaysia

- i. Select the courses and institutions of your choice
- ii. Apply for the selected course(s) directly with the institutions
- iii. Receive offer letter(s) from institution(s)
- iv. Accept the offer letter and confirm admission with the education institution
- v. Provide relevant documents and fees to institution including RM1,060 visa processing fee and RM265 for medical screening along with immigration and insurance fees (RM530/RM753/ RM880)
- vi. Your institution will apply to EMGS on your behalf

- vii. Visa Approval Letter sent within 14 working days of a complete application with payment
- viii. Approach Malaysian Mission in their home country to obtain entry visa
- ix. Make your travel arrangements and inform the institution of your arrival details
- x. Upon arrival meet the institution and provide passport to them
- xi. Attend Medical Screening within 7 working days
- xii. Receive Student Visa endorsement within Passport and Medical Insurance Cover

Renewing Your Student Visa

This section applies to international students who will be continuing their studies in Brickfields Asia College. RENEWAL of Student Visa is required when the student's current Student Visa is about to expire and the student intends to continue their studies in Brickfields Asia College. International students are required to submit an Application for Renewal of Student Visa at least two months before the expiry date of their current Student Visa.

Renewal of Student Visa applies to students whose:

- Student Visa expires before the end of their programme with the College
- Students who will be continuing their studies with the College and have fulfilled the requirements of Continuing Enrolment (refer to the "Continuing your studies with Brickfields Asia College" section in this handbook).

The following steps explain the renewal procedure for your student visa:

- i. International student must submit the following supporting documents:
 - ▶ 1 copy of the passport showing the particulars of the student
 - ▶ Highest educational certificates
 - ▶ Transcript of First or Second Year results, whichever is applicable.
- ii. International student must pay the fees identified during their enrolment and as stipulated by EMGS and the College.

Note: Students are required to submit an Application for Renewal of Student Visa at least two months before the expiry date of their current Student Visa

In situations where the student is not in Malaysia, the College can submit the application on their behalf but the student is required to surrender their Passport, in person, to the Admissions staff by the time it is needed for submission. Please notify the College in advance, so that the necessary arrangements can be made.

Cancellation of Student Visa

The Student Visa will be cancelled when:

- Students have completed their course
- Students decide to discontinue their studies in Brickfields Asia College to either return to home country or transfer to another college overseas
- Students have violated the rules and regulations stipulated by EMGS for Student Visa
- Students have been expelled from the College

All students will have to go through an exit interview with the Programme Director or any of the authorised staff if required.

For international students who are returning to their home country, students should produce 2 photocopies of their return flight ticket, Disembarkation/ Embarkation Card, Student Visa and Passport.

The Admissions Office will submit an online Cancellation of Student Visa via EMGS, followed by the hardcopy.

The College will personally submit the Letter for the Cancellation of Student Visa along with the copy of the student's return flight ticket and surrender the student's original Disembarkation/ Embarkation Card and Student Visa over the Immigration or EMGS counter. Once the Disembarkation/ Embarkation and Student Visa Card is surrendered, the EMGS officer will cancel the Student Visa and stamp a Social Visit Pass on the student's passport.

Students will then be informed to collect their passport with the valid Social Visit Pass. Students should note the expiry date of their Social Visit Pass. Overstaying in Malaysia after the Social Visit Pass expires is an immigration offence.

BAC Staff Directory

A-Levels

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Students **HANDBOOK**

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