



STUDENT HANDBOOK

FOUNDATION & UNDERGRADUATE PROGRAMMES

ACADEMIC RULES AND REGULATIONS



Student Handbook: Foundation & Undergraduate Programmes

Applicable to Full-time, Part-time, & Open Distance Learning students

Effective from January 2025 Trimester

Incorporating amendments as approved by the University Senate up to July 2025

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A. Introduction to UM-Wales

Universiti Malaya-Wales (UM-Wales) was established based on a collaboration between the University of Malaya (UM) and the University of Wales, UK. Leveraging on both universities' outstanding achievement, together with its own band of academicians, UM-Wales offers an array of courses, from foundation studies through to undergraduate and postgraduate level, in a lush and strategic campus located in the heart of Kuala Lumpur.

Mission

To develop an advanced digital community of holistic changemakers

Vision

A global pragmatic education hub

In our endeavour to realise our vision and mission, these core values guide us:

P . A . S . S . I . O . N

Professional: To have a positive work ethic, a high level of integrity, accountability, responsibility, and respect for one another.

Agile: To be resilient, flexible, versatile and quick in adapting to changes

Sustainable: To have strong business continuity in producing life-long education that works towards sustainable development goals

Socially Responsible: To have strong business continuity in producing life-long education that works towards sustainable development goals.

Intellectual Excellence: To have a free pursuit of innovation and knowledge for continuous growth.

Open-Minded: To embrace inclusivity, acceptance, and being open to new ideas.

Nurturing: To be caring, protective, empathetic, and patient in educating and encouraging individuals.

B. Student support and welfare

1. Centre for Counselling and Psychological Services

The University aims to enhance UM-Wales students' physical growth, emotional well-being and learning potentials. The centre provides a variety of psychological assessments and intervention services by a qualified counsellor. UM-Wales strives to offer services in an atmosphere that is welcoming and comfortable to all students. Services are free and confidential.

2. Health and Safety

The University declares that high standards of safety and health are an integral part of the proper conduct of its affairs. The University also believes that statutory duties and requirements are the minimum standards to be met, and that it may be desirable for such standards to be exceeded.

- i. Students are advised to be safety conscious, especially in the first few weeks as you get used to your new environment and culture. Take extra care of your safety in high-risk areas, especially if you need to go out late at night.
- ii. Call 999 - police, ambulance, fire stations and civil defence rescue units if you are in trouble. (Warning: Under Section 233 of the Communications and Multimedia Act 1998: the penalty for misuse of the communication network is a fine of RM50 000-, or one-year's jail, or both).

3. Accommodation

- i. UM-Wales accommodation outsourced to room provider company:
- ii. a. Student must abide rules and regulation/agreement made to the company
- iii. b. Payment structure follows by to the room provider company policies.
- iv. c. Payment made to the room provider company.
- v. d. Duration of tenancy follows the agreement made to the room provider company.
- vi. e. UM-Wales will not involve any prohibited conduct made to the room provider company.

C. Academic regulations

Part I: Admission

1. Admission Requirements

- (1) The minimum entry requirements are subject to meeting the current requirements set by the Malaysia Qualification Agency (MQA).
- (2) Refer to UM-Wales's website and MQA's Programme Standards for the latest entry requirements.
- (3) Students must fulfil the admission condition(s) if any within the stipulated time as stipulated in the offer letter. Failure to do so will nullify the offer and the student's admission status.

2. Programme Registration

- (1) All students must register for the offered programme on the registration date set by the University.
- (2) A student who has registered for a programme of study which has been offered shall enrol on a continuous basis with the University.
- (3) A student is not allowed to register concurrently for more than one formal academic programme in this University in any particular period of time.
- (4) In certain circumstances, where the University conducts a programme in collaboration with another university that will lead to the award of a degree, a candidate is allowed to register concurrently.
- (5) An international student's registration status may be nullified at any time if the student fails to secure a student visa or endorsement to enrol from the Immigration Department.

Part II: Registration

3. Academic Calendar

- (1) The academic calendar consists of three (3) trimester per academic calendar year.
- (2) The dates for the academic calendar are published on the UM-Wales's website.

4. Module Registration

- (1) A student is required to register for the modules offered in each trimester as prescribed by the Faculty or Centre *via* the student portal.
- (2) Module registration must be completed within the prescribed registration period stipulated in the published academic calendar.
- (3) Registration for a module with a pre-requisite is only allowed after the student has passed the prescribed pre-requisite module.
- (4) Students who do not register within the prescribed registration period can be suspended from continuing their studies for that particular trimester.
- (5) A full-time student must register between 12 and 17 credits in every trimester.

5. **Add/Drop Module(s)**

- (1) Students may apply to add/drop module(s) in the student portal, subject to the minimum and maximum number of credits permitted in one trimester (refer to clause 4(5)) and subject to approval from the Faculty or Centre.
- (2) Students can add/drop module(s) without a penalty until Week 2 of the trimester. Add/drop application between Week 3 and Week 6 will be subjected to a penalty.
- (3) There will be financial implications for add/drop modules(s). See the Fee Policy for further information.

6. **Withdrawal from Programme**

- (1) "Withdrawal from Programme" means withdrawal from a programme of study whereupon a student shall not continue with the programme of study currently pursued.
- (2) The student shall complete the Withdrawal Form and submit it to Registry Office should they decide not to proceed with the programme of study at the University.
- (3) Letter of Withdrawal will only be issued to student upon clearance by Finance and other departments.
- (4) International students must inform the International Student Office (ISO) on request to withdraw from the programme of study, in order to process the student's visa cancellation.

7. **Deferment of Trimester**

- (1) "Deferment of trimester" means withdrawal from all modules registered for the trimester concerned or taking a leave of absence from attending lectures for a programme of study currently pursued in the trimester concerned.
- (2) A student will only be allowed to defer any trimester after completing the programme of study for at least one (1) trimester except for medical reasons.
- (3) The period of deferment based on Medical / Outbound Mobility Programme / Gap Year leave reasons will not be counted as part of the maximum duration of study prescribed for the programme of study currently pursued.
- (4) The student shall complete the Deferment Form and submit it to the Registry Office by Week 6 in the Trimester except for medical reasons.
- (5) There will be financial implications for the Deferment of Trimester. See the Fee Policy for further information.
- (6) If the application is not approved, the student concerned is required to continue with the programme of study for the trimester concerned. The student will be given a Fail grade for the registered modules if the student fails to continue with his/her studies.
- (7) The deferment from a trimester shall not be permitted for the following reasons:
 - i. the student's performance is unsatisfactory for any module; or
 - ii. the student is inadequately prepared for the module concerned; or
 - iii. the student is not satisfied with any of the modules.

Additional Requirement for International Student

- (8) International students are only permitted to defer their studies for a maximum of two (2) trimesters.
- (9) International students who wish to defer their studies for health reasons (such as acute disease, mental illness, childbirth, or an accident). For this category of students, staying in Malaysia during the deferment period is permitted, but students must ensure that they have an active and valid student pass.
- (10) International students who wish to defer their studies for reasons other than health issues MUST leave Malaysia and return to their home country for the duration of the

deferment. Flight ticket/booking must be presented together with the application for deferment.

8. Change of Programme

- (1) A change in a programme of study may be allowed, subject to the following conditions:
 - i. It is only permitted once throughout the study duration at the University;
 - ii. The student shall fulfil the entry requirement of the new programme of study;
 - iii. The student has not been convicted under the disciplinary action;
 - iv. The student completes the Change of Programme of Study form with the recommendation by the Dean of the Faculty / Director of Centre of the original programme and supported by the Dean of the Faculty / Director of Centre of the new programme.
- (2) International students must also refer to the International Student Office (ISO) for change and approval of visa before commencing the trimester in the new programme of study.
- (3) There will be financial implications for change of programme. See the Fee Policy for further information.

