



**BRICKFIELDS**  
**ASIA • COLLEGE**

**Programme Handbook**  
**BRICKFIELDS ASIA COLLEGE**  
**FOUNDATION IN ARTS**  
**PRE-UNIVERSITY PROGRAMME**

**N/010/0232**  
**MQA/FA 4074**

## Table of contents

### Contents

A Note on this Handbook.....	3
Staff Contacts.....	4
General School Information.....	5
School specific facilities .....	5
BAC PJ Campus.....	5
Library .....	5
Computer Labs.....	5
School website and location of notice boards.....	6
Programme Overview .....	7
Programme aims / outcomes .....	7
Aims.....	7
Objectives.....	7
Programme Educational Objectives.....	7
Learning Objectives of this programme.....	8
Programme structure.....	9
Programme Regulations .....	10
Unfair Practice.....	11
College Statement on Plagiarism .....	13
Health and Safety.....	15

## **A Note on this Handbook**

This handbook applies to all students taking the Foundation In Arts Programme.

This programme is approved by MQA on the 9<sup>th</sup> January 2014

The approval code for this programme is MQA/FA 4074

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.

## Staff Contacts

- **Programme Director**  
Mr Muralidharan Gopalakrishnan  
[muralidharan@bac.edu.my](mailto:muralidharan@bac.edu.my)
- **Programme Coordinator**  
Ms Usha Subramaniam  
[usharani@bac.edu.my](mailto:usharani@bac.edu.my)
- **Registrar**  
Nur Ilyani Abdul Halim  
[ilyani@bac.edu.my](mailto:ilyani@bac.edu.my)
- **PTPTN Officers**  
Mohd Ridzwan  
[Ridzwan@bac.edu.my](mailto:Ridzwan@bac.edu.my)
- **Feedback**
  - For any feedbacks in relation to the programme students may write to the email below:  
[feedback@bac.edu.my](mailto: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 highspeed 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](http://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 needs your 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 vide 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](http://cms.bac.edu.my)
- Our policies and etc.

## **Programme Overview**

### **Programme aims / outcomes**

#### **Aims**

The programme aims to provide students with in-depth knowledge, communication and critical thinking skills, and creativity and innovation in business. This includes contextual understanding of the dynamism and vibrancy in the business environment, entrepreneurship and professionalism in order to perform effectively and ethically within their specialised areas of Business Studies, hence influencing personal achievement, lifelong learning and contributing to industry development.

#### **Objectives**

The objectives of the course are:

- Technical competence in financial accounting, taxation, and auditing
- Show proficiency in accounting technologies
- Demonstrate research skills
- Create well-written documents on accounting topics
- Deliver an effective oral presentation on an accounting topic
- Defend proposed solutions to accounting problems
- Work effectively in a team environment to generate an acceptable solution to an accounting problem
- Work productively and professionally with co-workers and supervisors to accomplish job tasks

#### **Programme Educational Objectives**

- Graduate acquires the fundamental knowledge and relevant skills
- Possess professional attitudes and ethics necessary in fulfilling his/her responsibilities
- Ability to communicate effectively
- Able to adopt to global environment and maintain lifelong learning
- Conduct research in their field and able to understand and solve problems
- Able to think critically, creatively, innovatively and technology savvy
- Inculcate entrepreneurial skills

## Learning Objectives of this programme

MQF Learning Outcomes Domains	Relation
Knowledge	Describe basic knowledge to prepare them for higher level education in the related field of arts
Practical skills	Apply the knowledge acquired in the respective fields of study
Social skills & responsibilities	Demonstrate sensitivities and responsibilities towards the community, culture, religion and environment;
Ethics, professionalism & humanities	Demonstrate positive attitude, values, and responsibility for their own learning.
Communication, leadership & team skills	List ways to work with effectiveness either independently or as part of a group;
Scientific methods, critical thinking & problem solving skills	Able to record, analyse data and make conclusions based on theories learnt.
Lifelong learning & information management	Demonstrate information technology skills and use selected computer packages
Entrepreneurship & management skills	Demonstrate the skills and confidence to successfully undertake a program of study in Higher Education



## Programme structure

A student who wish to complete this foundation certificate is required to complete the following modules:

