



FACULTY HANDBOOK

The information included in the MICP Faculty hand book are subject to periodic revision and change. MICP management reserves the right to modify the said information at any time and with sufficient notice. Every effort has been made to ensure that the material herein is current as of the date of printing. Faculty members should check with the Dean's Office if there are questions about particular policies and procedures.

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(MICP) (Formerly Known as Penang International Dental College)

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1.0 Introduction

MAHSA International College, Penang (MICP) is a stand-alone institution of higher education in dentistry in Malaysia. MICP runs a successful Doctor of Dental Surgery (DDS) programme which has a full 6-years accreditation from the Malaysian Qualifications Agency (MQA). The DDS program is a twinning programme with MAHSA University. MICP has proudly trained more than 900 dental graduates who constitute our growing alumni. Most of MICP graduates are successfully serving the nation as dental officers with Ministry of Health, Ministry of Defence or through private healthcare facilities and some are pursuing postgraduate training in institutions of higher learning.

MICP has also achieved ISO 9001:2015 certification for Teaching and Learning that stands as a testament of our quality assurance system in Teaching and Learning. MICP strives to train our graduates not just in knowledge and skills but also developing the right professional attitude.

MICP has also received a *berdaya-saing* rating from the Malaysian Quality Evaluation System for Private Colleges (MyQUEST) for the years 2021-2022. MyQUEST is a system of evaluation developed by the Ministry of Education to assess and rate private institutions with the sole aim of helping future students to choose the best. As a private dental institution providing dental health care to the community, MICP strives to deliver quality and affordable dental care to a wide range of patients regardless of their background and social status in and around Penang. The institution works together hand-to-hand with a wide range of organisations, including Penang state government, NGOs and welfare organisations, to create dental awareness and encourage people from the lower socio-economic groups to obtain specialist dental care at affordable fees.

Vision

To be a Centre of Excellence in Education, with a strong commitment to Research, Innovation, and Community Impact.

Mission

- To Deliver high-quality, student-centred education that builds leadership, problem-solving, and communication skills.
- To Foster a supportive academic environment that encourages research, innovation, and lifelong learning.
- To build and retain a committed, inspiring, and diverse faculty dedicated to mentorship, scholarship, and growth.
- To train competent and socially responsible students equipped to lead positive change in their communities and beyond.

General Terms and Conditions of Employment2.0 Contract of Service / Agreement

Every new employee will be issued an Agreement by the institution upon the stamping of Employment Pass by the Immigration Office.

The term of employment is based on the Employment Pass permitted by the Malaysian Immigration Office.

The employee has to provide up-to-date personal information and present relevant documents for inspection and recording as required by the institution.

It is important that the employee regularly updates his personal particulars with the institution if there are changes such as; change of permanent residential address, mobile telephone numbers, marital status, birth of child, name of next of kin, academic/professional qualifications.

2.1 Orientation

The general orientation will be conducted by the Human Resource Department for all new employees to ensure that:

- The employee understands the work culture and organisational structure of the institution.
- The employee understands the general terms and conditions of employment and the institution's rules, procedures, policies and benefits.

- The employee understands the departmental job functions and its key personnel.

The departmental orientation will be conducted by the individual department's head about the department's functions, workflow processes, employee's job description and ISO 9001:2015 Standard Operating Procedures.

22 Hours of Work

Monday to Friday: 8.30 am to 5.30 pm

Lunch Break: 1.00 pm to 2.00 pm

Friday Lunch Break: 12.15 pm to 2.45 pm

Due to the nature of your job, there may be occasions when you will be required to work outside the above working hours. The working hours are subject to change as and when the Management deems fit.

23 Dress Code

Academic faculty of MICP are expected to dress in a manner that reflects their professional status. The dress code is intended to create a positive image of MICP as well as the profession at large. A smart appearance and professional manner are a very important step towards securing the confidence of patients and colleagues. Every employee when reporting to work is expected to present himself/herself in a decently well-dressed manner at all times. The following attire are strictly not allowed:

- Jeans, T-Shirt (except corporate T-shirts), shorts or any inappropriate non-office attire.
- Unnatural colored hair and extreme hairstyles
- Visible and excessive tattoos and body art
- Open shoes/sandals/slippers

(The list is not exhaustive. The employer may review the employee's grooming standard according to their discretion.)

24 Attendance

An employee is required to register his/her attendance every time he/she reports to duty and leaves the office at the end of the day. An employee is considered absent from work if he/she fails to register attendance.

