

Principal's Welcome

As you begin studying in Era Technology Communication Art & Design, you are under the wing of a remarkable team of educators and management. Era Technology is founded upon the principle of the pursuit of excellence education especially towards the path of design. Studying and growing with us, we can make possible excellent designers out of you.

As you settle into your new responsibilities as our student, I encourage you to explore the many facilities and activities available to you as an Era Technology student. The information in this handbook will guide you through this process, as will your lecturers. We are pleased that you have decided to join us. I hope you enjoy your relationship with Era Technology Institute.

Principal Mr. Ong Kah Hoe

The Student General Rules and Guidelines and the Student Code of Conduct serves as a reference and working guide when attempting to resolve student disciplinary issues. Nothing in these documents should be construed as a contract, entitlement or promise. These documents are intended to represent minimum guidelines only; students should be aware of the fact that the absence of a specific policy, statement, procedure or provision should not be construed to be a waiver of such item by Era Technology Communication Art & Design and reserves the right to make changes to its policies, rules and guidelines at any time without notice.

A brief history of Era Technology Communication Art & Design

Our Past

Established in 2003 with only ONE computer lab (1 floor business space), the main courses taught were Graphic Design and Interior Design. Classes were conducted with small amount of student. All of the courses taught were based on industrial training.

Moving forward

Base on popular demand and feedback from students and professionals, we manage to create a new range of short courses bringing a step forward to the designing industry. With more students, we shifted to our current location for a bigger space and future.

Contents

Contacts	3
Structure of Era	3
Institute Areas	4
Equipment & Facility	5
Printing Service.....	6
Fees Payment	7
Study Period	7
Non-Schooling Days	8
Attendance	9
Timekeeping	9
Assessment/Presentation	10
Conduct & Behavior	10
Conflict of Interest and Outside Employment	12
Confidentiality	13
Dealing with media/giving interviews	13
Termination	13
Leaving Procedure	13

Contacts

Main Building Address

28-1, 1A & 1B, Jalan Chung Thye Phin, 30250 Ipoh, Perak, West Malaysia.

Main Telephone Line

Administration Office: +605-2498187 Education Consultant Office: +605-2498186

Facsimile Line

Administration Office: + 605-2498187 Education Consultant Office: +605-2498187

Email Address

admin@era.edu.my

Website Address

www.era.edu.my

Structure of Era

Principal

Mr. Ong Kah Hoe

Vice-Principal and Managers

Mr. Jackie Tan

Lecturers

There are numerous professional lecturers working for Era Technology handling respective modules.

Guidance Teacher

We have our own Guidance Teacher for students who wish to seek help or advice on study issues or personal problems.

Education Consultants

Student may find the Education Consultant for any enquiries or to gain any brochure or pamphlet regarding to the courses information.

Account Administrator

Anything regarding to payment or refunds are directed to the Account Administrator.

Administrative Clerk

Anything regarding to equipment/facility usage/return, lost & found and items faulty are directed to the Administrative Clerk.

Printing Administrator

Anything regarding to printing in the Institute are directed to the Printing Administrator.

Institute Areas



Block A - Main Area

The main area of Era Technology consists of 3 floors which include:
Ground floor – Lobby, Reception Area, Consultation room and Gallery.
First floor – Lecturer’s office, Administrator area, Printing room, e-library.
Second floor – A2-1(Studio), A2-2(Computer Lab), A2-3(Computer Lab), A2-4(Computer Lab).

Block B - Second Area

The Second area of Era Technology consists of 2 floors which include:
1st floor – B1-1(Computer Lab) and B1-2(Computer Lab).
2nd floor – B2-1(Theory room) and B2-2(Theory room).

Block C - Third Area

The Third area of Era Technology consists of 1 floor which includes:
2nd floor – C2-1(Theory room).

Block D - Forth Area

The Forth area of Era Technology consists of 1 floor which includes:
1st floor – D1-1(Theory room)
2nd floor – D2-1(Theory room) and D2-2(Theory room)

Equipment and Facility

You may use the equipment and facility provided by the Institute at respective period.

Scheduled classes

All labs and rooms of the Institute are subjected to be used for scheduled classes. Only students following the scheduled class are allowed to be in the lab/room and to use the available facilities. No one shall stay in the lab/room after the scheduled class has ended.

Multipurpose room

Multipurpose room is the only area in the Institute which enables students with no scheduled classes to stay and use the available facilities. The room is available for use from Monday – Friday from 9am-6pm except for Public Holidays or the 1 week holiday of Chinese New Year celebration.

Studio

Booking of Studio must be made before using and are only available when there are no scheduled classes. Booking can be made through the Administrative Clerk in 5 working days in advance.