Year/Sem	Course Code	Module	Classification
Semester 1	BUS1023	Introduction to Business	Core
	LAW1013	Introduction to Law	
	BUS1013	Business Mathematics	
	SKL1242	Study Skills	
	SKL1123	English Language	
Semester 2	BUS1063	Introduction to Human Resource Management	Core
	ACC1043	Introduction to Accounting	
	BUS1053	Principles of Marketing	
	SKL1233	Writing for Academic Purpose	
	SKL1353	Critical Thinking Skills	
	ENT1001	Entrepreneurship	
Semester 3	FIN1023	Introduction to Finance	Core
	COM1213	Information & Communications Technology	
	SKL1113	Communication Skills	
	BUS1033	Introduction to Economics	
	BUS1043	Communications for Business	
	MAS1001	Media and Society	

Students are expected to complete the above said course contents within the course duration which is normally within 1 year. Upon completion of the 17 modules stated above, students are allowed to progress to complete their degrees in our partner universities abroad or any of their choice universities if the university accepts the programme based on their own equivalency standards. Information on university partners and progression routes can be obtained from the counselling team and BAC.

# **Programme Regulations**

## **ASSESSMENT & EXAMINATION**

Assessment and examination plays a crucial role in deciding a student's capability to understand the modules being tested. It determines the level of understanding and in depth knowledge towards the module and the overall performance in the programme.

For Foundation in Arts, there are 2 (two) types of assessment.

1. Coursework carries 50% of the overall weightage.
2. Final examination carries 50% of the overall weightage.

Final examination contributes 50% of the overall assessment weightage. Thus, it is important for students to understand the rules and regulation of the final examination. Any doubt with regards to the examinations can be addressed to the respective coordinators or the Exams Department. Exams Department is committed in provide a pleasant and equal experience to all the students sitting for the final examinations.

## **ELIGIBILITY**

In order to sit for the final examination, students must meet the following criteria:

1. MUST achieve at least 80% in class attendance.
2. MUST have submitted all coursework tasks within the stipulated deadlines.
3. NO outstanding fee before the final examination.

## **RULES OF ACADEMIC PROGRESSION**

During the course of study, the following academic progression rules apply:

- A student who fails the final examination will be given a chance to sit for a resit exam after the endorsement of their final exam results.
- A student who fails a maximum of 2 subjects in the resit exam will be allowed progression to the next semester and may enrol for all new subjects. The student is then required to sit for the supplementary examination in the following semester (during final examination for the current semester).
- A student who fails 3 or 4 subjects in the resit exam for any one semester may not progress to the next semester. They will need to repeat the failed semester with the subsequent intake.
- The Examination Board has the right to schedule a supplementary examination as and when needed.
- If a student passes a resit or supplementary examination, the new grade awarded will be a "pass" (P) regardless of how well the student has performed in the examination.

## Unfair Practice

Each year the pressure of exams causes some students to engage in the practice of unfair practice. Cases are dealt with most severely. The following is an extract from the Academic Regulation on Unfair Practice: It is an unfair practice to commit any act where by a person may obtain, for himself/herself or for another, an unpermitted advantage. This shall apply whether the candidate acts alone or in conjunction with another/others. Any action or actions shall be deemed to fall within this definition, whether occurring during, or in relation to, a formal examination, a piece of coursework, or any form of assessment undertaken in pursuit of a University qualification. Examples of unfair practice are shown below. These are not exhaustive, and other cases may fall within the general definition of unfair practice.

Examples of unfair practice in non-examination conditions

1. Plagiarism, which can be defined as using another person's work and presenting it as one's own: examples include,
  - Copying another person's work
  - Unacknowledged translation of another person's work in order to present it as one's own.
  - Paraphrasing or adapting another person's work without due acknowledgment.
  - Unacknowledged use of material downloaded from the internet.
  - Use of material obtained from essay banks or similar agencies.
2. Collusion: This occurs
  - When work that has been undertaken by or with others is submitted and passed off as solely the work of one person
  - When the work of one candidate is submitted in the name of another; when this is done with the knowledge of the originator, both parties can be considered to be at fault.
3. Fabrication of data, making false claims to have carried out experiments, observations, interviews or other forms of data collection and analysis, or acting dishonestly in any other way.
4. Presenting evidence of special circumstances to Examining Boards, which is false or falsified or which is, in any way, intended to mislead Examining Boards.

## Examples of unfair practice in examination conditions

1. Introducing into an examination room and/or associated facilities any unauthorised form of material such as a book, a manuscript, data or loose papers, information obtained via any electronic device, or any source of unauthorised information.
2. Copying from, or communicating with, any other person in the examination room and/or associated facilities except as authorised by an invigilator.
3. Communicating electronically with any other person, except as authorised by an invigilator.
4. Impersonating an examination candidate or allowing oneself to be impersonated.
5. Presenting an examination script as one's own work when the script includes material produced by unauthorised means.
6. Presenting evidence of special circumstances to Examining Boards, which is false or falsified or which is, in any way, intended to mislead Examining Boards.

