

STUDENT HANDBOOK

A MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

Welcome to Lincoln College . I hope you will find that our brochures helpful and discover in them the programme that will meet your academic needs and career aspirations.

Our staff can be contacted by telephone, fax, letter or e-mail and are available to advise you on any matter, whether it be academic or administrative. Being fully committed to the cause of education, we are able to give you the quality educational services that your future deserves.

My colleagues and I are looking forward to hearing from you.

DATO DR BADARUDDIN NORDIN
CEO

A MESSAGE FROM THE PRINCIPAL

Students applying to selective colleges understandably want to know, "What does it take to get in?" The answers they receive from admission professionals often sound evasive, disingenuous, even haughty.

But the truth is there is no concrete formula for gaining admission to colleges that have so many superb candidates. Consider the following thoughts about selective college admission in general and **LINCOLN** in particular.

- Most candidates applying to top schools have the preparation, performance, and personal qualities to be successful in a highly competitive learning environment.
- Selective colleges attract far more qualified candidates than they could possibly accommodate in their first year classes. The admission process at these schools is highly subjective and arbitrary.
- Applicants to highly selective colleges must confront the prospect that they will be placed on a waiting list or refused admission without good reasons. Such an outcome does not mean they are unqualified or unworthy. It reflects the quality of competition for admission.
- Involvement with activities, service, or work is carefully considered in the selection process. We look for serious commitment, leadership, and earned recognition from peers or adults. We want to enroll people who will enrich our community with their talents and personalities.
- The appraisals of teachers and guidance counselors influence our decisions. We value intellectual vigor, self-motivation, active participation, and the desire to pursue knowledge with creativity and independence.
- We hope candidates will use the required essay as a vehicle to reveal their ideas and opinions, their values and aspirations. We want to learn something about how they think.

As I mentioned, there is no formula for gaining admission to highly selective colleges. But I hope this has provided some insights into our evaluation of applications here at LINCOLN. Good luck with the process!

Dr. AMIYA BHAUMIK MA, MBA , Ph. D
Principal

THE COLLEGE

Lincoln College (LINCOLN), established in 2000, is one of the premier private institution of higher education approved by the Ministry of Education and National Accreditation Board (LAN). The College is situated in the cosmopolitan town of Petaling Jaya which is 10 kilometers west of the capital city, Kuala Lumpur.

The founders and administrators of LINCOLN are true academicians who are committed to helping the students to achieve their potential in the education, research and employment world of this exciting new millennium. They bring together almost fifty years of higher education, post secondary education and language teaching experience. Their backgrounds include teaching, research and professional training. LINCOLN's focus is student-centered and student-directed. Our philosophy is that everyone has a claim to education in order to better their life, advance their career and reach their desired level of personal success.

MISSION STATEMENT

It is the mission of Lincoln College to provide men and women with quality higher education according to the philosophy of Ethics propounded by various Philosophers. The College imparts knowledge about, and develops talents for, personal, familial, and societal living. Lincoln College enriches the human community and enhances the dignity of the individual through its educational endeavors. In its work, the College fosters a vital and respectful dialogue between technology and culture.

ACADEMIC ADVISORS

The panel of our academic advisors comprises of distinguished academicians and professionals.

1. Associate Professor Richard Dorall MA (Michigan)
2. Professor Norman Madsen PhD (Ohio)
3. Professor Bernt Wahl M Sc, MBA (CUS)
4. Professor Amlan LINCOLNra PhD (Purdue U)
5. Rajan Roy MA (Michigan)
6. Professor R. Senanayaka PhD (Birmingham)
7. Sridharananda M.Tech (IIT)

COLLEGE GOVERNANCE

Ultimate authority for governing Lincoln College is vested in the Board of Academic Advisors. The College is incorporated under the laws of Malaysia .

The President is the chief executive officer of the College and has ultimate authority in its operation. He is assisted by major administrators, all of whom are directly responsible to him.

ACADEMIC POLICIES

Academic policies and regulations are under the jurisdiction of the Vice President for Academic Affairs. Details concerning these matters may be found in the Bulletin of Information under the heading Academic Regulations. Students are particularly advised to read the sections entitled Academic Due Process and Academic Honesty Policy.

The Academic Affairs Committee is a standing committee of the College which considers cases of dispute or controversy concerning student academic freedom; is responsible for recommending academic dismissal of deficient students, revisions of the College's academic regulations and/or the waiving of existing academic regulations in individual cases; acts as an advisory body on matters of academic policy and procedures and on curriculum planning of the College; and considers the overall effectiveness of the library.

STUDENT AFFAIRS OFFICE

MISSION STATEMENT

"At a good college, students discover that all parts of college life are measured by high standards, and that educated people are guided in their behavior by civility and decency." --Ernest Boyer

It is the mission of the Student Affairs Office at Lincoln College to be a constitutive element in the student's ongoing formation of the maturing, gentleman/gentlewoman and to support the student's appropriation of and growth in living the rich wisdom tradition of right knowledge and belief employed in the pursuit of right living.

Core Values

1. Engender a deep respect for each individual person. Students will be encouraged to respect the person, property, good name, and privacy of all members of the College community and the College itself.
2. Students will be instructed about the false notions of freedom prevalent in our culture and encouraged to avoid the many forms of addiction so popular today.
3. Encourage loving relationships with others. Students will be taught to reject the extreme individualism of our culture and to embrace the proper values of community and relationally.

Dean of Student Affairs Office

This office supervises and coordinates all aspects of non-academic life on campus including counseling, residence life, health services, student activities, and athletics, as well as special programs such as freshman orientation. Because of their professional preparation and extensive contact with students, student affairs personnel serve as consultants for College's policy as it relates to student life. The Dean of Students, has

the ultimate responsibility for all aspects of student life and for fostering an atmosphere which supports student development and promotes the goals of the Institute.

