



The University of
Nottingham

UNITED KINGDOM • CHINA • MALAYSIA

Student Handbook 2013/14

A guide to The University of Nottingham Malaysia Campus



Hello and welcome

I would like to take this opportunity to welcome you to The University of Nottingham Malaysia Campus. I wish you a successful and happy time here.

The University has a proud tradition of research and teaching which has placed it among the top universities in the UK and internationally. We recently celebrated some special anniversaries at the University: 130 years since we began delivering higher education in the United Kingdom; 20 years since the establishment of our international Malaysian Alumni Association; and most importantly, the 10th anniversary of The University of Nottingham Malaysia Campus. As you can see, the University continues to establish itself as an internationally renowned institute of education.

Being offered a place at the University signifies that we feel you have great academic potential and we sincerely hope that you will develop academically during your time here. Each year, the University is proud that the academic achievements of its students are significant and substantial.

I hope that you will take this opportunity to enjoy the Malaysia Campus and the surrounding area, and that when you leave, you will take with you very happy memories of your University stay.

It's a great pleasure for me to welcome you to the University of Nottingham Malaysia Campus. As a full campus of The University of Nottingham, we offer a British style education, delivered within a truly international campus community, which is physically located close to one of South East Asia's most vibrant cities – Kuala Lumpur.

The benefits of a University education are considerable – you will develop subject specific knowledge and skills through your academic work. But you will also have the potential to acquire a broad range of personal transferable skills through the many extra-curricular activities available in and around campus.

Around 5000 students from over 70 countries are studying for a range of programmes from foundation to PhD across 17 different schools and departments. You will be able to meet, work and socialise with people from different academic backgrounds, different cultures and different countries. I hope you will leave University with both a high-quality degree which is valued by employers and with a new outlook on life and a greater understanding and tolerance of different cultures, races, religions and beliefs.

Universities are many things – places for learning and study, places for research, places for culture, places for living - but above all, Universities are communities – welcome to ours!



Professor David Greenaway
Vice Chancellor



Professor Christine Ennew
Provost and Pro-Vice-Chancellor

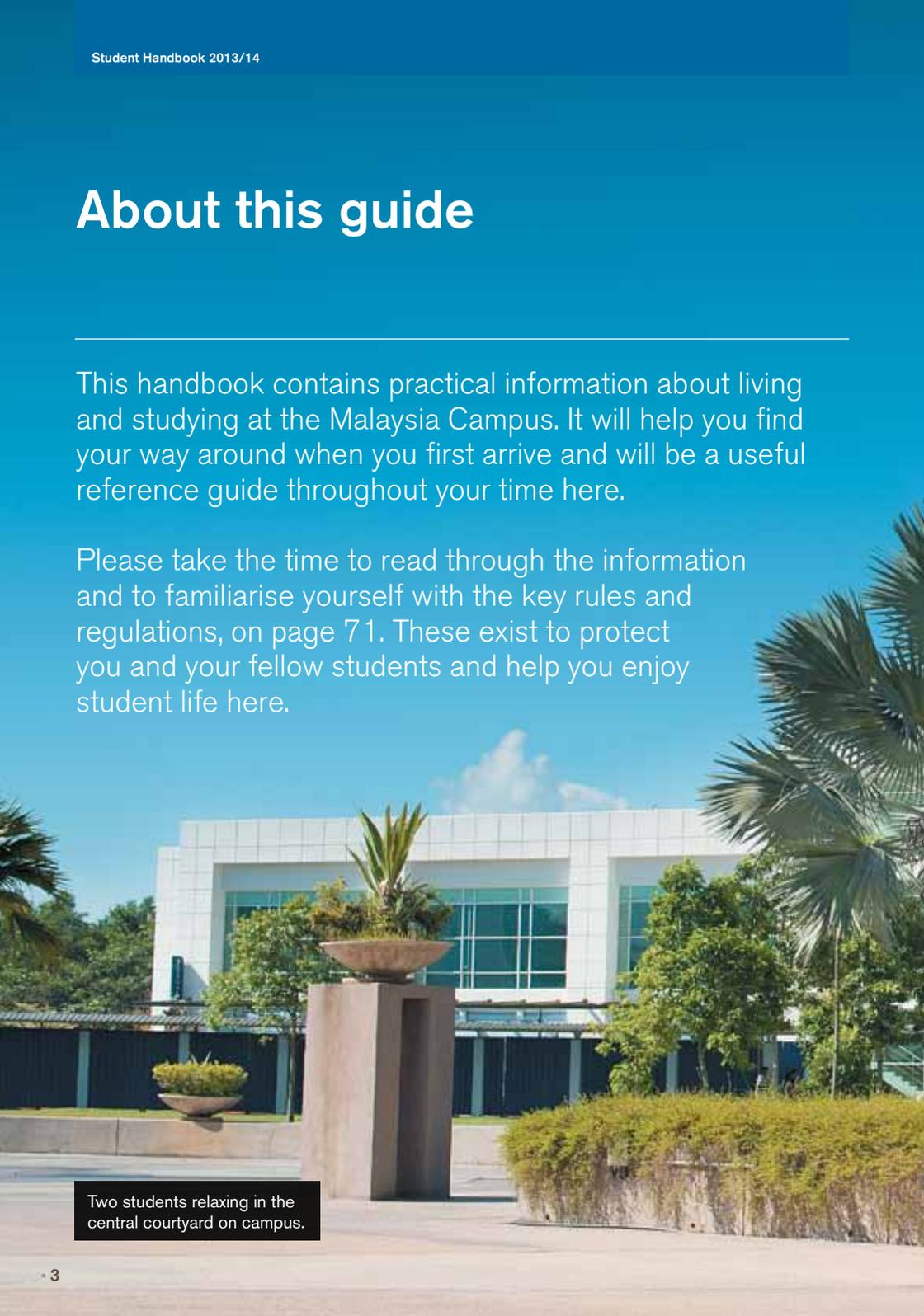
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About this guide

This handbook contains practical information about living and studying at the Malaysia Campus. It will help you find your way around when you first arrive and will be a useful reference guide throughout your time here.

Please take the time to read through the information and to familiarise yourself with the key rules and regulations, on page 71. These exist to protect you and your fellow students and help you enjoy student life here.



Two students relaxing in the central courtyard on campus.



01 /



Students enjoying a break outside at the Student Association food court.

Student life



Practicalities 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 entry into Malaysia as a student and is valid as long as you have a student pass from The University of Nottingham Malaysia Campus.
- 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: 03 8924 8684 during office hours

e: anushia.thamothers@nottingham.edu.my

w: www.nottingham.edu.my/international/health

Your Healthcare Card

- You will receive a Healthcare Card and a detailed policy with a list of panel hospitals.
- This card entitles you to cashless admission to any of the panel hospitals during emergency admissions.
- If you lose your card, please contact the Student Support Officer at the International Office to arrange to have it replaced. There is a charge of RM5 for a replacement card.

Your Healthcare Card will contain the following information:

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

Visas

As an international student studying in Malaysia you will be granted a student visa/student pass for a 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 seven weeks 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 Idi Ali:
t: 03 8924 8078
e: idi.ali@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 University of Nottingham Malaysia Campus student identity card.

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 at the Student Services Centre in the Student Association Building to transfer endorsement of the student pass to your new passport at Malaysian State Immigration
t: 03 8924 8078

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 Officer at the Student Visa Office at the Student Services Centre in the Student Association Building, t: 03 8924 8078. 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, RM10, RM5, RM2 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 on a valid driving licence from most countries for your first three months in the country. After three months in the country 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

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.

On-campus accommodation

The offices of on-campus accommodation are located in the following buildings:

- Block H, Level B (on-campus accommodation applications and allocations)
- Block I2, Tioman Hall (on-campus accommodation operations)
- Block I5, Kapas Hall (on-campus accommodation operations)
- Block J, Student Village Hub 2 (on-campus accommodation operations)

Halls of residence

The halls of residence have a variety of room configurations with associated rental rates and are rented on a self-catering basis. There are small pantries available on each floor of the halls – 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, they are not designed to be used for cooking all your meals.

Each 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 from 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 are a good way to meet other students, so 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 activities held on campus. There is transport from Taman Tasik Semenyih (TTS) to campus and students in TTS can use the bus service from the campus to Kajang.

Disclaimer

The off-campus accommodation is a private arrangement between the student and the service providers 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.



Students studying together in Perhentian Halls.

What to do when you arrive

Check in to your accommodation

- Go straight to the Accommodation Office in Block I2, I5 or Student Village Hub 2. See the map on page 9.)
- Check in by completing the following steps:
 - show proof that you have paid the accommodation fee
 - collect your room keys and a checklist of your room inventory
 - go through and sign your room inventory checklist before entering your room
 - 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 room 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

International students Report to the International Office

After settling in to your accommodation, visit the international student support officers at the Enquiry Centre on the ground floor of the Central Administration Building to:

- collect your welcome pack and registration checklist
- sign up to the Town Tour and other welcome events
- collect the letter you will need to open a bank account
- register and make your health test appointment via the International Office prior to your health check*

* This compulsory test must be done within seven days of your arrival in Malaysia and you are advised to proceed with the X-ray immediately after your health test (or the very next day) to avoid any delays to your student visa pass process.