A time attendance system is in place, and a biometric fingerprint must be registered to mark the employee's attendance at the beginning and at the end of working hours every day and at the beginning and end of lunch hours on Fridays.

25 Transfer

The institution at its discretion may transfer any employee to any section, department or division based upon its business or workflow considerations.

26 Appraisals

Appraisals of the performance of every academic faculty, unless otherwise specified, will be carried out at any time or at the end of the 12 calendar months of the completed service. This will normally be done by the Head of the Department and forwarded to the Management. This report will be the basis for deciding annual increment, special increments, promotion, disciplinary action, etc. and shall be kept confidential, subject to applicable laws. For further information kindly contact the HR department.

27 Payment of Wages

The employee will receive an e-payslip for each wage period, with details of all relevant payment information. If there is a query, please contact the Finance or Human Resource Unit.

An employee's wages will be calculated on a monthly basis and will be credited into the employee's bank account at the latest by the last day of the month. For an employment period which is less than 1 month, the calculation will be pro-rated for the number of days of that particular calendar month.

An employee's starting rate of wages and any remuneration details are stated in the Agreement. Any amendments will be confirmed to the employee in writing.

2.8 Resignation/Termination of Service:

During the contract period, the employee is required to give three months' (90 days') notice of resignation or pay three months' salary in lieu of notice.

The employer may terminate the employee's appointment hereunder at any time by serving three (3) months of notice or three (3) months' salary in lieu of such notice during the contract period in the event of the following circumstances:

- (i) Any misconduct on the part of the employee or
- (ii) If the Employee commits any criminal offence in the country or
- (iii) If the Employee breaches the conditions of the employment pass (without any default on the Part of the Employer)
- (iv) Commits any serious or repeated breach or non-observance of the Service Rules, the Employer may forthwith terminate the Employee's appointment without any compensation.

3.0 Entitlements

Entitlements shall be at the discretion of the institution.

3.1 Leaves: Approvals of leave are subject to approval by the Management and shall be regarded as a privilege and not a right for the employee. Applications for leave may be rejected due to exigencies of service.

- Annual Leave: Leave entitlement for staff will be as stated in the agreement, which is given on a monthly pro-rated basis, 2 days a month.

Any unutilised leave at the end of the contract period shall be automatically forfeited. Encashment of annual leave is not permitted.

Procedure to apply for Annual Leave

1. Obtain verbal approval from the Head of Department, Deputy Deans and Dean prior submitting the leave application form to the HR Department.
2. Application submitted to the HR Department with a minimum of 5 working days prior to the date of leave.
3. The purpose of leave has to be stated in the provided column.

4. The onus is on the applicant to check the status of leave application approval.
 5. Incomplete leave applications will not be processed.
 6. It is the duty of the HOD to ensure that at least 2 academic staff are available for departments with 3 academic staff and 1 academic staff for departments with 2 academic staff at all times.
 7. Academic staff are allowed to sign as replacement staff with the condition that they may only cover for one staff member per day.
 8. A maximum of 2 weeks' leave will be allowed as long breaks. (10 working days).
- Medical Leave: 14 days in a calendar year.

Medical certificates issued by authorised panel clinics, recognised private hospitals and government hospitals are to be attached.

Procedure to apply for Medical Leave

1. Inform (calls only) to the Dean and HOD.
2. Send a text/SMS/WhatsApp message to the HR officer responsible.
3. The above-stated procedures are to be done before 9 am for academic staff and 8.30 am for administration/MPC/IT staff.
4. Submit documents to the HR department by 9 am on the next reporting day to work.
 - Hospitalisation Leave: 60 days in each calendar year, excluding sick leave.
 - Compassionate Leave: An aggregate of 6 days of paid compassionate leave in one calendar year. E.g., Marriage Leave: 2 days, Paternity Leave: 2 days, Death of immediate family member: 2 days (spouse/parents/grandparents/children)
 - Maternity Leave

A married female employee is entitled to maternity benefits provided she has worked for a period of not less than 98 days in twelve months immediately preceding the date of application. Applies to a maximum of 5 living children. The maximum period of entitlement is 98 consecutive days inclusive of weekends and public holidays. The leave may be taken one month before or immediately after the delivery date.

