



# ***Student Handbook***

**2021/2022**

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## FOREWORD

### VICE PRESIDENT OF STUDENT EXPERIENCE AND ENTREPRENEURSHIP DEVELOPMENT (SEED)

A very good day to all,



It is my great pleasure to welcome you to Multimedia University (MMU) and congratulate you for securing a place in the university. With this, you are a step closer towards achieving your lifelong dream. At MMU, we believe in providing high quality, preferred education through conducive learning experience and environment. Every year, MMU opens its door and welcomes students with promising potentials from all over the world to pursue their studies. The university operates based on communal and industrial preferences that are evolving towards worldwide recognition.

I am dedicated to see our future leaders and future generations move forward in this borderless world that results from globalisation. Here in MMU, we are committed to shape a better on-campus environment. It has always been Student Affairs Division's interest to provide the best facilities and services within our capacity to ensure that students are able to perform to the best of their abilities in the most comfortable surroundings. As such, MMU is the best place for you to equip yourself with the necessary knowledge and skills. By getting actively involved in the co-curricular activities aside than the knowledge acquire during lectures, will reveal you to massive information invaluable towards your future expertise. Truly, we encourage our students to experiment, explore and extend the frontiers of knowledge.

I sincerely hope that your years in MMU will be both fulfilling and rewarding. While academic excellence will be your primary goal, I urge you to make the most of other opportunities for your personal development, growth and success. All of this knowledge, you will not gain it elsewhere but through your studies here in MMU.

With sincere regards and best wishes,

**PROF. DR. WONG ENG KIONG**

**Vice President, Student Experience and Entrepreneurship Development (SEED)**

## FOREWORD

### DIRECTOR OF STUDENT AFFAIRS DIVISION (STAD)

Assalamualaikum wbt and a very good day.

Dear students,

Congratulations on your admission to Multimedia University (MMU). We are thrilled to be partnering with you as you participate in an exciting educational journey of discovery. Whether you are a first year or returning student, you will find unlimited opportunities to enjoy campus life by learning, exploring, and engaging together.

MMU was the first private university approved by the Malaysian government. We adhere to the strictest requirements for a high-quality degree; going beyond academic excellence to offer the best, complete and balanced university experience for our students.



As you think about the courses you plan to take this year and the extracurricular activities you want to pursue here on campus, I want to assure you that there is no “best” way to experience a MMU education. As you prepare for your arrival on campus, I am encouraging you to consider how you will cherish your time here, where you will devote your talents, and what you might do to contribute to the MMU community. While it might be easy to continue familiar patterns in a new place, I want to remind you that your past does not define you. At MMU, you will author your own story, and in the process, you will help write the next chapter of MMU’s story as well.

We seek to empower our students with both expertise and knowledge. We are committed to offer programmes that will enhance your depth and perception as well as employability in the eyes of your future employers.

I want you to know that the entire University community is here to support, sustain, and encourage you as you commit to study at MMU. We could not be more privileged to welcome

you into this vibrant learning community. It is you who make us what we are, and we look forward to the fresh ideas and energy you bring to our campus.

With sincere regards and best wishes,

**MDM. SRI KUSUMA WATI BINTI MOHD DAUD**

**Director,**

**Student Affairs Division (STAD)**

## FOREWORD

### DIRECTOR OF ALUMNI ENGAGEMENT, CAREER AND ENTREPRENEURSHIP DEVELOPMENT (ACE)

Dear students,

Welcome to Multimedia University (MMU). You have chosen the right path for your tertiary education journey by joining MMU.

As the first private university in Malaysia, MMU has strived to provide the best academic programmes to the students. This can be seen in the achievements and success of more than sixty thousand alumni or our *Permata Dunia* (Gems of the world) in various fields. Nonetheless, your journey in MMU will go beyond the high-quality academic programmes we offered.



As the university is your key transit point from a student to be the workforce in the industry, we will guide you from the moment you join the university. Throughout your study years in the university, you will get the chance to meet successful alumni and industry partners to share their tips on how to excel in the workplace. We provide the opportunities for you to work with the industry and solve some real problems they are facing. We will also give you the platform to shine and to prove your capabilities to your future employers. All these will smoothen your journey from being a student towards becoming a member of the workforce.

In MMU, we also recognise that some of you have the dream of becoming an entrepreneur. We have the dedicated Entrepreneurship Development Centre (EDC) to provide the opportunities and experience to unlock your entrepreneurial potential. We also have the circle of successful MMU alumni entrepreneurs and supportive industry partners to bring your venture to greater heights.

Last but not least, we strongly believe that the success of the university is best measured by the quality of alumni we produced. We wish you to be successful which will ultimately be

translated into the success of MMU too. Optimise the opportunities we offer and enjoy your journey in MMU.

Yours faithfully,

**ONG JEEN WEI**

**Director,**

**Alumni Engagement, Career and Entrepreneurship Development (ACE)**



**GENERAL  
INFORMATION**

**STUDENT  
EXPERIENCE,  
ENTREPRENEURSHIP  
&  
DEVELOPMENT  
(SEED)**

<u>MELAKA CAMPUS</u>	<u>CYBERJAYA CAMPUS</u>
Student Affairs Division 2 <sup>nd</sup> Floor, Plaza Siswa Multimedia University Jalan Ayer Keroh Lama 75450 Melaka Telephone: 06-252 3460/3483/3484/3467 Fax: 06-2317166	Student Affairs Division 2 <sup>nd</sup> Floor, Student Excellent Center, Multimedia University Jalan Multimedia, 63100 Cyberjaya, Selangor Telephone: 03-8312 5353/5071/5191/5903 Fax: 03-83125076

**OFFICE HOURS:**

**Monday to Friday:** 8.30 a.m. to 5.30 p.m.

**Lunch break :** 1.00 p.m. to 2.00 p.m.

*(Saturday and Sunday are non-working days.)*

The main objectives and roles of SEED are as follows:

1. To encourage students to participate in co-curricular activities.
2. To inculcate, nurture, and foster the entrepreneurship culture among MMU students and staffs.
3. To mould students to be outstanding future leaders.
4. To organise and conduct student development & entrepreneurship programmes.
5. To provide training and expose students to MMU procedures and policies in conducting events.
6. To coordinate, advise and monitor students' programmes.
7. To give better services to students in terms of accommodation and welfare of the students.
8. To provide counseling services for students.
9. To monitor students' discipline.



# Meet Your Counselors

A journey of a thousand miles begins with a single step

*You're  
Invited!*

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## **STAFF CONTACT INFORMATION**

- 1. Ms Nur Ramizah Al Aisri @ Alasri**  
Manager- Counselor  
03-8312 5450/5880, ramizah.alasri@mmu.edu.my
- 2. Mdm Nurul Ahmal binti Nawawi**  
Assistant Manager (MMU Melaka)-Counselor | Student  
Development  
06-2523482, ahmal.nawawi@mmu.edu.my
- 3. Ms Norhidayu binti Ahmad**  
Assistant Manager (MMU Melaka)-Counselor | Academic Support  
& Research Development  
06-2523450, norhidayu.ahmad@mmu.edu.my

## **INTRODUCTION**

It can be difficult sometimes to manage things by ourselves, thus, counseling can be helpful during difficulties. We are here to help you gain understanding and insights into any personal or academic difficulties and challenges you may be experiencing.

Our mission is to help you develop emotional resilience as well as to facilitate and motivate you in dealing with changes. All sessions are carried out in a comfortable, safe and non- threatening (therapeutic) environment.

All discussions with the Counselors are private and confidential under the Counseling Act 1998. All Counselors are certified with a licence and certificate in practicing professional Counseling.

## **SERVICES**

- Personal (Individual) and Group Counseling Session
- Career Counseling
- Consultation
- Academic and special group support
- Workshops on basic helping skills
- Development programme for students thru a group of students called as Peer Counselor

## **MEET YOUR COUNSELOR**

To meet the Counselor, you can either walk-in during our operating hours OR set an appointment via email or Camsys. However, during this MCO time due to this Pandemic CoVid-19, Counselors provide online psychosocial support service to student through Google Meet appointment as student may write an email to Counselor as a request.

Counselor would also encourage student to like us on **Facebook page: Counselor MMU** as we share the update and motivational quotes, tips and article on the platform to reach out more student to Counseling services as provided.



## ***CO-CURRICULAR SUBJECTS***

SEED coordinates the co-curricular activities, and each has **2 CREDIT HOURS**

It is **COMPULSORY** for all MMU students to register and pass in at least one of the subjects offered under co-curricular in order to graduate.

Students are free to take more than one co-curricular subjects during their course of study.

However, for every trimester, they are allowed to take **ONE** co-curricular subject only.

## ***Type of Categories:***

### **1. Sports**

The sports programme is designed to help students to understand the overall concept of the game of their choice. By the end of the programme, they will be able to play the game, understand the basic rules of the game and organise tournaments. The aim of learning the subjects is to provide basic sports skills which can be imparted to the community. Currently, the following games have been introduced as part of the co-curricular programme:



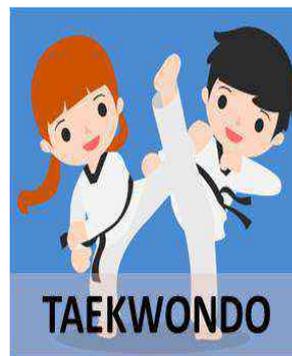
### **2. Cultural**

This particular subject is introduced to provide opportunities for students to develop their creativity and performance skills. It gives an opportunity for the multi-talented and multi-skilled students to show their talents. By the end of the trimester, students will be able to produce a theatre presentation based on the knowledge that they gained in class. Through this course, students will gain related knowledge which enables them to demonstrate the acquired skills and will be able to apply it in community projects. Currently, the courses offered are Theatre (Acting), Malaysian Traditional Dance and Ghazal.



### 3. Martial Arts

The martial arts course is offered to give students more options for co-curricular subjects. Students who register for the course will be introduced to the basics of each martial art. The one trimester exposure is surely not enough for students to master the art. Therefore, students who wish to master the martial art of their interest might opt to join the club organised by the students after completing their basic co-curricular courses. Taekwondo and Silat Cekak Malaysia (Cyberjaya Campus only) are subjects that are currently being offered to the students.



### 4. Deejay Programme (Cyberjaya only)

This programme is introduced to produce our very own radio deejays to help run the nation's first Internet radio that is based in the university itself. Students have to attend lectures for theory and based on their performance, they also have to do "on air" training for which they will produce their own scripts. A major part of the evaluation will be from the time they are on air.

# SPORTS UNIT



At Sport Unit, we aspire to produce ‘thinking athletes’ that will boost MMU reputation and brand through excellence in sports. We believe that this can be achieved through provision of conducive and user-friendly sport facilities, effective and efficient management of sport clubs, programmes and services, and impactful sport development programmes. We are also committed to promote sports and healthy lifestyles among the university and surrounding communities.