Part III: Matters Concerning Structure of Programme of Study

9. Credit Transfer

- (1) "Credit Transfer" is the transfer of credit according to the grade obtained for a module of study undertaken by a student prior to admission into a programme of study at UM-Wales.
- (2) The application for credit transfer must be submitted in the first trimester of enrolment. The Credit Transfer/Credit Exemption Form could be obtained from the Academic Office.
- (3) Credit transfer can be done in two categories as follows:
 - i. Vertical: Credit transfer from a lower MQF level to a higher MQF level (e.g. diploma to bachelor's degree).
 - ii. Horizontal: Credit transfer for the same MQF level (e.g. bachelor's degree to bachelor's degree).
- (4) Permission for the credit transfer is subject to, among others, the following conditions:
 - i. The module taken previously has a minimum of 80% match in content and equivalent module outcomes (parity of module) that is offered at UM-Wales;
 - ii. The module taken previously must be from a programme that has received accreditation (including provisional accreditation) or recognition by an authoritative body in the country of origin;
 - iii. The grade obtained for the module taken previously is not less than C or its equivalent (satisfactory performance or a pass);
 - iv. The module taken previously has not been attempted at UM-Wales for the student who changed his programme of study at the same University.;
 - v. The maximum credit that may be transferred is as follows:

Category	Explanation	% of Credit Transfer	
Vertical credit transfer	Credit transfer without grade	Not exceeding 50 % of total credit for the programme of study, subject to the following additional conditions:	
		% of Credit Transfer	Minimum Module Grade
		1 – 30	C
		*31 – 50	B
		The modules of the final year, as prescribed in the published programme structure, are not eligible for credit transfer.	
Horizontal credit transfer	Credit transfer with grade for student who changed his programme of study in the same University.	No limit.	
	Credit transfer with grade for student undergoing the Outbound Mobility Programme.	Not exceeding one-third (1/3) of the total credit for the programme of study.	
	Credit transfer without grade for the module from another institution.	A student needs to fulfil the academic residential requirement at the University for at least one (1) trimester.	

10. Module Exemption

- (1) “Module Exemption” means exemption from registering and pursuing a module offered to a student based on the equivalency of the module content that is applied for with proof of knowledge and skills of the student.
- (2) Module exemption applications shall only be allowed for the General Module / University modules / MPU module categories.
- (3) Module exemption will not result in a student obtaining credit for the exempted module.
- (4) If the module exemption results in insufficient graduating credits for the programme of study, the student must complete another module (s) to replace the exempted module(s) from the same level of study.

11. Credit System

- (1) UM-Wales uses the credit system for its programmes.
- (2) Credit is the quantitative measure that represents the volume of learning or academic load to attain the set learning outcomes.
- (3) The value of each credit for all modules is equivalent to 40 notional hours of student learning time (SLT).

Part IV: Academic Performance

12. Grading Scheme

- (1) Students are assessed both formatively and summatively. The official grading scheme of UM-Wales is as follows:

Foundation programmes

Marks	Grade	Grade Point	Meaning
80–100	A	4.0	Distinction
75–79	A-	3.7	Distinction
70–74	B+	3.3	Credit
65–69	B	3.0	Credit
60–64	B-	2.7	Credit
55–59	C+	2.3	Pass
50–54	C	2.0	Pass
45–49	C-	1.7	Fail
40–44	D+	1.3	Fail
35–39	D	1.0	Fail
00–34	F	0.0	Fail

Undergraduate programmes

Marks	Grade	Grade Point	Meaning
80–100	A	4.0	Distinction
75–79	A-	3.7	Distinction
70–74	B+	3.3	Credit
65–69	B	3.0	Credit
60–64	B-	2.7	Credit
55–59	C+	2.3	Pass
50–54	C	2.0	Pass
35–49	F	1.3	Fail
00–34	F	0.0	Fail

- (2) A minimum percentage of 50% in formative and summative assessments, respectively, is required to pass a module for undergraduate programmes.

13. Final Examination

- (1) A student is only permitted to take a final examination in any module if he/she has registered for the modules prescribed for the programme of study.
- (2) A student who does not attend the final examination of a module will be given a Fail grade for the module concerned.

14. Supplementary Examination

- (1) First attempt eligibility

A supplementary examination may be granted to a student as a first attempt, subject to approval by the Pre-Examination Board, under the following conditions:

- Extenuating circumstances (EC), formally approved by the EC Committee; or
- Valid medical, psychological, psychiatric treatment, or prolonged chronic illness; or

- iii. Compassionate grounds, such as the death or serious misfortune involving immediate family members (e.g., parents, parents-in-law, legal guardians, spouse, children, siblings, grandparents).
 - (2) Non-Attendance of Supplementary Exam
A student who does not attend the supplementary examination for a module will receive a Fail grade for that module.
 - (3) Second Attempt eligibility (Resit Opportunity)
A student who fails the final examination but passes the continuous assessment component of a module will be granted one opportunity only, as a second and final attempt, to retrieve the module.
 - i. The specific resit component will be determined and approved by the Pre-Examination Board.
 - ii. The maximum mark achievable for any successful resit or resubmission will be limited to the minimum passing mark for that component.
15. **Minimum Requirement for Academic Performance**
- (1) A student's academic performance in a trimester is determined by the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).
 - (2) A student shall obtain a GPA and CGPA of not less than 2.00 every trimester until completion of the study.
16. **Academic Probationary Period**
- A student obtaining a GPA of less than 2.00 will be placed under the Academic Probation in the following trimester and shall only be allowed to register for up to twelve (12) credits in the trimester. This includes the addition of module registration as per clause 5 above.
17. **Academic Dishonesty**
- (1) Academic dishonesty may occur in various forms including, but not limited to:
 - i. **plagiarism**, such as the act of someone using someone else's ideas without citing the source;
 - ii. **false excerpts**, such as quoting sources that never have been used or linking the work produced with reference materials that were never referred to or the source obtained;
 - iii. **falsifying information**, such as fabricating or changing the data in order to create confusion, and changing data to obtain a better experimental result;
 - iv. **conspire or abet**, such as copying the work of another student, asking someone else to write a person's assignment, or allowing another student to borrow his work;
 - v. **cheating in exams**, such as bringing or having access to books or any material in any form or format illegally during an examination or assessment or in any assignment that would be used by the lecturer/tutor/examiner as the basis of assessment,
 - vi. **contract cheating and disguising**, such as a student's work being completed by another person, usually including a payment to the third party but would be submitted as the student's own work.
 - (2) Any student found committing an act which amounts to academic dishonesty can be subject to disciplinary action by the University.

18. Termination from Programme of Study

A student may be terminated from the programme of study if he/she:

- i. obtains a GPA of less than 2.00 for three (3) consecutive trimesters; or
- ii. obtains a Fail grade three (3) times for the same module; or
- iii. obtains a CGPA of less than 1.00 for two (2) consecutive trimesters; or
- iv. fails to register for any module as per clause 4 above for 2 consecutive trimesters; or
- v. fails to complete the requirements of the programme of study within the maximum duration prescribed below.

Level	Maximum Duration of Study	
	Full Time	Part Time*
Bachelor's Degree	5 years	7 years
Foundation	2 years	-

*For part-time mode programme only.

19. Appeal for Reinstatement

- (1) A student who has been terminated may appeal for reinstatement within 3 months from the date of termination subject to the Senate's approval. The reinstatement will only be approved if the Senate deems the student is able to complete his/her studies with consideration of his/her CGPA, remaining credit to graduate and remaining study duration.
- (2) The Senate may impose additional condition to the reinstatement if necessary.
- (3) A reinstatement fee may be charged for approved reinstatement.
- (4) The duration of study as per clause 18.iv remains

20. Repeating a Failed Module

A student who fails a module must repeat the same module until they achieve at least a grade of C, subject to a maximum of three (3) attempts and the maximum study duration.

Part V: Graduation and Completion

21. Requirements for Completion of Study

A student must fulfil the following requirements for completion of study:

- i. Achieves a final CGPA of 2.00 and above;
- ii. Completes the total graduating credits as prescribed for the programme of study;
- iii. Fulfil the programme requirements;
- iv. be approved by the Examination Board and endorsed by the Senate.

22. Conferment of Bachelor's Degree with Honours

- (1) In order to be eligible for the award of a bachelor's degree with honours, a student must fulfil all requirements prescribed in section 21 above and settle all tuition fees and other prescribed payments.
- (2) The release of the graduation scroll/certificate is after the official convocation date upon the following conditions:

- i. The graduate has been issued with a Completion Letter; and
 - ii. The graduate has completed the Graduate Tracer Study by the Ministry of Higher Education; and
 - iii. The graduate has settled all tuition fees and other prescribed payments.
23. **Conferment of Bachelor's Degree with Honours (with Distinction)**
- (1) In order to be eligible for the award of a bachelor's degree with honours (with distinction), a student must achieve a final CGPA of 3.70 and above, fulfil all requirements prescribed in section 21 above, and settle all tuition fees and other prescribed payments.
 - (2) The release of the graduation scroll/certificate is after the official convocation date upon the following conditions:
 - i. The graduate has been issued with a Completion Letter; and
 - ii. The graduate has completed the Graduate Tracer Study by the Ministry of Higher Education; and
 - iii. The graduate has settled all tuition fees and other prescribed payments.

