



MONASH University  
Malaysia

# **Offer Guide for Domestic Students 2016**

Congratulations on receiving an offer to study at Monash University Malaysia! We look forward to welcoming you.

To reserve a place, you will need to complete several easy steps. For your information, your student ID number is on your offer letter. You should quote this number and your full name with regards to any enquires made to the University.

### Contents

|  |       |
|--|-------|
| How to Accept Your Offer                             | 1 – 3 |
| How to Defer an Offer                                | 4     |
| How to Decline Your Offer                            | 4     |
| Upon Accepting Your Offer                            |       |
| ❖ Create a Computer Account                          | 5     |
| ❖ Web Enrolment System (WES)                         | 6     |
| ❖ Enrolment / Course Advice Session                  | 7     |
| ❖ Class Schedules and Timetable Information          | 8     |
| ❖ Orientation  | 9     |
| Where to Stay – Student Accommodation                | 10    |
| Library and Learning Commons                         | 11    |
| Learning Skills                                      | 12    |
| General Studies (Mata Pelajaran Pangajian Umum, MPU) | 13    |
| Key Contacts   |       |
| ❖ Our Schools  | 14    |
| ❖ Administrative Support and Services                | 15    |

# HOW TO ACCEPT YOUR OFFER



To accept your offer of admission, please follow these steps carefully.

## 1. COMPLETE THE STUDENT ACCEPTANCE FORM

Complete and sign the **Student Acceptance Form** available at <http://www.monash.edu.my/study/apply/accept> . Ensure you read the declaration section carefully before signing it.

## 2. FEE PAYMENT METHODS

Kindly make payment as stated in the offer letter. Below are the Fee Payment Methods available:

### **Option 1: Over the Counter**

Finance Unit, Level 1, Building 2, Monash University Malaysia.  
Operating hours: Monday – Friday from 8.30am to 5.30pm

#### Mode of payment

- Cash
- Credit/Debit Card
- Crossed Cheque/Bank Draft – Payable to ‘**Monash University Malaysia Sdn Bhd**’

### **Option 2: Cheque Deposit Box**

Finance Unit, Level 1, Building 2, Monash University Malaysia.

#### Mode of payment

- Crossed Cheque/Bank Draft – Payable to ‘**Monash University Malaysia Sdn Bhd**’

### **Option 3: By Registered Mail/Courier Service**

Send to:  
Finance Unit  
Monash University  
Jalan Lagoon Selatan,  
37500 Bandar Sunway, Selangor, MALAYSIA

## Option 4: Online Banking / Interbank GIRO /Telegraphic Transfer

### Account details:

**Payee name:** Monash University Malaysia Sdn Bhd

**Bank name :** Public Bank Berhad  
No. 48 & 50 Jalan PJS 11/28A  
46150 Bandar Sunway  
Selangor, MALAYSIA

**Account no:** 307 412 960 5

**Swift Code:** PBBEMYKL

## Option 5: JomPAY

Look for the **JomPAY** logo on your fee invoice. Please [click here](#) to open the guide on how to generate fee invoice.

Log in to the Internet Banking or Mobile Banking Application of your account. Enter the Biller Code and Reference Number with payment from your Current, Savings or Credit Card account.

For more information, please visit <http://www.jompay.com.my/making-a-payment.html>

## Important Notice

- a. For channels 1, 2 & 3, please write student's name, student ID no. and contact number on the reverse side of the Cheque/Bank draft
- b. For channels 4 & 5, please write student's name, student ID no. and contact number on the transaction slip & provide the transaction slip to Finance Unit through one of the following channels:
  - i) Email: [mum.finance.unit@monash.edu](mailto:mum.finance.unit@monash.edu)
  - ii) Fax: +603-5514 6050
  - iii) Submit photocopy of transaction slip at Finance Counter
- c. For payment by Overseas Bank Draft, the minimum amount is USD35.00
- d. Please note that the exchange rates for foreign currency at the time of payment will be determined by the University's published rates (where the published rates are adjusted from time to time).

