



# ORIENTATION

## SEPT 2023 INTAKE

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It is my distinct pleasure to welcome the class of May 2023 intake to UCSI University and my heartiest congratulations to all of you! I know making it here is no easy task, but I can assure you that all the hard work you've put in to arrive here, is worth it.

Today marks the start of a new chapter in your life. A chapter that will surround you with countless opportunities and transform you in ways you cannot yet imagine. Over the next few years, the university and classes will challenge you. The people here will inspire you. The experiences and the independence will make you mature. All of this will change you. You may feel overwhelmed at times, and that's okay. Embracing change is essential to growth and the most important thing behind learning.

Just to share with you a story about change. I think most of you have seen this incident that happened a few years ago, where Cristiano Ronaldo picked up two glass bottles of Coke at his table, set them aside, and held up a bottle of water instead, during a press conference. It created ripples throughout the stock market and the stock market for Coke plunged. When I was in school, 30 years back, Coke was among the top brands in the market. The image of drinking Coke was "cool."

Fast forward to today, drinking Coke is no longer "cool". It's just a sugary drink that could potentially lead to prediabetes if consumed religiously. What changed? The image of consuming Coke changed. What we can learn from this, is that nothing is constant. Every moment that you are learning, you are changing. And every time you come back home from class, ask yourselves. Have I changed for the better? Attending a 90-minute physical class is hard work but it's only worth it if you have changed inside. Whether it's intellectually or behaviourally, change is the most important thing behind learning.

You will learn fast and as far as learning is concerned; you've certainly come to the right place. Many of you would probably know that UCSI University is synonymous with academic excellence and graduate outcomes.

The 2023 QS World University Ranking classifies UCSI in the top 0.9% of all universities worldwide. UCSI climbed 63 spots to be ranked 284, placing it among the world's top 300 varsities. Our pursuit of excellence is also reflected in individual disciplines. According to QS World University Rankings (WUR) by Subject 2023, UCSI University's best performance is in Performing Arts which ranks 21 in the QS WUR by Subject 2023 and still maintains the first position in Malaysia.

Hospitality and Leisure Management climbed to 34 from its previous rank of Top 40. The University's Petroleum Engineering subject is currently in the Top 150 in the world, UCSI broke into the top 200 in the fields of Arts and Design, as well as Business Management Studies. It also rose 58 spots to finish in the Top 330 in Social Sciences and Management. UCSI was ranked in Pharmacy and Pharmacology for the first time, breaking into the TOP 300. Meanwhile, Chemical Engineering studies remain in the Top 300 and Medicine is in the Top 600.

Other disciplines are also progressing positively, and we will continue to do more, particularly in the areas of research and development (R&D), industry outreach, and community organisations. By expanding our global footprint, we can provide our students and staff with opportunities to reach their fullest potential. The opportunities I'm referring to are invaluable experiences at renowned institutions like Harvard, Imperial College London, Chicago, Tsinghua, Queensland, and RMIT, among others. These universities select our students to pursue advanced cutting-edge science projects on an annual basis and many

have seized the golden opportunity.

University life is all about exploring and unleashing your hidden skills and strengths. I strongly encourage you to experience varsity life at its fullest with your peers and seniors. Discover what's truly important for you in life and the values you want to live by.

As you embark on this new journey in life. There are some things that you will remember, there are some things that you will forget, and some things that might just change how you view campus life altogether. But throughout this journey, I hope that you will learn from each other and respect one another – even if at times you may not understand their point of perspective. This is your community now, and your community is strong because you are made of diverse backgrounds and experiences. Being a new student also means that you're the most powerful student on campus because you have the most time ahead of you here. Welcome to your new home! and I hope that all of you will have an amazing time here at UCSI University.

Thank you.

**Professor Datuk Ir Ts Dr Siti Hamisah Binti Tapsir, FASc**

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### III FOREWORD BY DEPUTY VICE-CHANCELLOR, STUDENT AFFAIRS AND ALUMNI



Welcome to UCSI University and congratulations to all of you. As you embark on a new journey in life, here's wishing you many moments of success and achievements. We are proud of your achievements and happy to see you joining us today.

We'd like to start by congratulating you on your dedication to keep learning and improving yourself. Entering a university is the proper decision to make since it emphasises academics and research, student development, and alignment with industry development.

There are over 12,000 students at UCSI University across three main campuses in Malaysia. This includes international students from 110 different countries. The abundance of cultural diversity on campus will keep you interested and on the correct track to a world of collaboration and interaction with diversity. Our lecturers and faculties uphold the highest educational standards as we endeavour

to provide you with the best learning experience.

With over 4,700 industry partners, our University offers a unique opportunity to gain practical knowledge from the best, and even secure a job placement during your academic studies. We start students off on their career path and growth at the university with reputable and dedicated employment and career centre, and this is implicit. This one-stop centre helps students to write a resume, locate internships, and obtain employment with respected businesses and industries. Come join us and discover for yourself!

Importantly, the Student Affairs and Alumni department will support your development and growth during your time here through collaboration, camaraderie and student leadership. Students are represented by the Student Council at various levels of policy-making, from the Council's monthly sessions to the University's Top Management meetings. Student clubs on campus also offer a wide range of activities from sports, arts, science, and research to community projects.

For a successful progression in academic studies, a healthy body and mind are of utmost importance. Our Sports and Recreation department has various facilities to assist you with your physical well-being, whereas our Student Development and Counselling department will support your academic and personal growth.

As we enter into the transition of the endemic phase that is filled with many unique opportunities, it is with great enthusiasm and optimism that I invite you to join us at UCSI University. From all of us at UCSI, I wish you every success in your pursuit of higher education! Thank you.

**Professor Dr Yeong Siew Wei**  
*Deputy Vice-Chancellor, Student Affairs and Alumni*

### FOREWORD BY PRESIDENT, UCSI UNIVERSITY STUDENT COUNCIL IV



"And once the storm is over, you won't remember how you made it through, how you managed to survive. You won't even be sure, whether the storm is really over. But one thing is certain. When you come out of the storm, you won't be the same person who walked in. That's what this storm's all about."  
– Haruki Murakami.

This quote reminds us of the chain of events that have led up to this moment, particularly the COVID-19 pandemic. It is a pleasure to see students here braving the face of adversity with determination. Thank you for being part of UCSI University. Indeed, today marks the beginning of a new semester and a new phase of life for most of you.

You are now officially responsible for yourself, your classes, your activities, social lives and ultimately your future; welcome to adulthood! At UCSI, we have over 80 clubs and associations for you to choose from. Bear in mind that being in a university is about having the opportunity to try something entirely new, to get out of your comfort zone, and to expand your network.

In the QS World University Rankings 2023, UCSI University is ranked among the world's Top 300 varsities. In conjunction with that, the Student Council plays an important role in organising beneficial events like Extra-Curricular Awards Night, Cultural Night, the Sports Carnival, and many other club activities. Students who excel in extra-curricular activities will be awarded during the Extra-Curricular Awards Night which will be organised annually.

During your time here, be sure to relish each moment. Nothing is impossible. Just remember: Don't limit yourself, challenge your limits. Where you are right now doesn't have to determine where you'll end up. No one has written your destiny for you. Here at UCSI University, you write your own destiny.

All of you here are special in your own way. Start to aim high, think big, be optimistic and dream the impossible. Whether to have an enjoyable university life or an ordinary university life: The choice is yours. Remember, you too, can make a difference.

The Student Council represents the students where they can voice out their concerns and serves as a platform of communication between the students and the University's management. If you face any difficulties or problems, feel free to approach us. We will do our best to help you. Till then, I wish you all best and have a great future at UCSI University.

**Bryan Choo Ka Kin**  
*President, Student Council, UCSI University*

UCSI University presents students with a choice of enrolling in the Foundation in Science or Foundation in Arts programme. Our Foundation programmes lead into our own undergraduate programmes and equip students with critical thinking and independent learning skills.

Our students’ learning experiences are further enhanced and value-added with our unique “Professor Engagement” sessions embedded into our Foundation courses. These sessions help kick-start the students’ research interests by exposing them to various industrial, environmental and research areas under the guidance of UCSI University’s very own professors who are at the forefront of their field of expertise!

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**De Institute of Creative Arts & Design (ICAD)** is a vibrant hub for creative arts education that offers specialist programmes that benefit from close relationships with industry.

Our team of talented academic and creative practitioners maintains a nurturing teaching, studio-centric, and multidisciplinary research environment.

ICAD programmes blend an industry-focused approach that is supported by ‘real-world’ projects and placements that give you hands-on experience, so you are primed for a successful career in today’s dynamic marketplace.



**Associate Professor Dr Luqman Lee**  
*Director  
De Institute of Creative Arts*

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UCSI University's **Faculty of Applied Sciences (FAS)** is one of Malaysia's leading hubs of scientific study. Established in 1999, the Faculty stands out for the quality of academic teaching and research in Biotechnology, Food Science, Nutrition, Wellness, Forensic Science, and Aquatic Science.

The Faculty is home to intelligent and ambitious individuals who target a fast-track career in science. Our students go beyond themselves in every endeavor and the Faculty provides them with a myriad of avenues to shine. The Faculty frequently enjoys an impressive haul of intervarsity awards and many of our undergraduate students steal a march on their postgraduate counterparts by publishing their research findings in scientific journals.

Success is an integral part of the Faculty's identity and character. As a student, you can look forward to numerous opportunities to realize your potential. Learning will take you from modern classrooms to state-of-the-art laboratory facilities. You will learn from respected academics who are at the forefront of research in their respective disciplines. The knowledge you obtain will serve as the bedrock for further specialization. And your experience will be nothing short of immense.



**Associate Professor  
Dr Crystale Lim Siew Ying**  
*Dean, Faculty of Applied Sciences*

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The **Faculty of Pharmaceutical Sciences** has an established track record of 23 years with dedicated academic staff and cutting-edge teaching and research facilities. The Faculty is one of the pioneers of pharmaceutical education in the private sector. The Faculty stands out with student-focused, top-quality education and research in Pharmacy, Formulation Science, Pharmaceutical Chemistry, Pharmaceutical Technology, Clinical Pharmacy Practice and PhD in Pharmaceutical Sciences.

The Faculty has produced over 1,400 pharmacists since year 2000 with full national recognition. Our innovative teaching methods emphasize the praxis model with community engagement and collaborations with hospitals, community pharmacies and leading industries and SMEs.

Our first-class international faculty are specialists in their fields, empowered educators, and innovative researchers. Our faculty staff and students are actively involved in various community outreach programme with the Ministry of Health. Our students are annually selected for research attachment programmes at World's Top Universities.

“Success is not just what we accomplish in our life,  
it is about what we inspire others to do”



**Associate Professor  
Dr Mogana Sundari Rajagopal**  
*Dean, Faculty of  
Pharmaceutical Sciences*

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The **Institute of Computer Science and Digital Innovation (ICSDI)** was established to advance innovation through technology and to ensure its graduates are prepared for various kinds of real-world challenges. Its roots can be traced back to the mid-1980s to the vision of the UCSI University Chairman, Dato Peter Ng.

As such, programmes offered by the Institute are skewed towards specialisation for niche industries of the 21st Century. Students are trained in the fundamentals of Computer Science to tackle complex challenges and build their competencies in various branches of Computer Science and Information Technology.

Over the years ICSDI has established relationships with key industrial partners. With these partnerships, students are given opportunities that would shape their mind towards developing cogent ideas for business solutions.

The faculty consists of a strong team of leading senior researchers as well as a mix of young minds. Many of the alumni are involved in various positions in the industry as well as related careers.

In ICSDI we assist and challenge you to reach greater heights!



**Assistant Professor Ts Dr Raenu A/L Kolandaisamy**  
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The **Faculty of Business and Management (FBM)** is one of the largest faculties in UCSI University. At FBM, we seek to promote interdisciplinary approaches – a strategy that has contributed immensely to many of our students’ achievements. As part of the Faculty’s philosophy in effecting positive change through transformative education, our programmes have been specifically crafted to cultivate an authentic learning environment – one that fuses innovative teaching and learning practices with strategic partnerships and research.

At UCSI University, we believe that dialogue is a form of profound human communication. The Faculty places great emphasis on annual programme review meetings as constant interaction with parents, subject experts and industry practitioners which is imperative in ensuring that the programmes remain relevant to industrial needs. The feedback sessions also pass as a watershed in our efforts to groom high-calibre market-driven graduates.



**Dr. Loh Yue Fang**  
*Dean, Faculty of  
Business and Management*

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Welcome to the **Institute of Actuarial Science and Data Analytics (IASDA)** of UCSI University, KL Campus!

Please allow me to introduce to you a little bit about IASDA and UCSI University. UCSI University is ranked 284 in the QS World University Rankings (QS WUR) 2023, placing it among the top 0.9% of the world’s universities, one of the top universities in Malaysia, and the no. 1 private university in Malaysia.