D. Examination rules

1. Examination rules for conventional courses

1.1. Examination Rules and Regulations

- i. It is compulsory for all registered students to sit the examinations for each programme.
- ii. UM-Wales allows supplementary examination for a student who is ill and can produce a medical certificate from a qualified Medical Doctor. The medical certificate must be given to the Registry within 24 hours prior to the start of the examination, and provided also the reasons are acceptable to UM-Wales. If serious illness takes place on the day of exam, please use the appeal process. Please note a simple note not specifying illness or by a nonregistered practitioner will not be accepted.
- iii. Students are required to be present outside of the examination hall a minimum of 15 minutes before the examination is scheduled to begin.
- iv. Students are to wait outside of the examination hall until the invigilator gives the permission to enter the examination hall, in an orderly manner through the designated door.
- v. Students will not be allowed to enter the examination hall if 30 minutes has elapsed after the start of the examination. Candidates are not allowed to leave the examination hall/room within the first 30 minutes and the last 15 minutes of the examination.
- vi. All students are required to bring along their examination dockets and their student ID cards into the examination hall, place them on the right-hand side of their tables for checking by the Chief Invigilator.
- vii. Students who do not have their examination slips are not permitted to sit the examination unless given permission by the chief invigilator.
- viii. Students are not allowed to bring into the examination hall any book, papers, notes, pictures, any material containing notes, programmable calculator or materials, except

with permission of the invigilator. All cheating cases will be referred. In this case of extensive or repeated unfair practice students will be expelled from the University.

- ix. The invigilator has the authority to inspect students for any sign of doubtful act.
- x. All mobile devices must be switched off and placed in bags at the front of the room.
- xi. Any device that gives unfair advantage must not be used.

1.2. Examination Results

- i. Examination result will be released in the student portal upon approval of the Examination Board.
- ii. Appeals will be dealt with through the normal appeals process.

2. Examination rules for ODL courses

- 2.1. The date and time of an online examination shall follow the examination timetable published by Examination Unit.
- 2.2. Students and exam invigilators are responsible to ensure that their device and connection are reliable before and during the exam. Device and connection include, but not limited to, the following:
 - i. A plugged-in personal computer (avoid relying on the battery).
 - ii. A web camera
 - iii. A microphone
 - iv. A stable internet connection
- 2.3. Students must be in a private space where no other people can be seen or heard. The room set-up requirements are:
 - i. Room must be walled, have a closed door, and be free from disruptions
 - ii. No one else can be in or enter the room during your exam
 - iii. The environment must be clear within arm's reach. (Example: you must not be able to reach a bookshelf from your chair)
 - iv. No monitors other than the one used for your exam can be plugged in.
- 2.4. The exam invigilator will conduct a brief check-in process for students before the online exam. Students are expected to log in 30 minutes before the exam time to ensure ample time for the invigilator to check you in. The check-in process consists of:
 - i. A verification of your student ID. You will be asked to show your student ID next to you.
 - ii. A review of your exam environment to ensure it meets the criteria. You will be asked to show your table and your surroundings.
- 2.5. The web camera and microphone must be turned on throughout the exam duration. Exam Invigilator would record the whole examination session.
- 2.6. Students are not allowed to leave their desk throughout the exam duration.
- 2.7. The maximum invigilator to student ratio for online examination is 1:30.
- 2.8. Academic misconduct is a serious matter and any allegations will be treated in the strictest confidence following the UM-Wales's Unfair Practice Procedure.

E. Partnership with University of Wales Trinity Saint David (UWTSD)

Universiti Malaya-Wales (UM-Wales) is one of the first universities in Malaysia to offer Dual Awards with direct credit transfer to a UK university and offers its students a chance to participate in the mobility programme. The mobility programme reflects UM-Wales's commitment to global education, allowing UM-Wales undergraduates to spend a trimester at the University of Wales Trinity Saint David.

1. Programmes under the Partnership

1.1. Dual Awards

The original programme was designed according to the standards agreed between UM-Wales and UWTSD based on; standards for student entry; module specification; transferable credits; course work requirements per institution and dual award student registration utilising the MQA and QAA guidelines.

Assessment is moderated by UWTSD every trimester the student completes. Students will undertake UK Taught Module in the assigned trimester and the modules will be taught by UWTSD lecturers online.

Students will be received certification from both UM-Wales & UWTSD upon completion of study.

- Dual Award fee for the undergraduate programmes, RM 18 000 per student

1.2. Mobility Options

UM-Wales-UWTSD dual awards students can choose to spend approximately 1 trimester studying at our partner University (UWTSD); earning credits towards their UM-Wales degree. The actual credit earned from a trimester in the mobility programme depends on mapping of the courses enrolled to the UM-Wales degree course. The trimester students spend at UWTSD is an opportunity for students to experience student life in a foreign country and learn to be a global citizen.

Dual Award students who wish to travel to UWTSD will need to pay for an additional fee for the mobility programme of RM 21,000 (subject to changes) on top of Dual Award fee. In addition, expenses for their flight, accommodation, boarding and miscellaneous expenses shall be borne by the students. This mobility programme is arranged only for registered UM-Wales dual award students.

2. Study at UWTSD for One Trimester with the Mobility Option

Step 1 – Applying through UWTSD

- You should discuss with the Programme Coordinator of your Faculty that you have an interest in studying abroad for a trimester
- Once you have made that decision, you should then complete the official application Erasmus form and submit to Walesdesk@UM-Wales.edu.my

The application form must include the following;

- 1) A completed application Erasmus Form with signed and dated declaration.
 - 2) One completed academic reference - Must any UM-Wales lecturer
 - 3) Certified* copies of original previous Qualification certificates & current partial transcripts of degree at UM-Wales
 - 4) Copy of financial evidence
 - 5) Certified* copy of passport (Front page only)
 - 6) Certified* copies of current and previously issued visas (International Student only)
 - 7) IELTS certificates from an approved IELTS centre (where English is not the first language). Only IELTS Academic is accepted for the application.
 - 8) Vaccination Certificate from MySejahtera / Related providers
- Certified* referring to general certified true copy only

Step 2 – Receiving the unconditional offer

- The admission office at UWTSD will send an unconditional offer to students who wishes to study at UWTSD for the one trimester.
- Once a Malaysian student receives the Unconditional Offer Letter – they could use this to gain entry into the UK for their one trimester study
- For an International student, upon receipt of the Unconditional Offer Letter – they could then apply for the study visa.
- For students who receive the conditional offer letter, they will have to ensure the conditions stipulated will need to be fulfilled. Once the conditions are fulfilled; UWTSD will issue an unconditional offer letter – allowing students to travel to UK (with visa for foreign students)

Your estimated costs for one trimester at UWTSD

Here is the approximate estimated break down

- Flights - £500 - £800 (this will depend on the time of year & airport you fly to)
- Health insurance - this will vary
- Accommodation - £70 -100 per week
- Food = £50 per week (approx.) – The University may have meal plan options that may work out cheaper for you.
- Travel to and from university
- Travel – Budget for trips and excursions

Graduation ceremony at UWTSD

Upon completion of studies, students who registered for Dual Award and wish to attend graduation ceremony will need to register through the UWTSD [website](#)

F. Open and Distance Learning programme delivery

Open and Distance Learning (ODL) refers to courses that are studied without the need to be physically present at the university. It provides a flexible learning opportunity in terms of access and various modes of knowledge acquisition that can be implemented full-time or part-time.

1. Technology Infrastructure

To support the delivery of ODL programs at UM-Wales, a learning management system and online meeting platform is used to support teaching and learning plus live consultation with the students.

2. Online Delivery

The learning modules at UM-Wales are structured as Self-Instructional Materials (SIM). Students will have access to the SIM and other supporting materials, videos, and articles on the learning management system within the period of the study trimester. Details of and access to learning management system will be shared by the Program Manager of the ODL program.

The completion of the lessons and assessments is compulsory for students to be awarded the qualification by UM-Wales under the ODL delivery. Please refer to the module guide for more details on assessments to be taken during the trimester.

Students will need to have the discipline and be more independent in following all the self-instruction materials via learning management system and submitted the assessments to the module lecturer.