Counseling Center

"Every new adjustment is a crisis in self-esteem." Eric Hoffer

The Center provides group and personal counseling services which are designed to help students to develop their full potential and overcome obstacles to their educational or personal growth. Counselors offer confidential assistance to any student who is experiencing difficulties of a personal, emotional, or social nature, or who simply feels the need for support or encouragement. The use of this service is never made a part of academic or any other permanent record. Unless a student is perceived to be imminently dangerous to self or others, all meetings are completely confidential. Referrals by friends, family members, faculty or residence staff are encouraged. In addition to direct counseling and referral, the Center offers a variety of supportive groups.

Student Activities

Student Activities exists to enhance Lincoln College mission statement and to provide students with intellectual growth through campus activities. The office ensures fairness and quality in all the activities that are developed and presented. The office also strives to represent students from every background and meet the needs of all of our students.

There are many areas within Lincoln College Of Technology's Student Activities that students can be a part of. The Student Activities Crew (SAC) is made up of a group of students who plan and execute the programming on campus. There will be a number of clubs and organizations that would allow students to grow within their major or meet a need on campus. Finally, students have the opportunity to show their skills by participating in leadership development.

Student Activities Crew (SAC)

SAC is made up of a group of students who plan and execute activities on campus. A calendar of events is developed each semester with such events as, Concerts, Comedians and Off-campus trips that SAC oversees. SAC is also responsible for overseeing events taking place at various places, helping out at sporting events and developing marketing strategies to get more students involved in campus life. The Board is open to all students and meets on a weekly basis.

Clubs and Organizations

This is a sample of some of the Clubs and Organizations will be on campus:

- Accounting and Finance Club
- Allied Health Club
- International Marketing Association
- Best Buddies
- CEO Dance Club
- Cheerleading Club

Criminal Justice Club
Education Club
Equestrian Club
Martial Arts Club
Mathematics Club
Men's Volleyball Club
Basket Ball club
Natural Science Club
Origami Club
Outdoors Club
Psychology Club
Social Work Club
Sports Management Society Club
Student Activities Crew
Student Government Association

Forming a new student organization

All clubs and organizations are funded through the Student Government Association. In order to attain institutional recognition, an organization must register with the Associate Dean of Students and Student Activities Office. They must submit :

- A statement of purpose consistent with the goals of the Institute.
- Criteria for membership.
- A list of officers.
- The name of the faculty or administrative staff member willing to act as an advisor.

Student wishing to form a new student organization must:

- Meet with the Associate Dean of Students and secure an application packet.
- Hold an informal meeting with a minimum of five interested students and complete pages one and two of the applications.
- Return pages one and two to the Dean of Students office and schedule a general meeting of interested students.
- Contact a faculty or staff member who would be interested in serving as advisor.
- Conduct a general meeting and complete pages three and four.
- Return all copies to the Associate Dean of Students

Renewal of Registration

The Associate Dean of Students and the Student Activities Office will renew registration annually during the last class week of the September semester according to the following procedure:

The president of each organization will return all financial and organizational records to the Dean of Students office.

Each student organization will submit a yearly report, which includes:

- The name of officers for the following academic year
- The name of the organization's nominee for advisor for the following year
- A report of programs and services sponsored by the organization during the

current year.
Financial and budgetary information for the current year.

The College will automatically withdraw recognition from those groups that do not register or maintain a minimum of ten active members.

Funding of Clubs and Organizations

Decisions to allocate specific amounts to clubs and organizations are made by the SGA through budget hearings at the beginning of the January semester. This process will allow each club and organization to come before the SGA and present their goals for the following semester. After all organizations present their needs, the SGA will decide how much each organization is allotted. The SGA asked that 70 percent of what is given out is returned from the organization. If an organization needs additional funds, forms are available through the Student Activities Office and the SGA Executive Board Treasurer.

Fund Raising

Fund raising of any kind is restricted to the immediate College's community and may not be undertaken without the permission of the organization advisor and the approval of the Associate Dean of Students and the Student Activities Office. Fund raising forms should be filled out before the actual event. Clubs and Organizations can pick up forms in the Student Activities Offices.

Emerging Leadership

This program is an opportunity for students to explore their leadership qualities and to attain information on the various leadership positions that are available to them at Lincoln College. Staff members from Residence Life, Student Activities, and Athletics facilitate a Leadership Retreat weekend, which happens in both the fall and spring semesters. The leadership retreat is an opportunity for present student leaders to acquire skills that they may need in their specific job or department. Students have an opportunity to talk with administrators, faculty members and other students on how to improve campus life and to expand on projects that are already instituted.

Student Participation in College Governance

Lincoln College recognizes that students, faculty, and administration all have significant roles to play in institutional governance. Student participation is carried out primarily through the consultative role of the SGA in matters of policy affecting students. In addition, the Board of Trustees Committee on Student Life includes two student members. This committee meets four times a year and makes recommendations directly to the Board of Trustees. The agenda for these meetings always includes the students' view of student affairs, and the SGA president is always invited to submit agenda items for discussion.

Standing Committees of the College With Student Membership

Academic Affairs - considers cases of dispute or controversy concerning student academic freedom; is responsible for recommending academic

dismissal of deficient students, revisions of the College's academic regulations and/or the waiving of existing academic regulations in individual cases; acts as an advisory body on matters of academic policy and procedures and on curriculum planning of the College and considers the overall effectiveness of the library. Membership: Vice President of Academic Affairs and Librarian, ex-officio; four faculty members, three elected by the full faculty and one appointed by the President, from at least three different divisions; and two students.

Cultural Affairs - is responsible for coordinating and sponsoring a yearly series of cultural programs. Members of the Cultural Affairs Committee assist in the selection of programs, fund application and appropriation, advertising, and all associated activities. Committee members include the Dean of Students, Director of Student Activities, two faculty members, and two students.

Disciplinary Affairs - considers disciplinary cases referred to it by the Dean of Students. Membership: two students, two faculty members, and two administrators.

Disciplinary Appeals - considers appeals of disciplinary sanctions imposed from all disciplinary jurisdictions. Membership: one faculty member, one administrator, and one student. An alternate will be selected for each constituency.

