



BRICKFIELDS
ASIA • COLLEGE

**BRICKFIELDS ASIA COLLEGE
PROGRAMME HANDBOOK**

**CAMBRIDGE ASSESSMENT
INTERNATIONAL EDUCATION**

A LEVEL ARTS PROGRAMME

R/010/3/0335

MQA/FA 9783

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A Note on this Handbook

This handbook applies to all students taking the Cambridge Assessment International Education (CAIE) A Level Arts Programme.

This programme is approved by MQA on the 20 April 2009

The approval code for this programme is MQA/FA 9783

Currently, this programme has been given its Full Accreditation.

It provides a guide to what is expected of you on this programme, and the academic and personal support available to you. Please retain for future reference.

The information provided in this handbook is accurate at time of preparation. Any necessary revisions will be notified to students via our website and social media.

Please note that, in the event of any conflict or inconsistency between the General Regulations published in the College Calendar and information contained in course handbooks, the provisions of the General Regulations will prevail.

Introduction

Brickfields Asia College (BAC) has established itself as the Fastest & Smartest Way to UK Law & Business degrees. The college has established an excellent reputation as a provider of quality education and its graduates are highly sought after by local and international firms in both the public and private sectors.

BAC currently has partnerships and affiliations with more than 25 foreign universities and professional organisations, offering its students access to over 100 world-class Law and Business degrees and professional qualifications that can be completed either locally or abroad.

BAC offers a wide range of connecting programmes which includes the Cambridge A Levels Programme under the Pre University division. The Cambridge Assessment International Education A-Level programme offered at BAC is one of the most recognised Pre-University qualifications in the world. Recognised as the “Gold Standard” for university entrance examinations worldwide, Cambridge learners at BAC progress onto degrees in Accounting, Business, Management, Commerce, Economics, Finance, ICT, Communications, Law, Marketing and Mass Communications, amongst others.

The Cambridge Assessment International Education A-Level Programme will equip students with the essential skills that will prepare them for entry into top universities worldwide.

Staff Contacts

- **Programme Director**
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- **Programme Coordinators**
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- **Registrar**
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- **Feedback**
 - For any feedbacks in relation to the programme students may write to the email below:
feedback@bac.edu.my

General School Information

School specific facilities

BAC PJ Campus

Located 5 minutes away from the Asia Jaya LRT station, VSQ @ PJ City Centre represents a significant milestone for BAC. The new campus offers law and business programmes. It also hosts state-of-the-art teaching and learning facilities designed to provide students with a unique learning experience and vibrant campus environment.

Library

The BAC library is well stocked and provides access to an extensive collection of law reference materials, law books, statutes, regulations, law reports, databases, journals, law-related audio and video materials as well as an E-library collection.

The college offers full reference services and research assistance to students, faculty and visitors. Help is available during working hours, either in person, via telephone or by email. Wireless access and computing facilities with the latest technology are also available in the library for the purpose of completing projects and assignments.

Computer Labs

State-of-the-art computer laboratories have been set up at the new BAC Student Resource Centre. The laboratories are equipped with high-speed internet access and network points. For their research purposes, students are able to access various online databases such as Lexis Nexis and Westlaw.

School website and location of notice boards

Students can access important and current information from our website at www.bac.edu.my.

In addition to digital media notifications, we also update the information in relation to the college and course in all our notice boards and digital boards. Further students are sent emails and SMS if there are urgent matters that need their attention.

Students are expected to complete all personal details in the College Management System. Once the details are completed students will be issued with a student card containing their matrix number. All correspondences will be communicated also via the CMS, Course Coordinators and Programme Directors.

The students can have access to the following information which will be useful for their studies:

- Academic Calendar
- Daily timetable
- Semester breaks
- E Resources
- Updating of the personal information through our College Management System at cms.bac.edu.my
- Our policies and etc.

Programme Overview

Programme Educational Objectives

The educational objective of this programme is to develop learners' who are able to:

- Acquire the fundamental knowledge and relevant skills
- Possess professional attitudes & ethics necessary in fulfilling his/her responsibilities
- Communicate effectively
- Adapt to global environment and maintain lifelong learning
- Conduct research in their field and able to understand and solve problems
- Think critically, creatively, innovatively and technology savvy
- Inculcate entrepreneurial skills

Programme structure

A student who wishes to complete this programme is required to complete a minimum of 2 modules each semester from the following list below based on their areas of interest, career choices and the study pathway chosen. Once a subject is chosen, students are required to attempt the subject throughout all 3 semester to complete the syllabus provided.

Year/Sem	Course Code	Module	Classification
Semester 1 - 3	9084	Law 1	Electives
	9708	Economics 1	
	9707	Business 1	
	9706	Accounting 1	
	9695	Literature in English 1	
	9709	Mathematics 1	

Students are expected to complete the above said course contents within the course duration which is normally within 2 years. Upon completion of the programme as stated above students are expected to complete their degrees in any university of their choice, locally or abroad, if the university accepts the programme based on their own equivalency standards.

