INTERNATIONAL STUDENT HANDBOOK

AMC THE SCHOOL OF BUSINESS
Lot 43-44, 1st Floor, Likas Square Commercial Complex,
Jalan Istiadat Likas, 88400 Kota Kinabalu, Sabah, Malaysia
Tel: 088-235 218  Fax: 088-245 955
Email: enquiry@amc.edu.my
1. ABOUT AMC THE SCHOOL OF BUSINESS

1.1 Introduction

AMC The School of Business is a Private Higher Learning Institution registered under the Ministry of Higher Education, Malaysia. AMC is a wholly owned company of Advanced Business System Consultants Sdn Bhd (ABSC) founded in 1987. AMC offers a wide spectrum of academic programmes and trainings, ranging from Accountancy, Business, Early Childhood Education, Information Technology, Japanese, Korean, Mandarin and English Language.

Over the years, AMC has earned a strong reputation throughout Sabah for its successful provisions of trainings in ICT and Languages. AMC has also been appointed as approved centre of London Chamber of Commerce & Industry, UK (LCCI) as well as City & Guilds, UK (C&G).

As an institution of higher learning, AMC continues to strive towards educational excellence in the years ahead.

1.2 Vision & Mission of AMC

Our Vision:
A memorable and rewarding learning experience for everyone.

Our Mission:
ABSC is committed to providing excellence in learning, training, and service. We strive to enrich students with skill and knowledge so they can reach their full potentials. We strive to enrich the quality of lives through affordable and accessible learning opportunities.

Our A.S.S.I.S.T. values:
- Accessible to all who seek training
- Support to all who need training
- Service to meet the evolving requirement of learners
- Integrity in our managerial and administrative process
- Strive for the best quality teaching standard to our students
- Teaching everyone with our innovative and flexible courses
2. International Student Unit

2.1 About Us

AMC’s International Student Unit (ISU) is located at first floor, Likas Square Commercial Centre, Jalan Istiadat, Likas, Kota Kinabalu, Sabah, Malaysia. The office will be shared with the current main campus of the College.

ISU is responsible for the management of international students from recruitment to graduation. This includes: marketing and recruitment; student visa arrangement; dealing with student affairs and many others.

The major function of ISU is to assist international students with advice and information with regards to immigration procedures and Student Visa application for study in Malaysia. The unit also provides advice and assistance to help international students adjust themselves to a new living environment in Malaysia.

Other functions of ISU are to perform activities that promote and support the College’s international education business.

The key responsibilities of the Unit are:

- To implement and administer the College’s international students strategies.

- To plan, implement and monitor support services for international students with high quality standard.

- To plan the College’s international marketing and promotional strategies to sustain its image in the international arena.

- To comply all the regulations in the extent of international students operations from MOHE and MOHA

- To develop strategies on building and maintaining good relationships with all international students and relevant counterparts.
2.2 Organization Chart

Our Contact:
International Student Unit
AMC The School of Business
Lot 43-44, 1st Floor, Likas Square Commercial Complex,
Jalan Istiadat, Likas, 88400 Kota Kinabalu, Sabah, Malaysia.
Phone: 088-235 218   Fax Number: 088-245 955
Email: isu@amc.edu.my

2.3 International Support Services Section

AMC’s International Support Services Section is responsible to assist international students in their transition into life at AMC, Kota Kinabalu, Malaysia. We provide students with the necessary information and assistance that would help them to learn and adapt to the local culture and lifestyle; so that they can fully and comfortably experience a diverse international environment.

Functions:

- Immigration Matters
- Arrival and Returning Home Assistance
- Accommodation
- Adaptation & Inter-cultural Programmes
- Student Activities & Welfare
- Counseling (Academic & Non-Academic)
2.3.1 Programmes For International Students

Interaction programmes are organised either by the International Student Unit or AMC’s Student Affairs Unit to promote excellent relationship among fellow international students and cultural understanding. Such activities include:

- Programmes and activities for international students;
- Gatherings for families and friends;
- Meetings with fellow countrymen.
- Understanding to the Malaysian Cultures

3. REGISTRATION FOR NEW AND CONTINUING INTERNATIONAL STUDENTS

3.1 Pre-Departure Information

Checklist before arrival:

3.1.1 Obtain any necessary student visa/entry clearance for study in Malaysia.

3.1.2 Apply for housing with the application form for housing that was sent to you by the International Unit.

3.1.3 Confirm your acceptance of programme to the College by sending the confirmation form and check the date you are expected to register with the College.