IASDA offers a comprehensive range of industry-relevant actuarial science-related programmes that cover the crucial areas of actuarial science, finance, data analytics, and mathematical sciences at the undergraduate and postgraduate levels. At IASDA, we strive to be a future-ready, industry-relevant leading sustainable praxis academic institute in mathematical sciences research, with outstanding professional and industry recognition, and engagement to practice. We aspire to create a profound impact in the industry, academia, and society through our future-ready graduates and industry-relevant research and development activities. We will prepare you to be successful, market-ready professionals through our strong emphasis on industry-relevant programmes with recognition from the relevant professional bodies, excellent teaching, high-impact research, and high-quality publications, as well as strong and sustained collaboration with industry practitioners. Our programmes are taught by academically and professionally qualified lecturers with expertise in the various fields of mathematical sciences. Our programmes are reviewed and revamped regularly to ensure that the syllabus meets the requirements of the relevant professional bodies and accreditation agencies and remains relevant to the rapidly changing insurance and finance industries.

We care about you, not only academically, but from all angles to help you grow and become successful in your respective fields. I look forward to working with all of you and am happy that our paths crossed today.



**Assistant Professor  
Jeff Lai Wan Fei**  
*Head of Department , Institute of  
Actuarial Science and  
Data Analytics (IASDA)*

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UCSI Graduate Business School (UCSI GBS) is one of the leading business schools in the Asian region. This is a school where new perspectives and knowledge are created by engaging cutting-edge technology in teaching, impactful research, and extensive collaboration with the industry. The school is committed to equipping students with the skills and knowledge needed to thrive in the global arena and connect them with best practices in business.

We offer a wide range of Master’s and Doctorate programmes in response to the business world and global market demands. Our academic team are international experts in their respective fields and have engaged in research activities and consultancy projects worldwide. UCSI GBS is currently ranked 200 in the 2023 QS World University Rankings by Subject under the Business and Management Studies category.



Distinguished Professor Ts Dr Ooi Keng Boon, FASc  
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The **Faculty of Engineering, Technology and Built Environment (FETBE)** came into existence in 2007 as a result of a synergetic merger between the School of Engineering and the School of Architecture and Built Environment, which were established in 1992 and 2005, respectively.

Supported by decades of accumulated experience in the education and industrial sectors, the faculty has evolved rapidly to become one of the most prestigious and innovative providers of engineering and architectural education, not only in Malaysia but throughout the region. Notably, the faculty offers a wide range of undergraduate and postgraduate programmes that have gained national and international recognition.

Over the years, FETBE has actively engaged with the industry and oversea institution partners to provide unique learning experiences for students. Since 2017, our engineering students have been selected to conduct high-impact research with various renowned universities in Australia, China, Japan, Taiwan, the United Kingdom and etc. FETBE has also worked closely with different industry partners as stakeholders to enhance the quality of programme curriculums continuously in order to produce competitive graduates.

To date, FETBE has received the hardware and software sponsorship worth more than RM 60 million from the industry to provide exposure to students about state-of-art technologies adopted in the industry. Recent achievements of FETBE are the emergence of Chemical Engineering in the Top 400 whereas the Petroleum Engineering programme remained in the Top 150 of QS World University Rankings by Subject 2023.



**Associate Professor EUR ING.  
Ir Ts Dr Ang Chun Kit**  
*Dean, Faculty of Engineering,  
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UCSI University's **Faculty of Hospitality and Tourism Management (FHTM)** is one of the most forward-thinking school of thoughts in Asia-Pacific that stands out for excellence, diversity, relevance, and industries reach. It is dedicated towards the peak of the quality of expertise and skilled human capacity development for one of the fastest growing industries in the world. This is achieved through our curriculum that integrates adventure and fun within the specialised areas of hospitality, tourism, leisure, travel, culinary arts, recreation, and events.

Our variety of programmes offers teamwork, leadership and service etiquettes through experiential learning, collaborative learning, discovery learning approaches to develop talent with the right attitude for analytical and decision-making skills to get ready for co-operative structured internship programmes with the top global industry players and concur future senior management and executive positions.

FHTM is housed at one of Malaysia's foremost private universities, the Faculty is a hub of discovery. Its presence in Kuala Lumpur and Kuching – two of Malaysia's most popular tourist destinations – sees it providing diverse learning experiences few other schools can.



**Associate Professor Dr Hanafi Bin Hamzah**  
*Dean, Faculty of Hospitality and Tourism Management*

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**Faculty of Medicine and Health Sciences** works to advance healthcare through medical courses. Our mission as a medical school is to groom tomorrow's doctors and healthcare practitioners to heal, care, and make life better for local, national, and global communities. To this end, we seek to equip the best people with the best ideas, skill sets and ethics to make a telling difference in all they do.

The fight to alleviate human suffering from diseases is a complex one. New complications arise constantly, and medical advancement must follow suit. We understand this at the Faculty of Medicine and Health Sciences and our students are groomed to possess a thorough understanding of human diseases. With a focus on five key areas - basic medical services; clinical and therapeutic methods, procedures and investigations; community and family medicine; communication skills; and professional competence - the curriculum is designed to produce highly skilled doctors capable of meeting future medical challenges and advancing healthcare. Our medical courses are suited for those who aspire to make a difference and advance research in top medical universities such as Harvard and the University of Melbourne.

The faculty offers a wide range of medical courses, optometry courses and nursing courses. Reaching out and making the world a better place is what we strive for. The Doctor of Medicine Phase 1 (pre-clinical), Phase 2 (clinical), and Nursing programs are conducted at the Springhill campus. Bachelor of Optometry (Hons) and MSc (Healthy Aging, Medical Esthetic And Regenerative Medicine) are held at the Kuala Lumpur campus.



**Professor Ts Dr Cheah Shiau Chuen**  
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The **Faculty of Social Sciences and Liberal Arts (FOSSLA)** offers programmes at the foundation, undergraduate and postgraduate levels in the disciplines of Education, Mass Communication, Psychology, English Language and Communication. More academic programmes will be offered in the near future to meet the increasing needs of the industry. Detailed information on the programmes and facilities supporting teaching, learning, research, scholarly and creative activities is available in the relevant sections of the FOSSLA website.

Our vibrant, dedicated, and creative team of faculty members are committed to innovation and excellence in teaching and research for the development of intellectual and creative endeavors. Various innovative teaching and learning methodologies are adopted with emphasis on student-centred approaches, e.g. group discussions, problem-based learning, oral presentations, practical/hands-on laboratory, studio sessions, team-based projects, self-directed learning, and co-operative/internship placement.

With this, students gain exposure to relevant industrial areas via external field trips. These include, among others, the Malaysian Parliament, radio and television broadcasting centres, and art and design galleries. Guest lecture series, industry talks, and workshops are conducted regularly to support the students' professional development.



**Professor Dr  
Chan Nee Nee**  
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Recognised as a Global Top 21 University for performing arts by the QS World University Rankings by Subject in 2023, UCSI University’s **Institute of Music** is Malaysia’s premier music school in both the classical and contemporary music fields. The Institute has empowered students to chart careers in music for over 30 years and it is at the heart of the Malaysian music industry.

There is perhaps no other music school in Malaysia that is more constantly and consistently referred to than the Institute of Music. Much of this stems from the gold standard the Institute has set, both in academia and the industry. Many of the who’s who in the Malaysian music circle teach, once taught or studied at the Institute. Accomplished musicians from around the world are also part of the academic faculty. The Institute has opened doors for more than 1000 students to date and it continues to do so for hundreds of aspiring musicians each year. Many students make their name while they are still studying and this is a hallmark the Institute is proud of.

INSTITUTE OF MUSIC



**Professor Dr P’ng Tean Hwa**  
*Director, Institute of Music*


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UCSI CENTRE FOR LANGUAGES

**Centre for Languages** offers primarily English Language courses, which are designed to equip participants with the language skills for academic and professional purposes. It also offers intensive English & German language courses to international students and learners who choose to improve their language skills while travelling in Malaysia.

**Programmes and courses offered:**

- English for Tertiary Education Programme
- English Holiday Programme
- Basic English & English Foundation Courses
- CCP: IELTS Preparatory Course
- CCP: English for Professional and Academic Purposes
- CCP: Intensive German for Beginners
- CCP: Mandarin for Beginners

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**Daria Morozova**  
*Director  
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The Registrar’s Office performs a vital function in the university’s administration. The primary responsibility of the Registrar’s Office is to uphold the sanctity and to maintain the integrity of the University’s records.

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**Office hours:** 9.00am – 5.30pm, every Monday – Friday  
                  9.00am – 12.30pm, every Saturday  
                  *\*Closed on Sundays and Public Holidays*  
**Contact :** [registrar@ucsiuniversity.edu.my](mailto:registrar@ucsiuniversity.edu.my)

- Functions associated with the Registrar’s Office include, but are not limited to:
- Initiating and maintaining the permanent academic record of each student
  - Maintaining the accurate records of all courses and curriculum requirements
  - Managing the Course Selection process
  - Enrolment and degree verification
  - Verification of student information
  - Issuance of Academic Transcript
  - Graduation and awards

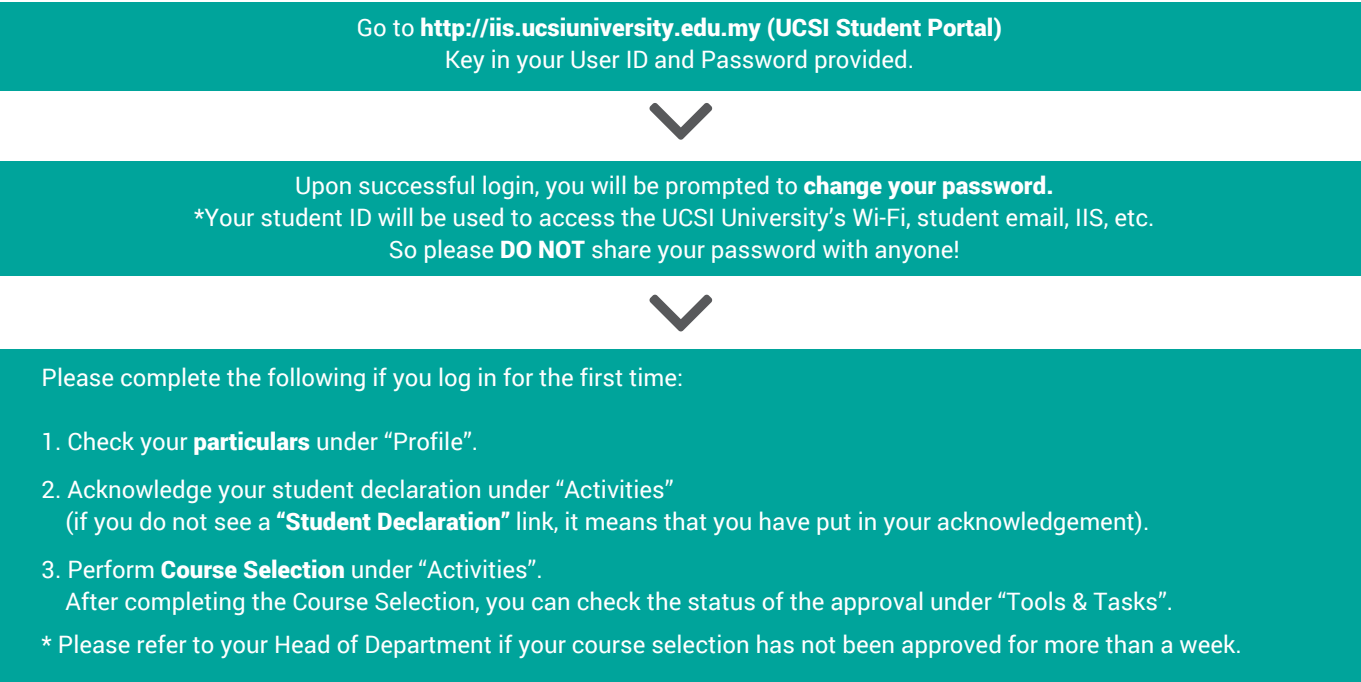
Below are the important weeks to remember, although variations could occur. These dates are also outlined in the academic calendar available on IIS.

| IMPORTANT WEEKS  | LONG SEMESTER |
|--|---------------|
| Last Day - Add/Drop course, programme transfer & deferment | Week 3        |
| Last Day – Add/Drop course (with penalty)                  | Week 6        |
| Last Day – Withdraw course (no refund)                     | Week 8        |
| Course Selection (for next semester)                       | Week 13       |
| Release of Exam Slip – (Self printing)                     | Week 15       |
| Examination Begins   | Week 16       |

*\*Note: The Add/Drop period is for students to add/drop course(s) after the course selection period. However, this option is only available once the students has completed the course selection.*  
*\* Please liaise and consult with Head of Department should there are any queries on which courses the students should be taking for the semester.*

Below is the process flow for new students to complete:

1. Accept UCSI's Terms and Conditions of admission.  
**(Duly complete Appendix 1 and submit to Admissions Office)**
2. Complete the declaration in the Integrated Information System (IIS) as shown below:



3. Complete the full settlement of the Initial Tuition Fee (**As stipulated in Appendix 2**)
4. Fulfil all the admission conditions:
  - a) Upload a passport-sized photograph (colored with white background) in IIS.
  - b) Submit the certified copy of admission documents (**SPM/ O-Level/ STPM/ A-Level/ Diploma certification and transcript/ any academic document**).
  - c) Complete any other conditions as stipulated in the Letter of Admission (**Appendix 1**).
5. Report to UCSI University.  
**Details such as Date & Venue is available in the Letter of Admission.**
6. Fulfill the English requirement (**if applicable**)
7. Visa Approval Letter/ Visa status (**International Students Only**).

