



COURSE APPLICATION GUIDE

Malaysian Student

THE ONE ACADEMY
www.toa.edu.my

28, Jalan PJS 11/28A, Bandar Sunway 47500 Subang Jaya, Selangor Darul Ehsan, Malaysia

Tel: 603-5637 5510 • Fax: 603-5637 5508 (General) / 603-5621 1716 (Marketing)

E-mail: enquiry@toa.edu.my • Website: www.toa.edu.my

■ 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 time e.g. registration times, you may find you have to wait a little longer.

■ Programme Entry Requirements and Intakes

Programme	Entry Requirements	Duration	Intake
Foundation in Communication Design	<ul style="list-style-type: none"> • Pass SPM / O-Level with minimum five (5) credits including English; or • Pass UEC with minimum 5Bs including English; or • Other equivalent qualification as approved by the Malaysian Government; and • Pass drawing test conducted by The One Academy. 	1 Year (3 semesters)	April
Foundation in Interior Architecture Design	<ul style="list-style-type: none"> • Pass SPM / O-Level with minimum five (5) credits including a pass in Mathematics, English and Art Subject; or • Pass UEC with minimum 5Bs including a pass in Mathematics, English and Art Subject; or • Other equivalent qualification as approved by the Malaysian Government; and • For students without Art subject: - Pass Portfolio Review or Drawing Test conducted by The One Academy 	1 Year (3 semesters)	April
BA (Hons) Graphic Design	<ul style="list-style-type: none"> • Pass SPM / O-Level with minimum five (5) credits; or • UEC with minimum 5Bs; and • Pass Foundation Programme in related field; or • Pass Diploma in related field; or • Other equivalent qualifications as approved by the Malaysian Government. • Students with a recognized Diploma in related field will be given advanced standing into the Degree programme. • For students without Art subject: - Pass Portfolio Review or Drawing Test conducted by The One Academy <p>English Requirement or Equivalent required by University of Hertfordshire:</p> <ul style="list-style-type: none"> • IELTS overall score of 6.0; or • SPM (GCE O-Level English 1119) / GCSE / IGCSE English Language: Grade C or better. 	3 Years & 3 months (inclusive of internship)	May, November
BA (Hons) Interactive Media Design		3 Years & 6 months (inclusive of internship)	
BA (Hons) Interior Architecture and Design			
Diploma in: Advertising & Graphic Design, Illustration, Digital Animation, Multimedia Design, Interior Design, Fine Arts	<ul style="list-style-type: none"> • Pass SPM / O-Level with minimum three(3) credits; or • UEC with minimum 3Bs; or • Recognized Art & Design certificate or equivalent qualification as approved by the Malaysian Government. 	3 Years	January, April, August
Fashion Design & Pattern Making	March, September		
Certificate in Communication Design	<ul style="list-style-type: none"> • Pass SPM / O-Level with minimum one (1) credit in any subject; or • UEC with minimum 1B in any subject; or • Pearson BTEC Level 2 Certificate; or • Other equivalent qualification as approved by the Malaysian Government. 	1 Year & 4 months (4 Semesters)	January, April, August
Creative Arts Fundamentals	<ul style="list-style-type: none"> • Completed SPM/ O-Level/ UEC • Other equivalent qualification as approved by the Malaysian Government. 	3 Semesters	January, April, August

■ **I have missed the recommended application deadline. Can I still apply?**

We recommend you submit your application as early as possible and no later than the application deadline. Applications submitted after that date can be considered.

For enquiries about application deadline, contact your counselor or the Registration Office at sra@toa.edu.my

■ **Am I eligible to study at The One Academy?**

You are advised to furnish your academic results and indicate your programme preference for initial eligibility inquiry. You can also email your enquiries to enquiry@toa.edu.my to find out whether your qualifications make you eligible to study at The One Academy.

■ **I am requested to submit a certified copy of my academic qualifications/certificates. Where can I obtain this?**

Please do not send original certificates and diplomas. You will need to submit the HARD certified copies issued with the original stamp. Certification can be obtained from the Registrar Office of the awarding institution or university. Documents can also be certified by Notary Public.

■ **What if I need a translation of my transcript and/or my certificate?**

If your transcript or certificate is not in English or Bahasa Malaysia, you are required to provide a certified copy of the original transcript or certificate, authenticated by the university as well as a copy of the same translated into English and authenticated by a legal translator. We do not accept photocopies as final evidence. Please note that self-translated documents are not acceptable.