Subject Information

Resource materials for all Cambridge A Level subjects are governed by the Cambridge Assessment International Education as an examination board. To ensure that students are kept up to date on the relevant changes, students are required to be familiar with the documents stated below.

- Syllabus Overview
- Past Papers, Examiners Report & Specimen Papers
- Grade Thresholds
- Published Resources

All these documents have been made available on the Cambridge Assessment International Education official website for public consumption. Students are recommended to visit the website for the necessary. The link is provided below for ease of access.

<http://www.cambridgeinternational.org/programmes-and-qualifications/cambridge-advanced/cambridge-international-as-and-a-levels/>

The A Levels book list

List of books that are provided to students as part of the learning package:

A LEVEL ARTS
• English Legal System – Study Manual, Past Year Questions & Charts
• Contract Law – Study Manual, Past Year Questions & Charts
• Tort Law – Study Manual, Past Year Questions & Charts
• Business – Study Manual & Past Year Questions
• Mathematics – Study Manual & Past Year Question
• Economics – Study Manual & Past Year Question
• Economics – Suggested Answers (Given During Revision)
• Economics – Data Response: Exam Essential Kits (Given During Revision)
• Accounting – Study Manual & Past Year Question
• Literature in English – Recommended Text

Note:

- All other related resources required for classroom learning will be uploaded on the Learning Management System @ BAC. You may reach out to Programme Coordinators should there be further queries on this matter.

Programme Regulations

Assessment and progression procedures

Learners can choose from a range of assessment options to gain Cambridge International AS & A Level qualifications:

1. Take the Cambridge International AS Level only. The syllabus content is half a Cambridge International A Level.
2. Take a 'staged' assessment route – take the Cambridge International AS Level in one examination series and complete the final Cambridge International A Level at a subsequent series.
3. Take all papers of the Cambridge International A Level course in the same examination session, usually at the end of the course. Cambridge International AS & A Level examination series twice a year, in June and November. Results are issued in August and January.
4. Each subject that a learner takes receives a separate grade.
5. Grades are benchmarked using internationally recognized grades, which have clear guidelines to explain the standards of achievement. Please refer to the official Cambridge website for the latest update.
6. The Cambridge International A Level is reported on a grade scale from A* (highest) to E (minimum required performance). There is no A* grade for Cambridge International AS Levels, which run from grade A to E.

Performance Feedback

BAC use Cambridge International AS Level to give learners valuable feedback on their performance, identifying strengths and weaknesses before they complete their full Cambridge International A Level.

Unfair Practice

Malpractice is an action by a candidate that breaks our regulations and potentially threatens the integrity of our exams and certification.

The following are **examples of malpractice by candidates**. The list is not exhaustive and we may consider other instances of malpractice at our discretion:

- misusing exam material
- behaving in such a way as to undermine the integrity of the exam
- disruptive behavior in the exam room (including using offensive language)
- bringing unauthorized materials into the exam room (for example, notes, study guides and personal organizers, their own blank paper, calculators (when prohibited), dictionaries (when prohibited), mobile phones or other electronic devices)
- obtaining, receiving, exchanging or passing on information which could be exam related (or attempting to) by any means before the end of the exam
- impersonation: pretending to be someone else, or arranging for another person to take their place in an exam
- collusion
- alteration of any results document, including certificates
- failing to follow an invigilator's instructions
- failing to follow the conditions of supervision designed to maintain the security of the exams
- any attempt to remove or reveal the content of the exam outside the exam before the Key Time has passed or the exam has ended, whichever is later
- seeking or posting confidential material on the internet, including social media, during the relevant series.

Malpractice in Centre-based assessments

Reports of cases of malpractice in Centre-based assessments can include:

- written statements that the candidates involved have been notified of the report and that they are aware of its content
- a detailed account of the investigation that the centre has carried out
- written statements from staff concerned
- handwritten statements from candidates concerned
- seating plans (if appropriate)

Please be informed that all investigations and outcome issued are governed by the policies stipulated by Cambridge Assessment International Education.

Grading criteria

What we are looking for in the 'classes'

The Percentage Uniform Mark (PUM) is a numerical mark provided for some countries alongside grades for each subject. It transfers a candidate's results to a common scale which reports how well they performed within that grade.

The percentage uniform mark is stated at syllabus level only. The percentage uniform mark is not the same as the actual total mark that the candidate achieves on the syllabus. This is because the percentage uniform mark depends on both the actual total mark for the syllabus and the position of the grade thresholds (which may vary from one exam series to another and from one syllabus to another). The percentage uniform mark is also different from the actual mark because it is always calculated out of 100.

The key messages for students are:

- the percentage uniform mark shows you whether you are in the middle of a grade, or near either the top or the bottom
- it does not affect the grade you receive, but gives you more information about it
- it will appear on your statement of results but not on your certificate.