### 3. SUBMISSION OF DOCUMENTS

Submit the above **items (1) and (2)** to the University before the offer lapse date as stated in your letter via:

|  |  |
|--|--|
| <p><b><u>Mail:</u></b><br/>Admissions Office<br/>Monash University Malaysia<br/>Building 2, Level 1<br/>Jalan Lagoon Selatan<br/>47500 Bandar Sunway<br/>Selangor Darul Ehsan<br/>MALAYSIA</p> | <p><b><u>In person:</u></b><br/>Finance Unit<br/>Monash University Malaysia<br/>Building 2, Level 1<br/>Jalan Lagoon Selatan<br/>47500 Bandar Sunway<br/>Selangor Darul Ehsan<br/>MALAYSIA</p> |
|--|--|

\*\* If you do not accept the offer by the offer lapse date stated in the letter, you are required to reapply for admission for the coming intake.



## HOW TO DEFER AN OFFER

If you wish to delay the start of your course for 1 or 2 semesters then you must apply for a deferment. The deferment is normally granted for a maximum period of 12 months.

### 1. Submission of Deferment form with initial fees payment

Submit an **Application for Deferment form** available at <http://www.monash.edu.my/study/apply/defer-reject> on or before the offer lapse date as specified in your offer letter. You will also need to complete and sign the **Student Acceptance Form** by paying the initial fees as stated in your offer letter.

### 2. Notification of application deferment

Deferment is subject to approval. You will be notified in writing after your application has been processed.

## HOW TO DECLINE YOUR OFFER

If you do not wish to accept your offer, please inform the Admissions Office at + (603) 5514 6000 or via email at [mum.admissions@monash.edu](mailto:mum.admissions@monash.edu) before the offer lapse date stated in your offer letter.

# UPON ACCEPTING YOUR OFFER

## CREATE A COMPUTER ACCOUNT



### 1. Get your Authcate Account

An Authcate account enables access to your Monash student email and all other online resources. This Authcate account comprises a unique username and password. Register for your personal Authcate account at <https://my.monash.edu.au/wes>. A step-by-step instruction is available to guide you.

Once you have an Authcate account, you may register for a Network account. The network account is used to access the computer lab PCs at the University. You will gain access to your notes, and be provided 1GB data storage on the local server to store your personal files with this Network account.

### 2. Get your Network Account

After obtaining the Authcate username and password, please log off from the computer and login using your *Network username* and default password (e.g.: *monash2016*). You will be prompted to change your password.

**\*\*TIPS:**

- Network username = Authcate username
- It is advisable to use an alphanumeric password with a minimum eight characters.

## **Web Enrolment System (WES)**

Web Enrolment System (WES) is your single point of access for information, services and resources at Monash University. You are able to view your academic records, exam schedules and enrolment for the entire duration of your study.

1. Once you have activated your Authcate, log into the WES at <https://my.monash.edu.au/wes/> to complete the enrolment requirements. Please follow the steps below:
  - a. Click on Enrol/Re-Enrol (Enrolment Questionnaire, CSP / HECS-HELP / FEE-HELP / SA-HELP / Unit Enrolment)
  - b. Click 'I Agree'
  - c. Click and update the **Postal Address**, if you have moved or changed your mobile number recently. Please make sure you have an Malaysia address put in.
  - d. Click and enter the **Emergency Contact Details**
  - e. Click on **Enrolment Questionnaire**
    - i. Answer all required questions and click 'Submit'
    - ii. If submission is successful, a transaction number will be generated.
  - f. Record the transaction number in the Student ID Card Request Form. Bring this form along on your Student ID Photo session.
  
2. Please note that **Unit Enrolment** can only be done after you have attended or submitted a course enrolment form. *Please see the "Enrolment/Course Advice Session" section of this offer guide.*

Note: In order to log in to WES for the first time, you will need to provide your:

- Authcate Username
- Authcate Password
- Postcode or Date of Birth

### **IMPORTANT:**

**Students *MUST* complete their enrolment questionnaire and unit enrolment\* before proceeding to Student ID Photo session.**

*\* Please note that some Schools will require you to submit the Course Enrolment form during orientation.*



## **ENROLMENT/COURSE ADVICE SESSION**

It is very important for all new students to attend the enrolment/course advice sessions organised by the Schools. This session allows you to discuss with your School course adviser your subject selection and course structure. During this course advice session, you will learn how to choose subjects, submit the enrolment form, allocate your timetable and select your lecture/tutorial allocations.