- Conference Leave : 10 days in calendar year

Procedure to apply for conference leave

1. Discuss conference leave planning with HOD.
2. Obtain verbal approval from the dean and deputy deans.
3. Submit the completed form with relevant attachments to the HR Department.
4. The applicant has to ensure the papers are approved prior leaving for the conference
5. Completed Application forms are to be submitted to HR Department 2 weeks prior to conference leave for locally conducted conferences. International conference applications are to be submitted 4 weeks prior to conference leave.
6. A maximum of 5 days of conference leave is entitled for international conferences, and a maximum of 3 days of conference leave is entitled for local conferences (inclusive of pre-travelling and post-travelling, half a day each).
7. It is the duty of the applicant to ensure the submission of the conference report along with the attendance certificate to the HR department within 2 weeks upon returning to work. Verification signatures from the HOD, deputy deans and dean are to be obtained by the applicant prior to submitting to the HR department.
8. Conference applications' approval is based on the discretion of the Management.

Note:

*The employee is required to keep the HR Department informed of their whereabouts at all times.

*Administration Staffs are inclusive of MICP Administration Staff, Property Management Staff, IT Department Staff and Marketing & Promotions Centre Staff.

*In the absence of Dean, the reporting and approval of the abovementioned staff will be from either one of the Deputy Deans.

- Time Off

1. Time off is not permitted to those who has applied half day on the same day.
2. A maximum of 2 hours is permitted pre-lunch hour.
3. A maximum of 1.5 hours is permitted post lunch hour.
4. Fingerprint scan upon exiting and entering is required.
5. Time off is upon approval from the management. Procedure to apply for time-off
 1. Inform the HOD and deputy deans and get approval from the dean.
 2. Submit the completed form to the HR Department prior to leaving the office premises.

3.2 Continuous Professional Development (CPD) Benefit:

CPD points are compulsory for renewal of the temporary practising certificate (TPC). Faculty is encouraged to participate in CPD activities that are related to dentistry and their own area of speciality. Faculty are encouraged to carry out research in order to be able to make presentations and represent the college at national and international platforms. Faculty are entitled to 10 days of leave to attend conferences or workshops on approval from management.

3.3 Medical Benefits

Coverage is solely for the employee only and subject to the terms and conditions of the insurance policy. The company will provide a medical card to be used at appointed panel clinics. Kindly refer to the Human Resource Department for the list. Healthcare in Penang is provided by public as well as private hospitals. A few of them are listed as below:

Public hospitals*Penang Island*

- Penang General Hospital (main)
- Balik Pulau Hospital

Seberang Perai

- Seberang Jaya Hospital (main)
- Bukit Mertajam Hospital
- Sungai Bakap Hospital
- Kepala Batas Hospital

Private hospitals*Penang Island*

- Island Hospital
- Gleneagles Medical Centre
- Pantai Mutiara Hospital
- Loh Guan Lye Specialist Centre
- Lam Wah Ee Hospital
- Penang Adventist Hospital
- Tanjung Medical Centre
- Mt Miriam Cancer Hospital
- Carl Corrynton Medical Centre

Seberang Perai

- KPJ Penang Specialist Hospital
- Bagan Specialist Centre
- Sunway Medical Centre

4.0 Governing bodies and policies

Faculty is expected to be aware of the following governing bodies:

- Malaysian Dental Council (MDC) : Majlis Pergigian Malaysia (MPM)
<http://mdc.moh.gov.my/>
- Malaysian qualifications agency **<http://www.mqa.gov.my/>**

Faculty are expected to keep abreast with the latest regulations and policies and abide by them. The following guidelines and policies are available on the e portal:

- Guidelines on infection control
- Guidelines on radiation safety
- Code of professional conduct
- Academic records policy
- Student code policy

- ICT policy
- Social media policy
- Infection control policy
- Student complaint policy

4.1 Committees and working groups:

The following committees are responsible for the functioning and review of the teaching and learning process in MICP:

- Curriculum review committee
- Academic committee
- Clinical committee
- Internal Review Board (IRB)
- CPD committee
- Infection control committee
- Quality assurance team
- PBL working group
- Mentor-mentee team
- Student Guide book and Academic calendar team

5.0 Kolektif

<https://kolektif.org/>

MICP is proud to have its very own e-learning portal, which has been developed to enhance teaching and learning. Faculty is expected to log in regularly and keep themselves updated. The MICP Kolektif hosts important information regarding the following:

- Regulations and policies
- Teaching and learning sources
 - o Student guidebook
 - o Examination schedules and marks
- Circulars
- Mentor-mentee program information
- Research
- CPD
- Problem based learning (PBL)
- Discussion forums

6.0 Professionalism

Faculty are at all times (during and after working hours) expected to abide by the professional code of conduct and behave in a manner that reflects their professionalism and upholds the name of the institution. This includes the following circumstances:

- Professional relationship with superiors, colleagues, subordinates, patients and students.
- Behavior in public, (indecent behavior, avoiding conflicts, abide by local laws, paying dues on time, elevator etiquettes, avoid sexually offensive or religious comments etc.)
- Not to communicate in vernacular language with students and peers during working hours.
- Assuming responsibility and being accountable.
- Follow clinical protocols when in the clinic.