International students Health examination

On the day you register you will need to fill in and submit the following forms:

- original health examination form – section 1 (part A and B)
- original declaration form
- letter of undertaking

All forms are obtainable from the International Office.

All forms must be submitted to the Health Centre with a copy of your passport (front page) and a passport size photograph. The Health Centre is located on the 1st floor of the Student Association Building.

For more information about the health examination report and insurance please visit www.nottingham.edu.my/international/offerholders/health-and-insurance

You will find more information about health insurance and the Healthcare Card on page 7.

Register

- Please refer to the registration timetable to find out when and where you should register
- 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)
 - the personal details page of your passport (one copy, A4 size)
 - bank draft/cheque for payment of tuition fees or a copy of your bank draft/telegraphic transfer payment advice if you have already paid
 - if you are a sponsored student you should bring a letter confirming your sponsorship details. This includes the High Achievers' Scholarship, Sibling Scholarship or Alumni Scholarship and any private sponsorship agreements

Welcome programme

- Local students should attend the induction for all new students.
- International students should attend the induction for all new international students **and** the induction for all new students. The induction programmes cover all aspects of living and studying in Malaysia including: immigration laws, medical treatment and insurance, counselling and transport as well as advice on what to do in an emergency.
- For more information, please refer to your induction timetable.

If you have any questions during registration week, you are welcome to call into the Enquiry Centre (Block A, level A) or call us on 03 8924 8000.

Please note:

A checklist is included in your welcome pack to guide you through the registration and induction week.

International students Open a bank account

We strongly recommend that you open a bank account in Malaysia. Not only will it save you from carrying large amounts of cash or keeping it in your room, it will also make financial transactions with the banks in your home country easier.

To open a bank account you will need:

- your 'opening a bank account' letter, issued by the International Office to confirm you are a student in Malaysia
- your passport (the original, not a copy)
- a minimum deposit of RM250

Please note that if you are under 18 years old, you will need an indemnity form signed by your parents and witnessed by the relevant authority before you can open a bank account. To obtain a copy of an indemnity form, please email anushia.thamotharem@nottingham.edu.my

Please also see page 7 for additional information for international students.

Facilities on campus

This map and table shows you where the most important buildings on campus are. You will find an explanation of how to find your classroom below.

| Block | Building |
|--------|---|
| A | Central Administration |
| B & B1 | Faculty of Science and Faculty of Engineering |
| C & C1 | Faculty of Science and Faculty of Engineering |
| D | Faculty of Engineering |
| E | Faculty of Arts and Social Sciences |
| F1 | Central Teaching 1 |
| F2 | Information Services and IT Support |
| F3 | Central Teaching 2 |
| G | Library |
| H & H1 | Student Association |
| I1 | Tioman Hall |
| 12 | Langkawi Hall |
| 13 | Redang Hall |
| 14 | Pangkor Hall |

| Block | Building |
|---------------------------|--|
| I5 | Kapas Hall |
| J4 | Rawa Hall |
| J5 | Gemia Hall |
| J6 | Perhentian Hall |
| K | Sports Complex |
| L | Warden House |
| M | Islamic Centre |
| N | Engineering Research Centre |
| GH1-3 | Guard Houses |
| BRC | AAR/UNMC Biotechnology Research Centre |
| Under construction | |
| J1 | Sipadan Hall |
| J2 | Mabul Hall |
| J3 | Lankayan Hall |

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. For example, 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.

All rooms are labelled with a number (for example, 01, 02, 03). In HB02, the room is 02.

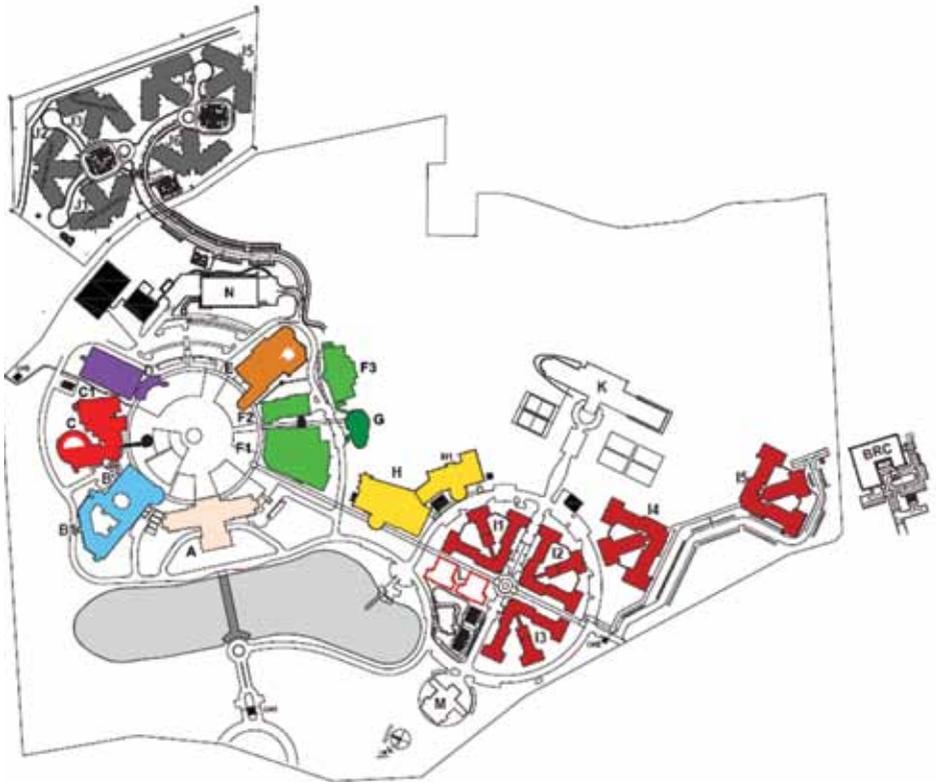
For example, HB02 means Block H, first floor, room 02.

| <i>Block</i> | <i>Floor</i> | <i>Room</i> |
|--------------|-----------------|-------------|
| H | B (first floor) | 02 |

Please note that Block F has three sections – the 'F' is followed by a number to indicate which 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.

Campus map



Student studying in the library.



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 and it would be advisable 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 (6pm-9am, weekend 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 card to access them.

Rules

Under no circumstances must food or drink be taken any of the computer rooms. All users of the University computer network must abide by the IT Code of Practice (see page 34). 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 identity card 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, which can be borrowed from the main circulation desk, can only be used in the library and for a maximum of three hours. Keep the laptop with you at all times as you are personally responsible for it.

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, including a seminar room which seats up to 60 people, a lounge area with comfortable sofas and tables, wireless connection, board games and magazines.

The seminar room (BA05) and the Graduate School (BA64) 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 31.

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: 03 8924 8073

Recreational buildings

Sports Centre (Block K)

The sports complex provides facilities for lots of activities and can be found behind the halls of residence. Facilities include:

- a gymnasium
- a multipurpose astroturf, comprising a hockey pitch and two futsal or nine-a-side football pitches (available during daylight hours)
- 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 (only available during daylight hours)
- two outdoor tennis courts
- two squash courts
- a 25m swimming pool

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 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 of the outdoor facilities may only be available during daylight hours.

Swimming pool opening times

On Monday, Wednesday and Friday, the swimming pool is open 12noon-10.30pm. From 9am-12noon it is closed for cleaning and maintenance. On Tuesday and Thursday, it is open 9am-10.30am 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.

Students from the Swimming Club enjoying the swimming pool facilities.



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.

Other facilities

- Lockers
- Sale and rental sports equipment

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:

- University of Nottingham Tri Campus Games (see page 50)
- 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.

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 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.

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 less on weekends, public holidays and term breaks.

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

- Accommodation Office
- Alumni and Donor Relations Office
- Careers Advisory Services
- Campus Services
- Health Centre
- Security Office (manned 24 hours a day)
- Sponsorship Office
- 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 46.

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.

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.

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 page 9.

Parking

There is limited parking space on campus for students and only those with a valid parking permit will be allowed into campus. Parking permits are issued preferentially to those students who find it difficult to use public transport to travel to the campus. Applications for permits need to be made to the Head of Security, Azlan Aliuddin.
t: 03 8924 8072
e: azlan.aliuddin@nottingham.edu.my

The University accepts no liability for loss or damage to cars and motorcycles parked on campus.

Motorcycles

There is plenty of space to park motorcycles on campus. If you wish to do this, you must register with the Head of Security.

Safety

Anyone driving to the campus is reminded that driving standards in Malaysia may be lower than those in your home country and care must be taken at all times. Do not overload your car or motorcycle and please ensure that your vehicle is in a roadworthy condition before you use it.

Campus entrances

There are currently two access points onto the campus: the main vehicle entrance off Jalan Broga and a pedestrian entrance from Taman Tasik Semenyih 5 (TTS 5). Both entrances are manned by security guards 24 hours a day and everyone entering the campus will require either a student or staff pass. If you do not have one of these, you will need to register at the guardhouse as a visitor.



Day-to-day life

Living costs

Below is an estimate of the costs you may encounter while studying at the Malaysia Campus. Please remember this is only intended as a guide and will vary according to individual spending habits.

University accommodation

RM380-RM900 per month.

Rent varies according to room type and facilities. Electricity and water bills are included. However, if you have a room with air conditioning you will have to pay these costs.