Please note not all Schools provide these session. Refer to the website of your respective Schools for more information.

|   |   |
|---|---|
| <b>SCHOOL OF ARTS AND SOCIAL SCIENCES</b>                   | <a href="http://www.sass.monash.edu.my/future/undergraduate/undergraduate-degrees/commencing">http://www.sass.monash.edu.my/future/undergraduate/undergraduate-degrees/commencing</a> |
| <b>SCHOOL OF BUSINESS</b>                                   | <a href="http://www.buseco.monash.edu.my/">http://www.buseco.monash.edu.my/</a>   |
| <b>SCHOOL OF ENGINEERING</b>                                | <a href="http://www.eng.monash.edu.my/">http://www.eng.monash.edu.my/</a>   |
| <b>SCHOOL OF INFORMATION TECHNOLOGY</b>                     | <a href="http://www.infotech.monash.edu.my">http://www.infotech.monash.edu.my</a>   |
| <b>JEFFREY CHEAH SCHOOL OF MEDICINE AND HEALTH SCIENCES</b> | <a href="http://www.med.monash.edu.my/">http://www.med.monash.edu.my/</a>   |
| <b>SCHOOL OF PHARMACY</b>                                   | <a href="http://www.pharm.monash.edu.my/">http://www.pharm.monash.edu.my/</a>   |
| <b>SCHOOL OF SCIENCE</b>                                    | <a href="http://www.sci.monash.edu.my/">http://www.sci.monash.edu.my/</a>   |
| <b>GENERAL STUDIES OFFICE</b>                               | <a href="http://www.sass.monash.edu.my/future/general-studies">http://www.sass.monash.edu.my/future/general-studies</a>   |

## **CLASS SCHEDULES AND TIMETABLE INFORMATION**

We encourage you to attend the enrolment/course advice session and submit your enrolment form, before proceeding to choose your class schedule at **Allocate+** (<http://www.monash.edu/timetables/login>).

**Allocate+** is a web-based tutorial class allocation system for all Monash University students. This system is designed to simplify the process of creating your semester timetable. You will be able to indicate your preferred tutorial slots for the subjects that you have enrolled in.

Please take note that some schools might be allocating the classes for you and certain courses might not be using Allocate+. Please check with your Course Management Office during enrolment/course advice session.

# ORIENTATION



Orientation is designed to help you settle into University and provide you with information to fully prepare you for the start of your studies.

Activities on campus during Orientation week provide an opportunity to learn about the different teaching and learning processes at the University, familiarise yourself with the new surroundings, and get to know your lecturers, tutors, senior students and peers before starting your course.

## **Catch-up session:**

If you have missed Orientation, join the catch-up session and get useful information that will help you to settle in more quickly at the University.

Information for the Orientation and Catch-up session is available at:

<http://www.monash.edu.my/orientation>



## WHERE TO STAY – STUDENT ACCOMMODATION

Monash University students are encouraged to take up residence at one of the three accommodations:

|  |   |
|--|---|
| <b>Sunway<br/>Monash<br/>Residence</b> | <a href="http://www.monash.edu.my/student-life/accommodation/sunway-monash-residence/">http://www.monash.edu.my/student-life/accommodation/sunway-monash-residence/</a> |
| <b>Sun-U<br/>Residence</b>             | <a href="http://www.monash.edu.my/student-life/accommodation/sun-u-residence/">http://www.monash.edu.my/student-life/accommodation/sun-u-residence/</a>                 |
| <b>Sun-U<br/>Apartments</b>            | <a href="http://www.monash.edu.my/student-life/accommodation/sun-u-apartments/">http://www.monash.edu.my/student-life/accommodation/sun-u-apartments/</a>               |

These are managed by Sunway Residence Management Services. Located within walking distance to the campus, residences are situated in the integrated city of Bandar Sunway. There are a variety of restaurants, food courts, banks, shopping malls and hypermarkets nearby. Public transport such as the **Free Sunway Shuttle** connects all the major amenities to the accommodation.

