COURSE APPLICATION GUIDE

THE ONE ACADEMY
OF COMMUNICATION DESIGN
(210547-P)

MSC
MALAYSIA
Status Institution

INTAKES

The One Academy has 3(three) intakes annually, which is January, April and August.

APPLICATION PROCEDURE FOR LOCAL STUDENTS

◼ Option 1- Visit The One Academy

Take time to visit the premises. This will give you a chance to speak to our counsellors to get answers to your questions and assistance to register for the programme.

Office Hours:

Mondays to Fridays	9.00am- 5.30pm
Saturdays	9.00am- 1.00pm
Sundays and Public Holidays	Closed

Alternatively, you may also contact the Registration Office or Counseling Office if you have any questions about the admission to our programmes.
* By telephone at 603- 5637 5510 during office hours
* By fax at 603- 5637 5508/603- 5621 1716
* Send an e-mail to enquiry@toa.edu.my

◼ Option 2- Get information online

Download the followings:-
1. Course Application Form
2. Course Application Guide

Please print out the Application Form, fill it up and submit the required supporting documents as mentioned in the Application Procedure to the Registration Office of The One Academy of Communication Design.

28, Jalan PJS 11/28A,
Bandar Sunway,
46150 Petaling Jaya,
Selangor Darul Ehsan,
Malaysia.

Note:
* *Please state clearly the intake you wish to enrol in your Application Form.*
* *All applications received after the deadline (as stated in Application Form) will be deemed late and subject to the availability of seats. Therefore, it is advisable to submit your application as early as possible before the commencement date of each intake.*

ACADEMIC REQUIREMENTS

Applicants are evaluated for admission based on the following minimum entry requirements.

Programme	Academic Requirement	Duration	Intake(s)
THE ONE ACADEMY FOUNDATION PROGRAMME * Foundation in Communication Design Completion of the Foundation in Communication Design will provide successful students entry into the first year of degree programmes.	• SPM/'O' Levels/ UEC or equivalent - minimum 5 credits (with pass in English or IELTs score of 6.0) • 2 principals STPM/ 'A' levels with 2 credits	1 Year	April
DEGREE** 3+0 UK Degree Programme • BA(Hons) Graphic Design & Illustration • BA(Hons) Multimedia Design	• SPM/'O' Levels/ UEC or equivalent - minimum 5 credits or • STPM with 2 principals or • 'A' Levels with 2 credits **and** • Pass The One Academy Foundation in Communication Design/or pass in relevant Foundation Programme from a recognised institution of higher learning • Pass IELTS test with a minimum score of Band 6.0	3 Years	May
DIPLOMA Diploma in Advertising & Graphic Design Diploma in Illustration Diploma in Digital Animation Diploma in Multimedia Design Diploma in Interior Design	• SPM/'O' Levels / UEC or equivalent - minimum 3 credits (with pass in English) or • Pass The One Academy Certificate in Communication Design/or pass in relevant Certificate from a recognised institution of higher learning	3 Years	January April August
CERTIFICATE Certificate in Communication Design	• SPM/'O' Levels / UEC or equivalent - minimum 1 credit (with pass in English)	4 Semesters	January April August

Note: Forecast results can be considered for conditional admission if the official result is yet to be released. However, student must sit for an English Placement Test prior to enrolment. Students whose official results fall short of the entry requirement must either withdraw from the programme or enrol in a programme with lower entry requirement.

* Student must satisfy the stipulated English requirement before pursuing the University of Hertfordshire Degree programme at The One Academy.

** Please be informed that the programme title will be amended after the validation of the University of Hertfordshire

Direct Entry Into BA(Hons) Level 1 Programme

- 2 Principals STPM/'A' Levels with 2 credits or equivalent or
- 5 Credits SPM/UEC/'O' Levels or equivalent and
- Pass TOA Foundation in Communication Design or pass in relevant Foundation Programme from a recognised institution of higher learning

- IELTs score of 6.0
- A portfolio demonstrating drawing ability and graphic design/multimedia design skills (i.e. produce any artworks done in your previous recognised institution)

Direct Entry Into BA(Hons) Level 2 Programme

- 2 Principals STPM/'A' Levels with 2 credits or equivalent or
- 5 Credits SPM/UEC/'O' Levels or equivalent and
- Pass The One Academy Diploma Programme or a recognised institution of higher learning relevant diploma in the field
- IELTs score of 6.0
- Demonstrate good academic writing skills (i.e. produce any academic writing assignments/essays done in your previous recognised institution)
- A portfolio demonstrating drawing ability and graphic design/multimedia desgin skills (i.e. produce any artworks done in your previous recognised institution)

English Language Requirements

Proficiency in spoken and written English is fundamental to your success at The One Academy. All applicants are required to take for an English Placement Test (EPT) prior to admission to the course of study set by The One Academy. The English Placement Test is to assess your proficiency level. Applicants who do not meet our minimum English requirement will be required to undergo into the Intensive English Programme (IEP) offered by The One Academy for a semester before commencing the normal academic programme.

Exemptions

An exemption from a subject/module will be granted only on the basis of prior study at a recognised institution of higher learning and students can demonstrate that they have acquired all the skills and knowledge described by the learning outcomes of the subject/module.

