



STUDENT COUNCIL **HANDBOOK**

Rules and Guidelines for
KIGS Council Member



This Handbook shall act as the heart of the Council, edited and revised in accordance with the Body of the Council, the institutional environment as well as the systems and culture of the College itself. In matters of appointment, duties and responsibilities and information of the overall Council Body itself, this book shall come into effect as a formal and objective guide for further actions and approaches.

CHIEF EXECUTIVE OFFICER (CEO)'S 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)

STUDENTS' COUNCIL ORGANISATION

Vision & Mission

Our **vision** is to be exemplary students and their voice for the College.

Our **mission** is to continually develop and improve ourselves including conducting and delivering activities that improve the College and its students overall.

Goals & Objectives

- To act as a platform for Council members to showcase their leadership and management abilities.
 - To improve Council members' judgements, decision makings as well as problem solving abilities.
 - To provide a mock work environment for Council members to behave and act professionally, ethically and with integrity as well as respect.
 - To generate an environment that is socially conducive and also to provide the right kind of social support system.
 - To act as brothers and sisters to fellow students within the College.
 - To help assimilate new and current students in order to create a harmonious, progressive and respectful environment to study and excel in.
 - To continuously create college students that embody positive image for the college through healthy and unique individual identity.
 - To raise concerns and represent the students in situations or issues that require attentions and solutions by consulting and working together with the College's Management.
- To act as an able and support body to college's relevant projects and events without any
- undue or unrealistic hardships placed upon the Council.
- To continuously create a working, respectable, proactive and empathetic organisational
- culture within the Council for current and future Council members.

STUDENTS' COUNCIL OATH

I swore that at all times as a member of The Students' Council of Kolej IGS,

1. I will always try my best to uphold the image of the Students' Council and maintain my utmost integrity in all the things that I do or say, which shall also include my attitudes and behaviours.
2. I will set example for all other members of the Students' Council and most importantly, for all KIGS students of past, present and future.
3. I will treat all my fellow members with respect, kindness and love for there is no greater virtues than these and that the absence of these virtues is simply failure to rightly treat a fellow human being.
4. I will always try to guide, lead and help my fellow members where they have weaknesses and not condemn my fellow comrades.
5. I will promise myself to always try to improve, grow and continuously educate myself without fail.
6. I will always respect myself as I am not perfect and so are others, thus there is no perfection but only growth and excellence.
7. I will always put in my genuine efforts in areas, positions or endeavours that I will hold or be responsible in for there is nothing more noble and admirable than someone who doesn't at least try.
8. I will always take care of myself but also others, thus responsible and accountable for safety, time and honouring my commitments to all including myself in these self-disciplines.
9. I will never be arrogant in my approaches and in my character, only confident so I will not unhealthily compare myself to others but to always conduct myself with humbleness at all times.
10. I will always make sure that I abide and working towards rightly fulfilling to each words of each pages within this Handbook where applicable to me.

Note: The Students' Council Oath are to be taken every semester by every each member of the Students' Council. To ensure the seriousness of the Oath, each of these terms are therefore required to be abided and as such, considered as verbal agreement as member of the Council. Where failure and breaking of oath were to happen with magnitude of the offences being taken into account, Students' Council Coordinator alone, warrant the power to overwrite every clauses under 'Involuntary Removal' section within this Handbook. The Coordinator however needs to be ethical, objective, empathetic and had placed deep thoughts and considerations prior to deciding to making such decision.

ELIGIBILITY & INAUGURATION

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

An **annual review in every start of semester** shall takes place in regards to the following:

- Rules and regulations set by this handbook,
- Positions, overall performance, suitability of each member to their respective position and the Council Body including members' academic performance (refer to point 7 of this handbook section) that shall not be compromised by their duties and responsibilities for the Students' Council.
- Potential Council member(s) who had demonstrated demanded qualities be it leadership, communications, responsible or reliable that could be useful within the Council.
- All the works and projects connected to all the relevant internal and external stakeholders of the Students' Council.

Board Of Council:

- Had served **at least ONE (1) Year** as a member of the Students' Council
- Appointed by Students Council Coordinator.
- Each Executive committee members, heads of the functional committees, and Support Committee are eligible to stay within the council till the second (2nd) last semester of his/her study in the college.
- By the time said member has reached start of his/her final semester, the **said Council member shall be eligible as a member of the Board of Council.**

Executive Members:

- Candidates eligible to be appointed **as any member of the Executive Committee** can only be members **within the Council itself**, therefore by internal appointment only.
- Minimum 80% total votes from Students' council coordinator and members of council with veto power.

