

For course enquiries, please contact:  
t: +60 3 8924 8686  
w: [www.nottingham.edu.my/study/offer-holders](http://www.nottingham.edu.my/study/offer-holders)

Welcome to The University of Nottingham Malaysia Campus  
**A guide for new students 2019**

[www.nottingham.edu.my/study/offer-holders](http://www.nottingham.edu.my/study/offer-holders)



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# Accommodation and arriving at the University

## University accommodation

When you receive a room offer from the University you should do the following:

- Read it carefully, taking note of the terms and conditions and the deadline for payments – rooms are only confirmed on receipt of the payment required
- Return any signed forms, and any other required information, and make the necessary payments to the University by the specified deadline – if you have trouble getting your room acceptance back to the University by the deadline, please fax or email the Accommodation Office, otherwise they will allocate your room to another student.

It is the University's policy that students who are allocated accommodation in halls of residence are allowed to stay for only one academic year.

## On-campus accommodation

The on-campus halls of residence have a variety of room configurations and rental rates and are rented on a self-catering basis. There are small pantries available on each floor – these are designed for preparing drinks and snacks and as meeting points for students. As we anticipate that you will use the catering services in the Student Association Building, the pantries are not designed to be used for cooking all your meals.

Every hall of residence has a warden who is a member of University staff and an on-campus resident. The wardens are there to assist you with any issues that arise while living at the University, and any other aspect of student life. They are also responsible for organising social and sporting activities for the halls.

These activities are a good way to meet other students, and we encourage you to join in. When you move in, your hall manager will give you a copy of the rules and regulations for life in your hall. Please familiarise yourself with these.

## Off-campus accommodation

Off-campus accommodation is not handled by the University. The off-campus accommodation is close to the University campus, allowing student residents to fully integrate with the activities held on campus. There is transport to and from the off-campus accommodation.

## Disclaimer

The off-campus accommodation is a private arrangement between the student and the service provider of off-campus accommodation. The University is under no obligation to either party on any matter. The University acts as a facilitator to provide information to students about off-campus accommodation and will not be held liable in any way to either party.

## When do I need to arrive?

Before registration, you will receive information explaining when you need to arrive on campus. Normally, students are only allowed to check into on-campus accommodation one week before registration day. Malaysian students will only be allowed to check in during Accommodation Office working hours (Monday to Friday from 9am- 5.30pm). If you are an international student, please refer to the airport pick-up information which will be sent together with your visa approval letter.

# What do I need to bring?

Here are some suggestions for what to bring to university, based on feedback from previous new starters.

## Essential Identification

Bring at least two pieces of ID (such as your passport, driving licence or University acceptance letter). These will be useful if you haven't managed to open a student bank account before you leave home, or if you are likely to travel abroad.

## Bed linen, towels and hangers

Most people bring their own bed linen, although it can be provided in on-campus accommodation if you need it. You can either bring your own towels and hangers, or you can buy them from a nearby supermarket.

## Useful

### Computer or mobile devices

Bringing your own computer or mobile device, such as a smartphone or tablet, is useful but not essential.

### USB memory stick

A memory stick is useful for backing up your work.

## Extras

### Homely things

Posters, photo frames, cushions and throws can help you feel more at home in your room.

### Food to share

Offering biscuits, sweets or chocolates is a nice way to get chatting to people.

### Games

Bring any games you have – they're great for cheap but fun nights in.

### Fancy dress

If you've got any fancy dress outfits, you'll have plenty of opportunities to wear them, particularly during your first week!

## Top tip!

Please ensure you have enough money for your day-to-day living expenses for the duration of your course. We would also expect you to pay your tuition fees for each academic year within the deadlines stipulated by the Finance Office, so remember to plan ahead. If you need information about the financial assistance which may be available to you, please visit our website:  
[www.nottingham.edu.my/study/fees-and-scholarships](http://www.nottingham.edu.my/study/fees-and-scholarships)

# Extra information for international students

## Health insurance

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 here. Medical insurance is organised for full-time international students through EMGS. Group Hospitalisation and Surgical Policy is through AXA Affin General Insurance Berhad.

### Key points

- Your medical insurance will come into effect from the point of registration at The University of Nottingham Malaysia Campus (UNMC) during the registration week and is valid as long as you have a student pass from UNMC.
- Outpatient specialist treatment, dental treatment, optical treatment and pre-existing conditions are all excluded from the policy. Observation tests, lab examinations, general physical or medical examinations, diagnosis and X-ray examinations for investigatory purposes are not covered either.
- An excess of RM50 per claim is applicable for all medical expenses.
- Please be aware that this policy does not cover 100% of your medical expenses.

You should refer to your detailed policy for further information.

For more information about the Group Hospitalisation and Surgical Insurance, please contact Anushia Thamothers:

t: +60 3 8924 8684 (during office hours)  
e: anushia.thamothers@nottingham.edu.my  
w: [www.nottingham.edu.my/international/health-and-insurance](http://www.nottingham.edu.my/international/health-and-insurance)

## Your Healthcare Card

- You will receive a Healthcare Card as part of your health insurance within approximately 30 days of signing up and a link to the policy with a list of panel hospitals will be emailed by the International Office.
- This card entitles you to cashless admission to most of the panel hospitals during emergency admissions however some hospitals may require a minimal deposit.
- If you lose your card, please contact the Student Support Officer at the International Office (based in the Enquiry Centre on the ground floor of Block A) to arrange to have it replaced. There is a charge of RM5 for a replacement card.

Your Healthcare Card will contain the following information:

- name
- passport number
- period of insurance
- policy number
- helpline number – you should save this in your mobile phone

## Visas

As an international student studying in Malaysia you will be granted a student visa/student pass for one year (or part of a year), depending on the country which issued your passport. You are responsible for the timely submission of the documents needed to renew your student pass.

### Renewing your student pass

You must submit your passport and other documents to the Student Visa Office three months before the expiry date of your student pass. There will be a separate charge for the extension of the student pass and multiple entry visas. If you submit your documents after the deadline, you will be liable to pay any extra fees incurred for late submission. If you have any queries about student visas, please contact the Student Visa Office:

t: +60 3 8725 3715  
e: [apply.visa@nottingham.edu.my](mailto:apply.visa@nottingham.edu.my)

## Passports

You should carry your passport at all times as immigration enforcement officers carry out random checks at public places. If your original passport has been submitted to the Malaysian Immigration for the extension of your student pass, make sure you carry a certified true copy of your passport and your student ID. If you lose your passport, you should:

- lodge a police report within 24 hours of the incident
- submit a copy of the police report to your home country's embassy/consulate in Malaysia as part of the new passport re-application process
- notify the Student Visa Office, either in person at the Student Services Centre in the Student Association Building or by calling 03 8725 3715, to transfer endorsement of the student pass to your new passport at Malaysian State Immigration

## Employment

International students who enter Malaysia on a student visa have few opportunities to undertake paid employment. Although there are some legal opportunities to work, the Malaysian Immigration Department has set limitations for international students undertaking any form of paid employment while studying in Malaysia. You are only allowed to work 20 hours per week in a restricted category of jobs during long vacations. If you are interested in undertaking employment at any stage during your studies, please consult the Student Visa Office at the Student Services Centre in the Student Association Building.

t: +60 3 8725 3715

Under no circumstances should you undertake unofficial employment as this could result in your student visa being revoked.