6.1 Confidentiality

All information obtained in the course of work with MICP shall be deemed to be strictly confidential. No such information shall be divulged to any outside third party without the prior written consent of the Dean's office.

6.2 Conflict of Interest

It is a strict requirement that during the term of the contract, the employee does not undertake private tutorials or coaching with students of the college. The employee must not engage, directly or indirectly, in a business which carries on a similar or related business to that of the college. The employee is prohibited from participating in any activity which could lead to a conflict of interest within or outside hours of work.

7.0 Quality assurance process

MICP has an established quality assurance process in place that helps to maintain and enhance the quality of the DDS programme, faculty members and clinics. This is in line with MICP's endeavour to continually improve and develop its DDS curriculum, faculty members and clinics and is inclusive of professional year-end course evaluation, faculty evaluation by students and faculty-peer assessment. The quality assurance coordinators are responsible for the smooth running of this process; any queries and feedback can be discussed in person.

8.0 Malaysian Income Tax

For income tax purposes, there are only 2 types of residence status, namely 'resident' or 'nonresident'. The distinction between these 2 types of residence status is imperative because if a person is a resident, any income received in or remitted to Malaysia is taxable at scale rates, whereas a non-resident is liable to Malaysian income tax only on income received from a Malaysian source at a flat rate of 28% (effective year of assessment 2018).

An individual is considered a resident in Malaysia for the basis year for a particular year of assessment if he is in Malaysia in that basis year for a period or periods amounting in all to 182 days or more from January to July.

To qualify as tax resident for income earned in 2018, employees who join MICP in August 2018,

- 1 MUST BE in Malaysia on 31 December 2018 and 1 January 2019 (2 days);
- 2 DOES NOT TRAVEL out of Malaysia for more than 14 days for social visits/holidays between 1 January 2018 and 1 July 2017 (leaving the country on conference leave is not considered as a social visit or holiday)

Employees may be advised to travel in Malaysia between 2 January 2017 and 2 July 2017. As required by the Inland Revenue Board of Malaysia, the monthly deduction applicable to an employee who is not resident or not known to be resident in Malaysia shall be at a rate of 28% of his remuneration. Therefore, for the months of August 2016 to December 2016, you will be taxed at 28%. However, once you qualify

as a tax resident for the year 2017 in July 2017, the company will assist you in applying for your tax refund. This will be explained in further detail at the orientation.

Monthly tax deduction will follow the Schedule Monthly Deduction from the Inland Revenue Board, Malaysia. This deduction is an estimate, and employees are advised to set aside some amount to pay the difference in the actual tax payable.

See the table showing tax rates on chargeable income on the Malaysia Government website link below:

<https://www.hasil.gov.my/en/individual/individual-life-cycle/how-to-declare-income/tax-rate/>

9.0 MICP e-mail

Faculty will be provided with an official email identity, and all official communications must be made using the MICP official email only.

E.g., abdc@micp.edu.my

10.0 About Malaysia



Malaysia is one of the most pleasant, hassle-free countries to visit in Southeast Asia. Several decades of sustained economic growth and political stability have made it one of the most buoyant and wealthy countries in the region.

Malaysia, which has a population of about 30 million people has moved towards a pluralist cultural based on a vibrant and interesting fusion of Malays, Chinese, Indian and indigenous cultures and customs. Being a multiracial country Malaysia

also has a variety of religious beliefs, such as Islam, Christianity, Buddhism, Hinduism etc. There are 14 states in Malaysia, namely Wilayah Persekutuan, Selangor, Negeri Sembilan, Johor, Melaka, Pahang, Perak, Pulau Pinang, Terengganu, Perlis, Kedah, Kelantan, Sabah and Sarawak.

Malaysia's climate is sunny, hot and humid all year round. Temperature ranges from 22°C to 34°C.



