

# INTERNATIONAL STUDENT HANDBOOK

E-BOOK

PERPUSTAKAAN INTEC

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✓ Notes from INTEC International Unit Office

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# NOTES FROM INTEC INTERNATIONAL UNIT OFFICE

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Dear students,

A new chapter in life will always be daunting but exciting at the same time. We understand your enthusiasm as most of us here were also once an international student ourselves.

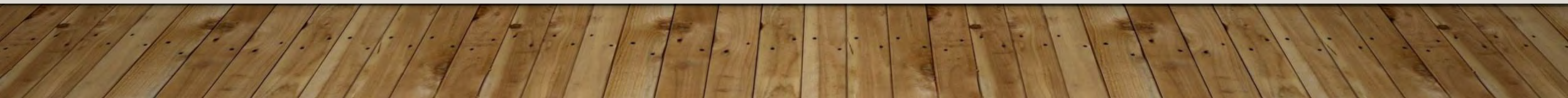
Therefore, to help you with the upcoming transition, we have prepared a handbook for all our international students that will give you the information you need about us, about the life you will face with us, the life in this city and the cultures that we bring to you, how Malaysians live their lives and thrive in a multi-racial community.

*INTERNATIONAL UNIT  
STUDENT AFFAIRS DEPARTMENT*

# NEW STUDENT

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## INTERNATIONAL STUDENT'S CHECKLIST



# NEW STUDENT INTERNATIONAL STUDENT'S CHECKLIST

## BEFORE YOU ARRIVE

- Create your user id on INTEC Education College website accessible at [www.intec.edu.my](http://www.intec.edu.my)
- Complete the online registration.
- Submit your required documents online.
- Wait for our Letter of offer into the college.
- Upon acceptance of offer, settle your 1<sup>st</sup> payment & provide the required documents and required photographs. Upon completion of the abovementioned, wait for our International Unit to contact you.
- Upon clearance of EMGS (Education Malaysia Global Services) settle your 2<sup>nd</sup> payment.
- We will advise the date for ticket purchasing.

## AFTER YOU ARRIVE

- Some students from designated countries will need special visa clearance to be able to go through immigration. We will inform those beforehand.
- Hostel registered student will be brought to the hostel, and those with individual residence will be sent to the respective residential address.
- Have medical screening at EMGS panel clinic.
- Join lecture once your Student pass is approved.
- ***Your attendance and result shall be reported to the Ministry of Higher Education (MOHe) every quarter of the year under the MOHe requirement.***
- ***Should your attendance is less than 80%, the implication on your Student pass renewal may be inflicted.***



# STUDENT'S REFERENCE LIST

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❖ **INTEC International Unit** +603 5522 7073

❖ **Student Development Unit** +603 5522 7072

❖ **Student Admission Unit** +603 5522 7075

❖ **Finance Department** +603 5522 7197

❖ **Academic Department** +603 5522 7092

❖ **IPAC (Centre of Professional Accounting)** +603 5522 7390

❖ **Campus Safety Guards** +603 5522 7272

❖ **Library** +603 5522 7206

# HEALTH & SAFETY

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## PHYSICAL SICKNESS

- If you are sick when you are at the hostel, you can go to the nearest clinic or ask assistance from the residential staff who is present at the hostel to get you to the clinic.

## THE COUNSELLING CENTRE

- Our Counselling Centre is located at on campus (Block U) and we have a counsellor on standby for any student who wishes to make an appointment to discuss further on the difficulties they are facing in or outside the campus perimeter.

## PROTECTING YOURSELVES AND YOUR PROPERTY

- In Malaysia, the common crimes committed against foreigners are petty theft, smash-and-grab thefts from vehicles, and residential burglaries. As a student, please be mindful of your belongings and valuables such as handphone and passport. Although it is not common among the students here at INTEC Education College (INTEC), it is better to be aware at all times.

## REPORTING YOUR WHEREABOUT

- You need to fill in ***an Oversea Travel Notification Form*** to inform of your travelling outside of Malaysia. The record is to keep track on your safety and health issues during and after your travel.

# TELEPHONE SERVICES

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## MOBILE PHONES

- There are several local service providers to choose from. You may select any preferred provider that offers you good services. The following are among the main service providers available (but not limited to) : -
  - Digi Mobile
  - Maxis
  - Celcom
  - UMobile

## PAY PHONES

- Instructions for using pay phones (or public phones) can usually be found at the telephone itself. Pay phones require either coins or top up cards. Be sure which type of pay phone you are using. In Malaysia, ever since mobile phones are in trend, pay phones are mostly left unmaintained.



# MONEY MANAGEMENT

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If you are staying in Malaysia for more than 3 months, you probably need to open a bank account at a local bank but you will need to get your Student Pass in hand before you can proceed. IISO will assist you on this matter, so please proceed your request to IISO.

