



كوليج قيجالخير سينسوازيه اننلا ايجسنا

Kolej Pengajian Siswazah Antarabangsa  
Kolej International Graduate Studies

# STUDENTS' COUNCIL HANDBOOK

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GUIDE FOR KIGS' COUNCILMEN &  
COUNCILWOMEN

PREPARED & EDITED BY REGINA GOH

4/24/2018

*This handbook shall act as a handy guideline in regards to all official matters pertaining to within the Students' Council itself that ranged from positions, appointments, roles and duties as well as the responsibilities under the umbrella of KIGS' Students' Council Body.*

## Welcoming Remarks

First of all, let me congratulate the Student Council members for being elected by the Kolej students to represent them in voicing their issues and concerns and communicating them to the Kolej Management for their appropriate actions.

This means that you have accepted the responsibilities and challenges that are inherent in the discharge of such duties. For example, it is normal that you will experience frustration and demotivation in carrying out your tasks as the Council members because decisions made by Kolej Management are not as 'quick' as or not as 'positive' as you would expect. This is partly contributed to the fact that not all decisions are based on rationality. A lot of decisions have to be made on political ground.

It is hard for inexperienced office holders (including the members of the Student Council) to accept the reality of political decisions. This is understandable because they normally have limited knowledge and short-term perspective on the implications of organisational decisions. It is for this reason that Kolej Management is encouraging the participation of students in decision making by giving the Council members the opportunity to learn democratic process as well as exercise leadership skills in the management of student affairs.

We hope that the information provided in this booklet is of use for the Council members to operate effectively in the management of student affairs. It is also hoped that the opportunities provided by Kolej Management through Student Council activities will help improved their leadership and management capacity for the benefit of Kolej IGS in particular and for organisations you are going to work with generally after your graduation.

I wish everyone the very best in this undertaking.

Dr. Azaharaini Bin Haji Mohd Jamil  
**Chief Executive Officer**  
**Kolej International Graduate Studies (KIGS)**

Congratulations on being chosen to be part of KIGS College Students' Council (SC) and I welcome you on board with great hope and expectations that you will be able to carry out your duties and responsibilities diligently and reliably for the greater good of every single one of the students within the college.

I encourage any one of you within the Council particularly those in the leadership positions to be proactive and productive including grasping this opportunity and platform lay to show your abilities & skills and make good positive change into the lives and welfare of the students within the college.

The position that has been entrusted to you is a privilege and an honour. Thus, I hope you will be able to do your best in whatever endeavours that you will be involved in and you shall take any challenges and difficulties that come your way with strides and courage.

I believe and have faith in your abilities and your qualities. Therefore, I hope you will have the appropriate self-confidence and self-belief that I and the rest of KIGS' Students truly need from you to improve and make affairs and matters pertaining to the students and the college itself to be much better. I hope all the Council work and contributions shall align and help to meet KIGS' vision, mission and objectives.

Welcome to the Council family and I wish you all the best.

**Regina Goh**  
**Students' Council Coordinator**  
**March 2018 - Present**

## **KIGS' VISION, MISSION AND GOALS & OBJECTIVES**

*Our **vision** is to become a global brand name in tertiary education focusing on Diploma, Foundation and Degree Programmes.*

*Our **mission** is to achieve excellence in meeting the educational needs and aspirations of Bruneian and International students.*

### **GOALS AND OBJECTIVES**

- To employ professionally qualified training staff committed to the needs of technical education and undergraduate Studies.
- To develop an effective training system for students that is responsive and relevant to the needs of economic development.
- To provide an upgraded physical environment.
- To establish strong linkages with industry and institutions of higher learning at both local and international level.
- To generate improved funding sources through college activities.
- To provide a harmonious learning environment conducive to study.

## GENERAL DUTIES AND PURPOSES OF THE STUDENTS' COUNCIL

Students may engage in the decision-making process in order to improve quality of life within KIGS. To achieve such purpose, students shall **choose a representative body** known as the **Students' Council**, which shall have the following duties:

1. Freely, professionally, and ethically express their opinion and recommendations related to the problems faced by students and the general college community to the appropriate college officials.
2. Help provide a suitable intellectual environment that promotes the inner development of students.
3. Select a student representative who shall participate in several Ad hoc or permanent institutional committees.
4. Keep a detailed register of all meetings through minutes particularly meetings among the Heads and Upper Posts of the Students' Council.
5. Each time the Council submits any type of request to the Administration, said request shall have attached a certified copy of the minutes that register the approved motion.
6. Instruct students of their rights and duties.
7. Aid in promoting and maintaining an institutional order pursuant to institutional rules and policies.
8. Encourage a free exchange of ideas in an environment that promotes personal, intellectual, and professional development among students.
9. Be a forum to the student council for the discussion and objective analysis of problems that affect the college community and to contribute to the search for solutions to such problems.
10. Keep the Chief Executive Officer, the the rest of KIGS Management Team informed of its activities and furnish all information requested by KIGS.