*Note: Items 1 – 4 should be completed prior to the Orientation Day.*  
*Note: Course selection will **NOT BE AVAILABLE** if any of the above items are **NOT FULFILLED**.*

COLLECTION OF STUDENT ID

- Student ID card shall be made available when:
  - (a) Signed **Appendix 1** of Admission Letter has been **returned to Admission Office/ Registrar's Office**, and
  - (b) A copy of the passport-sized photograph (colored with white background) has been extended to Admission Office/ Registrar's Office, and
  - (c) **Fees** as stipulated in Appendix 2 of the Admission Letter have been **cleared**.
  - (d) Open HLISB bank account (applicable only to HLISB ID card).

REQUEST FOR DOCUMENTS

Students are allowed to request for documents such as verification letters, academic transcripts, completion letter, acceptance letters etc., subject to clearance by Finance Department. Students would need to apply for such documents through several platforms such as the IIS Portal, email or walk-in request

*\*Note: Official Academic Transcripts and Completion Letters are only applicable for Completed Students.*

ACADEMIC CALENDAR

Please refer to the Academic Calendar for all the important dates. This is available on the IIS portal and UCSI website.

STUDENT HANDBOOK

Please refer to the student handbook available on the UCSI website for any clarifications needed throughout the students' duration of study in UCSI University.



Student Operations (Finance Division) is one of the divisions under Group Finance Office (GFO). They provide support services to internal and external customers efficiently. The following are services available to students:

PAYMENTS:

- Tuition fees, repeat fees, facilities fee
- Supplementary exam fee and fee for appeal for marks revaluation
- Transcript requisition fee
- Late Course Selection fee/Late Add fee plus tuition fee/ Late Drop fee
- Programme transfer fee

SERVICES:

- Fee enquiry
- Fee Statement E-Billing and letter requisition
- Submission of duly completed online Completion/Withdrawal form for refundable deposit
- Sibling scheme enquiry

LOCATION:

**Group Finance Office**  
2<sup>nd</sup> Floor, Block A, UCSI University, KL Campus.

**Operating Hours:** 9am - 5:30pm (Monday - Friday)  
9am - 12:30pm (Saturday)  
Closed (Sunday and Public Holiday)


Email: [finance@ucsigroup.com.my](mailto:finance@ucsigroup.com.my)




| PAYMENT OPTIONS   |  | DETAILS   |
|---|--|---|
| Payment Counter at Finance Office   | Cash - Limit RM600                                       | Cash payments above RM600 will not be accepted for safety reasons   |
|   | Cheque/Banker's Cheque                                   | Payable to: UCSI Education Sdn Bhd<br>Post-dated cheques will not be accepted   |
|   | Credit Card / Debit Card                                 | For credit card - Visa, MasterCard and Amex are accepted.   |
| Banks/Internet (Payment to CIMB Bank Berhad) – Please indicate student name, ID number and purpose of payment during the transaction for verification purpose | Cash - Please deposit at CIMB branches                   | A/C no. 86-0213894-3 payable to: UCSI Education Sdn Bhd.<br>The Customer's copy of bank slip/receipt with the student ID number, name and contact number are to be:<br>a) Scanned and emailed to <b>finance@ucsigroup.com.my</b> ; or<br>b) Handed over to the Finance Office   |
|   | Cheque/Banker's Cheque - Please deposit at CIMB branches |   |
|   | Internet/GIRO transfer                                   |   |
| UCSI e-Payment  | Credit Card (Visa / Master) FPX (bank transfer)          | Use the IIS Student Portal ID (applicable to all existing students) to access the e-Payment portal at: IIS Version 2<br><b><a href="https://iis.ucsiuniversity.edu.my/Student/Login.aspx">https://iis.ucsiuniversity.edu.my/Student/Login.aspx</a></b>  |
| Banks/Internet (Payment to CIMB Bank Berhad) – Please indicate student name, ID number and purpose of payment during the transaction for verification purpose | Telegraphic Transfers (T/T) Overseas Payment             | <p>Only applicable for payment of tuition fees by International Students. Please submit the T/T slip to the Finance Office for payment verification or email the scanned copy of the T/T slip to <b>finance@ucsigroup.com.my</b>.</p> <p>Bank details (except students from the People's Republic of China):<br/>           Beneficiary Bank: CIMB Islamic Bank Berhad<br/>           Bank Address: 197 &amp; 199, Jalan Sarjana, Taman Connaught, 56000 Cheras, Kuala Lumpur, Malaysia<br/>           Bank Account Number: 86-0213894-3<br/>           Swift Code: CTBBMYKL<br/>           Beneficiary's Name: UCSI Education Sdn Bhd</p> <p>Bank details for students from the People's Republic of China:<br/>           Option 1:<br/>           Beneficiary Bank: Bank of China (Malaysia) Berhad<br/>           Bank Address: Plaza OSK, Jalan Ampang, 50450 Kuala Lumpur, Malaysia<br/>           Bank Account Number: 1-00000-4000-25654<br/>           Swift Code: BKCHMYKL<br/>           Beneficiary's Name: UCSI Education Sdn Bhd</p> <p>Option 2:<br/>           Beneficiary's Bank: Industrial and Commercial Bank of China (Malaysia) Berhad<br/>           Bank Address: Ground Floor, Wisma Equity, 150 Jalan Ampang, 50450 Kuala Lumpur, Malaysia<br/>           Bank Account Number: 0129000-1000003-40593<br/>           Swift Code: ICBKMYKL<br/>           Beneficiary's Name: UCSI Education Sdn Bhd</p> <p>Intermediary Bank: Bank of New York Melon<br/>           Swift Code: IRVTUS3N (for USD payment if the remitting bank is not ICBC China)</p> |

IIS2.0 AND LMS OFFICE


What can IIS assist you with?




Select Course(s)



Check fees







Make payment



Check results

IIS: Record/information purposes/administration platform



What can LMS assist you with?

-  Common LMS Tools (Lessons, Test Quizzes, Assignments and etc)
-  Social Networking (Experience classrooms with true diversity and build bonds internationally)
-  Find global student with similar fields of study and interests worldwide
-  Engage in learning discussions using Chat and Post tool

LMS: Academic related information in an engaging environment

To Access Current Students' Page

<https://www.ucsiuniversity.edu.my/current students>

ABOUT USACADEMICADMISSION

CURRENT STUDENTS

ePayment (View / Pay Bills Online)

Student/Guardian

Student Result, Course Selection Approval & Timetable Completion / Withdrawal Online Form

RESOURCESLINKSLANGUAGESEARCHAPPLY NOW360 VIRTUAL TOUR

RESOURCESENGAGEMENTRESEARCH

Current Students

Staff

Parents

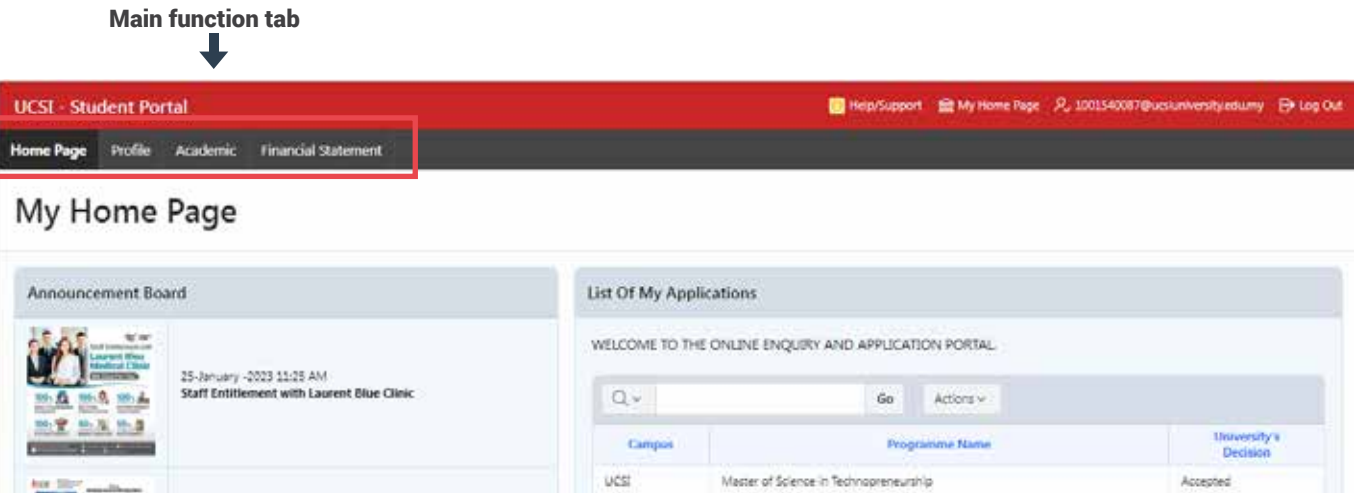
IIS Student/Guardian



Go to IIS student portal  
(Direct url):  
<https://iis.ucsiuniversity.edu.my/Student/Login.aspx>

IIS2.0 Student Portal Homepage

Upon a successful login or password change, you will see the screen as shown below:



IIS2.0 AND LMS OFFICE

Where to get my User ID and Password ?

3 options:

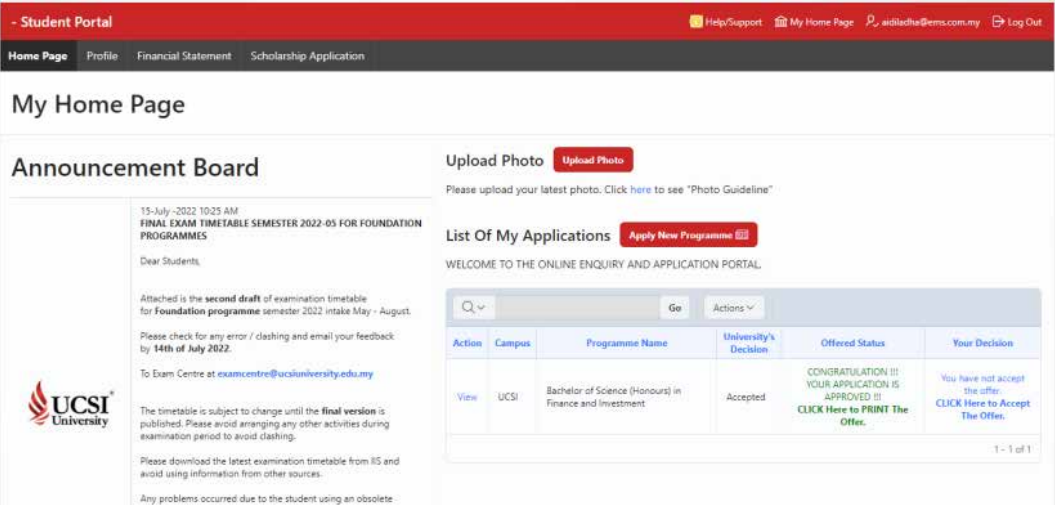
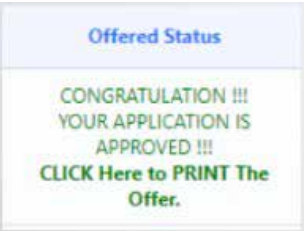
1. Check your personal email inbox or spam folder  
↓  
If you didn't receive the email, proceed to next step
2. Click "Um.. Help, I have forgotten my password !"  
↓  
If you didn't receive the email, click "Um..Help, I have forgotten my password!"
3. Bring your offer letter to Support Counter (Refer to location of the Support Counter at the end of the presentation)

One Username (Student ID Number) and password gives access to UCSI online services: IIS, LMS, student email, ELE Portal and WiFi.

