



ORIENTATION

SEPTEMBER 2021
INTAKE

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FOREWORD BY VICE-CHANCELLOR AND FOUNDER



Welcome to UCSI. As you commence your university studies, I would like to wish you well as you write your next chapter in life. You are now presented with a unique opportunity to gain the knowledge, skills and network that will shape your career and life.

All of us at UCSI University stand ready to help you in your rite of passage. We have nurtured students since 1986 and we understand how the adaptation process works. International at the outset, students from over 120 nations have studied here, making UCSI a melting pot of culture and ideas. Today, you add your voice to the global discussion on campus.

UCSI's commitment to education, learning and research is uncompromising and the University has greatly expanded its global profile in the past decade. The 2022 QS World University Rankings classifies UCSI in the top 1.1% of all universities worldwide. Now ranked 347th, UCSI has risen 141 spots from 2019 - an average of 47 spots each year. We are also in the world's top 50 universities for performing arts, the top 100 for hospitality and leisure management, the top 150 for petroleum engineering and the top 300 for business and management.

Encouraging as they may be, rankings and statistics only paint half the picture. The UCSI experience is really about you. We want our students to realise their potential with us and to this end, we provide myriad opportunities for them to apply their knowledge. From being selected for high impact research programmes at Harvard, Imperial and Tsinghua, to performing at Carnegie Hall to launching their own start-ups before they graduate, our students consistently surprise us. This is the dynamic learning environment you will be part of. So, broaden your intellectual horizons, step out of your comfort zone and raise your aspirations. It's your turn to shine now.

Beyond the classroom, you will enjoy access to numerous sports clubs, student associations, societies and interest groups. Due to the ongoing pandemic, physical activities have been on hold for a while. That said, do look forward to the eventual return to normalcy and experience campus life at its fullest. You will also benefit from an extensive industry network that connects UCSI to more than 4,500 global companies. This unique ecosystem facilitates internships, technology transfers, joint research opportunities and ultimately, job offers with many of the best brands in the industry.

In light of this, do your best at UCSI and grasp every opportunity that comes your way with both hands. Commit to the pursuit of excellence and produce new insights that deepen our understanding of the world. And as you discover your purpose in life and make the smarter decisions, never forget to give back to society and make the world a more sustainable place.

Dato' Peter Ng
UCSI University Vice-Chancellor and Founder

FOREWORD BY DEPUTY VICE-CHANCELLOR, STUDENT AFFAIRS AND ALUMNI



Welcome to UCSI University, and best wishes as you embark on a new chapter in your life. We applaud your courage in facing the uncertainties of your secondary school or pre-university education in the midst of this COVID-19 pandemic, it must have been an overwhelming experience for you and your family. We congratulate you on your achievements and welcome you to the University today.

This pandemic has transformed the educational landscape by leaps and bounds. As we adapt to change in these uncertain times, we embrace the "new norm" by following the SOPs and guidelines from the Ministry of Education and the University.

At the University, there are many avenues for learning, university life and networking. The Student Affairs and Alumni department will help you grow and develop during your time here. Apart from striving for a high-value student experience for you, it is also critical that SAA provides services that are aligned with the changing needs of a new generation of students, to prepare you for a changing world of work, and perhaps to share with you the meaning and purpose of excellence in education.

Students are represented by the Student Council at all levels of student life and policymaking. There are 67 student clubs on campus that offer a variety of activities ranging from sports, arts, science, and research to community service. University life is a microcosm of real-world society, so join them and prepare yourself.

Our University offers a one-of-a-kind opportunity to learn practical skills from the best and even secure a job placement while studying, with over 4,500 industry partners. Moreover, we invite you to take part in our Premier Co-Op Programme, a one-of-a-kind programme that will help you improve your academic experience and prepare you for future employment with top companies in the country.

As we enter the era of a "new normal" filled with many unique opportunities, I invite you to join us at UCSI University with great enthusiasm and optimism. I wish you the best of luck in your pursuit of higher education on behalf of everyone at UCSI! *Salam dan terima kasih.*

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



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 QS World University Rankings 2021, UCSI University is ranked among the world's Top 350 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.

Lim Seen Ye

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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UCSI University's De Institute of Creative Arts and Design - or better known by its acronym ICAD - is where the "magic" begins.

Be prepared to embark on a journey to explore arts and design, catering to the needs of the creative industries. ICAD maintains a dynamic in studio-based learning culture by offering unique arts and design programmes that fully equip students with fundamental knowledge, creativity and competencies needed in today's dynamic marketplace. ICAD's instructors are practising artists and have industrial exposure and profiles in the creative arts and design field.



Assistant Professor
Ts Dr Khairul Azril Ismail
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UCSI University's Faculty of Applied Sciences (FAS) is one of Malaysia's leading hubs for 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 realise 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 specialisation. And your experience will be nothing short of immense.



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The Faculty of Business and Management (FBM) is one of the largest faculties at UCSI University. At FBM, we seek to promote interdisciplinary approaches – a strategy that has contributed immensely to many of our students' achievements. Recently, the Faculty was ranked in the 251-300 bracket for Business and Management Studies according to the QS World University Rankings by Subject 2021. 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.



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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 progressive 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 as well as connect them with best practices in business.

We offer a wide range of Master's and Doctorate programmes in response to the business and global market demands. Our academic team are international experts in their fields and have engaged in research activities and consultancy projects worldwide. UCSI GBS is currently ranked 251-300 in 2021 QS World University Rankings by Subject under Business and Management Studies category.



Senior Professor Professor Ts Dr Ooi Keng Boon, FASc
Dean, UCSI Graduate Business School (GBS)

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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 challenges posed today and tomorrow. Its roots can be traced back to the mid-1980s to the vision of UCSI University Chairman, Dato Peter Ng. As such, programmes offered by the institute are skewed towards specialisation for niche industries of the 21st century. We will train students 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 will attend training and other sessions 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. We will assist and challenge you to reach greater heights!



Professor Dr Kurunathan Ratnavelu
Director, ICSDI

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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 world. 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 overseas 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, United Kingdom and more. 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 hardware and software sponsorship worth more than RM60 million from the industry to provide exposure to students about the state-of-art technologies adopted in the industry. A recent achievement of FETBE is the emergence of its Petroleum Engineering programme in the Top 150 of the QS University Rankings by Subject 2021.



Associate Professor Ir Ts
Dr Ang Chun Kit
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UCSI University's Faculty of Hospitality and Tourism Management (FHTM) is one of the most forward-thinking schools of thought in Asia-Pacific that stands out for excellence, diversity, relevance, and industry 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 offer 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, where it 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 that only few other schools can.