Planning - meets a maximum of two times each month to consider the overall planning of the Institute. Membership: President, Vice President for Academic Affairs, Vice President for Administration, Finance and Technology, Director of Enrollment Management, Dean of Students,; one student, one member of the Board of Trustees and three faculty members.

Publications Review Board - is responsible for monitoring and approving all student publications, making recommendations to ensure responsible journalism, establishing procedures for selecting student editors, and approving elected student editors. Membership: Dean of Students, two faculty; and two students.

Student Life Committee - The Committee meets at least four times a year for the purpose of reviewing current issues related to student life--to include residence life, student activities, clubs and organizations, counseling, discipline, and athletics. It will make recommendations on matters of policy referred to it, which it will in turn refer to the Student Life Committee of the Board of Trustees. The Dean of Students, three faculty members elected by the faculty, and three students elected by the Student Government Association from three different classes. The Committee elects its chair.

Student Government Association

The SGA is comprised of an executive, a legislative and a judiciary branch. Executives meet twice a month and the Legislature holds public meetings every two weeks. All classes are represented through their class presidents; resident students are

represented through the Residence Life Advisory Committee; and commuter students are represented through the Commuter Life Committee. In addition, the Academic Committee provides students with an opportunity to express any concerns regarding their academic life, and the College's Standing Steering Committee coordinates the reporting of all business from student representatives on University standing committees. The Budget and Finance Committee allocates funds to registered student organizations throughout the year and oversees the use of these funds. Copies of the SGA Constitution are on file in the SGA Office and are made available to any interested student upon request.

STUDENT SUPPORT SERVICES

Career Development

This office assists students with all aspects of career planning from freshman to senior year and maintains a comprehensive resource library complete with a computer lab for career related use. The Director offers a variety of workshops, activities and career fairs designed to provide both information and networking opportunities. In addition, the Director supervises the College's Internship Program in conjunction with academic departments.

The Learning Center

Its aim is to help students develop Institute-level reading, writing, and study skills. Professional tutors are available to assist in the improvement of reading comprehension, time management, and preparation for tests. Assistance in grammar, sentence structure, organization of paragraphs and/or essays, or development of research papers, is available. Peer tutors are available to offer suggestions for improvement in specific courses. The Learning Center is open Monday- Friday, from 8:30 AM to Noon and 1:00 PM to 4:30 PM. Students sign up for tutors on the blackboard outside the Learning Center.

Disability Services

Students with documented physical, psychological, or cognitive disabilities that seek reasonable accommodations should contact the Learning Center.

Financial Aid Office

The Director of Financial Aid advises students and their parents in matters concerning the financing of students' education.

Safety and Security

Security is everybody's business, and all members of the College's community must consider themselves partners with the University in maintaining a safe environment. The College promotes safety through education, crime prevention, and policy efforts.

Students are urged to take the same common sense precautions on campus that they would take anywhere else in society: walk in groups at night, lock doors at all times, do not lend keys to others, lock ground floor windows in residence halls, use the escort service, and call campus security if suspicious persons or activities are noted.

Students who receive harassing telephone calls should hang up immediately without engaging in conversation or displaying any emotion to the caller. Repeated calls should be reported to the Director of Campus Police.

STUDENT SUPPORT FACILITIES

The Center

The Center provides an opportunity for relaxation, out-of-class discussions, socializing, meetings and recreation..

The Student Activities Commission is responsible for initiating extra-curricular activities, which will reflect the Center's philosophy and goals. This organization sponsors cultural, recreational and social opportunities, which complement the overall experience of being a student at Lincoln College .

During the academic year, Center hours are as follows:

Monday-Friday 7 a.m. - midnight

Saturday-Sunday 10 a.m. - midnight

Summer Hours:

Monday-Thursday 7 AM - 11 PM

Friday-Sunday 7 AM - 7 PM

SERVICES OFFERED

College Card

All freshmen and new students are issued permanent identification (I.D.) cards, called the College card, by the College Card Office during posted hours. This card must be presented to any College official upon request; and therefore, it must be carried at all times. The card is non-transferable. The College Card entitles students to admission to specific activities and programs, athletic contests. It is also possible to have pre-paid funds (3D Account dollars) on the card to purchase additional items through food services. Lost College Cards should be reported to and deactivated by the College Card Office. The replacement fee is RM 10.00 for the first card lost by a student. The replacement fee is increased by RM 5 for each subsequent card lost.

Medical Insurance

All full-time students must have health and accident insurance. The College offers student group insurance for those who wish to participate in this program. Students who do not desire group coverage must fill out a waiver.

Personal Property

The College is not responsible for loss of or damage to personal property either in residence halls or elsewhere on campus. Students are responsible for securing their own insurance protection against such losses. Resident students are urged to lock room doors at all times.

COMMUTER AND RESIDENCE LIFE

"College is a vacation from the commonplace, from the routine opinion, the tired thought, the unexamined prejudice. It is the time when we are not merely expected to change, but required to." --Mark Van Doren

Commuting students are full members of the College community and are urged to participate actively in student activities and programs. The SGA constitution provides for a Commuter Life Committee, which is responsible for representing commuters' interests and concerns.

Alcohol and Other Drugs

Students are expected to be conversant with and comply with the policy on alcohol and illegal drugs at Lincoln College . The College's alcoholic beverage policy guidelines are strictly applied in the campus. Contraband kept in bathroom showers is considered in plain view and may be confiscated without a College search warrant.

Suspicious odors identified by two persons, one of whom is a staff member, will constitute probable cause to knock and enter a room.

