



Welcome to the University of Nottingham Malaysia – (Research Students)

Congratulations on your offer to study at the University of Nottingham Malaysia. This flyer will guide you through the next steps needed to make your arrival at the University as smooth as possible.

Your offer

There are two main types of offer:

- conditional
- unconditional

A **conditional offer** enables you to study at the University (when you fulfil certain conditions). Please note that you must provide satisfactory evidence that you have met these conditions prior to starting the course by forwarding to the University the relevant results or documents. Full details of the conditions are explained in the offer letter.

An **unconditional offer** means that you have met all the academic requirements set by the University. However, you will need to provide the original academic transcripts and certificates during the registration day for verification purpose.

Important Note: If your application is successful, you will be able to download your offer letter from [MyNottingham](#). You will need to click on the link in the offer letter to download information related to your offer and registration. No hard copies will be provided. Please print out a copy of the offer letter for registration, visa or scholarship application purposes.

Accepting your place

Once you have decided that you are going to register and start your research at the University of Nottingham Malaysia, you will need to formally accept your offer.

It is **very important** for you as a research student to accept and confirm your start date by doing the following:

1. ***Accept your offer to study by clicking on the accept/decline link** under 'Applications' tab before the lapsed date in [MyNottingham](#).
2. If you have decided to change your start date, please send in the 'Deferral Request Form' to the Admissions Office to defer your registration. Please also obtain prior approval from your supervisor if you have decided to change your start date.

***Remember** – it is crucial for you to accept your place before registration. **You will not be able to proceed with the registration without first accepting your offer through MyNottingham.** This is also to ensure that your School will be able to have sufficient time to do preparations before you start with your research at the Malaysia Campus. For international offer holders, you will not be able to apply for your student visa if you do not accept your offer within the stipulated time.

Possible Malaysia Campus start dates

There are normally four possible Malaysia Campus start dates per academic year. Below are the dates which research students will be able to

register at the Malaysia Campus. **Please take note of the start date stated in your offer letter.**

Academic Year 2019/2020

Intakes and Programmes	Registration Dates	Registration Deadlines
February 2020 All postgraduate research programmes (excluding postgraduate research programme in the School of Economics)	30 January 2020	28 February 2020
April 2020 All postgraduate research programmes (excluding postgraduate research programmes in the School of Economics, School of English and Nottingham University Business School)	23 April 2020	29 May 2020
June 2020 All postgraduate research programmes (excluding postgraduate research programmes in the School of Economics, School of English and Nottingham University Business School)	11 June 2020	17 July 2020

Academic Year 2020/2021

Intakes and Programmes	Registration Dates	Registration Deadlines
September 2020 Postgraduate research programme in the School of Economics	11 June 2020	26 June 2020 (Inter-campus PhD Mobility deadline 1 July 2020)

September 2020 All postgraduate research programmes (excluding postgraduate research programme in the School of Economics)	14 September 2020 - 15 September 2020 / 17 September 2020 - 19 September 2020	30 October 2020
February 2021 All postgraduate research programmes (excluding postgraduate research programme in the School of Economics)	To be confirmed	To be confirmed
April 2021 All postgraduate research programmes (excluding postgraduate research programmes in the School of Economics, School of English and Nottingham University Business School)	To be confirmed	To be confirmed
June 2021 All postgraduate research programmes (excluding postgraduate research programmes in the School of Economics, School of English and Nottingham University Business School)	To be confirmed	To be confirmed

Important Notes:

For the following School, there is only one intake in each academic year (September):

- School of Economics

The following Schools are only offering two intakes in each academic year (September and February):

- School of English

- Nottingham University Business School

For the rest of the Schools or Departments, you will be able to start your research according to the four possible intakes based on the relevant academic year. However, this will largely depend on the agreed start date with your main supervisor.

