UCSI University®

EXTRA-CURRICULAR LEARNING EXPERIENCE HANDBOOK

Version May 2016

EXTRACURRICULAR LEARNING EXPERIENCE (ELE)

Extracurricular Learning Experience (ELE) highlights the importance of experiential learning (i.e. outside classroom learning) that enables students to exercise pertinent soft skills like leading and managing teams, articulating ideas, strategic planning, and evaluation skills.

The extra-curricular activities which prepare you to become leaders through experiential learning will introduce you to the theories and practices involved in leading and working in teams, providing you with opportunities to exercise your leadership skills, learning to work as a team and at times, to work independently. Such skills are important and indispensable to future employers.

1.0 Introduction to Extracurricular Learning Experience (ELE)

The course, Extra-Curricular Learning Experience, focuses on the extra-curricular activities that provide students with the invaluable learning opportunities to increase your competencies and self-confidence.

2.0 The Academic Credits

Academic Credits can be earned in any of the following ways:

1. Your participation in student development talks, seminars, workshops and other approved events.
2. Your involvement in student clubs, associations and sports activities.
3. Your volunteer work with the local community.

The Table below lists the academic credits:

Year	Credit Hour	Learning Outcomes
1	1	Upon successful completion of this subject, students are able to: <u>Knowledge</u> • To identify the main processes and concept of project management. • To recognize the knowledge on how organizations (Committees) achieves its aims with reference to other committees and UCSI University Management • To participant as member in any events organized by UCSI University • To summarize and discuss the success of the event joined. • To submit a report on the overall event. <u>Practical Skills</u> • To participate in community based project that reflects multiple levels and types of leadership skills and ability to work as a team.

		<u>Social Skills and responsibility</u> • To be able to identify the key responsibilities of a civil minded individual through experiential learning <u>Ethics, professionalism and humanities</u> • To adhere to ethical standards and event management procedure created by the UCSI University <u>Communication, leadership and team skills</u> • Involve or develop a community project as a group with designated clubs/association. • To communicate effectively among team • To appreciate the value of teamwork. <u>Scientific methods, critical thinking and problem solving skills</u> • To recognize the scientific method and skills used in an event/project/program. <u>Entrepreneurship and managerial skills</u> • To understand the key concepts of entrepreneurship. • To recognize the basis level of managerial skills.
2	1	Upon successful completion of this subject, students are able to: <u>Knowledge</u> • To demonstrate the learned the knowledge into project management. • To experience project/event held in and out campus. <u>Practical Skills</u> • To related community based project that reflects multiple levels and types of leadership skills into student's personal learning experience. <u>Social Skills and responsibility</u> • To employ characteristic of a responsible and civil minded individual through experiential learning <u>Ethics, professionalism and humanities</u> • To adhere to ethical standards and event management procedure created by the UCSI University <u>Communication, leadership and team skills</u> • Involve or develop a community project as a group with designated clubs/association. • To communicate effectively among team • To appreciate the value of teamwork. <u>Scientific methods, critical thinking and problem solving skills</u>

		• To create an event/project/program that is based on a logical proposal, budget, and measuring of the outcomes. <u>Entrepreneurship and managerial skills</u> • To experience the key concepts of entrepreneurship in the project/event. • To demonstrate basis level of managerial skills.
3	1	Upon successful completion of this subject, students are able to: <u>Knowledge</u> • To integrate the knowledge into project management. • To organize project/event successfully. <u>Practical Skills</u> • To implement and evaluate a community based project that reflects multiple levels and types of leadership skills and ability to work as a team. <u>Social Skills and responsibility</u> • To demonstrate characteristic of a responsible and civil minded individual through experiential learning <u>Ethics, professionalism and humanities</u> • To adhere to ethical standards and event management procedure created by the UCSI University <u>Communication, leadership and team skills</u> • Involve or develop a community project as a group with designated clubs/association. • To communicate effectively among team • To appreciate the value of teamwork. <u>Scientific methods, critical thinking and problem solving skills</u> • To create and formulate an event/project/program that is based on a logical proposal, budget, and measuring of the outcomes. <u>Entrepreneurship and managerial skills</u> • To exhibit the key concepts of entrepreneurship in the project/event. • To demonstrate basis level of managerial skills.