*[This section has been prepared by Liyanna Farah Ramli, Students' Council Coordinator, 2016-2018]*

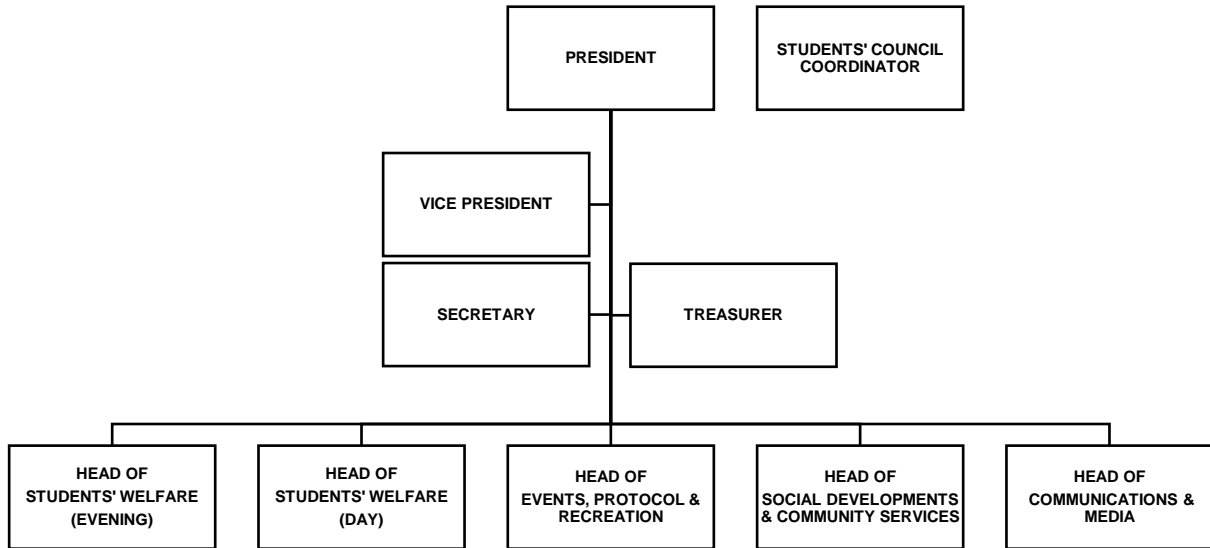
## ELIGIBILITY & INAUGURATION

The followings are step by step guide for the eligibility and inauguration that are strictly required for a student to be elected to the Council **unless objectively justified** via the **officially appointed Head of the Students' Council Coordinator** where criteria(s) have not been met.

1. Provided there is a vacancy available, the said prospectus considered for a position within the Council itself shall have a **self-willingness, desire and ambition to be part of the said Council itself**.
2. Part of being considered prior to being affirmed the said prospective student's position within the Council is for the said appointed Students' Council Coordinator to know the students' well, carrying out a **personal interview** to have a clearer holistic idea and information regarding the said student.
3. The said Students' Council Coordinator is then to explain and disseminate to each one of the current Councilmen and Councilwomen regarding the said prospectus where a report of the said prospectus to be prepared to the President and Vice-President of the Students' Council.
4. The said prospectus is to have generally a good character, discipline and attitude with a **minimum GPA of 2.5** from each and every semester that the said prospectus had attended. If said student is a new student, then an academic performance monitoring shall be carried out for the two (2) semesters within his/her first year studying in Kolej International Graduate Studies (KIGS).
5. Upon agreement of Councilmen and Councilwomen of the said prospectus appointment, the said prospectus is to be offered a **MAXIMUM of 3 months probationary period** where the said prospectus shall be assessed his/her fit into the Council and its culture in terms of teamwork, abilities, contributions, pro-activeness, leadership qualities and aspirations.
6. **One week prior to the completion of the 3 months probationary period**, a meeting shall be held between the Students' Council Coordinator and all the Councilmen and Councilwomen to review the said prospectus and **to reach a majority agreement in regards to installing the said prospectus permanently into the Council**.
7. Each Councilmen and Councilwomen are eligible to stay within the Council for **as long as the term of within the study that he or she has till the maximum period of a month prior to his or her graduation** from his or her course of study.