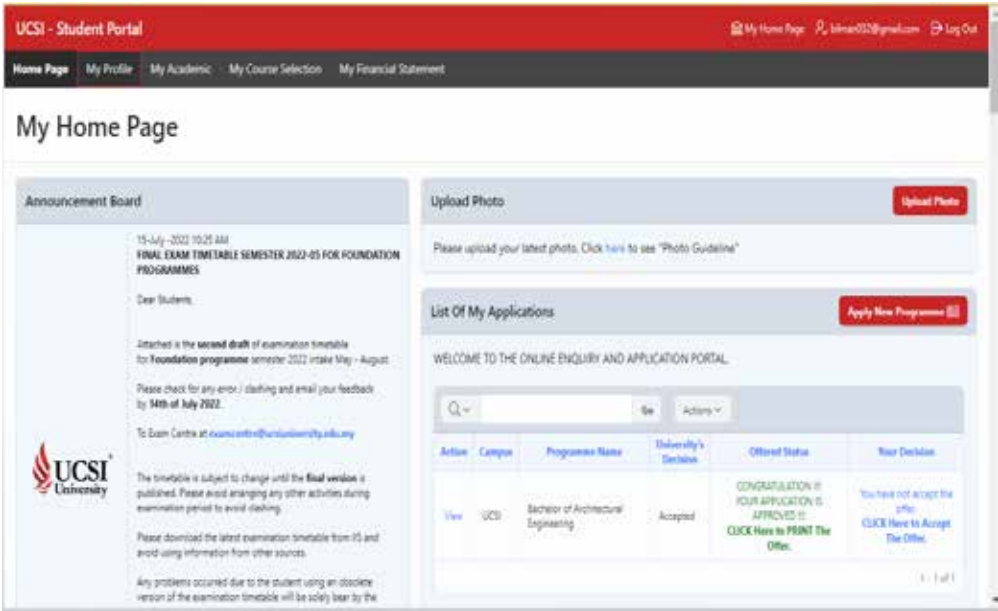
IIS2.0 AND LMS OFFICE

Print / View Offer Letter

Click at Offer Status box to print offer letter.



Accept Offer Letter





Student Declaration

- Pre-Course Selection (CS) Stage:-  
1. Student Declaration  
2. Pay fee (fee information page)

Step 1: Tick **Select All Declaration** or tick one by one.

APPLICANT ACCEPT OFFER

I HEREBY CONFIRMED AND ACCEPT THE OFFER LETTER AND ALL ITS CONDITIONS.

Accepted The Offer \*

☒ Yes

☐ Select All Declarations

PROGRAMME BACHELOR OF SCIENCE (HONOURS) IN FINANCE AND INVESTMENT

1. I hereby confirm the above-mentioned acceptance and hereby further agree to abide by all the Rules & Regulations of **UCSI University** that are currently applicable and also those that might be implemented at a later stage by **UCSI University**.

2. I also hereby acknowledge that **UCSI University** reserves the absolute right to subsequent changes to the curriculum, fees, and duration of the study and that no liability whatsoever shall be applicable in respect of those changes made at any material time during the course of my study at **UCSI University**.

3. I also hereby agree that the fees contained in this letter of acceptance are to be paid within the stipulated time period. I also hereby agree that **UCSI University** reserves the right to increase the fees that are applicable and payable and that the fees mentioned/stated in the letter of acceptance shall only apply to the time stipulated therein only.

4. **UCSI University** reserves the right to increase the fees payable and the onus is on the student to take note of any changes made and settle promptly and accordingly.

5. I understand and accept that I must complete and fulfill all stipulated courses and programme requirements of a degree at **UCSI University** in order to qualify for a **UCSI University** degree.

6. I agree to undertake the responsibility of registering for the appropriate subjects offered in the programme enrolled in during Course Selection and adhere strictly to the Add/Drop procedure and deadlines accordingly.

7. I also acknowledge that I am fully responsible for the outcome of my own selection of subjects.

8. The duration of my study with **UCSI University** may vary from time to time depending on the availability of the subjects being offered, thus I shall not hold **UCSI University** liable for any unforeseeable extension of time.

9. The number of subjects I am allowed to enroll in each semester is at the sole discretion and approval of **UCSI University**.

10. Being a student:

(i) I am aware of and must fulfill a minimum of 80% class attendance in each subject each semester.

|                                  |       |
|----------------------------------|-------|
| Accidental Medical Reimbursement | 3,000 |
| Bereavement Allowance            | 3,000 |

[Click for more details](#)

If an Insured Person sustains any of the physical and medical injuries and / or losses described and outlined in the Schedule of Indemnities during the enforcement of this policy, the Company, on receipt and approval of proof, shall, subject to the provisions, conditions and limitations contained herein, or which may be endorsed hereon, pay an indemnity according to the said Schedule, based on a percentage of the Principal Sum as specified in the Schedule of Indemnities.

**ACCIDENTAL DEATH BENEFITS:**  
When and if the Insured Person sustains bodily injury effected directly and independently of all other causes by accident (hereinafter referred to as "injury"), which results in loss of life of the Insured Person within three hundred and sixty five (365) days after the date of the accident, the Company will pay the Accidental Death Benefit (AD).

**DISMEMBERMENT AND LOSS OF SIGHT INDEMNITY:**  
When injury does not result in loss of life of the Insured Person within three hundred and sixty five (365) days after the occurrence of the accident but does result in any of the following losses within said three hundred and sixty-five (365) days, the company will pay for the amount outlined in the Schedule of Indemnities enclosed herewith.

☒ I Herely Agreed To The Above

Enter Your Password Here To Confirm

[Back to Previous Page](#)

**Step 3: Click **Save My Decision** to proceed**

[Save My Decision](#)

Step 2: Enter password for verification.

You have digitally signed the offer letter and can view the declaration accepted.

UCSI - Student Portal

Help/Support My Row updated.

Home Page Profile Academic Course Selection Financial Statement Completion/Withdraw Application Scholarship Application

My Home Page

Announcement Board

15-July-2022 10:25 AM  
**FINAL EXAM TIMETABLE SEMESTER 2022-05 FOR FOUNDATION PROGRAMMES**

Dear Students,

Attached is the **second draft** of examination timetable for **Foundation programme** semester 2022 intake May - August.

Please check for any error / clashing and email your feedback by **14th of July 2022**.

To Exam Centre at [examcentre@ucsiuniversity.edu.my](mailto:examcentre@ucsiuniversity.edu.my)

The timetable is subject to change until the **final version** is published. Please avoid arranging any other activities during examination period to avoid clashing.

Please download the latest examination timetable from IIS and avoid using information from other sources.

Any problems occurred due to the student using an obsolete

Upload Photo [Upload Photo](#)

Please upload your latest photo. Click [here](#) to see "Photo Guideline"

List Of My Applications [Apply New Programme](#)

WELCOME TO THE ONLINE ENQUIRY AND APPLICATION PORTAL

| Action               | Campus | Programme Name  | University's Decision | Offered Status   | Your Decision  |
|----------------------|--------|---|-----------------------|--|--|
| <a href="#">View</a> | UCSI   | Bachelor of Science (Honours) in Finance and Investment | Accepted              | CONGRATULATION !!!<br>YOUR APPLICATION IS APPROVED !!!<br><a href="#">CLICK Here to PRINT The Offer.</a> | You have digitally signed the acceptance on 15-Dec-2022 15:27:23 |

1 - 1 of 1



Paying Fees

- Pre-Course Selection (CS) Stage:-
- 1. Student Declaration ✓ Completed
  - 2. Pay fee (fee information page)

↓ Step 1: Click on **Financial Statement**

UCSI - Student Portal

Home Page Profile Academic Course Selection **Financial Statement** Completion/Withdraw Application Scholarship Application

Make Payment

| Transaction Date | Invoice Number  | Total Net To Pay | Total Collected | Invoice Balance Due | Programme Code | Programme   | Semester | Payment Due Date |
|------------------|-----------------|------------------|-----------------|---------------------|----------------|---|----------|------------------|
| 15-DEC-2022      | UCSI/INV/000826 | 2,400.00         | 2,400.00        | 0.00                | BCBF           | Bachelor of Science (Honours) in Finance and Investment | 2023-01  | 15-DEC-2022      |
| 15-DEC-2022      | UCSI/INV/000827 | 19,540.00        | 0.00            | 19,540.00           | BCBF           | Bachelor of Science (Honours) in Finance and Investment | 2023-01  | 22-DEC-2022      |
| Total            |                 | 21,940.00        | 2,400.00        | 19,540.00           |                |   |          |                  |

Any credit balance derived from the initial tuition fee (First Time Payment) as stipulated in your Offer Letter is not refundable in the case of withdrawal of study. This is in accordance with the University's Refund Policies & Procedures.

Credit Balance

CURRENT CREDIT BALANCE : 0.00

UCSI - Student Portal

Home Page Profile Academic Course Selection Financial Statement Completion/Withdraw Application Scholarship Application

Online Payment

Please tick ✓ to select the invoice to pay

|                                     | Invoice Date | Invoice Number  | Total Outstanding | Transaction Type |
|-------------------------------------|--------------|-----------------|-------------------|------------------|
| <input checked="" type="checkbox"/> | 15-DEC-2022  | UCSI/INV/000827 | 19,540.00         | Invoice          |

1 rows selected

Total 1

Step 3: Click **Pay Now** →

Any credit balance derived from the initial tuition fee (First Time Payment) as stipulated in your Offer Letter is not-refundable in the case of withdrawal of study. This is in accordance with the University's Refund Policies & Procedures.

UCSI - Student Portal

Help/Support My Home Page aidiatha@ems.com.my Log Out

Home Page Profile Academic Course Selection Financial Statement Completion/Withdraw Application Scholarship Application

Online Payment Confirmation

Amount

Minimum MYR1 and Maximum amount is MYR 30,000

MYR Total Amount 19540

\* Maximum amount is MYR 30,000

Distribute

Step 4: You can adjust the amount and click **Distribute** to allocate

Outstanding Items

| Seq Id | Transaction Date | Transaction Number  | Type Of Fees        | Outstanding Amount | Amount   |
|--------|------------------|---------------------|---------------------|--------------------|----------|
| 1      | 15-DEC-2022      | UCSI/INV/000827-001 | Initial Tuition Fee | 9,010.00           | 9,010.00 |
| 2      | 15-DEC-2022      | UCSI/INV/000827-002 | Initial Lab Fee     | 8,000.00           | 8,000.00 |
| 3      | 15-DEC-2022      | UCSI/INV/000827-007 | Library Deposit     | 200.00             | 200.00   |

UCSI - Student Portal

Help/Support My Home Page aidiatha@ems.com.my Log Out

Home Page Profile Academic Course Selection Financial Statement Completion/Withdraw Application Scholarship Application

Online Payment Confirmation

Acknowledgement

Late Payment Charges will be imposed on outstanding fee at the rate of 1% per month calculated on a daily basis if you fail to make payment on the due date. System may chargeback the late payment charges for payment made after the due date.

☐ I hereby acknowledge and agree with the above Refund Policies/Acknowledgement.

Step 5: Tick the checkbox to agree with the policy →

Step 6: Choose the payment method and proceed →

Select Payment Method to proceed

Credit Card

Pay via FPX

Cancel - Return to financial statement

Course Selection Process

**Definition**  
A process to select the courses you plan to study for the next semester.

**Frequency**  
Before the next semester begins.

**How do I know what courses to select?**  
Refer to the Y-Table, which will assist you in selecting your courses. If you are unsure, please refer to your respective school or department for advice.

Course Selection

Step 1: Click **File Number** to proceed

| File Number    | Code  | Programme   | Status    | Semester |
|----------------|-------|---|-----------|----------|
| CS-2022-000171 | BCBFI | Bachelor of Science (Honours) in Finance and Investment | Selection | 2023-01  |

UCSI - Student Portal

Home Page My Profile My Academic My Course Selection My Financial Statement

Course Selection time is here. Please click "Begin Course Selection" button below to commence. Please ensure that your contact information below is valid and up to date before proceeding.

Contact Information

Address: 35 Jalan Paya Besar

City: Kuala Lumpur Post Code: 53000

Country: Malaysia State: Kuala Lumpur

Mobile Phone Number: 601116390573 Email: sultan@ucsi@gmail.com

Back to Previous Page **Begin Course Selection**

Step 2: Click **Begin Course Selection**

Step 3: Read and understand the Terms and Conditions

1. You are advised to select courses ONLY if you plan to continue your studies for the coming semester because a fee will be charged once your Course Selection is approved.

2. Once the Course Selection is submitted and approved:

3. The Group Finance Office will bill you on the number of approved subjects.

4. You need to pay the tuition amount based on the number of the approved subjects.

5. Facilities fees, Insurance, medical plan, lab consumables, and resource fees will be charged to all active students (including students taking Co-op subjects). A repeat fee will be charged for repeating the Co-Op subject.

6. A student with an outstanding fee is unable to access in-campus Internet Wi-Fi, Learning Management System (LMS)/ Course Network (CN), IT and library services of the University's Computer Services Department. The department will reinstate the access once the overdue fees are settled.

7. In the case of dropping the approved subject and withdrawals from the university, the above item 2(a) will be charged.

8. If the withdrawal is submitted after the semester's commencement date without informing the Group Finance Office (via Withdrawal Form), the university has the right to impose a charge on tuition fees until formal notification is received. In this case, a refundable deposit will be used to offset any outstanding tuition fees.

9. In the case of Late Course Selection (after the semester has started or after the Course Selection Week) you will be given a due date for making payment, i.e., four (4) working days after the approval of the Course Selection. A late payment charge will be imposed after the due date. In this case, the University will NOT post any pre-billing to your address and you will have to obtain the pre-billing immediately from the Group Finance Office. You may also obtain your fee information from the IIS website or contact to the Group Finance Office at 03-9101 8880 or email them at: [finance@ucsigroup.com.my](mailto:finance@ucsigroup.com.my) to provide your email address or fax number to forward your pre-billing. The rest of the Course Selection Term Condition under Item (1) to Item (3) of the above still applies.