Intake deferment

For research applicants who wish to defer their entry to another academic year, please download the 'Deferral Request Form' from the offer acceptance webpage:

<http://www.nottingham.edu.my/Study/Offer-acceptance/index.aspx>

Applicants who are deferring to another intake (**within the same academic year**) will need to submit the 'Deferral Request Form' without paying the deferment fee.

Applicants are required to pay the deferment fee of RM50 (Malaysian) and RM100 (International) if they are **applying for a deferment to another academic year**.

A deferment of entry is valid only for one academic year (e.g. 2018/2019 academic year deferred to 2019/2020 academic year). Please take note that the tuition fee for each academic year will differ and the **new tuition fees** will be applicable for applicants who have applied for the deferred entry to a new academic year.

For further deferment, applicants will need to submit a new application to the University. Please contact the Admissions Office if you need any further clarification.

What next?

Once you have formally accepted your offer for a place, you will need to prepare and submit the following documents:

- **On-Campus Accommodation** (Please refer to the **ACCOMMODATION INFORMATION**)

Further details regarding the **deadlines** and to download the on-campus accommodation form, please click on the following link:

<http://www.nottingham.edu.my/Study/Accommodation/Accommodation.aspx>

Off-campus accommodation

If you have decided to stay off-campus at a non-university, privately owned

accommodation, you are advised to liaise directly with the off-campus service providers. You can download the off-campus service providers list from the University website at: <http://www.nottingham.edu.my/Study/Accommodation/Off-campus-accommodation.aspx>

The University will be able to assist you with arranging off-campus accommodation, but ultimately, this is a private contract between the landlord and yourself.

- **Student Visa - international offer holders**
International students **must** apply and obtain the approval to study in Malaysia **before** entering the country. Conversion of an existing Social Pass to Student Visa is strictly not allowed.

Please read the **STUDENT PASS AND HEALTH EXAMINATION INFORMATION** for international students carefully and submit the relevant documents to the Student Visa Office before the published deadlines.

University Registration

Provided that you have received and completed the admissions acceptance process, the University will be sending you further information regarding registration approximately four (4) weeks prior to the registration day.

University of Nottingham Malaysia requires all offer holders to complete two different parts of the registration process – Part 1: Online Registration and Part 2: In Person Registration.

You are required to complete the Online Registration and make the payment of tuition fees before the In Person Registration.

- **Payment of Tuition fees:**
All students are required to pay the tuition fees during the Online Registration.

If you are fully sponsored applicants, please send the evidence of sponsorship to the Admissions Office and Sponsorship Unit before registration.

Please refer to the **PAYMENT OF TUITION FEES FOR NON-MALAYSIAN NATIONALS OR MALAYSIAN NATIONALS**, for further information.

During In Person Registration, you are required to provide the following documents to the University:

- ❑ **Registration documents:**
 - ✓ One (1) copy of Unconditional Offer Letter
 - ✓ Original NRIC for Malaysian Offer Holders
 - ✓ Original passport for international offer holders
 - ✓ Original certificates and transcripts of academic qualifications (for verification)
 - ✓ Proof of payment of tuition fee
 - ✓ Scholarship/Sponsorship Letter (if applicable)

- ❑ **Visa Approval Letter for international offer holders**

International offer holders will be asked to provide a copy of your valid Visa Approval Letter (eVAL) or other valid passes before you are allowed to complete the In Person Registration with the University. The University will not be liable for any action taken by the Malaysian Immigration Authorities if you decided to ignore the regulation above.

Once you have completed the two (2) steps registration process and paid your fees, you are enrolled with the University and you will be able to collect your student identity card, which gives you access to the campus and its facilities.

Please NOTE that you will not be able to proceed with the In Person Registration without first completing the Online Registration process.

Additional important information for offer holders

The information below relates to a specific group of students. It is advisable for you to read carefully and to contact the relevant departments if you have any further enquiries.

