



**UNIVERSITY  
OF LONDON**

**INTERNATIONAL  
PROGRAMMES**

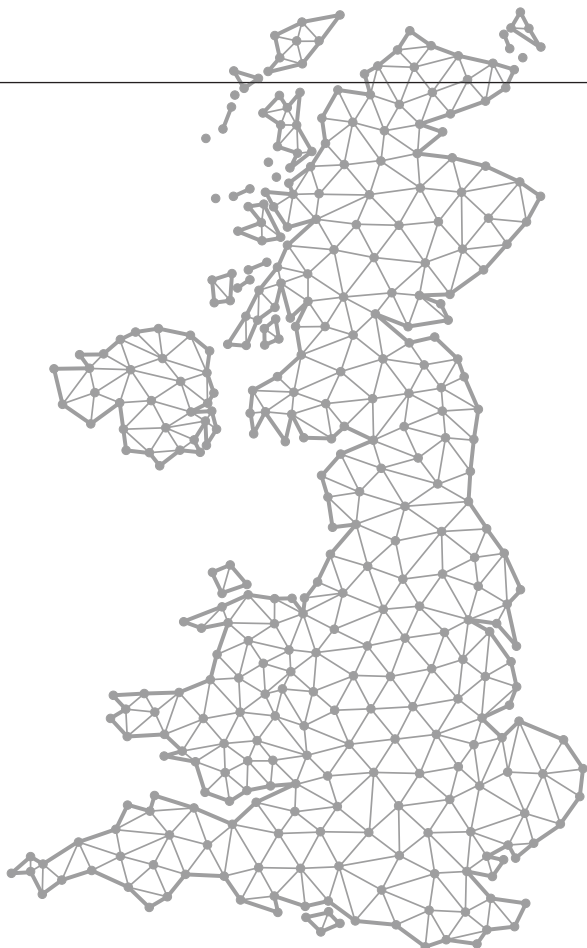
---

# Bachelor of Laws

# Handbook

(2018-2019)

---



Last Updated August 2018

## Table of Contents

1) PROGRAMME OVERVIEW .....	4
2) APPLICATION .....	5
3) MODULE REGISTRATION.....	12
4) UOL STUDY MATERIALS.....	13
5) EXAMINATION REGISTRATION .....	14
6) EXAMINATION RESULTS .....	16
7) RE-SIT .....	16
8) ACADEMIC PROGRESSION .....	17
9) TRANSCRIPTS, CERTIFICATE & GRADUATION .	17
10) PROGRAMME CONTACT PERSONS: .....	17
UOL <b>APPLICATION</b> CHECKLIST .....	18
UOL <b>MODULE</b> REGISTRATION CHECKLIST .....	19
UOL <b>EXAMINATION</b> ENTRY CHECKLIST .....	20

All rights reserved. No parts of this publication may be reproduced, or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or any information storage retrieval system without the written permission of the author as the copyright holders, application for which should be addressed to author through Brickfields Asia College.

Any person who infringes the above in relation to this publication may be liable to criminal prosecution and civil claims for damages.

You must not circulate this book or the material herein in any other binding or cover and you must impose this same condition on any acquirer.

Although every reasonable effort has been made to present current and accurate information, the College makes no guarantee of any kind, express or implied. In no event shall the College be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to have been caused by or in connection with the use of or reliance on such content in this publication.

Dear students,

Welcome to University of London (“UOL”) International Programme at BAC!  
We trust your time here will be both enjoyable and rewarding.

### **BAC’s Student Portal**

You may access your BAC Student Portal at <http://cms.bac.edu.my/site/login> by completing the following log-in details:

Username & password: email address<sup>1</sup>

e.g:      **username**        :      **johndoe@gmail.com**  
             **password**       :      **johndoe@gmail.com**

The screenshot shows a web browser window with the address bar displaying 'cms.bac.edu.my/site/login'. The page features the Brickfields Asia College logo at the top center. Below the logo is the EduSec login form, which contains two input fields for 'Username' and 'Password', a 'Remember Me' checkbox, a 'Forgot password?' link, and a 'Sign In' button. The background of the page is a dark blue abstract design.

We strongly recommend that you refrain from “copy pasting” your log-in details and to type in instead as it is case sensitive. You may change your password immediately after your first log in.

Once logged in you will find varieties of amazing and useful online services including your study programme, live timetable, e-resources (Westlaw, LexisNexis), e-library etc.

You are strongly advised to complete your Student Profile by providing requested information and/or documents including but not limited to clear passport size photo, scanned copies of all relevant academic certificates/transcripts, guardian details etc.

Students with incomplete and/or outdated student profile will not be provided with a Student ID or any other requested official letters (e.g. Confirmation Letter, EPF Letter etc.).

For any assistance on your study programme or BAC Student Portal you may go to the following:

**Menu (9 Dots) > Helpdesk > + Open a New Ticket**

**If you need further assistance on BAC Student Portal kindly get in touch with Mr. Avinesh at BAC.**

<sup>1</sup> Kindly use the email address that you have provided to BAC during registration as your username and password. Any changes to your email address must be updated in the BAC Student Portal or communicated to your Programme Coordinator. This is to enable you to receive updated information on your study programme from BAC.