■ **My address has changed after submission of Application, who shall I contact?**

Please notify sra@toa.edu.my with any change of address clearly indicating whether this is your current or home address. Please also remember to keep us updated with your email address.

■ **How long is an IELTS certificate valid for?**

The validity period for IELTS is two (2) years from the date of award.

■ **Do I have to submit evidence of IELTS test results when apply for the Foundation programme?**

Students who enrol into Bachelor's programme must fulfill the following English Proficiency requirements:

- a. IELTS overall score of 6.0; or
- b. SPM (GCE O-Level English 1119)/GCSE /IGCSE English Language: Grade C or better

Although your IELTS test results can be submitted separately from your application, we recommend you submit it as early as possible so you can have time to retake the test if your scores are too low.

It is advisable to register your test as early as possible as test centres get fully booked at certain times of the year and you might not be able to sit for your exam and have your results before the start of the academic year.

■ Processing times

We normally assess application for credit transfer within 14 working days. A longer period may be needed if a full assessment is required, particularly at peak admission and enrolment times.

■ MPU Compulsory Courses

Effective September 2013 intake onwards, The Malaysia Qualifications Agency (MQA) requires all Malaysian and International students to complete and pass the MPU Compulsory Courses as a prerequisite to the award of certificate, diploma and degree.

Information on MPU courses can be found in the Student Handbook via Student E-Portal.

■ Application Checklist

All applicants need to provide:

- A complete Course Application Form
- Proof of Payment for non-refundable of registration fee RM500 and tuition deposit of RM1500
- Two (2) recent colour passport-sized photographs with name written on the reverse side
- One (1) certified true copy of Identity Card (NRIC)
- Certified copies of
 - a. Secondary education (SPM/O-levels /UEC or equivalent)
 - b. Tertiary education (if applicable)
- School leaving/completion certificate
- Proof of English proficiency (if applicable)
- A portfolio comprises of
 - a. One (1) landscape/still life composition (colour drawing, A4 size)
 - b. One (1) free composition (any media, A4 size)
- Supporting documents for credit transfer (if applicable)
- Documentary evidence (if financed by scholarship/sponsorship/study loan)
- Student Hostel Application Form (if you require accommodation). You can download the form at www.toa.edu.my/hostel/. A hostel booking fee of RM400 is required (non-refundable)

Additional documents if you are applying for BA (Hons) Level 4 (First Year) or Level 5 (Second Year)

- For entry to Level 4, attach **certified true copies** of relevant Foundation qualifications & certificates
- For entry to Level 5, attach **certified true copies** of relevant Diploma qualifications and certificates
- For entry to Level 5, you must demonstrated good academic writing skills (Question will be provided by The One Academy)
- **Certified true copies** of Course Syllabus/Course Outline
- A folio of creative work to confirm that you have achieved the requisite learning outcomes (i.e. produce any artworks done in your previous recognized institution)

MALAYSIAN STUDENT ENROLMENT PROCEDURE

Step 1: Complete & submit your application

To begin the admission process, kindly fill up and submit an application form to The One Academy together with the documents and items listed in APPLICATION CHECKLIST.

All applicants must meet **English language requirements** in addition to the requirements of the individual programme being applied for.

Step 2: Payment

Registration fee and tuition deposit of RM2000 (non-refundable) must be paid when you submit your application. Your application won't be processed unless you have paid these fees. Your options for making payment are stated under the payment methods section.

Step 3: Your offer notification

Once your application has been assessed you will be notified of its outcome.

If your application to study at The One Academy is successful, you will be offered a place. Offers are sent to applicants via post, so it is important that you provide The One Academy with a valid address to ensure that you receive the information (please allow 14 working days)

If you have not been successful in gaining admission to The One Academy, we will inform you in writing. Your tuition deposit will be returned.

Step 4: Accepting your offer

Once you have received an offer you must respond to it by accepting, deferring or declining the offer. To accept your offer of admission, you must:

- a. Read, complete and sign the Offer Response Form and the terms and conditions of enrolment.
- b. Accept the offer before the deadline stated in your offer letter
- c. Pay the relevant fees as stated in the offer letter

Step 5: Consider your accommodation provided by The One Academy

If you require accommodation provided by The One Academy, please submit the Hostel Application Form, together with RM400 (non-refundable booking fee) for reservation. Download the Hostel Application Form at www.toa.edu.my/hostel/. Spaces are limited and reservations can be made on first come, first served basis.

Our Student Services Department will then liaise with you on accommodation arrangement.