Submission of assessment is subjected to guidelines and rules set by the University. This entails:

- i. Examination Rules & Regulations

The module lecturer can be contacted should student have inquiry on the module taken in ODL mode.

3. Responsibilities as ODL students

Self-Motivation: ODL students must be self-motivated and disciplined. Student need to set their own study schedules, meet deadlines, and keep track with their online learning and assessments.

Time Management: Effective time management is crucial for ODL students. Student must allocate sufficient time for studying via online management system, assessments, and exams (where applicable).

Access to Learning Resources: ODL students are responsible for ensuring they have access to the necessary learning resources, such as textbooks, online materials, and software, required for their courses.

Technology Proficiency: ODL students need to be proficient in using electronic devices such as laptop, computer, mobile phone and others, access to online meeting and learning management system used by the university.

Communication and Active Participation: ODL students should actively engage in communication with their instructors and peers through email, discussion forums, or other online platforms as determined by the university.

Assessment Submission: ODL students must submit their assessments on time to avoid academic penalties.

Academic Integrity: ODL students should uphold academic integrity by avoiding plagiarism and cheating.

Stay Informed: ODL students should stay informed about important dates, course updates, and any institutional announcements. Regularly checking emails and the learning management system is essential.

4. Online Support

All ODL programmes are managed by the EdTech Centre which is a support centre / aid centre for ODL students.

G. Fee Policy

1. PAYMENTS

1.1. New Student (Self Paying)

- i. Full payment of Application Fee and Registration Fee is required upon enrolment or by the commencement date of the first trimester.
- ii. Tuition Fee of trimester payment is required within 2 weeks after the commencement date of the trimester.
- iii. International Students need to pay the EMGS Fee and Hospitalization and Surgical Insurance upon enrolment. First (1st) Year Fee and Personal Bond are to be paid before arrival to Malaysia. If the student visa application is denied by the Immigration Department; the Tuition Fee will be refunded, after deducting the administrative charges.
- iv. Late payment penalty will be charged for payments made after the end of Week 2 of the trimester.
- v. Student will be barred from classes, examinations and campus facilities if full payment is still not received by Day 1 of Week 7 of the trimester. The University further reserves the right to withhold the release of all examination results, certificates and records of the student until the full settlement of fees is made. Upon full payment, the student will be allowed to resume access to classes and campus facilities.
- vi. Full payment of Application Fee and Registration Fee must be received before the Student Verification Letter can be issued to a student who wishes to apply for external loans/scholarships, Majlis Amanah Rakyat (MARA) loan or EPF Withdrawal.

- vii. Fee schedule for a programme is applicable for the duration of the programme as stated in the schedule for an enrolled student. For any trimester continued or extended beyond the duration of the programme stated in the schedule at the time of enrolment, new fees will apply to the extended period.
 - viii. Late payment penalty can be waived by the Credit Control Department following the Guideline for Late Payment Penalty Waiver. An appeal must be submitted for approval.
- 1.2. Existing Student (Self Paying)
- i. Full payment of subsequent trimester fees is required within 2 weeks after the commencement date of the trimester.
Late payment penalty will be charged for payments made after the end of Week 2 of the trimester.
 - ii. Student will be barred from classes, examinations and campus facilities if full payment is still not received by Day 1 of Week 7 of the trimester. The University further reserves the right to withhold the release of all examination results, certificates and records of the student until the full settlement of fees is made. Upon full payment, the student will be allowed to resume access to classes and campus facilities.
- 1.3. PTPTN One Fee Structure Student
- i. Full payment of Application Fee and Registration Fee is required upon the commencement date of the first trimester.
 - ii. Late payment penalty will be charged for instalments made after the 7th of each month.
 - iii. Student will be barred from campus facilities if student do not pay fees for three (3) consecutive months.
The University further reserves the right to bar the student from examination and withhold the release of all examination results, certificates and records of the student until the full settlement of fees is made. Upon full payment, the student will be allowed to resume access to classes, examinations and campus facilities.
- 1.4. Dual Award
- i. All students who sign up for Dual Award at the point of registration shall pay the Dual Award fee by instalment as per Fee Structure.
 - ii. The programme fee is non-refundable and non-transferable under any circumstances, including but not limited to withdrawal, cancellation, or non-participation.
 - iii. Withdrawal from the Programme will not release them from the obligation to pay the remaining instalment(s) of the Programme Fee.
 - iv. The University reserves the right to withhold the issuance of any certificates until all fees, charges, and dues owed by the students have been settled in full.
- 1.5. Outbound Mobility (One trimester at University of Wales Trinity St. David, University of Malaya, or any other partner university).
- i. Mobility Fee payment is required before students' study at the partner universities.

- ii. Students who are required to extend the trimester due to student mobility programme as recommended by the Faculty, the extension fee will be waived. (After the programme mapping on modules offered at both campuses).

1.6. Inbound Mobility (One trimester in UM-Wales)

- i. International exchange students are exempted from paying the tuition fee at University, provided they have fully settled their fees at UW/UM.
- ii. Mobility Fee or Administration Fees will be charged at University.
- iii. International exchange students are required to pay the EMGS fee for student pass application prior to registration.

2. TRANSFER PROGRAMME

- 2.1. Student must settle the balance of the outstanding fees due at the current programme before applying for transfer to the new programme (within/ other faculty).
- 2.2. The fee implication for transfer of programme are as follows:

Type of fees	Before commencement of the trimester	Between week 1 to week 6 from the commencement of the trimester	After Week 6 from commencement date to end of the trimester
Registration Fee	Retained at current programme and waived at new programme.	Retained at current programme and waived at new programme.	Retained at current programme and waived at new programme.
EMGS Fee	Retained at current programme and charged by the new programme.	Retained at current programme and charged by the new programme	Retained at current programme and charged by the new programme
Tuition Fee	Transfer 100% to new programme.	50% of the current semester fee remains payable.	100% of the current semester fee remains payable.
Resource Fee	Transfer 100% to new programme.	50% of the current semester fee remains payable.	100% of the current semester fee remains payable.
Other Fees <i>(If any)</i>	Transfer 100% to new programme.	50% of the current semester fee remains payable.	100% of the current semester fee remains payable.

Type of fees	Before commencement of the trimester	Between week 1 to week 6 from the commencement of the trimester	After Week 6 from commencement date to end of the trimester
Processing Fee	Charge by new programme.	Charge in current programme	Charge in current programme

- 2.3. For student who are transferring to a new programme in a new calendar year, the new fee structure of the new programme will apply.
- 2.4. If the student transfers within one (1) month from the commencement of the old programme, but later did not return to resume studies or decides to withdraw, Withdrawal Schedule is applied.
- 2.5. Not all scholarships / bursary schemes are transferable (refer to *University Scholarship, Rebates and Financial Aid Manual*).
- 2.6. For 100% transferable fees, the scholarships / rebates should be applied in the new programme; i.e. Sibling Discount, Staff Discount and High Achiever Scholarships.

3. DEFERMENT OF PROGRAMME

- 3.1. Deferment to the new intake for New Students (Change of Intake)
 - i. Applicable for new students who have not receive EMGS approval (international student) prior to commencement of the programme.
 - ii. If the student chooses to change to another intake that is within the same year, the same fees will apply.
 - iii. If the student chooses to change to another intake of the following year, student shall pay the new fees.
 - iv. No processing fee is charged on deferment of student.

3.2. Deferment of trimester/term for Returning Students

- i. The student must settle the balance or pro-rated outstanding trimester fees due (whichever is higher) before applying for deferment and all fees paid will be transferred as in subclause iv.
- ii. If the deferment is upon request of the Dean (before mid-trimester) all fees paid shall be transferable to the new trimester.
- iii. No processing fee is charged on deferment of student.
- iv. The fee implication for deferment of trimester as follows:

Type of fees	Before commencement of the trimester	Between week 1 to week 6 from the commencement of the trimester	After Week 6 from commencement date to end of the trimester
Tuition Fee	100% transferable to the new trimester.	50% of the current semester fee remains payable.	100% of the current semester fee remains payable.
Resource Fee	100% transferable to the new trimester.	50% of the current semester fee remains payable.	100% of the current semester fee remains payable.
Other Fee (If any)	100% transferable to the new trimester.	50% of the current semester fee remains payable.	100% of the current semester fee remains payable.

- v. International student needs to submit application to EMGS and receive approval prior to deferment. A Visa Fee will apply for each deferment.