## Bachelor of Laws (LLB)

### 1) PROGRAMME OVERVIEW

1. To find out more on the programme overview, learning outcomes, course modules, fees etc. please click on the following:

<http://www.bac.edu.my/university-of-london-llb-hons/>

AND

<https://london.ac.uk/courses/bachelor-laws>

2. If you'd like to know about the Programme in detail kindly click on the following to view and download the Programme Specification:

<https://london.ac.uk/sites/default/files/programme-specifications/progspec-llb-18-19.pdf>

3. The Programme Prospectus can be found at the following link:

[https://london.ac.uk/sites/default/files/prospectuses/llb-prospectus\\_0.pdf](https://london.ac.uk/sites/default/files/prospectuses/llb-prospectus_0.pdf)

4. We strongly recommend you to read and familiarize with the latest Programme Regulations which can be viewed and downloaded at the following link:

<https://london.ac.uk/sites/default/files/regulations/progregs-llb-2018-19.pdf>

## 2) APPLICATION

- a) All Year 1 students must make a successful application to UOL via the following link:

<https://london.ac.uk/>

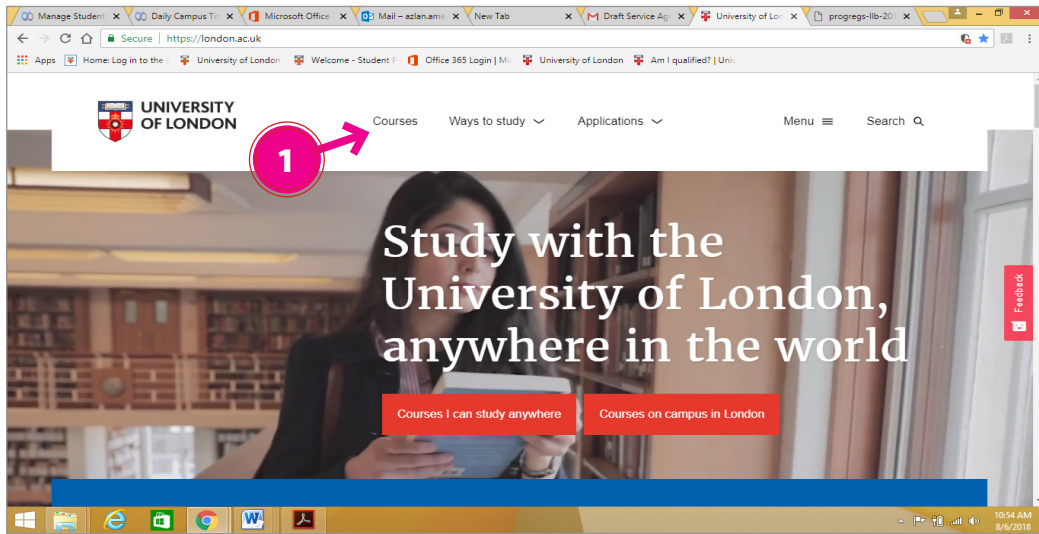


Image 1

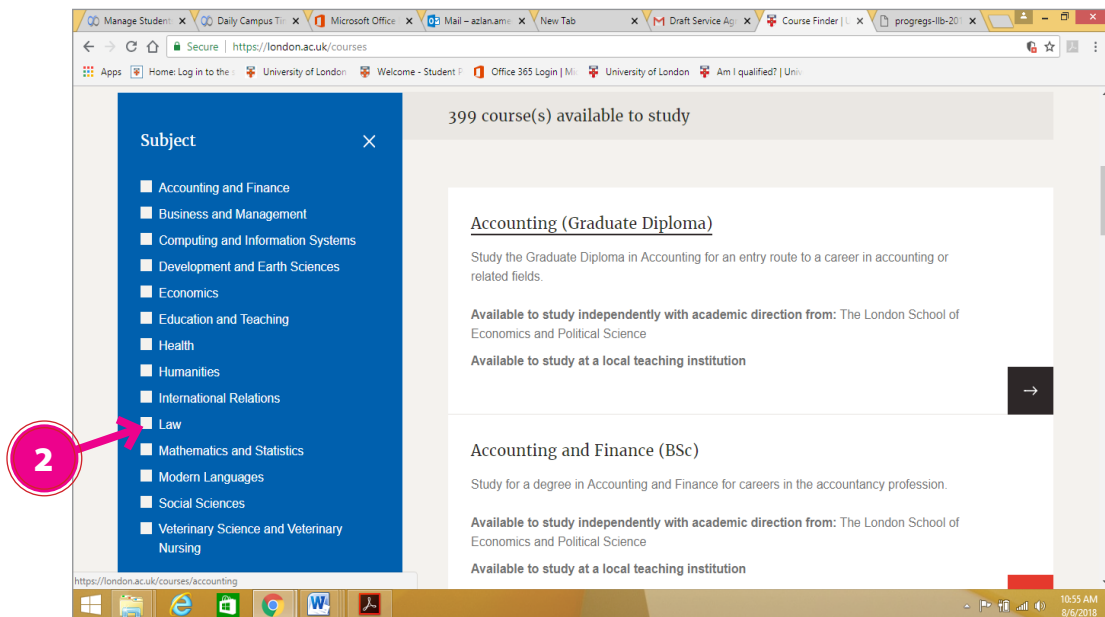


Image 2

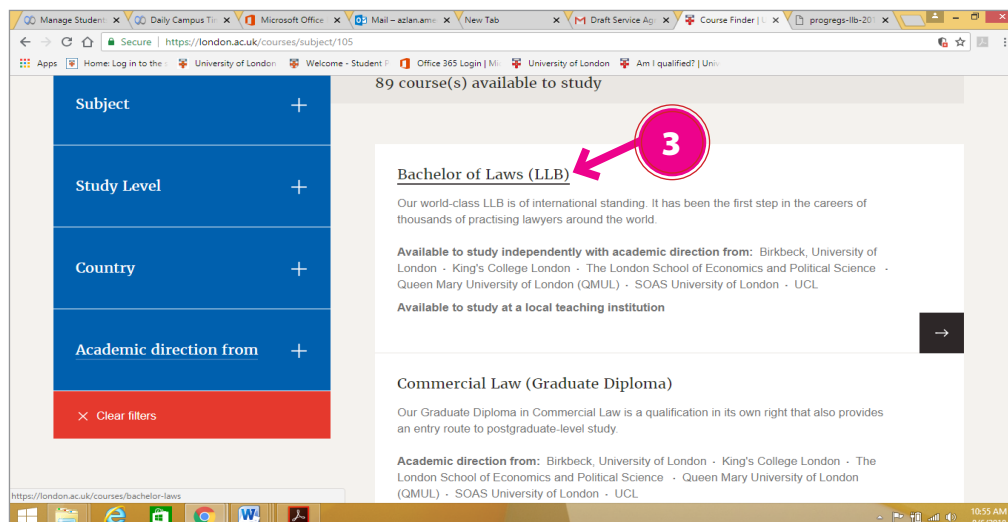


Image 3

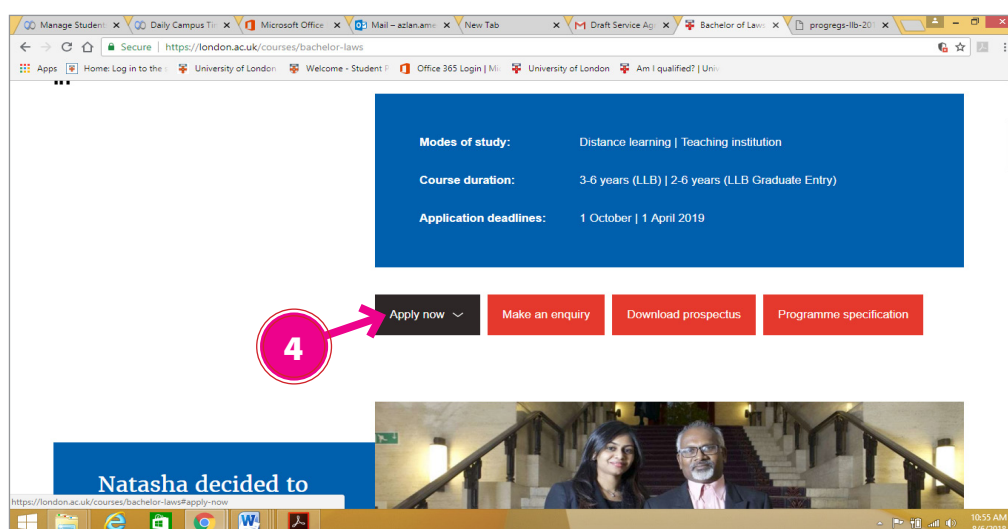


Image 4

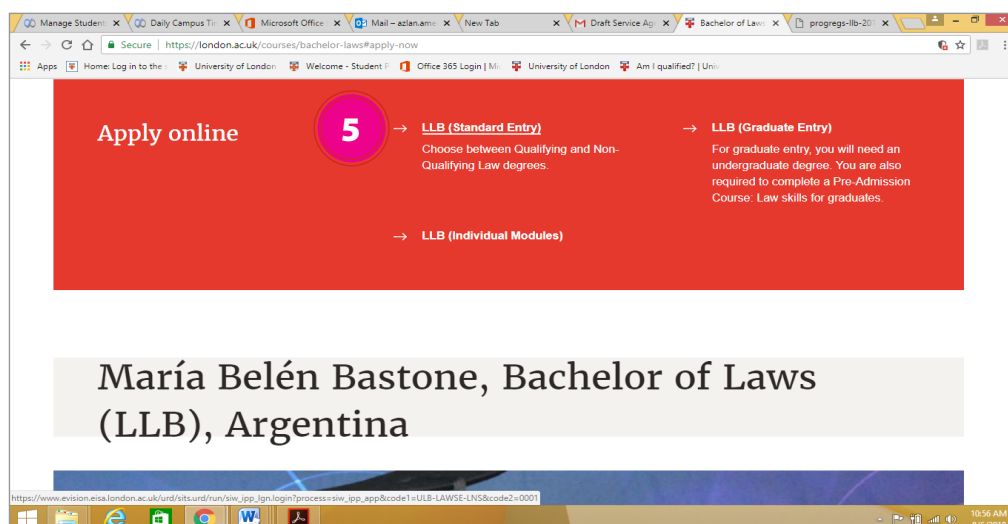


Image 5

UNIVERSITY OF LONDON Bachelor of Laws (LLB) Standard Entry (2018/9)

### Apply for Bachelor of Laws (LLB) Standard Entry

Session: November 2018

New Applicant?