3.0 Assessment

Learning outcomes are assessed based on your achievements submitted in your individualized student portfolio that is facilitated by an online web-portal: *ELE Portal*.

The portfolio will contain an account of your experience in a learning diary with details of the activities you had carried out.

3.1ELE Portal Profile

ELE Portal is basically an evaluation and portfolio system created to measure your performance. Most importantly, it also serves as a system to provide you with an achievement target.
The achievement target for the three ELE levels is a Pass/Fail grade with the following point allocations for each year:

For degree student:
Year 1: EAB 100 – 100 points minimum
Year 2: EAB 200 – 100 points minimum
Year 3: EAB 300 – 100 points minimum

For diploma student:
Year 1: EAD 100 – 100 points minimum
Year 2: EAD 200 – 100 points minimum

For A-level/Foundation student:
Year 1: EAA 100 – 100 points minimum

The portal is accessible via this link: www.ucsiuniversity.edu.my/ecas

3.2 Programmes Involved

For degree student:

Faculty of Business & Information Science	
Bachelor of Arts (Hons) Accounting	BCBAC
Bachelor of Arts (Hons) Accounting & Finance	BCBAF
Bachelor of Arts (Hons) Branding and Advertising	BCBBV
Bachelor of Arts (Hons) Business Administration	BCBBA
Bachelor of Arts (Hons) Logistics Management	BCBLM
Bachelor of Arts (Hons) Marketing	BCBBM
Bachelor of Arts (Hons) Supply Chain Operations Management	BCBSC
Bachelor of Business Administration (Hons) Oil And Gas Management	HYOG
Bachelor of Business Administration (Hons) in Islamic Banking & Finance	BCBIB
Bachelor of Financial Economics (Hons)	BCBFE
Bachelor of Science (Hons) Actuarial Science	BCBAS
Bachelor of Science (Hons) Computing	BCBCP2
Bachelor of Science (Hons) Mobile Computing	BCBMB2
Bachelor of Science (Hons) Actuarial Science & Finance	BCBSF
Bachelor of Science (Hons) Business Information Systems	BCBIS
Bachelor of Science (Hons) Computing	BCBCP
Bachelor of Science (Hons) Finance and Investment	BCBFI
Bachelor of Science (Hons) Mobile Computing	BCBMB
Faculty of Social Sciences & Liberal Arts	

Bachelor of Arts (Hons) Early Childhood Education	BCDEC
Bachelor of Arts (Hons) Education and English	BCDEE
Bachelor of Arts (Hons) English Language & Communication	BCSEL
Bachelor of Arts (Hons) Fashion Design with Marketing	HYFD
Bachelor of Creative Arts (Hons) 3D Animation Design	HYCA
Bachelor of Arts (Hons) in Mass Communication	BCSMC
Bachelor of Arts (Hons) Psychology	BCSPS
Institute of Music	
Bachelor of Classical Music (Hons)	BCMCL
Bachelor of Contemporary Music (Hons)	BCMCT
Faculty of Engineering, Technology & Built Environment	
Bachelor of Engineering (Hons) Chemical Engineering	HYEP
Bachelor of Engineering (Hons) Civil Engineering	HYEV
Bachelor of Engineering (Hons) Communication & Electronic Engineering	HYEC
Bachelor of Engineering (Hons) Electrical & Electronic Engineering	HYEE
Bachelor of Engineering (Hons) Mechanical Engineering	HYEM
Bachelor of Engineering (Hons) Mechatronic Engineering	HYEK
Bachelor of Engineering (Hons) Petroleum Engineering	HYEG
Faculty of Medicine & Health Sciences	
Bachelor of Nursing (Hons)	HYHR
Bachelor of Nursing (Hons)	HYHR2
Faculty of Pharmaceutical Sciences	
Bachelor of Pharmacy (Hons)	BCPPH
Faculty of Applied Sciences	
Bachelor of Science (Hons) Biotechnology	BCABI
Bachelor of Science (Hons) Biotechnology	BCABT
Bachelor of Science (Hons) Food Science & Nutrition	BCAFN
Bachelor of Science (Hons) Food Science & Nutrition	BCAFS
Bachelor of Science (Hons) Nutrition with Wellness	BCANW