3.1.4 Check that you have health insurance coverage for your family members if you are bringing along your family to Malaysia.

3.1.5 Book your trip. You should try to arrive on the arrival day(s) recommended by the College.

3.1.6 Attend the New International Student Welcoming Programme (orientation programme).

3.1.7 Bring with you original copies (and translations) of relevant certificates and examination results.

3.1.8 Inform us of your arrival. This is very important and convenient to you so that the International Unit can arrange for you to be picked up by the College.
Checklist of document or information to carry in your hand luggage for the journey to Malaysia:

- Passport with any necessary student visa or Visa Approval Letter (VAL)
- Travel/flight tickets
- Malaysia currency/traveller’s cheques
- Travel/personal insurance documents
- Letter confirming accepted offer of a place from College
- Evidence of your finances (bank statement, sponsor’s letter)
- Address and phone number of the International Unit or College
- Address and contact number of the hotel/hostel that you have booked

3.2 Upon Arrival Information

Important Information

On arrival at Kota Kinabalu International Airport (KKIA), please take note of the following:

3.2.1 Disembarkation Card

Complete a disembarkation card and hand it to the Immigration officer together with your passport and visa.

3.2.2 Declaration and Prohibited Items

International students are required to declare any plants or plant-related materials like seeds, flowers and fruits in one’s possession to the Custom Officers or Plant Quarantine Inspectors. Taped or recorded video cassettes should also be submitted for clearance. Prohibited items include flick knives, daggers and pornographic materials and illegal drugs. In Malaysia, the penalty for trafficking illegal drugs is mandatory death sentence.

3.2.3 Duty Free Allowance

International students staying for a minimum of 72 hours are given a personal duty-free allowance of:

i) 200 cigarettes or 50 cigars or 225gms tobacco
ii) 1 bottle (1 liter) of liquor or wine
iii) Cosmetics, perfumes, clothes etc. for personal use
iv) Gifts and souvenirs not exceeding RM200.00
3.2.4 Health Requirement at KKIA

International students arriving from areas affected by Yellow Fever disease from endemic zones (South Africa and South America) and other infected areas are required to present their International Health Certificates. This regulation does not apply to children below the age of one year.

If you need any assistance, please go to any information counters at KKIA. If you need further assistance, please contact the International Unit.

For further information, please visit:

- http://www.imi.gov.my
- http://www.customs.gov.my

3.3 Transportation

Students may take several means of transportation to reach College:

3.3.1 By Bus - For direct airport Bus Services to KK City Bus Terminal, then transit bus to Likas Commercial Centre, where the College is located. To purchase tickets, please take note of the different routes and enquire at the ticket counter.

3.3.2 By Taxi - Is the easiest way to get to the College, as the distance between the College and KKIA is about 10 minutes. You should purchase taxi coupons at designated counters outside the arrival hall.

3.3.3 Pick up by International Unit – make sure that you have informed the Unit; or you can call the unit upon arrival.

3.4 New International Student Orientation Programme (NISOP)

NISOP is a special programme organised by the International Unit and it is designed to:

- introduce the non-academic support services and facilities offered at AMC
- help you to adjust to your new life at AMC and Malaysia
- assist you to be familiar with matters pertaining to health, finance, banking, etc
- housing, visa and student pass, security, academic orientation pre-briefing
- guided tour around the campus, library, Kota Kinabalu city, facilities offered and preparation for your academic registration
introduce you to the College departments and officers, management members, clubs and heads, the people you will deal with during your study duration.

For further information on NISOP, international students can contact the International Unit, AMC the following address:

International Unit  
AMC The School of Business  
Lot 43-44, 1st Floor,  
Likas Square Commercial Complex,  
Jalan Istiadat, Likas,  
88400 Kota Kinabalu, Sabah, Malaysia.  
Phone: 088-235 218  Fax Number: 088-245 955  
Email: enquiry@amc.edu.my  
Website: www@amc.edu.my

3.5 Academic Registration

All admission applications to the, diploma and certificate programmes can be made either through the AMC’s Website at: www.amc.edu.my, on-line basis, or through the International Unit. Please refer to the website for the intakes schedule for each of the programme.
4. **ACCOMODATION**

AMC College offers a luxury concept of fully furnished apartment in Likas Square Commercial Complex, Kota Kinabalu, Sabah. The apartments are sharing the same complex with AMC College with a stone’s throw distant.

