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

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Accept Your Offer</td>
<td>1 - 3</td>
</tr>
<tr>
<td>How to Defer an Offer</td>
<td>4</td>
</tr>
<tr>
<td>How to Decline Your Offer</td>
<td>4</td>
</tr>
<tr>
<td>Upon Accepting Your Offer</td>
<td></td>
</tr>
<tr>
<td>* Create a Computer Account</td>
<td>5</td>
</tr>
<tr>
<td>* Web Enrolment System (WES)</td>
<td>6</td>
</tr>
<tr>
<td>* Enrolment / Course Advice Session</td>
<td>7</td>
</tr>
<tr>
<td>* Class Schedules and Timetable Information</td>
<td>8</td>
</tr>
<tr>
<td>* Orientation</td>
<td>9</td>
</tr>
<tr>
<td>International Student – Important Information</td>
<td></td>
</tr>
<tr>
<td>* International Student Insurance</td>
<td>10</td>
</tr>
<tr>
<td>‣ Coverage and Benefits</td>
<td></td>
</tr>
<tr>
<td>* Yellow Fever</td>
<td>11</td>
</tr>
<tr>
<td>* Emergency Contacts</td>
<td>11</td>
</tr>
<tr>
<td>* Student Pass and Visa – Immigration Department of Malaysia Regulations</td>
<td>12 – 13</td>
</tr>
<tr>
<td>* Student Pass – Application and Approval</td>
<td>14</td>
</tr>
<tr>
<td>* Airport Arrival and Transportation</td>
<td>15</td>
</tr>
<tr>
<td>* Student Pass Endorsement</td>
<td>16</td>
</tr>
<tr>
<td>* Student Pass Renewals / Extension</td>
<td>17</td>
</tr>
<tr>
<td>* Family Members (Dependents) of Student</td>
<td>18</td>
</tr>
<tr>
<td>* Conditions for student pass holder</td>
<td>19</td>
</tr>
<tr>
<td>* Pre-Departure Checklist</td>
<td>20</td>
</tr>
<tr>
<td>Where to Stay – Student Accommodation</td>
<td>21</td>
</tr>
<tr>
<td>Library and Learning Commons</td>
<td>22</td>
</tr>
<tr>
<td>Learning Skills</td>
<td>23</td>
</tr>
<tr>
<td>General Studies (Mata Pejalan Pengajian Umum, MPU)</td>
<td>24</td>
</tr>
<tr>
<td>Key Contacts</td>
<td></td>
</tr>
<tr>
<td>* Our Schools</td>
<td>25</td>
</tr>
<tr>
<td>* Administrative Support and Services</td>
<td>26</td>
</tr>
<tr>
<td>Operational Framework for International Student Management</td>
<td>27</td>
</tr>
</tbody>
</table>
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
   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:

<table>
<thead>
<tr>
<th><strong>Mail:</strong></th>
<th><strong>In person:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Office</td>
<td>Finance Unit</td>
</tr>
<tr>
<td>Monash University</td>
<td>Monash University</td>
</tr>
<tr>
<td>Malaysia</td>
<td>Malaysia</td>
</tr>
<tr>
<td>Building 2, Level</td>
<td>Building 2, Level 1</td>
</tr>
<tr>
<td>1</td>
<td>Jalan Lagoon Selatan</td>
</tr>
<tr>
<td>Jalan Lagoon Selatan</td>
<td>47500 Bandar Sunway</td>
</tr>
<tr>
<td>47500 Bandar Sunway</td>
<td>Selangor Darul Ehsan</td>
</tr>
<tr>
<td>Selangor Darul Ehsan</td>
<td>MALAYSIA</td>
</tr>
<tr>
<td>MALAYSIA</td>
<td>MALAYSIA</td>
</tr>
</tbody>
</table>

** 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.

Note:

Please note that if you are requesting a deferment after you have submitted the completed documentation to Admissions Office for applying the Student Pass, the fee for the Student Pass Application that has been paid is not refundable. Kindly note that you will need to pay this fee for the Student Pass Application 8 weeks prior to the start of the semester that you have deferred to.

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 before the offer lapse date specified 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.

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>Website</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>
</tr>
<tr>
<td>SCHOOL OF SCIENCE</td>
<td><a href="http://www.sci.monash.edu.my/">http://www.sci.monash.edu.my/</a></td>
</tr>
<tr>
<td>GENERAL STUDIES</td>
<td><a href="http://www.sass.monash.edu.my/future/general-studies">http://www.sass.monash.edu.my/future/general-studies</a></td>
</tr>
</tbody>
</table>
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 class time slots for the subjects that you have enrolled in. The allocation is essential for your attendance recording in the attendance system later.