10.1 The Pearl of the Orient - Penang

Penang, the Pearl of the Orient, is an island off the northern part of the west coast of Peninsular Malaysia by the Strait of Malacca. The name **Penang** comes from the Malay word *Pinang*, which means the betel nut tree (*Areca catechu*). The name *Pulau Pinang* translated literally from Malay means "Betel Nut Island". Penang is made up of a turtle-shaped island, a total of 292 square kilometres and a strip of land called Seberang Perai on Peninsular Malaysia about 48 kilometres wide. Rich in a variety of so many elements such as culture, food, heritage, history and lifestyle, there is much to discover in Penang. One example is *Chingay*, an act of balancing a 35 ft to 40 ft giant flag, which cannot be found anywhere else in the world but in Penang.

Renowned travel guide publisher Lonely Planet has listed Penang as the top culinary spot for 2014, and Penang Asam Laksa was ranked 7th in CNN's World Top 10 Yummiest Foods. The discoveries of Penang are endless and always enjoyable. Such a gem is Penang that there is something here for everyone because Penang does indeed have it all.

Places of Interest

Its landscape of colonial, oriental and local influences, together with some of Asia's richest cultures, has made Penang a most extraordinary little island. With so many activities and architectural and gastronomic wonders, it is easy to understand why it is called the Pearl of the Orient.

Listed below are some of the more popular places of interest. For more information, contact the local tour agencies

- Penang Hill
- Snake Temple
- Kek Lok Si Temple
- Batu Feringghi
- Penang National Park
- Botanical Garden
- Cheong Fatt Tze Mansion
- Fort Cornwallis
- Sun Yat Sen's Penang Base
- Ayer Itam Dam
- Butterfly Farm
- Chowrasta Bazaar
- UNESCO World Heritage site



10.2 Language

Bahasa Malaysia, spoken by all Malaysians, is the nation's official language. Each race also speaks specific languages indigenous to them – the Chinese speak Mandarin, Cantonese, Hokkien and other dialects, while the Indians generally speak Tamil, Hindi, Punjabi and other languages.

Indigenous tribal peoples generally communicate in Bahasa Malaysia. Despite the combination of different languages spoken all over Malaysia, Bahasa Malaysia is largely spoken in the cities as a means of communication between races.

English	Bahasa Malaysia
1. Good Morning	Selamat Pagi
2. Good Afternoon	Selamat Tengahari
3. Good Evening	Selamat Petang
4. Goodnight	Selamat Malam
5. Thank you	Terima Kasih
6. You're welcome	Sama-sama
7. Welcome	Selamat Datang
8. Yes	Ya
9. No	Tidak
10. I don't know	Saya Tidak Tahu
11. Excuse me	Maafkan Saya
12. My name is	Nama Saya
13. Today	Hari Ini
14. Tomorrow	Esok
15. Yesterday	Semalam
16. What	Apa
17. Where	Di mana
18. Why	Kenapa
19. Who	Siapa
20. When	Bila
21. Stop	Berhenti
22. Left	Kiri
23. Right	Kanan
24. Up	Atas
25. Down	Bawah
26. How are you?	Apa khabar?

10.3 Malaysian culture and etiquettes

Malaysia is a multicultural society. The main ethnic groups are the native Malays as well as large populations of Chinese and Indians. When visiting the country, it is clear that the ethnicities retain their religions, customs and way of life.

Meeting and Greeting

Greetings in a social context will depend upon the ethnicity of the person you are meeting. Malay women may not shake hands with men. Women can, of course, shake hands with women. Men may also not shake hands with women and may bow instead while placing their hand on their heart.

The Chinese handshake is light and may be rather prolonged. Men and women may shake hands, although the woman must extend her hand first.

- Indians shake hands with members of the same sex. When being introduced to someone of the opposite sex, nodding the head and smiling is usually sufficient.

Body Language

- Affection is not shown in public. Avoid touching anyone on the top of the head (home of the soul), especially a child.
- Use your right hand to eat, pass things and touch people. Do not pass objects with your left hand. Do not move objects with your feet or point at another person with your foot.
- Giving a slight bow when leaving, entering or passing by people means, "excuse me".
- A smile or laugh could mean surprise, anger, shock, embarrassment or happiness.
- Single fingers are not used for gesturing.
- Hands in pockets signify anger.
- In Malaysia, people **don't normally practise tipping**. Meaning, you don't have to tip unless stated otherwise.

