

## Registration & Enrolment Information - February 2018 intake

All students are required to register with the University at the beginning of each academic session – what this means is explained below. You will also find details of the University's Regulations, your responsibilities and rights as a student and the University's responsibilities to you.

Please make sure that you read through all the sections carefully as they contain important information. Enjoy your time at the Malaysia Campus!

### (A) Registration and Enrolment

In this section, you will find information about your registration and enrolment with the University.

#### i. **What is registration?**

Before you begin your studies for the first time, and again at the start of each new academic year, you must register with the University. This involves you **to complete a Online Registration Form through MyNottingham** which is your agreement to observe the University's regulations while you are a student here. You should read the summary of your rights and further information about the University's Regulations (<http://www.nottingham.ac.uk/current/regulations/>) before coming to the registration event.

#### ii. **What is enrolment?**

Once you have completed the **online** registration, paid your fees and **go through the In Person Registration**, you are enrolled with the University and will be issued with your student identity card which gives you access to the campus and its facilities.

#### ❖ **If you have booked University Accommodation:-**

You may wish to check into your accommodation before registration. Please contact the Accommodation Office at +603-8924 8604.

#### ❖ **When do I need to arrive?**

Registration and enrolment starts on the following date – **Thursday, 25 January 2018**. Please see details below:-

#### ❖ **When and where do I register?**

Registration and enrolment for ALL new students will take place as follows:

<b>Faculty</b>	<b>Programme</b>	<b>Date &amp; Time</b>
Arts & Social Sciences Engineering Science	<ul style="list-style-type: none"> <li>MPhil/MRes/PhD</li> </ul>	<b>25 January 2018 (Thursday)</b> From 9.30am – 4.30pm Block A, Level 1
*Arts & Social Sciences	<ul style="list-style-type: none"> <li>Postgraduate – Business School <b>MBA part-time students</b> only</li> <li>MA International Relations</li> <li>MSc International Development Management</li> </ul>	<b>25 January 2018 (Thursday)</b> From 5.00pm - 7.00pm KLTC, Chulan Tower, KL

*Arts & Social Sciences	• MSc Management Psychology	<b>3 March 2018 (Saturday)</b> From 9.30am – 12pm Block E
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❖ **What do I need to bring?**

There are several items that you must bring with you to Registration.

- A copy of Unconditional Offer Letter.
- Original certificates/ transcripts of academic qualifications (for verification).
- Bank draft or cheque as payment of tuition fees (Please refer to <http://www.nottingham.edu.my/Applications/Fees/Index.aspx>). (If you have paid the tuition fees, please bring the receipt)
- If you are sponsored by an organisation, government or any other body, a letter confirming sponsorship details is required.
- If you are a recipient of The University of Nottingham Malaysia Campus High Achievers Scholarship, Sibling Scholarship or Alumni Scholarship, a letter confirming scholarship details is required.

**(B) Welcome and Induction Programmes**

❖ **Induction for ALL New Students (Malaysian and Non-Malaysian) **except Postgraduate Taught Students****

Details are as follows:

Date : **Friday, 26 January 2018**  
Time : **9.30am to 12.30pm**  
Venue : **TBC**

❖ **Induction for All Postgraduate Taught students are required to attend an Induction Programme.**

Details are as follows:

Date : **Thursday, 25 January 2018**  
Time : **6.30pm to 9.00pm**  
Venue : **KLTC, Chulan Tower, KL**

❖ **Welcome Programme for International Students**

All new Non-Malaysian students are required to attend a Welcome Programme.

Details are as follows:

**Induction Programme**

Date : **Friday, 26 January 2018**  
Time : **4.30pm-5.30pm**  
Venue : **TBC**

*Note: This Programme will cover all aspects of living and studying in Malaysia such as immigration laws, medical treatment, accommodation, finances. This will take approximately half a day.*

**(C) Your Studies**

In this section, you will find information that is more specific to your studies and the academic side of your time at the University:

Your School

As well as registering with the University as a whole, you will need to register with your individual School. In many cases, an induction programme will be arranged for the first week of

term where you will get information about your timetable and module choices meet key staff and have the opportunity to talk with your tutors. You should visit your School web pages for further information or check notice boards at the beginning of term.

#### Module registration

You will be asked to complete a Module Entry Form. This is the process of choosing appropriate modules at the beginning of each year and completing the necessary paperwork to ensure that your choices are recorded for your examination entries and academic record.

#### Regulations, rights and responsibilities

When you register, you are signing a written undertaking to obey the Ordinances and Regulations of the University which are in force during your period of study. This includes

regulations governing the payment of fees and other sums due to the University, and those governing attendance, conduct and progress in studies.

#### Networked IT facilities

Information technology is an integral part of academic life and no doubt you will make use of the facilities provided by the University during your time at the Malaysia Campus. You will need access to computers for basic use with word processing, spreadsheet work and internet access, and you will also find that schools and departments are making increasing use of more sophisticated IT facilities such as e-Learning, tools to aid study and access to online resources.

The University provides access to IT facilities in a number of Information Services Computer Rooms (CRs or TCRs). The computers in these rooms are connected to the University IT network service which allows you to access your emails and the Internet. You will be provided with an account on the University's Active Directory system which you will be able to use shortly after you register.

#### Library

For details of the University Library Services, please look at the Information Services Introductory Library Guide. (<http://www.nottingham.edu.my/IS/LibraryServices/index.aspx>).

#### Accommodation

Information about accommodation will be sent out to new students and should you have any queries, please contact the Accommodation Office ([Accommodation@nottingham.edu.my](mailto:Accommodation@nottingham.edu.my))  
<http://www.nottingham.edu.my/ProspectiveStudents/Accommodation/index.aspx>  
Tel: +603-8924 8604 (Accommodation Hotline)

### **Contact Details:**

University of Nottingham Malaysia  
Jalan Broga  
43500 Semenyih  
Selangor Darul Ehsan  
Malaysia  
Tel: +603 8924 8000  
Fax: +603 8924 8002  
E-mail: [Admissions@nottingham.edu.my](mailto:Admissions@nottingham.edu.my)  
Website: [www.nottingham.edu.my](http://www.nottingham.edu.my)

### **Payment of Tuition Fees:**

Email : [local-finance@nottingham.edu.my](mailto:local-finance@nottingham.edu.my) (Malaysian students)  
: [international-finance@nottingham.edu.my](mailto:international-finance@nottingham.edu.my) (International students)  
Tel : +60 3 8924 8607 (Finance Hotline)

### **Sponsorships and Scholarship:**

Email : [sponsorship@nottingham.edu.my](mailto:sponsorship@nottingham.edu.my)  
Tel : +60 3 8924 8609 (Sponsorship Hotline)

**Student Visa:**

Email : [apply.visa@nottingham.edu.my](mailto:apply.visa@nottingham.edu.my)

Tel : 60 3 8725 3715 (Visa Hotline)

**Help (if you require assistance regarding registering with the University):**

Email : [admissions@nottingham.edu.my](mailto:admissions@nottingham.edu.my)

Tel : +60 3 8924 8668 (Admissions Hotline)