Study/Training equipment

You may borrow study/training equipment as of the following through the Administrative Clerk.

- Laptop
- Cordless keyboard & mouse
- WACOM tablet/pen
- Software contained thumb-drive
- Digital Camera and Flash

* All equipment is prioritize for student with scheduled classes or to be used in the Multipurpose Room and must be returned the latest at 6pm or else a penalty of RM50 will be charged. Student are not allow to borrow more than 1 equipment per listed item above.

Photocopying, Scanning and Printing services

To use the Photocopy, Scanning and Printing services of the Institute, you will need to seek the assistance of Printing Administrator for the following procedure of each services.

Photocopy procedure

- 1) You need to inform the Printing Administrator.
- 2) Hand over the artwork for photocopying.
- 3) Pay respective amount to the Printing Administrator after receiving the copies.

Scanning procedure

There are 2 scanners in the compound of Era Technology. The procedure to scan are divided into 2 section as accorded to the size of the scanner. Scanning service is free of charge.

- To scan A4 size artwork, you may use the scanner located in the e-library.
- To scan A3 size artwork, you shall seek the assistance of Printing Administrator in order to gain access to the scanner machine in the Printing Room.

Printing Service

Printing procedure

1. Check the art-work
 - a) Document size (A4 / A3)
 - b) Color system (Color / Black & white)
 - c) Font missing / images missing
 - d) Remove unnecessary items (unwanted border, images, etc)
 - e) Do bleeding or crop marks if necessary
 - f) etc
2. Save / export the art-work in ai (CS) / jpeg / PDF format in printing folder.
3. Pass the file to Admin department.
4. Do payment (please refer to printing price list)

Printing Rules & Regulations

1. Students are responsible for their own file setting.
2. Time required for processing printing jobs.

Types of printing	Working days required	
Laser printing	At once	Max. 2
3D printing	Min. 1	Max. 7

** Subject to printing queue.

3. Payment must be made upon order.

Printing Price List

Types of printing	Color	Size	Price (RM)
Photostat	Color	A4	0.60
Photostat	Color	A3	0.80
Photostat	Black & White	A4	0.10
Photostat	Black & White	A3	0.20
Laser Printing	Color	A4 / A3	3.00
Laser Printing	Black & White	A4 / A3	1.50
3D Printing	-	-	1.70 / gm

Fees Payment

Tuition fees by Term

Era Technology Institute enables students to pay their tuition fees according to Term instalments.
- Each Term payment consists of 4 months.

Tuition fees by Month

Era Technology Institute enables students to pay their tuition fees according to monthly instalments.

Late Payment Interest Charges

Payment shall be made no later than 5 days counting from the intake date of a student either for Term payment or Monthly payment. An interest charge of RM10 will be charged if a payment were made later than that.

International Assessment fees

All students who are eligible to the Second Year will need to make their International Assessment fees the latest on the second week of their second year, first semester.

Study Period

Semester

Each semester spans for 3 months which equals to an average of 27 hours per subject.

Study Hours

Each lesson spans for 3 hours. * 2 hours for English class

Study Time

Morning session class: 9am - 12noon

Afternoon session class: 1.30pm - 4.30pm

Time table

Students' timetable for each subject will be scheduled and fix for one semester. To check a timetable, student may follow the instructions below:

- 1) Log on to Era Technology's website : www.era.edu.my
- 2) Locate the LOGIN button available on top of the website interface and click on it.
- 3) Fill in the following: Username: student Password: eratech

Non-Schooling Days

Public Holiday

The Institute has 15 public holidays each year. When a holiday falls on a Sunday, the following Monday is observed.

- New Year's Day
- Thaipusam Day
- Prophet Muhammad's Birthday
- Chinese New Year
- Labour Day
- Wesak Day
- Agong's Birthday
- Nuzul Al-Qur'an
- Hari Raya Puasa
- National Day
- Malaysia Day
- Hari Raya Haji (Qurban)
- Deepavali
- Awal Muharram
- Christmas

Chinese New Year Break

The Institute will be close for 1 week during the Chinese New Year celebration. Length of the break may subject to change according to the calendar of each year.

Semester Break

You will be given a 1 week Semester Break at the end of each semester.

Year End Break

You will be given a 2 weeks Year End Break at the end of each year.

*For Semester Break and Year End Break, the Institute will remain open on Monday – Friday from 9am – 6pm. Student may come back at the mention time to do their revision or assignments at respective area.

Replacement Class

In any event due to lecturer unavailability with the cause of taking leave or to attend a training, a replacement class will be scheduled with notification.