## CASH

- Cash is the best and easiest payment processing option when dealing with local merchants. Familiarize yourself with the different notes available. (Notes: RM1, RM5, RM10, RM20, RM50, RM100 and RM500; Coins: RM0.05, RM0.10, RM0.20 and RM0.50.)

## TRAVELER'S CHEQUES

- Traveler's Cheque is the safest way to transfer a large amount of money. Nevertheless, they are not commonly used. Just bring a sufficient amount for your sustenance before you are able to open a local banking account after you receive your Student Pass.

### DEBIT CARDS

- This is the best and safest way to go cashless in Malaysia. If you cannot control your usage of cash or credit card, the debit card might just be the best option.

### CREDIT CARDS

- Credit card is another way you can make cashless purchases. You will be billed every month and must pay at least a minimum portion of the entire amount due. Interest rate will be applied on the unpaid balance.

### ATMs

- You can find auto teller machines (ATM) at many public places such as petrol station and shopping malls. If you go to the city center, you can find any bank you wish to withdraw your money from. If your card has MEPS symbol, cash can easily be retrieved from many different ATMs.

# TRANSPORTATION

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Shah Alam is well connected to other main cities in the Klang Valley area via a network of major highways, namely: -

- **The Federal Highway,**
  - **New Klang Valley Expressway (NKVE),**
  - **Shah Alam Expressway (KESAS),**
  - **Guthrie Corridor Expressway (GCE),**
  - **North-South Expressway Central Link (ELITE) and**
  - **Kemuning-Shah Alam Highway (LKSA).**
- The Kuala Lumpur International Airport (KLIA) is located 30 km south of Shah Alam. KLIA serves international flights and is connected via the ELITE highway, while the Sultan Abdul Aziz Shah Airport in Subang caters to domestic flights and is connected via the Federal Highway.

### **INTEC TRANSPORT**

- If you chose to live at the college's hostel, transport will be provided to and from the college. Accommodation and transportation are included in the (facilities) fees.

### **PUBLIC TRANSPORT**

- INTEC Education College is just 5 minutes' walk from Section 17's bus station. (Yet to be opened to public). There are many buses that will get you from one destination to the next. You may find many bus companies that offer these services such as Rapid KL, Bus Selangorku and etc.

# HOW TO GET TO THE THREE MAIN CITIES FROM INTEC EDUCATION COLLEGE

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### **TO GET TO KL**

Take a T529 Rapid KL bus that will get you to the KTM station in Section 19, Shah Alam. Get a commuter train ticket to KL Sentral, or if you want to go towards Klang, get a ticket to the opposite direction.

### **TO GET TO SHAH ALAM CITY CENTER**

Take a T602 Rapid KL bus until you reach the Shah Alam's 'Dataran' (which is a landmark for the city center). There are several malls in the same area which are Plaza Alam Sentral, PKNS and SACC Mall. You will be able to access the post office, food outlets, bowling alley and other entertainment facilities.

### **TO GET TO KLANG**

The best option other than bus rides and commuter rides is by car or taxi.

Batu Tiga Commuter Station is accessible via the following RapidKL buses :-

- U62** : Klang - Sunway Pyramid – Klang
- U64** : Pasaramakota – Taman Sri Muda, Shah Alam – Pasaramakota
- U65** : Pasaramakota – Taman Alam Megah (Sec. 20, Shah Alam) – Pasaramakota
- U80** : Pasaramakota – UiTM (Sec. 2, Shah Alam) – Pasaramakota
- T527** : Subang Mas – Shah Alam (Sec. 15, Shah Alam) – Subang Mas
- E4** : Terminal Jalan Sultan Mohamad – Klang – Terminal Jalan Sultan Mohamad

### ***By train :-***

Shah Alam has three nearby commuter stations/services: -

- Batu Tiga Commuter Station
- Shah Alam Commuter Station (Sec.19, Shah Alam)
- Padang Jawa Commuter Station

It takes 45-minutes for the commuter to reach Kuala Lumpur and 13 minutes to reach Klang from Shah Alam Station. The commuter is usually packed during peak hours.

# ACADEMIC LIFE

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We at INTEC Education College (INTEC) offer internationally recognized university preparatory courses that prepare students with valuable skills and knowledge to undertake undergraduate studies. All academic programmes offered at INTEC are accredited by the Malaysian Qualifications Agency (MQA), an agency that continuously monitors and oversees quality assurance practices in education. At INTEC, it is important that the attendance of all students is monitored closely. The college would like to avoid the student's academic progress from being hindered by absence from classes. The academic management would like to avoid prolonged absenteeism and students are encouraged to discuss any problem with their respective lecturers or Head of Programmes.