## Currency

The Malaysian currency is denoted with the expression 'RM' which stands for 'Ringgit Malaysia' and is still unofficially known as the Malaysian dollar. One unit of currency is divided into 100 sen (cents). The ringgit bank notes are issued in six denominations: RM100, RM50, RM20, RM10, RM5 and RM1. The coins are minted in denominations of sen: 5 sen, 10 sen, 20 sen and 50 sen. Foreign currencies can only be changed to RM at banks or licensed money changers.

### Tipping

Most hotels and restaurants include a 10% service charge and 6% government tax on bills. Tipping is not customary in Malaysia but if you wish to show your appreciation of good service, a small tip will be welcome.

## Driving in Malaysia

It is possible to drive in Malaysia with a valid driving licence from most countries for your first three months here. After three months you will need to either have an international driving permit, which is usually valid for one year (international driving permits must be obtained in your home country before you come to Malaysia), or obtain a Malaysian driving license. Only PhD students can convert their home country licence to a Malaysian driving licence. All other students may have to undergo a driving test in Malaysia to obtain a Malaysian driving license. If you intend to drive, it may be worth checking to see if you are entitled to obtain a Malaysian driving licence. For more details, see [www.jpj.gov.my](http://www.jpj.gov.my)

You are legally required to carry your driving licence with you at all times while driving in Malaysia. Failure to produce your licence when stopped by police may result in a fine. Please be careful when driving as the rules may be different from those in your home country. If you are involved in an accident, avoid confrontational behaviour. Should you be threatened, leave the scene and report the incident to local police within 24 hours.

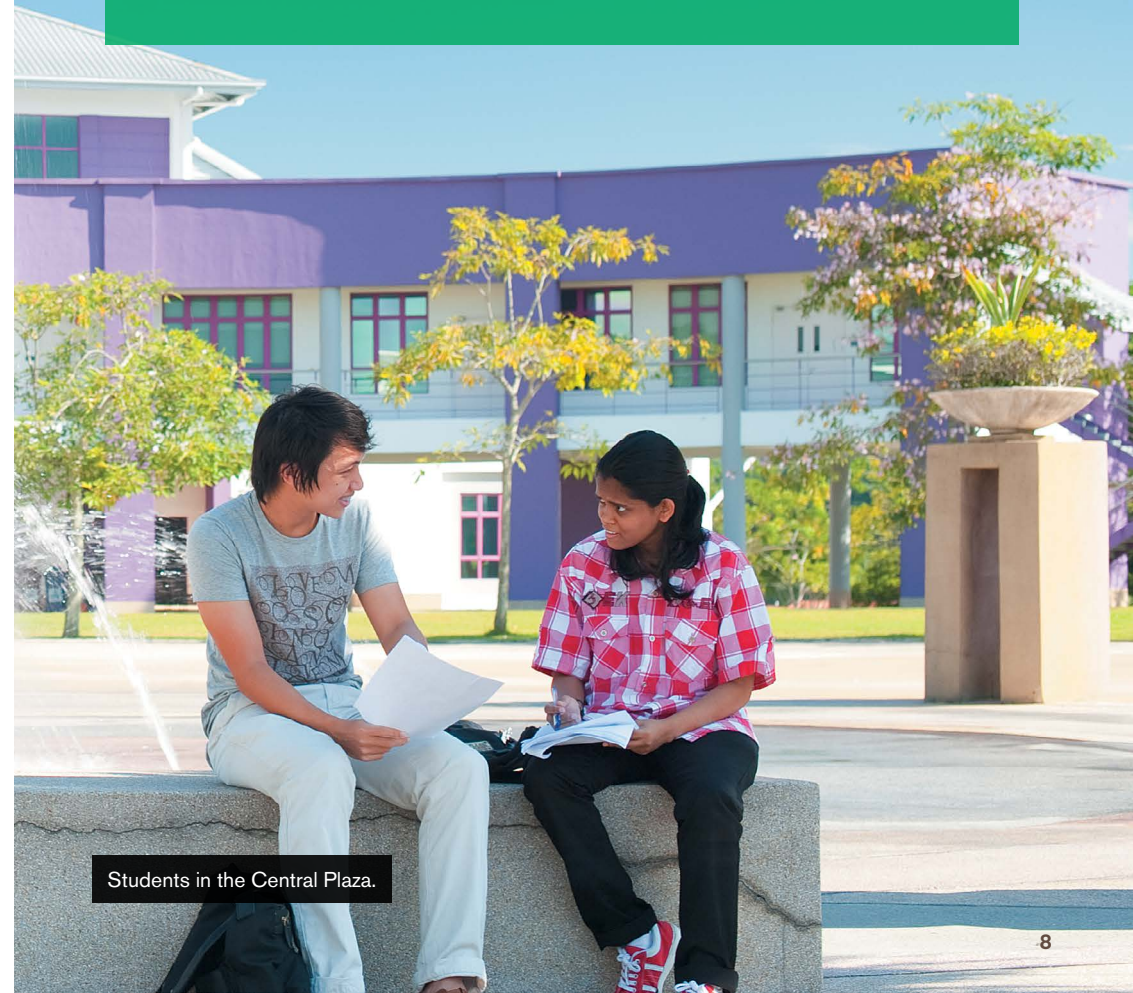
## Key points for driving in Malaysia

- Traffic in Malaysia drives on the left-hand side of the road and most vehicles use right-hand drive.
- Traffic is heavy during the morning and afternoon rush hours and slows down considerably when it rains.
- Front and back seat belts are mandatory.
- Mobile phones cannot be used while driving.
- Laws against drinking and driving are strictly enforced with stiff penalties.
- It is compulsory for all motorcyclists to wear an approved crash helmet.

It is possible to drive in Malaysia with a valid driving licence from most countries for your first three months here.

# Now that you're here

For most people, arriving at university is exciting but also a bit daunting. We'll do everything we can to make your first week go smoothly. Remember there are people here to help.



Students in the Central Plaza.

# What do I do when I arrive?

**Below you will find guidance on what you should do when you arrive. If you are an international student, you should also refer to the international student section on page 20.**

## Check in to your accommodation

Go straight to your check-in location, which will have been emailed to you by the Accommodation Office in advance.

When you get there, you will need to complete the following steps:

- Show proof that you have paid the accommodation fee
- Collect your room keys and a checklist of your room inventory
- Read through and sign your room inventory checklist
- Inspect your room/flat/house to make sure it is in good condition and report any problems to the Accommodation Office within 24 hours of check-in
- Read the terms, rules and regulations set out in the form
- Sign and return the completed room inventory checklist and Student Undertaking Letter to the Accommodation Office

## Register and enrol

**When you register, please bring:**

- your original unconditional offer letter
- two passport-sized photos (with your name and course of study on the back of each photograph)
- an A4 copy of the personal details page of your passport
- a bank draft or cheque for payment of your tuition fees, or a copy of your bank draft or telegraphic transfer payment advice if you have already paid
- a letter confirming your sponsorship details (if you are a sponsored student) – this includes the

High Achievers' Scholarship, Sibling Scholarship or Alumni Scholarship and any private sponsorship agreements

## Collect your student ID

The student ID is a multifunctional card that is issued to all students. This card is specific to The University of Nottingham and contains a combination of Mifare proximity chip, magstripe and barcode technologies. The card contains key information that is utilised by a number of systems around the University, such as the cardholder's name, photograph, library category, library card number and student number. The functions of the student ID are as follows:

- Means of identification
- Library card
- Building access card
- Sports Centre card
- Online library borrowing
- Photocopying authorisation

## Attend the induction programme

It is very important for all new students to attend the induction programme arranged by the University. The inductions will be scheduled one day after your registration.