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| 6 | DR SEYEDEH SHIVA HASHEMI | LECTURER | Shiva@ucsiuniversity.edu.my |
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| 9 | FOO LEE YEN | FACULTY ADMINISTRATOR (KL CAMPUS) | FooLY@ucsiuniversity.edu.my |

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 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 an advance research in top medical universities such as Harvard and 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. Doctor of Medicine Phase 1 (Preclinical) and Nursing Programs will be conducted in Springhill campus starting 2021 and Doctor of Medicine Phase 2 (Clinical) will be in Terengganu campus. Bachelor Of Optometry (Hons) and MSc (Healthy Aging, Medical Aesthetic And Regenerative Medicine) will be in Kuala Lumpur campus.



**Professor Dr Shamala
Devi Sekaran**
*Deputy Dean, Faculty of
Medicine and Health
Sciences*

| NO | NAME | POSITION | E-MAIL |
|----|---|--|----------------------------------|
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| 9 | ROSMAHAIZA ROSLAN | FACULTY ADMINISTRATOR | rosmahaiza@ucsiuniversity.edu.my |
| 10 | SARAH A/P MUTHU | COURSE ADMINISTRATOR | sarah@ucsiuniversity.edu.my |

The Faculty of Pharmaceutical Sciences has an established track record of 21 years with dedicated academic staff and cutting-edge teaching and research facilities. The Faculty is one of the pioneers in pharmaceutical education of 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 1,300 pharmacists since year 2000 with full national recognition. Our innovative teaching methods emphasise Praxis model with community engagement and collaborations with hospitals, community pharmacies and leading industries and SMEs. Our first-class international faculty comprises of specialists in their respective 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*

| NO | NAME | POSITION | E-MAIL |
|----|--|---|-----------------------------------|
| 1 | ASSOCIATE PROFESSOR DR MOGANA SUNDARI RAJAGOPAL | DEAN | mogana@ucsiuniversity.edu.my |
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| 3 | ASSOCIATE PROFESSOR DR PALANIRAJAN VIJAYARAJ KUMAR | HEAD OF DEPARTMENT, PHARMACEUTICAL TECHNOLOGY | palanirajan@ucsiuniversity.edu.my |
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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 the teaching, learning, research, scholarly and creative activities are 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 / design galleries. Guest lecture series and industry talks and workshops are conducted regularly to support the students' professional development.



Assistant Professor
Dr Crendy Tan Yen Teng
*Dean, Faculty of Social
Sciences and Liberal Arts*

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|----|--|---|-----------------------------------|
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| 11 | NUR FADHLINA MOHAMED YUSOF | COURSE ADMINISTRATOR | NurFadhлина@ucsiuniversity.edu.my |

Recognised as Global Top 50 University for performing arts by QS World University Rankings by Subject in 2021, 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 Malaysian music industry.

There is perhaps no other music school in Malaysia that is more constantly and consistently referred to than UCSI University's 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 800 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.



Professor Dr P'ng Tean Hwa
Director, Institute of Music

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|----|--|--|--------------------------------------|
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| 9 | TAMMY KONG YOKE LING | COURSE ADMINISTRATOR | kongyl@ucsiuniversity.edu.my |

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 and 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



Daria Morozova
Director
Centre for Languages

| NO | NAME | POSITION | E-MAIL |
|----|----------------|----------------------------|--------------------------------|
| 1 | DARIA MOROZOVA | DIRECTOR | daria@ucsiuniversity.edu.my |
| 2 | FAITH LIM | ADMINISTRATIVE COORDINATOR | faithlim@ucsiuniversity.edu.my |

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.

Location : 2nd Floor, Block A, UCSI University, KL Campus

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

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, 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 the 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:

Go to <http://iis.ucsiuniversity.edu.my> (UCSI Student Portal)
Key in your User ID and Password provided.



Upon successful login, you will be prompted to **change your password**.
*Your student ID will be used to access the UCSI University's Wi-Fi, student email, IIS, etc.
So please **DO NOT** share your password with anyone!



Please complete the following if you log in for the first time:

1. Check your **particulars** under "Profile".
2. Acknowledge your student declaration under "Activities"
(if you do not see a "**Student Declaration**" link, it means that you have put in your acknowledgement).
3. Perform **Course Selection** under "Activities".
After completing the Course Selection, you can check the status of the approval under "Tools & Tasks".
* Please refer to your Head of Department if your course selection has not been approved for more than a week.

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 (coloured, with white background) in IIS.
 - b) Submit the certified copies 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.
Date and Venue are available in Letter of Admission emailed to you.
6. Fulfil the English requirement, **if there is any**.
7. Visa Approval Letter/ Visa status (International Students Only).

Note: Items 1 – 4 should be completed prior to Orientation Day.

Note: Course selection will not be available if any of the above items are not fulfilled.

COLLECTION OF STUDENT ID CARDS

- 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 letters, acceptance letters, etc. Students would need to apply for such documents through several platforms such as the IIS system, email or walk-in request.

**Note: Academic Transcripts and Completion Letter 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

Students may refer to the student handbook available on UCSI website for any clarification needed during their studies at UCSI University.



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

PAYMENTS:

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

SERVICES:

- Fee enquiry
- Pre-billing statement/fee statement or letter of requisition
- Submission of duly completed Completion/Withdrawal form for refundable deposit.
- Sibling scheme enquiry
- Parking fee claim slip (for example, if Autopay machine does not dispense change for parking fee)

LOCATION:

Group Finance Office
2nd 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



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 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. The Customer's copy of bank slip/receipt with the student ID number, name and contact number are to be: a) Scanned and emailed to finance@ucsigroup.com.my ; or 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: https://iis.ucsiuniversity.edu.my/Student/Login.aspx |
| 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 | 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 finance@ucsigroup.com.my . |
| | | <p>Bank details (except students from the People's Republic of China): Beneficiary Bank: CIMB Islamic Bank Berhad Bank Address: 197 & 199, Jalan Sarjana, Taman Connaught, 56000 Cheras, Kuala Lumpur, Malaysia Bank Account Number: 86-0213894-3 Swift Code: CTBBMYKL Beneficiary's Name: UCSI Education Sdn Bhd</p> <p>Bank details for students from the People's Republic of China: Option 1: Beneficiary Bank: Bank of China (Malaysia) Berhad Bank Address: Plaza OSK, Jalan Ampang, 50450 Kuala Lumpur, Malaysia Bank Account Number: 1-00000-4000-25654 Swift Code: BKCHMYKL Beneficiary's Name: UCSI Education Sdn Bhd</p> <p>Option 2: Beneficiary's Bank: Industrial and Commercial Bank of China (Malaysia) Berhad Bank Address: Ground Floor, Wisma Equity, 150 Jalan Ampang, 50450 Kuala Lumpur, Malaysia Bank Account Number: 0129000-1000003-40593 Swift Code: ICBKMYKL Beneficiary's Name: UCSI Education Sdn Bhd</p> |

IIS AND LMS OFFICE

21

What can IIS assist you with?



