



# Welcome to the University of Nottingham Malaysia

**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

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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

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Once you have decided to study at University of Nottingham Malaysia, you will need to formally accept your offer for a place within the **\*specified deadline**.

In order to accept your offer, you will need to do the following:

1. Remit the tuition fee deposit of RM1,000 (Malaysian offer holders) or RM2,000 (International offer holders). The tuition fee deposit will be off-set from the first semester's tuition fee.
2. Accept your offer to study by clicking on the accept/decline link under 'Applications' tab and proceed to make the tuition fee deposit online or email the proof of payment for the tuition fee deposit (if payment is not made through the online portal) to the Finance Office.
3. If you are being sponsored by your Government or any organisation, you will need to email the letter confirming your full sponsorship details before the offer lapse date to the Admissions Office and Sponsorship Unit. Once you have received a confirmation from the Sponsorship Unit, you will be able to accept your offer through MyNottingham.

**\*Specified deadline** – students will normally be given a 4-week deadline. However, please refer to the due date stated in the course deposit checklist on MyNottingham or your offer letter for the exact date.

**Remember** – you must either make the tuition fee deposit through MyNottingham or send a proof of payment (if payment is not made through the online portal) to the Finance Office. Your offer will automatically lapsed after the specific deadline. If you are fully sponsored applicants, please send the evidence of sponsorship to the Admissions Office and Sponsorship Unit before accepting the offer.

## More about the tuition fee deposit

### **What if I don't pay the deposit within the specified period?**

If you failed to accept your offer and make the payment of the tuition fee deposit within the specified period, your offer for a place will automatically lapse.

A lapsed offer can be re-activated by paying the reactivation processing fee of RM150 for Malaysian applicants or RM200 for International applicants.

### **Do I have to pay the tuition fee deposit if I am a sponsored student?**

Government or organisation sponsored offer holders are exempted from paying this fee when they provide a letter which confirms their full sponsorship details before the offer lapse date. Offer holders who receive partial funding (less than 100% of the tuition fee) are still required to pay the tuition fee deposit.

The proof of the funding must be provided to the Admissions Office and Sponsorship Unit before the lapse date or else you are obliged to pay the tuition fee deposit together with the reactivation fee.

If the deposit has been made earlier, it will be refunded to you once you have registered and the University receives evidence of full funding for your studies.

### **Will I get a refund if I can't come to the University?**

The University will refund the tuition fee deposit (minus administrative fee) in the following circumstances:

**Malaysian Offer Holders – Tuition Fee Deposit (less RM150 administrative fee)** will be refunded if you have a conditional offer but fail to satisfy the academic conditions.

**International Offer Holders – Tuition Fee Deposit (less RM200 administrative fee)** will be refunded if you have a conditional offer but fail to satisfy the academic conditions.

**The deposit is non-refundable in any other circumstances and the request for the refund must be made within one (1) academic year. Please note that any refund of the tuition fee deposit will only be considered once you have obtained a letter of rejection from the University.**

For us to be able to process your refund, please submit the 'Refund of Tuition Fee Deposit Form' which you can download from the offer acceptance webpage:

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

### **How do I reactivate my lapsed offer?**

If your offer has lapsed after the 4-week deadline, you will need to reactivate the offer by paying the reactivation processing fee of RM150 for Malaysian applicants or RM200 for international applicants. You will need to send an email to the Admissions Office together with the **Reactivation of Lapsed Offer Form** and the proof of payment of the reactivation fee.

Please download the **Reactivation of Lapsed Offer Form** from the offer acceptance webpage:

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

However, please be advised that the University may not be able to guarantee you another offer if the programme which you have applied for earlier has reached its maximum quota.

## How to pay your Tuition Fee Deposit

### **Payment can be made by:**

- Malaysian local crossed cheque payable to 'The University of Nottingham in Malaysia Sdn Bhd'.
- **Online payment** – please login to your MyNottingham account to make the payment under the Finance tab. This is a recommended payment option.
- Bank transfers (telegraphic transfers) or direct bank-in to the following bank:
  - a. **Affin Bank Berhad**  
**Payee Name:** The University of Nottingham in Malaysia Sdn Bhd  
**Bank Account Number:** 100260005567  
**Bank Address:** LTAT Branch, Bangunan LTAT, Jalan Bukit Bintang, 55100 Kuala Lumpur.  
Swift code: PHBMMYKL
  - b. **CIMB Bank Berhad**  
**Payee Name:** The University of Nottingham in Malaysia Sdn Bhd  
**Bank Account Number:** 8008306319  
**Bank Address:** No.17, Jalan Jelok 6, Metro Point, 43000 Semenyih, Selangor.  
Swift code: CIBBMYKL

## Cash payments are not accepted.

### Deferment of an offer

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Applicants deferring from one academic year to another will be required to pay the tuition fee deposit before their deferral can be processed.