10. **Visa Renewal - Fees Payment Policy for International Student:** For all international students, if the submission of your visa renewal falls at the same time as your Course Selection period, you must pay the fee that commensurate with the Course Selection is not due, you must first settle all your outstanding tuition fees for the present semester.

11. For all scholarship recipients of UCSI University Trust, the continuation of your scholarship is subject to your current semester's academic achievement. If you do meet the minimum CGPA requirement, your scholarship will be terminated. Therefore, you are required to pay the FULL tuition fee for the coming semester.

*\*\* All scholarships awarded by UCSI University Trust, which also include scholarships offered through The Star Education Fund, Sin Chew Daily Education Fund, TheSun-MAPCU Higher Education Scholarship Fund, Nanyang Tertiary Education Fund*

☒ I hereby agree with the above Terms and Conditions

Cancel **Proceed Course Selection**

Step 4: Check the box to proceed to next step

Step 5: Click **Proceed Course Selection** to proceed

UCSI - Student Portal

Help/SupportMy Home Pageaidladha@ems.com.myLog Out

Home PageProfileAcademicCourse SelectionFinancial StatementCompletion/Withdraw ApplicationScholarship Application

Course Selection Page

Semester2023-01Programme CodeBCBFI - Bachelor of Science (Honours) in Finance and Investment

List Of Course(s) Selected

→

Perform Class Selection Now

Step 6: Click Perform Class Selection Now to proceed

Calendar For Selected Course(s)

December 2022

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 27  | 28  | 29  | 30  | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |

Course Selection Policies

Take Note. This is The Enrollment Policies For Your Course Selection.

| Maximum Credit Hours Allowed | Total Of Credit Selected |
|------------------------------|--------------------------|
| 10                           |                          |

My Programme Structure

Go

| Course                       | Academic Year | Course Remarks |
|------------------------------|---------------|----------------|
| SE004 Basic English          | English       |                |
| SE005 English Foundation     | English       |                |
| BA205 Financial Management 1 | Year 1        |                |

Step 7: Click Add to choose course

List Of Course(s) Offered For 2023-01

ADD the courses you wish to study for this semester.  
\*\* Only courses with pre-requisite qualified allowed to add.  
\*\* Only courses with available capacity will be shown.  
\*\* This section will be hide when the total credit hours selected meet the maximum allowed.

| Course Name                                | Remarks | ADD | Seats Available |
|--|---------|-----|-----------------|
| BBA1013 Introductory Accounting            | →       | ADD | 2               |
| BBA1043 Financial Management 1             |         | ADD | 30              |
| BBA1053 Financial Markets and Institutions |         | ADD | 30              |
| BBA1073 Principles of Banking              |         | ADD | 15              |
| BBA1083 Introduction to Islamic Banking    |         | ADD | 30              |
| BBB1013 Business Communication             |         | ADD | 40              |

List Of Course(s) You Selected For 2023-01

Back To Previous Page

RECOMENDATION FROM THE UNIVERSITY

The institution encourages a healthy learning environment. Hence, you are advised not to choose the classes that exceed total 3 hours of continuous learning session.

| Course Name                                | Credit Hours | Edit/Drop | Remarks |
|--|--------------|-----------|---------|
| BBA1013 Introductory Accounting            | 3            |           |         |
| BBA1043 Financial Management 1             | 3            |           |         |
| BBA1053 Financial Markets and Institutions | 3            |           |         |
| Report Total:                              | 9            |           |         |

Step 8: Click pencil icon to edit or drop

Step 9: Once you have selected the courses, list of courses offered but clash will appear, click any course to see the details

List Of Course(s) Offered But Clashed With Your Selection

| Course Name                                |
|--|
| BBA1073<br>Principles of Banking           |
| BBA1083<br>Introduction to Islamic Banking |
| B881013<br>Business Communication          |
| B881023<br>Microeconomics                  |
| B881033<br>Macroeconomics                  |
| MPU3223<br>University Life                 |

row(s) 1 - 6 of 6

With Your Selection

Time Table By Class Code

| Class Code ↕     | Date Time            | Clashed With Course You Selected          |
|------------------|----------------------|---|
| BBA1073-Lecture  | FRIDAY 08:00 - 09:30 | BBA1053-Lecture - FRIDAY 08:00 - 09:30    |
| BBA1073-Tutorial | FRIDAY 09:30 - 11:00 | BBA1053-Tutorial 1 - FRIDAY 09:30 - 11:00 |

row(s) 1 - 2 of 2

Information on clashes course

Step 10: Once you done the process, click **Back To Previous Page** button.

List Of Course(s) You Selected For 2023-01

Back To Previous Page ←

RECOMENDATION FROM THE UNIVERSITY

The institution encourages a healthy learning environment. Hence, you are advised not to choose the classes that exceed total 3 hours of continuous learning session.

| Course Name                                   | Credit Hours | Edit/Drop | Remarks |
|---|--------------|-----------|---------|
| BBA1013<br>Introductory Accounting            | 3            |           |         |
| BBA1043<br>Financial Management 1             | 3            |           |         |
| BBA1053<br>Financial Markets and Institutions | 3            |           |         |
| Report Total:                                 | 9            |           |         |



Course Selection Page

Semester  
2023-01

Programme Code  
BCBF1 - Bachelor of Science (Honours) In Finance and Investment

List Of Course(s) Selected

Perform Class Selection Now

| Course/Subject Name ↑                        | Credit Hours | Selected |
|--|--------------|----------|
| BBA1013 - Introductory Accounting            | 3            | ✓        |
| BBA1043 - Financial Management I             | 3            | ✓        |
| BBA1053 - Financial Markets and Institutions | 3            | ✓        |
| Report Total:                                | 9            |          |

Remarks

Proceed To Confirm Your Selection

Step 11: Review selected courses.  
Then scroll to the bottom of the page and click **Proceed to Confirm Your Selection** button



Charges

This is a projected amount for your course selection request.  
The amount will be billed once your request is approved.

| Type Of Fees           | Selected Course                              | Unit Price |
|------------------------|--|------------|
| ICT Fee                |  | 200.00     |
| Library Fee            |  | 200.00     |
| Student Activities Fee |  | 200.00     |
| Tuition Fees           | BBA1053 - Financial Markets and Institutions | 1,740.00   |
| Tuition Fees           | BBA1043 - Financial Management I             | 1,740.00   |
| Tuition Fees           | BBA1013 - Introductory Accounting            | 1,740.00   |
|                        |  | 5,820.00   |

7. If a student is dropping the approved subject and withdrawing from the university, the above term will be charged.

8. If the withdrawal is submitted after the semester's commencement date without informing the Group Finance Office (via Withdrawal Form), the university has the right to impose a charge on tuition fees until formal notification is received. In this case, a refundable deposit will be used to offset any outstanding tuition fees.

9. In the case of Late Course Selection (after the semester has started or after the Course Selection Week) you will be given a due date for making payment, i.e., four (4) working days after the approval of the Course Selection. A late payment charge will be imposed after the due date. In this case, the University will NOT post any pre-billing to your address and you will have to obtain the pre-billing immediately from the Group Finance Office. You may also obtain your fee information from the IIS website or contact to the Group Finance Office at 03-9101 8880 or email them at: [finance@ucsigroup.com.my](mailto:finance@ucsigroup.com.my) to provide your email address or fax number to forward your pre-billing. The rest of the Course Selection Term Condition under Item (1) to Item (3) of the above still applies.

10. **Visa Renewal - Fees Payment Policy for International Students:** For all international students, if the submission of your visa renewal falls at the same time as your Course Selection period, you must pay the fee that commensurate with the Course Selection is not due, you must first settle all your outstanding tuition fees for the present semester.

11. **For all scholarship recipients of UCSI University Trust, the continuation of your scholarship is subject to your current semester's academic achievement. If you do meet the minimum CGPA requirement, your scholarship will be terminated. Therefore, you are required to pay the FULL tuition fee for the coming semester.**

\*\* All scholarships awarded by UCSI University Trust, which also include scholarships offered through The Star Education Fund, Sin Chew Daily Education Fund, TheSun-MAPCU Higher Education Scholarship Fund, Nanyang Tertiary Education Fund

I hereby agree with the above Terms and Conditions.

Yes

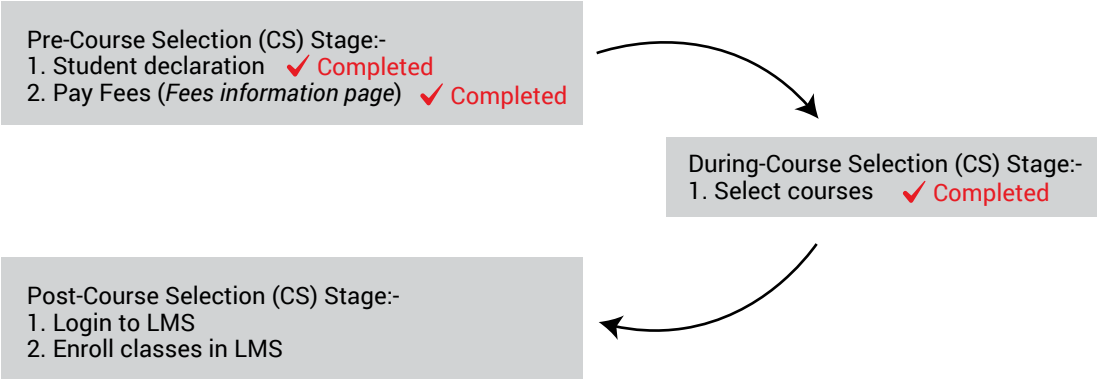
Back

Confirm And Submit

Step 12: New invoice will appear. You will see the tuition for the selected courses.  
Click on **Confirm and Submit** button to submit for approval.



New Student – 3 Processing Stages



UCSI LMS CN Status & Access

Please refer to the info below regarding CN account: -

- 1. The status of an **active** student with completed his/her first approved of course selection. (Note: For new student only)
- 2. The status of an **active** student with no outstanding fees in IIS will be set as active in UCSI LMS CN
- 3. The status of an active student with outstanding fees in IIS will be set as **inactive** in UCSI LMS CN if the payment is not completed before the due date. Thus, the student will not be able to access UCSI LMS CN.
- 4. After graduation the status of an active student will be changed to **Alumni** in UCSI LMS CN.
- 5. The account of a student with the “withdrawn” status in IIS will be deactivated in UCSI LMS CN.

To Access Current Students Page

<https://www.ucsiuniversity.edu.my/current-students>

**CURRENT STUDENTS**

- ePayment (View / Pay Bills Online)
- My Employment & Co-Op Portal
- Student/Guardian
- UCSI University Student Email System
- Student Result, Course Selection Approval & Timetable, Completion/Withdrawal Online Form
- UCSI LMS CN
- Fee Assisted Learning (PAL)
- ELE Portal

- Step 1: Check LMS account activation in UCSI University Student Email System
- Step 2: Login to LMS from here

To Access UCSI University Student Email System

**UCSI University**

Enter password

For e.g.: 1001xxxxxx

Same as IIS student portal password

**UCSI University**

Welcome to UCSI University LMS CN

Welcome to the UCSI University LMS CN Channel! An account has been created for you by your Institution.

User ID: your institution ID  
Password: IIS Password

Expand the email and follow the instruction

Please click here to UCSI LMS CN

Accessing UCSI LMS CN

Enter your UCSI ID and UCSI/IIS Password  
*Note: Please login using the page below*

A. Login via <https://ucsi.thecn.com/>

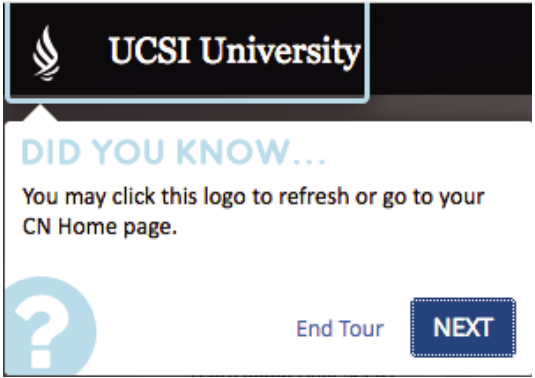


B. Institution Login via [thecn.com](https://thecn.com)

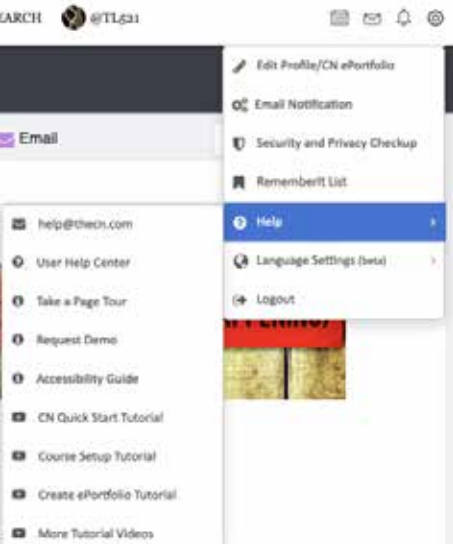


Exploring UCSI LMS CN

Upon login, you will be prompted to take a page tour .