All apartments are elegantly decorated and facing the scenic Likas Bay and Mount Kinabalu. The Apartments are modern with a wonderful atmosphere of peace, tranquility; each unit features a spacious living room, dining area, fully equipped kitchenette, all with individually controlled air-conditioning, television, telephone, refrigerator and coffee and tea making facilities.

Each unit includes a master bedroom with a king-sized bed and an en-suite bathroom with a walk–in shower, two twin-bedded rooms and a common bathroom with walk-in shower. Each suite can comfortably accommodate 6 adults.

Strategically the College and the apartments are located in the city, and with a commercial centre comprise food court, restaurants and various types of stores and parking spaces. The area also adjoining with the famous Likas Sport Complex, where it contains multi-sporting activities.
5. PASS AND VISA PROCEDURES

5.1 Introduction

5.1.1. Student Pass

The Student Pass is issued by the Immigration Department of Malaysia (IDM) to a foreigner to reside in Malaysia for education purposes. It comes in the form of a sticker in the passport.

5.1.2. Visit Pass (Social)

The Visit Pass is an approval issued by the IDM to the student’s immediate family members (husband / wife / children / mother / father) during their studies.

ONLY postgraduate students are allowed to bring along their family members during their studies.

5.1.3. Visa

i. A visa is an endorsement in the passport or other recognized travel document of a foreigner indicating that the holder has applied for permission to enter Malaysia and that the permission has been granted.

ii. Foreign nationals who require visa to enter Malaysia must apply and obtain a visa at the Consular Section in the Malaysian mission in or near the country of origin before leaving their respective countries.

iii. The issuance of a visa does not ensure the individual entrance to Malaysia. Final decision is dependent on the Immigration Officer on duty at the entry point.

iv. Type of Visa:

a. Single Entry Visa (with reference / without reference)

   i) Generally issued by the Malaysia Representative Office abroad.

   ii) Visa with reference

       - Obtained approval from IDM
       - Have specific intentions for coming to Malaysia (study/business)
       - Certain foreigners who wish to study in Malaysia MUST obtain approval from IDM and enter with VISA (with reference)

b. Multiple Entry Visa - Issued by IDM
5.2 Student Pass/Visa Requirement For New Students **

A student candidate is advised to obtain a visa before entering Malaysia.

In Malaysia, Education Malaysia Global Services (or “EMGS”) a wholly owned subsidiary of the Ministry of Higher Education is the only organisation authorised to process Student Visa and Pass Applications for international students who wish to study at private higher education institutions in Malaysia. All applications for these passes must be made through EMGS who will obtain relevant government approvals on behalf of the student and institution. Please note students cannot apply directly to EMGS but must go through the institution they have accepted an offer of study with.

For details or updated information of EMGS and Student visa/pass application, please click: http://www.educationmalaysia.gov.my

You may also refer to our “student visa or pass application procedure”, please click here

5.3 Student Pass/Visa Flow Chart

Step: 1
Register a Course at AMC:

Step: 2
Apply Visa Approved Letter (VAL) through EMGS:
1. 2 sets of passport (all pages) with certified true copy
2. passport photos (with BLUE background 3.5cm X 5cm)
3. Letter of offer (from AMC)
4. A copy of academic qualifications with certified true copy
5. A copy of IMM 14 form(prepared by College)
6. Personal bond (prepared by College)
7. No Objection Certificate for students (from Sub-Saharan Africa)

Step: 3
Apply Visa Approval Letter (VAL) for Student:

Step: 4
Student Travels to Malaysia
6. INSURANCE AND HEALTH

All new and current international students are required to take up a health insurance scheme. This health insurance scheme is required by the Ministry of Higher Education (MOHE) and the Immigration Department. The health insurance scheme is ranging about RM500 per student per year.