1. It is prohibited for anyone to sell illegal drug substances on College property.
2. It is prohibited for anyone to use or possess illegal drug substances on College property.
3. It is prohibited for anyone to possess paraphernalia that may be used in conjunction with illegal drug substances.
4. It is prohibited for a student under the age of 21 years to possess or consume an alcoholic beverage.
5. It is prohibited for any student to be in the presence of any other person illegally possessing or consuming illegal drugs or alcoholic beverages
6. Alcoholic beverages are prohibited in all public areas of College residences
7. It is prohibited to possess or dispense beer in a keg or beer ball in College residences
8. It is prohibited to possess or dispense "homemade" alcoholic beverages in College residences.
9. Intoxication is not permitted
10. Empty kegs and beer balls are not permitted in residences. In addition, empty containers of alcohol (cans or bottles) are acceptable evidence of consumption, and are not allowed in student rooms if any student living in the room is under 21 years of age.
11. It is prohibited for anyone to play drinking games (such as "beer pong" or "quarters") or be in the presence of drinking games on University property.
12. It is prohibited for anyone over the age of 21 years present to consume/possess alcoholic beverages with individuals under the age of 21 years (except one's roommate).
13. It is prohibited for anyone over the age of 21 years to "host" alcohol gatherings with students under the age of 21 years.

Appliances

All appliances must conform to fire safety regulations. Heat-producing appliances may not be used. Refrigerators are restricted in size.

Candles and Incense

Burning candles or incense is not permitted . A candle with a burnt wick will be considered evidence of candle burning and will be confiscated.

Damage

Damage to College facilities or property due to vandalism or recklessness will be billed to responsible students. Where individual responsibility cannot be determined, the hall residents will be billed collectively for such damages.

Vandalism or behavior that could lead to damage of the College is prohibited. Individuals found responsible for such behavior face restitution and judicial sanctions.

Evacuation Procedure

When the alarm sounds:

1. Close windows, leave drapes open and turn off appliances.
2. Close door.
3. Leave hall as quickly and quietly as possible through the nearest exit.
4. Return to the building when proper authorities grant permission.

Students must evacuate the building whenever the alarm sounds. Those who refuse to leave the building will be subject to disciplinary action.

Fire and Safety Equipment

Tampering with fire extinguishers, alarms, exit signs and other safety equipment is a serious offense against the *College* community. A student found culpable of this offense faces a maximum penalty of expulsion from the *College*.

Fire Safety

Fire alarm stations and smoke detectors are located on each floor and room of every unit. Students are required to vacate buildings during fire drills and to follow designated procedures for fire and other emergencies. Lack of cooperation will be considered a serious matter. Room decorations must comply with fire safety regulations. Setting fire to any item located on College property, including the belongings of the individual lighting the fire, is not permitted. Additionally, candles with open flames, incense and other similar items are not permitted .

Fireworks, Firearms and Weapons

Fireworks, firearms and weapons of any type are prohibited anywhere on campus.

Gambling

Gambling is not allowed in the Institute

Illegal Possessions

Use or possession of fireworks, firearms, ammunition, explosives, dangerous chemicals, knives, or weapons of any kind are not permitted in College . Also, natural trees, motorcycles, gas-driven vehicles, gasoline, butane and other flammable items are prohibited.

Lamps

Halogen lamps are prohibited in College .

Liability

The College is not responsible for loss or theft of personal property or for damage or destruction of such property by fire, water, or any other cause. Students are encouraged to ensure that they are covered under their parents' homeowners' insurance policy and to arrange for additional coverage if necessary. Any theft should be reported to Campus Police. STUDENTS ARE URGED TO LOCK THEIR DOORS AT ALL TIMES.

Smoking Policy

Medical evidence clearly shows that smoking is harmful to the health of smokers. Smoke from cigarettes, cigars and pipes are also an irritant to many non-smokers and can worsen allergic conditions. In sufficient concentrations second hand smoke may be harmful to those with chronic heart or lung disease. New research indicates that long-term exposure to second hand smoke may seriously threaten the health of non-smokers. Smoking is not permitted in College buildings.

Standards of Conduct

Possession and use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful. Unlawful possession, use or distribution of illicit drugs or alcohol by students or employees on Lincoln College property or as part of any of its activities is prohibited. Compliance with the following standards of conduct is mandatory.

Standards of Conduct Regarding Illegal Drugs

The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs is prohibited at Lincoln College .

JUDICIAL SYSTEM

"If each of us exempts himself or herself from responsibility to the web of relationships, we end up with a trash-filled earth and a society in which no one can trust anyone else."
--William O'Mally, S.J.

The College expects its students to conduct their lives in a responsible manner. Students who exhibit behavior, which is inconsistent with the stated mission and goals of the College and the regulations, which flow from them, are subject to formal disciplinary procedures.

Serious Offenses Resulting in Possible Suspension from the Institute

Students are advised that commission of one of the following acts may result in suspension from residence:

- Sale or possession of drugs
- Tampering with fire safety equipment
- Tampering with residence hall security measures
- Vandalism
- Violence/assault
- Arson/possession of firearms
- Overnight visitation
- Lewd or indecent behavior including violation of the College policy on Interpersonal Relationships.

Sexual Assault:

The College recognizes the nationwide prevalence of sexual assault and it publicly states that such behavior will not be tolerated in any form. Where there is probable cause to believe that campus regulations prohibiting sexual assault have been violated, the College will pursue strong disciplinary action through its own channels. The sanction includes the possibility of suspension or dismissal from the institution. A student charged with sexual assault can be prosecuted under Malaysian criminal statutes and disciplined through the College's judicial system. Even if the criminal justice authorities choose not to prosecute, the College can pursue disciplinary action. It may pursue such action whether or not legal proceedings are underway or in prospect and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether College rules have been broken. Conversely, the College makes no attempt to shield members of the community from the law, nor does it intervene in legal proceedings against a member of the community.

Sanction : Minimum – suspension
Maximum - expulsion

Definition of Sanctions

Administrative Letter - written letter of censure from the Dean of students or designee. The letter may include a sanction. Recorded in personal file until graduation, then removed.

Fines - Monetary payments. Recorded in personal file until graduation, then removed.

Restitution - Repayment for theft or damage. Recorded in personal file until graduation, then removed.