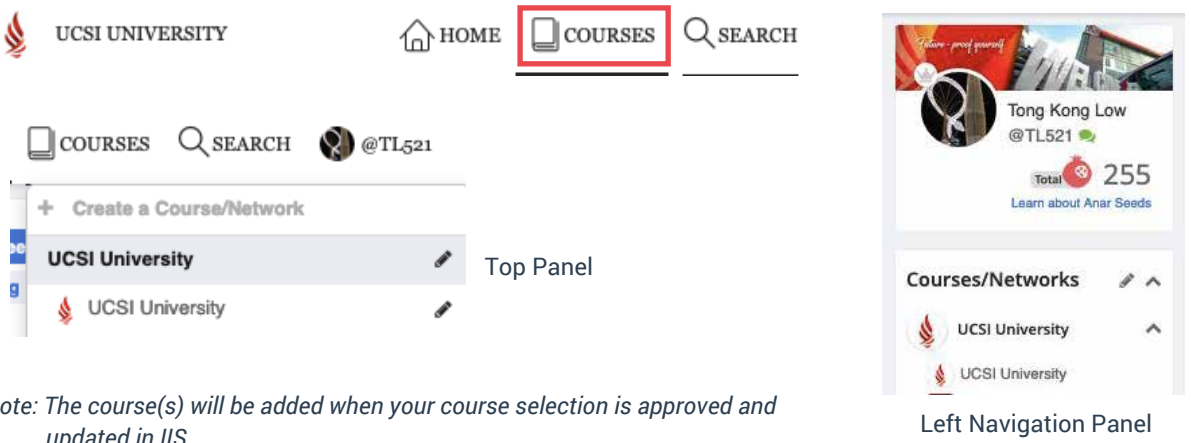


You can find more guidance and features in “Help”.



Class Enrolment

You may find your course(s) at the top right or left of your navigation panel.



*Note: The course(s) will be added when your course selection is approved and updated in IIS*

Tips

- Update your information in your profile.
- Add your image.
- Start chatting with your online friends.
- Update the visibility to protect your ePortfolio privacy.
- Select the relevant visibility setting when making a Post.



IIS and LMS support:

1. Walk-in

Computer Services Department  
Level 10, Block E  
UCSI University KL Campus

2. Email to

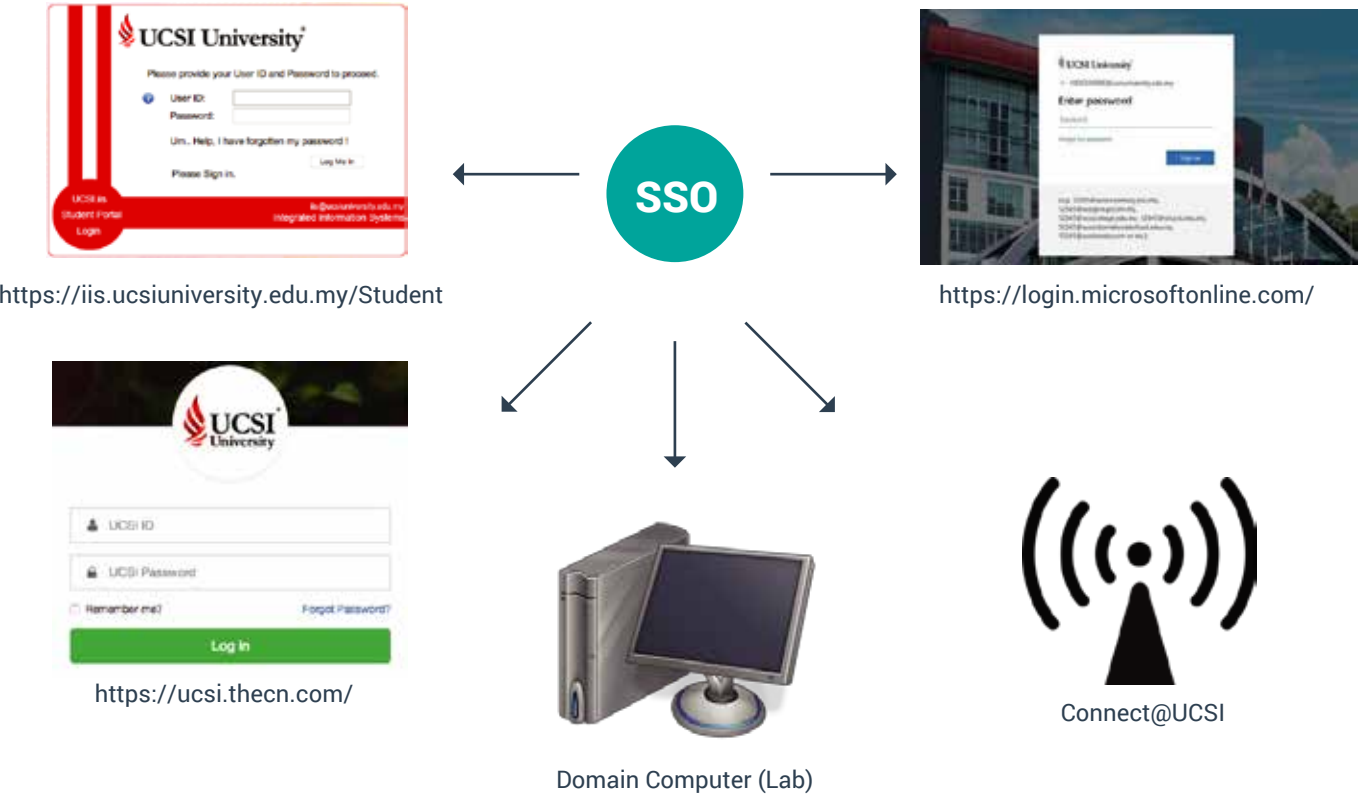
iis@ucsiuniversity.edu.my (IIS)

lmsmaster@ucsiuniversity.edu.my (LMS)

helpdesk@ucsiuniversity.edu.my (Email)

Single Sign-On (SSO)

Only one password to remember for multiple systems (IIS, UCSI LMS CN, Lab Computer, Wi-Fi, UCSI University Student Email)



FAQS

**Q: What is Course Selection?**

A: A process to select the course(s) you plan to study for the next semester.

**Q: Why do I need to click 'pay fees' even though payment has already been made?**

A: This section provides the information of your fees. The task is required to acknowledge and clear your payment status.

**Q: How do I select my course(s)?**

A: Course(s) selection can be done through IIS Student Portal.

**Q: How do I know what course(s) to select?**

A: Refer to the Y-Table, which will assist you in selecting your courses. If you are unsure, please refer to your respective school or department for advice.

**Q: What do I do if I cannot proceed with my Course Selection?**

A: Refer to the message prompted on the screen. Read through and check on incomplete tasks.

**Q: What will happen after I've selected my courses?**

A: All selected courses will need to go through the approval process, carried out by Head of Programme (HOP) or assigned by the course approver.

**Q: When can I perform add/drop task or select tutorial(s)?**

A: You can add or drop course(s) or select tutorial(s) in stipulated period for Add/Drop stated in the academic calendar and after your course selection status is indicated "Closed".

**Q: What should I do if the Head of Programme (HOP) advises me to add or drop the course(s) after approval?**

A: There are stipulated periods for Add/Drop stated in the academic calendar. You can add or drop course(s) during the Add/Drop period.

**Q: Who do I refer to in advance if the timetable is yet to be announced (TBA)?**

A: Click on your course link to see more information. If it remains as TBA, kindly refer to the respective faculty.

**Q: What should I do if the course(s) is still pending approval?**

A: Refer to the respective faculty.

**Q: What is UCSI LMS CN?**

A: A social learning platform that allows students to access academic-related information in an engaging environment.

**Q: What should I do to activate UCSI LMS CN?**

A: Complete all assigned tasks (Student Declarations, Pay Fees, Report Arrivals, and Course Selection) in IIS student portal.

**Q: Why can't I see the course(s) in UCSI LMS CN?**

A: Check your course approval status in IIS Student activities.

**Q: How can I chat with friend(s) in UCSI LMS CN?**

A: Add image in your profile. Then you can start chatting with your friends.

**Q: How should I remove enrolled course(s) in my long list of course menu?**

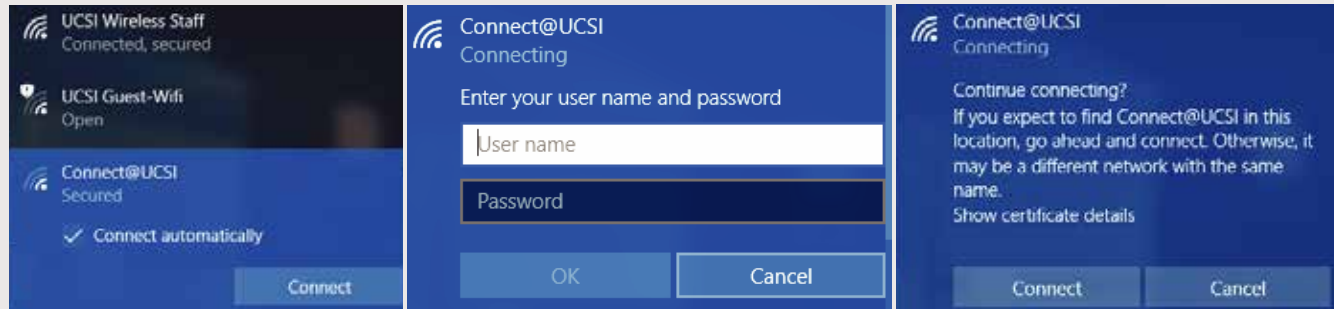
A: You can uncheck the course(s) that are shown in the menu in Manage UCSI Course Menu on the left navigation panel.

Happy Studying!

UCSI University students are provided with workstations and internet facilities. The computer in the library create a perfect study environment for students. Apart from that, Wi-Fi access throughout the campus enables the students to stay connected at all times.

Computer Services Department (CSD) plays the role of ensuring the workstations and internet facilities are working smoothly on campus.

## WIRELESS NETWORK CONNECTION

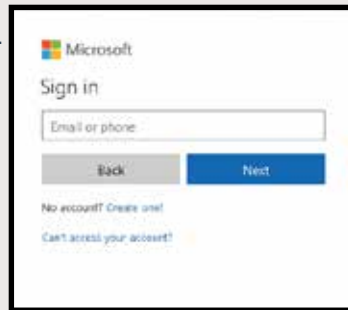


- |                              |  |                                       |
|------------------------------|--|---------------------------------------|
| 1. Connect to "Connect@UCSI" | 2. Key in your "Username" and "Password" | 3. Click "Connect" to access internet |
|------------------------------|--|---------------------------------------|



1. Apart from Wi-Fi access and workstation facilities, UCSI students will be given a UCSI email account.
2. The "Username" and "Password" will be the same as the IIS login.

1. UCSI Office 365 account.
2. The "Username" and "Password" will be the same as the IIS login.



(<https://login.microsoftonline.com>)

Location:  
Computer Services Department  
10<sup>th</sup> Floor, Block E,  
UCSI University Kuala Lumpur Campus.

Office Hours:  
8am-7pm                      9am-1pm  
(Monday to Friday) (Saturday)

For any enquiries, please do not hesitate to contact us at: [Helpdesk@ucsiuniversity.edu.my](mailto:Helpdesk@ucsiuniversity.edu.my)

The library at UCSI University has an immense and comprehensive collection of all the latest texts and references, both physical and online. It allows students and staff to access a wide array of references, from academic peer-reviewed top-notch international journals to music scores and audio-visual items. Librarians are on standby to advise and assist users on all aspects of the library services and facilities.

## OPERATING HOURS

|                 |           |
|-----------------|-----------|
| Monday - Friday | 8am – 9pm |
| Saturday        | 9am – 5pm |
| Sunday          | 9am – 1pm |
| Public Holidays | CLOSED    |

## LOCATION

Resource Centre, Block B,  
UCSI University KL Campus

CA102 will be used as a study room until 12 midnight when the library is closed.

## FACILITIES

- Self-check Machine
- Book drop machines
- Audio Visual (AV) Room
- Discussion rooms
- Computer labs (Lab A, B, C and D)
- Cafeteria
- OPAC terminals

## YOUR ID CARD IS IMPORTANT TO:

- Access Block B (consists of Library, Cafeteria, Computer Labs and Computer Service Department office).
- Borrow and renew library materials.
- Use library facilities and services such as self-check machine, discussion rooms , newspapers and others.