### **STAFF DETAILS**

**1. Manager**

**FAZLI BIN SHARIL**

06-2523484

fazli.sharil@mmu.edu.my

**2. Assistant Manager (MMU Cyberjaya)**

**MOHD. FAIZOL BIN SULAIMAN**

03-83125116

faizol.sulaiman@mmu.edu.my

**3. Assistant Manager (MMU Melaka)**

**MOHD. ZULFADILI BIN HAMZAH**

06-2523660

mohd.zulfadili@mmu.edu.my

# **LIST OF SPORTS CLUBS**

## **MELAKA**

### **Sports Clubs (27)**

1. Aerobic Club
2. Archery Club
3. Badminton Club
4. Basketball Club
5. Chess Club
6. Fencing Club
7. Flex & Fitness Club
8. Football Club
9. Rugby Club
10. Netball Club
11. OUTRECS
12. Road Runners Club
13. Squash Club
14. Swimming Club
15. Table Tennis Club
16. Tennis Club
17. Volleyball Club
18. Water Sports Club
19. Softball Club
20. E-Games Club

### **Martial Arts Clubs**

1. Aikido Club
2. Judo Club
3. Karate Club
4. Silat Cekak Pusaka Hanafi Club
5. Taekwondo Club
6. Wing Chun Club
7. Wushu Club

# **LIST OF SPORTS CLUBS**

## **CYBERJAYA**

### **Sports Clubs/ Societies:**

1. Rugby Club
2. Basketball Club
3. Netball Club
4. Badminton Club
5. Volleyball Club
6. OARS
7. Swimming Club
8. Chess Club
9. Soccer Club
10. Archery Club
11. Water Sports Club
12. MMU E-Sport Club

### **Martial Arts Club & Societies**

1. Silat Cekak Club
2. Aikido Club

Click here (<https://youtu.be/LktzNU92PVw>) to view more on our sport events.

## ON-CAMPUS SPORT FACILITIES





## BOOKING OF SPORT FACILITIES

- GYM
  - Melaka: [https://bit.ly/mmugym\\_mlk](https://bit.ly/mmugym_mlk)



- Cyberjaya: [https://bit.ly/mmugym\\_cyb](https://bit.ly/mmugym_cyb)



## OTHER SPORT FACILITIES

All indoor and outdoor courts, football, rugby and multipurpose field.

- <http://bit.ly/MMUSportsFacilities>



Connect with us:



**Page : MMU Sports & Co-Curriculum Unit**  
**Group : Sports & Co-Curriculum Unit MMU**



**mmu.sports**

# Student Development & Activity Unit



**Campus Lifestyle, which is part of the student experiences, would be more happening and lively with the activities organized by Clubs & Societies. Despite of making our Campus alive, the students would learn and embrace many skills, getting the self-authorship as well as understanding the contextual and conceptual in managing events, programmes and activities.**

## **STAFF DETAILS**

### **Manager**

**FAUZIANITA BINTI MOHD YUSOFF  
MANAGER**

06-252 3715 / [fauzianita.myusoff@mmu.edu.my](mailto:fauzianita.myusoff@mmu.edu.my)

### **Assistant Manager (MMU Cyberjaya)**

**HANIYUSRI BIN MOHD YUSOF  
ASSISTANT MANAGER**

[haniyusri.yusof@mmu.edu.my](mailto:haniyusri.yusof@mmu.edu.my)

### **Assistant Manager (MMU Melaka)**

**MOHD KHAIRRE BIN ABD RAHMAN  
ASSISTANT MANAGER**

06-252 3042 / [khairre.rahman@mmu.edu.my](mailto:khairre.rahman@mmu.edu.my)

In total, we have 59 clubs & societies (non-sports) ranging from faculty-based, cultural & religious- based, interest- based and uniform body.

### **CYBERJAYA CAMPUS:**

- |    |                                     |    |  |
|----|-------------------------------------|----|--|
| 1  | Buddhist Society Club               | 16 | Japanese Cultural Society                                    |
| 2  | Chinese Language Society            | 17 | Korean Language Society                                      |
| 3  | Christian Society                   | 18 | MMU Game Developers Club                                     |
| 4  | Communicators For Life (CFL)        | 19 | Rentak Dance Club  |
| 5  | Creative Multimedia Club (CMC)      | 20 | Sekretariat Rakan Muda (SRM)                                 |
| 6  | Cyberjaya Accounting Club (CAC)     | 21 | Sekretariat Sekolah@MMU                                      |
| 7  | D.I.C.E                             | 22 | Sekretariat Rukun Negara<br>Theatre at Multimedia University |
| 8  | DeeJay Club                         | 23 | (TAMU)   |
| 9  | Editorial Squad Cyberjaya           | 24 | University Peer Group (UPG)                                  |
| 10 | Engineering Society                 | 25 | Usrah Institution  |
| 11 | Faculty of Management Society       | 26 | Voices Debating Society                                      |
| 12 | Cinematics Arts Society             | 27 | Enactus MMU  |
| 13 | Indian Cultural Society             | 28 | Student College Committee                                    |
| 14 | International Student Society (ISS) | 29 | Student Representative Council                               |
| 15 | IT Society                          |    |  |

Meanwhile, in Melaka, we have another 30 clubs & societies that are active and they are:-

- 1 Accounting Club
- 2 Arabic Culture Society
- 3 Animals And Pets Society
- 4 Buddhist Society
- 5 Business Society
- 6 Chinese Language Society
- 7 Chinese Orchestra Society
- 8 Choir Club
- 9 Editorial Squad
- 10 Engineering Society
- 11 Golden Key Society
- 12 Indian Cultural Society
- 13 Institusi Usrah
- 14 International Student Society
- 15 IT Society
- 16 Korean Cultural Society
- 17 Malaysian Red Crescent Society
- 18 MMU Christian Society
- 19 MMU IEM
- 20 MMU IET
- 21 MMU Music Society
- 22 Multimedia Arts & Theater Club
- 23 Multimedia Initiative Language of English
- 24 Multimedia University Law Society
- 25 Robotics Club
- 26 Sekretariat Rakan Muda
- 27 St. John Ambulance
- 28 Voice's Debating Society
- 29 Student College Committee
- 30 Student Representative Council

# STUDENT DEVELOPMENT AND ACTIVITY



## Introduction



Student Development & Activity carries the responsibilities of developing talents, nurturing them and providing the holistic experience focused on understanding (and demonstrating) values, skills, and moving towards knowledge.

Holding on the focus of Sustainable Development Goals (SDGs), and emphasizing on innovation, creativity we believe that the MMU talents would emerge as the nation's leader and contribute back to the society.



**66** Total  
Non Sport Club



**32**  
Clubs

**Cyberjaya**  
Campus



**34**  
Clubs

**Melaka**  
Campus



STUDENT DEVELOPMENT AND ACTIVITY  
**SELANGOR**  
**NON**  
**SPORTS**



- ARABIAN CULTURE SOCIETY
- BUDDHIST SOCIETY CLUB
- CHINESE LANGUAGE SOCIETY
- CHRISTIAN SOCIETY
- COMINATION CLUB
- COMMUNICATORS FOR LIFE (CFL)
- CREATIVE MULTIMEDIA CLUB
- CYBERJAYA ACCOUNTING CLUB (CAC)
- DEEJAY CLUB
- ENACTUS MMU
- ENGINEERING SOCIETY
- IET ENGSOC
- INSTITUTE OF ENGINEERING MALAYSIA
- FINANCIAL ENGINEERING SOCIETY (FES)
- INDIAN CULTURAL SOCIETY
- INTERNATIONAL STUDENT SOCIETY (ISS)
- IT SOCIETY
- JAPANESE CULTURAL SOCIETY
- KOREAN LANGUAGE SOCIETY
- MMU E SPORTS CLUB
- MMU GAME DEVELOPERS CLUB
- RENTAK DANCE CLUB
- SEKRETARIAT RAKAN MUDA (SRM)
- SEKRETARIAT SEKOLAH@MMU
- SHOW CHOIR CLUB (SHOCC)
- SOCIETY OF MODERN VISUAL CULTURE (ANIME)
- SRC CYBERJAYA
- STUDENT COLLEGE COMMITTEE (SCC)
- THEATRE AT MULTIMEDIA UNIVERSITY (TAMU)
- UNIVERSITY PEER GROUP (UPG)
- USRAH INSTITUTION
- VOICES DEBATING SOCIETY

LIST OF CLUBS



STUDENT DEVELOPMENT AND ACTIVITY

# MELAKA NON SPORTS



- Accounting Club
- Animals and Pets Society
- Arabic Culture Society
- Buddhist Society
- Business Society
- Chinese Language Society
- Chinese Orchestra Society
- Choir Club
- Christian Society
- E-Games Club
- Editorial Squad
- EMINA Japanese Animation Club
- Engineering Society (ENGSOE)
- Golden Key Society
- Indian Cultural Society
- International Student Society
- IT society
- Japanese Language Society
- Korean Cultural Society
- Law Society (MULS)
- Malaysian Red Crescent
- MILE (MULTIMEDIA INITIATIVE FOR THE LANGUAGE OF ENGLISH)
  - MMUIEM
  - MMUIET
  - MMUSIC
- MULTIMEDIA ARTS AND THEATRE CLUB (MATA)
  - Robotics
- SRC (Student Representative Council)
  - Sekretariat Rakan Muda
- St. John Ambulance Malaysia
- Student College Committee
- University Peer Group
- Usrah Institution
- Voices Debating Society

LIST OF CLUBS



# Residential Unit

**LOCATED** within the campus area, MMU Hostel is an on-campus accommodation that allows students to experience a more complete and wholesome university life.

Cyberjaya hostel consists of four blocks, two for male and two for female students and can accommodate up to 2668 students. In Melaka campus, there are 250 twin-sharing rooms meanwhile at Cyberjaya campus, there are the options of twin-sharing and triple-sharing rooms for 1000 rooms.

**ROOM FACILITIES:**

- Beds with mattresses (pillow will not be provided)
- Wardrobe
- Curtain
- Free internet
- Study table and chair
- Fan

**HOSTEL FACILITIES:**

- Common room
- Pantry (Available only at Cyberjaya Hostel)
- Laundry room (Available only at Cyberjaya Hostel)
- Common bathroom and washing room
- 24 hours security

**APPLICATION STEPS:**

Apply online through Admission Registration Acceptance page when you accept the offer to study in MMU

2. Receive notification in your email
3. If successful, you will need to make a payment of RM800 (RM400 deposit and RM400 pre-payment) before registration day to CIMB with the account number 8600902009
4. Give the bank-in slip to Finance Division during registration.
5. Pre-payment of RM400 is not refundable if student does not turn up on registration day after

accepting the hostel offer

**CONTACT: MELAKA CAMPUS**

- Male Hostel: 06-2523041
- Female Hostel: 06-2523042

**CONTACT: CYBERJAYA CAMPUS**

- Male Hostel: 03-83125443
- Female Hostel: 03-8312 5212

Notes:

- Selected student will be given ONE ACADEMIC YEAR to stay on campus
- Continuation of stay for the following academic year will be based on student club/sport activities and academic result



Click here (<https://www.mmu.edu.my/accommodation/>) for more info on our accommodation including our off-campus accommodation.

