



International Student Handbook

**First Edition
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Welcome to ADMAL Aviation College

ADMAL Aviation College is a local private institution dedicated for education and training in the field related to aviation engineering in Malaysia. The main objective of the college is to provide quality education in aviation engineering discipline in both knowledge and technical "know-how".

The college has made collaboration with Universiti Kuala Lumpur (UniKL), a reputable university in aviation engineering, as our strategic partner in developing aircraft maintenance program and as to support the current demand in aviation maintenance engineering sector. Through this collaboration, ADMAL Aviation College is established to provide engineering technology education at Diploma level along with UniKL-MIAT, and to conduct other courses or customized programs to meet the demands of growing aviation industry in this region.

The college is set-up to be in compliance with both the MOHE and DCA of Malaysia requirements for its education and training approval. The college facility is strategically located at BBST Business Park, Bandar Baru Salak Tinggi in the "City of Aviation" Sepang.

The college training facilities will be supported by the ADMAL group of companies to provide aircraft life experience, which is very important towards program recognition by DCA Malaysia, at our 4 operating services and maintenance hangars in Sungai Besi, Kuala Terengganu, Sandakan and in Senai, Johor.

Currently, ADMAL owns 14 aircraft ranging from Piper Cherokee to Boeing 737. ADMAL is also supporting 28 clients' aircraft under the service and maintenance contract. The company had established more than 9 years experience and now extending that experience and resources to our future generation of aircraft maintenance engineer through our college. With these, it makes ADMAL Aviation College unique, where the students can eventually gain their experience in maintaining live operation aircraft as part of the program structure within our own resources, compared to equivalent programs of other institutions in the country.

International Student Office (ISO)

International Student Unit (ISU) assists all international students in matters pertaining to their studies while at ADMAL Aviation College. The scope of services offered includes registration, course counseling, student pass/visa application and immigration procedures, and airport pick-up.

All international students are required to produce an approval letter from the Immigration Department of Malaysia upon entering Malaysia and possess a valid student pass and/or visa while studying in Malaysia. ISU will assist new international students to obtain the approval letter and student pass and/or visa.

For assistance, please contact or meet us at:

INTERNATIONAL STUDENT OFFICE
ADMAL Aviation College
Level 2, West Wing,
No. 24-34, BBST Business Park,
Bandar Baru Salak Tinggi,
43900 Sepang, Selangor, MALAYSIA

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Study in Malaysia

Malaysia is a country located in Southeast Asia. It comprise of 13 states and 3 Federal Territories with a total landmass of 329,847 square kilometers (127,355 sq mi) which is divided into Peninsular Malaysia and the states of Sabah and Sarawak on the island of Borneo.

The capital city is Kuala Lumpur, while Putrajaya is the seat of the federal government. The population stands at over 28 million with 80% of the population living in Peninsular Malaysia. The main ethnic groups in Malaysia are Malays, Chinese, Indians, Eurasians and about 50 different indigenous groups.

Malaysians also celebrate numerous colorful festival and holidays. The main festival is the Hari Raya Aidil Fitr (Eid) which is celebrated by Muslims at the end of the fasting month of Ramadhan, the Chinese Lunar New Year is celebrated by Chinese Malaysians and the Hindus celebrate Deepavali, or the festival of lights.

A unique feature in Malaysia during these festivities is the practice of the 'open house' concept, where friends, family and neighbors are all welcomed into the homes of those celebrating a particular festival, for a meal and to enjoy the festivities together with their host families.

Studying in Malaysia can provide you with opportunities to learn many things such as the social customs of various ethnic groups and on how to handle lifestyles, beliefs and worldviews which may differ greatly from yours. This could help to broaden your outlook and understanding, which is important for both personal growth as well as for business purposes.

The internationally accepted business cultures of punctuality, modest corporate attire, loyalty to organization, teamwork and working harmoniously with co-workers are the norm in Malaysian work culture.

Some customs to observe:

- ❖ Address people using titles such as 'Mr', 'Miss', 'Encik', 'Puan', and so forth (the latter two being the Malay terms for 'Mr' and 'Mrs'), instead of just calling them by their first names.
- ❖ Introductions are normally acknowledged with a handshake. In the Muslim culture, handshakes are normally between people of the same gender.
- ❖ With many Malaysians, it is important to use the right hand in accepting or giving things.