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## STUDENTS COUNCIL STRUCTURE



## GENERAL ROLES & RESPONSIBILITIES

### President:

- Lead all meetings that are to be informed and acknowledged by appointed Students' Council Coordinator.
- Give assistance, guidance, and praise to members within the Council
- To lead and motivate every each Councilmen and Councilwomen not limiting to planning, organising and controlling group and team activities within the Council.
- To organise Councilmen and Councilwomen into the planning and preparations required in matters related to logistics and health & safety.
- Act as a facilitator during discussion and formal decision maker within the Council.
- Maintain frequent contact with Students' Council Coordinator, CEO and other Councilmen and Councilwomen including relevant stakeholders.
- Work with appointed Students' Council Coordinator on all planning
- Participate in student council sponsored activities/events
- Act as the Students' Council's Head of Religious Affairs and Protocols.
- Minimum academic level is a Bachelor Degree Student.

### **Vice President:**

- Work closely with President and provide advise where necessary
- Assume President's duties when needed
- Work with President and Treasurer in preparing calendar and budget
- Assist the President in preparing meeting agendas
- To act as President in the event that the said President is temporarily absent from duties where duties and responsibilities of the President shall take effect immediately within such period.
- Minimum is a Degree Level Student.

### **Secretary:**

- Keep prepare and keep an account of minutes at every meeting
- Keep an accurate account of attendance at every meeting
- To draft and prepare correspondence letters related to within and external to the Students' Council related matters.
- Help maintain Student Council file.
- Maintain contact information for people who work with the council
- Prepare any relevant paperwork required by the Council from time to time.
- Minimum is a Diploma Level Student.

### **Treasurer:**

- Oversee council expenses and revenues
- Maintain an accurate and detailed financial record
- Give monetary advice to the council
- Authorize payment/deposits
- Work with President and Vice President in preparing calendar and budget
- Advise on all financial matters pertaining to the Council.
- Prepare post-event financial report for any financial relevancies within the Council in regards to events and activities involved.
- Minimum is a Diploma Level Student.

### **Head of Students' Welfare (Day & Evening):**

- Protect and keep up to date with issues and affairs relevant to students' respectively for the day and evening session.
- To provide assistance and information to new students' intakes, prospective students as well as the general public.
- To intervene and provide assistance to members who are having issues which will affect their academic performance including affecting the image of the college as a whole.



- To coordinate with the rest of the Councilmen and Councilwomen including towards the Students' Council Coordinator and KIGS Management in putting forward any students' issues or needs that required assessment from the Council itself.
- To record and report complaints, suggestions and feedback from the student body and students in general.
- Minimum is a Diploma Level Student.

### **Head of Events, Protocol & Recreation**

- To provide assistance to members of the Student Association in all formal matters.
- To ensure that the procedures and protocols are fully developed and revised every term.
- To lead, plan and organise events with the acknowledgements and discussions with the President, Vice-President and the appointed Coordinator of the Students' Council.
- To manage activities and work as facilitators during events.
- To organise events that involve internal and external stakeholders of the Council. By sending invitations and arranges to receive visitors, while planning for their parking and seating positions.
- During official college ceremonies, he/she review ranks, positions and relationships of visitors when doing seating planning to avoid placements that cause discomfort or conflict during the ceremony. He/she also arranges briefs for the staff on their respective roles during ceremonies.
- To be responsible for events (not of Social Developments and Community related) in its conduct and also in ensuring events' benefits for the Council and KIGS Students as a whole.
- Minimum is a Diploma Level Student.

### **Head of Social Developments & Community Services:**

- To lead as the source of social developments and the organisations of community related activities carried out by the Council.
- Organise and plan activities or projects relevant and limiting to the Social Developments and Community Services for the Council and KIGS Students as a whole.
- To work closely with Heads of Students' Welfares and the Head of Events, Protocol & Recreation in the running and management of events in general.
- Work with KIGS Management via the Council President and Vice-President on matters to propose or tackled that are related to Social Developments & Community Services.
- Minimum is a Diploma Level Student.

### **Head of Communications & Media:**

- Act as the point of contact for the Council with any relevant external stakeholders.
- Act also as point of dissemination of information and publicities of announcements and materials where applicable for the Council.
- To communicate well with each of the members within the Council not limiting to the appointed Students' Council Coordinator in order to be updated with developments and the procurement of accurate information.
- To be the manager of Students' Council publicity channels and tools such as social media.
- To ensure tools of publicity for KIGS Students' Council are to be improved and used well appropriately.
- Minimum is a Diploma Level Student.