# INTERNATIONAL STUDENT CENTRE



## STUDENT PASS AND VISA MATTERS

### Staff Contact Information:

**1. Mr. Seritheren Subramaniam (Cyberjaya)**

Senior Manager,

Email: s.seri@mmu.edu.my, Office Number : 03-83125271

**2. Mdm Rahizan Mohd Yusof (Cyberjaya)**

Manager,

Email: rahizan@mmu.edu.my, Office Number :

**3. Mr. Hasni Bin Hassan (Melaka)**

Manager,

Email: hasni.hassan@mmu.edu.my, Office Number :

All active students must maintain a valid student pass and visa throughout their studies at MMU. The duration of the Student Pass and Visa granted to students is valid for a specified period determined by the Ministry of Higher Education's one stop center Education Malaysia Global Services (EMGS) and Malaysian Immigration Department (MID).

Ministry of Higher Education (MOHE) will not validate graduation certificates for students who do not have a valid student pass and visa for the entire duration of their study period.

Students who failed to maintain a valid student pass and visa while in Malaysia will be categorized as overstayed and subjected to a hefty fine and or imprisonment by Malaysian Immigration Department.

### 1. RENEWAL OF STUDENT PASS

- a) Students are responsible to apply for the renewal of their student pass three (3) months before the expiry date of the current student pass.
- b) Students must fulfill the requirements set by EMGS and MID for renewal of student pass :
  - i. Maintain satisfactory academic record - CGPA above 2.0 (UG) / CGPA above 3.0 (PG)
  - ii. Maintain satisfactory attendance record – above 80% in all subjects

- iii. Have not exceeded duration of the programme
- c) Failure to maintain a valid student pass will result in student's status being cancelled by the university.

## **2. REAPPLICATION OF STUDENT PASS**

- a) Students who change their programme of study due to progression to a higher level of study OR change major OR change faculty, must submit a new application of a student pass.
- b) Application for a new student pass and visa must be submitted as soon as the change of programme has been approved.
- c) Student can only continue in the new programme, if the new application is approved by the EMGS and MID.

## **3. CANCELLATION OF STUDENT PASS**

- a) Students who have completed their programme or discontinue their study at MMU must apply for a cancellation of the student pass/check-out memo (COM) before leaving Malaysia.
- b) Cancellation of student pass and check-out memo is a compulsory requirement by MOHE and MID.
- c) Failure to adhere to the requirement will result to:
  - i. Students will be barred from collecting their Award Degree Letter and Graduation Certificates.
  - ii. Forfeit of Security Deposit at MMU.
  - iii. Students will be blacklisted by MID, affecting future entry to Malaysia.

## **4. STUDENT PASS AND OPENING A BANK ACCOUNT**

- a) Students may apply to open a bank account after they have obtained a sticker of the student pass.
- b) Student must maintain a valid student pass at all time, in order to maintain their bank account. Students who failed to renew their student pass in time will result in suspension or cancellation of their bank account by the bank.
- c) It is student responsibility to update bank on the validity of their student pass and to provide a copy of the renewed student pass the bank.



# CAREER CONNECT

## **STAFF @ CAREER CONNECT**

Director: Dr Ong Jeen Wei

Deputy Director: Mr Quek Albert

Manager: Mr Mohd Faizal Mat Jewari

Assistant Manager: Mr Baktiar Hasnan

### **Contact Person: Cyberjaya Campus**

**Mr Nik Zailan Bin Nik Hassan**

Contact Number: 03-8312 5076

careerconnect@mmu.edu.my

### **Contact Person: Melaka Campus**

**Mr Meor Ahmad Termizi Bin Tan**

Contact Number: 06-2523021

careerconnect@mmu.edu.my

## **Introduction**

MMU Career Connect has been established in 2019 as concerted efforts by university management to produce 21st century future proof learners with high graduate employability in full-filling the demand of market and industries

MMU Career Connect is here to help you on anything related to careers. We will prepare you for your professional careers and connect you with industry and employers.

## **Career Services & Development**

Career Advisory

- counselling, mentoring, coaching
- internship & job placement

Career Development

- resume writing & critique
- interview skills & branding
- grooming & networking

### Career & Industry Engagement

- provide interview space & interview arrangement
- promote companies' vacancies & branding in campus

### Career Projects

- career fest
- industry project collaboration
- inbound and outbound programs
- talent mobility

### **EVENTS @ CAREER CONNECT**

- Student Event Committee with our Career Advisor
- MMU Career Fair 2020 Melaka Campus @ Exam Hall MMU Melaka
- Career Talk by Industry Representatives
- Career Profiling Awareness for new students

**Highlight of our event :**



**CAREER CONNECT : EVENTS**



You can reach us via:

- i. Email: [careerconnect@mmu.edu.my](mailto:careerconnect@mmu.edu.my)
- ii. Website: <https://careerconnect.mmu.edu.my/>

### **MMU Career Connect – Social Media**





## **STAFF CONTACT INFORMATION**

### **Manager**

Name : Baida Shiha Baharuddin  
Office Number : 03 8312 5916  
Email : baida.baharuddin@mmu.edu.my

### **Assistant Manager (MMU Cyberjaya)**

Name : Asmuna binti Ahmad Tajuddin  
Office Number : 03 8312 5128  
Email : asmuna@mmu.edu.my

## **INTRODUCTION**

**Entrepreneur Development Centre or EDC is established to inculcate, nurture, and foster the entrepreneurship culture among MMU students and staffs.**

EDC focuses:

- on planning, coordinating, implementing, and monitoring all entrepreneur development activities in the university.
- the provision of:
  - ✓ awareness and education programmes to enhance appreciation of entrepreneurship in MMU,
  - ✓ entrepreneur development programmes,
  - ✓ work space and support services for budding startups
  - ✓ financial support for startups (pre-seed and seed stages).

## **GET CONNECTED**

Email: [edc@mmu.edu.my](mailto:edc@mmu.edu.my)

Facebook: edcmmu

Instagram: edc\_mmu

Twitter: edc\_mmu

Youtube: edc\_mmu

# HIGHLIGHT OF OUR EVENTS





Centre  
for  
Alumni  
(CFA)

## **CONTACT INFORMATION**

**Mdm. Dahlia Syahrani Binti Md Yusof**  
**Alumni Relation Coordinator**  
**Centre for Alumni**  
+603-83125898  
[syahrani.yusof@mmu.edu.my](mailto:syahrani.yusof@mmu.edu.my)

**Mdm. Nor Iznani Binti Mohamed**  
**Assistant Manager**  
**Centre for Alumni**  
+603-83125898  
[iznani.mohamed@mmu.edu.my](mailto:iznani.mohamed@mmu.edu.my)

## **ABOUT US**

**Centre for Alumni** plays the vital role in maintaining the extended campus community and is committed to bring the Alumni together. MMU Centre for Alumni is here to build strong and mutually beneficial ties and to foster lifelong relationship between MMU and its Alumni. Alumni commonly appear as guest speakers, mentors and event collaborator with students in classrooms as well as clubs and societies.

## **MMU ALUMNI PRIVILEGES**

Upon graduation, all MMU graduates will automatically become the Life Member of MMU Alumni Society and will be given the MMU Alumni Card. Members will enjoy various benefits such as:

- (i) A 20% discount of tuition fees for all postgraduate programme, effective 14 December 2011.
- (ii) A 10% discount for Alumni's Sibling of tuition fees for all undergraduate and postgraduate programme, effective April 2018
- (iii) A 25% discount for Swimming Pool Entrance by presenting the alumni card at the swimming pool counter

## **EVENTS @ CENTRE FOR ALUMNI**

- ✧ Alumni Vibes Series featuring alumni and students
- ✧ Week of Immersion and Networking sharing for new students

- ❖ Meet and Greet with Chairman of TM
- ❖ Virtual Reunion with the faculties



**YOU CAN REACH US VIA:**

Email : [alumnioffice@mmu.edu.my](mailto:alumnioffice@mmu.edu.my)

Social Media :



<https://alumni.mmu.edu.my/>



ALUMNIMMUMALAYSIA



@ALUMNIMMUMALAYSIA



@permatadunia



@ALUMNIMMU



Centre for Alumni Multimedia University, Malaysia

# STUDENTS SERVICE CENTER (SSC)

SSC is developed to provide a comprehensive selection of services at a single location.



Besides providing various types of students' services, SSC shall diversify its function as a reference point for students and to become an effective channel to disseminate information to students.

## STUDENT SERVICE CENTRE (SSC)

# Our Services



TYPE OF SERVICES	DETAILS OF SERVICES	PROCESSING PERIOD
Issuance of Verification Letter	<ul style="list-style-type: none"> <li>• Verification on Student Status</li> <li>• Verification on Tuition Fees</li> <li>• Verification on Duration of Studies</li> <li>• Verification on Expected Graduation</li> </ul>	One (1) working day
	<ul style="list-style-type: none"> <li>• Quit/Withdrawal of Studies</li> </ul>	Three (3) working days
EPF E-Pengeluaran	<ul style="list-style-type: none"> <li>• EPF Withdrawal via online</li> </ul>	Fourteen (14) working days
Issuance of Academic Document	<ul style="list-style-type: none"> <li>• Academic Transcript</li> </ul>	Two (2) working days
	<ul style="list-style-type: none"> <li>• Foundation Certificate</li> </ul>	Two (2) working days
	<ul style="list-style-type: none"> <li>• Copy of Offer Letter</li> </ul>	Five (5) working days
Issuance of Academic Document	<ul style="list-style-type: none"> <li>• Copy of MOA/MoHE Certificate/Letter</li> <li>• Copy of JPA Recognition Letter</li> </ul>	Immediate
Issuance of MMU Vehicle Sticker	<ul style="list-style-type: none"> <li>• Car &amp; Motorbike</li> </ul>	Three (3) working days
Distribution of Document/Other Materials	<ul style="list-style-type: none"> <li>• Forms</li> <li>• Degree Offer Letter</li> <li>• MUET Result Slip</li> <li>• Appeal for Reinstatement Letter</li> <li>• Postal Services</li> </ul>	Immediate
Update Request to change Student Information	<ul style="list-style-type: none"> <li>• Name</li> <li>• IC Number</li> <li>• Address</li> <li>• MUET results</li> </ul>	Immediate
Answer to any Inquiry	<ul style="list-style-type: none"> <li>• Provide consultation on academic matter</li> <li>• Provide consultation on students' activity</li> <li>• Provide consultation on other general information</li> <li>• Password</li> <li>• Student Status</li> <li>• Student Financial Status</li> <li>• Insurance services</li> </ul>	Immediate
Provide assistance on Student's Activity/Business Promotion Activity	<ul style="list-style-type: none"> <li>• Provide consultation services</li> </ul>	Immediate
	<ul style="list-style-type: none"> <li>• Help to promote students' activity (upon request)</li> </ul>	Three (3) working days
Handling Students' Feedback	<ul style="list-style-type: none"> <li>• Respond to all feedbacks</li> </ul>	One (1) working day
Handling Students' Disciplinary/Appeal cases	<ul style="list-style-type: none"> <li>• Disciplinary Case</li> <li>• Disciplinary Appeal</li> <li>• Presidential Academic Appeal</li> </ul>	Case-to-case basis