Private accommodation

RM380-RM900 per month.

Rent varies according to the area and distance from the University. This estimate does not include facilities, electricity or water bills.

Food

RM450-RM600 per month.

If you eat in the cafeteria or food court, you are unlikely to spend more than RM10 per meal.

Study expenses

RM1,000-RM1,500 per year.

Costs will depend on the subject you are studying. This estimate includes books, photocopying and stationery. Many books can be found in the library or you can buy used books from students who no longer need them.

Self-service laundry – washing machine

RM3 per load for washing and RM3 per load for drying.

Travel costs

RM80+ per month.

The University provides a free shuttle service – for more details, see page 26.

Travel expenses will be incurred if you take a taxi or when you travel out of town by public transport. If you own a vehicle, you will need to budget for fuel and toll charges.

Social life

How much you spend will depend on your interests and how much socialising you do. Below is a guide to costs for the most popular activities.

Cinema: RM9-RM18 per person;
gold/platinum seat: RM40 per person

Bowling: RM6-RM8 per game;
rental of shoes: RM3

Karaoke: RM12-RM34
(food and beverage provided)

Ice-skating: RM15 weekday; RM20 weekends
(prices include skate hire)

Yoga lessons: RM65-RM80
(4-8 lessons per month)

Cash machines and banks

There are two cash machines (Maybank and Affin Bank) located in the Student Association Building (Block H). These ATMs are linked to MEPS, PLUS, CIRRUS and Maestro networks, enabling you to withdraw money using cards from other banks in the same networks.

Banks in Semenyih

Hong Leong Bank

7 and 9, Jalan Pasar Baru 2
Seksyen 3 Bandar Semenyih
43500 Semenyih

Selangor Darul Ehsan

t: 03 8724 8639

w: www.hongleong.com.my

Maybank

Malayan Banking Berhad
3, Jalan Pasar 2
Bandar Semenyih
43500 Semenyih
Selangor
t : 03 8723 8611
t : 03 8723 8612
t : 03 8723 8613
w: www.maybank2u.com.my

Banks in Kajang

Affin Bank

2 and 3, Jalan Saga
Taman Sri Saga
Off Jalan Sg Chua
43000 Kajang
Selangor
t: 03 8737 7435
t: 03 8737 7436
w: www.affinbank.com.my

Al Rajhi Bank

Lot G-01, Ground Floor
Wisma Metro Kajang
Jalan Semenyih
43000 Kajang
Selangor
t: 03 87321550
w: www.alrajhibank.com.my

Standard Chartered Bank

36 and 37, Jalan Prima Saujana 1/1A
Taman Prima Saujana, Seksyen 1
43000 Kajang
Selangor Darul Ehsan
t: 03 87397288
w: www.standardchartered.com.my

Internet access

When you are far away from home, it is often comforting to talk to family or friends at home. Internet access is made available to students 24 hours a day at the computer centre. When you arrive, you can log on to the University's network by using a temporary user name and password provided to you in your welcome pack.

Wireless connection points are available in all common areas on campus: if you wish to use this service you should first register through the IT helpdesk (see page 34 for details).

Phone calls

Domestic calls

Domestic calls can be made via public phones. There are two types of public telephone booth in Malaysia: those that accept coins and those that only accept cards. Telephone cards can usually be bought at convenience stands or stores near the telephone booths and cannot be exchanged for cash. Local calls cost 10 sen for three minutes. Calls to mobile phones cost more. Out-of-state calls can be made by dialling the prefix 0 followed by the area code.

International calls

International calls can be made from fixed land line and mobile phones. International direct dial (IDD) call centres and Telekom Malaysia offices in major towns.

Mobile phones

If you are an international student, a mobile phone from your home country may have international roaming facilities which can be used in Malaysia, but it will cost more. You might want to consider purchasing a prepaid SIM card on arrival.

There are several key mobile operators in Malaysia:

- Celcom (M) Bhd
www.celcom.com.my
- DiGi Telecommunications Sdn Bhd
www.digi.com.my
- Maxis Communications Bhd
www.maxis.com.my
- U Mobile Sdn Bhd
www.u.com.my

Many of these operators offer value-added services, including international automatic roaming, GSM internet access and data applications. For more information on mobile services, visit the telecommunications kiosk located on the ground floor of the Student Association Building.

Prepaid calling cards

You can save more on IDD calls by using iTalk. iTalk is a prepaid calling card that enables you to make national (STD) and international (IDD) calls from mobile and fixed line phones plus internet access features. The iTalk card is available in denominations of RM10, RM20, RM30 and RM50.

You can buy iTalk cards:

- from all Telekom Malaysia point outlets displaying the iTalk or e-pay signage
- online, via Maybank2U, rhbbank, cimbclicks and Mobile88
- at Maybank ATMs

Participating handphone outlets include

- mini markets
- petrol marts
- Pos Malaysia
- 7-Eleven

For information about iTalk call charges, see www.tm.com.my

Shopping for food

The supermarkets and shopping malls located in Semenyih and Kajang should be able to cover your basic shopping needs and save you travelling into the city. Below are some recommended shopping spots in Semenyih and Kajang.

Tesco is a British-based supermarket located 5km from the Semenyih Campus. It is a great place for grocery shopping as you can get household items and food at a lower price. Money changers and telecommunications stores are also available within Tesco. You can easily access the Tesco mall in Semenyih using the free shuttle service provided by the University (see page 26 for details).

Other options include the Store Supermarket in Semenyih along Jalan Bangi and a 7-11 along Jalan Semenyih. There are several large supermarkets in Kajang including Billion, Giant, Tesco and Econsave. There is a Jusco located at Cheras Selatan.

Getting around

Free shuttle bus service

The free shuttle bus service is provided for all students to travel around the Semenyih and Kajang area, going from the commuter train (KTM) station in Kajang to campus. It runs every day during term-time, including public holidays. The journey from Kajang KTM to campus takes approximately 45 minutes.

The pick-up/drop-off points are:

- Kajang KTM Station
- HSBC Kajang Prima bus stop (along the main road) – only on the campus-Kajang KTM route
- Bandar Sunway Semenyih – on the main road near the traffic lights of the entrance to Bandar Sunway Semenyih
- Semenyih Town – on the main road opposite Hong Leong (campus-Kajang KTM route) and the bus stop next to the Chinese temple (Kajang KTM-campus route)
- Taman Tasek Semenyih (TTS) – on the main road opposite TTS2, TTS5, WiFi/Tasek 4 and TTS 7
- The University of Nottingham Malaysia Campus

The timetable for the shuttle bus is posted at prominent places around the campus and is available from

www.nottingham.edu.my/shuttlebus

An additional bus service will be provided on Fridays from the campus at 1pm to the nearest mosque. The bus departs from the mosque at 2pm.

All departure times are subject to changes due to traffic conditions.

You must present your UNMC student ID card upon boarding. Students who do not have their ID card will not be able to use the shuttle bus service.

The buses are easily identifiable by the University logos placed on each side of the bus and the sign on the front window.

During term break, shuttle van services are available for students to commute to and from the KTM station in Kajang. The routes and schedules are as above.

Public bus services

The nearest bus terminal is in Semenyih (Semenyih Sentral, 3km from campus) where you can catch public service buses to Kajang (the main bus station is close to Metro Kajang) and then to Kuala Lumpur. A journey from Semenyih to Kajang costs RM1-RM1.30 on the Road Liner and City Liner services.

You can also take a RapidKL U40 bus from Kajang (Terminal Kajang) to Kuala Lumpur (Pasar Seni Putra Light Rail Transit Station, near Central Market) at a cost of around RM3.

In Kuala Lumpur the bus pick-up/drop-off point is in front of Kota Raya (next to the Pudu Raya bus terminal).

Commuter train

The commuter train (KTM) is the most cost-effective way to travel from Kajang to Mid Valley or Kuala Lumpur. You can take the free University shuttle bus (see above) to the nearest KTM station in Kajang (9km from campus). From there, there is a KTM service every 15-20 minutes (6am-11pm) to Kuala Lumpur at a cost of RM2.80.

Light Rail Transit

The Light Rail Transit (LRT) network, Kelana Jaya Line (Putra line) and Ampang Line (STAR line), enables you to travel conveniently around Klang Valley. For fare and schedule information, visit www.myrapid.com.my

Taxis

Taxis are readily available from Kajang to the campus. The taxi fare from Kajang to campus should not normally cost more than RM30 per trip and the fare from Semenyih to campus is around RM10. Please be aware that taxis in Kajang do not operate by meter and you will need to negotiate the cost of the trip before embarking on your journey.

There are a few taxis available on campus. However, they are not allowed to be stationed after 11pm; they are only allowed to pick-up and drop-off passengers.

Between 12am and 6am taxis charge 50% on top of the metered rate, if there is one.