Choose subject



Check fees



Make payment



Check results

IIS: Track record / Information purposes / Administration platform

What can LMS assist you with?



Common LMS Tools (Lessons, Tests, Quizzes, Homework and more)



Social Networking (Experience classroom's with true diversity and build international bonds)



Find students with similar fields of study and interests worldwide

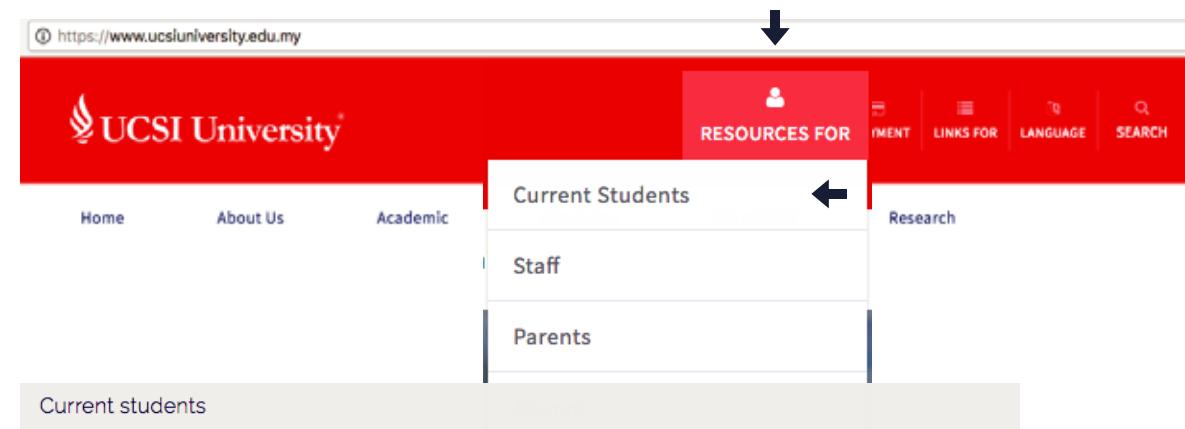


Engage in learning discussions using "Chat" and "Post" tool

LMS: Academic-related information in an engaging environment

To Access Current Students' Page

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



Current students



ePayment (View / Pay Bills Online)

This secure online payment system allow you to view and pay your course fees from your home, or anywhere around the world using your credit card or via MEPS FPX as long as you are holding a savings or current account with certain approved Malaysian bank.



Student/Guardian

IIS (Integrated Information System) is a web-based portal allowing Student access to internal systems and workflows.

← Student/Guardian



UCSI University Student Email System

Connect to your email from anywhere in the world with the UCSI University Student Email System powered by Google.



ELE Portal

The ELE Portal is a web based portal allowing students to access their extracurricular activities and reports.



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

IIS Student Portal Homepage

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

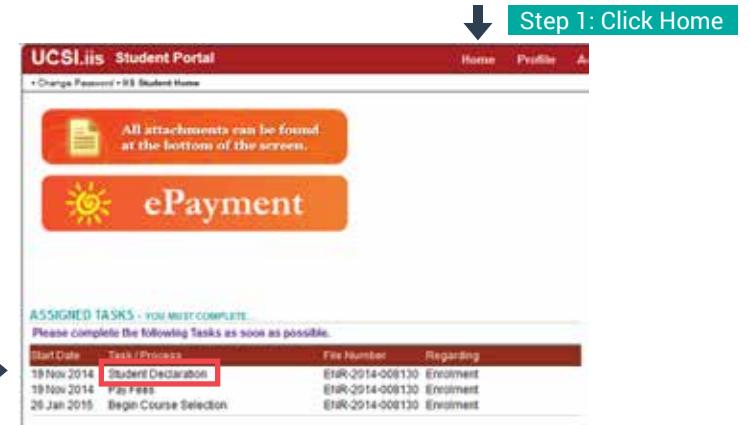


- Where to get my User ID and Password ?**
- 3 options:
- 1. Check your personal email inbox or spam folder**
If you didn't receive the email, proceed to next step
 - 2. Click "Um.. Help, I have forgotten my password !"**
If you didn't receive the email, click "Um..Help, I have forgotten my password!"
 - 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 UC SI online services: IIS, LMS, student email, ELE Portal and WiFi.