Head of Functional Committee:

- For new recruit(s) that had been hand-picked to head any of the Functional Committee(s).
- The decision requires **at least 80% total voting approval from Students' Council Coordinator and the active Executive Committee members** within the Council.

Associate:

- Student of Kolej International Graduate Studies.

Academic Requirements:

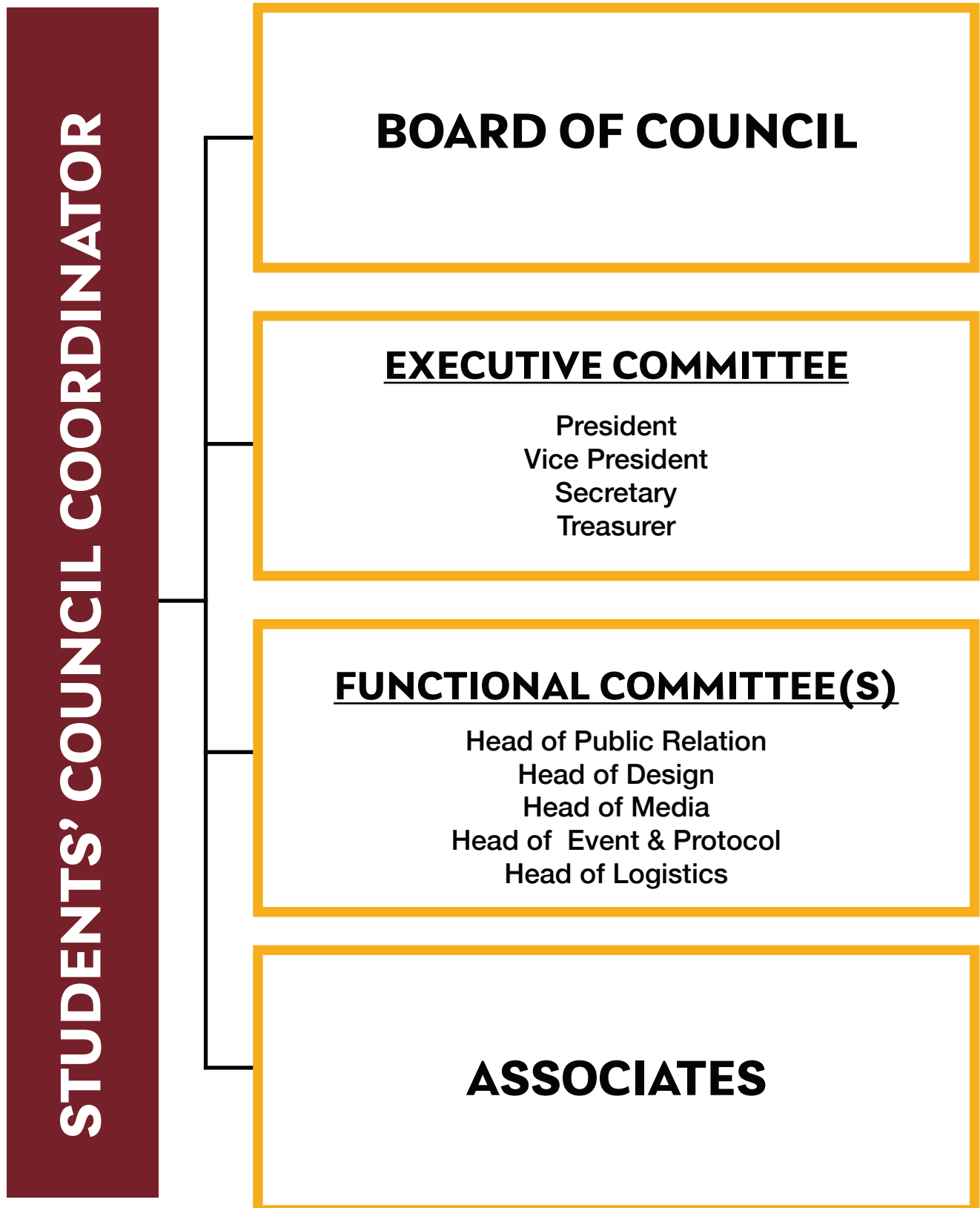
1. The said **prospectus and current members within the Council** are to have a minimum **CGPA of 2.5 and attendance of at least 80%** from each and every semester as members of Council. This shall not be applicable to first semesters students however, both performance and attendances will be monitored on a semester basis by Students' Council Coordinator.
2. In cases where said **student has lower than the minimum cGPA and attendance stated**, decision to consider retaining such student within the Council shall hinge on;
 - a. At least 80% of total votes among the Students' Council Coordinator members and Students' Council Executive Committee. The Board of Council and Heads of Functional Committees can be consulted on such decisions.