The Examination Board shall apply one, or a combination, of the following penalties:

1. Cancellation of the candidate's marks in part or in whole for any or all assessments taken during the semester or year in question: the Committee should specify whether or not a reassessment is permitted, either for the bare pass mark or for the full mark.
2. Exclusion of the candidate from the College for a specific period or permanently.
3. Disqualification of the candidate from any future examination in the College.

Please make sure you do not fall into the trap of unfair practice. The risks are not worth the penalties. In particular, you should note that departments will randomly check coursework for unattributed material taken from the Web. Where there is evidence of these penalties will be applied as indicated above. Departments will issue further guidance on plagiarism and unfair practice. Make sure you familiarize yourself with it - ignorance will not be accepted as a valid defence.

## College Statement on Plagiarism

Plagiarism is the act of using someone else's work with an intent to deceive. In academic contexts, the point of the deception is normally to obtain higher marks than you think you would get for your own unaided efforts. There are several ways of going about this. You might decorate your essay with some choice expressions from some other source(s), without making it clear that you have done this. You might take substantial chunks. You might copy from notes or essays written by fellow students or even taken from the internet.

In more extreme cases, students might actually submit work to which they have contributed nothing at all, something that is entirely the work of another mind. People who do this do it for various motives. A good and ambitious student might do it because she desperately wants a very good degree result, and is doubtful if he/she can achieve that on his/ her own; or because there is a course in which he/she is relatively weak. A poor student might do it because he/she has been in the pub when he/ she ought to have been work-ing and has no work to submit. Sometimes the motives can be very complex. Whatever they are, plagiarism is intellectual dishonesty.

There is of course a very real risk of plagiarism being detected. A student may feel that he/she will get away with downloading material from the Internet and presenting it as his/her own work. But it is probably worth noting that if you find it there then the lecturer setting the topic in the first place is also aware of it.

Similarly if you copy a fellow student's work, the chances of it being spotted are very high indeed.

No intellectual endeavour is ever absolutely original. Even the most original minds depend on the thoughts and discoveries of their predecessors. And in most intellectual disciplines, students are expected to demonstrate familiarity with the established literature in their field: indeed, this is one of the key competences that you need to demonstrate in most academic fields. Most of the time, you will be citing articles and books that are especially relevant to your enquiry, and making your own contribution to it. That contribution might not be a great one, especially in the early years of a degree programme; but it will, or should, be your own.

Sometimes students can be so weak or under-confident in a subject, again especially early on in their studies, that they really find it difficult to tell what is acceptable borrowing from other sources and what is not. Sometimes, un-acceptable degrees of

borrowing can occur when a student has not actually intended to engage in unfair practice. For this reason, when a member of the academic staff reads work that he/she suspects is not the unaided work of its supposed author, he/she may not at once notify this to the Chairman of the relevant Examining Board but may discuss it first with the student. College staff will exercise proper academic judgement.

If and when he/she decides to do so, the Chair will normally interview the student in the presence of the staff member making the enquiry, to establish whether there was an intention to benefit unfairly. The panel may decide that there was not. This, they may then think, is not unfair, but bad practice. They will probably assign an appropriately low mark to the examined element. If, however, the panel is convinced that there is on the face of it a case of unfair practice, and if the course element constitutes more than 20 credits' worth of the overall assessment weighting for the year of study, the Chairman will notify the College authorities and what happens next will be governed by the College's Academic Regulation on Unfair Practice. The most significant part of this is reproduced in this Handbook. If a case of plagiarism is established, the penalties can be very severe indeed and can result in your permanent exclusion from the College.

Where the assessed element is worth 20 credits or less, departments are authorised to handle the case wholly internally, unless the student chooses to appear before the College's Unfair Practice Committee. In most such cases, the mark for the assessed element will be 0 with possibly no opportunity to re-sit. More severe punishments may also be imposed (e.g. 0 for the module as a whole).

Clearly, however, the most sensible course for a student to pursue, and the course that most students do pursue, is to develop enough academic judgment and self-confidence for them not to be in any danger of such an accusation being made against them. Most students have no wish to gain credit for what they have not themselves contributed, or to gain a qualification that is, even in part, a bogus achievement.

## 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:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions;
- 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;
- not interfere with, intentionally or recklessly, or misuse anything provided in the interests of health and safety at the College;
- wear, where appropriate, suitable protective clothing;
- 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.
- 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.

- 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.
- 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 hone 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.