**Create account**

Returning Applicant?

Email address

Password

**Log in**

[Forgotten password?](#)

**Application Guidance**

We encourage you to apply early to help secure your place on the course.

We recommend that you allow about 20 minutes to complete the application form. You may wish to read the [guidance notes](#) for information about the application process.

**Certificates**

It may be helpful for you to have your educational certificates available as we require details of your qualifications. You can also upload copies of your documents to support your application if you would like to. This may help us to make a decision when processing your application. To make a full offer we will require verified copies of your certificates, but these can be submitted at a later date if you prefer. Please refer to the

Image 6

We strongly recommend you to read the Guidance Notes before starting the Online Application Process:

[https://www.evision.eisa.london.ac.uk/urd/sits.urd/documents/guidanceNotesforOnlineApplications\\_UG.pdf](https://www.evision.eisa.london.ac.uk/urd/sits.urd/documents/guidanceNotesforOnlineApplications_UG.pdf)

UNIVERSITY OF LONDON Bachelor of Laws (LLB) Standard Entry (2018/9)

### New User Details

\* Indicates a required field

Title

Forenames

A maximum of 3 forenames of 30 characters each are permitted.

\*Family name / Surname

Please give your full name (not initials) as it appears on your birth certificate, passport, national identification card or naturalisation certificate.

Date of Birth

Gender

Country of residence

Malaysia

Mobile

+60

We may contact you on this number via SMS.

### Choose sign in details

\*Email Address

\*Confirm Email Address

Password

Your password must be at least 8 characters and contain a combination of upper case, lower case and numeric characters.

\*Confirm password

Image 7

Title	<input type="text"/>	
Forename(s)	<input type="text"/>	A maximum of 3 forenames of 30 characters each are permitted.
*Family name / Surname	<input type="text"/>	Please give your full name (not initials) as it appears on your birth certificate, passport, national identification card or naturalisation certificate.
Official name	<input type="text"/>	<input type="button" value="Edit"/>
		This is how your name will appear on university records and documentation.
*Date of Birth	<input type="text"/>	<input type="text"/>
Sex	<input type="text"/>	
*Address	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
City	<input type="text"/>	
Postcode	<input type="text"/>	
*Country	<input type="text" value="Malaysia"/>	
		This will be used for all correspondence during the application process. It should be the address at which you are currently living.
*Nationality	<input type="text" value="--- Please select an option ---"/>	
*Country of permanent residence	<input type="text" value="Malaysia"/>	
Telephone number	+60 <input type="text"/>	
Mobile telephone	+60 <input type="text"/>	
*Email address (non-editable)	<input type="text"/>	
<input type="button" value="Back"/> <input type="button" value="Save Application"/>		<input type="button" value="Next"/>

Image 8

## Study Details

\* Indicates a required field

### Previous Application

\*Have you ever made an application to the University of London before?

### Coursera MOOC

\*Have you studied a University of London MOOC via Coursera? (Completion of the Coursera MOOC is not an entrance requirement; this question is asked for marketing purposes only.)

### Adviser

\*Have you received any assistance in making this application from an Adviser?

The University works with a small number of agents and advisers, who can offer support and advice during the application process. If you select yes, please insert the Adviser Code given to you by your local Adviser.

### Supporting Institution

\*Do you intend to attend classes on a full-time or part-time basis at a local or online institution?

### Scholarships and Bursaries

Scholarship and Bursary applications can only be considered once your eligibility for the programme you wish to study has been confirmed and you have been issued an offer to study. There are specifications you must meet to be considered for a scholarship or bursary, details of which can be found on our [website](#). Please ensure that you meet the scholarship or bursary requirement before indicating you wish to be considered for a scholarships or bursaries. Further information can be found on the following link: <https://london.ac.uk/applications/funding-your-study/scholarships>

\*Do you wish to apply for a Scholarship or Bursary?

### Supporting Statement

\*Why do you wish to study for this programme? Please give your reasons, you should include details about your education, work experience and current responsibilities, which are relevant to this application.

Image 9



## Employment

\* Indicates a required field

\*Are you currently employed?

--- Please select an option --- ▼

If you would like any work experience taken into consideration, please upload a copy of your curriculum vitae here. ⓘ

Upload a file

You can upload files up to 2MB in size in any of the following file formats: .doc, .docx, .rtf, .pdf, .jpg, .xls, .xlsx, .gif and .zip (for multiple compressed files).

◀ Back

■ Save Application

Next ▶

Image 10

## Employment

\* Indicates a required field

\*Are you currently employed?