The said students' council will be placed under probation for one (1) semester
 - b. and if their academic requirements remain below the minimum academic requirement stated in clause 1 the said student will be involuntarily remove.

Other Requirements:

1. Each **new recruit** via self-submitted applications or handpicked by Executive Committee shall **automatically start as an Associate unless otherwise considered**, placed into Functional Committee where Executive Committee deemed most suitable or appropriate. (Refer to 'Associate' position for more details).
2. Any and all prospectus that applied or are being considered for a position within the Council itself shall basically have **self-willingness, desire and ambition to be part of the said Council itself**.
3. Special requirements for the positions of:
 - a. **President:** Preferably a male member unless special circumstances disallowed this then a female President can be elected.
 - b. **Vice President:** Preferably a female. However, if President is a female then the Vice President is preferably a male.
 - c. **Secretary:** Holding the key to the Council Mailbox and also safeguarding each and every important Council documents and paperwork. Need to be really organise, have a knack for paperwork and strong internal communications.
 - d. **Treasurer:** The only person within the Council who can handle and hold any money matters within Council, especially the Students' Council funds. In special cases, a Secretary is the next person to do this where Treasurer is not available.
4. Respective Executive members and Head of functional committees CAN NEVER be allowed to self-elect his or her own successor as stated in point 1 and 2 in this section of the Handbook will automatically come into effect. Importantly, the Council belongs to the Students and NOT to just any individual affiliated or not affiliated within or beyond the Council.

STUDENTS COUNCIL STRUCTURE (CHART)



GENERAL ROLES & RESPONSIBILITIES

BOARD OF COUNCIL

- Members are acting in a consultative and advisory capacity to current Councilmen and Councilwomen, particularly to the Executive Committee members within the current Council.
- Helps to advise and guide on projects and procedures of projects the Executive Committee is trying to undertake.
- Can join projects or events, however only in an advisory and participative capacities where applicable where, Board members shall never impede or compromise each of the roles and responsibilities of the Executive and Heads of Functional Committees.
- Decisional powers are awarded according to the relevant clauses within the Eligibility & Inauguration Section of this handbook.
- Responsible in retaining and passing over healthy organisational culture within the Council and to the future of the Council.
- Socially responsible in guiding and educating the current Executive Committee members.
- Minimum eligibility to be a member of this Board depends on each of the following:
 - a. Chosen and pick by the Students' Council Coordinator by also conforming to each of these eligibilities below.
 - b. Had previously held a post as any one of the Executive Committee positions OR as any of the Heads of the Functional Committees member.
 - c. Had served at least ONE (1) Year as a member of the Students' Council.

EXECUTIVE COMMITTEE

President

- Leads 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, health & safety and any religious activities.
- 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 plannings.
- Participate in Students' Council and represents Kolej IGS in activities/events.
- Minimum academic level is a Bachelor Degree Student.

Vice President

- Work closely with President and provide advice where necessary.
- Assume President's duties when needed.
- Work with President and Treasurer in preparing schedule 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 preferably a Degree Level Student but Diploma students are eligible provided;
 - They met the relevant requirements under eligibility section page 8 and 9 of this handbook.

Secretary

- Help 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.
- Prepare certificates for Council members where needed and also to volunteers.
- Minimum is a Diploma Level Student.

Treasurer

- Oversee council expenses and revenues
- Maintain an accurate and detailed financial record (Students' Council funds or otherwise)
- Give monetary advice to the council
- Authorize payment/deposits
- Work with President and Vice President in preparing 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.
 - o Minimum is a Diploma Level Student.

Assistant to Executive members

Associate of Secretary

- Help prepare and keep an account of minutes at every meeting
- Assist in keeping an accurate account of attendance at every meeting.
- To assist draft and prepare correspondence letters related to within and external to the Students' Council related matters.
- Help maintain Student Council file.
- Assist in maintaining contact information for people who work with the council
- Assist in preparing any relevant paperwork required by the Council from time to time.
- Assist in preparing certificates for Council members where needed and also to volunteers.
- To act as Secretary in the event that the said secretary is temporarily absent from duties where duties and responsibilities of the secretary shall take effect immediately within such period.
- Minimum is a Diploma Level Student

Associate of Treasurer

- Help to maintain an accurate and detailed financial record (Students' Council funds or otherwise)
- Assist in preparing post-event financial report for any financial relevancies within the Council in regards to events and activities involved
- To act as treasurer in the event that the said treasurer is temporarily absent from duties where duties and responsibilities of the treasurer shall take effect immediately within such period.
- Minimum is a Diploma Level Student.