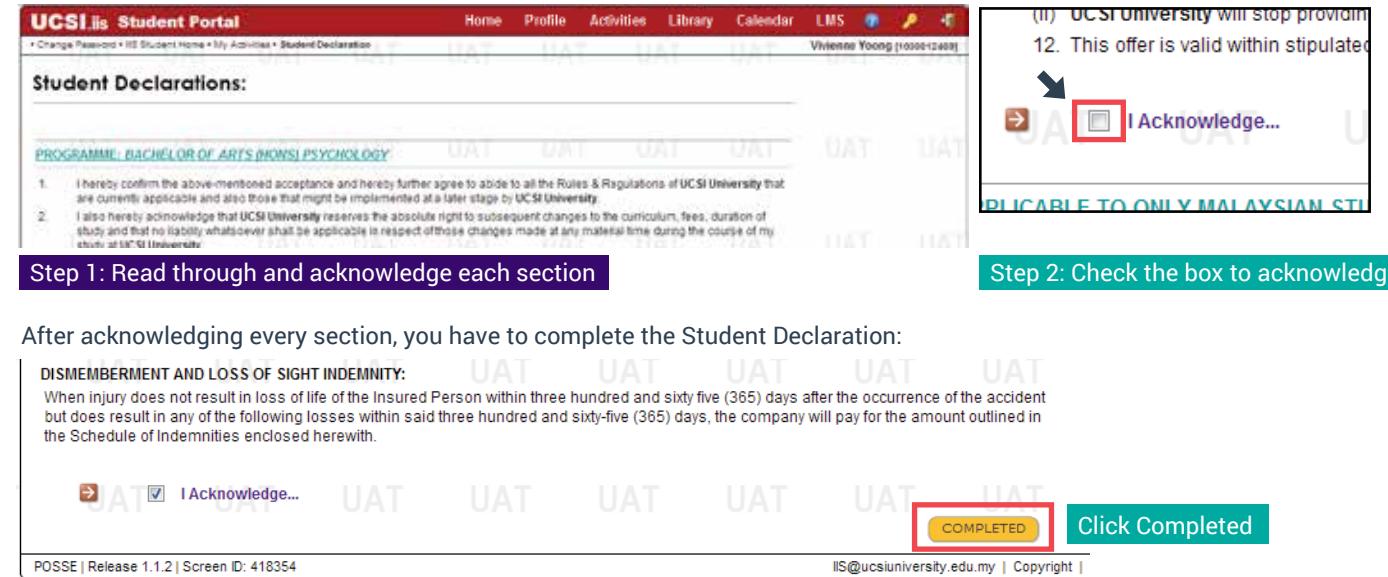
Student Declaration

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

Step 2: Click Student Declaration



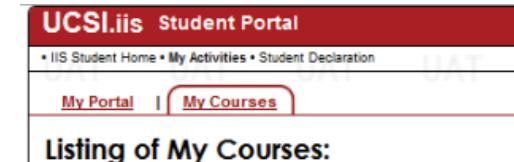
The screen as shown below will appear:



After acknowledging every section, you have to complete the Student Declaration:

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.

✓ You have completed the "Student Declaration" task!

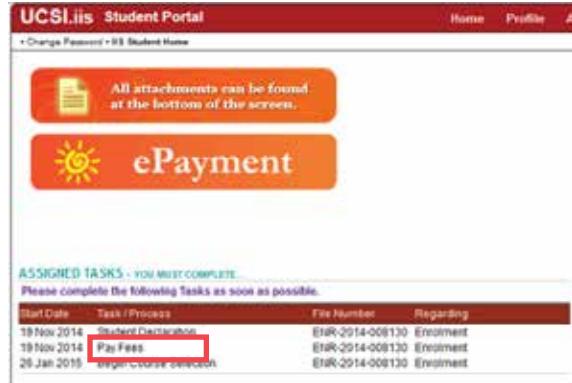


Paying Fees

Pre-Course Selection (CS) Stage:-

1. Student Declaration ✓ Completed
2. Pay fee (fee information page)

↓ Step 1: Click Home



Step 2: Click Pay Fees →

UCSI.iis Student Portal Home Profile Activities Library

• Change Password • IIS Student Home • Fee Payment

Fee Payment:

Please pay all outstanding fees. Any overpayments will be credited back against the Student's account. All funds are in Malaysian Ringgit (RM).

Please complete your declarations first...

| Fee Date | Description | Invoice | Tracking # | Amount | Balance |
|-------------|--|---------|-----------------|-------------|-----------|
| 10 Nov 2014 | Application Fee (International) | None | ENR-2014-008130 | RM550.00 | 0.00 |
| 10 Nov 2014 | EMGS Processing Fee | None | ENR-2014-008130 | RM1,950.00 | 0.00 |
| 10 Nov 2014 | Hostel Deposit | None | ENR-2014-008130 | RM1,000.00 | 741.10 |
| 19 Nov 2014 | Administrative Fee (International Student) | None | ENR-2014-008130 | RM4,000.00 | 4,000.00 |
| 19 Nov 2014 | Caution Fee Deposit | None | ENR-2014-008130 | RM200.00 | 200.00 |
| 19 Nov 2014 | ICT Fee | None | ENR-2014-008130 | RM100.00 | 100.00 |
| 19 Nov 2014 | Initial Tuition Fee | None | ENR-2014-008130 | RM14,000.00 | 14,000.00 |
| 19 Nov 2014 | International Student Bond | None | ENR-2014-008130 | RM600.00 | 600.00 |
| 19 Nov 2014 | Library Deposit | None | ENR-2014-008130 | RM200.00 | 200.00 |
| 19 Nov 2014 | Library Fee | None | ENR-2014-008130 | RM100.00 | 100.00 |
| 19 Nov 2014 | Medical Plan (International Student) | None | ENR-2014-008130 | RM50.00 | 50.00 |
| 19 Nov 2014 | Registration Fee (International) | None | ENR-2014-008130 | RM450.00 | 450.00 |
| 19 Nov 2014 | Student Activities Fee | None | ENR-2014-008130 | RM200.00 | 200.00 |
| | | | | Total (RM): | 20,641.10 |

↓ Click Pay Fees

Pay Fees Paid

← Check balance

UCSI.iis Student Portal Home Profile Activities Library

• Change Password • IIS Student Home • Fee Payment

Fee Payment:

Please pay all outstanding fees. Any overpayments will be credited back against the Student's account. All funds are in Malaysian Ringgit (RM).

Please complete your declarations first...

| Fee Date | Description | Invoice | Tracking # | Amount | Balance |
|-------------|--|---------|-----------------|-------------|---------|
| 10 Nov 2014 | Application Fee (International) | None | ENR-2014-008130 | RM550.00 | 0.00 |
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| 19 Nov 2014 | Administrative Fee (International Student) | None | ENR-2014-008130 | RM4,000.00 | 0.00 |
| 19 Nov 2014 | Caution Fee Deposit | None | ENR-2014-008130 | RM200.00 | 0.00 |
| 19 Nov 2014 | ICT Fee | None | ENR-2014-008130 | RM100.00 | 0.00 |
| 19 Nov 2014 | Initial Tuition Fee | None | ENR-2014-008130 | RM14,000.00 | 0.00 |
| 19 Nov 2014 | International Student Bond | None | ENR-2014-008130 | RM600.00 | 0.00 |
| 19 Nov 2014 | Library Deposit | None | ENR-2014-008130 | RM200.00 | 0.00 |
| 19 Nov 2014 | Library Fee | None | ENR-2014-008130 | RM100.00 | 0.00 |
| 19 Nov 2014 | Medical Plan (International Student) | None | ENR-2014-008130 | RM50.00 | 0.00 |
| 19 Nov 2014 | Registration Fee (International) | None | ENR-2014-008130 | RM450.00 | 0.00 |
| 19 Nov 2014 | Student Activities Fee | None | ENR-2014-008130 | RM200.00 | 0.00 |
| | | | | Total (RM): | 0.00 |