The insurance coverage includes the following benefits:

- i) personal accident & death;
- ii) hospitalization at private hospitals; and
- iii) repatriation.

All international students are required to pay a Deposit of RM500 medical fee per semester. This amount is to cover outpatient clinic services in case of any emergency, the amount is refundable to student at the end of the course if there is any balances.

Both the medical fee and the cost of the health insurance scheme are included as part of the semester fees which are paid to the College. The insurance scheme is COMPULSORY for all international students.

7. STUDENT SAFETY

7.1 Security

The College and the student hostel / apartment are housed in the same complex. The complex management is practicing ISO 9001:2008 procedures on security operations. In addition, the College also employed a small team of security guards to safe-guard the college.

For student hostels, the apartment management also provides an extensive security services to all units and the entire compound. In additional, The International Student Unit
shall also monitor the safety matters, and shall liaise closely with the apartment management.

7.2 On- And Off-Campus Safety Tips

Personal safety is an issue that all individuals should view as an important aspect of everyday life. Personal safety should not be taken lightly, as it may lead to the loss of valuable personal belongings and life! As an international student in AMC, you should always make an effort to increase the awareness of your personal safety. There are measures and steps that you can take to minimize the risk of being a victim of theft and other crimes.

Upon Arriving in Malaysia:

- Make sure that your passport, relevant travel documents and identification cards or documents are securely kept. These documents are important to prove that you have entered Malaysia legally.

- Have sufficient cash in Malaysian currency (RM) for small business transactions during your first few days in Malaysia. To be safe, you are advised to carry excess cash in the form of travellers’ cheques.

- Make copies of your passport and other travel documents as well as identification cards or documents. Keep them separate from the original documents. Should you lose your original documents, the copies of these documents can be used to make a police report and facilitate application for replacement documents.

- If you are travelling alone, you should keep your luggage and personal belongings with you at all times. This is to prevent theft on your luggage and personal belongings. If possible, invest in a neck pouch where you can safely carry your valuable personal belongings such as passport, cash and identification card(s) or document(s).

- Have some padlocks with you so that you can lock your luggage to prevent theft and pilfering.

- Never carry things for anyone. If you do, chances are you will be turned into a drug mule by drug trafficking syndicates. Possession of illegal drugs is a serious criminal offence in Malaysia, which can amount to death sentence upon conviction.

When leaving Kota Kinabalu International Airport (KKIA):

- When leaving KKIA for AMC or a hotel, make sure that you have all your luggage and personal belongings. This is to ensure that you do not leave anything behind.
• If you are travelling in a taxi, do have some cash ready in Malaysian currency (RM) for the taxi fare.

• Upon arrival at UPM, do register yourself at International Student Unit. Make sure that you update your contact details at International Units from time to time, so that assistance can be provided in case of any emergencies.

7.3 On-Campus Personal Safety

Although the College is generally safe, you should be aware that criminals are desperate individuals who will take every opportunity to attack potential victims. The Complex management security personnel conduct regular patrols around the complex but they cannot be at all locations within the College at the same time. As an international student, you should always be aware of your surroundings to prevent yourself from becoming a crime victim.

7.3.1 Personal safety in residential colleges

• Residential colleges have separate blocks for male and female students. All areas in the female college are out of bounds to male students and outsiders, and vice versa.
• Always keep your room door locked, even if you are just using the common areas such as the lounge and bathroom. Thieves often take the opportunity to steal from unlocked rooms.
• Make sure that your valuable belongings are locked in the room. Never provide an easy target for the thieves to steal, should there be a break-in.
• Do not leave any signs that you are not in your room. This will make your room an easy target for break-in.
• When using the common areas such as the lounge and pantry, do not leave your personal belongings unattended.