In addition to the tuition fee deposit, applicants are required to pay the deferment fee of RM50 for (Malaysian applicants) and RM100 for (International applicants).

To request for the deferment, please download the 'Deferral Request Form' from the offer acceptance webpage:

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

### What next?

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

- Accommodation** (Please also refer to the **ACCOMMODATION INFORMATION**)

The completed accommodation form **must be sent by email to the Accommodation Office at least six weeks before Registration day.**

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>

- 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

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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.

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.

## Dates for your diary

### Registration

**Intakes	Programmes	Registration Dates
February 2018	Part-time MBA programmes in Nottingham University Business School	25 January 2018
	Postgraduate taught programmes in the School of Politics, History and International Relations	
February 2018	Selected postgraduate taught programme in the Division of Organisational and Applied Psychology	3 March 2018
April 2018	Three-semester foundation programmes	3 May 2018
June 2018	Three-semester foundation programme (Foundation Programme in Engineering only)	11 June 2018
June 2018	Postgraduate taught programmes in the School of Education	21 June 2018

September 2018	Two-semester and three-semester foundation programmes	6 September 2018
September 2018	All undergraduate programmes	18 September 2018 - 22 September 2018
	All postgraduate taught programmes (excluding programmes in the School of Education)	
December 2018	Postgraduate taught programmes in the School of Education	29 November 2018

*\*\*Please note that only selected programmes are being offered on certain intakes. **You are only allowed to register according to the intake stated in your offer letter.***

For further information, please visit the University website:

<http://www.nottingham.edu.my/Study/How-to-apply/When-to-apply.aspx>

### General teaching and examination periods

Please note that the semester dates below relates to the general teaching and examination periods at the University. Dates may differ for some programmes of study, especially for some postgraduate and foundation programmes.

#### GENERAL TEACHINGS

- Foundation - April 2018 Intake:**  
**First Semester:** Monday 7 May 2018 – Friday 27 July 2018  
**Second Semester:** Monday 10 September 2018 – Friday 21 December 2018  
**Third Semester:** Monday 7 Jan 2019 – Friday 26 April 2019
- Foundation - June 2018 Intake:**  
**First Semester:** Monday 18 June 2018 – Friday 7 September 2018  
**Second Semester:** Monday 10 September 2018 – Friday 21 December 2018

**Third Semester:** Monday 7 Jan 2019 – Friday 26 April 2019

- **Foundation - September 2018 Intake:**  
**First Semester:** Monday 10 September 2018 – Friday 21 December 2018  
**Second Semester:** Monday 7 Jan 2019 – Friday 26 April 2019  
**Third Semester:** Monday 6 May 2019 – Friday 2 August 2019
- **Undergraduate and Postgraduate Taught - September 2018 Intake:**  
**Autumn Semester:** Monday 24 September 2018 – Saturday 19 January 2019  
**Spring Semester:** Monday 28 January 2019 – Tuesday 28 May 2019

For **School of Education** and **Division of Organisational and Applied Psychology (postgraduate taught programmes)** term dates, please send an email to [Masfaroiziana.Mustafa@nottingham.edu.my](mailto:Masfaroiziana.Mustafa@nottingham.edu.my)

## EXAMINATIONS

- **Foundation - April 2018 Intake Semester:**  
**First semester:** Monday 23 July 2018 – Saturday 28 July 2018  
**Second Semester:** Monday 10 December 2018 – Saturday 22 December 2018  
**Third Semester:** Monday 15 April 2019 – Saturday 27 April 2019
- **Foundation - June 2018 Intake Semester:**  
**First Semester:** Monday 3 September 2018 – Saturday 8 September 2018  
**Second Semester:** Monday 10 December 2018 – Saturday 22 December 2018  
**Third Semester:** Monday 15 April 2019 – Saturday 27 April 2019
- **Foundation - September 2018 Intake:**  
**First Semester:** Monday 10 December 2018 – Saturday 22 December 2018  
**Second Semester:** Monday 15 April 2019 – Saturday 27 April 2019  
**Third Semester:** Monday 29 July 2019 – Saturday 3 August 2019
- **Undergraduate and Postgraduate Taught - September 2018 Intake:**  
**Autumn semester:** Wednesday 2 January 2019 – Saturday 19 January 2019  
**Spring semester:** Monday 6 May 2019 – Tuesday 28 May 2019

For further information, please visit the University website:

<http://www.nottingham.edu.my/AboutUs/Datesandcampusinformation/Calendar/2018-19/2018-19.aspx>

## Additional important information for offer holders

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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.

### General Studies – Undergraduate students

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In order to comply with Malaysian legislation, all undergraduate Malaysian and International students in Private Higher Education in Malaysia are required to undertake, complete and pass all modules of the Malaysian General Studies as a precondition for the award of certificates, diplomas and degrees in Universities in Malaysia. In line with this, students at the University of Nottingham Malaysia are required to comply with this regulation.