During the inductions you will find out about all aspects of living and studying in Malaysia, including: what to expect during your study with us; safety regulations; accessing the library and IT facilities; your academic timetable; immigration laws; medical treatment and insurance; counselling; transport; and advice on what to do in an emergency.

You will receive induction information during your registration. Details will also be on the offer holders section of our website:

[www.nottingham.edu.my/study/offer-holders](http://www.nottingham.edu.my/study/offer-holders)

# Life at Nottingham in Malaysia

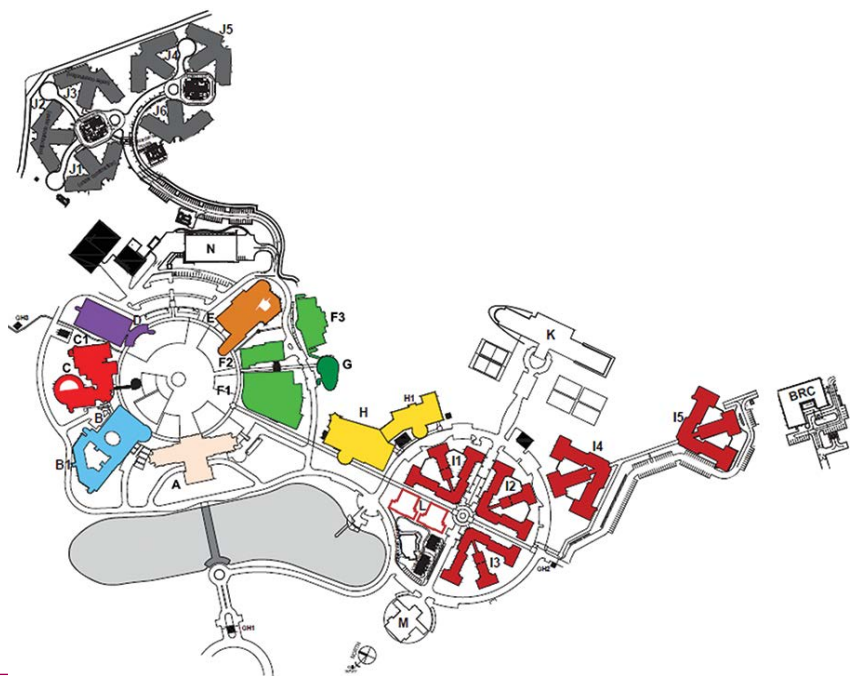
Unpacked? Tick. Met your neighbours? Tick. Registered and sorted the other formalities? Tick. Once you've started to get your head around how things work, take some time to read about the inner workings of student life at Nottingham. This section will help you make the most of your time here. Enjoy!



Students studying outside the Student Association Building.

# Finding your way around campus

This map opposite and the tables below show you where the most important buildings on campus are. An explanation of how to find your classroom is also below.



## Finding your classroom

When you get your academic timetable, you will see that the classrooms, laboratories and lecturers' rooms are labelled in letters and numbers eg BA18 or F3B02.

- All buildings on campus are labelled with a letter (from Block A to Block N).
- The floors/levels of each building are also labelled with a letter (A for ground floor, B for first floor, C for second floor, and D for third floor).
- All rooms are labelled with a number.

As an example, room HB02 is situated in Block H, floor B, room number 02.

Please note that Block F has three sections, and the 'F' is followed by a number to indicate the section – so F3B02 means Block F, section 3, floor B, room 02.

If you can't find the room you're looking for, please ask – we are all here to help you.

## Academic and administrative buildings

### Academic staff, faculty offices and laboratories (Blocks B to E)

The academic staff, the faculty administrative offices and the laboratories are located in Blocks B to E. You will find it useful to familiarise yourself with the location of your faculty office, the dean of your faculty and key academic staff such as your tutor and course director.

There are also a few lecture and seminar rooms in Blocks B to E. You are advised to familiarise yourself with these before your first lecture or seminar.

### Central teaching buildings (Blocks F1 and F3)

The central teaching buildings are the location for most of the lectures you will attend. Between the two teaching complexes there are six tiered lecture theatres and twelve lecture rooms of varying sizes. Water fountains are located in the entrance lobbies.

We strongly recommend that you familiarise yourself with the layout of the central teaching buildings before lectures start so that you can arrive on time without disturbing others.

#### Please remember:

- to keep noise levels to a minimum when you are in the central teaching building atrium as lectures and seminars may be going on in some of the rooms nearby
- you are not allowed to eat or drink in the lecture rooms or lecture theatres
- to discard rubbish when you leave the lecture rooms and use the waste bins provided in the atrium and the entrance lobby

### Computer centre (Block F2)

The computer centre, located adjacent to the central teaching building, houses the main University servers and telephone exchange, together with the teaching computer rooms, the open access computer rooms and the IT helpdesk facility. Vending machines and a water dispenser are available in the lobby. We also have male and female prayer rooms on the ground floor.

Please be aware that you will not be able to access the first floor, apart from Teaching Computer Room 3, outside of normal working hours (ie between 6pm and 9am on weekdays, and all day on weekends and public holidays). The helpdesk, inside the Information Services Office, can be reached during office hours.

As a student you will be able to access the computer rooms 24 hours a day, 7 days a week. Please note, outside of normal working hours (see above) you will need your student ID to access them.

#### Rules

Under no circumstances must food or drink be consumed in any of the computer rooms. All users of the University computer network must abide by the IT Code of Practice (see page 32). If you fail to comply with these regulations, you may have your computer network privileges removed.

### Library (Block G)

You can only access the library via the bridge between the central teaching buildings and the computer centre. You will need to enter and exit through the security gates to ensure that all books have been properly issued out. Bags are not allowed in the library.

The main circulation desk is on level B (access level) and books and journals are located on all levels. Please familiarise yourself with the layout of the library so that you know where your subject books are located. A short-loan collection is located behind the main circulation desk on level B. Items in this collection are available for overnight loans only.

The reference desk, also on level B, offers reference services and staff there can answer your questions and help you to use a range of printed and electronic library resources.

A high-demand collection is also located on level B. This collection contains books which have been recommended by teaching staff as essential texts on the course reading lists or reference books which are heavily in use by students. Books in the high-demand collection are for reference only in the library. There are plenty of spaces within the library for you to work, either at the work desks or at the study carrels located on most levels of the library.

Learning Hub B, a newly refurbished flexible study area with integrated IT and audiovisual equipment, can be found on level B. Learning Hub devices such as a smart pen, remote control and USB adaptor (toggle) can be borrowed from the main circulation desk. A second Learning Hub, Learning Hub A, is located on level A; again, devices can be borrowed from the main circulation desk. A water dispenser can be found in the lift lobby of level B.