7.4. Safety Tips When Involved in Traffic Accident

a) Stop immediately at the nearest safe location. Do not admit liability for the accident, even if you feel that you are responsible.

b) If anybody has been injured in the accident, notify the police. The police should also be notified of injury caused to animals such as dogs, horses or farm animals.

c) We are under a legal obligation to provide to any person who may require the information with our own name and address, as well as the name and address of the vehicles owners.

d) You should obtain the name and address of all others who are involved in the accident, together with details of the vehicle owner and the name, address
and policy number of their insurer. They are under a legal obligation to provide this information to you. If possible, also obtain the insurance broker’s details and telephone numbers of all parties concerned.

e) Your insurers will require that you report any accident to them, even if you do not feel that you are responsible. You will need to complete one of their accident forms. It is advisable to make a note of the following additional information at the scene:

i) Exact time, date and location of the incident.
ii) The make, model, registration number and colour of all other vehicles involved.
iii) The names and addresses of any witnesses.
iv) The road layout, and any relevant road signs/markings.
v) The prevailing weather conditions.
vi) The traffic lights and indicator lights other vehicles were displaying (if appropriate).
vii) The nature of any injuries suffered.

At the Time of the Accident

a) STAY PUT. Do not leave, even if you intend to come back or you have to get to work or attend lectures. Only a medical emergency or imminent threat of bodily harm can excuse you from the scene. If you hit another car and the owner is not around, leave a note on the vehicle with your name, address and phone number where the owner can readily see it.

b) MAKE SURE ALL INVOLVED VEHICLES ARE TURNED OFF and their hazard lights/flashers are on.

c) USE A FIRE EXTINGUISHER WHERE POSSIBLE. If there is a small fire in, near the engine, or in the car’s interior, use it. If the gas tank is involved, do not attempt it. In addition, DO NOT USE WATER to put out gasoline or electrical fires.

d) CALL AN AMBULANCE if the crash was serious, vehicles are left immobilized in the middle of the street, there is blood or broken bones, or if you believe alcohol was somehow involved.

e) EXCHANGE INFORMATION. Get the other driver’s name, address, drivers’ license number, car license number/ Vin and his insurance company and policy number and vice-versa.

f) GET WITNESS INFO. Take down the name, address, phone number and any other contact information of every witness you can find.
7.5 General Tips When Stopped By the Police

a) A Police Officer can ask you to pull over at any time.

b) If you are stopped, pull over, sit still and wait for instructions.

c) If you are stopped at night, turn on your interior dome light.

d) Place your hands on the steering wheel.

e) Produce your identification card when asked. You will be asked for your driver’s license, insurance and car registration information. If he/she ask for such information, you must comply or you can be arrested. Inform the officer where your identification is before you reach for it.

f) In certain cases, your car can be searched without a warrant. To protect yourself, you should make it clear, (verbally) that you do not consent to a search. It is not lawful for the police to arrest you simply for refusing to verbally consent to a search.

g) If you are given a ticket you must sign it, otherwise you can be arrested. Signing the ticket is not an admission of guilt.

h) Advise your friends in the car to comply with the officers instructions and to remain calm.

In the event you are stopped by uniformed police officers while driving

a) Stop the car and wind down your window.

b) If the police officers ask for your documents, request to see their IDs first.

c) If you are satisfied about their identity, ask them if you are being summoned, and for what offence.

d) Produce your identity card and driver’s license and wait to collect your summon ticket.

In the event that the police officers ask you to follow them to the police station

a) Ask if you are under arrest and for what offence.
b) If you are not under arrest, you have the right to leave.

In the event you are flagged down by persons you believe could be plainclothes police

a) Do not stop, because plain clothes police officers do not have the authority to stop you.

b) Drive to the nearest police station and lodge a report.

(Note: The same procedure applies to pedestrians)
8.0 STUDENTS REGULATIONS

8.1 General Regulations

8.1.1 General Prohibitions

A student shall not:

a) Conduct his personal business on or off campus in manners that can jeopardize or affect the interest and the good name of the College, students, staff, morale, politeness, discipline, peace and public safety.

b) Infringe any rule or written law whether it is on or off campus.

c) Interrupt teaching, study, research, administration and other activities permitted by the College.

d) Prevent or obstruct any member of the College staff from performing his or her duties.

e) Prevent or obstruct any student from attending a lecture, tutorial or class or from participating in a lawful activity.

f) Organize or participate in boycotting an examination, lecture, class or activity that is lawfully performed with the College’s permission.

g) Vandalise or do anything that may cause damage by any means to any property in the College.

h) Disturb or remove any object, item or known property that will cause obstruction, difficulties or harm towards a person.

i) Violate any directive or request by the College’s Librarian or a library personnel with regard to the use of the library and its facilities.

j) Bring any book, paper, document or picture, except those allowed by the examiner, into or out of an examination hall or receive any book, paper, document or picture from any other person during an examination except from the invigilator authorized by College’s examinations board.

k) Communicate in any way with any student during an examination.

l) Cheat or attempt to cheat during an examination.
8.1.2 Organizing Assembly
Organizing an assembly requires permission from the College. A student shall not arbitrarily hold, organize or invite any assembly.