## Our Information



## Location

### Cyberjaya

Finance Office (Counter No. 4, 5&6)  
Ground Floor, STC Building  
Tel No: 03 8312  
5060/5899/5085/5900/5219



### Melaka

Finance Office (Counter No. 1,2&3)  
Ground Floor, Block B  
Tel No: 06 252  
4066/4088/4099/3311

**Official email address: [ssc@mmu.edu.my](mailto:ssc@mmu.edu.my)**

**STUDENTS SERVICE CENTRE**

# **GOT SOMETHING TO SHARE?**

We're here for your better  
experience



**SCAN THE QR AND DROP US A  
FEEDBACK ON JUST ABOUT  
ANYTHING!**

Simply scan and apply for other SSC Online services  
as well

## **SSC CONTACT INFORMATION**

### **Manager**

**Mdm. Khairul Ronita Muhammad**

Student Service Center 03-8312 5899

ronita.muhammad@mmu.edu.my

### **Assistant Manager (MMU Cyberjaya)**

Mdm. Noor Ayati binti Md Nasir 03-8312 5060

ayati.nasir@mmu.edu.my

### **Assistant Manager (MM Melaka)**

Mr Kamarulzaman Bin Mat Sharip 06-252 4066

kamarulzaman.sharip@mmu.edu.my

## **INSURANCE MATTERS**

It is most advisable for all out-of-state students to be covered by some form of medical insurance which has a Medical Card, before proceeding to study in MMU. This is because in case of an emergency, you can be admitted to a hospital without much hassle and be given immediate medical care.

### **A. INSURANCE FOR LOCAL STUDENTS**

Currently, all local students in MMU are encouraged to use MSIG. MSIG has been selected to be the insurance provider for MMU students. The insurance premium is **RM 340.00 per year** (including 6% SST). (The premium is subject to change)

#### **1.0 BENEFITS (Subject to change)**

##### **Section A: Hospital, Medical & Surgical Insurance**

<b>SCHEDULE OF BENEFITS</b>	<b>RM</b>
<b>1. OUTPATIENT PRIMARY CARE (Description of Services)</b>	
a. PCP Clinics	

- Consultation including treatment fee - Drugs, Injections & Medications - Basic Laboratory Tests & X-Rays (payable only when Diagnostic Result indicates impairment to health)	Unlimited Visits as Charged
b. Non-panel PCP Clinics(Students to bear anything above RM20)	20 per visit
c. Traditional Alternative Treatment	30 per visit
<b>2. OUTPATIENT SPECIALIST CARE (Description of Services)</b>	
a. Specialist Visits subject to Referral	Unlimited Visits as Charged
- Consultation including treatment fee	
- Drugs, Injections & Medications	
- Basic Laboratory Tests & X-Rays (payable only when Diagnostic Result indicates impairment to health)	

- Ambulatory Surgical Procedures	
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<b>3. HOSPITAL &amp; SURGICAL CARE (Description of Services)</b>	
a. Hospital Room & Board, each day - up to 365 days	100
b. Hospital Intensive Care, each day - up to 365 days	as charged
c. Cash Allowance at Government Hospital – up to 365 days	50
d. Hospital Ancillary Services	as charged
e. Pre-Admission Diagnostic Services within 31 days preceding confinement	as charged
f. Surgical Procedures, Anaesthesia & Operating Theatre Fees	as charged
g. In-Hospital Physician Fees – up to 365 days	as charged
h. Post-Hospital Physician Treatment within 60 days from discharge	as charged
i. Emergency Accidental Treatment – up to 365 days	as charged
j. Emergency Accidental Dental Treatment	as charged
k. Ambulance Services (road vehicle)	as charged
l. Malaysian Sales Service Tax	up to 6%
m. In-patient Treatment for Mental Illness	2,500
n. Reimbursement of College Tuition Fees due to prolonged Period of Disability (per trimester)	5,000
o. Repatriation & Transport of Mortal Remains (foreign students)	7,500
p. Medical Evacuation Expenses (foreign students)	7,500
q. Claim Medical Report Fee	as charged
<b>ANNUAL LIMIT PER PERSON</b>	<b>25,000</b>

### **Section B: Personal Accident Insurance**

<b>4. PERSONAL ACCIDENT BENEFITS</b>	
a. Death	50,000
b. Permanent Disablement	50,000
c. Bereavement Allowance	3,000

### **Section C: Term Life**

<b>5. LIFE BENEFITS</b>	
a. Natural Death	10,000

b. Permanent Total Disablement	10,000
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<b>ANNUAL PREMIUM PER STUDENT (including 6% SST)</b>	<b>340</b>
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## 2.0 GUIDELINE ON HOW TO USE THE MSIG INSURANCE CARD

### OUT-PATIENT SUMMARY

#### Students seeking treatment at PANEL CLINIC

1. Student presents the MSIG card, MSIG Member Booklet & IC to the clinic nurse.
2. Student completes the GP Panel Clinic Claim Form and affixes the coupon at the form.
3. Student consults the doctor and receives treatment.
4. Student leaves and no payment is needed.

If one of the stated items (MSIG card or MSIG Member Booklet) is not presented during the visitation to the Panel Clinic, students are requested to self-pay and obtain a reimbursement of the medical fee from MSIG. The procedure of the reimbursement is as below:

1. Student obtains the doctor's certification (with diagnosis/sickness stated on the bills) and pays for the treatment. Student needs to get the bill breakdown if the total amount of the bill is RM40 and above.
2. Student completes the GP Non-Panel Clinic Claim Form at the MMU Helpdesk.
3. Student submits the Claim Form and the ORIGINAL Medical Receipt to MSIG for reimbursement.

#### Students seeking treatment at NON-PANEL CLINIC

1. Student consults the doctor and receives treatment.
2. Student obtains the doctor's certification (with diagnosis/sickness stated on the bills) and pays for the treatment. Student needs to get the bill breakdown if the total amount of the bill is RM40 and above.
3. Student completes the GP Non-Panel Clinic Claim Form at the MMU Helpdesk.
4. Student submits the Claim Form and the ORIGINAL Medical Receipt to MSIG for reimbursement.
5. All medical bills/receipts are subjected to a maximum amount of RM20.00 per visit only.

*Please be informed that there might be a termination or a new inclusion of panel clinics to our MSIG Panel Clinics listing. You may refer to our MSIG Helpdesk or MMU Bulletin Board for the latest terminated or newly appointed Panel Clinics.*

## **HOSPITAL & SURGICAL CARE**

### **Students seeking treatment at PANEL HOSPITAL**

1. Student checks into a hospital.
2. Student contacts the hospital admission counter.
3. Student presents the MSIG card & IC to the hospital nurse.
4. Student requests the hospital to contact the International TPA for Guarantee Letter.
5. Student receives the necessary in-patient treatment.
6. Student discharges from the hospital.
7. Hospital sends the medical bills directly to MSIG for payment.

*\* All medical bills or receipts (including non-panel clinic claims) must be submitted to MSIG Representatives (at MMU Helpdesk - SSC) within 30 days from the discharge date.*

### **3.0 LIST OF PANEL HOSPITALS AND CLINICS (Subject to change)**

<b>MELAKA CAMPUS</b>	
<b>HOSPITALS</b>	<b>CLINICS</b>
<b>Mahkota Medical Centre</b> No. 3, Mahkota Melaka, Jalan Merdeka, 75000 Melaka. Tel: 06-2813333	<b>Klinik Bukit Beruang</b> 652-C, Taman Bukit Melaka, Bukit Beruang, 75450 Melaka. Tel: 06-2326362
<b>Putra Specialist</b> 169, Jalan Bendahara,	<b>Klinik Utama &amp; Surgeri</b> 651-B J, Jalan Delima 6,

75100 Melaka. Tel: 06-2835888	Taman Bukit Melaka, Bukit Beruang, 75450 Melaka. Tel: 06-2320300
<b>Hospital Pantai Ayer Keroh</b> KM8, Lebuah Ayer Keroh, 75450 Melaka. Tel: 06-2319999	<b>Poliklinik Fasya</b> C-G-07, Blok C, Pangsapuri Bukit Beruang, 75450 Melaka. Tel: 06-2311866

<b>CYBERJAYA CAMPUS</b>	
<b>HOSPITALS</b>	<b>CLINICS</b>
<p><b>Pantai Hospital Cheras</b> No.1, Jalan196A , Taman Cheras Makmur, Kuala Lumpur. Tel: 03-91322022</p>	<p><b>Poliklinik Gomez</b> Lot U-4120, Street Mall, Persiaran Multimedia, 63000 Cyberjaya, Selangor. Tel: 03-83181916</p>
<p><b>KPJ Tawakal Specialist Hospital</b> No 1, Jalan Pahang Barat, 53000 Kuala Lumpur. Tel: 03-40267777</p>	<p><b>Klinik Ibnu Sina (Neo Cyber)</b> 22/G, Biz Avenue, Neo Cyber, Jalan Lingkaran Point Barat, 63000 Cyberjaya, Selangor. Tel: 03-83222649</p>
<p><b>Subang Jaya Medical Centre</b> No. 1, Jalan SS12/A, Subang Jaya, Petaling Jaya, Selangor. Tel: 03-56391212</p>	<p><b>Klinik Ibnu Sina</b> Cyberjaya Campus, Jalan Multimedia, 63000, Cyberjaya, Selangor. Tel: 03-83188188</p>
<p><b>Sunway Medical Centre</b> No. 5, Jalan Lagoon Selatan, Bandar Sunway, 46150 Petaling Jaya, Selangor. Tel: 0374919191</p>	<p><b>Klinik Harmoni</b> No. 5, Jalan Teratai, Taman Seri Dengkil, 43800 Dengkil, Selangor. Tel: 03-87688012</p>
<p><b>Pantai Medical Centre</b> No 8, Jalan Bukit Pantai, 59100 Kuala Lumpur, Tel: 03-22960888</p>	

\* Note:

- All hospitals and clinics listed above are near to the university.
- For full list of the panel hospitals and clinics, you may refer to the MSIG handbook.

### **MSIG Cyberjaya Campus:**

Mohd Fauzi bin Yusop

Email: fauzi\_yusop@my.msig-asia.com

Tel: 06 2894333 (ext. 281) / 010 3447484(mobile)

### **MSIG Melaka Campus:**

Martinah Mohamed Yasin

Email: martinah\_mohamedyasin@my.msig- asia.com

Tel: 06 2894333 / 06 2894280

## **B. INSURANCE FOR INTERNATIONAL STUDENTS**

It is compulsory for students entering Malaysia to have medical insurance. Students will be insured from the date they enter Malaysia if they have informed the institution of the date.

Only medical insurance purchased through EMGS or Insurance provider appointed by the university is acceptable by the Immigration Department.