4. CREDIT TRANSFER

- 4.1. New Students during registration shall submit the application for credit transfer to ensure the fee payable is calculated correctly after deduction from the standard fee structure.
- 4.2. Processing fee will be charged during application of credit transfer as stated in Other Fees Schedule with effective from September 2018 intake onwards.

5. FEES PAYABLE

5.1. Withdrawal from the Programme / Terminated / No Show

- i. Withdrawing from the University does not relieve a student of their financial obligation to the University for any unpaid charges (including financial aid adjustments) incurred for the related trimester.

- ii. A student who has withdrawn from the programme after Week 2 from the trimester commencement without proper notification will be categorized as No Show and being terminated by Senate at Week 8 is required to pay full trimester fee.
- iii. The fee implication for withdrawal is as follows:

Categories of Withdrawal	Before commencement of the trimester	Up to week 6 from the commencement of the trimester	After Week 6 from commencement date to end of the trimester
Withdrawal of New Student	100% of all new semester fees charged are waived except for Application Fee and Registration Fee.	50% of all fees charged remains payable. Application Fee and Registration Fee remains fully payable & non-refundable.	100% of all fees charged remains payable.
Withdrawal of Existing Student	100% of all new semester fees charged are waived.	50% of all fees charged remains payable.	100% of all fees charged remains payable.
Withdrawal due to receives sponsorship from external bodies to pursue study in another institution	100% of all new semester fees charged are waived refunded except for Application Fee and Registration Fee.	Pro-rated of all fees charged remains payable. Application Fee and Registration Fee remains fully payable & non-refundable.	100% of all fees charged remains payable.

5.2. Deferment and student taking additional trimester

- i. The Tuition and Other Fees charged upon enrolment shall be applicable up to the course completion date as published in the fee structure.
- ii. If a student decides to defer to a new intake or chooses to defer trimester and stay longer than the stipulated academic terms as prescribed in Fee Structure, the new intake fee structure for the new academic term is applied.
- iii. If a student has obtained the approval from the Dean to defer studies due to a valid reason and as a result has to extend the trimesters, the original intake fees still apply provided the student is still within the stipulated standard academic terms as prescribed in Fee Structure. However, if student has to stay beyond the stipulated academic trimesters to complete the studies, the new intake fee will apply.
- iv. If a student has to extend the trimester beyond the stipulated academic trimester as prescribed in Fee Structure due to Faculty unable to offer the module(s) in the trimester stipulated in the programme structure, original intake fees may apply subject to Dean's approval.
- v. Fee payable for extension of trimester is stipulated in the Other Fees Schedule.

5.3. Repeat Module

- i. Students are required to pay the repeat fees for repeat module(s).

5.4. Re-Sit

- i. Students are required to pay the re-sit fees upon registration.
- ii. Students will be charged re-sit fee per module.
- iii. Student caught with evidence of cheating during examination will be categorized under Unfair Practice and re-sit fee is higher as stipulated in Other Fees Schedule.

5.5. Reinstatement to the University after termination due to outstanding fees

- i. Students who have had their enrolment terminated and subsequently wish to be reinstated may apply for reinstatement. The decision of the University shall be final.
- ii. Students are required to settle the outstanding fees and any penalty charges prior to reinstatement.
- iii. The student original intake fees will apply.
- iv. International students need to pay Visa Fee for reinstatement if the Student Pass already been terminated.

5.6. Reinstatement to the University after termination due to academic integrity / misconduct / disciplinary

- i. Students who have had their enrolment terminated due to academic integrity / misconduct / disciplinary and subsequently wish to be reinstated may apply to the University for reinstatement. The decision of the University shall be final.
- ii. The University may approve students' appeal to be reinstated to the original intake. Students' original intake fees will apply provided that the reinstatement is within stipulated duration of study.
- iii. If the students' appeal for reinstatement to the original intake is declined by the University, student may apply for re-admission to the programme new intake or to another new programme. New intake fees will apply.

6. OTHER FEES SCHEDULE

No	Type of Fees	Amount
1.	Late Payment Penalty (Self-Paying Student) ▪ Commencement up to week 2 ▪ Week 3 after commencement of trimester ▪ Week 4 after commencement of trimester ▪ Week 5 after commencement of trimester ▪ Week 6 after commencement of trimester <i>* Maximum RM 200 and student will be barred from campus facilities if no full payment by week 6.</i>	No penalty RM 50 RM 100 RM 150 RM 200
2.	Late Payment Penalty (PTPTN Instalment Plan) ▪ Commencement up to week 2 ▪ Monthly instalment by 7th of each month <i>* Maximum delay in 3 instalments and student will be barred from campus facilities if no full payment by 3rd month.</i>	No penalty RM 5 per day
3.	Late Add Subject	RM50 per module
4.	Processing Fee for Credit Exemptions ▪ Up to five (5) modules ▪ More than five (5) modules	RM 100 RM 200
5.	Processing Fee for Transfer of Programme	RM 300
6.	Processing Fee for Change of Mode	RM 300
7.	Re-sit Fee <i>*Unfair practice will be charged at RM 300 per module.</i>	RM 150 per module
8.	Repeat Module	Based on Credit Hour Rate
9.	Re-Marking / Re-Checking	RM 100 per module
10.	Processing Fee for Appeal due to high absenteeism	RM 300 per module

No	Type of Fees	Amount
11.	Resource Fee per trimester ▪ Degrees – Conventional ▪ Masters – Conventional ▪ DBA – Part Time & Full Time ▪ PhD – Part Time & Full Time	RM 600 RM 600 RM 800 RM 800
12.	Research Fee per trimester ▪ DBA – Part Time & Full Time ▪ PhD – Part Time & Full Time	RM 600 RM 600
13.	Extension Fee per trimester ▪ Foundation – Conventional & ODL ▪ Degrees – Conventional & ODL ▪ Masters – Conventional & ODL ▪ DBA ▪ PhD	RM 800 RM 800 RM 1,000 RM 1,500 RM 1,500

7. FEE REFUND

- 7.1. All refunds shall be free of interest and University reserves the right to set-off the refundable amount against any outstanding fees or whatsoever payments due and owing to the University.
- 7.2. Refunds will be made in the name of the parent / guardian / sponsor / student as declared in the application form.
- 7.3. A full refund of all fees paid if the University is unable to conduct the programme registered by the student for the particular intake.
- 7.4. A full refund of all fees paid to the international student if the student visa application is rejected or withdrawn by the Malaysian Government.

7.5. Refund due to withdrawal of students on their own accord without the University's intervention (including No Show) is as follows:

Type of refund	Before commencement of the trimester	Up to week 6 from the commencement of the trimester	After Week 6 from commencement date to end of the trimester
Withdrawal of New Student	100% of fees paid for the new semester are refunded, except for the Application Fee and Registration Fee.	50% of fees paid for the current semester are refunded, except for the Application Fee and Registration Fee.	No fees will be refunded.
Withdrawal of Existing Student	100% of fees paid for the new semester are refunded.	50% of fees paid for the current semester are refunded.	No fees will be refunded.
Withdrawal due to receiving sponsorship from external bodies to pursue studies in another institution	100% of fees paid for the new semester are refunded, except for the Application Fee and Registration Fee.	Pro-rated fees paid for the current semester are refunded, except for the Application Fee and Registration Fee.	No fees will be refunded.

7.6. Refund due to withdrawal of student as enforced by the Senate due to poor academic performance or poor attendance is as follows:

Up to week 6 from the commencement of the trimester	After Week 6 from commencement date to end of the trimester
50% of fees paid for the current semester are refunded, except for the Application Fee and Registration Fee.	No fees will be refunded.

7.7. Refund for excess payment due to excess fee transferred from another programme is upon request, otherwise, will be carried forward to the following trimester.

H. General conduct of students

1. Student Identification

Student ID Cards will be issued upon registration.

- i. Students must display their student ID cards at all times while on campus, cards must be clearly visible. This is partly a security issue for your safety.
- ii. For security reasons, students are advised to carry along their ID Cards at all times, even outside the campus, it will be helpful in emergency situations.
- iii. Student's cards which are lost or damaged must be replaced immediately.