AS Level grade	PUM range
a	80 – 100
b	70 – 79
c	60 – 69
d	50 – 59
e	40 – 49

A Level grade	PUM range
A*	90 – 100
A	80 – 89
B	70 – 79
C	60 – 69
D	50 – 59
E	40 – 49

Information on Academic Resources

Library Facilities

Students can access the BAC E Resources vide the college website of through the CMS. **Currently we have the following E Resources made available to the student:**

- Westlaw
- Lexis Nexis
- Mylibrary
- Ebrary
- Proquest
- AZ Online

IT facilities

We have implemented our **BAC-student-WIFI High speed Network** across the BAC PJ and KL Campus for your convenience. We would appreciate your kind assistance with our implementation and use the internet by logging on to the following network.

- **BAC-Student-net-1** from floors 1-5
- **BAC-Student-net-2** from floors 6-11
- **BAC1-Student-net-1 – KL Campus**
- **BAC-Teachers- Net – for Teachers**

Once you connect to the SSID, you will be redirected to BAC Login page to enter the following credentials.

Students Login (unique IDs for each of the BAC student and teachers)

User Name	IC number
Password	IC number

Those who are unable to login, kindly report the situation to your **coordinator**.

Health and Safety

1. The College is committed to providing a safe and healthy environment for students and staff. It is expected also that staff and students themselves will follow the information, instruction and training provided and will adhere to the policies and procedures developed for their own protection.
2. The OSHA places a legal obligation on both staff and students to ensure their own safety and that of their colleagues. Failure to do so, placing themselves or others at risk, will render them subject to disciplinary action. It should be noted that it is a criminal offence to interfere with or misuse anything provided for health and safety purposes, including fire alarms, extinguishers, first-aid boxes, guards on machineries and safety signs.
3. Details of the arrangements that apply in emergency situations such as fire and fire evacuation, first aid and accident and incident reporting, are to be found in the policy and procedure/code of practice documents that support the College Health and Safety Policy. Students will be informed of the detailed procedures to follow during departmental inductions, and copies are available from departmental offices.
4. It is one of the responsibilities of Heads of Department to ensure that students receive appropriate safety training. This will vary from department to department, depending on the nature of particular disciplines and courses.

All students must:

- (a) take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions;
- (b) co-operate with all members of staff in maintaining the requirements of the Health and Safety at Work Act and all other safety regulations affecting the College;
- (c) not interfere with, intentionally or recklessly, or misuse anything provided in the interests of health and safety at the College;
- (d) wear, where appropriate, suitable protective clothing;

- (e) Observe departmental health and safety requirements, which are set out in Student Handbooks, with particular regard to laboratory equipment and materials, and to activities undertaken outside the College.
- (f) It is also important that students observe the health and safety policies and procedures in the Students' Union and in the Union's clubs, societies and recreational activities. There are requirements laid down in relation to certain sports and activities to conduct risk assessments and to observe specific safety rules.
- (g) Students are forbidden to carry out any repairs, or to fit plugs to any electrical appliances, unless they have been authorised to do so by a member of staff. No appliances may be connected to an electrical system by means other than the correct plug or connection. Students who bring mains-operated electrical appliances onto College premises, or use them there, must see that they are in safe condition and fused correctly. The Director of Facilities Management retains the right of inspection and confiscation of items found to be unsafe.
- (h) It is forbidden for students to interfere with any electrical or power operated appliance, with electrical power, water or service equipment, or to install any extra electrical wiring.

1. Emergencies

Important safety information will be posted on notices from time to time and may, for example, relate to fire evacuation, illness, or chemical spillage. These notices should be read and any instruction followed, addressing any query to the originator of the document or the departmental office.

2. First aid

All departments have lists of qualified first aiders, and notices are displayed with their telephone numbers and the location of first aid boxes. Disciplinary regulations Disciplinary action will be considered against anyone who does not follow health and safety rules

Student Supports

- **Lecture and Tutorial service**

For each and every subject that you are taught the lecturers and the tutors together or individually will explain to you the demands of the subjects. You should attend the induction course and failing which it is essential that you speak to the lecturers and or the tutors to identify how to best excel in the subject. However please take note of the general guideline given above for note taking.

- **Student Counselling Service**

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.

- **Disability Service.**

Brickfields Asia College is committed to creating an accessible learning community where individuals with disabilities have an equal opportunity to pursue their educational goals, limited only by their abilities, not their disabilities. Ability Services strives to empower students, foster independence, and promote achievement of the student's career and educational goals.

BAC is responsible for arranging reasonable accommodations for all qualified students with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) to ensure equal access to all programs and activities at the College.

Careers Advisory Service

The Career Centre- Connecting Education and Careers

The Career Centre firmly believes that every aspect of a holistic educational experience should propel students towards their future. As such the centre helps students identify and fulfill their future goals and aspirations by providing innovative and comprehensive in-house programmes and resources for career development, internships and employment.

The Career Centre reinforces classroom learning with real world experience by facilitating connections with business, social communities and employers. Students are encouraged to participate in career fairs, career talks, industry related competitions and upskilling workshops.

“The Career Club” of The Career Centre is formed to cultivate students’ leadership skills by empowering them with the running of the career centre under the flagship of mentors who are lecturers and experts in their own field.