All International Students must be covered by a locally purchased medical and health insurance (Medical Insurance). An International Student, through his/her educational institution, can opt to purchase Medical Insurance offered by:

### **1. EMGS**

EMGS offers three Medical Insurance providers; Etiqa Family Takaful Berhad (EFTB), The Pacific Insurance Berhad (TBIP) and Great Eastern Takaful Berhad (GETB). All of the insurance packages provided meet the minimum coverage requirements set out by the Ministry of Education (MOE).

*More details about the packages and insurance premiums information are available at <https://visa.educationmalaysia.gov.my/guidelines/insurance-new.html>*

### **2. EDUCATIONAL INSTITUTIONS**

Educational institutions in Malaysia are permitted to organise directly/indirectly with insurance companies to offer medical and health insurance to international students, provided such medical insurance meets the requirements set by MOE.

In this case, MMU has appointed MSIG as panel insurance provider for international students. The insurance premium is **RM380.00** per year. (The premium is subject to change)

**a. SCHEDULE OF BENEFITS (SUBJECT TO CHANGE)**

**Section A – Hospital Medical & Surgical Insurance**

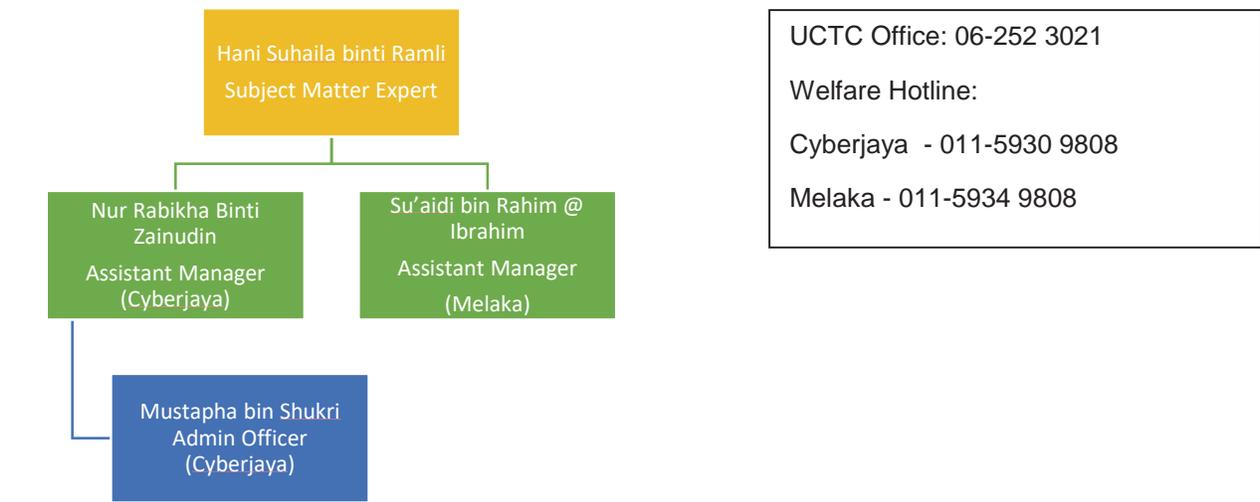
<b>BENEFIT CLASSIFICATION</b>		<b>All Students</b>
<b>SCHEDULE OF BENEFITS</b>		<b>Plan 1 (RM)</b>
<b>Section 1 – Hospital &amp; Surgical Benefits (Description of Services)</b>		
1	Hospital room & board, daily up to 365 days	200 per day
2	Intensive Care Unit, up to 365 days	as charged
3	Hospital supplies and services	as charged
4	Pre-Admission Diagnostic Test 31 days preceding confinement	as charged
5	Pre-Admission Specialist Consultation 31 Days preceding confinement	as charged
6	Surgical fees & post-surgical care for 60 days	as charged
7	Anaesthetist fees	as charged
8	Operating theatre fees	as charged
9	In-hospital physician fees – up to 365 days	as charged
10	Post-hospital physician treatment within 60 days after discharge	as charged
11	Emergency accidental outpatient treatment, follow up treatment for 14 days	as charged
12	Emergency accidental dental treatment, follow up treatment for 14 days	as charged
13	Daycare procedure	as charged
14	Ambulance fee	as charged
15	Malaysian Sales and Services tax	6% on eligible taxable supplies and services
16	Medical Report Fee	as charged
17	Daily cash allowance at government hospital – up to 365 days	50
18	Outpatient general practitioner clinical treatment (annual limit)	500
19	Annual outpatient kidney dialysis treatment	10,000
20	Annual outpatient cancer treatment	10,000
21	College tuition fees (per semester)	10,000
22	Compassionate visitation benefits	5,000
23	Emergency medical evacuation	100,000

24	Emergency medical repatriation	100,000
<b>OVERALL ANNUAL LIMIT</b>		<b>25,000</b>
<b>Section B – Personal Accident Benefits</b>		
Accidental death		50,000
Permanent disablement		Up to 50,000
Bereavement allowance		3,000
<b>Section C – Life Benefits</b>		
Natural death		10,000
Permanent Total Disablement		10,000
<b>ANNUAL PREMIUM PER STUDENT – inclusive of medical card fee + SST</b>		<b>380</b>

*Note: The Health Plan contains essential exclusions and non-medical items that are not covered by insurance policies. For further clarification, please refer to our MSIG Helpdesk Representative at Student Service Centre (SSC).*



### University Community Transformation Centre (UCTC)



1. Under UCTC, there are 2 sub units; which are University Social Responsibilities (USR) and Welfare.
2. The University Social Responsibilities (USR) monitors and records activities for university; organized by club & societies, faculties and records Personal Social Responsibility (PSR) by students. We encourage philanthropy amongst the student body, including volunteering, student-led charity fundraisers, and community projects and distribute university funds for students' USR initiatives.
3. Through our Welfare Unit, we response serious incidents, emergencies and channel issues such as financial, police case, emotional crisis to the responsible parties.

## A) Multimedia University Student Welfare Scheme

The Multimedia University (MMU) Student Welfare Scheme is set up by the Student Affairs Division, and it is one of the many services provided by MMU to fulfil its welfare obligations towards students studying in this university. This scheme covers all students with “active” status. The aim of this fund is to assist students who face difficulty in the event of accident or death.

### **This scheme will be applicable to the following cases:**

i. **In case of a student’s death**, a contribution amounting to RM1,000 will be given to the next-of-kin;

ii. **In case of the parent’s or guardian’s death**, a contribution amounting to RM500 will be given to the student. This contribution is subjected to a maximum of two payments only, per student, and is only valid during the student’s duration of study in Multimedia University.

This contribution, however, will not be given if the death is due to:

- war, rebelliousness or colonialism;
- nuclear disaster or due to radioactive pollution;
- criminal act or convicted by court;
- suicide, contraction of AIDS through immoral activities,
- student’s own carelessness or dangerous act(s).

iii. **Natural disaster** - Financial assistance covered in this scheme includes a one-off payment of RM500 to students whose family is directly affected by natural disasters such as flood, fire, earthquake, hurricane, and others. Financial assistance application must be supported with a confirmation from the authority.

iv. **Special case** - The Student Affairs Division (STAD) Management Committee to its discretion may consider a one-off payment to any student, with approval from the President, who is of need such as medical devices, health support assistance, and others, upon receiving official application from the student with supporting documents.

v. **All applications** submitted by the student/representative for any of the cases above must be supported with valid copies of relevant documents such as death certificate, medical treatment bills, police report, student ID card and copies of other relevant letters. An application that is submitted which exceeds twelve (12) months after the event date will not be considered. All applications have to be submitted within twelve (12) months from the event date.

### How to apply for the Student Welfare Scheme:



\*The student's status must be **Active** to apply for the Student Welfare Scheme.

### Photo of Events: Highlights on USR and Welfare Activities 2021

#### 1. PPR Semarak Ramadhan



#### 2. Back to School



### 3. Little Taem 2.0



### 4. PPV Mobile Vaccination with Mercy



### 5. Project Happiness 2021 by Khind Starfish Foundation



## 6. Food Aid Distribution to Frontliners



## 7. MCO 3.0: Food Aid & Sanitary Kit Distribution to On and Off Campus Students



# RELIGIOUS UNIT

## CONTACT INFORMATION

MOHD LUTHFI BIN BAKAR  
Assistant Manager  
luthfi.bakar@mmu.edu.my

MOHAMED HANIF BIN HARUN  
Assistant Religious Officer  
hanif.harun@mmu.edu.my

ABDUL LATIF BIN MINHAT  
Assistant Religious Officer  
latif.minhat@mmu.edu.my

## **INTRODUCTION**

As one of the units under the Student Development Activity (SDA), SEED MMU, The Religious Unit (RU) has the mission to produce well-rounded students who are guided by the teachings of the Qur'an and Sunnah. We aim to nurture students' capabilities in leadership, creativity, innovation and social engagement to inculcate the positive attitude of competitiveness and balance in life.

RU is mainly responsible to provide services in assisting Muslim students in their spiritual growth and development by means of organising comprehensive Islamic guidance and programmes.

## **SERVICES:**

- 1- Implement spiritual program
- 2- Manage MMU Mosque and Surau.
- 3- Offer the necessary advisory services according to the Islamic approach.
- 4- Act as an Amil for Zakat Fitrah collection and matters.
- 5- Coordinate the Sijil Tahfiz Malaysia Darul Quran Jakim.

## IT SERVICES DIVISION

### OUR OPERATING HOUR:

DAY	WORKING HOUR	LUNCH BREAK
Monday - Thursday	8.30 am – 5.30 pm	1.00 pm - 2.00 pm
Friday	8.30 am – 5.30 pm	12.45 pm – 2.30 pm

### Identity Management (IDM) Activation

Its comprehensive User Lifecycle Management System managing of the students from new registration to graduation based on their role matrix.

Please activate your MMU ID at <https://spm.mmu.edu.my> to access the MMU IT Applications/Services.