Service Hours - Work done throughout the University community in compensation for an offense. Recorded in personal file until graduation, then removed.

Disciplinary Probation - A status between good standing and suspension from the Institute. It is ordinarily imposed for a period of not less than one semester and may affect financial aid for the following semester. It may also include such restrictions as denial of the opportunity to represent the College as an athlete or officer of a student organization. Recorded permanently on personal file. Future violations may result in loss of the privilege of residing in or visiting resident facilities.

Loss of Privileges - Denial of specific privileges for a specified period of time.

Suspension - Separation of the student from the College or a stated period of time (minimum of one semester). The student will be barred from all College-owned property and will be barred from all College-sponsored activity. Recorded permanently on personal file.

Expulsion - Permanent separation of the student from the college . The student will be barred from all University-owned property and will be barred from all College-sponsored activity. Recorded permanently on personal file and in Registrar's Office.

Interim Suspension - If the Dean of Students judges the nature of an offense to be such that the presence on campus of the accused student may be a threat to the common good, he may suspend a student from the College or from the residence hall until a hearing can be held.

THE DISCIPLINARY PROCESS

After gathering available information the Associate Dean of Students will contact the student who will be asked to comment on the information brought against him or her. The Associate Dean will then determine the seriousness of the incident and will decide if the case requires a formal hearing.

If the case requires a formal hearing, the student may elect one of the following options:

- To have the case heard by the Disciplinary Affairs Committee.
- To have the case heard by the Dean of Students.

If the student requests option two, the Dean may decline to hear the case. In this situation the Disciplinary Affairs Committee will conduct the hearing.

If the case does not require a formal hearing, it will either be dropped or resolved through an Administrative Letter to the student. In routine disciplinary matters, which are not highly serious and flagrant violations of College policy, the student may receive an Administrative Letter, which may include a sanction, without prior discussion with the student. The student has the right of appeal to the Disciplinary Appeals Committee in such a situation. The appeal must be sent to the Dean of Students within 10 days.

The Disciplinary Affairs Committee

The Disciplinary Affairs Committee hears cases of students who are accused of serious offenses.

Membership - The Committee is made up of five members: two students, one administrator, and two faculty members chosen by the faculty and approved by the President. Members shall be selected with particular regard for their objectivity, judicial temperament and maturity of judgment. Members may be disqualified from participation in cases in which they may have an interest or bias incompatible with objective judgment.

The Committee will elect its own chairperson who will be responsible for maintaining the minutes of the Committee and record of proceedings in each case. Hearings will be conducted in accordance with established procedures and disposed of by formal written opinion. The President of the College must automatically review all decisions resulting in suspension or expulsion from the College. Committee decision will be transmitted to the Dean of Students who will maintain the records of each case.

Disciplinary Hearing Procedures

1. Members of the hearing body are introduced.
2. The student charged and the complainant are presented with copies of the hearing procedures.
 - a. Should a student not appear at the disciplinary hearing, the hearing will be conducted without his/her presence and a decision rendered.
 - b. If it is later ascertained that the student was ill or unavoidably detained, the decision may be set aside and a new hearing held.
3. The Chairman reads the charge or complaint.
4. The student charged makes a plea: guilty or not guilty.
5. The complainant or Student Affairs staff member presents evidence and/or witnesses.
6. The student charged presents evidence and/or witnesses in his/her behalf.
 - a. Advisor: The student charged may be accompanied by an advisor who may be present during the hearing, but is only permitted to advise the student. The advisor is not permitted to question participants or present verbal statement or argument.
 - b. The advisor must be a member of the College community (student, faculty, staff) but may not be an attorney-at-law.
7. The Hearing Officer or member of the Committee may ask questions of the complainant and then of the student charged.
8. The complaining party asks questions of the participants.
9. The student charged asks questions of the participants.
10. The complaining party presents concluding remarks.

11. The student charged presents concluding remarks.
12. All are excused from the hearing room except those members who will render a decision in the case.
13. Only information introduced as evidence during the hearing will be considered in determining innocence or guilt. The following will be decided:
 - a. Guilt or innocence.
 - b. Sanction (penalty) to be given, including special requirements or stipulations. A student's past disciplinary record will be considered.
 - c. Length of time the sanction will be in effect.
14. Decisions in disciplinary cases may be delayed pending further or clarification of questions.
15. All disciplinary decisions rendered by the Disciplinary Affairs Committee are submitted to the Students Affairs Office within 24 hours and all evidence and documentation will be maintained in the disciplinary files of the Dean of Students.
16. The decision and sanction is announced in the presence of the student(s) charged. This decision will also be submitted to the student(s) in writing by the Student Affairs Office.
17. The disciplinary hearing is adjourned.

Appeal Procedures

The following procedures will be used in considering an appeal in student disciplinary cases:

1. Students desiring to appeal a disciplinary decision must submit a statement in writing with a justification for the appeal to the Student Affairs Office by 4:00 PM of the fifth class day after the day on which a penalty has been imposed. If the student needs extra time to prepare, it may be granted at the discretion of the Dean of Students if requested within 24 hours of receipt of the charge.
2. The appeal may be no longer than three typed pages and must concentrate on points of contention that justify appeal consideration.
3. The jurisdiction rendering the original decision will be given a copy of the student's statement of appeal and will be required to submit a statement addressing the student's contentions and/or justifying the original decision.
4. The written material for a disciplinary appeal will be forwarded to the Disciplinary Appeals Committee for consideration.
5. In considering an appeal, the Disciplinary Appeals Committee will:

- a. Be given the statements of the parties involved (student appeal and statement of the disciplinary jurisdiction).
 - b. Consider the statements as submitted by the parties.
 - c. Render a decision by majority vote.
 - 1) Affirm the original decision.
 - 2) Reverse the original decision.
 - 3) Reduce the penalty. (The Disciplinary Appeals Committee may not increase the penalty.)
6. The parties involved will be notified in writing of the decision within 72 hours of the decision unless the Disciplinary Appeals Committee desires to acquire additional information pertaining to the case.
7. Penalties of disciplinary suspension or dismissal are subject to review by the President of the College

ORIENTATION

All students are required to attend the Orientation during which the students will be informed of matters relating to enrollment, academic practices, accommodation, living expenses, health care, finances, rules and regulations of the institute, opening of a bank account, etc.