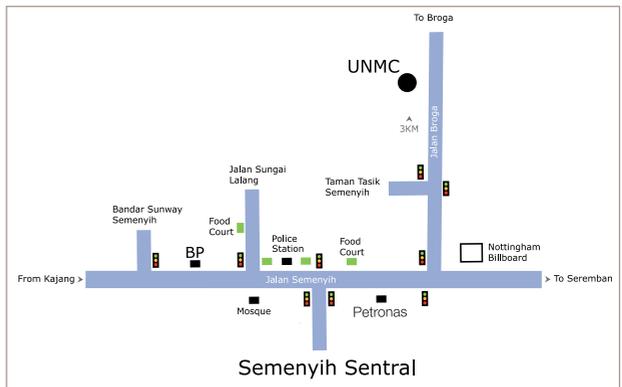
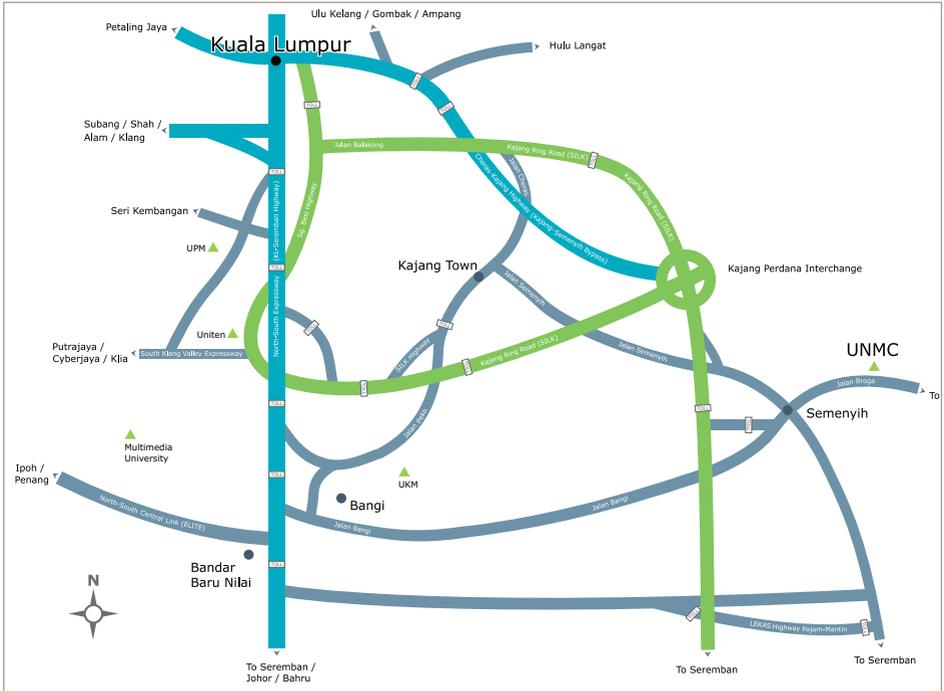
If you have any complaints about the taxi service you use, please inform the Student Association Welfare Officer, Student Association Manager or Head of Security immediately.

Driving to the campus

The campus is located 3km east off the junction of Jalan Broga and Highway 1 in Semenyih, Selangor. It can be reached by road from Kuala Lumpur and from Kuala Lumpur International Airport in about 40 minutes. A road map showing the main routes from Kuala Lumpur can be seen opposite.

Top Tip!

It is worthwhile purchasing a Touch 'n' Go card as it makes it convenient to pay for your public transport fares. Touch 'n' Go cards enable you to pay for LRT, KTM and Monorail fees by swiping your card at train and monorail stations. You can purchase and top up Touch 'n' Go cards at train and monorail stations and some petrol stations and convenience stores. Find out more at www.touchngo.my



02 /

A photograph of a library quiet zone. The scene is viewed through a green metal grid partition. In the foreground, a desk holds a laptop, a keyboard, and some papers. The background is a bright, out-of-focus window. The overall color palette is dominated by the green of the partition and the orange of the desk and background wall.

A student working on an assignment
in the library quiet zone.

Student services



Academic Services

Academic tutor system

You will be assigned a personal academic tutor; usually this is a member of academic staff involved in teaching your course. You will meet your tutor at the start of each semester and may consult them for advice on all academic matters.

English language support

The Centre for English Language Education (CELE) offers a programme of in-session English language courses and language support for students at the Malaysia Campus. They provide individual consultation, self-access facilities and weekly classes during term-time.

To register for the above courses, please contact the administrator:

e: lau.pooi-fan@nottingham.edu.my

The 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 working, 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: 03 8924 8633

e: graduateschool@nottingham.edu.my

w: www.nottingham.edu.my/researchfunding

w: www.nottingham.edu.my/gradschool

Intercampus exchange programme

Our exchange programme provides you with an opportunity to experience life as a student at our overseas 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 overseas campuses.

For general, non-academic enquiries, please contact the International Office.

t: 03 8924 8778

e: international.support@nottingham.edu.my

Students in the Enquiry Centre finding out about study abroad opportunities



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 34 for contact details).

University network

The University computer network includes all computers on campus except in the halls of residence. The main student access points are in all the computer rooms within 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 can access.

For more information about the computer centre, please page 16.

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 individual or personal laptops.

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: 03 8924 8085
e: sns@nottingham.edu.my

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

e: 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 log-in details.

IT helpdesk

The IT helpdesk is where you should report any problems with the computers or printers in the computer rooms as well as seeking 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: 03 8924 8199
e: itsupport@nottingham.edu.my

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



A student making use of the computer facilities in the library.

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 the 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 of awareness raising and skills development to enhance your employability

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

t: 03 8924 8376

e: careers@nottingham.edu.my

w: www.nottingham.edu.my/careers



UNMCCareers

Alumni and Donor Relations

The Alumni and Donor Relations Office, within the Careers Advisory Service, 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
- mentoring
- 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: 03 8924 8305

e: alumnirelations@nottingham.edu.my

w: www.nottingham.edu.my/alumni



UNMCAlumni



UNMCAlumni

Administrative services

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
- 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

For module specifications please see modulecatalogue.nottingham.ac.uk/malaysia/asp/main_search.asp

The Student Registry Office is located on the first floor of Block A and our office is open 9am-5.30pm. Please feel free to visit us if you need any assistance or contact us via email:
e: 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 Center (KLTC). If you have any queries, please contact us:
e: 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 Manager. Room booking can be contacted at roombooking@nottingham.edu.my

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 KLTC for part-time students. The exams usually start at 9.30am, 2.00pm, 5.00pm 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

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. You may send your queries to 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.

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



A proud moment for students on graduation day.

Finance services

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. Sponsored students, as applicable, should correspond with the sponsorship unit officers with regard to your funding and insurance coverage.

Student Services Centre, Level B, Block H
t: 03 8924 8052/8063
e: sponsorship@nottingham.edu.my

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: 03 8924 8048
e: finance-office@nottingham.edu.my



Studying together outside Central Cafe.

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 the 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 (Block H). A counsellor is normally available Monday-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 some degree of difficulty during their stay at the University which may be related to issues including:

- 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 counsellor, Shamini Nadarajan, and her 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.

Please take advantage of this service if you feel that it will help in any way.

t: 03 8924 8060

e: counselling@nottingham.edu.my

w: 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 in order that we can help you. Not all forms of disability are easily recognisable and you can be assured that the disability service can be confidential if you request this.

To receive help from this service, you must be a registered student of 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. Please contact us using these details.

Room HB22, first floor, Students Association Building (Block H)
t: 03 8924 8060
e: disabilities@nottingham.edu.my

International student support services

The international student support services promote the well-being 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: 03 8924 8193
e : international.support@nottingham.edu.my
w: www.nottingham.edu.my/international



UNMC.ISS

Please also see the information about the academic tutor system (page 31), our health services (page 41) and the Student Association's welfare and representation services (page 54).

Health services

Our comprehensive network of professional staff are 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 which 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: 03 8924 8089

International students who need a medical check-up are advised to have their examination at this health centre. For more information, see page 7.

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: 03 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: 03 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 7.

For more information about the health services, please contact:
Ms Nor Ainiza Ngadimin in the Sponsorship Office (for local students)
t: 03 8924 8052

Ms Anushia Thamotheram in the International Office (for international students)
t: 03 8924 8684

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 39 for details of the counselling service).

HIV/AIDS

HIV/AIDS is becoming a serious issue in Malaysia and incidence of this is rising. 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 (see page 39 for details of the counselling service).

03/



Students catching up on reading outside the Faculty of Arts and Social Sciences Building.

On campus



Undergraduate student working on an assignment in the Student Association.



Student Association



“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

As a student at the University, you automatically become a member of the Student Association (SA). The SA focuses your student experience and also acts as a voice of the student community to upper management. The mission statement of the SA is:

“to improve the experience of student life by providing representation, development opportunities and quality services for all our students.”

The SA is run by an Executive Committee of 10 elected full-time student volunteers holding various portfolios to serve the student community. There are also two members of staff who act as advisers to the Executive Committee and the overall running of SA services. The Executive Committee also has a Postgraduate Officer who is a non-voting member, overlooking the Postgraduate Student Association (PGSA). No matter your level of study, your student experience will be taken care of by your elected peers from the time you arrive at the Malaysia Campus until the day you graduate.

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 Fresher’s Week for new students.