2. Expectations regarding dress and tidiness

- i. Students are required to wear clean, neat, and proper attire always; female students are encouraged to wear unrevealing clothes.
- ii. Students are not allowed to wear improper, revealing clothes when attending lectures or any academic and formal activities.
- iii. Students must abide by the relevant dress code, whilst in the laboratory or conducting experiments.
- iv. Students' hair must be always neat and tidy

3. Regulations on the Use of Equipment's and around the Premises

- i. Students are allowed to be at UM-Wales premises at specific hours only. At other times students must obtain permission from the relevant UM-Wales authority.
- ii. Students are allowed to use the premises for the purpose of study only.
- iii. Students must seek permission to use/borrowing equipment's from relevant authorities and must return all equipment back to its original location.
- iv. Students are allowed to put up notices on designated noticeboards. Notices to be displayed must be related to the program of study and must be approved by the relevant authority. Expired notices must be removed.

4. Regulations regarding Smoking

- i. It is the policy of the University that all our workplaces are smoke-free, and all employees and students have a right to work and study in a smoke-free environment.
- ii. Smoking and vaping are prohibited in campus areas. This policy applies to all employees, students, contractors, clients, and visitors.

5. Drugs and other illegal substances

- 5.1. The use of illegal drugs and other illegal substances, as well as trafficking, on campus is prohibited and constitutes a serious disciplinary offence. Anyone found in possession of illegal drugs or substances on campus will be reported immediately to the Vice-Chancellor. The student will be required to appear before a University Disciplinary Panel. If found guilty, the

student could be expelled from university. The student will, as a matter of course, be reported to the Police.

6. Weapons and Dangerous Materials

- i. It is considered a serious offence if a student is found to be in possession of or in supervision of any dangerous weapons or explosive materials. 'Weapon' is as defined in the Weapons Act 1971.

7. General Conduct

7.1. Students who breach the academic or general regulations of the University will be required to account for their actions; it is possible that disciplinary action might be taken against them.

- i. No person or organisation or body or group of students of UM-Wales shall express or do anything which may be construed as expressing support or sympathy with any unlawful organisation, body or group of persons.
- ii. Students must abide by Malaysian Law at all times.
- iii. Students must at all times respect the culture, norms and beliefs of others
- iv. Students are expected to comply with their own cultural traditions and rules.

7.2. A student has committed a case of misconduct when he/she:

- i. demonstrates poor attendance,
- ii. fails to comply with the assessment regulations of a scheme of study,
- iii. engages in unfair practice (cheating),
- iv. acts in an 'unprofessional' manner or is racist in one's conduct and acts in such a way that might result in one being regarded as unfit to practice in a profession-based career,
- v. shows general conduct and behaviour that is unacceptable within the University's regulations and contravening the University's Equality & Diversity policies and/or
- vi. shows misappropriate use of University equipment, resources or property

7.3. A student has committed a case of serious misconduct when he/she

- i. is found guilty of criminal charges by a court
- ii. is a foreign student and is involved in employment, on part-time or full-time basis, which are deemed illegal in the Immigration Ordinance 1959 and the Immigration Rules and Regulations 1963 or other laws or that which could affect his/ her studies.
- iii. is found to be in possession of any kind of drugs or poisons. The term 'drug' is as defined in the Dangerous Drug Act 1952.
- iv. is found to provide, to supply, to distribute, to offer or to prepare any of the above drugs or poisons to other parties, or is involved in drug abuse of any kind.

8. Use of Force

It is considered an offence if a student:

- i. takes part in any kind of activities that involve force, extortion, molestation, harassment or any form of disturbance among themselves or towards others;
- ii. is involved directly in any form of ragging or bullying, or abuse or the like inside or outside of campus;

- iii. uses force, aggression, or threat to cause hurt to others;
- iv. engages in any physical aggression such as riots or fights, or commits an assault on any party;
- v. exhibits verbal and/or physical behaviour of a racist or prejudiced nature towards any other member of the community inside or outside the campus.

9. Traffic Rules and Regulations

- 9.1. A student who owns or uses any type of vehicle must fulfil the requirements under the Road Transportation Act 1987 and all subsections under the Act, on campus and public roads.
- 9.2. Traffic offences are as listed below:
 - i. Owning unregistered vehicles;
 - ii. Driving beyond the campus speed limit;
 - iii. Driving on areas other than the roads, for example on the pedestrian areas and on the grass;
 - iv. Driving on the corridor and other building compound areas;
 - v. Parking vehicles dangerously, obstructing, and endangering other vehicles and people;
 - vi. Parking vehicles at the areas designated for staff and management;
 - vii. Carrying passengers more than the vehicle's limit for numbers of passengers;
 - viii. Having more than one passenger on motorcycles;
 - ix. Refusing to adhere to traffic instructions and signs;
 - x. Driving without a valid driving license and student ID.
- 9.3. UM-Wales Security, within its power and jurisdiction has the obligations to produce warnings or impose disciplinary actions or impose compound not more than RM100.00 towards any students who go against the traffic regulations as stipulated, provided that the student is first informed of his or her offence/s and he or she is given the opportunity to explain her alleged offence/s.

I. Library Rules and Regulations

1. Loans

- a) Open shelf collections can be borrowed by all registered members according to the Library circulation policy. Reference books and journals are **not available for loan**. Service Counter provides loans, returns, renewals and reservations services.

2. Loan Entitlement for Students

Open-shelf books, Academic Reserve and free range reading can be borrowed at the service counter.

Category of Members	Open-shelf Books	Academic Reserve Items	Late return penalty
Foundation	4 items / 14 days	1 item / 3 days	RM0.50 per day/per book
Undergraduate	5 items / 14 days	1 item / 3 days	RM0.50 per day/per book
Postgraduate	10 items / 30 days	1 item / 3 days	RM0.50 per day/per book
Alumni	2 items / 14 days (with deposit)	Reference only	RM0.50 per day/per book

3. Loan Regulations

3.1. Borrowing

Members wishing to borrow library materials must produce their student card at the Service Counter. Borrowers are not permitted to borrow or renew on behalf of other members.

3.2. RENEWALS

Books (except Free Range Collection & Academic Reserve Collection) can be **renewed three (3) times** unless they have been reserved by other users. Renewals can be done at the Circulation Counter, via online (Pendeta Discovery - WebOPAC), email (library@UM-Wales.edu.my) and telephone (03-2617 3036).

3.3. RESERVATIONS

Only books on loan may be reserved. Reservations are made via online at UM Library's Pendeta Discovery WebOPAC.

3.4. FINES

Borrowers are responsible for returning books prior to or on the due date. Fines will be imposed for items that are overdue.

3.5. CHARGES FOR BOOKS ITEMS NOT RETURNED

Lost items or items not returned upon expiration of membership will be the responsibility of members. Members will be required to replace or pay twice the cost of replacing the books

(based on current market value of lost items) or subject to a minimum charge of RM100/- per book for local publication and RM300/- per book for foreign publication or whichever is higher.

4. GENERAL RULES & REGULATIONS

In order to maintain a safe and welcoming environment for reading, learning and other Library activities, the UM-Wales Library and Resource Centre require all users to **comply** with the following General Rules and Regulations.

Prohibited Conduct

Users may not engage in conduct that disrupts or interferes with the normal operations of the Library, its staff, or its use by other visitors.

Such conduct may include:

- Damaging, defacing, misusing, mutilating or stealing any Library materials or property is liable to strict disciplinary action. This includes disabling Library equipment, changing the hardware or software or settings on a Library computer, or using a Library computer for a purpose other than that designated by the Library.
- Harassing or threatening behaviour.
- Using obscene or abusive language or gestures.
- Making unreasonable noise, including loud talking on a cell phone or otherwise.
- Engaging in sexual conduct or lewd behaviour.
- Possessing a knife, or any other weapon in violation of University ordinance.
- Smoking, including electronic cigarettes.
- Using alcohol or illegal drugs.
- Soliciting, petitioning, or canvassing.
- Selling or advertising any goods or services.
- Eating and drinking near library equipment such as computers, stacks, etc.
- Engaging in any activity in violation of federal, state, or local law or University or library policies.

Please also be aware that:

- The Library is not responsible for personal items that are lost, stolen, or damaged on Library premises.
- Library staff reserve the right to inspect bags or other personal property when users enter or leave the Library.
- Please leave books on trolleys after usage. Do not attempt to shelve used books. Shelving items in the wrong places will result in severe retrieval difficulties.
- Some items in the Library cannot be copied because of copyright laws, poor condition, or donor restriction.
- Library staff may ask users to show their UM-Wales Student /Staff ID or other ID at any time.
- Large groups that want to visit/tour the Library are required to obtain permission in advance.
- Photography and recording are not allowed on Library premises without prior permission.
- Certain rooms and other Library spaces may have additional restrictions.