FUNCTIONAL COMMITTEE(S)

Head of Public Relations

- Leads the communication towards the students.
- 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.
- Need to have high integrity and discretion over affairs and issues of students.

- Representing Students' Council primarily other than President in attending religious activities within and outside the college.
- Minimum is a Diploma Level Student.

Head of Events and Protocol

- 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 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.
- The said associate has shown the right type of aspiration and motivation but with other raw skills and abilities that can be developed further.
- An associate shall at all times looking to develop themselves and achieve a growth during their time within the Council.
- An associate shall work with each of the members within the Students' Council (as per the Students' Council Organisation section within this handbook).
- An associate is to attend every meeting held by the Students' Council.
- An associate shall have one veto power in pertaining to any appointments or recruitments within the Council. However, said associate can have his/her say or opinions shared to the Council.
- Continuation of an associate is subject to agreement by the Students' Council Coordinator and Active Executive Committee members only (requiring at least 80% of total votes).
- Recruitments are open on semester basis.

Please Take Note

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, President and Vice President of the Students' Council itself. If instruction(s) are given without acknowledgement and approval from both Coordinator and President, such instruction(s) shall be deemed void immediately

STANDARD OPERATING PROCEDURE

STUDENTS' COUNCIL RECRUITMENT

- The Students' Council will advertise their open recruitment **per semester basis**.
- The prospectus will send their **Curriculum Vitae** (CV) to Students' Council email, **studentscouncil@kolejigs.edu.bn**.
- The Prospectus's CV will be reviewed by the Students' Council Coordinator, Board of Council, and Students' Council Executive members.
- The Prospectus's will be **interviewed** by Students' Council Coordinator, Board of Council, and Students' Council Executive members.
- Students' Council Coordinator, Board of Council, and Students' Council Executive members will undergo discussion on placing the accepted Prospectus position within the Students' Council committee.
- Said Prospectus that are appointed will automatically be an associate in their respective committee unless the prospectus have experience being KIGS council member.

BI-ANNUAL GENERAL MEETING

The meeting is to be held exactly one month before the start of new semester's orientation and upon confirmation of new members recruited. Agendas of the meeting shall be set by the executive committee members and communicated to the functional and other internal stakeholders.

Pre-meeting preparation

- Set the meeting date, time and venue
- Preparing meeting agenda

During meeting

- The Students' Council President leads the meeting and brief the meeting agenda.
- The secretary will prepare the attendance and minute meeting.
- Head of each Committee will write notes on information that involve their respective committee.
- The Students' Council members are open to share their concerns, questions, and suggestions regarding the discussion.

After Meeting

- The Secretary will provide a copy of the minute meeting to all members of the Students' Council.

IMPLEMENTATION OF STUDENTS' COUNCIL PROJECTS

Any projects carried out by the council would need to keep the executive committee members and the SC council coordinator updated where some minor decision makings can be made by heads of functional committee **though matters pertaining to governmental regulations and national or legal matters needed to be informed and consulted with executive members and SC coordinator for approval.** In cases where, decision is beyond the jurisdiction of the SC coordinator, the coordinator is therefore obliged to inform and consult the relevant member of KIGS management team.

CONDUCTING EVENTS

- Prepare **Event Proposal.**
- The report will be reviewed and approved by the Students' Council Coordinator or President.
- The report will be reviewed and approved by Kolej IGS **Head of Students' Affairs.**
- Upon approval the said event shall be conducted accordingly.

OTHER MATTERS

Any other matters or guidelines can be found within the students' council handbook. Where matters do not fall anywhere within this general standard of procedure and/or the students' council handbook, then matters are to be discussed between the executive committee and SC coordinator. Where required and relevant, other council members can be drawn in including the KIGS management team member(s).

ORGANISATION OF THE ORIENTATION PROGRAMME

The Executive Committee members of the Students' Council is responsible for planning and implementing the activities of the Kolej's Orientation Programme in collaboration with the Registry Unit of the Student Affairs Department.