ACCOMMODATION

Students who wish to live in the student hostels arranged by the College must do the booking at the **Student Affairs Office** as earlier as possible. Off-Campus apartments are available for both male and female students. The hostels are strictly single-sex with four-sharing and twin-sharing rooms. There are common bathrooms and kitchen in each apartment. The students are required to adhere strictly to the rules and regulations of the hostels. Regular shuttle bus services between the College and the hostels are provided to the students free of charge.

LAUNDRY SERVICE

Laundry service is available at a reasonable charge in the hostels. However, the students may opt for using the services available at the nearby laundrettes.

STUDENT MAIL

The students may ask their parents and friends to send letters and parcels to the Institute. The students can come to Student Affairs Office to collect their letters or parcels during office hours.

OFFICE OF ADMISSIONS AND RECORDS (OAR)

The Office of Admissions and Records processes the students' applications for admission and after which keep permanent records of all students who study in the Institute.

APPLICATION FOR ADMISSION

All new students who are seeking admission to the College must complete the application forms and send them to OAR for processing. Your application forms together with the relevant academic certificates and transcripts must be sent to the College at the following address:-

Lincoln College
International Office,
No.74-A, Jalan SS21/62, Damansara Utama,
47400 Petaling Jaya, Selangor, Malaysia.
Tel : 603-7725 8526 Fax : 603-7725 8527
E-mail : info@LINCOLN.edu.my

Under normal circumstance, the OAR will give you a reply within two working days whether your application is accepted or rejected.

Enrolment of Courses

Students must enroll in their respective courses before the semester commences. A student who wishes to change the courses he or she has already enrolled must fill up an Add/Drop form which must be submitted to the OAR not later than two weeks after the commencement of the semester.

Changes of Address Or Particulars

The students must inform the OAR of all changes to the their addresses or particulars immediately so that their records can be updated.

Withdrawal and Refund of Tuition Fee

A student who wishes to discontinue his or her studies at the College must complete a Withdrawal Form and submitted it to the respective Head of Department. For refund of tuition fee, the following Tuition Fee Refund Policy shall apply:-

1	Once the semester commences	No refund
2	1 day to 7 days before the semester commences	25% refund
3	8 days to 14 days before the semester commences	50% refund
4	15 days and longer before the semester commences	100% tuition fee refund

Application For Leave of Absence

A student must apply for leave of absence if he or she intends not to enroll in a semester.

EXAMINATION OFFICE

The Examination Office is responsible for coordinating all the examination matters including processing the students' examination results. The Examination Office is the only body authorized to release the examination grades after the Board of Examinations meetings.

Dates and Venues of Examinations

The Examination Office arranges the dates and venues for all examinations which will be posted on the Examination Notice Boards one month before the examinations shall take place.

Examination Rules and Regulations

The students are advised to read carefully all the Rules and Regulations concerning examinations.

1. All candidates must enter the examination hall and be seated at the respective allocated places 15 minutes before the commencement time of the examination. Late comers if allowed to enter the examination hall will not be given extra time.
2. All candidates are required to produce their examination slips and their student I.D. and place them on the top left hand corners of the desks for verification purposes. Any student who is not able to produce his or her examination slip and/or student I.D. must go to the Office of Admission and Records to get a verification form which must be signed by the officer-in-charge.
 - a. While an examination is in progress, a candidate is not be allowed to leave the examination hall during the fist half hour after the starting time of the examination. A candidate is also not allowed to leave the examination hall during the last half hour before the ending time of an examination. If you have to go to the washroom, please raise your hand and inform the invigilator. You will be accompanied by the invigilator to the washroom.
 - b. At the end of an examination, the candidates must stop writing and listen to the Invigilator who will give you the instructions as to what to do before you leave the examination hall quietly.
 - c. Below are some of the items, the candidates must not do in the examination hall.

- i. A candidate must not bring any unauthorized materials and equipments such as bags, prepared notes, text books and hand phones into the Examination hall.
 - ii. A candidate must not give nor attempt to give assistance to another candidate and /or must not receive nor attempt to receive assistance from another candidate.
 - iii. A candidate must not cheat nor attempt to cheat in the examination hall.
3. If a student is unable to sit for a final examination, he or she may be given another chance to sit for a make-up examination at a later date provided he or she fulfills the one of the following conditions:-
 - (a) Absence due to sickness as certified by a medical doctor.
 - (b) Absence due to bereavement
4. Resit Examinations
 1. A student who fails in his or her first attempt in a final examination of a subject may be given two (2) more attempts to resit the examination. The first resit will be held two (2) weeks after the announcement of the results.
 2. If the student fails again in his or her first resit, he or she will only take his or her second resit of the subject in the following semester.
5. Release of Final Examination Results
 1. The Examination Office shall release the examination grades within two (2) weeks after the final examinations.
 2. The students shall go to the Examination Office in person to collect the examination grade report. The Examination Office will not entertain any telephone enquiry regarding examination results.
6. Petition To Recheck Examination Grades

A student who wishes to have his or her examination grade rechecked must file an official petition with the Examination Office within one (1) week after the release of the examination grades. A petition fee RM50.00 is chargeable for each subject.

LIBRARY

All students of the College are allowed to borrow books and to use the library facilities free of charge.

Library Rules and Regulations

1. A student must produce his or her student I.D. when entering the library

2. No smoking and consumption of food and drinks are allowed in the library.
3. All borrowed books must be shown to the librarian who shall record them down before a student is allowed to leave the library.
4. The students must not remove the pages or cause damage to any of the books, magazines and articles of the library.
5. Any student who are caught breaking the library rules and regulations will have his or her library privileges suspended.