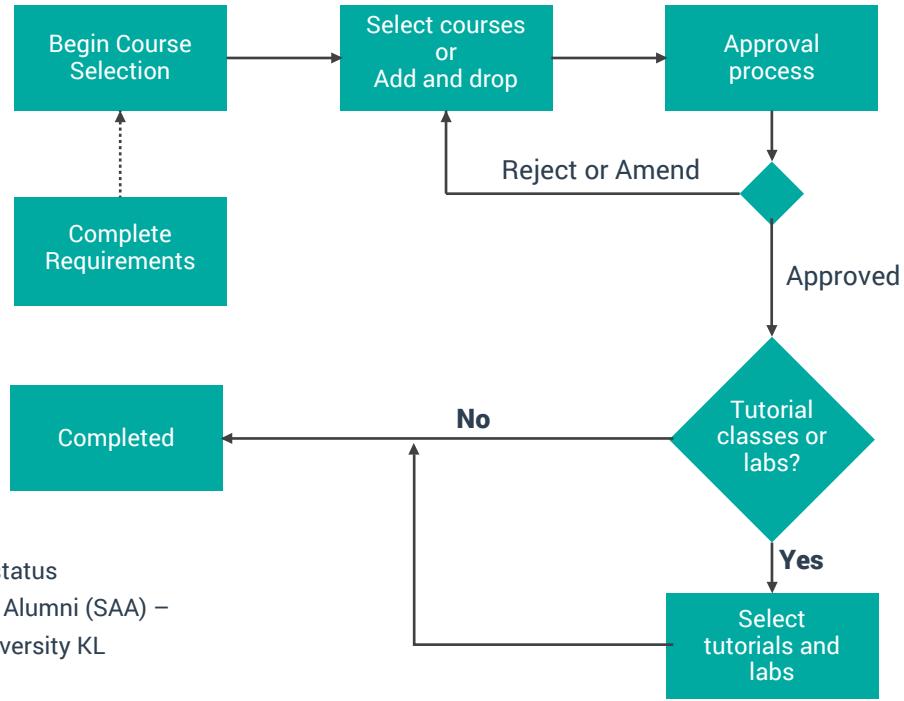
↓ Click Paid

Paid

✓ You have completed the "Pay Fees" task!

← Check balance again

Course Selection Process



*Requirements:

1. Student declarations
2. Pay fees, click "Paid" to update the status
3. Report arrival to Student Affairs and Alumni (SAA) – Located at 9th Floor, Block G, UCSI University KL Campus
4. And others

During-Course Selection (CS) Stage:-

1. Select courses

UCSI.iis Student Portal

Home Profile Ad

Change Password • IIS Student Home

All attachments can be found at the bottom of the screen.

ePayment

Step 1: Click Home

ASSIGNED TASKS - YOU MUST COMPLETE...

Please complete the following Tasks as soon as possible.

| Start Date | Task / Process | File Number | Regarding |
|-------------|------------------------|-----------------|-----------|
| 19 Nov 2014 | Student Declaration | ENR-2014-008130 | Enrolment |
| 19 Nov 2014 | Pay Fees | ENR-2014-008130 | Enrolment |
| 26 Jan 2015 | Begin Course Selection | ENR-2014-008130 | Enrolment |

Step 2: Click Begin Course Selection

Begin Course Selection

Status: ACTIVE

Course Selection time is here. Please click the 'Begin Course Selection' button below to commence. If this has been created in error or you have decided to not continue with your studies then click the 'Not Completing' button. Please ensure that your contact information below is valid and up-to-date before proceeding.

STUDENT CONTACT INFO: *Required

Student: **Yvonne Young (1000012489)**

Student Phone(s):

Student Email(s):

Student Address:

** Kindly ensure your Guardian's information is correct as when there is an emergency, we will be able to contact them.

Please contact Registrar Office to create the Guardian or Next of Kin Contact Information.

Click Begin Course Selection →

Course Selection Terms & Conditions

- 1) You are advised to select courses ONLY if you plan to continue your studies for the coming semester because fees will be charged once your Course Selection exercises are approved.
- 2) Once the Course Selection is submitted and approved:
 - a. The Group Finance Office will bill you based on the number of approved subjects;
 - b. You need to pay the tuition fees amount based on the number of approved subjects;
 - c. Facilities fees will be charged to all active students (including students taking Co-Op subjects).
- 3) In case of withdrawals from the University, the above amount in item 2(a) will be charged.
- 4) If the withdrawal is after the semester's commencement (after the withdrawal Form), the University has the right to impose a charge on tuition fees until the withdrawal Form is submitted. Reasonable deposits will be used to offset any outstanding tuition fees.
- 5) 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. Late payment charges 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 [SS website](#) or contact the Group Finance Office at 03-9101 8880 or e-mail them at finance@ucsigroup.com.my to provide your email address or fax number to forward your pre-billing. The rest of the Course Selection Terms & Conditions under items (1) - (3) of the above still applies.
- 6) 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 not 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 scholarship offered through The Star Education Fund, Sin Chew Daily Education Fund, TheSun-MAPCU Higher Education Scholarship Fund, Nanyang Tertiary Education Fund.)

Step 1: Read and understand the Terms and Conditions.

hereby agree with the above Terms and Conditions

Check the box to proceed to next step

Student: Vivienne Yoong
 Programme: Bachelor of Arts (Hons) Psychology [BCSPS]
 Semester: 2013-09

Please select the subjects you are registering for this semester. It will then be sent to the Head of the department for approval. You will received word once they have been approved - or - you will be requested to make changes as directed by the Head of the Department.

COMPLETE

Select from the Course List below:

| Select Replace Course MQA | Code | Year | Instructor | Timetable | Credits | Status | Cap | Full |
|---|---------|------|------------------|--|---------|--------|-----|------|
| <input type="checkbox"/> Basic English | | | SE | | | | | |
| <input type="checkbox"/> English Foundatio | | | | | | | | |
| <input type="checkbox"/> Bahasa Kebangsa | | | Assigned | Hover mouse HERE for more info.. | 3.00 | | 1 | |
| <input type="checkbox"/> Pendidikan Moral | | | Assigned | Hover mouse HERE for more info.. | 3.00 | | 1 | |
| <input type="checkbox"/> Pengajian Islam | MPW2143 | LAN | Not Yet Assigned | Hover mouse HERE for more info.. | 3.00 | | 0 | |
| <input type="checkbox"/> Pengajian Malaysia | MPW2133 | LAN | Not Yet Assigned | Hover mouse HERE for more info.. | 3.00 | | 1 | |

Info: Hover mouse to "i" (information) icon to check the course's status or prerequisite condition.