**TO ACCESS INFORMATION ON ONLINE  
AND OFF CAMPUS DATABASES:**

[https://www.ucsiuniversity.edu.my/sites/default/files/18\\_library\\_6-10.pdf](https://www.ucsiuniversity.edu.my/sites/default/files/18_library_6-10.pdf)

## LIBRARY CONTACT DETAILS

Phone: 03-9101 8880 ext. 3207

Email:

library@ucsiuniversity.edu.my

Website:

<http://www.ucsiuniversity.edu.my/library>



LIBRARY POLICY

|  |                             |   |
|--|-----------------------------|---|
| Undergraduate /<br>Postgraduate Students | 5 books, 2 CDs, 2 magazines | <ul style="list-style-type: none"><li>• Normal (14 days)</li><li>• Red Spot (24 hours)</li><li>• CDs and magazines (2 days)</li></ul> |
|--|-----------------------------|---|

BORROW

- Use self-check machine OR
- Proceed to circulation counter

RENEW

- Proceed to circulation counter
- Online renewal through OPAC by using this URL:  
<http://koha.ucsiumiversity.edu.my/cgi-bin/koha/opac-main.pl>
- Online renewal can be done twice only.

LIBRARY SERVICES



Online Public Access Catalogue (OPAC)

Searching for library items?

Use our UCSI University Library Catalogue (OPAC) by using this URL  
<http://koha.ucsiumiversity.edu.my>

- CIRCULATION
- INFORMATION LITERACY CLASS
- INTERLIBRARY LOAN
- REFERENCE MANAGER CLASS
- DOCUMENT DELIVERY SERVICES
- UCSI VPN

RETURN

- Use book-drop (24 hours) OR
- Proceed to circulation counter



The Global Engagement Office was set up to further enhance UCSI’s internationalisation efforts and to bring UCSI University’s reach to a wider international community. Here are two ways you can engage with GEO:

INTERNATIONAL DEGREE PATHWAYS  
“Study Locally, Study Abroad”

The International Degree Pathways (IDP) programme allows UCSI students to pursue a degree abroad at some of the world’s top universities in the most cost-effective way. Students enrolled in an IDP programme will start at UCSI, before transferring credits that were previously earned at UCSI to partner universities with an approved pathway. In short, students in the IDP programme will enrol as UCSI students, but graduate with a degree from a university in either the UK, Australia, or Canada.

Some of these IDP partner institutions also offer a certain percentage of tuition waivers of up to 15% for UCSI students.

Please visit IDP at <https://www.ucsiumiversity.edu.my/International-Degree-Pathways/idp-programmes> for details and highlights.

STUDENT EXCHANGE  
“Build Friendships, Diversify Experience”

With over 100 foreign institutions as our exchange partners, UCSI students get once-in-a-lifetime international experience in the most affordable way. This an experience will allow students to immerse themselves in a foreign culture, as well as teaching methodologies. Student exchange is possible in the form of academic exchange, as well as research exchange arrangements. Some of our partners even offer internship abroad opportunities. Students who are going on the academic exchange programme will be able to continue their studies in the partner institution without the need to pay tuition fees. They will only need to pay UCSI tuition fees for subjects with transferrable credits.

Please visit Student Exchange at <https://www.ucsiumiversity.edu.my/student-exchange-programme> for details of our partners.

Outbound arrangements and FAQs are available at <https://www.ucsiumiversity.edu.my/outbound-student-exchange-programme>

Further details on GEO can be found at <https://www.ucsiumiversity.edu.my/about-us/global-engagement-office>

GEO is located on the **1st floor of Block G at UCSI University (KL Campus)** and is open for enquires and visits.  
Email: [geo@ucsiumiversity.edu.my](mailto:geo@ucsiumiversity.edu.my)





The role of the International Support Team (IST) is to assist newly arriving international students. IST’s services include:

|   |   |
|---|---|
| To arrange airport pickup service         | To assist with Post-VAL procedures                |
| To conduct International Student Briefing | To assist with Medical Card and Insurance matters |

VISA PROCESSING UNIT (VPU)

The Visa Processing Unit (VPU) processes and assists student visa applications at Immigration / Education Malaysia Global Services (EMGS)

|   |  |
|---|--|
| New Student Pass Application                  | To apply for a new Student Pass with Immigration/EMGS  |
| Student Pass Endorsement                      | The placement of valid student pass (sticker) once the student has passed the post-arrival medical examination |
| Student Pass Renewal                          | Yearly renewal of student pass (attendance 80%; CGPA 2.0 and above)  |
| Transfer Of Student Pass                      | To transfer the student pass (sticker) to the new passport   |
| Cancellation Of Student Pass                  | To Cancel/Shorten the Student Pass if the student completes/withdraws, changes programmes/institutions         |
| Dependent Pass                                | To apply for Dependent Pass for parents, children and/or spouse (for postgraduate students only)               |
| Special Pass                                  | Temporary pass for student to stay legally in Malaysia   |
| i-Kad and Medical Card                        |  |
| Enquiries regarding student pass/visa matters |  |

|  |   |
|--|---|
| Document Submission: 9am – 4.30pm<br>Operation Hours: 9am – 4.30pm<br>Monday – Friday (except Public Holidays) | For Enquiries:<br>E-mail: <a href="mailto:vpu@ucsiuniversity.edu.my">vpu@ucsiuniversity.edu.my</a><br><a href="mailto:ist@ucsiuniversity.edu.my">ist@ucsiuniversity.edu.my</a><br>Tel: 03-9101 8880 Ext: 3131/3624/3604 |
|--|---|

COLLECTION OF UCSI 1CARD / STUDENT ID

- The UCSI 1CARD shall be made available when:
  - (a) A signed Appendix 1 of Admission Letter has been returned to Admission Office;
  - (b) A copy of a passport-sized photo has been extended to Admission Office;
  - (c) Fees as stipulated in Appendix 2 of Admission Letter have been cleared; and
  - (d) An HLISB bank account has been opened by the student (applicable to UCSI 1Card holder only)
- Students must display their UCSI 1CARD / Student ID Card at all times for security checking.



THE FOLLOWING ARE CHANNELS OF UCSI 1CARD

| UCSI 1CARD related matters<br>UCSI 1Card Portal: <a href="http://www.ucsiuniversity.edu.my/hlbs">www.ucsiuniversity.edu.my/hlbs</a>  | UCSI 1 Card’s benefits and updates<br><a href="http://www.ucsiuniversity.edu.my/ucsi1card/">http://www.ucsiuniversity.edu.my/ucsi1card/</a>  |
|--|--|
| <ul style="list-style-type: none"><li>To check on card collection status</li><li>To update personal details</li><li>To report on issues pertaining to Hong Leong Islamic Bank Debit / ATM facility</li><li>To report on door access problem</li><li>Any other matters pertaining to the card</li></ul> | <ul style="list-style-type: none"><li>Discount Privileges of merchants’ listing</li><li>Education tips, talk series and news updates</li><li>Various promotions and events</li><li>Notices</li></ul> |

For easy access, **download the UCSI 1Card App** from the Google Play Store (Android).

General Online enquiries:  
[www.ucsiuniversity.edu.my/ucsi1card](http://www.ucsiuniversity.edu.my/ucsi1card)

Download the **Hong Leong Connect App** on your smartphone and start paying the easier and more secure way whenever you are on campus!

Join the Cashless Campus revolution at UCSI today for the convenience of:

- Debit Card-i
- PEX Payment Express
- Cardless Withdrawal



SAA aims to make a difference in the lives of UCSI University's students. Immerse yourselves with the activities and services that our five departments provide.

Meet us at 9th Floor, Block G, UCSI University (South Wing), Kuala Lumpur Campus

Meet us at  
9<sup>th</sup> Floor, Block G,  
UCSI University  
Kuala Lumpur Campus



Get involved in all extracurricular activities and outside classroom excitement. We oversee Extracurricular Learning Experience courses and all students' organisations.

PROGRAMMES

- » Community Engagement Programme
- » Facilitation Programme

STUDENT ORGANISATION

- » Student Council
- » External Affiliate
- » Course Related
- » Recreational
- » Religious
- » Cultural
- » Sports



For more information on the Extracurricular Learning Experience (ELE) subject, please scan this QR Code:

From Me to You, The Guardian of the Nation's Health

On 12 January 2018, UCSI University Medical Students' Association visited Sekolah Kebangsaan Taman Midah 2 to teach basic hygiene among the school students, especially to prevent leptospirosis and worm diseases, which are the consequences of bad hygiene.

Supported by GSK Malaysia, the Medical Students' Association also conducted a talk on dengue fever and distributed 200 dengue kits to the students.



SAA - ACCOMMODATION AND ADMINISTRATIVE SERVICES DEPARTMENT,  
PTPTN AND ACCOMMODATION



The Accommodation and Administrative Services Department ensures that your welfare in the university is taken care of.

STUDENT WELFARE COUNCIL (SWC)

The SWC members table, address advise and execute matters pertaining to students in both academic and administrative matters.

Get to know your Student Welfare Committee represented by each faculty/institute/centre on UCSI webpage or email us at [SWC@ucsiuniversity.edu.my](mailto:SWC@ucsiuniversity.edu.my)

STUDENT FEEDBACK

Send us your enquiries, complaints, compliments, and suggestions for improvement and we'll hear you out.

Submit your feedback through your Integrated Information System (IIS) or write through our Student Feedback Form at the office.

PTPTN AND ACCOMMODATION



Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN)

Applicable only to Malaysian students, we are the bridge in your loan process with PTPTN. For more details, click on Admission, Scholarship and Financial Aid on UCSI website.



Student Mail

You can receive your packages/mailling letters through SAA Office. An email will be send to you once we have received the package/mailling letter. Upon receiving the email, the student required to collect the package/mailling letters within 3 months.



Accommodation

Your living experience on campus is facilitated and taken care of by us with our officers, resident assistants, floor leaders, and wardens.

For more info, check on Life at UCSI, Accommodation on UCSI website or email [rhall@ucsiuniversity.edu.my](mailto:rhall@ucsiuniversity.edu.my)

SAA - STUDENT DEVELOPMENT AND COUNSELLING DEPARTMENT



Student Development & Counselling Department (SDCD) strives to provide excellent counselling services that are accessible to all students by focusing on helping students in dealing with the challenges and difficulties in their study journey as well as guiding and empowering them in overcoming challenges. We aim to:

- Promote mental and well-being through outreach programmes and activities to enhance awareness on mental health.
- Provide services to students in seeking appropriate supports pertaining to their needs.
- Cultivate empathic community in providing support regarding mental health.
- Collaborate with organizations in providing referral services which requires professional's intervention.

COUNSELLING SERVICES

- » Individual Counselling
- » Group Counselling
- » E-Counselling
- » Referral & Consultation
- » Crisis Intervention
- » Psychological Assessment

DEVELOPMENT PROGRAMME

- » Personal Development Programmes (PDP)
- » Targeted Programmes
- » Mental Well-Being Programmes

Email us at: [sacounselling@ucsiuniversity.edu.my](mailto:sacounselling@ucsiuniversity.edu.my)  
Call us at **+603 - 9101 8880 Ext 2435/2086/2087/2088**  
Follow us on our Facebook page: **UCSI SDCD**  
**Meet us at SAA, 9th Floor, Block G, UCSI University (KL Campus)**



With over 4, 600 employers, we help you prepare for your future career journey after graduation. We will guide and groom you on your employment skills and development.



Services and Events

Get updated, prepared and connected with the employers through our annual Career Fairs, Development Talks, Workshops and Career Counselling services.

Complementary Competency Programme (CCP)

Get additional certifications to enhance yourself and be prepared with the skills needed to face the future of 4th Industrial Revolution on <http://ccp.ucsiuniversity.edu.my>

Premier Co-Op

Premier Co-Op partners collaborate with UCSI University to groom future leaders by providing continual internships and scholarships before students graduate.

Engage with us at [myco-op@ucsiuniversity.edu.my](mailto:myco-op@ucsiuniversity.edu.my)



Stay healthy and keep in shape with the sports facilities, events and teams put together for you.

ACHIEVEMENT HIGHLIGHTS OF 2018 - 2022

- » SUKIPT 2022 -15 Gold, 6 Silver and 4 Bronze medals  
**Ranked – 5th among 66 IPTs, Ranked 2nd among IPTS**
- » Supersports Basketball Championship Div s Men’s Team 2022 - Champion
- » Supersports Basketball Championship Div 1 Men’s Team 2022 - 1st Runner Up



| Sport Clubs    | Facilities       |
|----------------|------------------|
| Dodgeball      | Badminton Court  |
| Badminton      | Basketball Court |
| Basketball     | Volleyball Court |
| Volleyball     | Swimming Pool    |
| Athletics      | Netball Court    |
| Bowling        | Dance Room       |
| Wushu          | Futsal Court     |
| Netball        | Gymnasium        |
| Frisbee        |                  |
| and many more! |                  |





STUDENT COUNCIL COUNTERS SERVICES



BLOCK A, STUDENT CENTRE, UCSI UNIVERSITY KL CAMPUS



UCSI University Student Council (UCSIUSC) is a student governance body that represents all UCSI University students. The council works closely with both students and the university management to ensure that the voices of students are heard.

