Offer Guide for Domestic Students 2019
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 enquiries made to the University.

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

**Step 1: Complete the Student Acceptance Form**

- Please read and complete the *Student Acceptance Form* available at [http://www.monash.edu.my/study/apply/accept](http://www.monash.edu.my/study/apply/accept).

**Step 2: Made payment via the following options**

**Option 1: At the Counter**

Mode of payment
- Cash (Ringgit Malaysia denomination only)
- Credit/Debit Card
- Crossed Cheque/Bank Draft – Payable to ‘Monash University Malaysia Sdn Bhd’

Finance Unit, Level 1, Building 2, Monash University Malaysia.
Operating hours: Monday – Friday from 8.30am to 5.30pm
Closed on weekends & Public Holidays

**Option 2: By Registered Mail/Courier Service**

Send the completed sign *Student Acceptance Form and proof of payment (Bank Draft /Cheque/ TT / Remittance advice /Bank in slip)* to:

Finance Unit
Monash University Malaysia
Building 2, Level 1
Jalan Lagoon Selatan
47500 Bandar Sunway, Selangor Darul Ehsan
MALAYSIA
Option 3: Bank Transfer / Direct Bank In / Telegraphic Transfer

Account details:

<table>
<thead>
<tr>
<th>Payee name</th>
<th>Monash University Malaysia Sdn Bhd</th>
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</thead>
<tbody>
<tr>
<td>Bank name</td>
<td>Public Bank Berhad</td>
</tr>
<tr>
<td></td>
<td>No. 48 &amp; 50 Jalan PJS 11/28A</td>
</tr>
<tr>
<td></td>
<td>46150 Bandar Sunway</td>
</tr>
<tr>
<td></td>
<td>Selangor, MALAYSIA</td>
</tr>
<tr>
<td>Account no:</td>
<td>307 412 960 5</td>
</tr>
<tr>
<td>Swift Code:</td>
<td>PBBEMYKL</td>
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</tbody>
</table>

Option 4: JomPAY Local Online Payment

In order to make payment via JomPAY, please go to JomPAY Monash Ref-1 Self-Check (https://fin-jompay.monash.edu.my/) to generate JomPAY payment information.

Sample as below:

Payment via JomPay

Thereafter, 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

Step 3: Submit Student Acceptance Form and Proof of payment

You are require to read, complete and submit the signed Student Acceptance Form and a copy of proof of payment via mail / In person to Finance Unit OR via online Finance Helpdesk at https://finhelpdesk.monash.edu.my/ before the offer lapse date as stated in the your offer letter.
Important Notice:

- Please indicate student’s name, ID and contact number on the reverse side of the Cheque/Bank draft.
- For payment by Overseas Bank Draft, the minimum amount is USD35.00
- 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).
- Student Finance enquiries:
  Tel: +603 – 5514 6000 (ext: 61405 / 46141)
  Fax: +603 – 5514 6050
- Online Finance Helpdesk: https://finhelpdesk.monash.edu.my/
- 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

Deferring an offer

To defer the commencement date for your course at Monash, you must submit the deferment forms on or before the offer lapse date, specified in your letter of offer.

Conditions for deferral

● You can only defer from the course you have been offered. You need to accept the offer and pay the initial fees as stated in your offer letter.
● Normally you can only defer for up to 12 months.
● Your school or faculty must approve the deferment.
● If you want to start mid-year, please check that your course has a mid-year intake.

Step 1: Complete the Deferment form with initial fees payment

Complete and submit a Deferment application 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 pay the initial fees as stated in your offer letter.

Step 2: Submit the application

Before the lapse date for your offer, this form must be completed and lodged with or posted to:

Admissions Office
Monash University Malaysia
Building 2, Level 1
Jalan Lagoon Selatan
47500 Bandar Sunway
Selangor Darul Ehsan
Malaysia
Email: mum.admissions@monash.edu
Phone: +603 5514 6000

Step 3: Notification of application deferment

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

CREATE A COMPUTER ACCOUNT

1. Get your Monash IT Account
   Monash IT Account enables access to your Monash student email and all other online resources. This
   IT account comprises a unique username and password. The account activation can be done at
   Monash Account Registration Service. You will receive the course offer from Monash via email
   which contains Monash student id number and gets started web page as below;
   • www.monash.edu/get-started#enrolment or
   • https://www.monash.edu/get-started (scroll up/down to “Enrolment”) or
   • the Current Students web page: http://www.monash.edu/enrolments/processes/first-time.

   To activate the your Monash IT Account, please refer to the information as follows;
   1. First step of the Enrolments steps is “Create your account”. In that step, clicks on the link “Create your
      Monash account”. This link takes you to the “Monash Account Registration Service” at
      https://account-registration.monash.edu/. TIPS : Please use uppercase letters when registering your Monash IT
      Account.
   2. Once the registration complete, email verification will be sent to your personal email address.
   3. Please go to the personal email account that you nominated for setting Monash IT Account password.
   4. Once the Monash IT Account successfully registered, you will receive a confirmation email with further
      instructions once the account is ready.
   5. If you did not receive an email within 24 hours, please contact ITS Service Desk at 03-5514 6200 or
      email to servicedesk.my@monash.edu for assistance.