Users who do not follow the Library's General Rules and Regulations may be asked to leave and may lose their Library privileges. Visitors who violate UM-Wales Ordinances may also be subject to arrest or other legal action.

5. ONLINE DATABASES

UM Library currently subscribes to a total 100 online databases (as at 25/8/2023). You may view the list of online databases subscribed via the UM Library's A-Z Online Databases webpage.

Only registered library members are allowed to utilise resources provided in the UM Library's A-Z Online Databases webpage.

*please take note UM Library does not subscribe to all the content available in the subscribed online databases

Online [Databases Registration](#) & Activation

Registration:

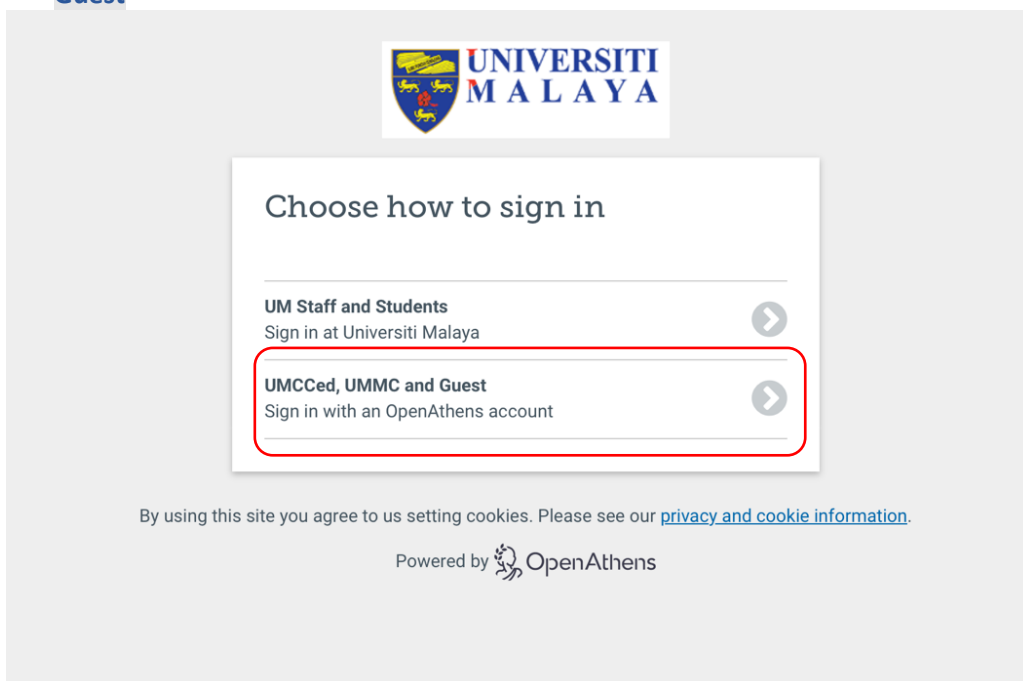
If you have not received your online database particulars, you will need to fill in the registration form from the UM Library's A-Z Online Databases website.

Here are the Steps:

1. Head to the UM Library's [A-Z Online Databases](#) webpage



2. Click on any online database listed on the webpage and click on **UMCCed, UMMC and Guest**





Choose how to sign in

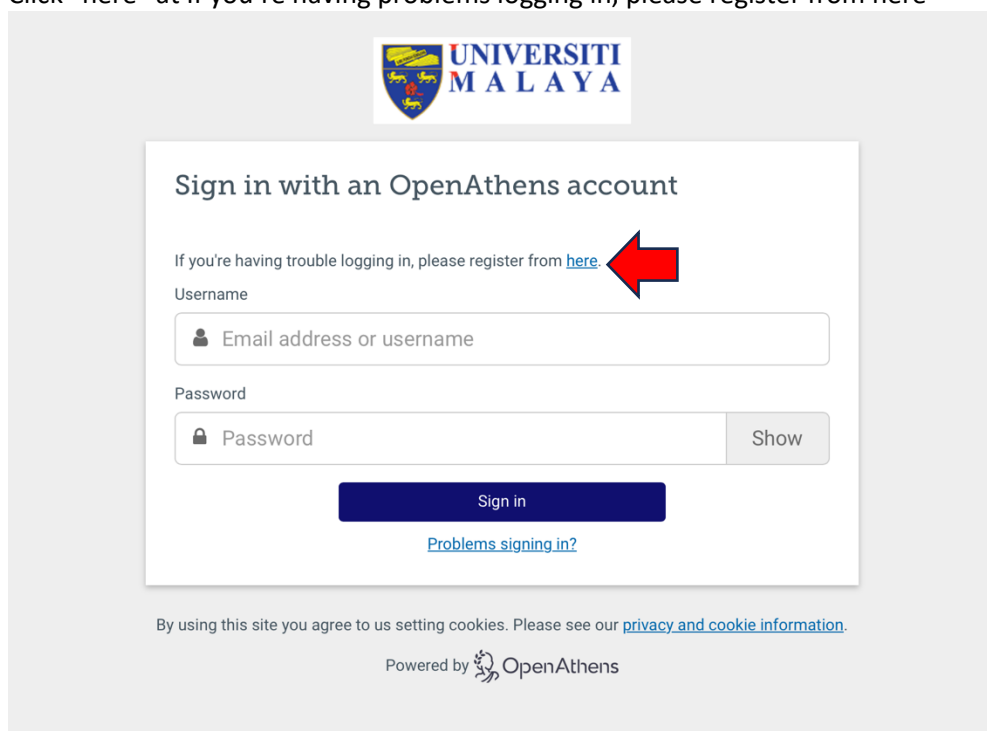
UM Staff and Students
Sign in at Universiti Malaya

UMCCed, UMMC and Guest
Sign in with an OpenAthens account

By using this site you agree to us setting cookies. Please see our [privacy and cookie information](#).

Powered by  OpenAthens

3. Click “here” at If you’re having problems logging in, please register from here





Sign in with an OpenAthens account

If you're having trouble logging in, please register from [here](#).

Username

 Email address or username

Password

 Password Show

Sign in

[Problems signing in?](#)

By using this site you agree to us setting cookies. Please see our [privacy and cookie information](#).

Powered by  OpenAthens

4. Fill in the required information and press submit

OpenAthens Account Registration

1. Full Name :

(required)

2. Affiliation :

(required)

3. User Category :

(required)

4. Handphone Number

(required)

5. Active Email Address *Use UM-Wales student/staff email

(required)

6. Existing Library Number (example: X582.....) *library barcode located at the bottom/back of ID card

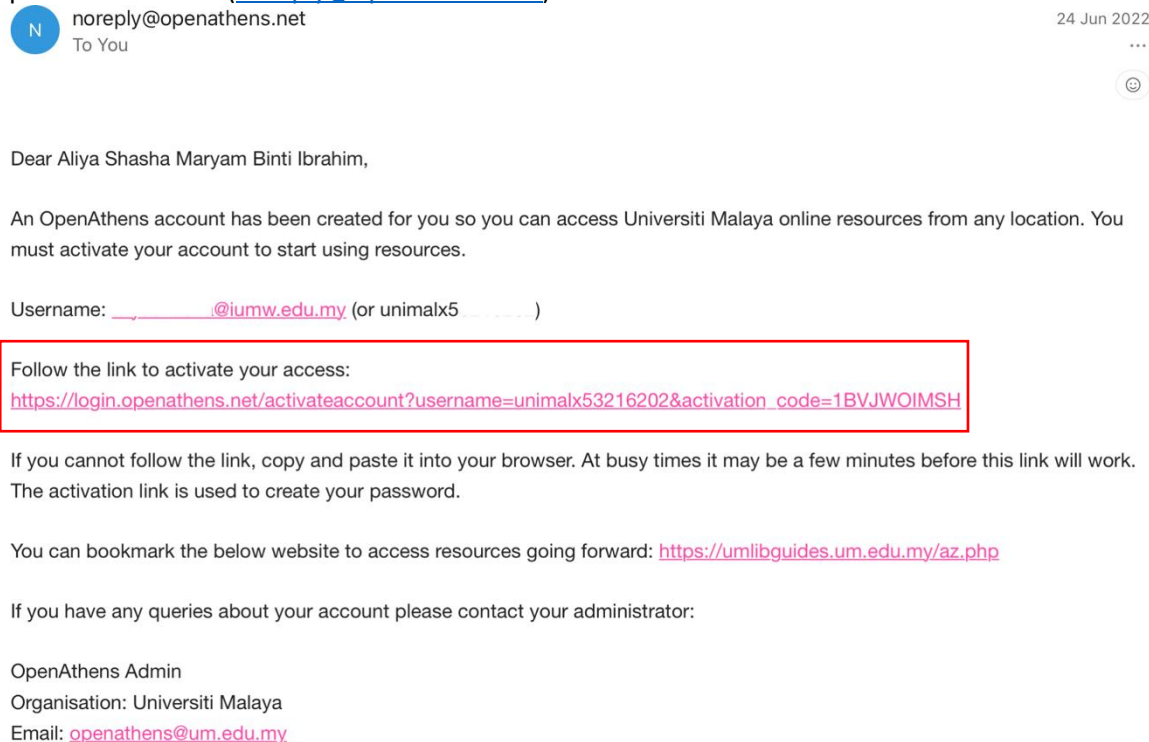
(required)

Submit

5. Once you have submitted your form, please email the library (library@UM-Wales.edu.my) so we can redirect your request to the admin.