For diploma student:

Faculty of Business & Information Science	
Diploma in Information Technology	DIBIT
Diploma in Management	DIBMG
Diploma in Logistic Management	DIBLM
Faculty of Social Sciences & Liberal Arts	
Diploma in 3D Animation Design	DISAD
Diploma in Fashion Design	DISFD
Diploma in Graphic Design	DISGD
Faculty of Engineering, Technology & Built Environment	
Diploma in Electrical & Electronic Engineering	DYEE
Diploma in Engineering (Material Science)	DIEMS

Faculty of Medicine & Health Sciences	
Diploma in Nursing	DYHN
Faculty of Hospitality & Tourism Management	
Diploma in Culinary Arts	DIHCA
Diploma in Hotel Management	DIHHM

For A-level/foundation students:

Centre for Pre-U Studies	
A Level - Cambridge	1LAC 1LAS
Foundation Studies	FDDEE FDDED
Foundation in Arts	FDBAC FDBAF FDBAS FDBBA FDBBM FDBCP FDBGE FDBIS FDBLM FDBMC FDDCA FDDFD FDPAA FDPMT FDPSS FDSEL FDSMC FDSPS
Foundation in Science	FDABT FDACE FDACH FDACP FDACV FDAEE FDAFS FDAMC FDAMD FDAME FDANS FDAPE FDAPH FDPEN FDPHS

4.0 ELE Portal profile and Points Accumulation

Each student registered under the ELE Course creates your own portfolio called ELE Portal Profile. Scores are totalled at the end of each trimester to enable you to keep track of your accumulated points and achievements in the ELE Portal profile. Every time you participate in an activity/event, you must key in your event report via the ELE Portal profile within seven (7) days of the event, any late submission will not be entertained.

To proceed to EAB 200, and EAB 300, you must pass the pre-requisite papers (i.e. EAB 100 for EAB 200, EAB 200 for EAB 300, and EAD 100 for EAD 200). With prior approval from the Student Affairs & Alumni (SAA), you might be able to combine and complete 3 credits within two years. However, such approval may only be given if you achieve a CGPA of 3.000 and above for your academic performance in Year 1 or Year 2, whichever is relevant.

The briefing is conducted by the Student Affairs & Alumni (SAA) and the Student Council. It will include, but is not limited, to:

- The ELE Course: Its rationale and operations
- Student Affairs & Alumni (SAA): Guidelines and operation manual
- Student Council (SC): Guidelines, operation manual, list of associations/clubs/societies listed under the SC

The ELE course is also subject to the terms and conditions of the add/drop courses set by the University. You MUST register during the first semester of your year of study, i.e. EAB 100, EAD 100 in Semester 1 of Year 1; EAB 200, EAD 200 in Semester 1 of Year 2; and EAB 300 in Semester 1 of Year 3.

5.0 Point Allocation for the Overall Category

There will be two (2) categories for point allocation. The first category (Category A) focuses on your participation in events while the second category (Category B) focuses on leadership positions that you hold in associations/clubs/societies.

5.1 CATEGORY A: PARTICIPATION

5.1.1 Participation in Events

In general, you will be awarded points if you participated in any event organized under the purview of the University.

Examples of events include, but are not limited, to the following: Rakan Cop Launch, Fiesta, Annual Prom Night, Cultural Night, Food Fair, Merdeka March, Community Services, developmental workshops/conferences/seminars/talks.