Select courses by checking the box

Scroll down until you see the section of the screen as shown below:

Audition Course:

| Select Replace Course MQA | Code | Year | Instructor | Timetable |
|---------------------------|------|------|------------|-----------|
|---------------------------|------|------|------------|-----------|

Any Comments:

Credits Selected: 16.00

Co-op Registration:
 Please register your *intention* on taking Co-op in the 2014-01 semester.

Will select Co-op in 2014-01:

Click Complete → **COMPLETE**

P/S: Please ensure you click on the Complete button so that whatever you have selected will be submitted to your faculty.

During-Course Selection Stage

Home Profile **Activities** Library Calendar LMS

Vivienne Yoong [1000012409]

Click Activities

2013

My Course Selections:

| File Number | Program |
|----------------|---------|
| CS-2017-029004 | Master |

Tips: To view course approval in details

My Portal Student Tools:
Assigned Tasks - you must Complete..

Please complete the following Tasks as soon as possible. It is best to keep your Task list clear as others may be relying on you getting your...

| Start Date | Process | File Number | Regarding |
|-------------|----------|-----------------|-----------|
| 25 Mar 2015 | Pay Fees | ENR-2015-003550 | Enrolment |

My Course Selections:

| File Number | Programme | Code | Semester | Credits | Status |
|----------------|--|------|----------|---------|--------|
| CS-2017-029004 | Master of Science in Technopreneurship | YRST | 2018-01 | 0 | Closed |

Home Profile **Activities** Library Calendar LMS

Vivienne Yoong [1000012409]

Click Activities

2013

Status: **Approval** Request under Approval

Approval: Your selected courses have been submitted for approval

Status: **Queued** Request under Queued

Queued: Your course approval has been completed, please wait for system to process

Status: **Closed**

SELECT / EDIT LAB & TUTORIAL ADD/DROP

Closed: Your course selection is closed and you may add/ drop or select/ edit lab and tutorial

Your Course Selection request: Is Completed

File Number: CS 2017-029004 of CS-2018-000514
 Status: Closed
 Created: 15
 Completed: 17

Subject:
 Programme:
 Semester: 2018-01
 Requested Student Semester:

| Subject | Code | Au/R | Resource MQA | Instrumnt Type | Priority | Approval | Droped | Order | Waiting |
|--|-------|------|--------------|----------------|----------|----------|--------|-------|---------|
| Advanced Circuit Theory & Transmission Lines EE212 | EE212 | 02 | 02 | | High | Approved | 0 | 28 | 0 |
| Advanced Circuit Theory & Transmission Lines EE212 | EE212 | 03 | 03 | | High | Approved | 0 | 28 | 0 |
| Analogue Electronics II EE214 | EE214 | 03 | 03 | | High | Approved | 0 | 17 | 0 |
| Computing For Engineers EE209 | EE209 | 03 | 03 | | High | Approved | 0 | 76 | 0 |
| Digital Electronics I EE213 | EE213 | 02 | 02 | | High | Approved | 0 | 18 | 0 |
| Electromagnetic Theory 2: EC260 | EC260 | 02 | 02 | | High | Approved | 0 | 8 | 0 |
| Electronic Laboratory 2B EE208 | EE208 | 03 | 03 | | High | Approved | 0 | 18 | 0 |
| Electronic Manufacturing Industry EE216 | EE216 | 03 | 03 | | High | Approved | 0 | 28 | 0 |
| Engineering Management & Economics EAG02 | EAG02 | 03 | 03 | | High | Approved | 0 | 62 | 0 |
| Engineering Management & Economics EAG02 | EAG02 | 03 | 03 | | High | Approved | 0 | 22 | 0 |
| Malaysian Cultural Heritage Tourism HGS21 | HGS21 | 03 | 03 | | High | Approved | 0 | 43 | 0 |

Accessing the Current Students Page

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

The screenshot shows the 'Current students' page. On the left is a sidebar menu with 'Current Students' highlighted. The main content area contains a grid of service tiles. A red circle with the number '1' is placed over the 'UCSI University Student Email System' tile, and a red circle with the number '2' is placed over the 'UCSI LMS CN' tile.

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

Accessing UCSI University Student Email System

How to Access UCSI University Student Email System

The top screenshot shows the UCSI Student Portal login page. A callout box points to the email field with the text: 'Please enter your full email address example@student.ucsiuniversity.edu.my'. Another callout points to the password field with the text: 'Same as IIS student portal password'. The bottom screenshot shows an email inbox with a red box highlighting the subject line 'LMS login instruction'.

For any email inquiries, please do not hesitate to contact Helpdesk@ucsiuniversity.edu.my

Search email subject -"Welcome to the UCSI LMS CN" in inbox or spam/junk folder

Open the email and follow the instructions given

The email content includes the UCSI University logo and the following text:

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

Please note, you can always log in to [UCSI LMS CN](#) or click "Um.. Help, I have forgotten my password !" in IIS portal.

Accessing UCSI LMS CN

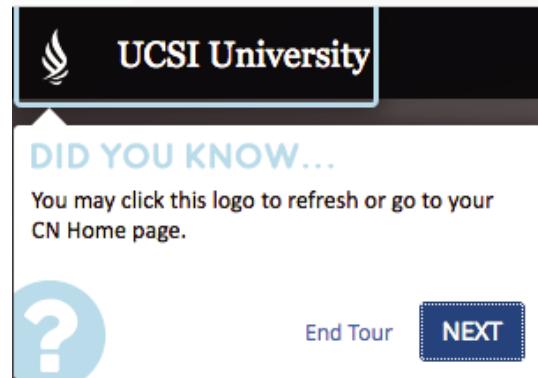
Enter your UCSI ID and UCSI/IIS Password