The student's attendance may be affected by welfare or health issues, and it is important that we give all available support, when needed. Students must maintain a certain percentage of attendance to avoid being barred from taking examinations. The medium of instruction at INTEC is English and the learning will be delivered through a combination of face-to-face and e-learning methods. Lecturers and students together create an active students-centered learning environment in which teaching does not happen only in classrooms.

The education system at INTEC promotes communication skills, problem-solving skills, creativity and team work within the courses offered. Students can show their talent and capability in events such as the Speakers' Corner, Mathematics Competition, Speech Battle, Innovation Contest, and Drama Competition. Students are also encouraged to compete in any competitions or events outside campus such as the Japanese and Korean speech contest. Students will also have the chance to join field trips organized by lecturers for specific courses.

Each semester at INTEC is designed to meet the challenges unique to international students in creating a quality academic experience. We offer small class sizes ranges between 20 - 30 students per class leading to effective teacher-student interaction.

**Normal hours for classes are between 8 am to 6 pm (Monday to Friday).**



All INTEC students, academic staff and administrative staff can communicate in English. You will not have problems in getting assistance and working together with domestic students. The Head of Programmes are easily reached for further academic advice for those who require extra support. Students from the American Degree Transfer Program (ADTP) will have the opportunities to explore the economical 2+2 option. Students will complete their ADTP at INTEC and transfer their credits to hundreds of universities around the world. Our American Degree Transfer Program (ADTP), A Level Programme, and the International South Australian Certificate Education Programme (SACE I) are recognized by hundreds of universities in the US, UK, Australia, New Zealand, Canada, Ireland, and Germany. Students will also have opportunity to study at selected universities in Malaysia.

Our Placement Unit have friendly officers who will assist students in applying to universities of their choice. Students will be assisted in preparing necessary documents for universities applications. The unit will also organize workshops for mock interviews and arrange for students to meet representatives from universities abroad. Since INTEC has been in existence for 35 years with excellent record of students' performance, the universities abroad have no hesitation in accepting students of INTEC.

# STUDENT'S LIFE

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## LIFE IN CAMPUS

- Classes usually start as early as 8am and end latest by 6pm (Monday to Thursday) and 12 noon (Friday).

## CAFETERIA

- INTEC has three cafeterias located on campus. They are placed near the Academic Centre, the iPAC Centre and the administration building. Students can have a wide range of food choices ranging from western to eastern dishes. One of the cafeterias are equipped with air-condition and the other two are 'warong'-style (stall) cafeterias.

## LIBRARY

- The library in INTEC was established in 1985 and has a collection of about 78,935 volumes which consist of books, conference papers, thesis and other printed materials. Approximately 205 serial titles are on subscription in hard copy and a total of 3415 titles of journals in full text are subscribed from various online databases.
  
- The library resources cover a wide selection of disciplines. The resources include Engineering, Technology, Business, Economics, Chemistry, Biology, Physics, Computer Science, Mathematics, Social Science, Architecture, Language, Arts, Psychology, Education, Accounting, Law, Music and many more.
  
- Library membership is open to students as well as INTEC's academic and non-academic staff. Some library facilities are : -
  - ❖ Computer labs consisting of 130 desktop computers that students can use to browse and print their work.
  - ❖ Sound Proof Seminar Rooms with a maximum capacity of 60 pax (classroom seating) or 90 pax (seminar room seating).
  - ❖ The study room which is open to students until 10pm during its operating hours.
  
- Library operation time is as follows :-
  - ❖ Monday – Friday 8.30am ~ 4.45pm
  - ❖ Saturday & Sunday (2<sup>nd</sup> & 4<sup>th</sup> week of the month) 8.30am ~ 4.45pm

# SPORTS FACILITIES

- Sports enthusiast will be able to use the following courts upon application to INTEC Education College :-



- ❖ **Tennis**
- ❖ **Basketball**
- ❖ **Volleyball**
- ❖ **Football**
- ❖ **Futsal**
- ❖ **Ping pong (indoor gym)**
- ❖ **Badminton (indoor gym)**
- ❖ **Taekwondo (mat)**
- ❖ **Yoga (mat)**



- Gym operation time for students: -  
Monday, Wednesday and Thursday  
Time: 4.30pm ~ 10.00pm

You can contact the Student Centre for reservations of court on the days you would like to use it. We also have an annual 'INTEC INPRO' sports event that involves students from all Programmes at INTEC. This is a good time to get together with the locals and communicate under one common ground- sports.