Please take note that some schools might be allocating the classes for you and certain courses might not be using Allocate+. Please check 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.

**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
INTERNATIONAL STUDENT – IMPORTANT INFORMATION

INTERNATIONAL STUDENT INSURANCE

It is compulsory for all international students intending to study in Malaysia to be covered for medical and health insurance. The cost for this insurance will be included as part of your student pass application.

Coverage and benefits

- The medical and health insurance covers or contributes towards most hospital charges, including room and board, consultation and surgical fees, intensive care and outpatient services, road ambulance services and reimbursement of tuition fees for prolonged illness (but some maximum limits could apply). Information of the coverage, terms and conditions of this policy schedule is available via this link http://www.monash.edu.my/student-services/assets/pdfs/insurance/certificate_of_insurance_aig_monash.pdf

- You will be notified via student email to collect your medical card from International Student Support located at Building 2, Level 2, once the card is available.

- Your medical and health insurance coverage will be renewed when you submit your Student Pass for renewal.
Yellow Fever

- Students from Yellow Fever endemic zones, such as Africa, Central and South America in particular, should be vaccinated before coming to Malaysia.

- Yellow Fever Certificate is a must for travelers coming from or transiting for 12 hours at Yellow Fever prone countries.

- A Yellow Fever Vaccination Certificate is only valid if the vaccine is approved by the World Health Organization (WHO) and administered at an approved Yellow Fever Vaccination Centre. If you arrive without a valid Yellow Fever Vaccination Certificate, you will be quarantined upon arrival.

- The Yellow Fever Vaccination Certificate is valid only after 10 days of the date of vaccination, for up to ten years.

Emergency contacts

If you are hospitalised at any point during your period of study at the Monash Malaysia, please contact:

- The university emergency contact at (+603) 5514 6333 or the International Student Support's emergency contact at (+6019) 272 5859

- AIG Malaysia Insurance Berhad (AIG) appointed Travel Guard medical assistance services at (+603) 2772 5611
STUDENT PASS AND VISA – IMMIGRATION DEPARTMENT OF MALAYSIA REGULATIONS

All international students need a Student Pass to study in Malaysia. The Immigration Department of Malaysia issues and regulates the passes, but Monash University Malaysia manages your student pass application.

Students need to present the original VAL upon entry at Malaysian Immigration checkpoints. Students from countries that require visas to enter Malaysia need to first obtain one before entering Malaysia.

The list of such countries are listed in the Malaysian Immigration Department’s website at this location: http://www.imi.gov.my/index.php/en/component/content/article/40-pengumuman/1009-updates-on-international-students-on-visa-requirements

Only students who hold a valid Monash University VAL will be issued a student ID and be permitted to enrol and commence classes.

New international students coming to study in Malaysia for the first time will need to submit these documents below for their Student Pass application:

- 3 certified true copies of academic transcript / result for year 12 or equivalent.
- 3 certified true copies of relevant academic transcripts / results for Diploma / Bachelor or equivalent.
- 4 current passport size photographs with blue background (3.5cm x 5cm). Note: Please write your name and passport number on the reverse side of the photographs.
- 3 certified sets of passport showing all pages including cover and back page. All passport page number have to be clear and readable. Your passport must be valid for at least 14 months from the expected date of entry.
- 3 (1 original & 2 certified true copies) of No Objection Certificate (NOC) (for applicant from Sub-saharan countries) / Eligibility Letter (only applicable to Nigerian students)
- Completed original Health Examination Form.
- Certificate of Vaccination (to provide a copy upon submission of passport for student pass endorsement)
International students already studying in Malaysia but transferring to Monash University Malaysia from a different institution will be required to submit the following documents:

- 3 certified true copies of academic transcript / result for year 12 or equivalent.
- 3 certified true copies of relevant academic transcripts / results for Diploma / Bachelor or equivalent.
- 4 current passport size photographs with blue background (3.5cm x 5cm). **Note:** Please write your name and passport number on the reverse side of the photographs.
- 3 certified sets of passport showing all pages including cover and back page. All passport page number have to be clear and readable. Your passport must be valid for at least **14 months** from the expected date of entry.
- 3 (1 original & 2 certified true copies) of **No Objection Certificate (NOC)** (for applicant from Sub-saharan countries) / **Eligibility Letter** (only applicable to Nigerian students)
- 3 (1 original & 2 certified true copies) of **Release Letter** and last attendance report from your last institution of study in Malaysia.
- 3 (1 original & 2 certified true copies) of your academic transcripts with information on the grading system from last institution of study in Malaysia. (e.g A=85% - 100%)
- 3 certified true copies of your Certificate of Completion from last institution in Malaysia.
- 3 certified true copies of the cancelled student pass page in your passport by your previous institution. Please provide exit stamp page if you leave Malaysia while your student pass is in the process.
STUDENT PASS – APPLICATION AND APPROVAL