8.1.3 Poster/Advertisements
A student is prohibited from scribbling and posting any type of posters, advertisement or any paper materials on walls or driving a nail into a wall that can cause damage. Any advertisement may only be posted on the notice boards provided, with an endorsement from the administration of the College.

8.1.4 Publication
A student who wishes to publish and distribute any form of document must obtain prior permission from the College.

8.1.5 Part Time Employment
Students are not encouraged to work either part time or full time unless with the College’s permission. This applies only to full time local undergraduate students. Regulation on part time employment for international students is based on procedures issued by the Immigration Department of Malaysia.

8.1.6 University Representation
A student is prohibited from giving comments or statements related to the College to the newspaper either verbally or in writing.

8.1.7 Gambling on Campus
Gambling or any form of betting is prohibited at all times whether in private or in groups.

8.1.8 Alcoholic Drinks
Alcoholic or intoxicating drinks and food forbidden by Islam are not allowed on campus at all times. Therefore, a student is prohibited from consuming alcoholic drinks as it leads to adverse consequences and loss of self-control that can result in immoral behaviour.

8.1.9 Pornographic Materials
Students are prohibited from possessing or distributing pornographic materials at all times.

8.1.10 Smoking
The University is a non-smoking campus.

8.1.11 Drugs and Poison
Students are prohibited to take or keep any form of drugs or poison.

8.1.12 Hazing
Senior students are prohibited from hazing new students. Those who are involved in hazing or any abusive form of initiation will be charged with disciplinary action which can lead to expulsion from the University.
8.1.13 Prohibited Areas
Students are not allowed to enter any prohibited area.

8.1.14 Defiance
Students who fail to comply with the rules and regulations set by the College authorities can be charged with disciplinary action.

8.2 Academic Regulations

8.2.1 Class Attendance
Student must attend lectures, tutorials, classes or any teaching and learning activities related to their course of study. A student can be absent only if he/she gets the permission to do so from the officer or lecturer.

8.2.2 Limitations on the use of Lecture Notes
Students are not allowed to make copies of the lecture notes given by lecturers unless permitted.

8.2.3 Plagiarism
Any kind of plagiarism is strictly prohibited. Plagiarism includes taking ideas, data or invention of others and acknowledging them as one's own work.

8.2.4 Attendance in Examination
Every student who attends a course study must sit for the corresponding examination. Exemption is given to students who have obtained permission from the College.

8.2.5 Conduct during Examination
Students have to be honest with themselves during examinations and any form of cheating is not allowed. Students are not allowed at all times to bring into the examination hall any materials such as books, working papers, notes, or documents, unless the material was distributed by the invigilator as approved by the examination board.

8.3 Residential College Regulations

8.3.1 Guests
Guests who wish to stay overnight must obtain permission from the College Principal.

8.3.2 Prohibited Areas
Male students are not allowed to enter zones designated for female students and vice-versa (except for on-duty college administrative officials).
8.3.3 Possession of Inflammable and Dangerous Materials
Students are prohibited from keeping in the room / bringing / possessing any inflammable materials like petrol and chemicals and dangerous sharp objects like knife and sword unless permitted by the College. Students are also prohibited from playing with fireworks in the premises of the college.

8.3.4 Room Inspection
The college administrative officers have the right to enter a student’s room at any time to carry out inspections. Therefore students do not have the right to prevent any staff or officer from carrying out his/her official duty.

8.3.5 Pets
Students are not allowed to keep any pets in the premises of the college.

8.3.6 Electricity
Students are not allowed to make any illegal extension or to temper with the electrical supply. Students should switch off all electrical appliances upon leaving their room. This is to avoid wastage and unnecessary accidents.