Disability Support

The University of Nottingham is committed to promoting access for students who have a disability, dyslexia or long-term medical condition. If you have already declared a disability, information would have been sent to you about our services. If you feel that you would benefit from discussing your needs with a Disability Officer, please refer to the **WELLBEING AND**

LEARNING SUPPORT SERVICES leaflet for further details.

More information is available:
www.nottingham.edu.my/Wellbeing/Disability/WelcomeToUNMCDisabilityServices.aspx

Sponsorship and Educational funding

Students can find out more about scholarships and the financial assistance available to both Malaysian and international students on the scholarships webpage at
<http://www.nottingham.edu.my/Study/Fees-and-Scholarships/Scholarships/Scholarships-financial-assistance.aspx>

Malaysian students who need more information regarding educational funding and financial assistance options such as PTPTN and EPF withdrawals, you can contact or e-mail the Sponsorship Unit at
sponsorship@nottingham.edu.my

The Graduate School

The Malaysia Graduate School has been exclusively developed for postgraduate students. The Graduate School also offers a range of training programmes, support services and activities for the postgraduate community at the University of Nottingham Malaysia. The Researcher Development Programme provides free training for University of Nottingham registered postgraduate researchers and some taught Masters Students to develop a range of transferable skills. For further information, please visit the Graduate School webpage:
<http://www.nottingham.edu.my/GS/index.aspx>

Once you have registered as a postgraduate student at the University of Nottingham Malaysia, you are part of a vibrant and dynamic community and automatically have access to Graduate School activities and research training courses. Join the Graduate School (the membership is free) and please drop by at our office located at Ground Floor, Block B to meet the team or e-mail graduateschool@nottingham.edu.my

Student Association

As soon as you register with the University, you will automatically become a member of the Students' Association (SA), which means you will have access to all the services and activities that the SA has to offer.

University of Nottingham Malaysia through its Students' Association offers a wide scope of clubs

and societies (CS), so whether it is sports, social and community outreach, hobbies, entrepreneurship, leadership, religious events that you are interested in, there will be plenty of ways for you to make your mark. Our Students' Association runs more than 75 societies and sports clubs (in collaboration with the Sports Complex Management). Throughout the year, they put on some huge events and campaigns that will surely interest you!

The Students' Association's Freshers' Week programme includes the Clubs and Societies (CS) Fair. For more information visit SA website at <http://www.sanottingham.org> or FB page at <https://www.facebook.com/sauonm>

Contact details

We are here to help. Get in touch:

Admissions Office

Tel: +60 3 8924 8668 (Admissions Hotline)
Fax: +60 3 8924 8002

Email: admissions@nottingham.edu.my

Accommodation Office

Tel: +60 3 8924 8604 (Accommodation Hotline)
Fax: +60 3 8924 8009

Email: accommodation@nottingham.edu.my

Finance Office

Tel: +60 3 8924 8607 (Finance Hotline)
Fax: +60 3 8924 8003

Email:
Local-Finance@nottingham.edu.my (Malaysian)
International-Finance@nottingham.edu.my
(International)

Sponsorship, scholarship or EPF withdrawal letter

Sponsorship Unit

Tel: +60 3 8924 8609 (Sponsorship Hotline)

Email: sponsorship@nottingham.edu.my

The University Wellbeing and Learning Support Services

Tel: +60 3 8924 8060
Fax: +60 3 8924 8657

Email:
WellbeingandLearning@nottingham.edu.my
disabilities@nottingham.edu.my

Student Pass/Visa Application

Student Visa Office

Tel: +60 3 8725 3715 (Visa Hotline)/ +60 3 8725 3709/ +603 8725 3708/ +603 8924 8078

Email: apply.visa@nottingham.edu.my

International Students General Enquiries

International Office

Email:
international.enquiries@nottingham.edu.my

International students support, exchange programme, medical insurance and health examination

International Office Support

Tel: +60 3 8924 8193/ +60 3 8924 8684/ +60 3 8924 8750/ +60 3 8924 8036
Fax: +60 3 8924 8005

Email: international.support@nottingham.edu.my