Library's Operating Hours

Mondays to Fridays : 9.00 a.m. – 9.00 p.m.

Saturdays : 9.00 a.m. – 1.00 p.m.

Sundays and Public Holidays : Closed

COMPUTER LABORATORY

The College is equipped with the “state-of-the-art” computer laboratory to provide quality education and services to the students.

Computer Lab Rules and Regulations

1. The students must produce their student I.D. when entering the computer lab.
2. Drinking, eating, smoking, hand phones and combing hair are strictly prohibited in the computer lab.
3. The students must not bring any software, whether licensed or unlicensed, into the computer lab.
4. No one is allowed to install any software onto the computers without the approval of the officer-on-duty.
5. No student is allowed to remove or swap any computer peripherals from the computer lab.
6. The students must keep the computer lab clean and tidy at all times.
7. Computer Lab's Operating Hours

Mondays to Fridays : 9.00 a.m. – 9.00 p.m.

Saturdays : 9.00 a.m. – 1.00 p.m.

Sundays and Public Holidays : Closed

FINANCE OFFICE

Payments of all types must be paid at the Finance Office during the working hours.

1. Payment of Tuition Fees

All tuition fees must be paid on time at the Finance Office. The students must show their student I.D. when making payments.

2. Refund of Deposits

Students who are leaving the College after or before completion of their studies must complete the Refund of Deposit forms in order to get back their deposits. The deposits shall be refunded to the students within one month.

BANK DETAILS :

RHB Bank

Address :

2G & 2M, Jalan SS21/ 39, Damansara Utama

47400 Petaling Jaya, Selangor,

Tel : 03- 7726 2306, Fax : 03- 7726 2305

Account number

2- 12349-0002283-4

Name of account : Asia Pacific Higher Learning Sdn Bhd / Lincoln College

SWIPT CODE : RHBBMYKL

INTERNATIONAL STUDENTS

APPLICATION FOR ADMISSION FOR INTERNATIONAL STUDENTS

Your application form together with the relevant academic certificates and transcripts must be sent to the College at the following address:-

Lincoln College ,
International Office,
No.74-A, Jalan SS21/62, Damansara Utama,
47400 Petaling Jaya, Selangor,
Malaysia.
Tel : 603-7725 8526 Fax : 603-7725 8527
E-mail : info@LINCOLN.edu.my

APPLICATION DEADLINES

There are three intakes each year and their deadlines are as follows:-

For January Intake : 2nd week of November

For May Intake : 2nd week of March

For September Intake : 2nd week of July

PRE-DEPARTURE CHECKLIST

1. Before you leave your country for Malaysia, make sure that you have got the following important documents with you :-
 - Valid passport
 - Letter of Acceptance from Lincoln College
 - Official Receipts for payments made to Lincoln College in respect of application fee, tuition fee, accommodation deposit, etc.
 - Letter of Approval for student visa
 - Original copies of your academic transcripts and certificates
 - Valid air-ticket
 - Your medical records, yellow fever vaccination and medicine prescription if applicable
 - A bank draft for RM8,000.00 as advance payment of tuition fee to Lincoln College
 - Another bank draft or traveller's cheque for US\$3,000.00 to cover your one-year living expenses
 - The address and telephone number of your family in the event of emergency
 - Some cash, say US\$100.00
2. Make sure that you have informed the International Office of Lincoln College of Technology with regard to :-

- Your flight number, the date and time of arrival of your flight
- Your request for airport pick-up
- Your request for hostel accommodation

ARRIVAL OF NEW INTERNATIONAL STUDENTS

If you are a new international student entering Malaysia for the first time, please wait at the immigration area upon your arrival at the airport. The College's representative will meet you and help you to do the immigration clearance and later bring you to the College and the hostels.

THE INTERNATIONAL OFFICE

The International Office at the College provides the following services to the international students:-

1. Advise international students on matters relating to application, admission and entry requirements for all courses of studies.
2. Process international students' applications for admission.
3. Assist international students to apply student visas.
4. Arrange accommodation for international students.
5. Provide airport pickup services for new international students
6. Conduct orientation programmes for new international students
7. Help international students to organize social, cultural, educational and recreational activities
8. Provide counseling to international students who have personal, social or study problems
8. Ensure international students' welfare is well-taken care of throughout the whole duration of their study at the Institute.

ESSENTIAL INFORMATION

1. Orientation

All international students are required to attend the Orientation during which the students will be informed of matters relating to enrollment, academic practices, accommodation, living expenses, health care, immigration laws, finances, rules and regulations of the institute, opening of a bank account, Malaysian culture, etc.

2. Enrollment

All international students in Malaysia must study full-time and therefore must take a full academic course load. If you have any doubt, please talk to the respective Head of Department.

3. Withdrawal and Refund of Tuition Fee

If a student wishes to withdraw from the Institute, the following Tuition Fee Refund Policy shall apply:-

- | | | |
|-----|--|----------------------------|
| 3.1 | Once the semester commences | No refund |
| 3.2 | 1 day to 7 days before the semester commences | 25% tuition fee refund |
| 3.3 | 8 days to 14 days before the semester commences | 50% tuition fee refund |
| 3.4 | 15 days and longer before the semester commences | 100% of tuition fee refund |

4. Accommodation

All international students are required to live in the student hostels arranged by the College in the first semester. Off-Campus apartments are available for both male and female students. The hostels are strictly single-sex with four-sharing and twin-sharing rooms. There are common bathrooms and kitchen in each apartment. The students are required to adhere strictly to the rules and regulations of the hostels. Regular shuttle bus services between the College and the hostels are provided to the students free of charge.

5. Laundry Service

Laundry service is available at a reasonable charge in the hostels. However, the students may opt for using the services available at the nearby laundrettes.

6. Compulsory Accident Insurance and Health Cover

The College will arrange personal accident and hospitalization insurances which are compulsory for all international students at a reasonable charge.