Contact us

t: 03 8924 8093/8094
w: <http://sa.nottingham.edu.my>



SAUNMC

SA Office Staff

Gerard Aloysius
t: 03 8924 8096
e: gerard.francis@nottingham.edu.my

Sangeetha Veerasingam
t: 03 8924 8032
e: sangeetha.veerasingam@nottingham.edu.my

The Student Association Committee

Meet the execs



Ben
President

e: sapresident
@nottingham.edu.my



Ahsan
Activities Officer

e: saactivities@
nottingham.edu.my



Annie Jamal
Internal Affairs and
Democracy Officer

e: sainternal
@nottingham.edu.my



Angela
Communications Officer

e: sacomm@
nottingham.edu.my



Yung Sheen
Finance Officer

e: safinance
@nottingham.edu.my



Akash
Welfare Officer

e: sawelfare@
nottingham.edu.my



Rohini
Diversity and Environment
Officer

e: sadiversity@
nottingham.edu.my



Aasil
Societies Officer

e: sasocieties@
nottingham.edu.my



Akila
Education Officer

e: saeducation@
nottingham.edu.my



Aladdin
Sports Officer

e: sasports@
nottingham.edu.my

A word from the President

Hello! Welcome to UNMC and welcome to the Student Association! My name is Ben Hunte, I'm a 3rd year Psychology and Cognitive Neuroscience student, originally from the UK, and I am your SA President for this year.

I guess the first thing to say is congratulations on meeting your offer! Not only are you about to start studying at an institution ranked in the top 1 percent of all universities worldwide, but you're about to go on a journey which will literally determine the rest of your life. That may sound crazy now, but I really can't express how much the next few months and years will change you!

The Student Association is here to represent and support you during your time at UNMC. We are a group of 10 elected executives who aim to improve your student experience, voice your concerns to the people at the top, and provide a range of services and events which will make your time here memorable for all the right reasons. One of the things I promised for this year was to make the SA more open and friendly, and the best way to do that is to become friends with you! Add me and my team on Facebook, say hey to us around campus or in our office, and if you ever have any suggestions or concerns, please tell us as soon as possible. Help us to help you.

For a lot of you, this will be your first experience of leaving home and living independently, but don't be scared, be excited! You're going to absolutely love it.

If you're currently sat in your room reading this booklet and you haven't made any friends yet, go outside, and start speaking to people! Seriously, do it; my best friends now are the students I bumped into as I stepped out of my room for the first time.

The best thing about our university is that we have a really small population, which makes us more like a family, and I guarantee that if you embrace all of the opportunities to socialise here, you could easily become friends with every single person on campus by the end of your course.

I can't wait to meet you all, and I know that we're going to have an incredible year together, because my team and I will settle for nothing less than the best!

Bring on the fun and games and have a great experience at UNMC!

Ben Hunte
President
Student Association 2013/14



Clubs and societies

Clubs and societies play major role in every student's university life. The Student Association (SA) supports over 60 clubs and societies which includes academic, arts, community outreach, culture, entertainment, special interests, the sports and outdoors, and religion. More than 100 events and activities are organised annually by these clubs and societies including cultural nights, fund-raisers to contribute to those in need, leadership seminars, orphanage and home for the aged visits, religious celebrations, sports competitions, and workshops.

Whether it's about showcasing your talent or practising your faith, your overall student experience at UNMC is highly influenced by your participation in the various clubs and societies, either as a member or attending their events. Moreover, it is a wonderful opportunity to develop your leadership and soft-skills. The Societies Officer assisted by a dedicated team, guides the clubs and societies and overlooks the running of the events and activities. Our current clubs and societies are listed below.

Academic

- Bioscience Students of Nottingham
- ChESS (Chemical Engineering Students Society)
- Computer Science Club
- Economics Student Society
- ICE (Institution of Civil Engineers)
- IEM (Institution of Engineers Malaysia)
- IET (Institution of Engineering and Technology)
- IMechE (Institution of Mechanical Engineering)
- Integrity Business Club
- PharmNotts – Pharmacy Society
- PsychSoc – Psychology Society

Cultural

- Bangladesh Cultural Society
- Chinese Cultural Society
- Egyptian Society
- Eurasia United Cultural Society
- Indian Cultural Society
- IndoSoc (Indonesian Society)
- Japanese Society
- Korean Cultural Society
- Malaysian Cultural Society
- Mauritian Cultural Society
- PakSoc (Pakistani Society)
- Sri Lankan Cultural Society
- Sudanese Cultural Society
- Vietnamese Cultural Society

Global Affiliation

- AIESEC UNMC
- ENACTUS (formerly known as SIFE) UNMC
- Rotaract Club
- YJCI (Youth Junior Chambers International)

Recreational

- Anime and Manga Society
- Dance Club
- Gaming Society
- Magic Society
- Motor Club
- Music Society
- Nottingham Photography Society
- Outdoor Club

Religious

- Catholic Students Society
- Christian Fellowship
- Islamic Society
- Nottingham Buddhist Society

Sports

- AMAC (Association of Martial Arts Clubs)
- Badminton Club
- Dodgeball Club
- Golf Club
- Hockey Club
- Nottingham Cricket Club
- Nottingham Basketball Club
- Nottingham Divers Club
- Nottingham Football Club
- Netball Club
- Rock Climbing Club
- Rugby Club
- Swimming Club
- Squash Club
- Table Tennis Club
- Tennis Club
- Ultimate Frisbee Club
- Volleyball Club

Special Interests

- ACE (Action with Compassion and Empathy) Society
- African Global Initiative
- Arts Society
- DAG (Digital Arts Guild)
- Nature Club
- Robotics Society
- The Wall Street Society
- Youth Economic Society
- Youth Entrepreneur Society

If you don't find what you want, you can always start up your own club or society. Find out more at the Clubs and Societies Fair in October – it's your chance to get involved.

Tri Campus Games

Every year students from The University of Nottingham's campuses in UK, China and Malaysia compete against one another in the University's Tri Campus Games. In June 2013 the games were held at The University of Nottingham Malaysia Campus and in June 2014 they will be hosted by our campus in Ningbo, China. You can get involved in the games through one of our sports clubs.

Networks under the SA Executive Committee Portfolios

The Activities Portfolio

Entertainments Team

The Entertainments Team is responsible for organising social events on and off campus. We understand it is important to incorporate social events and opportunities beyond the classroom. Some social events are organised with clubs and societies. These events include clubbing nights, movie nights, various talent shows and the Mr and Ms Nottingham competition — the biggest of them all.

Fresher's Week Team

The Fresher's Week Team 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 bowling, BBQ nights, cabaret, campus-wide treasure hunts, clubbing nights, ice-breaking sessions, karaoke, and music jamming sessions. This year's Fresher's Week is from 23-27 September. Watch out for our promotional booth during registration week.

Spring Ball Team

The Spring Ball is an annual celebration for graduating students held in March/April. The organising team is responsible for making this a memorable event for graduating students as they prepare to leave the University and begin working life.

The Communications Portfolio

The PR Team

The PR Team is divided into two sub-teams tasked with working to promote the different SA events offered at the University. It ensures all SA events and collaborated events are well publicised.

The Web Team

The Web Team is divided into four different groups and consists of students dedicated to working on the management, maintenance and development of the SA website.

The Equipment Management Team (EMT)

EMT members maintain the equipment owned by the SA, carrying out routine tests and reporting any necessary repairs. They also assist in setting up of equipment for SA events whenever required.

The Diversity and Environment Portfolio International Student's Bureau and the SQUAD

The International Student Bureau (ISB) is made up of a team of ambassadors from each of the nationalities present on campus. They are your channel of communication and are here to help you tackle any problems you have, represent your unique culture and ensure your voice is heard. The ISB works closely with the International Office in enhancing the University's specialised services for international students.

his year, the ISB will be taking a leading role in the induction and Fresher's Week programmes, and also the SQUAD. They will also hold a variety of social events to help create a warm and welcoming atmosphere for all international students. Look out for the most celebrated week in the ISB's calendar, International Culture Week, which celebrates the cultural diversity of the University's student body. The ISB will take on a leading role in welcoming and guiding international students from the time of arrival at UNMC through the registration, induction and Fresher's Week programmes. The SQUAD is a special team made up of ISB ambassadors with other student volunteers in collaboration with the SA and International Office.

The role of the SQUAD is to help create a warm and welcoming atmosphere especially for international students and also for all other new students in general. SQUAD members are present to clarify and aid any and all difficulties that new students might face at UNMC or direct them to the proper personnel to handle them. Keep a look out for a SQUAD booth or a representative around campus if you need help. You can find a SQUAD booth on the following dates and times:

Time: 9am-6pm

Date: 9-21 September 2013

ISB will be organising events throughout the 2013-2014 academic year especially for international students which includes the most celebrated event to showcase the University's cultural diversity, the International Cultural Week.

SEEN (Student Environment and Equality Network)

Much of SEEN's work focuses on preserving and promoting the campus environment in relation to green issues, and as such our eight environmental clubs sit as members. This area is headed by the Green Team to coordinate environmental campaigns, encouraging students and staff to play an active role in developing and maintaining a greener campus. SEEN is also concerned with matters relating to equal opportunities and social justice.

The Education Portfolio Education Network



The Education Network is a system which ensures that the views of all students are represented and heard by the University and external bodies. It also enables successful communication at all levels and supports academic wellbeing. The starting point of the network is the Leaning Community Forum (LCF), held by respective schools each semester and used as a platform to discuss academic issues and concerns. Through its regular meetings with senior University staff, the network is a prime position to put forward your views and make your voice heard.