### **STUDENTS' COUNCIL ASSOCIATE**

- The said associate is eligible for students of ANY educational level.
- Said associate shall be recruited and developed as part of succession planning programme under the Council where the said associate has shown the right type of aspiration and motivation but are currently lacking in critical areas such as self-confidence, leadership skills and aptitudes. Said associate has also been chosen as s/he has shown enormous potential for growth.
- An associate shall work with each of the member within the Students' Council hierarchy depicted in page 7 of this handbook.
- An associate is to attend every meeting held by the Students' Council.
- Said associate shall be approved his/her recruitments by veto between Students' Council Coordinator, Students' Council President and Students' Council Vice-President.
- An associate shall have no veto power within the Council however as these powers are reserved only to positions stated in the structure of page 7. However, said associate can have his/her opinions shared to the Council.
- A maximum of three (3) associates are allowed and recruitments can be done every semester provided there is no more than three (3) currently occupying the said positions.

***\*\*\*In the event of any ambiguities involved with the roles and responsibilities within the Council, this shall be addressed and to be decided diplomatically within the Students Council itself that will involve each and every member within the Council Structure. Formal instruction(s) shall and only be from the appointed Coordinator and/or President of the Council itself. If instruction(s) are given without***

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***acknowledgement and approval from both Coordinator and President, such instruction(s) shall be deemed void immediately\*\*\****

## **VOLUNTARY & INVOLUNTARY REMOVAL OF A COUNCIL MEMBER**

### **Voluntary Removal**

1. The said Council member in the said position shall discuss in private with the appointed Students' Council Coordinator as well as the President of the Council itself before publicising and formally announce such stance.
2. In the case where the self voluntary removal has been approved by both the Students' Council Coordinator and the President of the Students' Council, then said student who self voluntarily remove him/herself shall give in a formal notice of one month, addressing the formality of self removal to the President of the Students' Council, cc to the Students' Council Coordinator with a signed and dated letter.
3. If number no. 2 clause is not met, then said student of self removal shall be deemed as self removal of non-professionalism where acknowledgement of the said student's service within the Council will not be properly acknowledged and authorised formally.
4. If clause no.2 has been met, then it is the duty of the Students' Council Secretary to prepare certificate for the acknowledgement and authorisation of the said self removal student's services within the Council with the signatures of KIGS CEO and KIGS Students' Council Coordinator including the official chop of KIGS. Where the Secretary is not able to carry this duty, the Vice-President shall take over this task.

### **Involuntary Removal**

This shall be in effect in cases where the said Council member,

1. Failed to adequately perform his/her respective roles and responsibilities as had been addressed formally in this handbook.
2. Violating ethical code of conduct within or whilst representing the Council where Council reputation has been called into question or tarnished (where this shall be formally deemed so via formal discussion and unanimous agreement amongst each and every member within the Council Structure itself).
3. Illegally represents the Council or makes any declaration in the name of the Council without proper authorization from President and/or Students' Council Coordinator.

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Prior to the removal of the said Council member in this case,

1. An urgent council meeting is to be summoned and to be discussed with votes undertaken where a decision of a **minimum of 70%** will warrant the removal of the subject discussed.
2. Under this meeting, the Students' Council Coordinator shall have equal voting power as each and every member of the Council within the Council hierarchy.
3. Where a minimum voting of 70% failed to be met, the said Council member that was discussed shall remain in position if s/he chose to do so but with close supervision of his/her progress by the President, Vice-President and Coordinator of the Students' Council for a period of 3 months.
4. If said Council member that was placed for a discussion of involuntary removal has been decided from at least 70% of votes to be removed, then the following procedures are to be taken:
  - a. Upon approved of involuntary removal by both the Students' Council Coordinator and the President of the Students' Council, then said student will be requested respectfully to self-removed him/herself with a formal letter of signed and properly dated addressing to the President and cc to the Coordinator of the Students' Council.
  - b. Where such member did not meet clause 'a' (of Involuntary Removal, point 4), a formal letter of removal shall be issued by the Secretary of the Students' Council with immediate effect.

## INTERNAL PROMOTION

1. Members within the Council are eligible to be promoted to positions provided they have met the minimum requirements of the position that they are applying for.
2. Approval for promotion to the said applied position shall need **minimum of 80% from the total votes** that originated from each of the member within the structure figure found in page 7 of this handbook.

***\*Each of the Terms & Conditions within this Handbook are opened and subject to changes where required, however discussions within the Council amongst all the positions holders within the Structure of the Students' Council will have to be taken place and a minimum of 80% of total votes is required for any changes or revised terms and conditions to be passed. No terms & conditions shall and ever be revised, changed or edited without the minimum of 80% of total votes achieved from each of the position holder within the Council Structure as depicted in page 7 of this Handbook. In cases where new terms and conditions are revised/changed/edited, this shall be informed to the Chief Executive Officer of KIGS for further acknowledgement.\****