Departure Information

Things to do Before Departure

1. Confirm your acceptance of program by sending the acceptance form to the college ISO with acceptance fee of RM250 (to be paid earlier via telegraphic wire transfer to college account as per Appendix 1).
2. Ensure you have your Visa Approval Letter and the original Letter of Offer from the college ISO before your journey to Malaysia.
3. Prepare all your original copies (and translations) of relevant certificates and examination results to be carry with you to Malaysia.
4. Arrange your travel trip to arrive in Malaysia before the registration day (at least 1 day earlier) where the date will be advised by the ISO. Please inform the ISO of your arrival date and time for airport pick-up arrangement.
5. Ensure that your passport remain valid for minimum 1 year from the Registration Date.
6. Ensure that you and your family (if accompanying your trip) have medical insurance coverage for the period of stay in Malaysia.

Please refer to departure checklist below for quick guidance.

Departure Checklist

1. Passport
2. Student Visa/Student Pass
3. Letter of Offer/Admission
4. Visa Approval Letter
5. Financial Document/Evidence
6. Medical & Health Report
7. X-Ray Report and Film
8. Insurance Document
9. Travel / Flight Tickets
10. Malaysia Currency / Traveler's Cheque
11. College ISO Contact Information
12. Hotel Contact Information
13. Original Copy of Academic/School Certificates

Arrival in Malaysia

On arrival at KLIA, please take note of the following:

Disembarkation Card

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

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.

Duty Free Allowance

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

- 200 cigarettes or 50 cigars or 225gms tobacco
- 1 bottle (1 liter) of liquor or wine
- Cosmetics, perfumes, clothes etc. for personal use
- Gifts and souvenirs not exceeding RM200.00

Health Requirement at KLIA

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 KLIA. If you need further assistance, please contact the College ISO.

Registration

Student Registration

- ❖ Reporting to International Student Office (ISO)
 - All international students are required to report to the ISO very academic semester enrolled to update their student status.
 - Student is required to update immediately of any changes in their personal information to the ISO.
 - ISO is responsible to notify the Malaysia Immigration Department if the student:
 - ✓ Switches to another program of study
 - ✓ Terminates his/ her studies
 - ✓ Transfers to another institution
 - ✓ Has been absent from classes or activities for more than 3 days
 - ✓ Applies for study leave
 - New student is required to submit their original passport for Student Pass application process and to complete personal bond form and pay the fee at the ISO.

- ❖ New Student Registration
 - New student must show prove of payment of all applicable fee prior registration.
 - New student will be automatically registered for first semester subjects.
 - New student is MANDATORY to attend the international Induction session organized by the ISO.

- ❖ Continuing Student Registration
 - Student must show prove of payment of all outstanding and applicable fee prior registration.

Academic Registration

- ❖ All students are required to register all subjects to be taken in each semester using the Subject Registration form before each semester begins.
- ❖ Academic registration can be made during semester break, but before first day of class, provided all current and outstanding fees has been paid to the College.
- ❖ Further subject registration requirements, please refer to Academic Handbook.

Personal Matters

Personal Health

- ❖ All students must submit original health examination report, original laboratory results, chest X-ray film during the registration as regulated by the Ministry of Higher Education Malaysia.
- ❖ Student having health problem during the course of their study at the college may inform the College officer for further medical inspection at nearest clinic or hospital.
- ❖ The ISO will assist and provide information of nearby clinic or hospital for student.

Insurance

- ❖ In compliance with the Malaysian Ministry of Education's Code of Ethics, it is obligatory that all international students have medical insurance coverage throughout the period of study in Malaysia.
- ❖ Medical insurance is organised for full-time international students by the ISO with applicable fee.
- ❖ Student will be provided with medical card along with the list of panel clinic or hospital by our insurance provider.
- ❖ The medical insurance coverage policy is valid as long as you are a registered full-time student of the College.
- ❖ For further insurance information, please refer to ISO officer.

Banking

- ❖ Students are not advised to carry a lot of cash or keeping large amount of money in your room or during daily living.
- ❖ The ISO will assist student to open local banking account to ease financial transaction made with the banks in your home country.
- ❖ Documents required for opening new bank account.
 - Letter "Opening Bank Account" issued by the College ISO to confirm you are a student in Malaysia.
 - Original passport.
 - A minimum deposit of RM 250..