   Once you have the Monash IT 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 Monash IT Account, you may proceed to ITS Computer Labs on Building 9 Level 4 & 5
   or Library on Building 7 to use the computer.
   Login using your Network Account username and default password (e.g.: monash2018) to start using
   Network Account. You will be prompted to change your password. Please take note that the username for
   Monash IT Account and Network Account are the same.

**TIPS:**
   Password must:
   i. Not contain your username
   ii. Have not been used before
   iii. Be at least eight to ten characters long
   iv. Have three of the following;
      • Uppercase letters
      • Lowercase letters
      • Numbers
      • Special 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 Monash IT Account, log into the WES at [https://my.monash.edu.au/wes/](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 latest 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:

- Monash IT Account Username
- Monash IT Account 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.

<table>
<thead>
<tr>
<th>School of Arts and Social Sciences</th>
<th><a href="http://www.sass.monash.edu.my/">http://www.sass.monash.edu.my/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
<td><a href="http://www.buseco.monash.edu.my/">http://www.buseco.monash.edu.my/</a></td>
</tr>
<tr>
<td>School of Engineering</td>
<td><a href="http://www.eng.monash.edu.my/">http://www.eng.monash.edu.my/</a></td>
</tr>
<tr>
<td>School of Information Technology</td>
<td><a href="http://www.infotech.monash.edu.my/">http://www.infotech.monash.edu.my/</a></td>
</tr>
<tr>
<td>Jeffrey Cheah School of Medicine and Health Sciences</td>
<td><a href="http://www.med.monash.edu.my/">http://www.med.monash.edu.my/</a></td>
</tr>
<tr>
<td>School of Pharmacy</td>
<td><a href="http://www.pharm.monash.edu.my/">http://www.pharm.monash.edu.my/</a></td>
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<tr>
<td>School of Science</td>
<td><a href="https://www.monash.edu.my/science">https://www.monash.edu.my/science</a></td>
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<tr>
<td>The General Studies Office</td>
<td><a href="https://www.monash.edu.my/sass/future/general-studies">https://www.monash.edu.my/sass/future/general-studies</a></td>
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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 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 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.

The Orientation dates for 2019 are as follows:

- Semester 1 intake: 25 February – 1 March 2019
- Semester 2 intake: 22 – 26 July 2019
- October intake: 23 – 25 October 2019

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

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

|------------------------|--------------------------------------------------------------------------------|

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
LIBRARY AND LEARNING COMMONS

At Monash Malaysia, we offer more than just physical collections and technology-rich learning spaces. The Library your gateway to knowledge and passport to academic success!

From seeking professional assistance to locate library materials and define your information needs, to searching and retrieving the library’s collection of extensive online resources, to improving your academic writing skills and referencing scholarly sources effectively, to developing the set of lifelong learning skills expected by global employers, or to learning about research methods and best practices to maximize your research impact, the Library is Monash University Malaysia’s “one-stop-shop” for study, learning and research.

Liaison librarians, learning skills advisers and the research data specialist are available for individual research consultations, group workshops and training programs. Liaisons and learning skills advisers work in integrated teams assigned to a specific School. They partner with academic staff to design, develop and embed targeted skill-development programs in the curriculum.

Below is an illustration of the programs the Library offers to help you achieve your potential:

**Research Skills**
- How and where to start researching your topic
- Effective use of databases and the internet
- Finding, evaluating and incorporating information
- Using the Library’s collections
- Citing and referencing to avoid plagiarism
- Using Endnote and Mendeley

**Learning Skills**
- Study methods and exam preparation
- Effective listening and note-taking
- Problem-solving and critical thinking
- Reading strategies
- Academic writing for assessment and research
- Oral communication and presentation
Managing Research Data & Publication Strategies (PG/HDR/Honours)

- Managing data effectively
- Identifying research quality metrics
- Developing a successful publishing strategy
- Understanding open access trends
- Understanding copyright

Come visit us or check the Library website at https://www.monash.edu.my/library
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 (Matapelajaran Pengajian Umum, MPU)

General Studies (also known as Matapelajaran 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, Administrative Circular JPT / GS1000-606 JLD.1 (25) dated 27 June 2013 as well as the guidelines stipulated under the Garis Panduan Matapelajaran Pengajian Umum (MPU) Edisi Kedua published by Ministry of Higher Education, Malaysia (2016) respectively provided further explanation on the implementation of General Studies. All Malaysian and international undergraduates are compelled to enrol, undertake, complete and pass these units as a prerequisite for the award of an undergraduate 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 Office oversees the administration and management of General Studies. The General Studies Office is located at 2-6-44 (Building 2, Level 6, Room 44).