Information regarding Sunway Residence Management Services is available at: <http://www.monash.edu.my/student-life/accommodation>

Sunway Residence Management  
Persiaran Tasik Barat,  
Sunway South Quay,  
Bandar Sunway  
47500 Subang Jaya  
Selangor

Phone: +60 3 7450 5500  
Fax: +60 3 5612 3050  
Email: [residence@sunway.edu.my](mailto:residence@sunway.edu.my)

## **LIBRARY AND LEARNING COMMONS**

Library and Learning Commons (LLC) staff, in collaboration with academic staff and other academic support units, prepare students to become ethical learners, critical thinkers and creative scholars, and to make an impact as successful employees and global citizens.

From learning how to navigate the library's comprehensive collections, accessing the most relevant articles (print and online) and defining your information resource needs, to borrowing laptops and printing out your assignments, we are a "one-stop-shop" for the Monash community; committed to enhancing the student learning experience.

LLC School Liaisons are available through one-on-one in-depth research consultations or to deliver hands-on research skills workshops and training programmes, independently, or in collaboration with lecturers. Students will learn critical information skills for accessing, retrieving and making use of reliable information sources for research assignments. School Liaisons also offer citation management training for organising and citing scholarly references in research work.

In addition, School Liaisons conduct hands-on research skills workshops and programmes for early-career researchers including HDR, postgraduate and honours students. The workshops are designed for students and staff who are working on research proposals, dissertations and research papers and projects.

## LEARNING SKILLS



The Learning Skills team, located in the Library and Learning Commons, can assist you to develop core skills and attributes that you will need in order to learn effectively within the academic environment at Monash.

Throughout the semester, workshops are conducted in academic English, study skills, reading strategies, essay writing, report writing, listening to lectures and taking notes, oral communication and presentation skills, exam preparation, referencing skills, avoiding plagiarism, etc. In addition, support is offered in the development of subject-specific skills as well as analysis, problem-solving and critical thinking skills.

Apart from participating in workshops and classes, students can also seek the services of the Learning Skills team through drop-in sessions and individual consultations which commence in Week 2 and run through to Week 14.

## **GENERAL STUDIES** (*Mata Pelajaran Pengajian Umum*, MPU)

General Studies (also known as *Mata Pelajaran Pengajian Umum*, MPU) consist of units which every student enrolled in a Malaysian public or private higher education institutions (PHEIs) are required to undertake effective October 2013 intake onwards. This stipulation is gazetted in subsection 41 (4) Private Higher Education Act 1996 (Act 555) which states that the National Language shall be taught as a compulsory subject for the students if any course of study or a substantial part of any course of study in any private higher educational institution is conducted either in the national language, English Language or Arabic.

In relation to this, Department of Higher Education, Ministry of Education Malaysia Administrative Circular JPT / GS1000-606 JLD.1 (25) dated 27 June 2013 provided further explanation on the implementation of General Studies. All Malaysian and international students are compelled to enrol, undertake, complete and pass these units as a prerequisite to the award of a degree.

The objective of undertaking General Studies is to equip students with knowledge and soft-skills such as philosophy, arts and communication in line to produce more intellectual, balanced and holistic graduates.

The General Studies (GS) Office oversees the administration and management of General Studies. The GS Office is located at 2-6-44 (Building 2, Level 6, Room 44).

Students may email [mum.generalstudies@monash.edu](mailto:mum.generalstudies@monash.edu) or visit the website at <http://www.sass.monash.edu.my/future/general-studies> for more information.