On level C there is a small computer room which contains around 20 terminals connected to the University network.

Books, journals and online public access catalogue stations (for searching the library catalogue only) are available on all levels.

Your student ID is also your library card, so please ensure that you have it with you at all times while in the library. You will also need your library card to borrow books using the self-service machine located on level B, and to borrow a laptop at the main circulation desk. Please do not use a friend's identity card to borrow library items and do not lend your card to anyone else for this purpose. Anyone found loaning their card for this purpose may have their library privileges removed.

Laptops are available to borrow from the main circulation desk. These can only be used within the library, and for a maximum of three hours. Keep the laptop with you at all times as you are personally responsible for it

For more information on the library, visit [www.nottingham.edu.my/is/libraryservices](http://www.nottingham.edu.my/is/libraryservices)

#### Opening hours

The circulation desk is staffed 8.30am-9pm, Monday-Friday, and 10am-6pm at weekends. It is closed on public holidays.

The reference desk is staffed on weekdays only, 11am-3pm.

#### Rules

- When using the library please remember that it is a place of work and most users are there to study in a quiet environment. Any student found making excessive noise will be asked to leave the library.
- It is forbidden to use a mobile phone in the library except in the designated 'phone zone'. Please ensure your mobile phone is either turned off or set to silent mode.
- It is forbidden to consume food and drinks in the library.

#### The Graduate School (Block B)

The Graduate School is located on the ground floor, in BA02A. It offers a range of facilities for postgraduate students, including a seminar room which seats up to 60 people, a lounge area with comfortable sofas and tables, wireless internet, board games and magazines.

Facilities within the Graduate School are bookable, free of charge, and can be used by postgraduates and early career researchers for reading or study groups, practising presentations or any kind of study.

For more information about the Graduate School, please see page 32.

#### Estate Office (Block N)

The University Estate Office is located on the ground floor of Block N. The office is responsible for the maintenance and development of the University's estate. The helpdesk is available for any student to report defects of the building.

t: +60 3 8924 8073

## Recreational buildings

### Sports Centre (Block K)

The sports complex provides facilities for lots of activities. For more information, see page 37.

### Student Association Building (Block H)

The Student Association (SA) represents all students at the Malaysia Campus and arranges a variety of events and activities throughout the year. Their offices are based on the first floor of the newly extended Student Association Building.

On the ground floor of the Student Association Building you will find:

- two ATM units (Maybank and Affin Bank)
- a book store
- catering outlets (including vegetarian food)
- a convenience store
- a newly constructed cafeteria housing 12 new stalls offering Malaysian and Western food
- newly fitted learning and social spaces
- a photocopying centre
- a sports shop
- a telecommunications shop

The opening hours of the cafeteria and shops are subject to change based on demand and also vary during the month of Ramadan. The cafeteria is usually open 8am-10pm daily, although availability may be shorter on weekends, public holidays and term breaks.

On the first floor of the Student Association Building you will find the following student support services and offices:

- Accommodation Office (within the Student Services Centre)
- Alumni and Donor Relations Office
- Careers Advisory Services
- Campus Services
- Health Centre
- Security Office (manned 24 hours a day)
- Sponsorship Office (within the Student Services Centre)

- Student Association Office
- Student Finance counters (within the Student Services Centre)
- Student Services Centre
- Wellbeing and Disability Support Office

You will also find an activities area, foosball and pool tables, a gaming room, a dance studio, music rooms, a student lounge, reading spaces and two TV rooms equipped with Astro (satellite). If you wish to use any of these facilities, please contact the Student Association Officers.

For more information about the SA, please see page 38.

### Student Services Centre (Block H)

The Student Services Centre provides a one-stop-shop to help you with university-related administration such as accommodation, campus services, finance, sponsorship, international student support services, registry services and visa matters. The Student Services Centre is located on Level B, Block H and operates from 9.30am-5pm on weekdays. It is closed on weekends and public holidays.

### Campus Cash Card System

Campus Cash Card System is a cashless payment instrument that provides payment facility to the campus community with added benefits and privileges such as discounts at participating merchant outlets and ad-hoc incentives by the University. Under the Campus Cash Card System, you may purchase any merchandising on campus including food and beverage using the card.

Reload touch points will be at the Student Services Centre Finance Counter, Trent Building Finance Office, the Library and the Front Office of Kuala Lumpur Teaching Centre (KLTC). Cash card users will also be able to check balances via the web portal.

For any further enquiries, you may contact Campus Services at: [campus.services@nottingham.edu.my](mailto:campus.services@nottingham.edu.my) or [unmccard@nottingham.edu.my](mailto:unmccard@nottingham.edu.my)

### Central Plaza

The Central Plaza is the space enclosed by the main academic buildings and features a fountain and amphitheatre. It is a space where students and staff can congregate and can be booked for suitable formal or informal concerts and functions. You are encouraged to take advantage of this facility for social events and book the amphitheatre through the Student Association.

### Community Hall (Block A)

The Community Hall, also known as the Great Hall, is used for special occasions such as graduation, musical performances, careers fairs and information days.

### Residential buildings

#### Halls of residence

The halls on campus are just a few minutes' walk from the campus' academic and recreational facilities. To find out more about life in halls, please see pag

Life at Nottingham in Malaysia

# Academic essentials

## Your school

There are 17 schools and departments at The University of Nottingham Malaysia Campus which form our three faculties. Each of you will have a home school or department (referred to as schools in this guide) responsible for administering your course. This is where the majority of your tutors will be based. Your personal academic tutor will most likely be based within your school.

The school is your hub of academic information. Any issues with your course should be discussed with your personal tutor, the school office or another school tutor who teaches you. Each school has a student-led society which will host social events throughout the year and organise sports teams which play in the intramural leagues.

## Your degree structure

### Foundation programmes

The foundation programme runs full-time for either two or three semesters, comprising of 6 modules each semester.

### Two-semester programme

The two-semester programme is suitable if you have completed at least 12 years of formal education but need to enhance your skills in order to undertake an undergraduate degree.

### Three-semester programme

The three-semester programme is ideal if you have completed a minimum of 11 years of formal education.

After you have successfully completed the foundation programme you can go on to study one of our undergraduate degree programmes.

## Good to know...

If you're only studying at the University for part of your course on a study abroad or exchange programme, the Study Abroad Team in the International Office will provide you with lots of information specific to you about the structure of your time here, module enrolment and academic support.

## Undergraduate programmes

An undergraduate degree typically takes three years to complete, during which time you will normally study 120 credits per year. Modules are usually either 10 or 20 credits and can last for one semester or a whole academic year. Your degree will normally consist of core compulsory modules and optional modules. At the beginning of each academic year, you will need to choose your optional modules, if applicable to your course. Your school's website will provide information on compulsory modules; you may also be able to take optional modules from other schools.

Students relaxing in the Central Plaza.

### Postgraduate taught programmes

Postgraduate taught degrees are usually taken over one year full-time, while some can be taken part-time over a longer period of study. Your degree will usually consist of core compulsory modules and, depending on your course, you may be able to choose some optional modules. Your school's website will provide information on your module options.