Application for Subject/module Exemption upon admission should be a one-off exercise. No subsequent exemptions will be approved during the course of study except for newly gained qualifications after admission.

To apply for subject/module exemptions:
- Completed application for Subject/module Exemption
- Certified true copies of relevant certificate(s)
- Certified true copies of the academic transcripts including grading system
- Certified true copies of the subject outlines/syllabuses
- Portfolios demonstrating the work and study undertaken in previous recognised institution

Applications for Subject/module Exemption will not be considered for any subject that a student has previously attempted and failed.

If required, student will be ask to
- Sit for proficiency test(s)
- Qualifying examination(s) prior to the granting subject/module exemption.

Application Procedure

Complete and submit the Course Application Form together with the required supporting documents below:

a. A completed Course Application Form.

b. Certified true copies of academic results relevant to entry requirements. Forecast results are accepted for students applying for January intake.

c. A certified true copy of School Leaving Certificate. (If any)

d. 4 (Four) recent passport-size coloured photographs with your name written on the reverse. (One to be pasted on the top right hand corner of your application form)

e. A photocopy of the Identity Card.(IC)

f. Exemptions - supporting documents. (If requested)

g. Certificate true copy sponsorship/scholarship letter and documents. (If applicable)

h. Portfolio comprises of
   i. One landscape still-life composition (colour drawing, any size)
   ii.One free composition (any media, any size)

i. A non-refundable and non-transferable registration fee and tuition deposit of RM1000 can be made by personal cheque to **The One Academy of Communication Design Sdn Bhd.**

Note: Please DO NOT send in cash for security reasons. The registration fee and tuition deposit must be received before your admission application is being processed.

Providing False Information

The qualifications stated in your Application Form will be verified by checking the original documents at the time of enrolment. Providing false or misleading information or failure in supplying the required documents will lead to disqualification of the application. Fees paid will NOT be refunded.

Application Acknowledgement

The applicant will receive an application acknowledgement via e-mail after the Registration Office has received your completed Application Form.

If you have not received an acknowledgement after 14 working days from the submission date, please contact the Registration Office.

Application Result Notification

The One Academy will approve an application based on the qualifications stated in the Application Form. Additional information provided after the approval process will only be considered if time permits, at the discretion of the relevant department/school.

Change in Correspondence Information after Submission of Application

It is the applicant's responsibility to formally inform and notify the Registration Office by post, fax: +603-5637 5508 or e-mail: sra@toa.edu.my of any changes to their permanent and mailing addresses, contact details, etc.

You are reminded to keep your correspondence information updated to ensure receipt of communication from us regarding your application.

Withdrawal

Should a successful application decide to refuse the offer, the paid registration fee and tuition deposit are strictly non-refundable and non-transferable.

ENROLMENT PROCEDURE

Read carefully the relevant course information brochure and application guide. Ensure that you meet the entry requirements for the applied programme.

Send in your completed Application Form together with the required supporting documents.

If the application is successful, Registration Office will send you an Offer Letter and other related documents within 14 working days. If the application is unsuccessful, Registration Office will notify you in writing.

Applicant is required to sit for an English Placement Test, drawing test and complete the compulsory Questionnaires.
(Arrangement will be made for those submitting by hand personally after the Application Form submission)

After receiving the Offer Letter, sign the relevant documents and enclose the First Semester's full tuition fee.
(within the date stated in the Offer Letter)

Student to attend the Induction Programme.

Class commences.

FREQUENTLY ASKED QUESTIONS(FAQs)

How is my application being processed?

Once your application form is received, it will be sent for evaluation. The One Academy will confirm your eligibility within 14 working days.

- Successful applicants will receive the offer letter, offer Response Form, Conditions of Enrolment and Fees Payment Form by post.
- Unsuccessful applicants will also be notified in writing. Your portfolio and tuition deposit (RM700) will be returned.

Do I need to sit for an English Placement Test?

Yes. It is compulsory for every student to sit for an English Placement test as ruled by The One Academy.

The English Placement Test is to assess your language proficiency level. It will be scheduled once the student reports to Registration Office. If the student does not meet the minimum English requirement, the student will be required to enrol into The One Academy's Intensive English Programme (IEP) before joining the normal academic programme.

How much are my tuition fees and other payments?

Details regarding tuition fees are attached together with the Application Form.

The successful applicant is required to settle the First Semester's payment in full to the college within the date stipulated in the Offer Letter. Payment should be made via cheque or bank draft payable to:
 "The One Academy of Communication Design Sdn. Bhd."

Do l need to attend The One Academy's Induction Programme?

Yes, it is compulsory for new students to attend the Induction Programme before class commences. You will be briefed on the essential skills, comprehensive information about your timetable and other information relevant to your studies.

About the Student Support Centre

The Student Support Centre is located on the ground floor of the main building.

Within the Student Support Centre, Frontline Services operate an Information Desk, where you can obtain services, advice and information.

The Student Support Centre consists of the following:
- Admissions(new students)
- Bursary
- Student Services

When visiting the Student Support Centre, average waiting time will range between 5 to 10 minutes. At particularly busy times e.g. registration times, you may find you have to wait a little longer.

Every effort is spent to ensure that the information in this Application Guide is correct at the time of printing .