Do's & Don'ts

General rules and regulations:

- ❖ A student must abide by Malaysian law at all times.
- ❖ A student has committed a case of misconduct when:
 - He is found guilty of criminal charges by the court;
 - He is involved in any jobs, trades or the like, on part-time or full time basis, which are deemed illegal in the Immigration Ordinance 1959 and the Immigration Rules and Regulations 1963 or other laws or that which could affect his studies.
- ❖ A student is to abide by all the rules and regulations that are enforced by the college as per the Student Handbook (Rules and Regulations)4.
- ❖ A student must at all times respect the culture, norms and beliefs of the locals.

Student pass

- ❖ Any international student who wishes to study in Malaysia is required to obtain a Student Pass.
- ❖ Application has to be made through International Student Office (ISO) prior to entry.

Permission to work part-time

- ❖ A student is permitted to do part-time work for 20 hours per week during semester breaks or any holiday exceeding 7 days.
- ❖ A student is permitted to work part-time in Restaurants, Petrol Kiosks, Mini Markets and Hotels only (excluding singer, masseur, musician, GRO and other activities deemed immoral) as long as the student pass remains valid.
- ❖ Students are not permitted to work as cashier.
- ❖ Permission to work part-time is extendable by the Immigration Department depending on the student's attendance and academic reports.
- ❖ Application must be submitted through International Student Office ISO to the Immigration headquarters in Putrajaya.

Drugs and poison

- ❖ It is considered a serious offence if a student:
 - is found to be in possession of any kind of drugs or poisons. The term 'drug' is as defined in the Dangerous Drug Act 1952;
 - is found to provide, to supply, to distribute, to offer or to prepare any of the above drugs or poisons to other parties;
 - is involved in drug abuse of any kind.
- ❖ In Malaysia, the penalty for drug trafficking is mandatory death sentence.

Weapons and dangerous materials

- ❖ It is considered a serious offence if a student:
 - is found to be in possession or in supervision of any dangerous weapons or explosive materials. 'Weapon' is as defined in the Weapons Act 1971.

Traffic Rules and Regulations

- ❖ A student who owns or uses any type of vehicle must:
 - fulfill the requirements under the Road Transportation Act 1987 and all subsections under the Act, on campus and public roads.

Use of force

- ❖ It is considered an offence if a student:
 - partakes in any kind of activities that involve force, extortion, molestation, harassment or any form of disturbance among themselves or towards others;
 - involves directly in any form of ragging or bullying, or abuse or the like inside or outside of campus;
 - uses force, aggression or threat to cause hurt to others;
 - engages in any physical aggression such as riots or fights, or commits an assault on any parties;
 - exhibits verbal and/or physical behavior of a racist or prejudiced nature towards any other member of the community inside or outside the campus.

Assembly

- ❖ It is considered a serious offence if any groups of students or organizations of students plan, organize, attend or take part in any assembly or meeting at any given places without permission from the relevant authorities.

Academic integrity

- ❖ A student is not allowed any form of falsification and plagiarism i.e copying or allowing people to copy, plagiarize during exams, lab assignments, preparation of coursework or thesis and the like.
- ❖ A student is to abide the College rules and regulations being enforced.

Accommodation

- ❖ Students who reside in an on-campus residence are to abide by the rules of accommodation set by their respective institutions.
- ❖ Students who reside off-campus need to take on an even greater obligation of respecting the neighborhood standards and watching out for neighbors.
- ❖ Students are advised not to cause trouble or emit noises in any way that are of disturbance to others.

Safety and Emergency

- ❖ Be safety conscious, especially in the first few weeks as you get used to your new environment and culture.
- ❖ Take extra care of your safety in high risk areas, especially if you need to go out late at night.
- ❖ If you are encountered with a real emergency, the first point of contact would be the International Office or your contact at your Institution.
- ❖ Call 999 - police, ambulance, fire stations and civil defense rescue units if you are in trouble. (Warning: Under Section 233 of the Communications and Multimedia Act 1998, the penalty for misuse of the communication network is a fine of RM50 000, or one year's jail, or both).