A list of all modules offered at the University can be found at  
[modulecatalogue.nottingham.ac.uk/malaysia](http://modulecatalogue.nottingham.ac.uk/malaysia)

### Your learning: what to expect

The learning methods used and the number of hours that you will be required to study while at university will depend on your course. Learning methods could include lectures, seminars, field trips or laboratory classes. In addition you will be expected to study independently. This may involve reading, completing coursework, revising and preparing for exams and presentations.

### Assessment

Many of your modules will be assessed via examinations and essays. However, you may also be assessed through presentations, practicals (in a lab or clinic) or through other methods such as online assessments, group projects and reports, or oral examinations.

### Support

Lecturers will be happy to meet you on a one-to-one basis and will usually have set hours for appointments.

### Study skills

In addition to the course-specific information provided by your school, you should also take a look at the study skills guidance provided by the University.

w: [www.nottingham.ac.uk/studyingeffectively](http://www.nottingham.ac.uk/studyingeffectively)

### Moodle

Moodle is the University's online learning environment. It allows you to access lecture notes, find links to external learning resources, access self-test exercises and assessments, participate in online learning activities, submit assignments and collaborate on group projects. You can log in using your University username and password the day after you have completed your registration online.

w: [moodle.nottingham.ac.uk](http://moodle.nottingham.ac.uk)

### Inter-campus exchange programme

Our exchange programme provides you with an opportunity to experience life as a student at our international campuses in the UK and China. You will have the chance to spend a semester or a year of your degree studying in either Nottingham or Ningbo; your time there will count towards your degree. Please note that being able to take part is subject to your programme or course being taught at our international campuses.

For more information, contact the International Office.

t: +60 3 8924 8778  
e: [international.support@nottingham.edu.my](mailto:international.support@nottingham.edu.my)

# Student services

## Academic Services

### Alumni and Donor Relations

The Alumni and Donor Relations Office provides support to alumni and keeps them in touch with the University by offering a variety of alumni events and services such as:

- Alumni Exchange magazine
- career masterclasses
- community-based welfare events
- ementoring
- library service
- social and networking events
- talent roadshows

This office also coordinates and promotes philanthropic giving.

Find out how the services of the Alumni and Donor Relations Office can help you and how you can help nurture the graduates of tomorrow.

t: +60 3 8924 8305  
e: [alumnirelations@nottingham.edu.my](mailto:alumnirelations@nottingham.edu.my)  
w: [www.nottingham.edu.my/alumni](http://www.nottingham.edu.my/alumni)

### Careers guidance

The Careers Advisory Service (CAS) has an important role to play in your development. The service will not only help you to find employment but also develop the skills needed to plan and manage your future. We encourage you to register with CAS soon after you arrive.

CAS provides:

- access to part-time employment and work experience opportunities before you graduate
- careers advice and guidance
- graduate vacancies and contacts with employers who target The University of Nottingham
- information about opportunities for graduates
- programmes which will raise your awareness of the graduate market and develop your skills to enhance your employability

The CAS office is located in rooms HB18 and HB18f on the first floor of the Student Association Building.

t: +60 3 8924 8376  
e: [careers@nottingham.edu.my](mailto:careers@nottingham.edu.my)  
w: [www.nottingham.edu.my/careers](http://www.nottingham.edu.my/careers)

### English language support

The Centre for English Language Education offers a programme of in-session English language courses to help you improve the skills needed for your studies.

These weekly courses are free of charge and cover a range of topics appropriate for students at all levels of study. The main in-session programme runs throughout the academic year and bespoke courses and workshops are intermittently offered from April to September. All students will receive an email at the start of each semester outlining courses and schedules. The email will also provide information on how to register for these courses.

## Graduate School

The Graduate School's Research Training Programme provides free training for University of Nottingham registered postgraduate researchers and some taught masters students to develop a range of transferable skills: communication (oral and written), career management, networking and team work, learning and teaching, research methodology and management, information technology and personal effectiveness.

The Graduate School offers several opportunities for funding. Find out more by getting in touch or checking the website.

t: +60 3 8924 8633

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

w: [www.nottingham.edu.my/researchfunding](http://www.nottingham.edu.my/researchfunding)

w: [www.nottingham.edu.my/graduate-school](http://www.nottingham.edu.my/graduate-school)

## IT services

Information Services provide access to a wide range of information sources and services to support the learning, teaching and research of the University. Please familiarise yourself with the availability of computers on campus and develop the habit of using them regularly. It is essential that you register with the University email service as it is the main method by which the University will communicate with you.

Details on how to register for the computer network will be given to you during registration. Assistance on how to register with the computer network is also available at the IT helpdesk (see page 33 for contact details).

## University computer network

The University computer network includes all of the computers on campus, except those in the halls of residence. The main student access points are all of the computer rooms in the computer centre, although there are also specialist, subject-specific terminal rooms in Blocks D and E. Computer terminals, other than those in the computer centre, are not available to the general student population. Your school will tell you which computer rooms you may access.

## Wireless network

The University wireless network is available in all the common areas on campus except the halls of residence and the sports complex. You can make use of this facility through laptops or mobile devices.

## Student Network Services

If you live in a hall of residence or in accommodation within a 5km radius of the campus, you will be able to connect to the internet via Extreme Broadband. Extreme Broadband is a commercial service and is not part of The University of Nottingham.

For students in halls of residence the service includes a dedicated free standard 128Kbps internet access line. Premier packages (512Kbps and 718Kbps) are available at an additional cost. For enquiries, contact Student Network Services (SNS) via:

SNS Counter, Redang Block  
Monday-Friday, 9am-5.30pm

t: +60 3 8624 8085

e: [sns@nottingham.edu.my](mailto:sns@nottingham.edu.my)

If you have any problems connecting, please contact Extreme Broadband (and not the IT helpdesk).

w: [www.extremebb.net](http://www.extremebb.net)

## IT Code of Practice

You will be required to strictly adhere to the University's IT Code of Practice – failure to do so may result in your access to the network being removed for a period of time. Please protect your username and password and under no circumstances allow anyone to use your computer login details.

## IT helpdesk

The IT helpdesk is where you should report any problems with computers or printers in the computer rooms as well as seek advice about the use of the University computer network and email accounts (for example, passwords and usernames). You can also seek advice from the IT helpdesk on software problems relating to Microsoft Office and any generic applications, and with the telephones on the computer network (for example, in laboratories and common areas). For subject-specific software enquiries, please see the relevant person in your faculty or school.

t: +60 3 8924 8199

e: [itsupport@nottingham.edu.my](mailto:itsupport@nottingham.edu.my)

Please note that problems with the Student Network Services should be reported to Extreme Broadband, not the IT helpdesk.

## Administrative services

### Examinations Office

Exams will take place at the main campus in Semenyih. Please note that if you are taking MBA exams, these will be conducted, simultaneously, at the campus for full-time students and at the Kuala Lumpur Teaching Centre for part-time students. The exams usually start at 9.30am, 2pm, 5pm or 7.30pm and may be held on Saturdays.

The semester exams will be in January and May of every year and the reassessment and block module exams will take place in August or September. International students may be allowed to take their reassessment exams in their home country only during the August or September reassessment exam period. This must be at a centre approved by the University and is not extended to students on the foundation programme.