The network's system is based around class reps and faculty coordinators. Class reps liaise regularly with school reps to identify wider academic issues that may affect your school. While faculty coordinators communicate with the School and Education Officer. Any issues not resolved at class rep level will be passed to the Education Officer if necessary. The Education Officer is the executive officer responsible for the academic welfare of all students.

Every school and faculty in the University is represented by a member of the Education Network, along with class reps for individual classes. All students are encouraged to voice their concerns, needs and opinions to their respective representatives regarding all academic matters. The Education Network reaches the entire University and is the right team to take forward your views and make a real difference.

The Finance Portfolio

Finance Committee

The Finance Committee assists the Finance Officer in the clubs and societies' accounts as well as SA events' accounts. Duties include data entry, filing of documentation and the enforcement of policies and auditing. It is good experience for students pursuing the Finance Accounting and Management programme.

Nott A Shop Team

Nott A Shop is the Student Association's merchandise shop that is managed and operated by students, for students. Opened daily on weekdays, the team provides opportunities to develop accounts, communication, entrepreneur, leadership and management skills.

The Internal Affairs and Democracy Portfolio

Elections Committee

Every year the Student Association Executives are elected through a nomination process where every student is allowed one vote to choose their representative. The election period is a crucial time when the student body decides which candidates are the most deserving. Along with the Internal Affairs and Democracy Officer and an Election Committee chosen by the Student Council, UNMC students are encouraged to sign up as volunteers.

The Election Committee (EC) and its volunteers work to deliver fair and just elections. It is for this reason that they look for members with high integrity, commitment and work ethics. The entire election process takes approximately three to four weeks to and is usually held in March to early April.

The Welfare Portfolio

The Welfare Network



Issues around the welfare or well-being of students at the University are taken seriously by the Student Association. The duty of the Welfare Officer is to make sure the interests of students are represented and heard by the University management are part of the Student Services Committee and conduct the meetings. The Welfare Network makes sure infrastructural facilities are up to standard and that the student life experience at the University is as comfortable as possible and without unnecessary difficulty. We ensure basic necessities and are responsible for providing information and awareness to enhance the welfare and lives of students.

There are five sub-categories of Networks that are under the Portfolio of Welfare Officer:

Health Network: informs students about health issues and promote health improving campaigns. In collaboration with the Wellbeing and Learning Support Office, the Health Network is concerned with sexual health and wellbeing, alcohol and drug abuse awareness campaigns, exam stress and mental health. The First Aid Team is also under the Health Network.

Food and Beverage Network: deals with food related concerns and problems on campus. It aims to ensure sure the variety of food, hygiene and cleanliness in the cafeteria is satisfactory and reaches out to external food suppliers.

Accommodation Network: deals with any issues in the student lodgings both on- and off-campus.

Security Network: looks at the safety of students on- and off-campus, provides awareness and lobbies on safety concerns.

Transport Network: monitors all transport facilities provided by the University and/or the Student Association and evaluates the possibilities of offering other transport schemes and avenues.

Find out more

For further information on each portfolio please contact the relevant Student Executive Officer on page 47.

The 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 the:

- SA Executive Officers
- School Representatives
- Faculty Coordinators
- Representational Officers
- Hall Tutors

Councils 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 to effect change, and voice out 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 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 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 your Association. 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 which 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.

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 H1) or email any enquires to SCouncil.Chair@nottingham.edu.my

Nikhil Ramchandani
Student Council Chairman

Students catching up in the Student Association.



Students enjoying a break outside
Engineering Building.



Security on campus

Your security is very important to us. Access to the campus is only through the 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 identification at any time and you should carry it with you at all times 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: 03 8924 8777
e: incidents@nottingham.edu.my

If you are away from campus for any 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 staff or student card.
- 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.

Free time

Make sure you set aside time to relax and explore the area with your new friends. Here are some suggestions for things to do in your free time:

Entertainment

Metro Point Complex in Kajang Town offers the best food variety and entertainment within the Kajang area. It has an indoor amusement centre and bowling, karaoke and health and beauty facilities, as well as a plenty of places to eat and drink.

Plaza Metro Kajang, located along Jalan Tun Abdul Aziz and Jalan Reko, sells a wide range of merchandise covering fashion, food, entertainment, books, IT gadgets and personal care, and caters to every taste and budget.

Cinemas

The nearest cinema is in Kajang, within Metro Kajang. There are more cinemas in the Mines Shopping Center (Serdang), Alamanda Shopping Center (Putrajaya), Jusco Cheras Selatan, Mid Valley Megamall, Sunway Pyramid, Pavillion KL and KLCC.

Bowling centres

The nearest bowling centre is at Metro Point Complex in Kajang. Otherwise, there's the ARL Power Bowl in Alamanda Shopping Centre, Megalanes in Sunway Pyramid and Cosmic Bowl in Mid Valley Megamall.

Ice-skating

For those who enjoy the fun of ice-skating, you can go to Malaysia's largest indoor ice skating rink in Sunway Pyramid. For more information see www.sunway.com.my/pyramidice

Karaoke

Karaoke is a popular activity in Malaysia. If you prefer privacy while having fun with your own group of friends, a karaoke lounge is an ideal choice. The following lounges are both popular.

Neway Karaoke Lounge, Level 4, Berjaya Times Square Shopping Centre, Jalan Imbi, Kuala Lumpur
t: 03 2143 3999
w: www.newaykb.com.my

Red Box Karaoke Lounge, Fourth floor, The Gardens, Mid Valley City, Lingkaran Syed Putra
t: 03 2287 2211
w: www.redbox.com.my

Night clubs

Kuala Lumpur has some great nightspots which host themed parties with tropical jungle or beach settings. The night clubs are concentrated around Bangsar, Bukit Bintang, Jalan P Ramlee and Jalan Ampang. Nightlife activity usually begins around 10pm although some places open earlier.

Getting around – for details of local transport, see page 26.

Safety

Please remember these points when out about – they'll help make sure you have a safe and enjoyable experience here.

- It is unwise to travel alone in Kuala Lumpur, especially at night. We recommend you travel with a group of friends whom you trust.
- Don't leave your drinks unattended or allow strangers to buy you drinks.
- Watch the time – if you intend to stay out late, make arrangements to get home and don't accept lifts from strangers. Remember that it is difficult and more expensive to get a taxi after midnight (50% on top of the metered fare from midnight to 6am).
- Make sure that friends know where you are if you are going to be out late.
- Do not drive if you have been drinking.

Eating out

As in all Malaysian towns there are many restaurants and cafes in Semenyih and Kajang, and Kuala Lumpur has an even bigger selection. Restaurants vary in price from very cheap to typical European prices so there should be something to cater for everyone's budget and tastes.

Here are some recommended restaurants:

Bakers Haven Cafe (western and local cuisine)

Semenyih Lake Country Club House

No 1 Jalan TTS 1/1

Taman Tasik Semenyih

43500 Semenyih

Selangor

t: 012 502 9321/012 521 8600

Restaurant Pokok Jati (Chinese cuisine)

Batu 25, Jalan Broga

Semenyih

Selangor, 43500

t: 03 8761 0088

ID's Place (local cuisine, delivery available)

No.1, Jalan TTS 2/5

Taman Tasik Semenyih

43500 Semenyih

Selangor

t: 013 360 8600

Delivery available

Restoran Sate Kajang Hj Samuri (Satay)

Lot 1,2 & 3 Tingkat Bawah & Tingkat 1,

Bangunan Dato' Nazir

Jalan Kelab

43000 Kajang

Selangor

t: 03 8737 7693

Western cuisine

There are plenty of restaurants and cafes in Semenyih and Kajang selling western dishes. You will be able to find KFC in the Store Supermarket in Semenyih and in Bandar Rinching, near Tesco Semenyih. There is also McDonalds, Domino's Pizza, Pizza Hut, Secret Recipe, Baskin Robbins, Starbucks Coffee, Sushi King, Kenny Rogers Roasters, BBQ Chicken, Dunkin' Donuts and similar eateries in Kajang.

Exploring Kuala Lumpur

Kuala Lumpur – also known as KL – is a fascinating city with a great mix of historic temples and contemporary architecture, including the tallest twin buildings ever built, the Petronas Towers. It hosts a number of festivals and is a great place to visit. Semenyih and Kajang, which are closer to campus also have entertainment and food and beverage outlets.

Shopping

Kuala Lumpur is an absolute shopping paradise. There are endless shopping opportunities from one-stop shopping malls to open-air markets. Malls usually open from 10am-10pm but street shops or boutiques may operate shorter hours. Prices of goods are fixed in department stores but elsewhere it's worth trying to bargain.

Shopping centres

Mid Valley Megamall is one of the city's premier shopping malls and claims to have something for everyone, with cinemas, gyms, bowling alleys, a one-stop IT centre, mega bookstores, a range of fashion boutiques and a variety of delicacies from local delights to international cuisine. Fast-food outlets can also be found in this mall.

The megamall is the most accessible mall from the Semenyih Campus, via the commuter train (KTM). The University shuttle bus will drop you off at Kajang Station and you would need to get the train to Mid Valley Station. The train will stop right in front of the mall and the journey costs RM2.60. You can also opt to travel by taxi which costs RM60 for a single trip to the mall.