--- Please select an option --- ▼

If you would like any work experience taken into consideration, please upload a copy of your curriculum vitae here. ⓘ

Upload a file

You can upload files up to 2MB in size in any of the following file formats: .doc, .docx, .rtf, .pdf, .jpg, .xls, .xlsx, .gif and .zip (for multiple compressed files).

◀ Back

■ Save Application

Next ▶

Image 11

## Documents

You can now upload copies of any documents that you have in support of your application if you have electronic copies. Please refer to [guidance notes](#) for further information.

If you are unable to do so, please submit your application without documentation and we will contact you to request any information that we require.

You can upload files up to 2MB in size in any of the following file formats: .doc, .docx, .rtf, .pdf, .jpg, .xls, .xlsx, .gif and .zip (for multiple compressed files).

If you are uploading a document that is not in English, please also upload an official translation of it.

Evidence of your Name and Date of Birth (e.g. birth certificate, passport, national identification card, naturalisation certificate)	<input type="button" value="Upload a file"/> You can upload files up to 2MB in size in any of the following file formats: .doc, .docx, .rtf, .pdf, .jpg, .xls, .xlsx, .gif and .zip (for multiple compressed files).
School Certificates (e.g. O-Level, A-Level, GCSE, Baccalaureate, High School Diploma)	<input type="button" value="Upload a file"/> You can upload files up to 2MB in size in any of the following file formats: .doc, .docx, .rtf, .pdf, .jpg, .xls, .xlsx, .gif and .zip (for multiple compressed files).
Degree certificate showing the classification (or GPA) of award obtained (where applicable)	<input type="button" value="Upload a file"/> You can upload files up to 2MB in size in any of the following file formats: .doc, .docx, .rtf, .pdf, .jpg, .xls, .xlsx, .gif and .zip (for multiple compressed files).
Official translation of degree certificate if it is not in English	<input type="button" value="Upload a file"/> You can upload files up to 2MB in size in any of the following file formats: .doc, .docx, .rtf, .pdf, .jpg, .xls, .xlsx, .gif and .zip (for multiple compressed files).
Statement/transcript of your degree studies	<input type="button" value="Upload a file"/> You can upload files up to 2MB in size in any of the following file formats: .doc, .docx, .rtf, .pdf, .jpg, .xls, .xlsx, .gif and .zip (for multiple compressed files).
Official translation of degree statement/transcript if it is not in English	<input type="button" value="Upload a file"/> You can upload files up to 2MB in size in any of the following file formats: .doc, .docx, .rtf, .pdf, .jpg, .xls, .xlsx, .gif and .zip (for multiple compressed files).
Professional Certificate/Career related certificates/qualifications obtained by examination (if relevant)	<input type="button" value="Upload a file"/> You can upload files up to 2MB in size in any of the following file formats: .doc, .docx, .rtf, .pdf, .jpg, .xls, .xlsx, .gif and .zip (for multiple compressed files).
Statement/transcript of your Professional Studies	<input type="button" value="Upload a file"/> You can upload files up to 2MB in size in any of the following file formats: .doc, .docx, .rtf, .pdf, .jpg, .xls, .xlsx, .gif and .zip (for multiple compressed files).
English language certificate or other evidence of your proficiency in English (Education/Work Experience in English)	<input type="button" value="Upload a file"/> You can upload files up to 2MB in size in any of the following file formats: .doc, .docx, .rtf, .pdf, .jpg, .xls, .xlsx, .gif and .zip (for multiple compressed files).
Additional educational document (if relevant)	<input type="button" value="Upload a file"/> You can upload files up to 2MB in size in any of the following file formats: .doc, .docx, .rtf, .pdf, .jpg, .xls, .xlsx, .gif and .zip (for multiple compressed files).

### Image 12

- b) You will need to upload applicable relevant academic certificates<sup>2</sup>, during the Online Application Process, including but not limited to:

*Birth certificate*

*Identification Card*

*SPM transcripts/results*

*English 1119<sup>3</sup>/IELTS/Pearson/English Proficiency Test results*

*STPM transcripts/results*

*Pre-university transcripts/results*

*A-Level transcripts/results*

*Diploma*

*Undergraduate certificate*

*Postgraduate certificate*

*Any other relevant documents*

<sup>2</sup> All certificates must be certified to be a true copy by relevant HOD/UOL Coordinators/Marketing Officers at BAC. To get it certified kindly bring the original and copy.

<sup>3</sup> All SPM 1119 English are conducted in collaboration with University of Cambridge Local Examination Syndicate. SPM leavers from 2014 onwards are provided with a separate certificate bearing 1119 English grade.

Application Fee	
Fee	GBP 92
Payment Method	Debit/Credit Card online <sup>4</sup>

Application Deadline	
Opening Date	Closing Date
1 <sup>st</sup> February	1 <sup>st</sup> April
1 <sup>st</sup> August	1 <sup>st</sup> October

- c) Once your UOL Application is approved you will be provided in separate emails<sup>5</sup>, through the email address you have given to UOL, the followings:
- i) *Offer Letter;*
  - ii) *Username; and*
  - iii) *Password.*
- d) The username and password are provided for you to access UOL Student Portal at the following link:
- <https://my.londoninternational.ac.uk/>
- e) Kindly use the **Application Checklist** on page 19.