8.3.7 Silent Hours
Silent hours are in effect from 12 midnight to 7.30 a.m. including other times as set by the college administration. During these hours, please talk softly and ensure that no loud noise is made that will disturb residents who wish to study or sleep.

8.3.8 The Use and Care of College Property
Students are requested to use the college property with great care to ensure that future students can use the facilities provided.

8.3.9 Changing of Rooms
Students have to reside in the room given by the college administration and are not allowed to change rooms except with written permission from the College.

8.3.10 The Principal’s Authority
The Principal or any other officer authorized by the College has the right to issue oral or written orders when deemed necessary to ensure the smooth running of the college.

8.4 Student Dress Code

8.4.1 Dressing
a) Students have to display their student card at all times while in campus.

b) Students are prohibited from wearing clothes or accessories which can be associated with any group or organization which can result in disharmony on campus unless permission is obtained from the Principal.
c) Students must comply with the dress code set by the authorities of the College. For example, the laboratories have their own regulations on dress code.

d) Students are not allowed to dress in tight, figure hugging, revealing sexy clothes and also to cover their faces (veil). The list of prohibited clothing items include shorts or skirts above the knee, collarless T-shirts, sleeveless dresses/T-shirts/shirts, slippers, veils, faded jeans and ear piercing for male students and multiple ear piercing for female students.

e) Students are not allowed to display their tattoo on any part of the body.

8.4.2 Hair
a) Hair must be kept neat at all times.
b) Male students are not allowed to keep their hair long.
c) Outrageous hair-do is not allowed for both female and male students.
d) Students are not allowed to colour their hair.

8.4.3 Conduct
A student found guilty of misconduct can be imposed with any or more of the penalties listed below:

a) A warning.
b) A fine of not more than RM 200.
c) Suspension from using some or all of the College facilities for a certain period.
d) Exclusion from any part of the College for a certain period.
e) Exclusion from the University.

9. Useful Contacts

9.1 Kota Kinabalu Hotels at Reasonable rate (1 – 3 stars)

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<thead>
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<th>No.</th>
<th>Hotel Name</th>
<th>Contact No.</th>
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<tbody>
<tr>
<td>1</td>
<td>Kinabalu Daya Hotel</td>
<td>088-240 000</td>
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<tr>
<td>2</td>
<td>Capital Hotel</td>
<td>088-231 999</td>
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<td>3</td>
<td>Mandarin Hotel</td>
<td>088-225 222</td>
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<td>King Park Hotel</td>
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<td>Jesselton Hotel</td>
<td>088-223 333</td>
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<td>Horizon Hotel</td>
<td>088-518 000</td>
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<td>7</td>
<td>The Palace Hotel</td>
<td>088-211 911</td>
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<td>Sixty 3 Hotel</td>
<td>088-212 663</td>
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<td>Zara Hotel</td>
<td>088-488 976</td>
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<td>10</td>
<td>Imperial Boutique Hotel</td>
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</tbody>
</table>

### 9.2 Main Bank Listing Nearby Likas Square In Kota Kinabalu, Sabah

<table>
<thead>
<tr>
<th>No.</th>
<th>Hotel Name</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CIMB Bank Berhad</td>
<td>088-233 214</td>
</tr>
<tr>
<td>2</td>
<td>AmBank (M) Berhad</td>
<td>088-246112</td>
</tr>
<tr>
<td>3</td>
<td>HSBC Bank</td>
<td>088-251 828</td>
</tr>
<tr>
<td>4</td>
<td>Alliance Bank</td>
<td>088-251 177</td>
</tr>
<tr>
<td>5</td>
<td>Hong Leong Bank</td>
<td>088-250 811</td>
</tr>
<tr>
<td>6</td>
<td>RHB Bank</td>
<td>088-216 188</td>
</tr>
</tbody>
</table>

### Telephone

Most public phones accept coins of 10 sen, 20 sen, 50 sen and phone card. Buy phone cards at town and the shop on campus. If you wish to get a local mobile number, you can choose a prepaid starter kit with a SIM-card from several operators. There are Maxis, Celcom, Digi. You can top up your account with a prepaid top up card that are available everywhere in town and at shops at residential college. Mobile starter kits can be bought from booths along the streets and shopping centers.

### International Calls

To call home dial 00 + country code + the number (if the number start with a zero you may need to omit it).