Suria KLCC is a shopping complex located at the base of the Petronas Towers. It houses mostly luxury and fashionable shops, as well as cafes, restaurants, a cinema, a concert hall, an art gallery and the Science Discovery Centre. Accessing it is easy. If you take the commuter train from Kajang Station to KL Central Station and then change to the Kelana Jaya line. When you get off at the KLCC Station, you will be in the basement of the world's tallest twin buildings.

Low Yat Plaza is an established shopping centre which specialises in electronics and IT products. This is a great place to buy IT gadgets, laptops and any computer-related software and hardware. You'll find it next to the Imbi Monorail Station. From Kajang, you can take the commuter train (KTM) and get off at KL Sentral Station for an interchange to the Monorail line. Get off at Imbi Station.

Markets

Petaling Street/Chinatown is a chance to experience the excitement of bargaining! This open-air market is an eye-opening experience and you'll find some interesting items like herbs for traditional remedies and Chinese artefacts. For the best atmosphere, make sure you go at night.

Central Market/Pasar Seni is a bazaar-style arts and crafts centre offering various art and craft products by local artists. You can have your portrait sketched and browse through the souvenirs on display and you might find interesting gifts for your friends and family at home.

You can access both Petaling Street and Central Market by taking the commuter train from Kajang Station to KL Sentral Station. Then, from KL Sentral, change to the Kelana Jaya line and get off at Pasar Seni Station.

Jalan Masjid India/Little India is a colourful street full of authentic Indian items such as traditional costumes, Indian delicacies, and beautiful crafted ornaments and accessories. It has the feel of a bazaar so be prepared to sweat it out when strolling along the street! Little India can be accessed by taking either the Ampang or Kelana Jaya line to the Masjid Jamek Station. Little India is a short walk along Jalan Melayu.

Please be aware of pickpockets when in the markets and keep your money in a safe place.

Top Tip!

There is always a lot going on in Kuala Lumpur and the surrounding area. Time Out Kuala Lumpur is an excellent resource for finding out what events and activities are going on and is great for finding out recommended places to eat. www.timeoutkl.com



Undergraduate students comparing notes outside the Student Association Building.

04/



Students buying durian fruit at a fruit stall in Kuala Lumpur.

Life in Malaysia



A guide for international students

Malaysia is a country with a mixture of cultures based around its main ethnic groups. The three main races are the Malay, Chinese and Indian, along with the ethnic traditions of the natives (Orang Asli) and tribes in east Malaysia. These cultural traditions are further enhanced by the influence of the British, Dutch and Portuguese.

The following pages are intended as a guide to customs in Malaysia, which may be different from those in your country.

Introductions and conduct

In Malaysia, introductions are normally acknowledged with a handshake. In Muslim culture, handshakes are generally exchanged between people of the same gender. Some Muslim women may acknowledge an introduction to a man with a nod of her head and smile. A handshake can be reciprocated if the woman offers her hand first to the man.

Addressing people

Malay men and women can be addressed by their first name. For instance, Amir Bin Yusof should be addressed as Mr Amir but not Mr Yusof, as the latter is his father's name. The term 'bin' means 'son' and 'binti' means 'daughter'. Sometimes names are preceded by the terms 'Encik', 'Puan' or 'Cik'. These are the Malay terms for Mr, Mrs and Miss respectively.

Chinese people have surnames which precede their given name. For instance, a lady whose name is Tan Wen Li can be addressed as Miss Tan. Some Chinese have English names, such as James Wong. It would be proper to address him as Mr Wong.

Indians can be addressed by their given names. For instance, Anand a/l Chandran should be addressed as Mr Anand. The abbreviation 'a/l' stands for 'anak lelaki' meaning 'son of' and 'a/p' means 'anak perempuan' or 'daughter of'.

A number of Malaysians have been conferred titles by the Malaysian Government. Among these titles are Tun, Tan Sri, Dato and Datuk. It is appropriate to address them by their titles. Political dignitaries are conferred titles such as Yang Berhormat (YB) and Yang Amat Berhormat (YAB). The term of Mr or Encik will not be necessary when addressing a person who has been conferred a title.

Gestures

The right hand is always used when eating with fingers or when giving and receiving objects. The right forefinger is not used for pointing at places, objects or people. The thumb of the right hand with the four fingers folded under is the preferred usage.

Public conduct

Public behaviour is especially important in Malaysian culture. Most Malaysians refrain from displaying affection (for example, embracing or kissing) in public. As a visitor to Malaysia it would be appropriate for you to do the same.

Weather and climate

The weather in Malaysia is generally warm throughout the year. The temperature generally ranges from 30°-34°C during the day and 25-28°C at night, with cooler temperatures during and after a heavy rainfall.

In the highlands, the temperature can be as low as 16°C. The high humidity level of 80% throughout the year makes it advisable to wear light and sweat-absorbent materials like cotton for daily dressing.

Generally, Malaysia has two distinct seasons. The dry season occurs during the south-west monsoon from May to September. The north-east monsoon brings the rainy season to the country from mid-November until March.

Food

Malaysian cuisine is derived from multi-ethnic influences and flavours. You'll find a great variety of dishes: spicy food, a seemingly endless variety of Chinese food, exotic cuisine from the north and south of India, Nyonya and Portuguese food.

These are some 'must try' local delicacies:

Kajang Satay is well known among Malaysians. It is a dish consisting of chunks or slices of dice-sized meat on bamboo skewers. These are grilled over a charcoal fire, and then served with a traditional peanut sauce. You can find stalls selling satay in Medan Satay Kajang.

Nasi Lemak means 'rice in cream'. The name is derived from the cooking process whereby rice is soaked in coconut cream and then steamed. Traditionally, this comes as a platter with cucumber slices, small dried anchovies, roasted peanuts, hard-boiled egg, pickled vegetables and hot spicy sauce (sambal). Nasi Lemak is sold at roadside stalls where it is often packed in newspaper, brown paper or banana leaf, and at Mamak (Indian-Muslim) restaurants in Malaysia.

Ais Kacang is a dessert primarily made of ice served with flavoured syrup, evaporated milk, red beans, sweet corn, grass jelly and some palm seeds. Most of the coffee shops, hawker centres and food courts offer this dessert.

Teh Tarik literally meaning 'stretched tea' as the piping hot tea is skilfully 'pulled' from one mug to another to increase its aroma and cool its temperature. It is made from black tea and condensed milk. This beverage can be commonly found in restaurants, outdoor stalls and coffee shops in Malaysia.

Festivals

Malaysia's mix of races, religions and cultures mean that the country celebrates multiracial festivals. If that wasn't exciting enough, Malaysia has a unique 'open house' concept where – during festivals such as Chinese New Year, Hari Raya Puasa, Deepavali and Christmas – friends, families and even strangers visit the homes of those who are celebrating the festival, to wish them well and enjoy the feast prepared by their hosts. Definitely something to experience!

Thaipusam

Hindus celebrate Thaipusam on the 10th month of the Hindu lunar calendar. Thaipusam is a Hindu festival celebrated mostly by the Tamil community on the full moon in the Tamil month of Thai (January/February). The word Thaipusam is derived from the month name 'Thai' and 'Pusam', which refers to a star that is at its highest point during the festival.

The festival commemorates both the birthday of Murugan (also Subramaniam), the youngest son of god Shiva and his wife Parvati, and the occasion when Parvati gave Murugan a vel (spear) so he could vanquish the evil demon Soorapadman. The festival is best witnessed at Batu Caves in Kuala Lumpur and in Penang.

Chinese New Year

The lunar new year highlights some of the most fascinating aspects of Chinese tradition and rituals. This festival is celebrated by the Chinese community in Malaysia. It is commonly known as a time for family reunions, firecrackers, the lion dance, mandarin oranges and giving/collecting 'Ang Pow' (red packet with money in them). The festival, which once also marked the beginning of spring in China, begins on the first day of the lunar calendar year (the first day of the new moon) and ends on the 15th day, known as Chap Goh Meh (the last day of the full moon).

Good Friday

Malaysian Christians gather in churches around the country for services to mark the 'saddest day' in the Christian calendar. Many churches hold several services, including one at 3pm – the hour Christ is traditionally said to have died.

Hari Raya Puasa (Eid Ul-Fitri)

The most significant celebration for Muslims, Eid Ul-Fitri marks the end of the fasting month of Ramadan. The words 'Hari Raya' mean day of celebration in Malay. Known locally as Hari Raya Puasa or Hari Raya Aidil Fitri, the celebration is determined by the sighting of the new moon on the day before the next month on the Muslim calendar, Syawal.

Hari Raya Haji (Eid Ul-Adha)

Hari Raya Haji literally means 'festival of pilgrimage'. This festival is celebrated by Muslims to honour pilgrims who have completed their haj (pilgrimage) to Mecca. Hari Raya Haji falls on the 10th day of the month of Dzulhijjah, the last month of the Muslim calendar. It's also known as Hari Raya Qurban, which means 'festival of sacrifice'. Traditionally, a cow or goat was sacrificed as a food offering to the poor.

Deepavali/ Dewali

Deepavali is celebrated by Hindus as the day the evil Narakasura was slain by Lord Krishna, signifying the triumph of light over darkness and good over evil. Deepavali is also known as Diwali, or the Festival of Lights. Light is significant in Hinduism because it signifies goodness. So, during the Festival of Lights, 'deeps', or oil lamps, are burned throughout the day and into the night to ward off darkness and evil.