<sup>4</sup> We recommend you to contact your bank/financial institution to enable your card to make overseas transactions and to increase credit limit where applicable.

<sup>5</sup> Please retain the above emails for your future reference.

### 3) MODULE REGISTRATION

- a) Log in to your UOL Student Portal with provided username and password:

<https://my.londoninternational.ac.uk/>

**You may:**

Select 120 credits from the listed Level 4 modules over the course of your study

Close

**Search**

Code	Title	Level	Credits	Add
LA1010-02	Criminal law	4	30	Select
LA1020-02	Public law	4	30	Select
LA1031-02	Legal system and method	4	30	Select
LA1040-02	Contract law	4	30	Select

**My selections** | **My selections from active box**

My accreditation of prior learning (APL)

Code	Title	Level	Credits		
LA1010-02	Criminal law	4	30		
LA1020-02	Public law	4	30		
LA1031-02	Legal system and method	4	30		
LA1040-02	Contract law	4	30		

	Required	Selected	
Total credits		120	✓
Credits	30 - 120	120	✓

Save Selections Submit

Image 1

- b) Kindly ensure that all modules that you wish to study for current academic year is listed as in “My selections” tab.
- c) Once submitted you will need to make the following payments:

Registration Fee	
Registration Fee	GBP 470 <sup>6</sup>
Module Registration Fee	GBP 146 per module
Payment Method	Debit/Credit Card online <sup>7</sup>

Registration Deadline		
Opening Date	Closing Date	Session
1 <sup>st</sup> September	1 <sup>st</sup> November	May/June
1 <sup>st</sup> February	1 <sup>st</sup> April	October

<sup>6</sup> This fee is only applicable to Year 1 students who are registering for the first time.

<sup>7</sup> We recommend you to contact your bank/financial institution to enable your card to make overseas transactions and to increase credit limit where applicable

- d) Upon successfully making the registration you may receive a confirmation email.
- e) Kindly use the **Module Registration Checklist** on page 19.

#### 4) UOL STUDY MATERIALS

- a) During the Module Registration process you will be asked for Delivery Address to enable UOL to send latest Study Materials for all the module registered by you. You may proceed to provide your home address or alternatively BAC address.

Image 1

If you're a **KL Campus** student:

Brickfields Asia College  
 No. 68, 2nd Floor, Jalan Tun Sambanthan  
 50470 Brickfields  
 Kuala Lumpur, Malaysia  
 Tel no: +6 03 2274 4165

If you're a **PJ Campus** student:

Brickfields Asia College  
 VSQ @PJ City Centre,  
 B-2, G-Floor, Jalan Utara Section 14,  
 46200 Petaling Jaya,  
 Selangor, Malaysia.  
 Tel no: +6 03 7960 0063

- b) Once the materials have been shipped from UOL you will be notified, both via email and UOL Student Portal, of the Tracking Details.

- c) You shall be receiving your UOL Study Materials 3 – 4 weeks after you have successfully made the Module Registration.
- d) If you have chosen to receive the materials via BAC kindly collect the same from your Programme Coordinator.
- e) Kindly use the **Module Registration Checklist** on page 19.

## 5) EXAMINATION REGISTRATION

- a) Examination registration is mandatory for students who wish to sit for examination and shall be completed online through your UOL Student Portal.