## KEY CONTACT DETAILS



### Our Schools

| School   | Staff   | Telephone        | Email  |
|--|---|------------------|--|
| Arts and Social Sciences                             | Mr Kevin Tan Khai Phen<br>Course Manager                        | (+603) 5514 6124 | <a href="mailto:kevin.tan@monash.edu">kevin.tan@monash.edu</a>                     |
|  | Ns Nurul Farahim Drahim<br>Administrative Executive             | (+603) 5514 4969 | <a href="mailto:nurul.farahin@monash.edu">nurul.farahin@monash.edu</a>             |
| Business   | Ms Noren De Costa<br>Course Manager                             | (+603) 5514 6269 | <a href="mailto:noren.de.costa@monash.edu">noren.de.costa@monash.edu</a>           |
| Engineering  | Ms Rohaya Ishak<br>Administrative Executive                     | (+603) 5514 6228 | <a href="mailto:rohaya.ishak@monash.edu">rohaya.ishak@monash.edu</a>               |
| Information Technology                               | Ms Suhaila Jumat<br>Senior Administrative Executive             | (+603) 5514 5632 | <a href="mailto:suhaila.jumat@monash.edu">suhaila.jumat@monash.edu</a>             |
| Jeffrey Cheah School of Medicine and Health Sciences | Ms Thavamaney Vadiveloo<br>Course Manager - MBBS                | (+603) 5514 6357 | <a href="mailto:havamaney.vadiveloo@monash.edu">havamaney.vadiveloo@monash.edu</a> |
|  | Ms Choo May May<br>Senior Administrative Executive - Psychology | (+603) 5514 5826 | <a href="mailto:choo.may.may@monash.edu">choo.may.may@monash.edu</a>               |
|  | Ms Ruwaida Samsudin<br>Administrative Executive                 | (+603) 5514 5865 | <a href="mailto:ruwaida.samsudin@monash.edu">ruwaida.samsudin@monash.edu</a>       |
| School of Pharmacy                                   | Ms Siti Intan Rohayu<br>Administrative Executive                | (+603) 5514 5662 | <a href="mailto:siti.intan.rohayu@monash.edu">siti.intan.rohayu@monash.edu</a>     |
|  | Ms Sajina Krishnan<br>Administrative Executive                  | (+603) 5514 4915 | <a href="mailto:sajina.krishnan@monash.edu">sajina.krishnan@monash.edu</a>         |
| Science  | Ms Zurina Samsudin<br>Assistant Manager                         | (+603) 5514 6186 | <a href="mailto:zurina@monash.edu">zurina@monash.edu</a>                           |
| General Studies                                      | Ms. Nurul Fazreen Daud<br>Administrative Executive              | (+603) 55146162  | <a href="mailto:nurul.fazreen@monash.edu">nurul.fazreen@monash.edu</a>             |



## Administrative Support and Services



| Department                                  | Telephone                                       | Email  |
|---|---|--|
| Finance                                     | (+603) 5516 1405                                | <a href="mailto:mum.finance.unit@monash.edu">mum.finance.unit@monash.edu</a>                 |
| Admissions Office                           | (+603) 5514 4426 /<br>(+603) 5514 5805          | <a href="mailto:mum.admissions@monash.edu">mum.admissions@monash.edu</a>                     |
| International Student Pass                  | (+603) 5514 4963 /<br>(+603) 5514 6017          | <a href="mailto:mum-student.visa@monash.edu">mum-student.visa@monash.edu</a>                 |
| Student Services                            | (+603) 5514 5880                                | <a href="mailto:malaysia-studentservices@monash.edu">malaysia-studentservices@monash.edu</a> |
| IT Services                                 | (+603) 5514 6200                                | <a href="mailto:servicedesk.my@monash.edu">servicedesk.my@monash.edu</a>                     |
| Library and Learning Commons                | (+603) 5514 6199                                | <a href="mailto:library_feedback@monash.edu">library_feedback@monash.edu</a>                 |
| Facilities                                  | (+603) 5514 6149                                | <a href="mailto:fmd.helpdesk@monash.edu">fmd.helpdesk@monash.edu</a>                         |
| Security Services                           | (+603) 5514 6333                                | <a href="mailto:mum.security.unit@monash.edu">mum.security.unit@monash.edu</a>               |
| Occupational Health, Safety and Environment | (+603) 5514 6333<br>(24 hours Emergency Number) | <a href="mailto:musc-ohse-all-l@monash.edu">musc-ohse-all-l@monash.edu</a>                   |