ELE point is awarded based on your level of participation, learning outcome and duration of the event, using the formula below:

Exposure Level + (Learning Outcome x Duration) + Duration

For example, a 8 hours Leadership Conference that open to all UCSI University student that had 4 learning outcome, will be awarded:

2 + (5 x 4) + 4 = 26 ELE point

A 4 hours team building workshop that only open to member of Accounting and Finance Student Association that had 2 learning outcome, will be awarded:

1 + (3 x 3) + 3 = 13 ELE point

The point breakdowns are as follows:

Exposure Level:

Exposure level of the event relies on both the invitation and participation of the event to and by the respective party, exposure level point will only be granted if the event is open to that level and participated by 20 participants or 3 organizations from that level, whichever higher and 30% of the participants are from that level,.

For example, for a 500 participant's event to qualify for national level, at least 150 students must come from other states in Malaysia; a 50 participant's event must have at least 20 participants or 3 organizations from other states in Malaysia. The point for each level is shown in the table below:

Club	1
University	2
State/Intervarsity	3
National	4
International	5

For example, an UCSI University-organized Merdeka Celebrations which is open to and participated by the University community is awarded 2 point for exposure level. For UCSI University-organized Merdeka Celebrations event open to and participated by the entire Malaysian nation, 4 point will be given for exposure level.

Learning Outcome:

Learning outcome of the event will be evaluated against the 9 UCSI University graduate attributes as listed below:

Effective Communication Skills
Creative and Critical Thinking Abilities
Ethical and Civic Responsibility
Knowledge of Disciplines
Interpersonal Skills
Lifelong Learning
Engage Global Citizen
Leadership
Entrepreneurship and Management Skills

Point will be given as the scale below for each learning outcome achieved:

1	2
2	3
3	4
4	5
5 and above	6

For example, an event that have 2 learning outcome will be awarded 3 points, while an event that have 7 learning outcome will be awarded 6 points for its learning outcome

Duration:

Duration will be the total hours of all activities in the event; point will be given base on the scale below:

1-3 hour(s)	2
4-6 hours	3
7-9 hours	4
10-12 hours	5
12 hours and above	6

For example, a 3 hours' workshop will be awarded 2 point; a 6 hours' seminar will be awarded 3 point; a 2 days 1 night camp with 6 hours of activities for each day, resulting in a total of 12 hours will be awarded 6 point for its duration.

Please take note of the following exceptions:

1. Points will not be allocated for course assignments/tasks. For example, University Life course projects.
2. To be awarded points, you must attend the particular event from the beginning until the end, register their attendance with the committee member and get the event participation report approve by the Student Affairs & Alumni.
3. Points will only be allocated to you if you man a booth for a particular event and not for just visiting the booth.
4. There is no point allocation if you attend club meetings, trainings, and practices.
5. Points will not be allocated if the event learning outcomes are not related to the 9 Graduate Attributes.

You are also encouraged to exercise your rights during the Student Council Election and in selecting your Student Representative**.**

Type of involvement	**Voter**	**Candidate for Presidency**
Student Council Annual Election	10 points	25 points

A simplified table for ELE point allocation:

Club Level:

		Learning Outcome				
		1	**2**	**3**	**4**	**>5**
Hours	**1-3**	7	9	11	13	15
	4-6	10	13	16	19	22
	7-9	13	17	21	25	29
	10-12	16	21	26	31	36
	>12	19	25	31	37	43

University Level:

		Learning Outcome				
		1	**2**	**3**	**4**	**>5**
Hours	**1-3**	8	10	12	14	16
	4-6	11	14	17	20	23
	7-9	14	18	22	26	30
	10-12	17	22	27	32	37
	>12	20	26	32	38	44

State Level:

		Learning Outcome				
		1	**2**	**3**	**4**	**>5**
Hours	**1-3**	9	11	13	15	17
	4-6	12	15	18	21	24
	7-9	15	19	23	27	31
	10-12	18	23	28	33	38
	>12	21	27	33	39	45