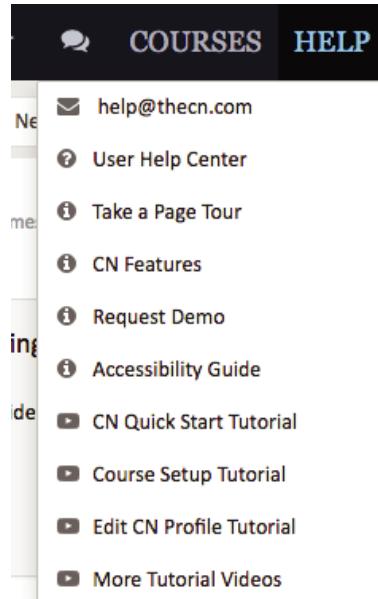
Note: Please login using the page above

Exploring UCSI LMS CN

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

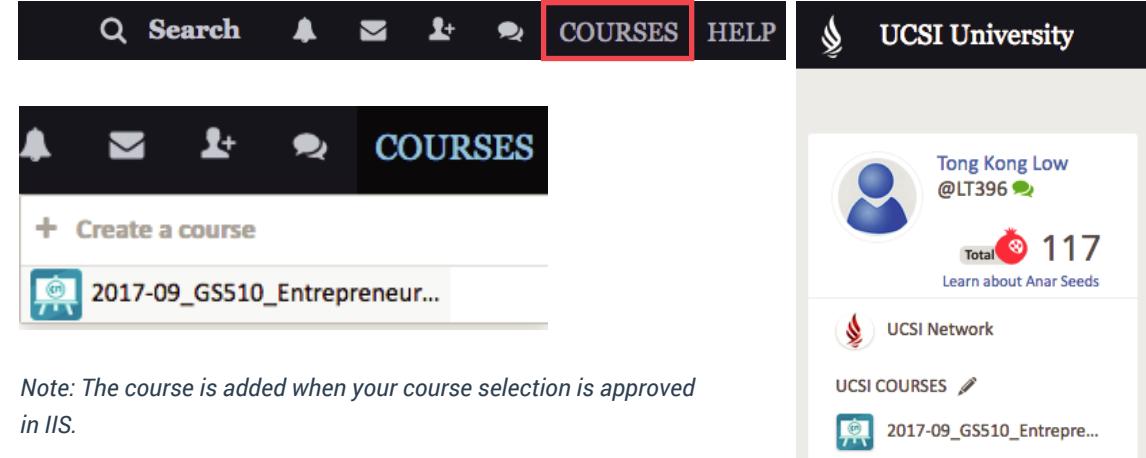


You can find more guidance and features in "Help".



Class Enrolment

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



Note: The course is added when your course selection is approved in IIS.

Left Navigation Panel

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

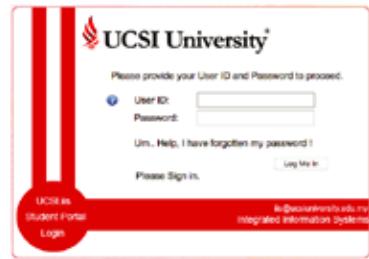
Computer Services Department
Level 10, Block E
UCSI University KL Campus

2. Email to

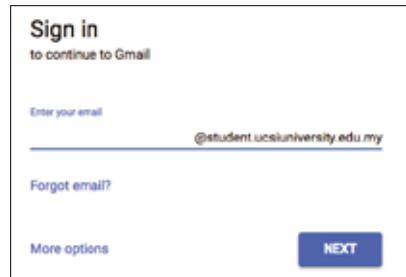
iis@ucsiuniversity.edu.my
(IIS)
lmsmaster@ucsiuniversity.edu.my
(LMS)

Single Sign-On (SSO)

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



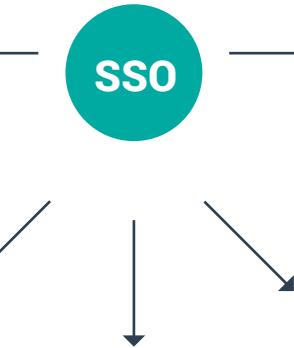
<https://iis.ucsiuniversity.edu.my/>



<http://login.student.ucsiuniversity.edu.my/>



<http://lms2.ucsiuniversity.edu.my/>



Domain Computer (Lab)



Connect@UCSI

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 the 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?

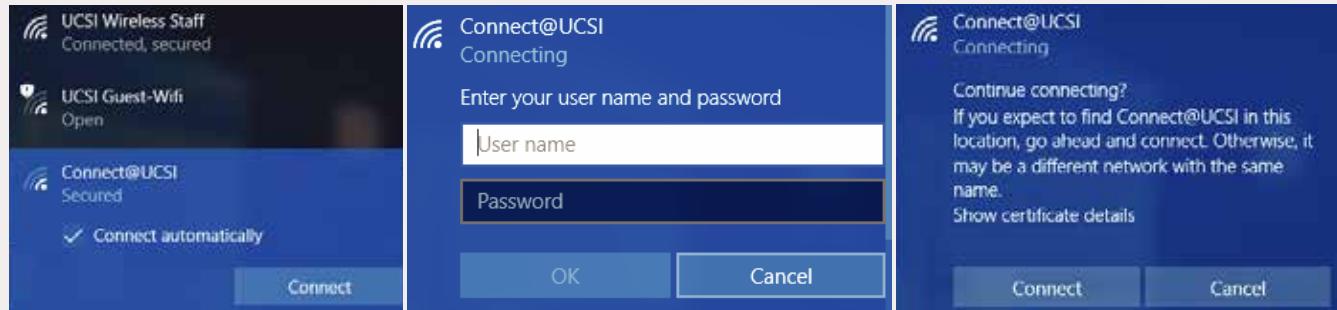
A: You can uncheck the course(s) that are shown in the menu in Manage UCSI Course Menu on the left navigation panel.

Happy Studying!

UCSI University students are provided with workstations and internet facilities. The computer labs 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 in the campus.

WIRELESS NETWORK CONNECTION

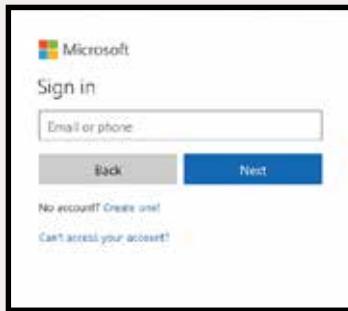


1. Connect to "Connect@UCSI"
2. Key in your "Username" and "Password"
3. Click "Connect" to access internet



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
10th 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

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 - 5pm |
| Saturday | 9am - 9pm |
| Sunday | 9am - 1pm |
| Public Holidays | CLOSED |

LOCATION

Resource Centre, Block B,
UCSI University KL Campus

CA102 will be used as a study room after the library is closed. Available until 12 midnight every day.

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

LIBRARY CONTACT DETAILS

Phone: 03-9101 8880 ext. 3207

Email:

library@ucsiuniversity.edu.my

Website:

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

LIBRARY POLICY

Undergraduate /
Postgraduate Students

5 books, 2 CDs, 2 magazines

- Normal (14 days)
- Red Spot (24 hours)
- CDs and magazines (2 days)

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.ucsiuniversity.edu.my/cgi-bin/koha/opac-main.pl>
- Online renewal can be done twice only.