Activation:

Ensure to activate your online database password via link in the email received from the OpenAthens admin (noreply@openathens.net).



6. UM Library's Facilities & Services

As an UM-Wales student, you have the privilege to utilise the library at Universiti Malaya. Ensure to bring your student card upon visit to the library.

Please follow the rules and regulations accordingly.

- The Library may be used by members of the University Board, University staff, enrolled students of the University, Alumni and by other such persons engaged in special enquiries of research whose written applications to use the Library may be approved by the Librarian.
- No person shall be permitted to borrow any book, or other item of library property, until it has been issued to him by a member of the library staff.
- Books available for loan may be borrowed by registered members of the Library subject to the proviso that they be returned at once if recalled by the Librarian for another user.
- The eligibility of each category of registered members of the books is as determined by the Library Committee.
- Fines on overdue books will be charged for all registered members of the Library who fails to return books or other items within stipulated time. Fines are as determined by the Library Committee. Should the fines exceed the specified maximum amount, suspension of all borrowing rights will be affected automatically.
- None of members of the University, whose applications to borrow have been approved by the Library, may borrow upon the payment of the necessary fees and deposits.
- Borrowers who lose books lent to them will be required to replace the books: or to pay twice the cost of replacing such books, subject to a minimum of RM50.00 for local imprints and RM80.00 for foreign imprints (RM150.00 for science and technology books).
- Borrowers in whose name books have been issued, according to library records, will be held responsible for any injury, mutilation, or disfigurement that may occur to books loan to them and will be required to pay cost of replacing such books.
- All members of the Library, including academic staff, must return books to the Library immediately if they receive written notification to do so from the Librarian.
- The Librarian may lend to another Library, for a period not exceeding one month, any book which is not at time required for use at the University.
- Reference books and serials (bound and unbound) may only be referred to within Library premises. They may not be taken out of the Library.
- All members expected to adhere to the dress code stipulated by the University.
- Talking on the phone around reading areas is prohibited.
- Smoking, eating and drinking are prohibited in the Library.
- Animals are not allowed to be taken into the Library.
- Rules concerning the use of Academic Reserve Collection which are demanded in connection with lecturers and essays, drawn up by the Librarian are displayed in the Library.
- Registered readers must use their bar-coded campus card to borrow books from the Library.
- Children may not be taken into the Library. The Library is not open for children below the age of 16. This rule does not apply to the Central Library because it has children-friendly facilities subject to the terms and conditions.

As at 9th December 2021

J. ICT facilities

Access to Student Email (Microsoft Outlook), Microsoft Teams Campus Management System (Pluto), Turnitin, Open Learning and WIFI.



WIFI access

- Up to 98% campus coverage
- Student can simply select “Wifi Student” and enter password to enjoy the high speed wifi



Learning Management System (LMS)

This is an online LMS for academics to communicate with students and upload notes, tutorials, quizzes etc, as well as for students to upload assignments



Student email

- The student email domain is Your_student_id@student.UM-Wales.edu.my
- The student email is easy to use, and uses the Microsoft 365 platform



Campus Management Systems (Student Portal)

Campus Management system an online system that streamlines the comprehensive campus administrative services for students.



Turnitin

A solution to promote academic integrity, streamline grading and feedback, deter plagiarism, and improve student outcomes. Visit www.turnitin.com and create a new student account using your student email. To enrol in a class, you need the Class ID and Class Key, both can be obtained from your lecturer.

K. International student guidelines

Student Pass is a crucial document for international students to reside and study in Malaysia. It is processed by the EMGS and issued by the Malaysian Immigration Department. Students will be granted a Student Visa/Student Pass for one year (or part of a year).

It is obligatory that all international students are required to obtain a valid and active student pass until all the subjects / modules have been completed and the University Senate confirmed and endorsed your completion.

1. New Student

- 1.1. International students must have at least twelve (12) years of education and have undergone a national/international examination recognized by the Ministry of Education for the purpose of admission to diploma or degree programmes.
- 1.2. Required to submit the payment and all required documents to the institution, the University will start the process of applying for your Visa Approval Letter (eVAL).
- 1.3. eVAL should take within 14-21 working days upon receipt of a complete application. Since the Visa Approval Letter (eVAL) is issued by the Immigration Department, the 14 working days is at the discretion of the Immigration Department.

- 1.4. The applicant passport must be valid for more than 18 months when the eVAL application is submitted to the university.
- 1.5. Once student arrive in Malaysia, you will be required to attend post arrival medical screening within 7 days. Student Pass sticker issuance process should take 14 working days. Please note that this timeline is at the discretion of the Immigration Department.

2. Renewal / Extension of Student Pass

- 2.1. Application for Student Pass renewal must be made through the International Student Office. Students must submit their passports and relevant documents at least three (3) months before student pass expiry.
- 2.2. The main requirement by Malaysian Immigration for this application is;
 - i. Student attendance must be more than 80%,
 - ii. CGPA $\geq$ 2.00 and above
- 2.3. The following documents must be submitted to the International Students Office;
- 2.4. Payment for Student Pass renewal (will be advised by the International Students Office upon application)
- 2.5. A colour photocopy for passport pages (passport data page, current student pass & latest entry stamp)
- 2.6. Supporting letter / explanation letter is required from the faculties/programme manager for the scenario students fail to comply with the point (ii) above. Approval is based on the discretion of the EMGS and Malaysian Immigration department.
- 2.7. Late submission for the Student Pass renewal application will cost students the penalty imposed by the Immigration Department (Special Pass / Compound).
- 2.8. If the validity of the student's passport is less than the duration of renewal/extension application, then students is required to renew their passport first.

Note

Students who have overstayed in Malaysia will be required to attend and meet the Immigration Enforcement Officer at the Immigration Office. Penalty fees may apply, and these fees are at the discretion of the Immigration Department. Subsequently, student will need to apply for a special pass to ensure that you have a valid pass throughout your stay in Malaysia.

Any penalty imposed by the Immigration Department for overstay or any other penalties shall be borne by the student.

3. Student Pass Transfer Endorsement

Students who have recently obtained a new passport will require to transfer their existing student pass from the old passport to the new passport.

4. Student Pass Cancellation

Student MUST submit their passport to the university for the student pass cancellation for the below situation;

- a) Graduated from the studies and wish to return to origin/home or change type of pass,
- b) Withdraw studies (transfer university / return home / change type of pass).

5. Passport and I-Kad

Students should carry their passport or i-Kad at all times as valid documents for their safety. If your original passport has been submitted to the Malaysian Immigration for the renewal / extension of your Student Pass, make sure you carry a certified true copy of your passport and your student ID and I-Kad.

6. Health Insurance / Card

As an international student, in compliance with the Malaysian Ministry of Education's Code of Ethics, you will need to be covered by medical insurance throughout your period of study in Malaysia.

Medical insurance is organized for full-time international students through the EMGS. The insurance will reflect to the student pass validity.

All international students may refer and get the treatment/services at any clinic in Malaysia if the clinic is registered with the EMGS. However, the clinic will refer to the insurance provider for the details policy before the treatment.

- END OF DOCUMENT -

The background of the image features a series of parallel diagonal stripes in light gray and white. Overlaid on these stripes are numerous thin, colorful lines in shades of blue, yellow, and gold, creating a dynamic and celebratory pattern.

THANK YOU!