### How to do IDM activation?

#### Account Activation

- Step 1** Go to Student Password Management Portal Url <https://spm.mmu.edu.my>
- Step 2** Click "Activate" Account Button
- Step 3** Insert Student ID and Personal Email
- Step 4** Receive Security Code at Personal Email
- Step 5** Insert Security Code
- Step 6** Accept Disclaimer Notice
- Step 7** Set New Password
- Step 8** Set Challenge Question

## GUIDELINE FOR NEW STUDENT

Please visit ITSD Portal (<https://itsd.mmu.edu.my>) to view guidelines step by step how to access the application

	Descriptions	How to access	How to reset/change password
	<ul style="list-style-type: none"> <li>To do course registration</li> <li>To view timetable</li> <li>Exam related</li> <li>Student Financial</li> <li>Financial Aid-Sponsorship and Discount</li> </ul>	<p>Firstly, activate your ID at Student Password Management (SPM) Portal</p> <p>Login at <a href="https://spm.mmu.edu.my">https://spm.mmu.edu.my</a></p> <p>The hyperlink to CaMSys, MMLS, Webmail and Service Desk are also available at the login page of MMU Online Portal.</p> <p>Login at <a href="https://online.mmu.edu.my">https://online.mmu.edu.my</a></p>	<p>Please reset at SPM Portal: <a href="https://spm.mmu.edu.my">https://spm.mmu.edu.my</a></p> <p>or</p> <p>Please raise case via Service Desk System should you face any difficulties.</p> <p>or</p> <p>Please email to ITSD: <a href="mailto:itsdsupport@mmu.edu.my">itsdsupport@mmu.edu.my</a></p>
	<ul style="list-style-type: none"> <li>To view MMU Bulletin Board</li> </ul> <p>Link to self-service application</p>		
	<ul style="list-style-type: none"> <li>To access Multimedia Learning System (MMLS)</li> </ul>		
	<ul style="list-style-type: none"> <li>To access student email</li> </ul>		
	<ul style="list-style-type: none"> <li>To raise request, inquiries and incidents</li> </ul>		
	<ul style="list-style-type: none"> <li>To install Microsoft Office to your personal devices up to 5 desktop PCs or MACs, and office apps on other mobile device including Windows Tablet and iPad.</li> </ul>		
	<ul style="list-style-type: none"> <li>To access to Wi-Fi Services around the campus (Cyberjaya &amp; Melaka). WiFi services is powered by TM</li> </ul>	<p>Follow the steps below to access Wi-Fi:</p> <ol style="list-style-type: none"> <li>Select SSID "WiFi@MMU" and click "Connect"</li> <li>Key in "wifi@mmu" as WPA encryption key and click "OK"</li> </ol>	<p>Please raise case via Service Desk System should you face any difficulties.</p> <p>Or</p> <p>Please email to ITSD: <a href="mailto:itsdsupport@mmu.edu.my">itsdsupport@mmu.edu.my</a></p>

<b>IT SERVICES DIVISION</b>	
HOTLINE	03-8312 5777 (Cyberjaya) 06-252 4777 (Melaka)  After Office Hours (for classroom support) : 013- 622 2196
E-mail	<a href="mailto:itsdsupport@mmu.edu.my">itsdsupport@mmu.edu.my</a>
Any issue and concern, kindly submit ticket in the Service Desk System available at Online Portal <a href="https://online.mmu.edu.my">https://online.mmu.edu.my</a>	

# MMU SECURITY PERSONNEL

Please contact our security personnel at  
**06-2523667 (Melaka) & 03-83125484 / 83125939 (Cyberjaya)**  
(24 Hours) should you need their assistance.  
You can identify our security personnel through their uniforms as  
shown below.



MMU In-House Security



Outsource Security

# **STUDENT RULES & REGULATIONS**

## **RULE NUMBER 4 (AS AMENDED AT 12 AUGUST 2021) GENERAL DISCIPLINE OF STUDENTS (24 JUNE 1997)**

It is vital that you read the contents of this handbook carefully. You are to pay particular attention to Rule Number 4 of 24th June 1997 (as amended at 12 August 2021) relating to General Discipline of Students contained in this handbook. PLEASE BE INFORMED that the aforesaid rule contained therein are valid, legally binding and enforceable on all students of Multimedia University. Appropriate action will be taken where there is a breach of the aforesaid Rule. It is no defence for any student to claim or plead ignorance or lack of knowledge of the rules and regulations of the University, including and not limited to Rule Number 4.

**RULE NUMBER 4**  
**(AS AMENDED AT 12 AUGUST 2021)**  
**GENERAL DISCIPLINE OF STUDENTS**  
**(24 JUNE 1997)**

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**BY THE POWERS CONFERRED IN THE PRESIDENT IN ACCORDANCE WITH PART VIII OF THE PRIVATE HIGHER EDUCATIONAL INSTITUTIONS ACT 1996 (ACT 555) and in exercise of the powers conferred by Section 9.2 of the Constitution of Multimedia University, NOW THEREFORE, BE IT ENACTED by the President with the advice and consent of the Student Disciplinary Committee, and by authority of the same as follows:**

## **PART 1 – PRELIMINARY**

### **1. Citation**

This Rule may be cited as the Multimedia University (Discipline of Students) Rule Number 4 which shall include other rules and regulations as per **Appendix 1**.

### **2. Applicability**

This Rule applies to all registered students of the University.

### **3. Definition and interpretation**

#### **3.1 In this Rule, unless the context otherwise requires, the following words and expressions shall have the following meanings:**

“appropriate authorities” means the government, semi or quasi-governmental and/or statutory departments, agencies or bodies having jurisdiction from time to time and at any time over a relevant matter;

“authorised person” means any person or body of persons duly authorised to act on behalf of the University;

“dangerous drug” means any drug or substance which is for the time being comprised in the First Schedule of the Dangerous Drugs Act 1952 (Revised 1980);

“Dean” means head of Faculties, Schools, or Institutes;

“disciplinary authority” means any person or body of persons delegated by the President who is authorised with disciplinary functions, powers or duties under section 8.2 of the Constitution of Multimedia University;

“disciplinary room” means a room allocated for the purpose of the conduct of disciplinary proceeding;

“gaming” means the playing of any game of chance, or of mixed chance and skill, for money or money’s worth, and includes the playing of any game specified in Column I of the First Schedule and Second Schedule of the Common Gaming Houses Act 1953 and the playing or operation of any gaming machine;

“hostel” means any accommodation within the University’s compound which is provided by the University for the residence of the student;

“officer” means a person holding any office in the University, or in any body which is an authority of the University, whether such office is voluntary or for remuneration or otherwise;

“poison” means any substance specified by name in the first column of the Poisons List of the Poison Ordinance 1952, and includes any preparation, solution, compound, mixture or natural substance containing such substance;

“President” means the Chief Executive who is the disciplinary authority of the University under subsection 46(1) of the Principal Act;

“Principal Act” means the Private Higher Educational Institutions Act 1996 (Act 555) including any amendments and / or modifications made thereunder;

“Registrar General” means the Registrar General of Private Higher Educational Institutions appointed under subsection 3(1) of Principal Act;

“resident student” means a student residing in a hostel;

“sexual misconduct” means inappropriate and unwanted behaviour of a sexual nature and includes but is not limited to, sexual assault, sexual violence, non-consensual sexual intercourse, sexual abuse (including online and image-based abuse), non-consensual sexual contact, sexual harassment (unwanted behaviour of a sexual nature which violates a person’s dignity causing intimidation, degradation, humiliation or creating a hostile or offensive environment), non-consensual sexual exploitation (recording, capturing or distributing through any means images or video of another person’s sexual activity or intimate body parts/nudity), stalking, abusive or degrading remarks of a sexual nature;

“student” means a registered student, other than a student at an institution allied to the University, who is following a course of study, instruction, training or research of any description at the certificate, diploma, under-graduate, post-graduate or post-doctoral level on a full-time or part-time basis in, by or from the University and includes a distance-learning, off-campus, exchange and non-graduating student;

“Student Appeal Committee” means the committee appointed by the President to preside over the hearing of an appeal by the student;

“Student Disciplinary Committee” means the committee appointed by the President to preside over the hearing of a disciplinary proceeding;

“University” means Multimedia University;

- 3.2 Unless the context indicates otherwise, references within this Rule to the President refer either to the President or to a person or persons nominated by the President to act on his behalf.
- 3.3 In this Rule, unless there is something in the subject or context inconsistent with such construction or unless it is otherwise expressly provided:
- a) words denoting one gender include all other genders and words denoting the singular include the plural and vice versa;
  - b) where a word or phrase is given a defined meaning in this Rule, any other of speech or other grammatical form in respect of such word or phrase has a corresponding meaning; and
  - c) any reference to any statute, law, by-law, rule, regulation or statutory terms and conditions shall be construed as including reference to any statutory modification, consolidation or re-enactment (whether before or after the effective date of this Rule for the time being in force and all statutory instruments or orders made pursuant to such statutory terms and conditions and any statutory terms and conditions of which a statutory terms and conditions is a consolidation, re-enactment or modification).

## **PART II – GENERAL DISCIPLINE**

### **4. General prohibitions**

A student shall not:

- a) conduct himself, whether within or outside the University in any manner which is:

- i) detrimental or prejudicial to the interest, well-being or good name of the University; or
  - ii) detrimental or prejudicial to the interest, well-being or good name of any of the student or officer of the University, and/or
  - iii) detrimental or prejudicial to public order, safety or security, or to morality, decency or discipline.
- b) violate any provision of any written law, whether within or outside the University;
  - c) disrupt or interfere improperly in any manner with any teaching, study, research, administrative work or any activity carried out by or under the direction of or with the permission of the University;
  - d) prevent, obstruct, or interfere improperly with the functions or duties of any officer of the University, or any person acting under the direction or permission of such officer;
  - e) prevent or obstruct, any student from attending any lecture, tutorial or class, or from engaging in any legitimate activity;
  - f) organise, incite or participate in the boycott of any examination, lecture, tutorial, class, or other legitimate activity carried out by, or under the direction or with the permission of the University;
  - g) damage or deface, commit theft, misappropriate or misuse in any manner, any property belonging to the University or to the officer or any other student or other lawful visitor of the University;
  - h) contravene or fail to comply with any legitimate instruction, direction, or requirement given or made by an authorised person or officer the University in accordance with the University's rules, regulations, processes and procedures.
  - i) conduct himself in a violent, disorderly, threatening, intimidating or offensive manner, behaviour or language, whether expressed verbally or in writing, including the electronic form, on the University's premises or whilst engaged in any University's activity, towards the officer or any student or lawful visitor of the University;
  - j) bully, harass or behave in an unacceptable manner, behaviour or language whether expressed verbally or in writing, including the electronic form, on the University's premises or whilst engaged in any University's activity, towards the officer or any student or lawful visitor of the University on the grounds of sex, race, religion or belief, disability, age or on other grounds;
  - k) commit fraud, deceit, deception or dishonesty in relation to the University or its officer, student or visitor.

**5. Attendance during lectures**

- a) Where a student is required to attend any lecture, tutorial, class or any other instructional session/activity in relation to his course of study, he shall not be absent therefrom without the prior written permission of the Dean or the lecturer.
- b) Unless the circumstances do not permit such prior permission to be obtained and there is reasonable cause or excuse for the absence, the student shall, as soon as possible thereafter, satisfy the Dean or the lecturer, with regard to the absence, and obtain approval in respect thereof.

**6. Attendance for examinations**

- a) Where the student's course of study requires his appearance for an examination, and he is not otherwise debarred from appearing for the examination, he shall not fail to appear for the examination without the prior written permission of the Dean.

- b) Unless the circumstances do not permit such prior permission to be obtained and there is reasonable cause or excuse for the non-appearance, the student shall, as soon as possible thereafter, satisfy the Dean, with regard to the absence and obtain approval in respect thereof.