Step 6: Submission of your acceptance

Submit the above items (a) and (c) to the Academy before the deadline stated in your offer letter by mail or in person.

By mail to:

Registration Office
The One Academy of Communication Design
28, Jalan PJS 11/28A
Bandar Sunway
47500 Subang Jaya
Selangor Malaysia

In person to:

Fees Payment Counter
Main Building, Ground Floor

Business hours:

Monday – Friday, 9.00am – 5.30pm
Saturday, 9.00am – 1.00pm

*Every effort is spent to ensure that the information in this Application Guide is correct at the time of printing .
This is a guide for admission in 2018.*

HOW TO APPLY

■ ■ **Walk-in:**

Take time to visit The One Academy. This will give you a chance to speak to our counselors 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

■ ■ **Call:**

You may contact us at 603-5637 5510 during office hours.

■ ■ **Email:**

Send an email to enquiry@toa.edu.my

■ ■ **Post:**

The One Academy of Communication Design

Registration Office (Admissions)

28, Jalan PJS 11/28A, Bandar Sunway,

47500 Subang Jaya, Selangor Darul Ehsan, Malaysia.

■ ■ **Online:**

Please visit our website at www.toa.edu.my for more information.

■ **I am a newly registered student, is there any refund of fees if I reject the offer or withdraw from the programme?**

There is strictly no refund of all fees paid including registration fee if a student reject the offer or withdraws from the programme BEFORE or AFTER the commencement of the semester.
(Except the refundable fees stated in the Programme Fee Structure)

■ **What are the loans available?**

Type of Financial Assistance	Amount (RM) (per annum)	Interest
PTPTN Loan	6,800.00 (for diploma) 13,600.00 (for degree)	1%

■ **EPF Withdrawal (Applicable to Diploma and Bachelor’s Degree Courses only)**

Your parents can also apply for withdrawal of their EPF money to finance your education.
The application forms can be downloaded at <http://www.kwsp.gov.my>

■ **How do I apply for the loan?**

Only full-time Diploma and Bachelor’s Degree students are eligible to apply for the PTPTN loan
Application is to be made through www.ptptn.gov.my/gateway/. Briefing will be made by Student Services Department to inform students regarding the dates for the application and submission exercise for each semester.

For enquiries regarding financial assistance, please contact the Student Services Department.

■ **Is there any hostel accommodation available?**

Hostel accommodation is available. The hostel room is allocated upon submission of application on a first come first served basis. Students can also find alternative accommodation in the residential areas around the College.

For further information about accommodation please come to Student Services Department or email to studentservices@toa.edu.my

■ **Where can I obtain the hostel application form?**

Applications can be made as soon as you register as a student and applications are subject to availability.
Hostel application form may be obtained from:-

- i. Student Services Department
- ii. Download the Hostel Application Form from www.toa.edu.my/hostel/

■ **Is there any Shuttle Bus service for students?**

Shuttle Bus services are available for all TOA students.

For details on bus route and schedule, kindly refer to www.toa.edu.my/busschedule/ or **Student E-Portal**.

■ **What should new students bring to the Orientation Programme?**

All new students are required to bring their original offer letter.

■ **Does the College allow parents to accompany new students during the Orientation Programme?**

Parents are not allowed to accompany new students during the Orientation Programme.

■ English Placement Test (EPT)

As the medium of instruction is English, it is compulsory for all applicants to sit for the English Placement Test (EPT) during registration unless you have been exempted to determine your English proficiency level. To be exempted from the EPT, students must present proof of one of the following:

Recognized Tests	Minimum score/level	Remarks
SPM 1119 English / O-Levels English / IGCSE English	C	
UEC English	B3	
IELTS (International English Language Testing System)	4.0	Qualifications must not be more than 2 years old at the time of application.
Paper-based TOEFL	450	
Internet-based TOEFL	40	
Completed ELS Certified Intensive English Programme (CIEP)	Level 109	Certificate must not be more than 1 year old at the time of application.
Cambridge English Preliminary PET	Pass	
Cambridge English First FCE	C (Pass)	

Should you achieve an unsatisfactory result for this test, you will be required to undertake a full time Intensive English Programme (IEP) in The One Academy to improve your English Language competency before joining the main programme. Upon completing with a pass grade you will then proceed to the main programme. The cost of attending the IEP will be borne by you.

■ Credit Transfer

You may be eligible for credit transfer if you have successfully undertaken formal study at a recognized tertiary institution. Your application for credit transfer will be considered by the relevant faculty you wish to enrol with. The faculty will look at the previous courses you completed, results you received and portfolio, and decide whether you are eligible for credit.