Notification on holidays

Any holidays notification will be displayed on the Main Building Notice board and Notification Screen.

Attendance

Arrival and Departure Attendance

You must register your arrival and departure using your Electronic Student Card. This card updates the time record of the students in school when they are scheduled for a class. You will have one after enrolling to a new course.

Classroom Attendance

Your attendance will be recorded again in the classroom manually by the lecturer of respective subject to enable the lecturer on taking actions in the event of attendance and punctuality problem occurs.

If you cannot attend a class due to illness or other extenuating reasons, it is your responsibility to inform the Administrative Clerk followed by a Certified Medical Certificate or a letter regarding the absence and you shall discuss on any required class activities or assignments with respective lecturer.

Timekeeping

Less than required percentage attendances

You will be marked 'REFER' once you fail to attend the required hours for the semester. Minimum required hours of semester by percentage: 90% of semester hours.

Failing to attend for the required hours

You will be marked 'FAIL' once you fail to attend the required hours for each subject. Minimum required hours of a subject: 24 hours

Lateness

Students arrived after 9.00am for morning session; 1.30pm for afternoon session will be marked 'LATE'. Students arrived after 9.30am for morning session; 2.00pm for afternoon session will be marked 'ABSENT'.

Persistent late arrival

Your attendance will be marked 'ABSENT FOR A LESSON' with persistent lateness of 3 lessons within a period.

Actions on persistent absense and lateness

You will receive warning by verbal or letter once their behavioural problem reaches a certain level.

Assessment/Presentation

You are required to take assessments at the appointed time and place in order to receive credit for a course. Date and place of each assessment will be published in the Main Building notice board.

Semester Presentations

Assessments are given during June and December of every year during their schooling years. You are required to give a presentation on selected project chosen by respective lecturers after a meeting is conducted.

Final Year Project

You will be given a semester period to finish your Final Year Project.

International Assessment

You will need to take at least 2 International Assessment including the Diploma and Advanced Diploma in order to graduate. For each scheduled International Assessment; students will go through the assessment twice, consisting of:

1. Internal Verification – Student will need to present their project to the Internal Verifier in order to gain their markings and get eligibility to meet the External Verifier.
2. External Verification – Student will need to present their project again to the External Verifier in order to get their award of certification. The External Verifier have the rights to fail a student which does not meet the minimal requirement set forth even with passing marks from Internal Verifier.

Conduct and Behaviour

Era Technology and student state the following:

- You should conduct in a professional way at all times and to follow reasonable instructions from the Institute staff. This includes, for example: turning off telephones in lectures or tutorials; notifying your tutor(s) as soon as possible of reasons for any absences or mitigating circumstances and taking responsibility for catching up on any work or tasks unavoidably missed.
 - You should treat fellow students, staff and visitors to the institution with respect and as equal and valued members of the Institute community.
 - You should communicate courteously and professionally at all times. This includes, for example: in email, online debates and discussion forums, with other students, staff, employees of the Institute and external people (such as, employers).
 - You should ensure that they understand the definition of and carefully avoid plagiarism. Honesty and integrity are vital to good academic and professional practice.
- * Professional conduct also involves behaving well in shared spaces, for example the Multipurpose Room and Computer Labs. These spaces will have rules and regulations that should be followed.

Dress code

Era Technology operates a smart casual dress policy in expectations that all students dress in a neat manner appropriate to:

- the classes they are attending;
- no slippers, flip-flops, singlets, short pants and short skirts shorter than knee length.

* Female students are allowed to wear short pants/short skirts if only paired with inner leggings. Those who violates the rules will have the Attitude markings deducted.

Equipment and facility

Use of Institute-owned equipment and facility is a privilege extended by the Institute to students as a tool or services to promote the mission of the Institute. You must agree to use the equipment and facility in a wise and careful manner.

Students who are using the computers in the Multipurpose room or the computer labs, or any other computer located at any Area, must abide by the rules set forth in each Area. Failure to observe the rules may result in loss of privileges and/or compensating the loss.

Drugs and Alcohol

You are forbidden from taking any non-authorized drugs by any medical practitioners or consuming any alcoholic drinks in the compound area of the Institute and during outdoor activities or field trips.

Illegal Substances and Weapons

You are forbidden from bringing any illegal substances or weapons which may lead to harms to self or others at all times in the compound area of the Institute and during outdoor activities or field trips.

Smoking

Era Technology Institute is a "Smoke-Free and Tobacco Free Zone". Smoking or the use of tobacco products are prohibited on Era Technology Institute property, including in any building and facility. Students who violate this provision is subject to disciplinary action.