Students may email mum.generalstudies@monash.edu or visit the website at https://www.monash.edu.my/sass/future/general-studies for more information.
## KEY CONTACT DETAILS

### Our Schools

| School                                      | Staff                                                          | Telephone            | Email                                           |
|---------------------------------------------|                                                               |                      |                                                |
| Arts and Social Sciences                    | Ms Choo May May 
Course Manager 
Ms Nurul Farahim Drahim 
Administrative Executive | (+603) 5514 6124 
(+603) 5514 4969 | choo.may.may@monash.edu 
nurul.farahin@monash.edu |
| Business                                    | Ms Noren De Costa 
Course Manager 
Ms Caroline Ann 
Assistant Manager | (+603) 5514 6269 
(+603) 5514 4425 | noren.de.cost@monash.edu 
caroline.ann@monash.edu |
| Engineering                                 | Ms Rohaya Ishak 
Senior Administrative Executive | (+603) 5514 6228 | rohaya-ishak@monash.edu |
| Information Technology                      | Ms Suhaila Jumat 
Assistant Manager | (+603) 5514 5632 | suhaila.jumat@monash.edu |
| Jeffrey Cheah School of Medicine and Health Sciences | Ms Thavamaney Vadiveloo 
Senior Manager, Education and Course Management | (+603) 5514 6357 | thavamaney.vadiveloo@monash.edu |
|                                             | Ms Tay Suat Fui 
Senior Administrative Executive 
(Psychology) | (+603) 5514 5826 | tay.suatfui@monash.edu |
<table>
<thead>
<tr>
<th>Pharmacy</th>
<th>Ms Linda Lim</th>
<th>(+603) 5514 6317</th>
<th><a href="mailto:linda.lim@monash.edu">linda.lim@monash.edu</a></th>
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<tr>
<td></td>
<td>Senior Admin.</td>
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<td>Executive</td>
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<tr>
<td></td>
<td>Ms Siti Intan</td>
<td>(+603) 5514 5662</td>
<td><a href="mailto:siti.intan.rohayu@monash.edu">siti.intan.rohayu@monash.edu</a></td>
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<td></td>
<td>Ms Ong Guat</td>
<td>(+603) 5514 4915</td>
<td><a href="mailto:ong.guatchin@monash.edu">ong.guatchin@monash.edu</a></td>
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<td>Chin (Jess)</td>
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<tr>
<td>Science</td>
<td>Ms Zurina</td>
<td>(+603) 5514 6186</td>
<td><a href="mailto:zurina@monash.edu">zurina@monash.edu</a></td>
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<td></td>
<td>Samsudin</td>
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<tr>
<td></td>
<td>Assistant</td>
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<td></td>
<td>Manager</td>
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<tr>
<td>General Studies</td>
<td>Ms Nurul</td>
<td>(+603) 5514 6162</td>
<td><a href="mailto:nurul.fazreen@monash.edu">nurul.fazreen@monash.edu</a></td>
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<tr>
<td></td>
<td>Fazreen Daud</td>
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# Administrative Support and Services

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<thead>
<tr>
<th>Department</th>
<th>Telephone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Finance Unit</td>
<td>(+603) 5514 6000 ext 61405 / (+603) 5514 6141</td>
<td><a href="https://finhelpdesk.monash.edu.my/">https://finhelpdesk.monash.edu.my/</a> (Online Finance Helpdesk)</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>(+603) 5514 4426 / (+603) 5514 6019</td>
<td><a href="mailto:mum.admissions@monash.edu">mum.admissions@monash.edu</a></td>
</tr>
<tr>
<td>International Student Pass</td>
<td>(+603) 5515 9694</td>
<td><a href="mailto:mum.studentvisa-new@monash.edu">mum.studentvisa-new@monash.edu</a></td>
</tr>
<tr>
<td>Student Services</td>
<td>(+603) 5514 6163</td>
<td><a href="mailto:malaysia-studentservices@monash.edu">malaysia-studentservices@monash.edu</a></td>
</tr>
<tr>
<td>Sponsored Students</td>
<td>(+603) 5514 4982</td>
<td><a href="mailto:norlela.abdul.rahman@monash.edu">norlela.abdul.rahman@monash.edu</a></td>
</tr>
<tr>
<td>IT Services</td>
<td>(+603) 5514 6200</td>
<td><a href="mailto:servicedesk.my@monash.edu">servicedesk.my@monash.edu</a></td>
</tr>
<tr>
<td>Library and Learning Commons</td>
<td>(+603) 5514 6199</td>
<td><a href="mailto:library_feedback@monash.edu">library_feedback@monash.edu</a></td>
</tr>
<tr>
<td>Facilities</td>
<td>(+603) 5514 6149</td>
<td><a href="mailto:fmd.helpdesk@monash.edu">fmd.helpdesk@monash.edu</a></td>
</tr>
<tr>
<td>Security Services</td>
<td>(+603) 5514 6333</td>
<td><a href="mailto:mum.security.unit@monash.edu">mum.security.unit@monash.edu</a></td>
</tr>
<tr>
<td>Occupational Health, Safety and Environment</td>
<td>(+603) 5514 6333 (24 hours Emergency Number)</td>
<td><a href="mailto:musc-ohse-all-l@monash.edu">musc-ohse-all-l@monash.edu</a></td>
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