● The International Student Pass (ISP) Office will apply for a Visa Approval Letter (VAL) on behalf of the student.

● The application will be made to the Immigration Department of Malaysia via Education Malaysia Global Services (EMGS) upon acceptance of Monash University’s offer of admission and the submission of required documentation. EMGS is an agency which has been appointed by the Ministry of Higher Education to process all student pass /visa applications.

● The process to obtain a VAL can take up to 8 weeks. You should factor this into the timing of your application and acceptance of your Monash offer.

● Students are not allowed to travel to Malaysia until the VAL is approved by the Immigration Department of Malaysia.

● Student visas are currently issued for up to a year and MUST be renewed annually.

● Once your VAL is approved, Monash University will courier it to you and it will then follow by a pre arrival email on things you can do to prepare before leaving your home country.

● Students must check with the nearest Malaysian Embassy, if an entry visa is required BEFORE arriving in Malaysia.

● Students are required to fill up and submit the online Airport Arrival Form at least 7 working days before the date of arrival.

● A confirmation email with detailed instructions will be sent to student upon receipt request for airport pick up service.

● Only upon obtaining the VAL and, if required an entry visa from a Malaysian diplomatic office, students can enter Malaysia as a student of Monash University Malaysia.
AIRPORT ARRIVAL AND TRANSPORTATION

- Students can clear themselves at the Malaysian airport Immigration by presenting a copy of the Visa Approval Letter (VAL), offer letter and the entry Visa in their passport (if required, subject to the country of origin).

- A temporary 'special pass' will be stamped in your passport allowing you to enter the country legally.

- After clearing airport Immigration and collecting the baggage, students to proceed to the Arrival Hall (refer to the airport pick up confirmation email from airport.pickup@monash.edu). If you encounter any problems, please call us on +6 03 5514 6333 (campus hotline) or +6019 6277656 (mobile).
STUDENT PASS ENDORSEMENT

All new students must report to the International Student Pass (ISP) Office the next working day upon arrival to Malaysia. Instructions will be given on Medical Screening and X-Ray. ISP Office is located at Building 2-Level 2.

- Collect a Health Examination Report form and list of approved panel medical clinics from ISP.
- Make an appointment at an EMGS Approved Clinic by choosing one of the clinics listed. Staff of ISP can assist you to choose one closest to the campus.
- Bring along the Health Examination Report form, a copy of your passport information page, and photograph.
- Students to complete Section 1A and B of the Health Examination Report form.
- Blood, urine samples and X-ray will be taken at the clinic.
- Please visit this link for more information on the medical screening. [http://www.educationmalaysia.gov.my/faqs](http://www.educationmalaysia.gov.my/faqs)

After completion of Medical Screening and X-Ray, original passport must be submitted to ISP for student pass endorsement. Student **MUST** submit the following within 7 **working days** of entering Malaysia.

- Your Original Passport
- 3 copies of the passport information page
- 3 copies of the last entry stamp page into Malaysia on their passport
- 1 copy of VAL
- Medical Slip

The endorsement process by EMGS and Immigration Department will take at least 4 weeks.

**Students are advised NOT to make any travel plans abroad until the endorsement process is complete and passport returned.**
STUDENT PASS RENEWALS/ EXTENSION

Students are responsible for monitoring their own student pass/visa expiry dates.

Penalties are imposed by the Immigration Department of Malaysia for overstayed.

International students must have a valid Student Pass for the duration of their studies in Malaysia. With effect from July 2013, all applications for student passes renewal are submitted to Education Malaysia Global Services (EMGS) for renewal.

In order to renew/ extend your student pass, the following documents are required 12 weeks before the expiry date. Failure to renew on time may result in penalties by the Immigration Department. Requirements for renewals are listed below:

- 2 certified set of passport showing all pages including cover and back page. All passport page numbers have to be clear and readable.
- 2 current passport size photographs with blue background (3.5cm x 5cm). Note: Please write your name and passport number on the reverse side of your photographs.
- Proof of payment of student pass renewal fee.