VOLUNTARY & INVOLUNTARY REMOVAL OF A 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 publishing and formally announce such decision.
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. (Only applies to members who had been with Council for at least SIX(6) months)

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 (Council Oath in particular) 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. Where Clause 2 of Involuntary Removal has been met, a Vote of No Confidence can be summoned and decision can be approved for removal provided MINIMUM 80% of total votes has been met between the Students' Council Coordinator, Executive Committee members and Heads of Functional Committees.
4. Illegally represents the Council or makes any declaration in the name of the Council without proper authorization from President and/or Students' Council Coordinator.
5. Simply declare 'quitting' the Council as s/he likes by disregarding the repercussions and consequences of such actions where respect, seriousness and professionalism are not being portrayed.

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

6. An urgent council meeting is to be summoned and to be discussed with votes undertaken where a decision of a minimum of 80% of total votes from Students' Council Coordinator, Board of Council and Executive Committee Members will warrant the removal of the member discussed.
7. Where a minimum total voting of 80% failed to be met, the said Council member that was discussed shall remain within the Council. [For Non-Associates ONLY: An automatic displacement into Associate position will be in effect after, provided minimum of 80% of total votes on this has been achieved from votes by Students' Council Coordinator, Board of Council and Executive Committee Members. If this failed to be achieved, said member remains his/her position. Either way, member subjected to this process shall be monitored closely his/her progress, behaviour and attitude.
8. If said Council member that was placed for a discussion of involuntary removal has his or her removal being decided, then the following procedures are to be taken:
 - a. Upon approved of involuntary removal by Voting Members, 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 8), a formal letter of removal shall be issued by the Secretary of the Students' Council with immediate effect.

Please Take Note

Each terms and conditions within this Handbook will be revised every semester by the Students' Council Coordinator but not without consulting and with acknowledgement of the Board of Council and Executive Committee of the Students Council. Any changes or edits made under this book shall eventually be forwarded and updated to the Chief Executive Officer (CEO) of Kolej IGS.

Important (Laws of Brunei Students' Council)

Kolej International Graduate Studies (KIGS) as a private higher educational institution within Brunei Darussalam is thus under the Ministry of Education (MOE), Brunei Darussalam.

As such, it is important that the Students' Council at all times are abiding and not breaking any of the following clauses 47, 49 and 50 stated under Laws of Brunei and as extracted,

Prohibition against any political involvement.

47. (1) No person shall, whilst being a pupil in a higher educational institution —

(a) be a member of or associate with any political party or workers' union within or outside Brunei Darussalam;

(b) be a member of or associate with any organisation, body or group within or outside Brunei Darussalam that is in contravention of the Constitution of the country or which in the opinion of the Minister is undesirable and unsuitable to the philosophy of the Malay Islamic Monarchy; or

(c) be a member of a student body or student organisation that is associated with or affiliated to or has any other involvement with any political party or workers' union or any other organisation, body or group of persons within or outside Brunei Darussalam which in the opinion of the Minister is undesirable or unsuitable to the philosophy of the Malay Islamic Monarchy.

(2) No person shall, whilst being a pupil in a higher educational institution, behave in a manner that represents support and sympathy for the causes and objectives of any political party or workers' union or any other organisation, body or group of persons referred to in subsection (1).

(3) Any person who contravenes subsection (1) or (2) is guilty of an offence and liable on conviction to a fine not exceeding \$1,000.

Power of Registrar General to direct suspension or dissolution of student body or organisation.

49. (1) The Registrar General may direct the chief executive of a higher educational institution to suspend or order the dissolution of a student body or organisation if it is shown that the student body or organisation —

(a) is being conducted in a manner detrimental to the interests of —

- (i) Brunei Darussalam;
- (ii) public order; or
- (iii) the pupils of that institution; or

(b) is in contravention of any provisions of any written law.

(2) Notwithstanding subsection (1), the Registrar General shall only issue such direction if, after giving the student body or organisation the opportunity to make a representation to the contrary, he is satisfied that a suspension or a dissolution is justified under subsection (1).

Duty of chief executive to execute direction under section 49.

50. (1) It shall be the duty of the chief executive —

(a) to immediately suspend or dissolve a student body or organisation upon receiving from the Registrar General a direction under section 49; and

(b) to inform the Registrar General of the execution of that direction within a period of 3 weeks of its receipt.

(2) Failure to execute his duties under subsection (1) may result in the cancellation of the chief executive's registration.

*The excerpts above had been obtained and extracted from Laws of Brunei. (2011). Chapter 210: Education, Part V: HIGHER EDUCATION, pp33-34.