The Examinations Office has the task of organising and administering all written exams for the courses offered by the University. If you have any questions, please contact [exams@nottingham.edu.my](mailto:exams@nottingham.edu.my)

## Graduation Office

The Graduation Office will organise your graduation ceremony after you have successfully finished your studies with the University.

All postgraduate students will graduate at the February ceremony and all undergraduate students will graduate at the July ceremony. More detailed information will be given closer to the graduation date. If you have any questions, please contact [graduation@nottingham.edu.my](mailto:graduation@nottingham.edu.my)

## International Office

The International Office, located in the Enquiry Centre (Block A), is responsible for all non-academic issues relating to international students. These include recruitment, student visas, international student advice, management of recruitment agents, international student welfare and the management of overseas student exchange programmes. Although every effort will be made to ensure that the International Office is open from 9am to 5.30pm there are times when most staff will be overseas on recruitment missions and the office may be closed. For more information, please see

[www.nottingham.edu.my/international](http://www.nottingham.edu.my/international)

## Student Registry Office

The Student Registry Office will oversee most of the administrative matters that concern you while you study here. This may include issuing confirmation letters, processing withdrawal and suspension applications, producing official transcripts and certificates as well as maintaining the student records database and updating student details such as contact details. The office is made up of other departments such as the Timetabling Office, Examinations Office and Graduation Office.

The office is also responsible for:

- the University's academic calendar, which can be viewed at [www.nottingham.edu.my/calendar](http://www.nottingham.edu.my/calendar)
- managing and updating the specifications of courses and modules offered by the University at the Malaysia Campus

For course specifications please see [programmespec.nottingham.ac.uk/malaysia/asp/course\\_search.asp](http://programmespec.nottingham.ac.uk/malaysia/asp/course_search.asp)

For module specifications please see [modulecatalogue.nottingham.ac.uk/malaysia/asp/main\\_search.asp](http://modulecatalogue.nottingham.ac.uk/malaysia/asp/main_search.asp)

If you need any assistance, visit the Student Services Centre on Level B, Block H, or contact us via email.  
e: [student\\_registry@nottingham.edu.my](mailto:student_registry@nottingham.edu.my)

### Timetabling Office

The Timetabling Office is in charge of the teaching timetables for all the courses offered at the University. Most of the teaching is conducted on campus with the exception of selected MBA (part-time) classes, education and applied psychology postgraduate modules which are taught at our Kuala Lumpur Teaching Centre (KLTC). If you have any queries, please contact [timetabling@nottingham.edu.my](mailto:timetabling@nottingham.edu.my)

The Timetabling Office also manages the central room booking system which allows staff and students to book the seminar rooms for meetings and activities. All student bookings must be made via the Student Association.

### Finance services

#### Finance Office

For enquiries about tuition fee payments, bank transfers, refunds, official receipts and any payment-related matters, please contact the student account officers.

Student Services Centre, Level B, Block H  
t: +60 3 8725 3414  
e: [finance-office@nottingham.edu.my](mailto:finance-office@nottingham.edu.my)

#### Scholarship and Sponsorship Office

This office is responsible for the payment of course fees, stipends, insurance coverage and the welfare of international students under certain scholarship bodies. If you are a sponsored student, you should liaise with the sponsorship unit officers regarding your funding and insurance coverage.

Student Services Centre,  
Level B, Block H  
t: +60 3 8924 8052/8063  
e: [sponsorship@nottingham.edu.my](mailto:sponsorship@nottingham.edu.my)

### Wellbeing and Learning Support Services

Those of you who are just starting life at university may find that the pressures on you are different from those experienced by returning students. At times you may be homesick – it's quite normal to miss family and friends. Within the University there are many people experienced in dealing with students in your position so please take advantage of the support on offer if you feel that you need help or advice.

### Counselling service

The University's counselling service has an office on the first floor of the Student Association Building. A counsellor is normally available Monday to Friday, 9am-5.30pm.

The counselling service offers confidential advice to any student who feels they need to talk to someone about a problem. The counsellor is available for you if you feel unhappy, or if generally things are not going right for you.

If your problem relates primarily to academic matters then please contact your tutor in the first instance.

Some students may encounter difficulties during their stay at the University, which may be related to issues such as:

- depression
- family problems
- gender/sexuality issues
- health problems
- homesickness
- loss of direction and purpose
- poor academic performance
- poor coping strategies
- relationship problems
- stress and anxiety
- trauma and crises

Our counselling team are trained to help you cope with these and related issues and you are advised to take advantage of their expertise if you have a problem. Making use of the counselling service is a stepping stone to dealing with your problems in a positive way.

t: +60 3 8924 8060  
e: [counselling@nottingham.edu.my](mailto:counselling@nottingham.edu.my)  
w: [www.nottingham.edu.my/counselling](http://www.nottingham.edu.my/counselling)

### Disability service

The campus in Semenyih has been designed with students with disabilities in mind. The disability service is also able to advise students who have physical disabilities, dyslexia, long-term medical conditions and other similar conditions.

We would encourage you to let us know about the nature and severity of your disability so that we can help you. Not all forms of disability are easily recognisable and you can be assured that the disability service will be confidential if you request this.

To receive help from this service, you must be a registered student at the University. You may also be required to provide documentary evidence of your disability, such as a letter from a GP or specialist. If you are dyslexic you will need to have an assessment by an educational psychologist.

The disability service is currently being offered through the counselling service.

Room HB22, first floor, Student Association Building  
t: +60 3 8924 8060  
e: [disabilities@nottingham.edu.my](mailto:disabilities@nottingham.edu.my)

### Health services

Our comprehensive network of professional staff is committed to ensuring you are safe and well while you study.

#### Health Centre

The Health Centre is on the first floor of the Student Association Building and can deal with minor health problems. It is open Monday-Friday, 8.30am-4.30pm and Saturday, 8.30am-12pm. The centre is operated by Kumpulan Medic, an independent health provider, and a fee will be charged for consultations. The Health Centre is also able to dispense medicines and arrange laboratory tests if required, both of which will be charged at cost.

t: +60 3 8924 8089

International students who need a medical check-up are advised to have their examination at this health centre.

### Klinik Mewah

Klinik Mewah is located at Jalan Semenyih, Semenyih Town and can be visited when the University's Health Centre is closed. It is open Monday-Saturday, 7.30am-10.30pm.

t: +60 3 8723 5229

### KPJ Kajang Specialist Hospital

KPJ Kajang Specialist Hospital is one of the panel hospitals appointed by EMGS. Most students seek treatment at this hospital for severe or emergency cases as the medical expenses for inpatient treatment are covered by insurance\*. The hospital can be found at Jalan Cheras, 43000 Kajang, Selangor Darul Ehsan.

If you are an international student, you will be required to pay a deposit of RM500 upon registration to the hospital for either outpatient treatment or inpatient treatment. After all treatment and investigation has been carried out and the final bill produced, the hospital will refund the balance of the deposit paid if there is any. The hospital is open 24 hours a day.

t: +60 3 8769 2999

\* Subject to approval from the insurance company (AXA Affin General Insurance Berhad).

### Health insurance

If you are a local student, you will be covered for Group Personal Accident which includes death and total permanent disability due to accident. If you are an international student, you will be insured for a Group Hospital and Surgical Insurance Programme and Group Personal Accident. International students should also see the extra information on page 11.