RETURN

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

**GLOBAL ENGAGEMENT OFFICE (GEO)**

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 enroll 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.ucsiuniversity.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.ucsiuniversity.edu.my/student-exchange-programme> for details on our partners.

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

Further details on GEO can be found at <https://www.ucsiuniversity.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@ucsiuniversity.edu.my

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

To arrange Immigration Clearance and Airport Pick-up

To assist with Post-VAL procedures

To conduct International Student Briefing

To assist with Medical Card and Insurance matters

Covid-19 Update: International students commencing their studies from May 2020 onwards and unable to travel to Malaysia due to travel restrictions must notify the Student Enrolment Centre (SEC) to complete the necessary admission requirements.

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
Operation Hours: 9am – 4.30pm
Monday – Friday (except Public Holidays)

For Enquiries:
E-mail: vpu@ucsiuniversity.edu.my
Tel: 03-9101 8880 Ext: 3131/3624

International Student Kit: https://www.ucsiuniversity.edu.my/sites/default/files/21_ist_and_vpu_updated.pdf

COLLECTION OF UCSI 1CARD / STUDENT ID

- The UCSI 1CARD shall be made available when:
 - A signed Appendix 1 of Admission Letter has been returned to the Admission Office;
 - A copy of a passport-sized photo has been extended to the Admission Office;
 - Fees as stipulated in Appendix 2 of the Admission Letter have been cleared; and
 - 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 UCSI 1Card Portal: www.ucsiuniversity.edu.my/hlbs | UCSI 1 Card's benefits and updates http://www.ucsiuniversity.edu.my/ucsi1card/ |
|--|---|
| <ul style="list-style-type: none"> To check on card collection status To update personal details To report on issues pertaining to Hong Leong Islamic Bank Debit / ATM facility To report on door access problem Any other matters pertaining to the card | <ul style="list-style-type: none"> Discount Privileges of merchants' listing Education tips, talk series and news updates Various promotions and events Notices |

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

General Online enquiries:
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
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 Extra-Curricular 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

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 the UCSI website.



Student Mail

You can receive your packages or mailing letters through UCSI Parcel Service Centre located at Level G, Block G. An SMS and email will be sent to you once we have received the package or mailing letter. Fees are applied for each delivery. Please refer to the UCSI Parcel Service Centre for the details in charges.



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

SAA - STUDENT DEVELOPMENT AND COUNSELLING DEPARTMENT



The Student Development and Counselling Department (SDCD) focuses on helping students in dealing with the challenges and difficulties during their study journey as well as guiding and empowering them to overcome challenges.

We cater to students' needs psychologically and in their academic development. We believe every student is a unique individual with unlimited ability to excel and achieve their highest potential for their future. With that, we are here to provide a wide range of counselling services.

COUNSELLING

- » Individual Counselling
- » Group Counselling
- » Crisis Intervention
- » E-Counselling
- » Consultation

STUDENT DEVELOPMENT PROGRAMME

- » Workshops
- » Trainings
- » Camps

PSYCHOLOGICAL ASSESSMENT

- » DISC Assessment
- » Self Directed Search (SDS)
- » Psychological Cards

Email us at: sacounselling@ucsiuniversity.edu.my

Call us at **+603 - 9101 8880 Ext 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 4,000 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



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

ACHIEVEMENT HIGHLIGHTS OF 2018 - 2019

- » SUKIPT 2018 – 4 Gold, 3 Silver and 3 Bronze medals
Ranked – 13th placing out of 84 teams (Uni/College)
- » MASISWA Sports with 4 Gold, 1 Silver, 2 Bronze medals and more
- » University Basketball League 2018 – 1st Runner Up
- » INTI Ultimate Indoor Open 2019 - Champion
- » MASISWA Basketball Championship 2019 – 1st Runner Up (Men's)
- » MASISWA Basketball Championship 2019 – 1st Runner Up (Men's)



| 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! | |



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.

STUDENT COUNCIL COUNTERS SERVICES

OPERATING HOURS: 10AM – 5PM



BLOCK A, STUDENT CENTRE, UCSI UNIVERSITY KL CAMPUS

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

<https://www.ucsiuniversity.edu.my/student-council-and-student-clubs/Kuala-Lumpur?display=Kuala-Lumpur-Campus>

**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
- Family Mart Shop
- CIMB and 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
- 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 Lab
- 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
- Cafeteria
- Auxiliary Police Station
- Music Practice Room

LEVEL 1

- Music Jamming Room
- Student Residence

LEVEL 2 - 4

- Student Residence

BLOCK E**LEVEL LG2**

- Carpark

LEVEL LG1

- Carpark

LEVEL G

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

LEVEL 1

- Yoga Studio
- Gymnasium
- Sauna

LEVEL 2

- Hua Yi Yuen Chinese Restaurant 华逸苑
- Surau

LEVEL 3

- School of Architecture and Built Environment Classrooms
- School of Architecture and Built Environment Material Sampler Room
- Student Affairs and Alumni Hostel Reception
- Student Affairs and Alumni 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)
- Mother's Sanctuary

LEVEL 9

- LeQuadri Hotel (Room 901-953)

LEVEL 10

- Computer Service Department
- Faculty Hospitality and Tourism Management

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

- Global Engagement Office
- Student Enrolment Centre
- Media Broadcasting Studio
- F&B Outlet

LEVEL 2-7

- 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

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
- Faculty of Medicine and Health Sciences
- Music Practice Room

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

LEVEL 12

- Basketball Courts
- Sky Lounge
- Watch Tower

UCSI SPRINGHILL (PORT DICKSON) 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

AVOID BEING A VICTIM

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 OFFENCE****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 University 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.



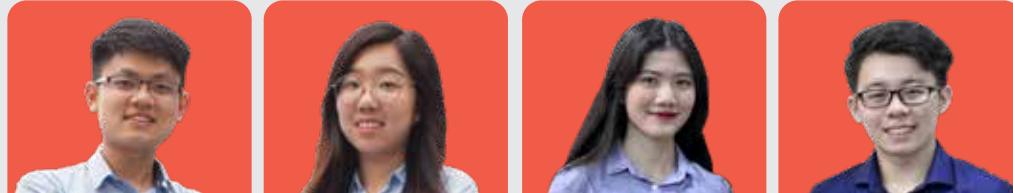
CHERISH CHONG

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)