7. **Conduct during examinations**

- a) A student commits a disciplinary offence if, in an online or offline assessment, he cheats.
- b) 'Cheating' includes, but is not limited to:
  - i) Obtaining unauthorised assistance from another person;
  - ii) Passing off another person's work as the student's work;
  - iii) Copying an answer from another person or other material, either wholly or in part, and either verbatim or with superficial or cosmetic modifications;
  - iv) Sharing or exchanging an answer or other material between two or more students;
  - v) Obtaining or attempting to obtain the services of any person to appear on a student's behalf for the assessment in any manner whatsoever;
  - vi) Impersonating or attempting to impersonate another student in order to appear for the assessment on behalf of any student;
  - vii) Communicating with any other student by any means and in any manner whatsoever;
  - viii) Taking or attempting to take or use any book, paper, document, picture, mobile phone, smartwatch or electronic device except those authorised by the examiner in or out of any examination room; and
  - ix) Receiving or attempting to receive or in any other manner whatsoever obtaining or attempting to obtain any book, paper, document, picture, mobile phone, smartwatch or electronic device in any manner whatsoever from any other person while in the examination room except for such book, paper, document, picture, mobile phone, smartwatch or electronic device or other materials received from the invigilator or authorised by the Senate on the recommendation of the examiners or Board of Examiners.
- c) 'online assessment' includes any assessment done online in the form of, but is not limited to, midterm tests, quizzes and examinations, whether with or without the use of a proctoring tool, and whether or not supervised by an invigilator.
- d) A submitted answer which is similar to another person's answer, or to other material, such that the similarity is not likely to be the result of the student's independent effort, shall, until the contrary is proved, be deemed to be evidence of cheating.

8. **Restrictions on use of text of lecturer**

- a) A student shall not use the text, including the electronic form, of any lecture or instructions imparted to him in the University ("Text"), except for the purpose of pursuing his course of study. In particular, he shall not reproduce in any manner, the whole or any part of such Text, for the purpose of publication, distribution or circulation to the public, whether for payment or otherwise.
- b) Nothing in Rule 4(8) shall be deemed to restrict the discretion of the President to permit a student, to make copies of the Text if so permitted and directed by the President. The President, may, in giving such permission, impose any terms and conditions as he deems necessary or expedient.

9. **Control of assembly**

- a) A student shall not, without the prior written permission of the President, hold, organise, convene, call, attend, or participate in any assembly of more than five (5) persons in any part or premises of the University, which may cause or abet the promotion of indiscipline, disorder or disobedience or may pose a danger to the loyalty, discipline, or morale of the University.
- b) If the President exercises his right in granting the permission in Rule 4(9), the President, may impose any restrictions, terms or conditions in relation to the proposed assembly as he may deem necessary or expedient.

**10. Restriction on banners or placards**

A student shall not make, fly, exhibit, display, own or possess any flag, banner, placard, poster, emblem or other device within the University which may cause or abet the promotion of indiscipline, disorder or disobedience or may pose a danger to the loyalty, discipline, or morale of the University.

**11. Publication of documents**

- a) A student shall not, without the prior written permission of the President, publish, distribute or circulate any document within the University in any form or medium which may cause or abet the promotion of indiscipline, disorder or disobedience or may pose a danger to the loyalty, discipline, or morale of the University.
- b) If the President exercises his right in granting the permission in Rule 4(11), the President, may impose any restrictions, terms or conditions in relation to the proposed publication as he may deem necessary or expedient.
- c) Such permission required under this Rule shall be in addition to any license, permit or any other form of authorisation which may be required under any written law.

**12. Student's activities outside the University**

- a) A student shall not, without the prior written permission of the President, organise, carry out or participate in any activity outside of the University which may cause or abet the promotion of indiscipline, disorder or disobedience or may pose a danger to the loyalty, discipline, or morale of the University.
- b) If the President exercises his right in granting the permission in Rule 4(12), the President, may impose any restrictions, terms or conditions in relation to the proposed assembly as he may deem necessary or expedient.
- c) Such permission required under this Rule shall be in addition to any licence, permit or any other form of authorisation which may be required under any written law.

**13. Student engaging in occupation**

A student shall not, whether within or outside the University, engage in any occupation, employment, business, trade or similar activity, whether full-time or part-time, which is in the opinion of the President, may be detrimental or prejudicial to the interest, well-being or good name of the University.

**14. Representation pertaining to the University**

A student shall not, in relation to any matter pertaining to the University or its officer, without the prior written permission of the President, make any representation or other communication in any form or medium, the contents of which may cause or abet the promotion of indiscipline, disorder or disobedience or may pose

a danger to the loyalty, discipline, or morale of the University to any public officer, the media, or to the public in the course of any lecture, speech or public statement, or in the course of broadcast by any manner.

15. **Gaming**

A student shall not organise, manage, run or participate in any gaming within the University.

16. **Alcohol**

- a) A student shall not possess, furnish and/or consume any alcoholic beverages within the University. Alcoholic beverages include any substance which may cause intoxication to the person consuming it.
- b) A student shall not be in a state of intoxication or disorderly behavior under the influence of alcohol anywhere within the University so as to cause a disturbance or to endanger the safety of another person or property.

17. **Drugs**

- a) A student shall not, within the University, possess, use or consume any dangerous drug or poison which is not prescribed by a physician.
- b) A student shall not sell, give, enable, provide or traffic any dangerous drug or poison to any person within the University.
- c) A student shall not be in a state of intoxication or disorderly behavior under the influence of drugs anywhere within the University so as to cause a disturbance or to endanger the safety of another person or property.

18. **Obscene/offensive articles**

A student shall not possess, distribute, circulate or exhibit any articles or materials within the University in any form or medium, which is deemed by the President to be obscene or offensive in nature or which may cause or abet the promotion of indiscipline, disorder or disobedience or may pose a danger to the loyalty, discipline, or morale of the University.

19. **Sexual misconduct**

A student shall not engage in any kind of sexual misconduct with any person within the University.

20. **Dress code**

A student shall observe the dress code issued by the University from time to time for official interaction and activities within the University and shall be forbidden from entering the University if fails to comply with the dress code. The dress code prohibits the:

- a) wearing of blouses, t-shirts, singlets, tank tops or any clothing which bares the shoulders and armpits and/or belly;
- b) wearing of shorts or hot pants or Bermuda shorts;
- c) wearing of revealing or transparent clothing;
- d) wearing of slippers or flip-flops in all academic and administration buildings;
- e) wearing of short skirts that reveal the knees;

- f) wearing of full or partial face covering under circumstances when identification is required such as during examination and convocation.

21. **Tobacco**

A student shall not possess, consume (smoke or chew) or distribute any tobacco products or smokeless tobacco products including electronic cigarettes and vape within the University.

22. **Cleanliness**

A student shall not do anything which may affect the cleanliness and neatness of any building or structure within the University.

23. **Noise and disturbance**

A student shall not make any noise in any manner which may cause inconvenience, annoyance, nuisance or disturbance within the University.

24. **Admission of non-halal food**

A student shall not bring any food that is non-halal into the University.

**PART III – HOSTEL DISCIPLINE**

25. **Residence with opposite gender**

A resident student shall not reside in the same residence or accommodation with another student of an opposite gender.

26. **Unauthorised stay or squatting**

- a) A student who is not a resident student shall not stay or squat in a room occupied by a resident student.
- b) It shall be the duty and responsibility of a resident student to ensure that the restriction in Rule 4(26) is strictly observed in respect of the room occupied by him.

27. **Use of hostel facilities**

A resident student shall use the hostel facilities with proper care.

28. **Change of rooms**

A resident student shall not change his residence to any other room without the prior written permission of the University.

29. **Instructions to vacate or transfer residence**

A resident student may be required by the University at its sole and absolute discretion to vacate or transfer out of his residence.

**PART IV – ROAD TRAFFIC DISCIPLINE**

30. **Written authorisation**

- a) A student shall apply and obtain a written authorisation in the form of a vehicle sticker from the University for access of his motor vehicle into the University.

- b) The vehicle sticker issued by the University shall at all times be displayed on the motor vehicle.
- c) The President has the right (at any time and at his sole discretion) to refuse to grant written authorisation under this Rule 4(30) or to revoke any authorization granted if he is convinced that it would not be in the interest of the University for the student to hold such written authorization.

31. **Traffic directions and signs**

- a) A student shall comply with all traffic directions and traffic signs in the University.
- b) A student shall not conduct himself in any manner or do any act, which obstructs or interferes with the smooth and orderly movement of traffic within the University.

32. **Motor vehicles to be driven only on carriageway of road**

A student shall not drive a motor vehicle on any place other than on that part of the road which is used for the passage of motor vehicle; in particular, on the pavement, grass verge, footpath, corridor, verandah, five-foot way, courtyard or in any part of the building which is not ordinarily intended or specifically provided for the passage of motor vehicles within the University.

33. **Parking of motor vehicles**

A student shall not park any motor vehicle at any place or in any manner so as to cause danger, obstruction or inconvenience to any other person within the University. All motor vehicles shall be parked at the parking spaces designated for students only.

34. **Wheeled/coasting devices**

- a) A student shall not use any wheeled/coasting devices including but not limited to, roller skates, rollerblades, scooters, skateboards and similar devices on roadways dedicated solely to vehicular traffic.
- b) The use of wheeled/coasting devices is prohibited within any building of the University or on any surface features such as wheelchair ramps, handrails, benches, or other architectural features that might reasonably be expected to incur damage because of such use. A student using wheeled/coasting devices must remove such devices before entering the University's buildings.

35. **Summary punishment by disciplinary authority**

- a) The disciplinary authority may at its discretion, in lieu of taking disciplinary proceeding under Part V, impose a summary punishment of a reprimand or a fine not exceeding Ringgit Malaysia One Hundred (RM100.00) upon any student who commits a disciplinary offence under this Part IV.
- b) Upon the imposition of the punishment referred to in Rule 4(35), the disciplinary authority shall deliver to the student a written notice of such punishment in a form as the President may direct.

**PART V – DISCIPLINARY PROCEDURE**

36. **Attendance before Student Disciplinary Committee**

- a) Where it appears to the Student Disciplinary Committee that a student has committed a disciplinary offence, the Student Disciplinary Committee shall either orally or in writing, require the student to attend before it in such disciplinary room, on such date, and at such time it may specify.
- b) Where a student fails to attend before the Student Disciplinary Committee in accordance with the requirement under Rule 4(36), then the Student Disciplinary Committee shall not make any order in the

matter to the prejudice of the student, but shall adjourn the hearing of the matter to a future day for his appearance, and shall issue a notice in writing to him to attend the hearing in such disciplinary room, on such date, and at such time as it may specify.

- c) If the student fails to attend the second hearing without giving any reasonable cause or excuse, the Student Disciplinary Committee has the sole power to take appropriate action including to terminate the student.