7. Vaccination and Health Papers

Students from Africa and South America are required to produce vaccination certificates when entering Malaysia. If the students fail to show the vaccination papers, the Malaysian authority may hold the students under quarantine for at least 10 days or may deport the students.

8. Employment

International students who enter Malaysia on student visa are not allowed to take up employment in the country. Those caught working will be sent back to their home countries.

9. International Student Visa

- 9.1 Student Visa will only be issued to full-time students but not to part-time students.
- 9.2 Student Visa is valid for one year and renewable yearly until the end of the course of study of the students.
- 9.3 Student Visas are issued by the Immigration Department in Kuala Lumpur only. Each student visa costs RM60.00 or US\$17.00. The fee for multiple entry visa depends on the country of origin. The student from the Commonwealth countries do not require a multiple entry visa.
- 9.4 A student visa is not a work permitted and therefore does not allow an international student to take up employment in Malaysia.

10. Currency Declaration

All foreign students, travelers, tourists, permanent residents and Malaysians are required to declare the amount of money they carry with them when arriving or leaving the country if they carry

- 10.1 Currency notes exceeding RM1,000.00
- 10.2 Foreign currency and/or traveller's cheques exceeding the equivalent of RM10,000.00

Failure to declare the above is an offence. Declaration form can be obtained in the aircraft or upon arrival at the airport. The completed declaration form must be handed to the immigration officer when entering or leaving Malaysia.

11. How To Overcome Cultural Shock

If it is your first trip overseas to a strange country, you will find yourself in a new environment where you lose sight of the familiar signs, gestures, facial expressions, customs and norms, food and symbols of social interaction. You begin to feel uncomfortable in this new environment. This is called cultural shock.

The following tips are to help you to get through this cultural shock:-

- Have an open mind and a positive attitude
- Have a strong sense of humor
- Be flexible and adaptable
- Be curious
- Mix around with other students
- Have strong self-esteem
- Take part in sports
- Take part in social activities organized by the institute

INFORMATION ABOUT MALAYSIA

1. People

Malaysia is a small country with a land area of approximately 330 thousand square kilometers and a population of 23 million people comprising of Malay, Chinese, Indian and other minority groups. The various races live together peacefully and harmoniously in the country.

2. Religion

The official religion of Malaysia is Islam but other religions such as Buddhism, Christianity, Hinduism, Taoism and other religions are practiced freely by the people.

3. Languages

Malay is the national language of the country and is spoken by all Malaysians. Chinese, Tamil and other languages are also spoken among the people. English is widely spoken by most of the people in cities and big towns.

4. Food

Almost all types of food can be found in Malaysia. You can get Malay, Chinese and Indian food throughout the country. Japanese, Korean, American, Italian, Portuguese, and French food is available in all the cities and big towns.

5. Cost of Living

The cost of living including food and accommodation in Malaysian cities is moderate. It costs about RM800.00 to RM1,000.00 (US\$210.00 to US\$260.00) per month.

6. Money and Currency

Currency in Malaysia is expressed in Malaysian Ringgit (RM) and Sen. One RM is equal to 100 Sen.

The exchange rate of the RM had been fixed at RM3.80 to US\$1.00. Visa, Master Card and American Express credit cards are accepted by all hotels, departmental stores, supermarkets, travel agents and big restaurants.

7. Banking

All the banks open on Mondays to Saturdays but close on Sundays and Public Holidays. The banking hours for most of the banks are from 9.30 a.m. to 4.00 p.m. on weekdays but on Saturday from 9.30 a.m. to 12.00 noon. All banks close on the first and the third Saturdays of each month.

You may open either a Current Account or a Savings Account with one of the banks. You can get an ATM card from the bank, which allows you to withdraw money any time from the ATM machines from any branch of the bank in the country.

8. Electricity

The electric current is 220-240 volts AC at 50 cycles per second. The plugs used for most of the electrical appliances are either the “B” pattern 2 round pins type or the “C” pattern 3 regular prongs type.

9. Postal Services

Post offices are open from 8.30 a.m. to 5.00 p.m., Mondays to Fridays and on Saturdays, from 8.30 a.m. to 12.00 noon, but are closed on Sundays and Public Holidays. You can send letters and parcels to all parts of the world and the postages are very reasonable. The post offices also offer telegram, telex and fax services.

10. Telephone Services

Telephone booths can be found along the sides of the streets in all the towns. You can make telephone calls to any country at a reasonable charge. You can also buy prepaid phone cards which give discounted rates for international calls.

11. Internet Services

The students can use the College’s computer lab to access the Internet free of charge. If you wish to access the Internet at the convenience of your room, all you need are a PC, a telephone line and an Internet account. You can also make use of the Internet facilities at the Cyber-café which are found in abundance in all the towns of the country.

12. Public Transport

Travelling by public transport is convenient in most parts of the country. Buses, trains taxis and domestic flights provide regular services between all the towns in the country. Public transport system between Petaling Jaya and Kuala Lumpur is very efficient. The LRT (Light Rail Transit), public buses and taxis run between the two places regularly. You can get taxis easily if you want to travel within Petaling Jaya. For in-town traveling, you pay the taxi driver according to the fare displayed on the meter and you do not need to pay him any tip.

13. Medical Services

Malaysia provides a very high standard of medical and healthcare services as there are sufficient qualified western trained doctors and specialists serving either in government or private hospitals and clinics in all big towns throughout the country.

14. Dentists

Dental services provided by qualified dental surgeons are readily available at government or private dental clinics found in all the towns in the country.

15. Opticians

There are many qualified optician shops where you can have a pair of custom-made spectacles or contact lenses at reasonable charges.

16. Possession of Drugs and Trafficking

Possession of drugs and trafficking of drugs are serious offences in Malaysia. Anybody caught possessing 15 grams or more heroin or 200 grams or more marijuana is punishable by the mandatory death sentence.

Location Map of Lincoln College



Lincoln College
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Petaling Jaya, Selangor, Malaysia.
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