SERVICE

- Student Aid
- Lost and Found
- Locker
- Umbrella/Raincoat

VOICE

- Bridge between students and management
- Involved in policy making meetings
- Monthly Council Meetings with all Student Organisations

ENRICHMENT

- Student Organisations
- Leadership
- Exciting Events

The Council President and Deputy President are elected by the students. **YOU** can also be elected as the leader of the council to make a difference.

- [studentcouncilkl@ucsiuniversity.edu.my](mailto:studentcouncilkl@ucsiuniversity.edu.my)
- <https://www.facebook.com/ucsistudentcouncil>

YOUR VOICE,  
OUR PRIORITY

UCSI UNIVERSITY KL CAMPUS BUILDING DIRECTORY

Situated on a 19-acre piece of land, the campus is located in Cheras, Kuala Lumpur. There is convenient access to numerous facilities including banks, restaurants, transportation services, entertainment, and accommodation. Fully wireless, the campus is equipped with the latest cutting-edge technology to access the world of e-learning and e-resources.



BLOCK A

LEVEL G

- Special Instrument Lab
- School of Optometry
- Biochemistry Lab
- Physiology and Pharmacology Lab
- Pharmacy Project Labs
- Pharmacy Practice Labs
- Offices for Science Labs
- Surau

LEVEL 1

- Reception Counter
- Autopay Machine
- Cafeteria
- Hong Leong ATM
- Architecture Gallery
- UCSI Group Showroom
- Convenience Store
- UniComms Kiosk
- UCSI 1Card
- F&B Outlets

LEVEL 2

- Registrar’s Office
- Student Pass/Visa Processing Unit
- Group Finance Office

LEVEL 3

- Faculty of Engineering, Technology and Built Environment

LEVEL 4

- Basketball Court
- Badminton Court
- Dancing Room
- Multipurpose Hall

LEVEL 5

- Gymnasium

BLOCK B

LEVEL G

- Preparation Room for Faculty of Applied Sciences
- Food Processing Lab
- Molecular Lab
- Fermentation Downstream Processing Lab

LEVEL 1

- Librarian Office
- Library and Study area

LEVEL 2

- Library and Study area
- Cafeteria

LEVEL 3

- Library and Study Area
- Discussions room

LEVEL 4

- Computer Lab A
- Computer Lab B
- Computer Lab C
- Ricoh Lab
- Network Lab
- Common Area with Computer Facility

LEVEL 5

- Conference/Seminar Room
- Discussion room
- Open Space Study area

BLOCK C ANNEX

LEVEL G

- Cell and Biology Lab

LEVEL 1

- Classrooms
- Study Room for Students

LEVEL 2

- Classrooms

BLOCK C

LEVEL G

- Aquatic Science Lab
- Advance Chemical Technology Lab
- Analytical Instrumentation Lab
- Drilling Technology Lab
- Industrial Chemistry & Process Lab
- Pharmacy Postgraduate Research Lab
- Classrooms

LEVEL 1

- Applied Industrial Mechanics Lab
- Material Science & Manufacturing System Lab
- Petrochemical Engineering Lab
- Petrol Chemical Statistical Analysis Lab
- Post Graduate Research & System Analytical Lab
- Band & Drum Rooms
- Music Studios and Labs
- Music Classrooms and Practice Rooms
- Photocopy and Stationery Supply Store

LEVEL 2

- Analytical & Sensing Instrumentation and Control System
- Light Structure, Environment Engineering and Geomatics

CAMPUS DIRECTORY

- LV, MV, High Voltage Power, Industrial Machine & Heavy Drive
- Thermo Fluid & Process Engineering Lab
- Chemistry Labs
- Microbiology Lab
- Classrooms

LEVEL 3

- Architecture Master Creative Design Studios
- SABE Computer Labs
- Auditorium 1 & 2
- Ensemble Room
- Nutrition and Wellness Lab
- Physics Lab
- Engineering Software Solution & A.I. Research Lab
- PSE Research Centre
- Software Solution and AI Research Lab

LEVEL 4

- Advance Industrial Robotic & Cyber Physical L
- Electrical & Electronic Research & Design Lab
- Printed Circuit Board Lab
- Telecommunication Technology & Application Electronics
- Molecular Biotechnology Lab
- Phytochemistry Lab
- Optics/Vision Science Lab
- Classrooms

LEVEL 5

- DETSAR (Examination Hall)

ANNEX

- Research Lab
- Classrooms
- Tutorial Rooms

BLOCK D

LEVEL G

- Residential Hall
- Residential Hall Office
- Laundrette
- CafeteriaBread
- Auxiliary Police Station
- Music Practice Room

LEVEL 1

- Music Jamming Room
- Student Residence

LEVEL 2 - 4

- Student Residence

CAMPUS DIRECTORY

BLOCK E

LEVEL LG2

- Carpark

LEVEL LG1

- Carpark

LEVEL G

- Hotel Lobby
- Aroma’s Coffee
- Minimarket
- The Quad Cafe
- Convenience Store

LEVEL 1

- Gymnasium
- Faculty of Hospitality and Toursim Management Staff Office
- Function Room 1

LEVEL 2

- Hua Yi Yuen Chinese Restaurant 华逸苑
- Surau

LEVEL 3

- FHTM Kitchen Labs (Oneology, Bakery, Show Kitchen, Pastry, Asian, Oriental and R&D)
- Laundry Centre

LEVEL 4

- Workshop/Model Lab
- Digital Printing Area
- School of Architecture and Built Environment Model Making Lab
- Printing Area
- Engineering Design Lab
- Engineering Workshop
- Welding Lab
- R&D Lab
- Concrete and Heavy Structure Lab
- Mechanical Engineering Service Floor

LEVEL 5

- Student Residence (Female)

LEVEL 6

- Student Residence (Female)

LEVEL 7

- Student Residence (Male)

LEVEL 8

- LeQuadri Hotel (Room 801-853)

LEVEL 9

- LeQuadri Hotel (Room 901-953)

LEVEL 10

- Computer Service Department

- Confectionery kitchen
- Continental Kitchen 1&2
- Conference Room

LEVEL 11

- LeQuadri VIP Lounge
- Hatton Restaurant
- Function Rooms
- Open Foyer

LEVEL 12

- LeQuadri Hotel Grand Ballroom

BLOCK G

LEVEL LG2

- Examination Centre
- Foyer (LG2)
- Entrance Hall (LG1)
- Institute of Music Recital Hall

LEVEL G

- Lobby
- Lecture Room
- Auditoriums
- F&B Outlets

LEVEL 1

- Student Enrolment Centre
- Media Broadcasting Studio
- F&B Outlet
- Surau
- Reading Area
- NCR

LEVEL 2-7

- Carpark

LEVEL 8

- Music Practice Room
- Editing Suites
- Mini Theatre
- Faculty of Social Science and Liberal Arts
- Recording Studio
- Screening Rooms
- Fashion Workshops
- Fashion Studio
- MAC Lab
- Multimedia Lab
- Photography Studio
- 3D Lab
- Wet Studio
- Textile Studio
- De Institute of Creative Arts and Design

LEVEL 9

- Institute of Music

- Faculty of Business and Management
- Faculty of Applied Sciences
- Institute of Computer Science and Digital Innovation
- Student Affairs and Alumni
- Student Council Room
- UCSI Poll Research Centre
- Group Logistics and Management
- Institute of Actuarial Science and Data Analytics
- Tan Sri Omar Centre for STI Policy Studies

LEVEL 10

- UCSI Extension
- Academic Management
- Centre for Languages
- Global Rankings and Internal Audit
- Alumni Lounge
- Office of Postgraduate Studies
- Group Human Resources
- Faculty of Pharmaceutical Sciences
- Group Corporate Affairs
- Global Engagement Office
- Clinical Psychology Lab
- UCSI Consulting Group
- Praxis Industrial and Community Engagement
- Nursing Room
- Music Practice Room
- CERVIE
- School of Optometry
- School of Healthy Aging, Aesthetic and Regenerative Medicine

LEVEL 11

- Incubator and U-Schos
- UCSI University Trust
- Chancellor
- Founder and Group Chairman
- Vice Chancellor
- Vice Presidents
- Group Legal
- Deputy Vice Chancellors
- Senate Meeting Room
- Breadboard Room
- Pro Vice-Chancellor
- SDG Secretariat Office

LEVEL 12

- Basketball Courts
- Sky Lounge
- Watch Tower



UCSI SPRINGHILL (SEREMBAN/PD) CAMPUS BUILDING DIRECTORY



BLOCK 3

LEVEL G

- Seminar Room G01
- Seminar Room G02
- Lecture Hall
- Nursing Skill Clinical Unit
- Problem-Based Learning (PBL) Rooms
- Computer Room
- Library

LEVEL 1

- Seminar Room 101

LEVEL 2

- Faculty of Medicine & Health Sciences
- Discussion Room 1
- Discussion Room 2
- Conference Room
- Seminar Room 201
- Seminar Room 202
- Seminar Room 203
- Surau

BLOCK 5  
Faculty Laboratory

LEVEL G

- Medical (MD) Lab 1
- Medical (MD) Lab 2
- Pathology Museum
- Anatomy Museum
- Medical Clinical Skills Unit (CSU)
- Medical Information & Communication (MIC) Lab

EMERGENCY CONTACT:

CHERAS DISTRICT POLICE HEADQUARTERS

Address: Balai Polis Pudu,  
Polis Diraja Malaysia,  
Jalan Pudu, Cheras  
55100 Kuala Lumpur  
Telephone: 03-9205 0222

POLICE POST TAMAN TAYNTON VIEW

Address: Pondok Polis Taman Taynton View  
Polis Diraja Malaysia  
Telephone: 03-9131 5022

POLICE POST TAMAN CONNAUGHT

Address: Pondok Polis Taman Connaught  
Polis Diraja Malaysia  
Telephone: 03-9101 3222

CHERAS FIRE STATION

Address: Balai BOMBA & Penyelamat Cheras,  
Jalan Manis 1,  
Taman Segar,  
56100 Kuala Lumpur  
Telephone: 03-9132 9490

Direct line to all emergencies (Police Station, Fire Station (BOMBA), Hospital, Jabatan Pertahanan Awam Malaysia (JPAM) is 999.

AVOID BEING A VICTIM



GANGSTERISM  
SNATCH THEFT  
SEXUAL HARASSMENT  
ROBBERY  
DRUGS

- ✓ AVOID BACK LANES OR DARK AREAS
- ✓ BE ALERT!
- ✓ AVOID UNWANTED ATTENTION!
- ✓ DO NOT SIMPLY TRUST ANYBODY!
- ✓ WALK AGAINST TRAFFIC!
- ✓ AVOID EXPOSING WEALTH!

✓ Coordinate your schedule with fellow students or friends so that you walk to and from classes together. This will help reduce the risk of being targeted by a potential assailant. Use the shuttle bus service whenever possible.

• In the event of any emergency, please call **03-9101 8880 ext 3189 (UCSI University KL campus)** or **5401 (UCSI College)**

# WORK WITH THE WORLD'S BEST

UCSI students are annually selected for high impact research programmes by the world's best universities. These arrangements last for months up to an entire year, providing students with opportunities to work alongside renowned academics, advance knowledge and expand their network.



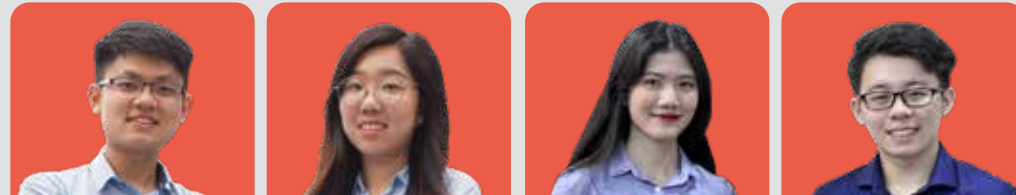
CHERISH CHONG

TAN JIA WEI

TING PEI YEE

TAY CHEE SIN

JESSICA LEE MEI SZE



NICHOLAS WONG JIAN YAO

KELLY WONG YIN HAN

YEE LI EN

TAN YI JUN

## HARVARD UNIVERSITY

Nine of UCSI's best medical students have been selected to advance science at Harvard on year-long research programmes since 2014. Seven students have since returned and some have had their works published in high-impact medical journals. At Harvard, UCSI students work under the tutelage of Professor Dr Gordon Williams, a renowned endocrinologist.



SOH WEI MING

LEON TAN

LEE MAY YAN

GARY POH KWOR XIANG

KHAW LIANG FA

BRYAN MA YUONG KAI

CHANG ZHEN HONG

## IMPERIAL COLLEGE LONDON

In London, UCSI's Engineering students advance science at Imperial's Surfaces and Particles Engineering Laboratory under the supervision of Dr Jerry Heng. So far, seven UCSI students have furthered research on cenosphere enhancement and protein crystallisation.

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Latitude: 3.079548 (3° 4' 46.37" N) Longitude: 101.733216 (101° 43' 59.58" E)