The maximum transferable credit is 30.

■ How to apply for credit transfer

In order to ensure that your application is processed in time for enrolment, you need to submit certain documents to the Registration Office at the same time as you put in your main application. Please submit your application a month before the intake is due to begin.

You need to provide ALL of the following:

1. Application for Credit Transfer form (obtainable at Registration Office or download the form at www.toa.edu.my/creditttransfer)
2. Certificate awarded*
3. Full official academic transcript and explanation of the grading system*
4. Syllabus/course outlines for previous study, including details of contact hours, topics covered and method of assessment*.
5. Portfolio

*** Documents must be certified true copies. Certified copies must bear an original signature. This can be obtained from the Registrar / Head of the Faculty where you have completed your programme. Where this information is in a language other than English or Bahasa Malaysia, you must provide a translation by an accredited translator.**

The Registration Office will contact you by written notification or telephone about the outcome of your credit transfer application. Applications submitted without the complete documents will be processed for normal admission without any consideration given for credit transfer.

Step 7: You are required to sit for the Admission Test which includes English Placement Test, Enrollment Questionnaire and Drawing Test. Admission Test will be arranged on the day of registration for those apply in person.

Step 8: Attend the Induction Programme. You are required to bring your offer letter.

Step 9: Lectures begin

■ Student E-Portal

Student E-Portal is a portal which enables you to access information and services at The One Academy. You are able to view latest announcements posted by departments i.e. exam schedules, semester results, class timetables, class notices i.e. change of lecture date/venue, academic calendar, student handbook, make lab and equipment bookings, update your address and contact details and many more.

Once you have made payment in FULL as stated in your offer letter, you will be able to log into the Student E-Portal at <http://student.toa.edu.my> on the first day of the semester. You are required to update your current address and contact details in the Student E-Portal.

In order to log into the Student E-Portal for the first time, you will need to provide your:

- Username : Student ID
- Password : Student's NRIC or Passport No. without any spaces, dashes or symbols.
- Category : Student

■ Orientation Programme

It is compulsory for all new students to attend the Orientation. Orientation Programme is designed to help you make a smooth transition to college life and provide you with an overview of your course, attendance and assessment requirements. You will receive your Student ID Tag and class timetable during that day.

FREQUENTLY ASKED QUESTIONS (FAQS)

■ Is there an application deadline?

We recommend that you prepare and submit your application well in advance of the application deadline so that you can get a reply in time for entry.

Late applications may be considered, however it is subject to availability. Applicants are strongly advised to apply as soon as possible after having considered the choices.

Note: See THE ONE ACADEMY website (www.toa.edu.my) for information on application closing dates.

METHOD FOR PAYMENT OF FEES

Choose one of the following methods for payment of fees:

Cheque Cheque must be made payable to **The One Academy of Communication Design Sdn. Bhd**

Direct bank-in Payment must be made to **The One Academy of Communication Design Sdn. Bhd**

Bank name: **Malayan Banking Bhd**

Account No: **012316-500133**

Please attach the original copy of the bank-in slip with the Application Form as proof of payment so that we can easily trace your payment.

Credit Card Payment by credit card is allowed but subject to its Terms & Conditions.

Important Notes

Kindly include the student's name, NRIC number, programme enrolled and intake month and year.

Please do not deliver cash via mail. The One Academy will not be held responsible for the loss of cash.

Financial Verification

If you are supported by a sponsoring organization, please attach an official copy of your sponsorship award letter.

This letter must indicate the total amount of fees in detail and other benefits offered by the sponsoring organization.

■ False Information/Documents

All admissions decisions taken by The One Academy rely on the statements made on the application form and in the supporting materials supplied by you. This information will be held and used for the purpose of processing your application for study, student administration and wherever applicable.

If the Academy believes that any information contained on your application form may not be correct and complete, including academic transcript(s), the Academy retains the right to reject your application. All fees paid will not be refunded.

If you have been made an offer by the Academy, then the Academy, may in these circumstances withdraw or amend that offer. If you have been admitted as a student, you may be subject to disciplinary action which could result in your dismissal from the Academy. Such dismissal shall result in forfeiture of all fees paid and academic credit earned.

■ Applications Outcome

Once you have applied for a programme, your application will be considered and you will be notified of the outcome. All offers are made via post.

To ensure that offers are made at an appropriate time, the Registration Office prioritizes applications for commencement in the upcoming intake. This means that the notification of outcomes of applications for commencement in later intakes may take longer.