Christmas

The observance of the birth of Jesus Christ on 25 December is celebrated in Malaysia as in other parts of the world; it is a time for family and friends, hope and rejoicing, love and understanding, and giving and forgiving.

Religion

All major religions have substantial representation in Malaysia. Although Islam is the official religion of Malaysia, freedom of religion is guaranteed. The University greatly values the contribution that people of all faiths make towards its social and academic life. We respect all religions and expect all students to do the same.

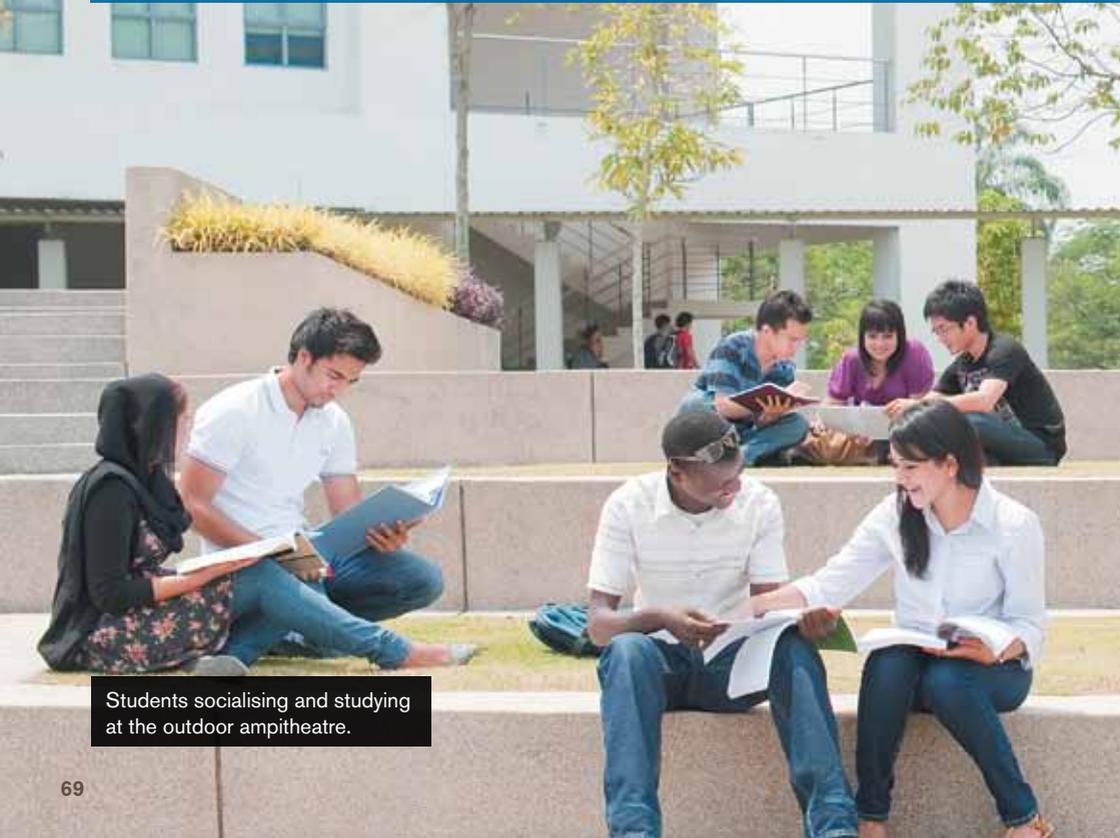
Place of worship

There are mosques, Buddhist temples, Hindu temples and Christian churches in both Semenyih and Kajang. On campus there are prayer rooms for Muslim students in the Computer Centre. There is also an Islamic centre next to the halls of residence. Shoes must be removed when entering places of worships such as mosques and temples. Some mosques provide robes and head scarves for female visitors. Taking photographs at places of worship is usually permitted but it is polite to request permission first.



Undergraduate students enjoying a visit to Jalan Alor in Kuala Lumpur.

05 /



Students socialising and studying at the outdoor amphitheatre.

The essentials



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.

Key dates

Academic dates 2013/14

Please note that the semester dates below relate 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.

Foundation programmes

- April intake semester:
Monday 29 April 2013 to Saturday 13 July 2013
- Registration and induction:
Thursday 25 April 2013 to Friday 26 April 2013
- July intake semester: Monday 8 July 2013
to Saturday 21 September 2013
- Registration and induction:
Thursday 4 July 2013 and Friday 5 July 2013

Taught undergraduate and postgraduate courses

Semester dates

- Autumn semester: Monday 23 September 2013
to Saturday 8 February 2014
- Spring semester: Monday 10 February 2014 to
Tuesday 3 June 2014
- Summer semester: Monday 26 May 2014 to
Friday 5 September 2014

Registration and induction

- Monday 10 February 2014
- Teaching begins on Monday 10 February 2014
for returning students
- Teaching begins on Tuesday 11 February 2014
for February intake students

International Student Welcome

- Friday 20 September 2013

Examinations

- Autumn semester: Monday 6 January 2014 to
Tuesday 21 January 2014 – including Saturdays
- Spring semester: Wednesday 14 May 2014 to
Tuesday 3 June 2014 – including Saturdays
- Summer semester: Monday 25 August 2014 to
Friday 5 September 2014 – excluding Saturday

Re-assessments: Monday 18 August 2014 to
Friday 5 September 2014 – excluding Saturday.

Public holidays

The University of Nottingham Malaysia Campus will be closed for the following public holidays.

2013

Monday 16 September: Malaysia Day

Tuesday 15 October: Hari Raya Haji

Sunday 3 November: Deepavali

Tuesday 5 November:
Awal Muharram (Maal Hijrah)

Wednesday 11 December:
Sultan of Selangor's Birthday

Wednesday 25 December: Christmas

2014

Wednesday 1 January: New Year

Tuesday 14 January:
Prophet Muhammad's Birthday

Friday 31 January and Saturday 1 February:
Chinese New Year

Saturday 15 February: Thaipusam

Friday 18 April: Good Friday

Thursday 1 May: Labour Day

Wednesday 13 May: Wesak Day

Saturday 7 June:
The Yang di-Pertuan Agong's Birthday

Tuesday 15 July: Nuz Al-Quran

Monday 28 and Tuesday 29 July:
Hari Raya Aidilfitri

Sunday 31 August: National Day

Tuesday 16 September:
Hari Malaysia (Malaysia Day)

Sunday 5 October: Hari Raya Haji

Thursday 23 October: Deepavali

Saturday 25 October: Awal Muharram

Thursday 11 December:
Sultan of Selangor's Birthday

Thursday 25 December: Christmas

Please refer to the University website for information on the University calendar:

www.nottingham.edu.my/calendar

Three undergraduate students comparing lecture notes in the outdoor amphitheatre.



Useful contacts

In case of emergency

| Name | Telephone |
|-------------------------------------|-----------------------------------|
| Police/Ambulance/Fire Brigade | 999 |
| Mobile phone emergency numbers | 112 |
| Hospital Kajang | 03 8736 3333 |
| Semenyih Police Station | 03 8723 5222 |
| Kajang District Police Headquarters | 03 8736 2222 |
| Extro Ambulance Service | 03 7783 8809/8810 012 369 1462 |
| Warden – Mr M. Ilham Matali | 03 8924 8329/8026 |
| Warden – Mr Law Kok Keong | 03 8924 8070/8027 |
| Warden – Ms Rozana | 03 8924 8033/8028 |

Important contacts on campus

| Name | Telephone |
|--|------------------------------|
| Accommodation Office | 03 8924 8649/8640/8079/3472 |
| Finance Office | 03 8924 8048/8099 |
| Guard House | 03 8924 8021 |
| Health Centre reception | 03 8924 8089 |
| Head of Security | 03 8924 8072 |
| IT Helpline | 03 8924 8199 |
| Maintenance Office | 03 8924 8073 |
| Security Office | 03 8924 8023 |
| Sponsorship Unit | 03 8924 8052 |
| Student Association | 03 8924 8093/8094 |
| Student Registry Office | 03 8924 8751 |
| Student Wellbeing and Learning Support | 03 8924 8077/8091 |
| Visa Office – Mr Idi Ali | 03 8924 8070 or 016 687 4037 |

International Office contacts

| Name | Telephone |
|---|--------------|
| Prem Minder - Head of International Student Support | 03 8924 8036 |
| Nor Shahila | 03 8924 8193 |
| Muhammad Najib Sahari | 03 8924 8750 |
| Anushia Thamothers | 03 8924 8684 |

Transportation

| Name | Telephone |
|--------------------------------|----------------------------|
| Air Asia | 03 8775 4000/1 300 88 9933 |
| KTM – Commuter Train | 03 2267 1200 |
| Malaysia Airlines | 03 7846 3000/1 300 88 3000 |
| Taxi hotline on campus | 03 8924 0315 |
| University Shuttle Bus Service | 03 8736 0278/8739 7229 |



Students chatting on the Administration Building balcony.

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Get social

Social Media

The University of Nottingham Malaysia Campus



UONMalaysiaCampus



UONMalaysia



UONMalaysia

The International Office



UNMCIntOffice



UNMCIntOffice

The Students' Association



SAUNMC



SAUNMC

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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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