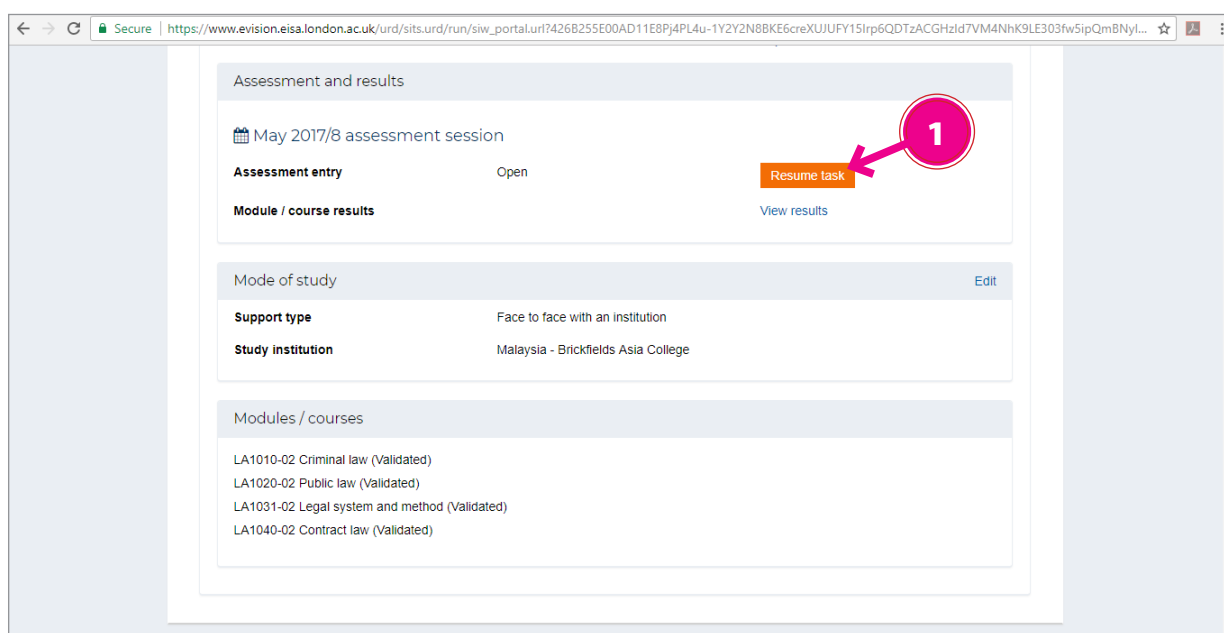


Image 1

- b) The examinations are separated into 2 sessions particularly May/June and October session.
- c) The followings are the documents you will need to have in hand for the purpose of exam registration:

Documents	Source
<b>2 Copies</b> of UOL Examination Entry Form	UOL Student Portal
<b>2 Copies</b> of University Of London Examination Entry for International Programmes Form <sup>8</sup>	Lembaga Peperiksaan Malaysia <sup>9</sup> ("LPM") website at <a href="http://lp.moe.gov.my/">http://lp.moe.gov.my/</a>

- d) Kindly bring along the above-mentioned Forms and make the following payment at **BAC cashier** according to your registered campus:

<sup>8</sup> It is important for this form to be completed legibly with valid home address, mobile number and email address for correspondence purposes.

<sup>9</sup> LPM is the organizer of all UOL International Programme examinations throughout Malaysia.

Fee	Amount
LPM Center Fee	RM250 per module (Malaysian) / RM350 per module (Non-Malaysian)
Payment Method	Cash/Debit/Credit/Cheque/Online Transfer

- e) You will then need to submit the above-mentioned documents together with LPM Center Fee payment receipt to your respective Programme Coordinator for processing. Failure to submit to your Programme Coordinators will result in delay in your Examination Entry.
- f) Upon submission of all required documents, LPM will then release **Validation Code**<sup>10</sup> to enable students to complete Examination Registration through the UOL Student Portal:

Image 2

- g) Validation Code is unique to each students therefore you are reminded to enter the code which is specifically yours. You will need to make the following payments in order to complete your Examination Registration:

Examination Registration Fee	
Fee	GBP 178 per module
Payment Method	Debit/Credit Card online

- h) Kindly bear in mind that both UOL and LPM have different deadline for Examination Registration and it may vary every Academic Calendar:

Examination Registration Deadline	
LPM Centre Fee	TBA
UOL Examination Registration Fee	February (May/June Session) August (October Session)

<sup>10</sup> Upon receiving Validation Code from LPM, BAC will proceed to inform relevant students via SMS and/or email.

<sup>11</sup> We recommend you to contact your bank/financial institution to enable your card to make overseas transactions and to increase credit limit where applicable.

- i) Examination timetable will be displayed on UOL and LPM website with exact examination center details for your ease of reference.
- j) Kindly use the **Examination Entry Checklist** provided at Page 20

## 6) EXAMINATION RESULTS

Results are usually released in August in the same academic calendar. You may view your results in your UOL Student Portal. BAC will not be able to check the results of individual students.

Examination Session	Result Release Date <sup>12</sup>
May/June	August
October	December

## 7) RE-SIT

- a) If you have failed any one module from May/June session you may choose to re-sit the failed module(s) in October session in the same Academic Year.
- b) The Re-sit Registration process for October session is the same with Article 5 of this Handbook. However the deadline for the Registration will be as per the following:

Examination Registration Fee	
Fee	GBP 178 per module
Payment Method	Debit/Credit Card online <sup>13</sup>

- c) Kindly bear in mind that both UOL and LPM have different deadline for Examination Registration and it may vary every Academic Calendar:

Examination Registration Deadline	
LPM Centre Fee	TBA
UOL Examination Registration Fee	September (October Session)

- d) If you have failed any module from October session you may choose to re-sit the failed module(s) in May/June session in the next Academic Year.
- e) The Re-sit Registration process for May/June session is the same with Article 3 and 5 of this Handbook. However the deadline for the Registration will be as per the following:

Registration Deadline			
Type	Opening Date	Closing Date	Session
Module Registration <sup>14</sup>	13 <sup>th</sup> December	15 <sup>th</sup> January	May/June
Exam Registration	13 <sup>th</sup> December	1 <sup>st</sup> February	May/June

12 UOL will inform students of the actual release date of results through UOL Student Portal. Alternatively you may see <https://london.ac.uk/current-students/examinations>

13 We recommend you to contact your bank/financial institution to enable your card to make overseas transactions and to increase credit limit where applicable.

14 Module Registration is compulsory every Academic Year. The academic year for the LLB begins on 1st November each year and ends on 31st October.



## 8) ACADEMIC PROGRESSION

- a) While waiting for your results you may proceed to BAC to register for your progressive year (e.g Year 1 to Year 2/Year 2 to Year 3) as seats may be limited for each Academic Intake.
- b) Those who are awaiting a re-sit result from October session are encouraged to register with BAC for progressive year so not to miss higher percentage of syllabus from September Intake.