For more information about the health services, please contact:

t: +60 3 8924 8052 (local students)  
t: +60 3 8924 8684 (international students)

### Drug use

You are reminded that the use of any illegal drug is against University regulations and students found to be using illegal drugs will be subject to disciplinary action, which can involve a fine or expulsion from the University. Please remember too that the trafficking and use of illegal drugs is a capital offence in Malaysia.

If you are experiencing a drug-related problem, we would urge you to seek advice from the doctor at the health centre and/or the student counsellor (see page 34 for details of the counselling service).

### HIV/AIDS

HIV/AIDS is becoming a serious issue in Malaysia. It is transmitted through sexual contact and also through the transfer of bodily fluids such as blood. Although practising safe sex, with the use of condoms, can minimise the likelihood of contracting HIV/AIDS, this is not a guarantee. The best way to guarantee that you will not contract this disease is to avoid sexual activity unless you are certain that your partner is free from the infection.

If you come into contact with blood or other bodily fluids from a person who may have HIV/AIDS please report it to the doctor so that appropriate monitoring and treatment can be undertaken. If you know or suspect that you are infected by HIV/AIDS, we would urge you to discuss the issue with the student counsellor.

### International student support services

The international student support services promote the wellbeing and social interaction of international students. International Student Support Officers can provide official letters to help provide official documentation on living expenses, invitations for visas and opening bank accounts. You are welcome to visit the officers, who can advise you on any problems you have with living and studying in Malaysia, and on the professional support services available at the Malaysia Campus. They are based in room AA16, Enquiry Centre, ground floor, Block A.

t: +60 3 8924 8193/8750

e: international.support@nottingham.edu.my

### Sports facilities

Facilities include:

- a gymnasium
- a multipurpose astroturf, comprising a hockey pitch and two futsal or nine-a-side football pitches
- a multipurpose main hall, comprising six badminton courts, two basketball courts, a futsal court, a netball court and two volleyball courts
- an outdoor multipurpose court, comprising four basketball courts, four futsal courts, four netball courts and four volleyball courts
- an outdoor multipurpose field marked out for football and cricket
- two outdoor tennis courts
- two squash courts
- a 25m swimming pool
- lockers
- sale and rental sports equipment

The fitness centre also offers a variety of cardiovascular equipment, resistance machinery and free weights. The sports facilities are open to all staff and students at the University and are free of charge. Activities should be pre-booked via the Sports Centre Management Office at the entrance of the Sports Centre.

### Sports Centre opening times

The Sports Centre is open 9am-10.30pm, seven days a week. Please note that some outdoor facilities may only be available during daylight hours.

### Swimming pool opening times

On Monday, Wednesday and Friday, the swimming pool is open 12-10.30pm and is closed for cleaning and maintenance 9am-12pm. On Tuesday and Thursday, it is open 9am-10.30pm and on Saturday and Sunday it is open from 9am-5pm.

There are men-only, women-only, and staff-only swimming sessions – details of these are shown at the Sports Centre entrance.

### Safety when swimming

Please remember that swimming pools can be dangerous and you should take care at all times. Anyone found acting recklessly will be asked to leave the pool area.

The University cannot guarantee that there will be a lifeguard on duty at all times and you should be aware that you use the pool at your own risk. A notice will be displayed at the entrance to the pool area when a lifeguard is not on duty.

### General rules and regulations

- Please sign in and out and leave your student ID at the reception counter, otherwise you will not be able to use the sports facility.
- If you make a booking please arrive 10 minutes before your time slot or your booking will be cancelled.

### Tournaments

Students at The University of Nottingham Malaysia Campus compete in a number of major tournaments, including:

- The University of Nottingham Tri Campus Games
- Malaysian Association of Private Colleges and Universities (MAPCU) Games
- Majlis Sukan Institusi Swasta (MASISWA) Games
- Sukan Institusi Pengajian Tinggi (SUKIPT)

### Jogging track and grounds

You are welcome to use the jogging track around the lake. However, please be aware that it is not illuminated so take care if you use it while it is dark. We also recommended that female students do not use the jogging track alone, especially when there are only a few people around the campus.

## Student Association

As a student at the University, you are automatically a member of the Student Association (SA), which focuses on student experience at The University of Nottingham Malaysia Campus (UNMC) and also acts as the voice of the student community to University management.

The SA encourages you to get to know your peers and get involved with the wide range of events and activities organised by the SA Executives and its clubs and societies, beginning with Freshers' Week for new students.

The SA receives an annual grant from the University in order to offer activities and improve equipment and facilities for students. They also have the authority to raise additional funds from profits made by running activities, and via business ventures run by students such as the merchandise shop Nott A Shop.

Becoming involved with the SA is a great opportunity for you to get more involved in student life at UNMC. It will give you the opportunity to directly contribute to the student voice and is a great way to enhance your CV.

### Student Association Executive Committee

The SA is run by an Executive Committee of 10 elected full-time student volunteers holding various portfolios to serve the student community. The Executive Committee aims to improve the experience of student life by providing representation, development opportunities and quality services for all our students. No matter what your level of study, your student experience will be taken care of by your elected peers from the moment you first step into UNMC until the day you graduate.

Each committee member has a tenure of 10 months. There are also three staff members who act as advisors to the Executive Committee and the overall running of the SA services.

## Freshers' Week

The SA aims to provide all new students with a fun-filled Week One experience. During Week One you can enjoy various events designed to welcome you to the University, make new friends and experience the diversity of the University. Past activities have included ice-breaking sessions, karaoke, campus-wide treasure hunts, cabaret, bowling, BBQ nights, music jamming sessions and much more.

## Clubs and societies

The SA has over 60 clubs and societies spanning a range of areas, including academic societies, culture, religion, special interests, international affiliated societies and social activities. We strongly recommend that you become a member of one or more of our clubs and societies, as this will help you to build up your resume and continue your own self-development. Most charge an annual fee of between RM10 to RM20 depending on the nature of the club or society. During the second week of the first semester there is a clubs and societies fair where you can see what they have to offer and sign up as a member.

## Networks

To make sure your opinions and interests are represented to the University, the SA has networks which fall under the specific portfolios of the elected executive officers. By bringing matters concerning the improvement of student life to the University management, these networks ensure that your voice is heard.

## Student Council

The Student Council serves as a key component of our student community – it is the highest governing and policy setting body of The University of Nottingham Malaysia Campus Student Association (SA). The Council consists of 50 student representatives who serve in the interest of all members of the SA. These students serve at various levels across our vibrant student community under the positions of:

- SA Executive Officers
- school representatives
- faculty coordinators
- representational officers
- hall tutors

Council's roles include the deliberation on and consideration of business affecting the student community, initiation and framing of SA bylaws as well as regulation and policy, and holds the Executive Committee, Standing Committees, Executive Officers and all other branches of the SA accountable.

Council also plays a critical role in University decisions by advocating your demands and supporting the work of the University. In short, we are a platform through which you can effect change and voice your demands.

Council is run by a Steering Committee, chaired by the Council Chairman, whilst also comprising of a Vice-Chair and the Council Secretary; all of whom are responsible for everything ranging from publicising the Council, to highlighting concerns to Councillors.

### How can you get involved?

#### Start by just turning up

We have a minimum of seven Council meetings per year. Everyone can come along to these meetings; just turn up, air your views and get involved in the debates and discussions.