Hazards

Please report to the lecturer or staff of Era Technology if found any hazards in the institute so that they may be remedied.

Field Trips and Student Travel

Students participating in field trips and student travels must abide by all Institute rules. Outdoor activities are compulsory outings which aid in students study and only can be an exceptional with support letters approved by the Principal.

Student field trip in the other hand is not a compulsory outings and you have the rights to reject any invitation to the proposed venue or location.

Financial Responsibility

You shall remain current on their financial obligations to the Institute. Students owing money to the Institute in respect to such matter as fees, are not allow to enter their classes until the payment is settled. * Please be noted that persistent absentism will result in drop of semester.

Pets

For the protection, health and safety of the members of the Institute community and to preserve order on the institute, you are not permitted to bring pets on to institute or into the buildings of Era Technology Institute.

Records

It is your responsibility to give honest and complete replies to all questions included in application forms and other documents required by the Institute. Alteration, duplication, or falsification of the Institute document, form, or authorized signature is considered by the Institute to be an extremely serious offense and is subject to disciplinary action.

* You must update the Administrative Clerk regarding any change of contact information which is different from what is recorded earlier during your registration or the last updates.

Warning Notification

You will receive warning verbally or in written form when they:

- Failed your semester assessment.
- Failed to follow the forth set rules and regulations.
- Bad time-keeping.

When a student receive warning at a certain level, it may results to termination.

Conflict of Interest and Outside Employment

You must not use the study materials/notes given by the Institute for private gain for yourself or for any person with whom you have personal, business, or financial ties. You must avoid any actions that could reasonably be expected to adversely affect, or to give the appearance of adversely affecting, the independence and objectivity of your judgment, interfere with the timely and effective performance of your studies and responsibilities, or discredit the Institute.

Consistent with the Institute's conflict of interest policy, you are permitted to engage in outside employment, study, or business activities provided that no actual or potential conflict of interest or appearance of such conflict exists and that the activity does not adversely affect your ability to study in Era Technology. You should also consider the impact that outside activities may have on your personal health, endurance, and study effectiveness. The Institute holds all students to the same standards of attendance and scheduling demands, and cannot make exceptions for students who are engaged in outside activities.

Confidentiality

In the course if you may come in contact with study materials/notes. Such information is strictly confidential and must not be used or divulged (directly or indirectly) by the student, either during or after their schooling with Era Technology. A breach of confidentiality is a very serious matter and may be grounds for the students' dismissal.

Dealing with media/giving interviews

The approval of the Management must be obtained before any written material is submitted to the media or any interview given with attachment or any relation to Era Technology.

Termination

Any student who wants to terminate their study in the Institute will need to notify the Principal by a written letter with a reason of leaving.

In the event if you are terminated by the Institute, a Termination Letter will be sent to you and your parents/guardian with full support reasons of termination.

Leaving Procedures for Termination purpose

Return of school property

When you stop schooling in Era Technology, you will need to:

- hand over the Electronic Student Card;
- sign a leaving letter in order to enable the administration office to refund the following:
 - a) Deposit of the Electronic Student Card (with the card in the state of *non-damage)
 - b) Deposit of the Graduation Fees (In the event of a non-graduate student)

The amount of deposit to be refunded are accorded base on the number listed during the intake date of the student.

* Non-Damage refers where the card is still in its original state and functional.

Exit Interviews

When students stop schooling in Era Technology because of termination, they will be invited for an exit interview. The interview will be scheduled in the last day of the student coming into the Institute. This is a confidential interview aimed at helping the Institute to understand how they can improve the organisational performance focusing on aspects of the study relationship of the student including fees, study content, educators, facilities, students, management practises, etc.

Graduation

You may only graduate in the event when you:

- Passed all International Assessment including the award for Diploma and Advanced Diploma.
- Passed the Final Year Project.
- Submitted all of the assignments/class project of respective subject.
- Paid all payments including tuition fees, assessment fees and any monetary outstanding.

Leaving Procedures for Graduation purpose

Receival of papers

When you graduates from Era Technology, you will receive:

- 1) Diploma Awarding (City & Guilds for Graphic student | West College Scotland for Interior student)
- 2) Advanced Diploma Awarding (West College Scotland for both Graphic and Interior student)
- 3) A testimonial written by Era Technology.

Return of school property

When you graduates from Era Technology, you will need to:

- hand over the Electronic Student Card;
 - a) Deposit of the Electronic Student Card (with the card in the state of *non-damage)
 - b) Deposit of the Commitment Fees

The amount of deposit to be refunded are accorded base on the number listed during the intake date of the student.

* Non-Damage refers where the card is still in its original state and functional.