## 9) TRANSCRIPTS, CERTIFICATE & GRADUATION<sup>15</sup>

- a) You may request for your Transcripts and Certificate via your UOL Student Portal. We strongly recommend you to request these documents to be posted directly to your Home/Office Address.
- b) The Transcripts and Certificate are usually posted, to the mailing address that you have provided, in the month of November/December.
- c) UOL students who have graduated are highly encouraged to participate in the Graduation Ceremony, organized by BAC in collaboration with UOL, which are usually held in October/November every year. You will need to present a completed "GRADUATION REGISTRATION FORM"<sup>16</sup> together with a copy of your Final Year Results in order to purchase your tickets at the Brickstore KL or PJ.
- d) Those who are awaiting re-sit result from October session may join the Graduation Ceremony, organized by BAC in collaboration with UOL, in October/November the following year.

## 10) PROGRAMME CONTACT PERSONS:

- 1) **Mr. Daniel Abishegam – Programme Leader**
- 2) **Mr. Azlan Ameer – Programme Coordinator/Tutor (KL Campus)**
- 3) **Ms. Shastini Nair – Programme Coordinator (KL Campus)**
- 4) **Ms. Gandhimathi – Programme Coordinator (PJ Campus)**

We wish you all the best in your studies!

<sup>15</sup> This is applicable to Final Year students.

<sup>16</sup> This Form can be downloaded at BAC's website or simply picked up from the Brickstore.

**Brickfields Asia College**  
**University of London International Programme**

**UOL Application Checklist<sup>1</sup>**

- ☐ Create an account
- ☐ Upload relevant Certified True Copy<sup>2</sup> Academic certificates under the “Documents” tab
- ☐ Making Application Fee of GBP92 online **before closing date.**
- ☐ Receiving Confirmation email from UOL
- ☐ Receiving Offer Letter<sup>3</sup>
- ☐ Receiving Username to access UOL Student Portal
- ☐ Receiving Password to access UOL Student Portal

---

1 Applicable to Year 1 students registering for the first time.

2 All relevant documents must be Certified True Copy by relevant HOD/UOL Coordinators/Marketing Officers at BAC.

3 You should be receiving an Offer Letter from UOL within 2 weeks from the date of your successful application. If you did not receive your UOL Offer Letter within the stipulated time, immediately contact your Programme Coordinator.

**Brickfields Asia College**  
**University of London International Programme**

**UOL Module Registration Checklist**

- ☐ Log in to your UOL Student Portal using provided username and password<sup>4</sup>
- ☐ Ensure all your personal details are accurate in the UOL Student Portal<sup>5</sup>
- ☐ Ensure you have selected valid mailing address to enable UOL to send Study Materials<sup>6</sup>
- ☐ Select all the modules you would like to study according to your level
- ☐ Ensure all the modules you have chosen is displayed in “**My selections**” tab and submit
- ☐ Confirm your selections by making payments online<sup>7</sup>
- ☐ Receiving Module Registration Confirmation email from UOL

---

<sup>4</sup> <https://my.londoninternational.ac.uk/>

<sup>5</sup> If any of your personal details are incorrect, immediately contact Student Advice Centre or speak to your Programme Coordinator at BAC

<sup>6</sup> If you prefer your Study Materials to be sent to BAC kindly refer to Article 4(a) of this Handbook

<sup>7</sup> You will need to make a payment of GBP470 being the Initial Registration Fee (applicable only to Year 1/Level 4 students) and GBP146 being the Module Fee (per module)

**Brickfields Asia College**  
**University of London International Programme**

**UOL Examination Entry Checklist<sup>8</sup>**

- ☐ A) 2 Copies of **Completed** UOL Exam Entry Form<sup>9</sup>
- ☐ B) 2 Copies of **Completed** latest LPM Form<sup>10</sup>
- ☐ C) Payment of LPM Fee at BAC Cashier **before closing date**<sup>11</sup>
- ☐ D) LPM Fee Payment Receipt<sup>12</sup>
- ☐ E) Submission of A + B + D to Programme Coordinator<sup>13</sup> **before the deadline**
- ☐ Receiving Validation Code from LPM<sup>14</sup>
- ☐ Inserting Validation Code into UOL Student Portal<sup>15</sup>
- ☐ Completing Examination Entry by making UOL Examination Fee online in UOL Student Portal **before closing date**<sup>16</sup>

---

8 Applicable to all examination session including main exams and re-sit.

9 To be downloaded from UOL Student Portal <https://my.londoninternational.ac.uk/>

10 To be downloaded from LPM Website <http://lp.moe.gov.my/>

11 Closing date will be informed by BAC via SMS/Email

12 You will be given an official receipt by BAC after you have successfully made the LPM Fee at the BAC Cashier. The current LPM fee is RM250 (per module – Malaysian)/RM350 (per module – Non-Malaysian)

13 Submission of an incomplete document or failure to submit all the required documents may delay in your Examination Entry with UOL and may result in you not being able to sit for examinations.

14 BAC will upload the Validation Code received from LPM onto BAC's Website <http://www.bac.edu.my/>

15 The Validation Code is case sensitive. Please avoid 'copy pasting'.

16 Current UOL exam fee is GBP178 per module.