For further information, please visit the General Studies Department's webpage:

<http://www.nottingham.edu.my/Coca/Department/GSD/index.aspx>

### Fitness to Practise - Master of Pharmacy (Honours) programme students

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Satisfactory Health and Police checks will be required. Please refer to the **INFORMATION FOR APPLICANTS ON FITNESS TO PRACTISE**.

### Additional Pharmacy Requirements

Please note that years 3 and 4 of the Pharmacy programme are delivered in the United Kingdom. Eligibility for visa applications and entry to the UK is the sole responsibility of the students.

### Disability Support

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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](http://www.nottingham.edu.my/Wellbeing/Disability/WelcomeToUNMCDisabilityServices.aspx)

## **Sponsorship and Educational funding**

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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](mailto:sponsorship@nottingham.edu.my)

## **Exchange programme and study abroad opportunities**

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Are you interested in experiencing a different learning environment? Love meeting people from other cultures and enjoy travelling? Why not consider studying abroad!

University of Nottingham Malaysia offers opportunities for full-time undergraduate students to spend part of their degree in a number of overseas countries. This is about giving students an opportunity to enhance their study experience through exploring different countries and cultures over a short period of time for either one semester or one year. These opportunities are offered by the inter-campus exchange and international exchange programmes.

Please refer to the link below for further details on your eligibility to apply <http://www.nottingham.edu.my/International/studyabroad/Index.aspx>

You can also speak to our International Students Support team in the International Office.

## **The Graduate School**

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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 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 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](mailto:graduateschool@nottingham.edu.my)

## **Student Association**

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As soon as you register with the University, you will automatically become a member of the Student 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 Student 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 Student Association runs more than 70 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 Student 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/saunmc>

## Contact details

We are here to help. Get in touch:

If you have any other questions, please do not hesitate to get in touch with us:

<b>Admissions Office</b>  Tel: +60 3 8924 8668 (Admissions Hotline) Fax: +60 3 8924 8002  Email: <a href="mailto:admissions@nottingham.edu.my">admissions@nottingham.edu.my</a>	
<b>Accommodation booking</b>  <b>Accommodation Office</b> Tel: +60 3 8924 8604 (Accommodation Hotline) Fax: +60 3 8924 8009/ +60 3 8924 8657  Email: <a href="mailto:accommodation@nottingham.edu.my">accommodation@nottingham.edu.my</a>	<b>Sponsorship, scholarship, PTPTN loan or EPF withdrawal letter</b>  <b>Sponsorship Unit</b> Tel: +60 3 8924 8609 (Sponsorship Hotline)  Email: <a href="mailto:sponsorship@nottingham.edu.my">sponsorship@nottingham.edu.my</a>
<b>Student Pass/Visa Application</b>  <b>Student Visa Office</b> Tel: +60 3 8725 3715 (Visa Hotline)/ +60 3 8725 3709/ +603 8725 3708/ +603 8924 8078  Email: <a href="mailto:apply.visa@nottingham.edu.my">apply.visa@nottingham.edu.my</a>  <b>International Students General Enquiries</b>  Email: <a href="mailto:international.enquiries@nottingham.edu.my">international.enquiries@nottingham.edu.my</a>	<b>Tuition fees</b>  <b>Finance Office</b> Tel: +60 3 8924 8607 (Finance Hotline) Fax: +60 3 8924 8003  Email: <a href="mailto:Local-Finance@nottingham.edu.my">Local-Finance@nottingham.edu.my</a> (Malaysian Offer Holders) <a href="mailto:International-Finance@nottingham.edu.my">International-Finance@nottingham.edu.my</a> (International Offer Holders)
<b>International students support, exchange programme, medical insurance and health examination</b>  <b>International Office Support</b> Tel: +60 3 8924 8193/ +60 3 8924 8684/ +60 3 8924 8750/ +60 3 8924 8036 Fax: +60 3 8924 8005  Email: <a href="mailto:international.support@nottingham.edu.my">international.support@nottingham.edu.my</a>	<b>The University Wellbeing and Learning Support Services</b>  Tel: +60 3 8924 8060 Fax: +60 3 8924 8657  Email: <a href="mailto:WellbeingandLearning@nottingham.edu.my">WellbeingandLearning@nottingham.edu.my</a> <a href="mailto:disabilities@nottingham.edu.my">disabilities@nottingham.edu.my</a>
<b>Fitness to Practise - Master of Pharmacy (Honours) programme</b>  Ms Roshanini Mat Idrus Tel: +60 3 8924 8756 Email: <a href="mailto:Roshanini.Idrus@nottingham.edu.my">Roshanini.Idrus@nottingham.edu.my</a>	<b>General Studies</b>  Ms Amisah Mohd Amir Tel: +60 3 8924 8244 Email: <a href="mailto:generalstudiesdepartment@nottingham.edu.my">generalstudiesdepartment@nottingham.edu.my</a>