The renewal process by EMGS and Immigration Department may take up to 8 weeks.

Students are advised NOT to make any travel plans abroad until the endorsement process is complete and passport returned.
FAMILY MEMBERS (DEPENDENTS) OF STUDENTS

Postgraduate students who have received their Student Pass (after the endorsement) may apply for dependent passes for immediate family members to stay in Malaysia. This is subject to the validity and duration of the Student Pass.

After arrival of family members, the student apply directly to the Immigration Department Malaysia on behalf of the dependents with the documents below:

1. IMM.55 Form [Link to http://www.imi.gov.my/images/borang/Pas/Imm55.PDF]
2. IMM.38 Form [Link to http://www.imi.gov.my/images/borang/Pas/IM38.pdf] (if required)
3. 1 certified copy of student’s passport information page
4. 1 certified copy of current valid student pass page
5. 1 certified set of dependent's passport showing all pages
6. 2 current passport size photographs with blue background (3.5cm x 5cm)
7. Letter from the institution (Public/Private Institute of Higher Learning/School)
8. Proof of relationship (e.g. Copy of birth certificate/marriage license endorsed by embassy in home country or Malaysia in English)

Dependent Pass is renewable annually and the expiry date of the pass is the same as the principal holder (student pass). This can only be done after the student has arrived and enrolled in the University with student pass endorsed on the passport.

Further information is available from the Immigration Department of Malaysia website at: http://www.imi.gov.my/index.php/en/main-services/pass/7-perkhidmatan-utama/490-pas-pelajar
CONDITIONS FOR STUDENT PASS HOLDER

- Students MUST be enrolled as full time student at Monash University Malaysia.

- Achieving minimum of 80% attendance and pass in all units in a semester is required for successful renewal of Student Pass.

- Students who overstay in Malaysia are subject to penalties imposed by the Immigration Department of Malaysia. Students are advised to check their student pass expiry date regularly and submit their passports for renewal 12 weeks before expiry.

- Ideally, please set reminders in your personal mobile devices (e.g. mobile phones, tablet pc’s, etc.)

- Students who commit criminal offences are subject to penalties imposed by Police and the Immigration Department.
PRE-DEPARTURE CHECKLIST

Before you arrive in Malaysia, please ensure that you have performed the following:

- Accepted your offer and provided the complete student pass application documents.
- Received your Visa Approval letter (VAL).
- Obtain an entry visa or endorsement in the passport (for selected countries).
- Received information or instructions via pre-arrival email.
- Booked and received confirmation of your Accommodation.
- Booked your flight.
- Submit your online Airport Arrival Form, at least 7 working days before arriving in Malaysia.
- Do NOT place cash in your checked-in baggage.
- Made copies of all important documents to bring in your hand luggage.
- Letter of offer from the Monash University Malaysia.
- Visa Approval Letter (VAL).
- Other formal identification.
- International driver’s license and/or driver’s license from your home country (optional).
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

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 or visit the website at http://www.sass.monash.edu.my/future/general-studies for more information.
# KEY CONTACT DETAILS

## Our Schools

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

<table>
<thead>
<tr>
<th>Department</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance</td>
<td>(+603) 5516 1405</td>
<td><a href="mailto:mum.finance.unit@monash.edu">mum.finance.unit@monash.edu</a></td>
</tr>
<tr>
<td>Admissions Office</td>
<td>(+603) 5514 4426 / (+603) 5514 5805</td>
<td><a href="mailto:mum.admissions@monash.edu">mum.admissions@monash.edu</a></td>
</tr>
<tr>
<td>International Student Pass</td>
<td>(+603) 5514 4963 / (+603) 5514 6017</td>
<td><a href="mailto:mum-student.visa@monash.edu">mum-student.visa@monash.edu</a></td>
</tr>
<tr>
<td>International Student Support</td>
<td>(+603) 5514 4951 / (+603) 5514 6309</td>
<td><a href="mailto:airport.pickup@monash.edu">airport.pickup@monash.edu</a></td>
</tr>
<tr>
<td>Student Services</td>
<td>(+603) 5514 5880</td>
<td><a href="mailto:malaysia-studentservices@monash.edu">malaysia-studentservices@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>
</tr>
</tbody>
</table>
Operational Framework for International Student Management

The University wishes to make you aware of the Operational Framework for International Student Management (also known as “The Code”) governing the admission and support of international student.