## SHAH ALAM FAST FACT.

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- The population of Malaysia is 31.2 mil and the current population of Shah Alam is around 175,000 and 65.5% are from the Malay ethnicity.
- Shah Alam is a city which happens to be the state capital of Selangor, Malaysia and situated within the Petaling District and a small portion of the city is neighbours the Klang District. Shah Alam replaced Kuala Lumpur as the capital city of the state of Selangor in 1978 due to Kuala Lumpur's incorporation into a Federal Territory in 1974.
- Shah Alam is a more relaxed city compared to the big city of Kuala Lumpur. Due to the geographical arrangement, most of Shah Alam's layout is considered urban as houses occupy most of Shah Alam and the city center is scattered at many different sections of the city. There is a total of 56 sections in Shah Alam and our college is located at section 17.

# LIFE IN MALAYSIA

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Malaysians according to race is divided below :-

- ❖ Malay **50.1%**
- ❖ Chinese **22.6%**
- ❖ Indigenous **11.8%**
- ❖ Indians **6.7%**
- ❖ Others **0.7%**
- ❖ Non-Citizens **8.2%**

\*(est. at 2010)

- Malaysia is a multi-ethnic and multi-cultural country. The constitution grants freedom of religion and makes Malaysia an officially secular state, while establishing Islam as the "religion of the Federation". The government system is closely modelled on the Westminster parliamentary system and the legal system is based on common law. The Head of State is the King, known as the Yang di-Pertuan Agong. He is an elected monarch chosen from the hereditary rulers of the nine Malay states every five years. The Head of Government is the Prime Minister.
- Islam is declared the religion of the Federation, non-halal food and beverages (alcohol) are sold around the country. Nevertheless, the sensitivity among the races is kept by respecting the law of the federation that is based on the Islamic law. People do not get drunk or are served non-halal food and services unless if you go to places that sell or serve them.
- Living in Malaysia is unique. If you are from developed western countries, Malaysia may seem like your country 10 years back. If you are from third world countries, Malaysia may seem more modern than yours but if you are from the second world countries, we may share some similarity on some common ground. Whichever it is, you must be prepared that Malaysia has more varieties than any single or dual racial countries.



# CURRENT STUDENT

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## INTERNATIONAL STUDENT'S CHECKLIST

## CULTURAL ADJUSTMENT

Understand the common stages to adjust to Malaysian Culture: -

- ***“The Honeymoon”*** stage is when you feel excited with the new surroundings and are easily intrigued by the similarities and differences between our cultures and yours back home.
- ***“The Culture Shock”*** stage is when you start to become irritated with the new culture. Small problems will become easily major stressful catastrophes. You will start to stereotype and make prejudicial judgements at every angle you find fault.
- ***Gradual Adjustment, Humor and Perspective***  
You will experience periodic personal highs and lows, as adjustment gradually takes place. You will learn to accept the new culture and begin to prefer some aspects of the new culture to your home culture.
- ***Feeling at Home*** comes by when you feel Malaysia is just like another home to you. You will find the negative effects will no longer annoy you and that you are able to live and work to your potential.

INTEC alongside our Student Centre task force, is always ready to give you the below support to lessen the shock/impact. We will give you :

- ❖ Personal Support
- ❖ Social Support
- ❖ Physical Support



### **HEALTH & WELLNESS**

- Maintain healthy eating habits and get plenty of rest. Avoid excessive consumption of alcohol, binge eating and learn how to manage them. Do regular exercises and if you are under medication, make sure you take your tabs as scheduled.

### **TRANSFER STUDENTS**

- To all transfer students, please get a referral letter from your previous college to confirm your intention to transfer from your current college to INTEC. Only allowable transfer of credits course will be entertained.

### **MOVING**

- If you chose to opt your own residency from the College's, make sure you go through the necessary procedures before you make any move. You can always refer to our Student Affair Centre for any enquiries and arrangements.

## GRADUATION PREPARATION

- There are procedures you must follow through to be able to get back your monetary deposit after your graduation. You can refer to the Refund Policy and you can double check with our Student Affair Centre.

## PROFESSIONAL DEVELOPMENT

The learning outcomes that we instill together with our academic programmes are: -

- ❖ Knowledge in Specific Area-Content
- ❖ Practical Skills
- ❖ Thinking and Scientific Skills
- ❖ Communication Skills
- ❖ Social Skills, Teamwork and Responsibilities
- ❖ Values, Ethics, Moral and Professionalism
- ❖ Information Management and Life Long Learning
- ❖ Management and Entrepreneurship
- ❖ Leadership Skills

These values are the learning outcomes that the Ministry of Higher Education Malaysia has imposed on all educational institutions.

## VISITORS

Plan well for visitors from your home country to come to Malaysia. It is best if you can arrange them to come during semester's holidays or any long Malaysia public holidays. Below is the list of public holidays in Malaysia: -



# THANK YOU



WELCOME TO INTEC EDUCATION COLLEGE