10.4 Currency

The currency used in Malaysia is Ringgit Malaysia (RM).

Please bring sufficient cash for daily living expenses for the first month while waiting for your employment pass to be endorsed before you can open the bank account. You may also carry along a credit card or sufficient traveller's cheques to cover your initial expenses.

You are permitted to bring into or take out of Malaysia Ringgit and/or foreign currency of no more than USD 10,000 equivalent per person. You must declare any amount in excess of USD 10,000 when you enter or leave the country.

For amounts which exceed the permitted limit, prior written permission must also be obtained from the Director, Exchange Control Department, Bank Negara Malaysia. **Avoid carrying too much cash in case it is lost or stolen**

10.5 Sales & Services Tax (SST)

Sales and Service Tax ("SST") comprises sales tax and service tax. Sales tax is a single-stage tax levied on all taxable goods manufactured and sold, used or disposed of by a registered manufacturer in Malaysia or imported into Malaysia. Goods listed in the Sales Tax Exemption Order are exempt from sales tax. On the other hand, service tax is a single-stage tax charged on any taxable services provided in Malaysia by a registered person in carrying on business.

For more info, please go to <https://mysst.customs.gov.my/AboutBackground>

10.6 Happenings / Public Holidays

- New Year
- Chinese New Year
- Thaipusam
- Labour Day
- Wesak Day
- Yang Dipertuan Agong's Birthday
- Nuzul Al-Quran
- Hari Raya Puasa
- Georgetown World Heritage City Day
- Penang Governor's Birthday
- National Day
- Hari Raya Haji
- Malaysia Day
- Awal Muharram (Maal Hijrah)
- Deepavali
- Prophet Muhammad's Birthday (Maulidur Rasul)
- Christmas

10.7 Public Services

The High Commission of India

Level 28, Menara 1 Mon't Kiara,

No. 1, Jalan Mon't Kiara,

50480, Kuala Lumpur

Tel: (00-603) 6205 2350, 6205 2351, 6205 2352, 6205 2353 & 6205 2354

Fax: (00-603) 6143 1173

Working hours: 0900 hours to 1730 hours (Monday to Friday)

Website: www.indianhighcommission.com.my

10.8 Emergency Services

Employees may call the numbers below if there is any emergency.

Important Telephone Numbers in case of Emergency

Police/ Ambulance	999 / 112 from mobile telephone
Fire Brigade	994 / 112 from mobile telephone
General Hospital (Penang)	04- 222 5333
Butterworth Immigration Office	04- 397 3011
Georgetown Immigration Office	04- 250 3410
(Passport Only)	
Penang International Airport	04- 643 4411
Penang International Airport Immigration Office	04- 643 0352
KLIA	03- 8778 8888
KLIA Immigration Office	03- 8776 8025/ 8001
KLIA 2	03- 8775 6500
KLIA 2 Immigration Office	

10.9 Making National & international Calls

Useful telephone numbers provided by Telekom Malaysia (Malaysian Tele-communication Company) are:

Services	Dial
Telephone Service	100
Domestic Assisted Service	101
Telephone Enquiries	102
Telephone Directory	103
International Assisted Service	108

National Calls

Dial the STD code before dialing the telephone number. Below is a list of STD codes for further information, refer to the Telekom telephone directory or call 103:

Dialing Codes for National Calls

State	STD Code
Selangor, Kuala Lumpur, Putrajaya	03
Perlis, Kedah, Penang	04
Perak, Cameron Highlands	05
Negeri Sembilan, Melaka, Muar	06
Johor	07
Pahang	09
Sarawak – Kuching	082

Note: You do not need to include the dialing code when you are making calls to the number that is in the same state you are in International Calls

To make an International Call, you should dial:

- International Call Access Code: 00
- Country Code
- Area Code
- The desired telephone number

For example, to call Tokyo: 00-81-3-1234 5678



Dialing Codes for International Calls

Australia	+61	Indonesia	+62
Bangladesh	+880	Japan	+81
Brunei	+673	Vietnam	+84
China	+86	Philippines	+63
Germany	+49	Singapore	+65
Hong Kong	+852	Thailand	+66
India	+91	UK	+44
		USA	+1



NB Tower, Jalan Bagan Luar, 12000, Butterworth, Penang, Malaysia.

Phone : 04-332 5050 | **Fax :** 04-333 7070 | **Email :** contact@micp.edu.my

Eco Friendly message

We encourage faculty to "Go green". Print this faculty handbook only if required.