## Become part of a Committee

You can stand for a Committee position and play a part in running the SA. Elections to various positions take place throughout the year at Council.

## Become a Council Representative

We are always on the lookout for undergraduates and postgraduates to become Council Representatives. Councillors are elected in the spring semester for the upcoming year. The role of a representative is to attend Council and represent the people who have elected them by informing them of any issues being discussed which may affect them. It is a really important and exciting job and you will receive full training at the start of the academic year.

## Get in touch

No matter how you choose to get involved, we appreciate your initiative to help us continually meet the demands of our student community. We look forward to seeing you at our next meeting! Do feel free to drop by our office in the Student Association Building (Block H) or email any enquires to [SCouncil.Chair@nottingham.edu.my](mailto:SCouncil.Chair@nottingham.edu.my)



“The Student Association is a key feature of student life here at the campus and I urge you all to give the Student Association Committee your full support for the activities they arrange throughout the year. The officers of the Student Association are full-time students just like you and they have volunteered to take on these tasks for the benefit of the student body. Their input to student life will be far more rewarding if they are supported by the student body as a whole, so please support their efforts.”

**Professor Christine Ennew**  
Provost and Pro-Vice-Chancellor

# The essentials

In this section you will find information on the University rules and regulations, safety on campus, key dates and useful contacts. These will be useful throughout the year, so once your first week is over, why not keep the guide on your shelf for future reference?

# University rules and regulations

**When you sign your registration document you agree to abide by the rules and regulations of the University. It is your responsibility to familiarise yourself with these regulations before signing the registration document.**

The rules have been drawn up to protect students and staff and to create a strong sense of community on campus. Below is an overview of the most important regulations.

## Smoking

The University operates a no-smoking policy and does not allow smoking inside any building or in the areas designated as food and beverage outlets, even if they are outside the buildings. Malaysian law dictates that tobacco cannot be sold on educational premises so the shops in the Student Association Building will not stock tobacco products.

## Alcohol

In Malaysia, alcohol is not permitted on educational premises, including residential accommodation on campus; therefore, the University forbids any student to store or consume alcohol anywhere on campus.

## Drugs

The use of any illegal drug is against University regulations and any student found to be using illegal drugs will be subject to disciplinary action which can involve a fine or expulsion from the University. You are also reminded that the trafficking and use of illegal drugs is a capital offence in Malaysia.

## Harassment

All members of the University are entitled to go about their life without harassment or intimidation regardless of gender, sexual orientation, age, race, religion and culture. The University will act against any student who harasses or intimidates other members of the University community. You should report any incidences of harassment to your tutor, warden or other senior member of staff.

## Visitors

Visitors must register at the guardhouse, at the main gate, before entering the campus. You are responsible for the behaviour of your guests and it is your responsibility to ensure that your guests abide by the rules and regulations imposed by the University and the laws of Malaysia.

The library is a great place to catch up on your studies between classes.

# Security on campus

**Your security is very important to us. Access to the campus is only through manned security gates and all visitors have to register with the security guards at the gate. The security guards have the authority to ask you to produce your student ID at any time and you should always carry it with you when on campus.**

You will see security guards stationed around campus and patrolling 24-hours-a-day. They are present at the entrance to most buildings and in particular in the halls of residence, the Student Association Building and the computer centre. Some members of staff from academic schools are designated as safety officers and any concerns that you may have about safety can be discussed with these members of staff.

Security is a shared responsibility and we ask you to be vigilant and conscious of your surroundings at all times. If you see anything suspicious, please report it to a member of security staff immediately.

The main security office is located on the ground floor of the Student Association Building and is manned 24 hours a day. You can also call the security desk or, if the incident is non-urgent, send a report by email.

t: +60 3 8924 8777  
e: incidents@nottingham.edu.my

If you are away from campus for a lengthy period of time please notify either your tutor or a friend who will know how to contact you if necessary.

## Keep yourself and others safe

- Do not leave doors and windows open in the halls of residence when you are away from your room, even for a short period.
- Do not leave your personal possessions unattended at any time (lockers are available at the entrance to the computer centre).
- Do not give anyone access to any building unless you are certain that they have a right to be there and have a valid student or staff ID.
- Ensure that all your visitors are registered with security at the main gate.
- Enter the campus through the main security gates only.
- Do not wander around the campus alone at night.
- Do not attempt to swim, paddle or fish in the lake.
- Abide by the speed restrictions and parking regulations on campus.
- Do not light fires anywhere on the campus.
- Do not tamper with any safety or security equipment such as fire extinguishers, smoke detectors or CCTV cameras.

## General safety on campus

You will see that there is still construction and maintenance work taking place on some parts of the campus. Students should not enter these areas until the buildings are completed and have been officially handed over to the University. You are also advised to be very careful while walking on undesignated paths/roads and are strongly advised not to enter the oil palm plantation areas near the campus.

# Useful contacts

## In case of emergency

Police/ambulance/fire brigade	999
Mobile phone emergency numbers	112
Hospital Kajang	+60 3 8736 3333
Semenyih Police Station	+60 3 8723 5222
Kajang District Police Headquarters	+60 3 8736 2222
Extro Ambulance Service	+60 3 7783 8809/8810
Residential warden – Mr M Ilham Matali	+60 3 8924 8329/8026
Residential warden – Ms Nordiyana	+60 3 8725 3458/8028
Residential warden – Mr Raimy Ismail	+60 3 8924 8178/3692
Residential warden – Mr Mohd Shazereen	+60 3 8725 3668/3693

## Important contacts on campus

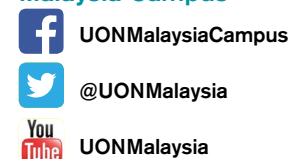
Accommodation Office	+60 3 8924 8604 / +60 3 8725 3687/3472
Estates Office	+60 3 8924 8073
Finance Office	+60 3 8725 3414
Health Centre reception	+60 3 8924 8089
IT Helpline	+60 3 8924 8199
Security	+60 3 8924 8888/8065
Sponsorship Unit	+60 3 8924 8052/8063
Student Registry Office	+60 3 8725 3544/3735/3734
Student Wellbeing and Learning Support	+60 3 8924 8060
Visa Office	+60 3 8725 3715

## International Office contacts

Prem Minder – Head of International Student Support	+60 3 8924 8036
Nor Shahila	+60 3 8924 8193
Anushia Thamothearem	+60 3 8924 8684

# Get social

## The University of Nottingham Malaysia Campus



## The International Office

UNMCIntOffice



## The Students' Association



The University of Nottingham Malaysia Campus  
Jalan Broga  
43500 Semenyih  
Selangor Darul Ehsan  
Malaysia  
t: +60 3 8924 8000  
f: +60 3 8924 8005  
w: [www.nottingham.edu.my](http://www.nottingham.edu.my)

### Disclaimer

The University of Nottingham has made every effort to ensure that the information in this booklet was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time to time, and you should therefore consider the information to be guiding rather than definitive.

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Contact us if you require this publication in a format suitable for disabled people, such as large print or braille.

t: +44 (0)115 951 5559

e: [alternativeformats@nottingham.ac.uk](mailto:alternativeformats@nottingham.ac.uk)