**37. Conduct of student disciplinary proceedings**

- a) During the disciplinary proceedings, the Student Disciplinary Committee shall read and explain the charge containing the particulars of the offence of which he is alleged to have committed, and call upon him to plead thereto.
- b) If the student pleads guilty, the Student Disciplinary Committee shall explain to him the facts of the case and shall ascertain that the student understands the nature and consequences of his plea. If the student admits the facts, the Student Disciplinary Committee shall pronounce him guilty of the disciplinary offence, and invite him to make any plea he may wish to make for a lenient punishment.
- c) If the student pleads that he is not guilty of the disciplinary offence or refuses to plead, or does not admit the facts of the case, the Student Disciplinary Committee shall proceed to take all such evidence that may be produced or call such witness in support of the allegation against the student and the student shall be invited to question such witness and inspect such evidence, and the Student Disciplinary Committee may re-examine such witness.
- d) After the evidence referred to in Rule 4(37)(c) has been received, the student shall be invited to produce his evidence and if the student puts in any written statement, the Student Disciplinary Committee shall file it with the record and the Student Disciplinary Committee may question the student or any of his witness, and inspect any such evidence, and the student may re-examine any of his witness.
- e) The Student Disciplinary Committee may question or recall any witness at any time before it pronounces its decision or judgment.
- f) After hearing the witnesses and examining the evidence produced before it, the Student Disciplinary Committee shall pronounce its decision or judgment in the case, and if it finds that the student is guilty of the disciplinary offence, it shall invite the student to make a submission for a lenient punishment.
- g) Upon receiving the submission for leniency by the student, as the case may be, the Student Disciplinary Committee shall deliberate and impose on the student any one of the punishments specified in Part VI or any appropriate combination of such punishments. The Student Disciplinary Committee shall, in its deliberation of the punishment have due regard to like offences and the punishment levied on previous cases unless it can be proved that the offence being tried is of a different nature that creates a new case which may warrant a different form of punishment.
- h) The Student Disciplinary Committee shall orally prescribe to the student of its decision and the punishment. Such decision and punishment shall be recorded and issued to the student in the form of a judgment letter.
- i) The Student Disciplinary Committee shall orally inform the student of his right to appeal if he is dissatisfied with the decision and the punishment imposed by the Student Disciplinary Committee.

**38. Custody and disposal of evidence**

- a) The Student Disciplinary Committee may order any evidence produced before it in the course of any disciplinary proceeding to be kept in its custody or in the custody of such officer, as it may specify, pending the conclusion of the disciplinary proceedings.

- b) The Student Disciplinary Committee shall, upon the conclusion of the disciplinary proceeding before it, make such order as it deems fit for the disposal of any evidence produced before it in the course of the disciplinary proceeding, and may direct that such order shall take effect either immediately or at such time as it may specify.
- c) The power of the Student Disciplinary Committee under Rule 4(38) shall include the power to order the destruction of any such evidence or the forfeiture thereof to the University.

39. **Notes of disciplinary proceeding**

The Student Disciplinary Committee shall make or cause to be made, written notes of the disciplinary proceeding and such notes shall be verified by the chairperson of the Student Disciplinary Committee.

- a) The notes referred to in Rule 4(39) shall be kept in the custody of the President or any such person authorised in writing by the President.

40. **Register of disciplinary proceeding**

The President, or any such person authorised in writing by the President, shall maintain a register of all disciplinary proceedings undertaken under this Rule. Such register shall record the name of the student, the particulars of the disciplinary offence, the notes of proceeding, the result of the proceeding, and such other information or particulars as the President may direct.

41. **Notification of disciplinary proceeding to relevant parties**

- a) Where a student has been found guilty of a disciplinary offence, the President, or any such person authorised in writing by the President, may send a report of the disciplinary proceedings to the student's parent or guardian or to the Minister of Higher Education or in the case of a scholarship recipient, to the scholarship body.
- b) The relevant parties specified under Rule 4(41), shall be entitled to a certified copy of the notes of the proceedings made under Rule 4(39) upon payment of a fee determined by the President, which shall not, in any case exceed Ringgit Malaysia Three Hundred (RM300.00).
- c) A certified copy of the notes of proceedings made under Rule 4(39), in respect of any particular case, shall be supplied by the President to the Minister of Higher Education, should he require the same.

42. **Payment of fine**

- a) Where the Student Disciplinary Committee has imposed a punishment of fine upon the student, it shall specify the period within which the fine shall be paid, and the student shall pay the fine within the given period to the Finance Division.
- b) If the student fails to pay the fine within the period specified under this Rule, he shall immediately thereupon be suspended from being a student of the University until he has paid the fine.

43. **Order to pay compensation**

- a) The Student Disciplinary Committee may, in addition to the punishment imposed to the student under Rule 4(37), order the student to pay compensation in respect of any damage to any property, or any loss or injury to any person for which the Student Disciplinary Committee may find the student responsible in the course of the disciplinary proceedings.
- b) A student may be ordered to pay compensation under this Rule 4(43), regardless whether or not the damaged property belongs to the University, or to any other person.

- c) The amount of compensation imposed by the Student Disciplinary Committee under this Rule 4(43) shall be a just and reasonable amount, having regard to all the circumstances of the case, and of the person involved therein.
- d) The compensation under this Rule 4(43) shall be paid by the student to the Finance Division within such period as the Student Disciplinary Committee may specify.
- e) The provisions of Rule 4(42)(a) shall apply *mutatis mutandis*, where the student fails to pay the compensation within the period specified under Rule 4(43)(d).
- f) The Finance Department shall pay out the compensation paid by the student to any person or party as the Student Disciplinary Committee may certify as being entitled to receive the compensation.
- g) Any compensation payable or paid under this Rule 4(43) shall be without prejudice to the right of any person to institute civil proceeding in a court of law for damages or compensation in respect of the damage, loss or injury, or the right of any person to receive any payment or compensation under any other written law in respect of such damage, loss or injury.

44. **Rights of representation**

- a) A student has the right to be represented by a lecturer or an officer of the University or another student in disciplinary proceedings taken against him.
- b) The role of the such lecturer or officer or another student during the disciplinary proceedings is that of a companion and to provide moral support to the student. Such companion is not allowed to interfere or interrupt or to speak on behalf of the student during the disciplinary proceedings.
- c) Lawyers and family members are not allowed to be companions unless permitted by the Student Disciplinary Committee.
- d) If the student wishes to exercise his right under Rule 4(44), he shall give a notice in writing at least two (2) days before the date of the disciplinary proceeding, to the chairperson of the Student Disciplinary Committee.

45. **Persons who may be present at disciplinary proceedings**

No person shall be present at disciplinary proceedings except:

- a) the Student Disciplinary Committee and its Secretariat;
- b) the student against whom the disciplinary proceedings are taken;
- c) a witness while he is giving evidence, or when required by the Student Disciplinary Committee to give evidence;
- d) a companion; and
- e) such other person authorised by the Student Disciplinary Committee to be present.

**PART VI: SENTENCING**

46. **Disciplinary punishment**

A student who is found guilty of a disciplinary offence shall be liable to any one or any appropriate combination of the following punishments:

- a) expulsion from the University;
- b) suspension from any part of the academic year;
- c) exclusion from any part of the University premises for a specific period;
- d) suspension from using any or all University facilities for a specific period;

- e) an automatic failure in the subject(s) taken in the examination concerned;
- f) a fine not exceeding Ringgit Malaysia One Thousand (RM1,000.00);
- g) a written warning;
- h) community service;
- i) counselling; and/or
- j) any type of punishment which is deemed appropriate by the Student Disciplinary Committee.

## **PART VII – APPEALS**

### **47. Appeal to Student Appeal Committee**

- a) Where a student is dissatisfied with the decision of the Student Disciplinary Committee, he may appeal against such decision by filing a written notice of appeal to the Student Appeal Committee, within five (5) working days from the date of the judgment letter. Such date may be extended by the Student Disciplinary Committee. The template of the notice of appeal is as per **Appendix 2**.
- b) The Student Appeal Committee shall, upon receiving the notice of appeal and the notes of the disciplinary proceeding in respect of which the notice of appeal is given, consider the merits of the appeal.

### **48. Appeal for plea given involuntarily**

- a) Where a student has pleaded guilty during the disciplinary proceedings and his appeal is based on the ground that his guilty plea was not given voluntarily, the burden of proof shall be on the student to prove that such guilty plea was not given voluntarily.
- b) In the event that his appeal is allowed by the Student Appeal Committee, the case shall be reverted to the Student Disciplinary Committee whereby a fresh disciplinary proceedings shall be conducted before a differently constituted panel.

### **49. Appeal to President**

- a) Where a student is dissatisfied with the decision of the Appeal Committee, he may appeal against such decision by filing a written notice of appeal with the President.
- b) The President shall, upon receiving the notice of appeal and the notes of the disciplinary proceeding in respect of which the notice of appeal is given, consider the merits of the appeal.

### **50. Appeal to Registrar General**

Any student who is dissatisfied with the decision of the President, may, within fourteen (14) days from the date of receipt of the decision letter, submit an appeal in writing to the Registrar General.

### **51. Appeal not to operate as a stay of execution**

An appeal by a student shall not operate as a stay of execution of the punishment imposed under this Rule 4, unless the President or the Registrar General otherwise directs.

## **PART VIII – GENERAL**

### **52. University's power to investigate**

- a) If a student has reported any allegations to the appropriate authorities, the University shall withhold its investigation pending the criminal investigation by the appropriate authorities or the outcome of the criminal proceeding.

- b) The University does not have the legal investigatory powers and cannot make a determination of criminal guilt save and except for determination of guilt in any offence committed in contravention of this Rule.
- c) If any allegation is not reported by a student to the appropriate authorities, the University has the sole discretion not to proceed with any internal investigation if the University deems that such internal investigation is beyond the University's power and authority.

53. **Disciplinary authority's power/right to take action in the absence of court decision**

- a) When a student is accused in court of any offence, the Student Disciplinary Committee has the right to implement any punishment or procedures in this Rule 4 against the student; even though no court proceedings against the student has been instituted or the proceedings have returned a verdict of not guilty.
- b) Any procedures and decisions made by the Student Disciplinary Committee in this Rule are independent of any court decision made against the accused student.

54. **Disciplinary offence**

Any student who breaches, fails to comply with, or contravenes any of this Rule or any restrictions, conditions or terms imposed under this Rule or any order, instruction or direction given under this Rule shall be guilty of a disciplinary offence.

55. **Non-derogation of liability**

Nothing in this Rule shall allow a student to derogate from the liability for any offence committed under any written law.

**Appendix 1**

MMU's other rules and regulations shall include but not be limited to the following:

1. Examination Rules & Regulations
2. Hostel Rules & Regulations
3. Library Policies

**Appendix 2**

**NOTICE OF APPEAL**

To:

The Chairman

Student Appeal Committee

Multimedia University

Dear Sir/Madam,

Please take notice that I, ..... (Name), Student I.D. No..... of.....(address) hereby intend to appeal against the decision of the Student Disciplinary Committee given on the .....day of (month), 20.. set out as follows:

(Set out details of punishment)

1.....

2.....

The grounds of my appeal are as follows:

(Set out the grounds of appeal)

1.....

2.....

Dated the.....day of...(month).....20.

.....

(Signature of student)