National Level:

		Learning Outcome				
		1	2	3	4	>5
Hours	1-3	10	12	14	16	18
	4-6	13	16	19	22	25
	7-9	16	20	24	28	32
	10-12	19	24	29	34	39
	>12	22	28	34	40	46

International Level:

		Learning Outcome				
		1	2	3	4	>5
Hours	1-3	11	13	15	17	19
	4-6	14	17	20	23	26
	7-9	17	21	25	29	33
	10-12	20	25	30	35	40
	>12	23	29	35	41	47

5.1.2 Internal and External Competition (Sports or Non-Sports)

You can also collect points by participating in any internal or external competition. For any event organized by outside organizations or institutions, invitations to the event will be channelled to the associations/clubs/societies registered under the SAA. You must obtain permission from the SAA before committing yourself to the event.

For any events that are not mentioned below, a written proposal has to be submitted to the SAA for approval, 2 weeks prior to the event.

Points are awarded based on exposure level and on the competition outcome:

Exposure Level x Competition Position

For example, a student win the gold medal in South East Asia game will be awarded:

10 x 10 = 100 ELE point

A student win third place in UCSI University singing competition will be awarded:

4 x 6 = 24 ELE point

The point breakdowns are as follows:

Exposure Level:

Club	2
University	4
State/Intervarsity	6
National	8
International	10

For example, a singing competition open to and participated by UCSI University students will be awarded 4 point; while a singing competition open to and participated by public around Selangor area will be awarded 6 point for exposure level

Competition Position:

Participants	2
4th place/semi-finalist	4
3rd place	6
2nd place/finalist	8
1st place	10

For example, a student participate in a competition will be awarded 2 points; a student who win 1st place in a competition will be given 10 point for competition position.

If you gain a place in a particular event, only the placing points will be considered and not the participation point.

Example: -

Event title: UCSI University Sports Carnival

- Participation: 8 points (University Level)
- Placing: 40 points (Champion)

Total points allocated to the student would be 40 points and not 48 points.

5.2 CATEGORY B: LEADERSHIP POSITIONS

You are recognized for your extra contributions in holding positions at various levels. You are allowed to join as a member, a maximum of any 3 clubs and will be awarded a maximum 39 points for participation as a member only. This is to ensure that you will be active in the registered clubs/societies/associations and hold an active role as a member.

Holding Key Position in Associations/Clubs/Societies/Student Council

The Table below is a breakdown of the points awarded according to the post held in a associations/clubs/societies:

Post held	Student Council	Associations/Clubs/Societies
President	**65**	**50**
Deputy President	**55**	**45**
Secretary	**40**	**30**
Assistant Secretary	**40**	**30**
Treasurer	**40**	**30**
Cabinet member	**40**	**30**
Committee Member	**40**	**15**
Member	**Not applicable**	**10**

Organising Events/Competition for Associations/Clubs/Societies/Faculties/University

At the club/society/associate/faculty level event, it is strictly open only to its own club/society/associate/faculty 'members'. However, the university level event is open to the entire University community.

The calculation for the ELE point is:

[Exposure Level + (Learning Outcome x Duration) + Duration] x Post Hold

The point breakdowns are as follows:

Post Held:

Organising Chairperson	1.5
Organising Vice Chairperson	1.4
Committee	1.3
Supporting Committee	1.2

For example, Organising Chairperson of the event will get 1.5 multiplier for the position held; secretary will fall under committee and get 1.3 multiplier for position held; while ushers, emcee, performers, facilitators and all supporting staff will fall under supporting committee category.

Misleading or intentional manipulation of ELE point

Should any misleading or intentional manipulation of ELE point to fraud participants' participation had been reported and verified, committee member ELE point will be forfeited and disciplinary action will be taken against committee member.

6.0 Credit Transfer

Credit Transfer for ELE is stringent and is usually not permissible. However, there may be circumstances in which such exemptions would be considered. The conditions are outlined below:

- As a student transferring from another institution to UCSI University, you may be exempted from doing a particular ELE module if you could produce evidence of active participation in Extra Curriculum Activities during your study at any Higher Education Institution that is approved by the authorities
- Other forms of exemptions are subject to the approval of the Student Affairs & Alumni (SAA).

You are advised to refer to the planner for submission of marks and to avoid any delays. The onus of ELE Portal submission lies with you.

EAB 100/EAD 100/EAA 100

First semester of enrolment into EAB 100/EAD 100/EAA 100

No	Activity \ Academic Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.	Course selection														
2.	Club Days														
3.	Accumulation of points by students														

Second semester of enrolment into EAB 100/EAD 100/EAA 100

No.	Activity \ Academic Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.	Club Days														
2.	Accumulation of points by students														

Third semester of enrolment into EAB 100/EAD 100/EAA 100

No	Activity \ Academic Week	1	2	3	4	5	6	7
1.	Club Days							
2.	Accumulation of points by students							

***Deadline of point accumulation will be announce through student email at least 30 days before the deadline.**

EAB 200/EAD 200

First semester of enrolment into EAB 200/EAD 200

No	Activity \ Academic Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.	Course selection														
2.	Club Days														
3.	Accumulation of points by students														

Second semester of enrolment into EAB 200/EAD 200

No.	Activity \ Academic Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.	Club Days														
2.	Accumulation of points by students														

Third semester of enrolment into EAB 200/ EAD 200

No	Activity \ Academic Week	1	2	3	4	5	6	7
1.	Club Days							
2.	Accumulation of points by students							

***Deadline of point accumulation will be announce through student email at least 30 days before the deadline.**

EAB 300

First semester of enrolment into EAB 300/EAB 300D

No	Activity / Academic Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.	Course selection														
2.	Club Days														
3.	Accumulation of points by students														

Second semester of enrolment into EAB 300/ EAB 300D

No.	Activity / Academic Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.	Club Days														
2.	Accumulation of points by students														

Third semester of enrolment into EAB 300/EAB 300D

No	Activity / Academic Week	1	2	3	4	5	6	7
1.	Club Days							
2.	Accumulation of points by students							

***Deadline of point accumulation will be announce through student email at least 30 days before the deadline.**

7.0 Deferment

Whenever students defer their study, all ELE program will NOT be deferred regardless of their deferment, students had to drop their ongoing ELE subject at the registrar office and add back the ELE subject that students dropped, when they resume their studies.

It is student responsibility to drop/add their ELE subject before and after their deferment. Students who did not drop their ELE subject before their deferment is obliged to complete their ELE subject based on the original timeline, any failure to do so will result in "F" grade for that ELE subject, and student will have to repeat the subject.

8.0 ELE Report Verification

IMPORTANT NOTE

Participation in event/competition does NOT guarantee award for ELE point

Participation in the event or competition itself does not guarantee the award of ELE points, the ultimate power to grant ELE points lies in the hand of SAA, and is subject to approval by both president and advisor of the Associations/Clubs/Societies where applicable.

Including but not limited to the following situation, ELE point will be forfeited:

1. Report is not submitted within 7 days after the end of the event, without valid reason
2. Plagiarism found in the submitted report, 20% or more of the content in the event report is proved to be plagiarized from any sources.
3. Student participation is not recorded by the organising committee and no photo evidence is available to verify the attendance of a student

Result of the event report shall be released 30 days after the event date. Any discrepancies on the event report shall be brought up to Student Affairs and Alumni office located at 3rd floor, Block A, UCSI University KL Campus (South Wing) during working hour.

9.0 ELE Portal

ELE Portal url:
www.ucsiuniversity.edu.my/ecas

For the function and the step by step instruction on how to use the ELE Portal, please refer to the document: **ELE Portal Manual,** available at http://www.ucsiuniversity.edu.my/currentstudent/listing.aspx.